

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**October 21, 2020  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, October 21, 2020 virtually due to the COVID-19 public health emergency.

Participating were: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Farnow; Carolyn Kimberlin; and Dr. April Miller. Also participating were President Elizabeth Burmaster, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Kari Melvin, Recording Secretary; Dr. Perry Wood, Chair, Faculty Association (FA); Shelby Carmon, Lauren Dods, Brian Holt, and Karen Santelli, Support Staff Association (SSA) Executives; Kelli Ackiewicz, Administrative Staff Association (ASA) Executive; Mary Rolle, Chair, College Senate; Emma Wachter, President, Student Government Association (SGA); Melissa Bard, Vice President (VP) for Human Resources; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Learning Support; Lewis Godwin, Chief of Operations (COO); Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Cathy Jones, VP for Finance; Joseph McCormick, Chief Information Officer (CIO); Dr. Beth Douthirt-Cohen, Executive Director of Diversity, Equity, and Inclusion; Graylin Smith, Engagement Partner, SB & Company; and, Tobi Hollander, Engagement Manager, SB & Company.

**CALL TO ORDER**

The meeting was called to order by Board Chair Molesworth at 4:35 p.m.

## **APPROVAL OF MINUTES**

The Chair called for approval of the minutes of the September 16, 2020 joint meeting with the Frederick County Public Schools Board of Education and the September 16, 2020 regular meeting of the board.

*On a motion made by Vice Chair Lynch and seconded by Trustee Miller, the Board unanimously approved the minutes, as presented.*

## **PRESIDENT'S MONTHLY REPORT**

Board members received the President's written report in their meeting packet. Also included in the President's written report was the CIP Construction Projects Update. She said we are very excited there are just a few items left on the punch list related to the Building E/Conference Center renovation and she thanked everyone on the Operations Team for all of their good work. President Burmaster announced the recipients of the 2020 Eagle Award: the Delaplaine Foundation, its Chairman George Delaplaine, Jr. and its President Marlene Young. She was honored to officially recognize George and Marlene during a virtual award ceremony on October 2, 2020. College employees have been busy securing grant funding. FCC will receive nearly \$400,000 in grant funding from Governor Larry Hogan to provide workforce development courses and continuing professional education leading to government or industry required certification or licensure. The National Science Foundation (NSF) has awarded Mount St. Mary's University (MSMU), in partnership with FCC and Montgomery College, nearly \$900,000 through the Scholarships in Science, Technology, Education and Mathematics (S-STEM) program grant that provides transfer pathways and scholarships for community college students to complete their bachelor's degree at MSMU. The NSF S-STEM program aims to increase the number of low-income students earning degrees in STEM fields. President Burmaster then

acknowledged and thanked AstraZeneca for their recent donation of more than \$10,000 worth of lab equipment that will benefit students in the biotechnology program.

#### **INFORMATION/DISCUSSION ITEMS**

**Review of Audited Annual Financial Statements for Period Ending June 30, 2020 –**  
Graylin Smith, Engagement Partner, from the College auditors, SB & Company provided a presentation on the results of the audit of both FCC and the FCC Foundation. There were no findings and the College was issued an unmodified opinion on the financial statements. Additionally, the Annual Financial Report to the Maryland Higher Education Commission (CC-4 Report) was issued with no exceptions. There was an overall increase in net position of \$4,073,896. An assessment of internal controls, assessment of risk related to COVID-19, and financial statement highlights were included in the presentation. A copy of the presentation is available from the President's Office.

*This item was presented for information only – no action was taken or requested.*

**Single Audit Report for the Period Ending June 30, 2020 –** Mr. Smith presented the results of the single audit. The Single Audit is conducted to assure that the College has complied with the requirements as described in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of the College major Federal Programs for the year ended June 30, 2020. The opinion of the auditor, SB & Company, is that Frederick Community College complied, in all material respects, with the requirements that are applicable to each of its major programs for the year ended June 30, 2020.

The Single Audit Report - Section III - Federal Awards Findings and Questioned Costs had no finding for fiscal year 2020. There was one finding during fiscal year 2019.

The College took corrective action to exercise greater oversight in the calculation and review process for draw downs. The correction was noted by the auditors.

*This item was presented for information only – no action was taken or requested.*

**Quarterly Financial Report for Period Ending September 30, 2020 – VP Jones**

presented this item and went through the report in detail with the Board. A copy of the report is available from the President's Office.

