

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**October 15, 2025  
Regular Meeting**

The Board of Trustees of Frederick Community College met in **regular session** on Wednesday, October 15, 2025 in the Conference Center (E126AB). A virtual option to participate was provided. Participating in person were: Trustees Theodore Luck, Chair; Carolyn Kimberlin, Vice Chair; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; and Edmund O’Meally, PK Law, College legal counsel. Trustee Dr. Carmen R. Hernandez was unable to attend.

Participating virtually was Trustee Jan H. Gardner.

**CALL TO ORDER**

The meeting was called to order by Chair Luck at 4:30 p.m.

**APPROVAL OF MINUTES**

Chair Luck called for approval of the minutes of the September 17, 2025 regular meeting.

*On a motion made by Trustee Reid, the Board approved the September 17, 2025 regular meeting minutes 6-0-1, as presented, with Trustee Hernandez absent.*

**DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest expressed by Trustees.

## **BOARD & CEO COMMENTS**

Chair Luck announced that the next Board retreat has been scheduled for December, and that some of the Trustees and President Cheek will be attending the Association of Community College Trustees Leadership Congress next week.

President Cheek announced that FCC will welcome alumnus Diego Retana for a free public concert on October 24, 2025 in the Jack B. Kussmaul Theater, who will be joined by his original jazz-fusion band *Mixed State* and Baltimore-based Celtic folk band *The Pilgrims of Deep Run*, with donations supporting the FCC Music Program. She reported that the Maryland State Police recently graduated its 159<sup>th</sup> Trooper Class, the largest in five years, with 30 of the 48 new troopers earning their A.A.S. in Police Science from FCC through a 23-year partnership that has produced nearly 580 graduates.

President Cheek commended FCC and Hood College Honors students for continuing their 14-year collaboration with The City of Frederick through a cleanup of Rock Creek. She highlighted the success of Frederick County College Night and the Fall 2025 Transfer Fair, which together drew more than 150 colleges and a record number of student participants, and she recognized the Recruitment and Admissions Team led by Jen Sealy, Jane Filler, and Jane Dibble for their coordination. Finally, President Cheek shared that she attended the Frederick Health Community Leader Summit with Dr. Cheryl Cioffi and her executive team, noting the productive discussion on shared community priorities, including workforce development, health equity, and economic resilience.

## **CONSENT AGENDA**

There were no items.

## **REQUIRED APPROVALS AGENDA**

*On a motion made by Trustee Kimberlin, the Board approved the following item 6-0-1, as presented, with Trustee Hernandez absent:*

- Piggyback Contract with Audio Video Group for the Audio-Visual Refresh of  
Selected Classrooms in the Student Center

## **INFORMATION/DISCUSSION ITEMS**

**Audited Financial Reports for the Year Ending June 30, 2025** – President Cheek reported that the College completed its annual independent financial audit for FY 2025, receiving an unmodified (clean) opinion for both the College’s financial statements and the CC4 financial report required by the Maryland Higher Education Commission. She noted that the College also underwent the federally required Single Audit, which identified one compliance finding related to the Return of Title IV process—a common issue among colleges nationwide. Corrective actions have already been implemented, and additional measures are being taken to strengthen oversight. President Cheek concluded by introducing Graylin Smith of SB & Company. Mr. Smith overviewed the results of the audit in detail with the Board.

### **MONITORING BOARD PERFORMANCE:**

**Policy Survey Results for BCD-1 Unity of Control** – Chair Luck reported on the results of this survey.

**Policy Survey Results for GP-10 Board Expenses** – Chair Luck reported on the results of this survey.

**Board Policy Review of GP-7 Board Planning Cycle and Agenda Control** – The Board reviewed this policy for currency. There was discussion regarding the alignment of the review of the Ends policy with the budget development cycle. There was also discussion regarding limited deliberation on required approvals. Some Trustees expressed interest in revisiting the policy to clarify the Board’s ability to seek additional information on these items, while others emphasized maintaining adherence to the Policy Governance® model. It was decided that this topic will be revisited at the December retreat.

**Board Policy Review of GP-5 Board Linkage with Ownership** – The Board reviewed this policy for currency. There was discussion regarding adding a provision to require a qualified facilitator when meeting with the Ownership to guide discussions and distinguish owner input from stakeholder perspectives. There was agreement by some Trustees to include this language, while others expressed they were neutral or not opposed. It was noted that a facilitator might not always be necessary in the future. Proposed edits were not offered.

**Board Policy Review of GP-6 Board Linkage with External Organizations** – The Board reviewed this policy for currency. There was discussion regarding the current ways the Board engages with state and local governing bodies. Support was expressed for continued and expanded involvement. There were no suggested revisions.

## **ACTION ITEMS**

**Approval of Annual Board Self-Assessment Tool** – The Board reviewed the proposed annual board self-assessment tool that was introduced at the July Board Retreat and discussed at its last two meetings. All feedback was incorporated. The Annual Board Self-Assessment Tool was submitted for approval.

*On a motion made by Trustee Reid, the Board approved the Annual Board Self-Assessment Tool 6-0-1, as presented, with Trustee Hernandez absent.*

The Annual Board Self-Assessment Tool will be implemented in the spring, with results used to help shape the agenda for the July Board retreat.

