

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**August 20, 2025
Regular Meeting**

The Board of Trustees of Frederick Community College met in **regular session** on Wednesday, August 20, 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; Jan H. Gardner; Dr. Carmen R. Hernandez; Tracey McPherson; Dr. William Reid; and Myrna Whitworth. Trustee Hernandez was appointed by Governor Wes Moore for a five-year term from July 1, 2025 through June 30, 2030. Trustee Hernandez replaces Tom Lynch, whose term expired on June 30, 2025. Trustee Hernandez was sworn in at the Office of the Clerk of the Circuit Court for Frederick County on July 10, 2025. Also attending in person were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; and Edmund O’Meally, PK Law, College legal counsel.

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 June 3, 2025 special meeting.

On a motion made by Trustee Gardner, the Board unanimously approved the June 3, 2025 special meeting minutes, as presented.

Chair Luck called for approval of the minutes of the June 11, 2025 regular meeting.

On a motion made by Trustee Reid, the Board unanimously approved the June 11, 2025 regular meeting minutes, as presented.

Chair Luck called for approval of the minutes of the July 19, 2025 board retreat.

On a motion made by Trustee Whitworth, the Board unanimously approved the July 19, 2025 board retreat minutes, as presented.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

BOARD & CEO COMMENTS

Chair Luck welcomed Trustee Hernandez to her first regular meeting. Vice Chair Kimberlin congratulated Elizabeth DeRose, Director of Hospitality, Culinary, and Tourism Institute, on two recent awards received.

President Cheek also recognized and congratulated Ms. DeRose on the recent awards, the *2025 Technology Award* from Rational USA and the Center for the Advancement of Foodservice Education (CAFÉ) for her innovative practices in culinary education and the *2025 OpenTable Diners' Choice Award* for 200 Monroe. Additionally, a third award was just announced today, the *2025 Excellence in Economic Development Gold Award* from the International Economic Development Council, in partnership with The City of Frederick Department of Economic Development and the Frederick County Office of Agriculture, for the Food Business Entrepreneurship Program. Trustees joined in congratulating Ms. DeRose and Ms. DeRose thanked them for their support. President Cheek then announced that 11 FCC Cougars baseball players are moving on with full scholarships to play at four-year institutions and 36 FCC scholar-athletes received Maryland JUCO All-Academic Awards. She reported that she had the honor of throwing a ceremonial first pitch at the Frederick Keys game on August 15, 2025 and recently

attended a breakfast roundtable with the new Maryland Commerce Secretary Harry Coker, Jr. focused on the region's strengths, challenges, and strategies for success in today's economic climate. President Cheek commented that employees made a great use of the Wellness Days this summer and she expressed excitement for tomorrow's convocation and the start of the fall semester.

CONSENT / REQUIRED APPROVALS AGENDA

Item V.C was removed from the consent / required approvals agenda.

On a motion made by Trustee McPherson, the Board unanimously approved the following items, as presented:

- Three-Year Piggyback Contract with Bell Techlogix for Adobe Creative Cloud Application Suite
- Sole Source Procurement from The Segal Group, Inc. for Compensation and Market Analysis Study
- Award of Guaranteed Maximum Price (GMP) to Dustin Construction, Inc. for the New Campus Services Building Project

ACTION ITEM REMOVED FROM CONSENT / REQUIRED APPROVALS AGENDA

Approval of 2025 Cultural Diversity Plan - Annual Progress Report – An inquiry was made, per item 1 of EL-1 Treatment of Students, for the status on improved support for the three student populations identified under Goal 1A. After discussion, it was noted that this inquiry is not related to policy compliance. This item was submitted via the consent / required approvals agenda because approval of the report is required by Maryland law. Per GP-7 Board Planning Cycle and Agenda Control, “when an item is brought to the Board via

the Required Approvals Agenda, deliberation, if any, will only be in regard to whether or not the President’s decision complies with relevant Board policies.” It was further noted that evidence is provided in monitoring reports in relation to both Board policy and the agreed upon interpretations, and that the baseline insight report for EL-1 Treatment of Students was submitted to the Board in October 2024. There was discussion on whether the baseline insight report addressed the initial question. It was clarified that the identification of these student populations was the outcome for Goal 1A in the 2024-2025 Diversity, Equity, Inclusion, and Belonging (DEIB) Plan. Developing strategies for addressing root causes of institutional performance gaps in student success among these demographic groups of students is an intended outcome of the 2025-2026 DEIB Plan.

