

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

April 16, 2014

The Board of Trustees of Frederick Community College met in regular session on Wednesday, April 16, 2014 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Debra S. Borden, Chair; David F. Bufter, Vice-Chair; Nick Diaz; Gary V. Fearnow; Doris J. White; Myrna R. Whitworth; and Roger A. Wilson. Also in attendance: President Douglas D. Browning, Secretary/Treasurer of the Board; Mia DiClaudio, Recording Secretary; Shelby Carmon, Chair, Support Personnel Association; Fred Hockenberry, Administrative Staff Association; Mary Mogan-Vallon, Chair, Faculty Association; Corwin Parker, Chair, College Senate; Kavonte Duckett, President, Student Government Association, and other members of the College staff.

CALL TO ORDER

The meeting was called to order by Board Chair Debra Borden at 7:03 p.m. The Chair recognized the Affinity Group representatives and others present.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the March 19, 2014 regular meeting of the Board. No changes were recommended so the Chair declared the minutes approved as presented.

The Chair called for approval of the minutes of the April 7, 2014 special meeting of the Board. The Chair requested a change to the minutes to further reflect that the meeting was held specifically to discuss presidential candidates. No further changes were recommended so the Chair declared the minutes approved as amended/presented.

REPORTS OF SPECIAL COMMITTEES/PUBLIC PRESENTATIONS

NONE

PRESIDENT'S MONTHLY REPORT

President Browning gave highlights from his written report, which the Board members received in their meeting packets. Also included in the President's written report were the following: CIP Construction Project Updates and Change Order Log, Monroe Center Report, Monthly Enrollment Update, College Highlights, and the Marketing Division Annual Report. He pointed out the dates of a number of upcoming college events as well as noting specific items including the men's baseball team Division II rank and the upcoming launch of the new and improved college web site. He also reminded those present that the Monroe Center is now open for dining. Trustee Borden stated that she will contact them to schedule a "Trustee's Night" and will notify the other Trustees.

BOARD DISCUSSION OF STRATEGIC ISSUES/INITIATIVES

Utilization of Facilities – David Croghan, Interim Vice President for Learning, introduced this item. Michelle Hall, Executive Director of Academic Operations presented a Power Point presentation updating the Board on what has developed since she presented to them on September 18, 2013. She reminded the Board of what was discussed at that meeting. The areas of focus presented were related to Culture, Scheduling Software, and Updated Space. She stated that the renovation of the B building has been the catalyst for examining these issues. Concerns about being able to manage programs and the possibility of any temporary solutions becoming permanent were prominent concerns. She explained

that the Alignment Meetings have engaged the various areas that will be impacted, resulting in an increased level of participation to revisit benchmarks, revise procedures, and define what tactics and actions must be implemented. An illustration of the timeline for presenting the proposed software to the Board as well as implementation of the proposed new Scheduling Software was presented. August 2014 is the proposed presentation of recommendations to the Board, with a projection of going live in the Fall 2015 Semester.

Ongoing technology replacement and improvements to the physical spaces with furniture and capital improvements are part of the implementation plan. There are a number of different possibilities for improvements being examined.

ACTION ITEMS

Approval of Health Insurance Rates – Dana McDonald, Vice President for Administration, presented this item. She described both of the plans available to employees and noted the areas of the plans that have incurred cost adjustments, as well as pointing out the incentive provided to employees that opt out of the plan. President Browning commented that the cost is now the lowest it has been for several years. The plan is considered acceptable coverage under the Affordable Care Act.

The motion was made and seconded to approve the FY15 Health Insurance Renewal Rates, as presented. The Board, by individual vote, unanimously approved the motion.

Proposed Revision to Open Campus Tuition – Dana McDonald, Vice President for Administration, presented this item. Maryland Senate Bill 740 was a catalyst for

examining a change to the approach in how we currently manage this relationship with the county public school system. She gave an overview of the fiscal relationship as it currently exists and highlighted the benefits of the proposed revisions.

The motion was made and seconded to approve the Revision to Open Campus Tuition, as presented. The Board, by individual vote, unanimously approved the motion.

INFORMATION/DISCUSSION ITEMS

Discontinuance A.A.S Building Trades – David Croghan, Vice President for Learning presented this item. He noted that this recommendation is a result of Program Review. Most students were only completing the “trade” portion of this program and this change will assist them to move toward completion. It was clarified that the programs would not be discontinued, just the degree.

This item was presented for information only. No action was required.

Discontinuance A.S Math Option of Arts & Sciences – David Croghan, Vice President for Learning presented this item. He explained that by encouraging these students toward a General Studies degree it makes it easier for them to transfer to a four year institution. There are very few students that would be impacted by any change to this degree offering.

This item was presented for information only. No action was required.

Quarterly Financial Report Period Ending March 31, 2014 – Dana McDonald, Vice President for Administration presented this item. She explained that the current budget

levels are typical for this time of year. All expense categories are well under budget at present, and she noted that overall it appears as though campus wide there continues to be conscientious approach to spending and that the expectation is that the surplus will be preserved for the year. Vice President McDonald explained where the portion of funds that are being invested reside and that the fund is not drawn from.

This item was presented for information only. No action was required.

TRUSTEE COMMENTS –

On behalf of Trustee White and himself, Trustee Diaz thanked Interim Vice President for Learning David Croghan for a very enjoyable time at the luncheon he hosted for the visiting UK delegation of community college representatives.

Trustee Whitworth stated that she, and Trustee Wilson attended a meeting of the Faculty Association and offered her opinion that it might be advisable to do so at least once per semester as a part of the Outreach Committee.

Trustee Bufter commented that he was impressed with the efforts being made by the college to examine “space process” and offered his compliments to all those involved in the efforts.

Trustee Whitworth again complimented the presidential search committee for their dedicated efforts and offered her thanks to those present that served on the committee.

ADJOURNMENT TO CLOSED SESSION

The motion was made and seconded to adjourn to Closed Session at 8:39p.m. The Board, by individual vote, unanimously approved the motion.

This action was taken in accordance with Maryland's Open Meetings Act, Section 10-508(a):

(1) To discuss;

- (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or**
- (ii) Any other personnel matter that affects one or more specific individuals.**

(8) To consult with staff, consultants, or other individuals about pending or potential litigation.

CLOSED SESSION

In attendance: Trustees Debra S. Borden, Chair; David F. Bufter, Vice-Chair, Nick Diaz; Gary V. Fearnow; Doris J. White; Myrna R. Whitworth; and Roger A. Wilson. Also in attendance: President Douglas D. Browning, Secretary/Treasurer of the Board, Interim Vice President for Learning David Croghan, Karen Reilly Director Business Systems and Compliance, and Mia DiClaudio, Recording Secretary.

The Board met in Closed Session to discuss the following items:

- 1) Status of pending lawsuit filed by two former FCC employees
- 2) The investigation of a personnel issue
- 3) Potential internal procedural changes
- 4) The proposed development of a new position

The motion was made and seconded to return to Open Session at 10:02 p.m. The Board, by individual vote, unanimously approved the motion.

ADJOURNMENT

The motion was made and seconded to adjourn immediately at 10:02 p.m. The Board, by individual vote, unanimously approved the motion.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, May 21, 2014 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

**Douglas D. Browning
Secretary/Treasurer**