*This item was presented for information only – no action was taken or requested.*

**ACTION ITEMS**

**Approval of the FCC Cultural Diversity Report – Annual Progress Report to the Maryland Higher Education Commission** – Executive Director Douthirt-Cohen presented this item. The College is required by law to submit a progress report regarding the implementation of the cultural diversity plan to MHEC by September 1 of each year. In a memo dated February 5, 2020, MHEC advised institutions to submit annual progress reports on cultural diversity plans in a narrative format by September 1, 2020. Due to Covid-19, the deadline was extended by the State Legislature to November 1, 2020. The narrative outline requests that the following be discussed: the diversity plan, its major goals, progress, and areas for improvement (Sections I, II, III, and VII in the FCC Report); efforts to increase the numerical representation of traditionally underrepresented ethnic/racial minority (URM) groups in terms of students, faculty, and staff and ways the College seeks to recruit and retain URM populations and examples of interventions that have supported the College efforts (Section IV in the FCC Report); efforts designed to create positive interactions and cultural awareness among students, faculty and staff (Section V in the FCC Report); and College processes for reporting hate-based crimes (Section VI in the FCC Report).

**Executive Director Douthirt-Cohen** overviewed the report, which Trustees received in their meeting packet. The 2020 Maryland Higher Education Commission Cultural Diversity Report captures Frederick Community College diversity, equity, and inclusion goals and features some of the College-wide progress made on those goals. Several examples of our distinct diversity efforts and inclusion accomplishments can be found throughout the report. Most importantly, the report discusses that as part of SAT Group A over this past year, the College began its process of assessing some of the racial equity gaps in access and success at the College and that this work will continue as part of SAT D during this 2020-2021 year. This plan focuses our DEI efforts over the next five years toward four primary goals determined to be realistic, necessary, and in alignment with our values and aspirations as a College community. These goals include: increasing access and success for traditionally underrepresented students; increasing recruitment and retention of a diverse workforce; preparing students for an increasingly diverse community, workforce, and world; and ensuring a more welcoming and inclusive environment for students, faculty, staff, and visitors.

**Executive Director Douthirt-Cohen** recommended approval of the FCC Cultural Diversity Report – Annual Progress Report to MHEC and submission to MHEC by November 1, 2020.

Vice Chair Lynch commented that the report reflects the true investment and tremendous energy of faculty and staff to make these programs work. Chair Molesworth agreed.

*On a motion made by Vice Chair Lynch and seconded by Trustee Barber, the Board unanimously approved the report, as presented.*

**Approval of Piggyback Contract with Microsoft for State and Local Government –**

**Premier Support Services in the amount of \$48,390; Piggyback of the Maryland Education Enterprise Consortium (MEEC) Contract #U8720739 – CIO McCormick presented this item. The College needs our service agreement with Microsoft to aid in ongoing support of our Microsoft Windows Server and Desktop operating systems, Microsoft security software systems, and Microsoft applications available through Microsoft 365 (formerly Office 365). This service agreement provides the College with a dedicated Technical Account Manager or TAM contact within Microsoft and includes a single year of support. The TAM provides a streamlined mechanism for College IT to receive support assistance for technical issues and is able to escalate as appropriate within other teams at Microsoft.**

**This request is for a piggyback with Microsoft through the Maryland Education Enterprise Consortium (MEEC) contract # U8720739. The cost of this purchase is \$48,390 and funds are available in the CIP budget 85-800125-8000300.**

**CIO McCormick recommended approval of the use of the Maryland Education Enterprise Consortium (MEEC) Contract # U8720739, with Microsoft for Premier Support Services in the amount of \$48,390.**

**Vice Chair Lynch asked if this agreement will be something the Trustees review every year. CIO McCormick answered yes because the needs of the College change every year. The agreement is modified to best meet the needs of the College.**

***On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board unanimously approved the piggyback contract with Microsoft, as presented.***

## **TRUSTEE COMMENTS**

**Chair Molesworth congratulated Marlene Young and George Delaplaine, Jr. on receiving the Eagle Award and added that they are very deserving. He also offered congratulations on the grant funding received, noting grants are very competitive and this is fantastic news for the College.**

**Vice Chair Lynch commented that this was a very efficient meeting and shows things are going well, which in today's world is a very positive sign.**

## **ADJOURNMENT**

***The regular meeting adjourned at 5:04 p.m.***

## **NEXT MEETING**

**The next regular meeting of the Board will be held on Wednesday, November 18, 2020.**

**Elizabeth Burmaster  
Secretary/Treasurer**

**Prepared by Kari Melvin  
Office of the President  
Frederick Community College**