On a motion made by Trustee Reid, the Board unanimously approved the 2025 Cultural Diversity Plan - Annual Progress Report, as presented.

INFORMATION/DISCUSSION ITEMS

Amendment to Bylaws – The Board reviewed a proposed amendment to the Board of Trustees Bylaws to add a statement of rules regarding the conduct of persons attending Board of Trustees meetings.

The amendment will be submitted at the September Board meeting for approval.

MONITORING BOARD PERFORMANCE:

Board Policy Survey Results: GP-9 Investment in Governance – Chair Luck reported on the results of this survey and made clarifying comments regarding the Board’s budget. There was discussion regarding the purpose, structure, and flexibility of a Board of Trustees budget. It was suggested that a deeper review could take place at a future retreat.

Board Policy Survey Results: BCD-0 Global Board Delegation Statement – Chair

Luck reported on the results of this survey.

Board Policy Review: BCD-3 Delegation to the President – The Board reviewed a proposed revision to add “administrative” before “policies” in item 6.

The revised policy will be submitted at the September Board meeting for approval. A survey will not be conducted until the revised policy is approved and either comes back to the Board based on the schedule, or the Board chooses to review its adherence off-cycle.

Board Policy Review: BCD-4 Monitoring President Performance – The Board reviewed proposed revisions to change in the first line, “CEO” to “President”; Item 2.1, change “his or her” to “their”; and remove the Monitoring Schedule at the end of the policy.

The revised policy will be submitted at the September Board meeting for approval. A survey will not be conducted until the revised policy is approved and either comes back to the Board based on the schedule, or the Board chooses to review its adherence off-cycle.

Draft Annual Board Self-Assessment Tool – The Board reviewed the proposed annual board self-assessment tool that was introduced at the July Board Retreat. There was discussion regarding whether this is necessary in addition to evaluations conducted after each meeting and possibly delaying implementation of an annual self-assessment. It was shared that Policy GP-9 Investment in Governance requires the Board to “conduct self-evaluation on an ongoing basis and, at least annually, a self-evaluation with such facilitation as may be deemed appropriate.” It was suggested that “operational” should change to “administrative” in item 8. There was further discussion about the best timing of

an annual assessment and whether Trustees would be able to assess all areas currently included in the tool.

The Annual Board Self-Assessment Tool will be submitted at the September Board meeting for further consideration and possible adoption.

ACTION ITEM

Approval of Deed of Easement and Agreement – Access – During the planning phase of the Campus Services Building, the College collaborated with Frederick County Public Schools (FCPS) to secure a Deed of Easement. This easement provides a designated route for delivery vehicles, extending from the existing Campus Loop to the loading dock for the new Campus Services Building. The route crosses FCPS property and will ensure for efficient and authorized access to the loading dock at the new facility. It was noted that the existing Plant Operations building is being demolished and all services are moving to the new building, in addition to mail, delivery, and the loading dock.

On a motion made by Trustee Gardner, the Board unanimously approved the Deed of Easement and Agreement – Access, as presented.

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®. Chair Luck expressed appreciation for the new format of the meeting packet.

CLOSED SESSION

At 5:32 p.m., the motion was made by Vice Chair Kimberlin to convene in closed session and unanimously approved by the Board.

This action was taken in accordance with Maryland's Open Meetings Act, Section 3-305(b)(1) to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals; Section 3-305(b)(7) to consult with counsel to obtain legal advice; 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 August 20, 2025. Attending were: Trustees Theodore Luck, Chair; Carolyn Kimberlin, Vice Chair; Jan H. Gardner; Dr. Carmen R. Hernandez; 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 for Talent and Culture; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

The Board reviewed closed session minutes from June 3, 2025 and June 11, 2025.

On a motion made by Trustee Whitworth, the Board unanimously approved the June 3, 2025 and June 11, 2025 closed session minutes, as presented.

The Board considered an appeal for procedural review.

On a motion made by Trustee Hernandez, the Board unanimously approved to reject the appeal.

The meeting adjourned at 5:57 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, September 17, 2025.

Dr. Annesa Payne Cheek

Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College