**Acceptance of EL-1 Treatment of Students Monitoring Report** – The Board was presented the first formal submission of performance monitoring reports, following the development and approval of all Board policies during FY 2024 and the acceptance of interpretations and baseline insight reports in FY 2025 while transitioning to full deployment of the Policy Governance® Model. Monitoring reports provide a structured process to assess compliance with Board policies, including Ends and Executive Limitations, and enable the Board to evaluate whether results align with intended outcomes.

President Cheek overviewed the monitoring report for EL-1 Treatment of Students and reported full compliance. Since the prior baseline insight report, all previously identified gaps have been addressed, including systematic curriculum inclusivity reviews, student focus groups and enhanced advising, formal review of the Continuity of Operations Plan, completion of Title IX training by all employees, implementation of a

Gramm-Leach-Bliley Act (GLBA) policy, incorporation of Health Insurance Portability and Accountability Act (HIPAA) compliance, and mandatory training verification for staff handling student data. Ongoing practices supporting compliance include safety reporting and drills, student communications, enforcement of expressive activity and conduct policies, and inclusive programming through the MOSAIC Center.

Trustees praised the monitoring reports for their thoroughness, clarity, and informative links, noting they provide valuable insight into College operations and reflect significant effort in preparation.

*On a motion made by Vice Chair Kimberlin, the Board found evidence of compliance with a reasonable interpretation of the policy for EL-1 Treatment of Students 6-0-1, with Trustee Hernandez absent.*

**Acceptance of EL-2 Treatment of Employees Monitoring Report** – President Cheek overviewed the monitoring report for EL-2 Treatment of Employees and reported full compliance. Since the prior baseline report, all previously identified gaps have been addressed, including formalizing the review of the Continuity of Operations Plan, fully implementing employee performance evaluations, launching an independent anonymous reporting system, and embedding professional development in evaluations. Ongoing practices supporting compliance include extensive professional learning opportunities, safety drills and inspections, compliance trainings, and accessible mental health services. The report demonstrates that the College maintains a workplace culture aligned with Board policy, emphasizing fairness, inclusion, and professional growth.

*On a motion made by Trustee Whitworth, the Board found evidence of compliance with a reasonable interpretation of the policy for EL-2 Treatment of Employees 6-0-1, with Trustee Hernandez absent.*

### **MEETING CONTENT REVIEW**

Chair Luck led a discussion for the consideration of areas for meeting content improvement and the effectiveness of the meeting as it adheres to the principles of Policy Governance®. It was observed that while new Trustees may initially find the process challenging, experience and continued practice will support more effective participation in future meetings. The meeting was cited as an example of ongoing learning and improvement in Board operations.

### **CLOSED SESSION**

*At 5:42 p.m., the motion was made by Vice Chair Kimberlin to convene in closed session and approved by the Board 6-0-1, with Trustee Hernandez absent.*

This action was taken in accordance with Maryland's Open Meetings Act, Section 3-305(b)(7) to consult with counsel to obtain legal advice; Section 3-305(b)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; and Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

The Board convened in closed session in the Conference Center (E126AB) on October 15, 2025. A virtual option to participate was provided. Attending in person were: Trustees Theodore Luck, Chair; Carolyn Kimberlin, Vice Chair; Tracey McPherson; Dr.

William Reid; and Myrna Whitworth. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Avis Boyd, Chief of Staff to the President; Dr. Bridgette Cofield, Vice President (VP) for Talent and Culture; Dr. Anne Davis, Provost and VP for Teaching, Learning and Student Success; Scott McVicker, Chief Financial Officer (CFO) and VP for Administration; Pamela Murphy, Labor Relations Specialist; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary. Trustee Dr. Carmen R. Hernandez was unable to attend.

Participating virtually was Trustee Jan H. Gardner.

The Board reviewed closed session minutes from August 20, 2025.

*On a motion made by Trustee McPherson, the Board approved the August 20, 2025 closed session minutes 5-0-1-1, as presented, with Trustee Hernandez absent and Trustee Gardner abstaining.*

The Board obtained legal advice on matters related to collective bargaining strategy and potential positions.

*On a motion made by Trustee Reid, the Board approved the FCC bargaining team 6-0-1, with Trustee Hernandez absent.*

*On a motion made by Vice Chair Kimberlin, the Board approved 6-0-1, with Trustee Hernandez absent, to authorize the Chief Negotiator to enter into collective bargaining negotiations on their behalf with United Academics of Maryland-AFT-AAUP, Frederick Community College Chapter.*



*On a motion made by Chair Luck, the Board approved 6-0-1, with Trustee Hernandez absent, for the Chief Negotiator to bargain up to a specified amount on fiscal items for FY 2027.*

*The meeting adjourned at 6:25 p.m.*

**NEXT MEETING**

The next regular meeting of the Board will be held on Wednesday, November 19, 2025.

Dr. Annesa Payne Cheek  
Secretary/Treasurer

Prepared by Kari Melvin  
Office of the President  
Frederick Community College