

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

March 19, 2014

The Board of Trustees of Frederick Community College met in regular session on Wednesday, March 19, 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; Mick O’Leary, 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 7:02 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 February 19, 2014 regular meeting of the Board. No changes were recommended so the Chair declared the minutes approved as 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 Learning Support Division Annual Report, and the Self Study Design. He pointed out the dates of a number of upcoming college events and noted several recent meetings that he attended including a meeting with Vice President McDonald and several members of the county government, to discuss the proposed FY15 budget. Trustee Borden requested that the Board receive progress reports on student retention initiatives going forward.

BOARD DISCUSSION OF STRATEGIC ISSUES/INITIATIVES

"From Library to Learning Commons" – Mick O'Leary, Executive Director, Library, and Betsey Zwing, Writing Center Manager, presented this proposal. David Croghan, Interim Vice President for Learning, introduced the item and gave some background as to the thought process behind the concept. Mick noted that the proposal addresses the Board's budget priority of better space utilization. Space redeployment and space usage analysis was a strategic goal for the library in FY14. Potential benefits noted included integrated learning literacy support, and better space utilization. The evolving library collection of print books is diminishing while the number of online databases is multiplying. The goal of the proposal is to combine areas for print books, the writing center, tech support, faculty development and study skills. Betsey Zwing explained that having the research process and writing literacies processes, along with the technical

support/video and media production for more technical presentations, located in one area will provide greater support to the student. Integrated learning literacy support will be advantageous to students, staff and faculty.

President Browning suggested the next step should be to bring in a consultant for a preliminary review/concept development and contact/survey other institutions that have done this. Preliminary estimates of numbers of students present in these areas show that there is a demand for a brick and mortar solution, but providing these combined services digitally as well needs to be explored. Commissioner Smith concurred that the proposed solution makes sense and commented that he would immediately move the Writing Lab. Trustee Borden complimented the presenters on behalf of the Board and asked them to prepare an implementation plan for the Board to review.

ACTION ITEMS

FY15 Sabbatical Requests – David Croghan, Interim Vice President for Learning, presented this item. The following individuals have submitted sabbatical requests for consideration: Kathy Brooks, Ann Commito, Joseph Healey, Joseph Rosebrock, and Jill Schultz. David Croghan explained the policies that apply to sabbaticals.

The motion was made and seconded to approve the five FY15 Sabbatical Requests, as presented. The Board, by individual vote, unanimously approved the motion.

INFORMATION/DISCUSSION ITEMS

NONE

TRUSTEE COMMENTS –

President Browning provided information on the timeframe for the baseball field’s infield turf installation. There is only one remaining weekend in the season that has not been reserved for the new field.

Trustee Bufter complimented the evening’s presentations and noted that there is a theme of more efficient use of space.

Commissioner Smith offered an update on the “atmosphere with the budget” and referred to a public meeting that was held with parents and students from Hillcrest Elementary School. He explained that Hillcrest had been budgeted for 2018 but they are pressuring to be addressed sooner. Commissioner Smith noted that there has been a history of very strong citizen support for these schools getting their projects pushed up and that as they are already falling \$5M short in the budget, they are going to be making some cuts. Trustee Borden thanked Commissioner Smith and offered her best wishes to the Hillcrest families, but reminded Commissioner Smith that FCC’s “ask” is a very small one.

ADJOURNMENT TO CLOSED SESSION

The motion was made and seconded to adjourn to Closed Session at 8:10p.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, Vice President for Administration Dana McDonald, Associate Vice President for Human Resources Don Francis, 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**

The motion was made and seconded to return to Open Session at 8:56 p.m. The Board, by individual vote, unanimously approved the motion.

ADJOURNMENT

The motion was made and seconded to adjourn immediately at 8:56 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, April 16, 2014 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

**Douglas D. Browning
Secretary/Treasurer**