

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**May 21, 2014**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, May 21, 2014 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Debra S. Borden, Chair; David F. Bufter, Vice-Chair; 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; Commissioner Liaison Paul Smith; 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; and other members of the College staff.

**CALL TO ORDER**

The meeting was called to order by Board Chair Debra Borden at 7:07 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 April 16, 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 21, April 23, April 24, May 6, and May 7, 2014 special meetings of the Board. The Chair requested an addition to the May 6, 2014 minutes. 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, Monroe Center Report, Monthly Enrollment Update, College Highlights, and the Human Resources Division Annual Report.

Trustee Fearnow requested an additional FTE Enrollment report when the final figures become available.

President Browning specifically noted that the Monroe Center is now able to offer GED testing and the expectation is that they will see a great deal of traffic.

## **BOARD DISCUSSION OF STRATEGIC ISSUES/INITIATIVES**

**Maryland Ready and the FCC Strategic Plan – Gerald Boyd, Associate Vice President for Learning and Institutional Assessment**, presented this item as a Power Point presentation summary of the Maryland Ready initiative. He discussed the importance of program planning and review, and illustrated how the budget connects to the strategic plan. The goal is to have dashboards built by August, which will detail information on the success indicators. Boyd noted that 43% of students that come to FCC require no remediation, which results in FCC ranking second in the state. The figure is based predominately on students coming out of high school but there is some amount of adult,

returning education in that figure. Trustee Borden noted that the numbers need to be improved as they are still too high and Trustee Bufter asked how the pipeline might be improved. Boyd noted that SB740 addresses this very issue and provided several examples, further commenting that what we are doing with the high schools is cutting edge in dual enrollment integration with FCPS. Trustee Bufter stated that this needs to be a topic for the June Board meeting. Trustee Fearnow offered his compliments on the quality of the presentation.

### **ACTION ITEMS**

**Discontinuance A.A.S. Building Trades** – Gerald Boyd, Associate Vice President for Learning and Institutional Assessment, presented this item. He briefly reminded the Board of the rationale supporting the recommendation.

*The motion was made and seconded to approve the discontinuance of the A.A.S. Building Trades degree, as presented. The Board, by individual vote, unanimously approved the motion.*

**Discontinuance A.S. Math Option of Arts & Sciences** – Gerald Boyd, Associate Vice President for Learning and Institutional Assessment, presented this item. He explained that this is in line with what the Maryland Higher Education Commission will be requiring.

*The motion was made and seconded to approve the discontinuance of the A.S. Math Option of Arts & Sciences degree, as presented. The Board, by individual vote, unanimously approved the motion.*

**Appointment of Board Nominating Committee** – Board Chair Debra Borden, presented this item. She explained to the group the role of the nominating committee. She asked if Trustee Fearnow and Trustee Wilson would be willing to serve as committee members.

*Trustees Fearnow and Wilson volunteered to act as the Board Nominating Committee, and were therefore appointed by Board Chair Borden.*

### **INFORMATION/DISCUSSION ITEMS**

**FY 2015 Commercial Insurance Renewal Rates** – Dana McDonald, Vice President for Administration presented this item. She explained that the numbers will be adjusted slightly and will be presented again in June for approval. She noted that the overall 4.3% increase is in line with last year.

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

**FY 2015 Auxiliary Budgets** – Dana McDonald, Vice President for Administration presented this item, pointing out that FY 2014 will be a little more than break even while FY 2015 will show an improvement across the three auxiliary areas combined. Textbook sales continue to decline while rentals have increased in popularity. Estimates for FY 2015 for the bookstore are conservative. The Children's Center is projecting increased enrollment and HeadStart will be using one of the classrooms beginning July 2014. Salary for the Executive Director of Auxiliary Services, that was previously entirely in the bookstore's budget, will now be divided among the bookstore, children's center and dining.

**There will also be a financial assistant hired for the children's center. Dining services is projecting a 3% increase in revenue and have added a line item for concessions for the new stand at the baseball field. Trustee Borden stated that Vice President McDonald has presented the healthiest budget she has seen for auxiliary services in her five years with The Board.**

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

**Wayfinding Project and Building Naming – Mike Pritchard, Executive Director, Marketing and Public Relations presented this item. Mike introduced the members of the committee present along with John Anzinger from Proffitt & Associates, and Jamie Barnett from Ayers Saint Gross. Ms. Barnett explained the goals and objectives of the project. She noted the various types of signs; vehicular directional, parking, pedestrian directional, and destination/building identification. There will also be building mounted signage for distant visibility and improved gateway signs. The project is a part of the campus wide building renaming initiative.**

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

**Policy 3.17 – Non-Discrimination Policy – Don Francis, Associate Vice President Human Resources, presented this item. He explained that revisions to Title 9 have brought about the need to change a number of policies in order to be in compliance. There are minor changes in order to update the policy, whereas the procedures saw greater changes.**

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

**Policy 6.21 – Use of Tobacco Products** – Wayne Barbour, Vice President of Learning Support, presented this item. He explained that developments such as electronic cigarettes have precipitated the need for updates to the policy. Trustee Whitworth requested the Board be provided with information on the policies of the other Maryland community colleges.

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

**Policy 6.22 - Weapons** – Walt Smith, Director Department of Risk Management and Public Services, presented this item. Trustee Borden expressed the opinion that there needs to be a provision for who specifies when there is to be an exception to the rule. Smith explained that there was an addition to the procedure for exception situations. Trustee Borden read aloud the description of “weapon” as is written in the procedure. Commissioner Liaison Smith expressed an opinion that the policy was not constructed narrowly enough. There was agreement that a close examination of the policy must be made, as is done with all policies brought before the Board, to ensure it is in line and consistent with all other existing policies.

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

**Policy 6.33 – Use of Force** – Walt Smith, Director Department of Risk Management and Public Services, presented this item. He explained that this has been in development since 2011 and is important for the college’s liability insurance, further explaining that the policy was developed with the guidance of college counsel, the states attorney’s office, the police department, and the college’s insurance carrier. It was extensively reviewed by all of

**the Affinity Groups. Arrangements have been made for the local police department to provide staff training which will be custom designed and modeled after the traditional police academy training.**

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

**TRUSTEE COMMENTS –**

**Trustees Whitworth and Wilson advised those present that they were guest attendees at a meeting of the FCC Support Personnel Association affinity group and thanked the group’s chairperson for inviting them to attend.**

**ADJOURNMENT TO CLOSED SESSION**

*The motion was made and seconded to adjourn to Closed Session at 9:06 p.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; 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, 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) A personnel issue
- 3) Potential internal procedural changes

*The motion was made and seconded to return to Open Session at 9:52 p.m. The Board, by individual vote, unanimously approved the motion.*

### **ADJOURNMENT**

*The motion was made and seconded to adjourn immediately at 9:52 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, June 18, 2014 at  
7:00 p.m. in the Chris T. Matthews Board Room (A201).**

**Douglas D. Browning  
Secretary/Treasurer**

**Prepared by Mia L. DiClaudio  
Office of the President  
Frederick Community College  
Board/Board Minutes/Board Minutes 2014/Board Minutes05 May 21, 2014**