

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**January 21, 2026
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, January 21, 2026 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. 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.

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 November 19, 2025 regular meeting.

On a motion made by Trustee Gardner, the Board unanimously approved the November 19, 2025 regular meeting minutes, as presented.

Chair Luck called for approval of the minutes of the December 3, 2025 and December 4, 2025 board retreat.

On a motion made by Trustee Hernandez, the Board unanimously approved the December 3, 2025 and December 4, 2025 board retreat minutes, as presented.

Chair Luck called for approval of the minutes of the January 8, 2026 special meeting.

On a motion made by Vice Chair Kimberlin, the Board unanimously approved the January 8, 2026 special meeting minutes, as presented.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

BOARD & CEO COMMENTS

Chair Luck wished everyone a happy new year. He then shared appreciation for Spring Convocation, noting the impact of hearing directly from students who spoke highly of faculty and staff. He commended faculty, staff, and administration for their work.

Trustee McPherson echoed comments on Spring Convocation and described the event as inspiring.

Trustee Reid agreed and emphasized that students have access to multiple supports when challenges arise.

Vice Chair Kimberlin shared she had the same thoughts on Spring Convocation. She then reported on representing the Board at the January 9, 2026 ribbon cutting for the newly renovated electrical trades lab, acknowledged Rowan Digital's investment for the renovation, and expressed appreciation for the FCC Foundation's role in securing the contribution.

Trustee Whitworth observed a strong sense of community evident at Spring Convocation and noted that students clearly experience a shared sense of purpose.

Trustee Hernandez noted that December was a celebratory month at FCC, highlighted attendance at the surgical technology and nursing pinning ceremonies and the Iris/American Sign Language interpreting graduation ceremony, commended leadership for the Holiday Luncheon, referenced the December Board retreat as supporting continued development in Policy Governance®, and reported attending an Ownership Linkage session with the Frederick County Chamber of Commerce.

Trustee Gardner highlighted the December retreat and special meeting, noted the value of discussions on strategic foresight and the importance of regularly reviewing Ownership Linkage feedback, expressed interest in further discussion of Institute for the Future work at a spring retreat, and highlighted that in attending the pinning ceremonies, most of the surgical technology and nursing graduates had already secured employment. She then requested that future agenda materials more clearly identify funding sources in the approval memos, citing the Building M renovation item as an example.

President Cheek reported the release of the second issue of *FCC Connects*, noting the impressive continuous improvement quality. She then announced the launch of the inaugural *FCC Foundations of Leadership* cohort, consisting of 19 employees from across the institution, which includes approximately 40 hours of leadership development focused on decision-making, teamwork, collaboration, and leadership practice, with participants eligible for a digital badge upon completion. President Cheek reported strong enrollment momentum ahead of the Spring semester, with enrollment nearing 7,000 students, approximately 95 percent of forecast and nearly four percent higher than the same time last year, and full-time equivalent enrollment also up nearly four percent year over year,

representing the strongest post-pandemic Spring enrollment at this point in the cycle. She then reported a recent community partnership milestone, noting that on January 16, 2026 FCC entered into a formal Memorandum of Understanding with the Washington Freedom cricket team and Infinite Computer Solutions to expand experiential learning and workforce development opportunities for students through exclusive internships across a range of professional areas, including information technology, sports marketing, cybersecurity, game-day operations, and business administration.

President Cheek introduced the *Future in Focus* segment and provided context for the Innovation and Technology Center, noting that the project originates from the College's ten-year Facilities Master Plan, has been included in the Board-approved Capital Improvement Program since 2023, was prioritized in 2024 due to workforce demand and facility constraints, and represents a \$64 million investment involving a two-story addition and renovation of Catoctin Hall to address instructional and lab space needs aligned with high-demand career fields.

Dr. Anne Davis, Provost and Vice President of Teaching, Learning and Student Success presented an overview of the proposed Innovation and Technology Center, describing its alignment with regional workforce needs in biotechnology, information technology, and advanced manufacturing. She reported that the project addresses identified instructional and laboratory space deficits and includes flexible, technology-enabled, and interdisciplinary learning environments. The Center supports student success, workforce development, and regional economic vitality. A *Trustee Takeaway* was provided to the Board.

CONSENT AGENDA

There were no items.

REQUIRED APPROVALS AGENDA

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

- Piggyback Contract with Datatelligent for Construction of a Cloud-Based Data Warehouse
- Contract Amendment with Dustin Construction for Guaranteed Maximum Price (GMP) #2 for the Renovation of Building M
- Contract Modification with M&M Welding and Fabrication Inc. for the Central Plant Optimization Project Phase 2B

INFORMATION/DISCUSSION ITEMS

Ownership Linkage Updates – The Board reflected on Ownership Linkage sessions conducted in 2025 with the Frederick County Public Schools Board of Education, Frederick Health, and the Frederick County Chamber of Commerce. Trustees who participated shared observations from the sessions and reflected on the value of these engagements in identifying community values to inform future Board deliberation on desired institutional outcomes. Trustees noted recurring themes across the sessions, including the importance of critical thinking, communication, collaboration, teamwork, problem-solving, emotional intelligence, and adaptability in a changing workforce and community environment. Trustees also discussed the role of Ownership Linkage input in informing Ends policy deliberation over time rather than driving immediate changes.

FY 2027 Budget Development Update – President Cheek provided the Board with an early preview of the FY 2027 operating and capital budget. She explained that the presentation was intended to offer high-level orientation to assumptions, fiscal pressures, tradeoffs, and timing, and emphasized that no decisions or actions were being requested. She noted that the FY 2027 budget remained a moving target, with several external factors still evolving, including the Governor’s proposed budget and his Budget Reconciliation and Financing Act (BRFA). She reviewed the anticipated budget timeline, including presentation of the budget request to the County Executive to be submitted to the Board in February, release of the County Executive’s proposed budget by April 15, further Board review in April, County Council action by May 31, and final Board action in June, followed by County Council ratification. President Cheek reviewed the four institutional priorities shaping the FY 2027 budget: student success and retention; workforce development and community alignment; institutional capacity and leadership; and technology and operational efficiency. She also summarized the College’s fiscal management philosophy, emphasizing results-oriented spending, long-term financial sustainability, purposeful use of reserves, planning for contingencies, and how the developing FY 2027 budget aligned with Board policy. Scott McVicker, Chief Financial Officer and Vice President for Administration reported a projected \$1.5 million reduction in anticipated state funding associated with the BRFA and noted that balancing the FY 2027 budget would be challenging under all projected scenarios. He reviewed the proposed tuition strategy, including a proposed 3% tuition increase across all residency categories.

Trustees asked clarifying questions regarding tuition assumptions, revenue distribution, and state and county funding conditions. Mr. McVicker discussed strategic reserves as a resource for one-time needs and confirmed that any proposed use of strategic reserves would be brought to the Board for approval in accordance with Executive Limitations. He also provided a high-level overview of the proposed FY 2027 capital budget, including county and state funding components, and noted a reduction in the State Facilities Renewal Grant from \$500,000 to \$327,250.

Review of Proposed Revisions to Policy GP-5 Board Linkage with Ownership –

The Board reviewed the proposed revisions to this policy. There was consensus to remove “and not that of stakeholder or interest groups” from the proposed revision in item 3.1. The revised policy will be considered for approval at the February Board meeting.

Review of Proposed Revisions to Policy GP-11 Special Rules of Order – The

Board reviewed the proposed revisions to this policy. There were no further suggested changes. The revised policy will be considered for approval at the February Board meeting.

MONITORING BOARD PERFORMANCE:

Policy Survey Results for BCD-2 Accountability of the President – Chair Luck

reported on the results of this survey.

Board Policy Review of GP-12 Handling Operational Complaints – The Board

reviewed this policy for currency. There were no suggested revisions.

Board Policy Review of GP-13 Handling Alleged Policy Violations – The Board

reviewed this policy for currency. There were no suggested revisions.

ACTION ITEMS

Approval of Revisions to Board of Trustees Bylaws – The Board considered proposed amendments to the Bylaws previously discussed at the January 8, 2026 special meeting. The proposed revisions addressed Article V, Section 8, regarding limited public comment at regular Board meetings, and Article XIII, regarding meeting agendas, including clarification of consent agenda items and required approvals. Mr. O’Meally reviewed the proposed revisions and advised that the public comment provisions are not required under Maryland law but, when permitted, may be subject to reasonable time, place, and manner restrictions. He added that the revisions meet all constitutional and legal requirements related to public comment. Trustees discussed whether public comment should be limited to Frederick County residents. Mr. O’Meally advised against residency restrictions due to potential exclusion of individuals with legitimate College connections and added administrative burden, noting that the proposed limits of five speakers and three minutes each were sufficient. Trustees also discussed adding a provision to review the section on public comment annually.

Vice Chair Kimberlin moved to approve the revisions to the Board of Trustees Bylaws, with an addition to Article V, Section 8, new item 6 “The Board will review this section annually.” The Board approved the revisions 6-1, as amended, with Chair Luck opposed.

Approval of Position on Pending Legislation – The Board considered action related to draft state legislation entitled “Frederick Community College Board of Trustees Meeting and Training Requirements,” sponsored by Senator Karen Lewis Young and

presented at the January 16, 2026 Frederick County Delegation meeting. The proposed legislation would require: (1) an opportunity for public comment at each Board meeting; (2) audio or video recording of Board meetings and public posting of recordings within two business days, to the extent practicable; and (3) Trustee training related to Board governance, structure, responsibilities, and roles at least every two years.

Chair Luck advised that the item was before the Board to allow communication of the Board's position to the Frederick County Delegation at its upcoming meeting on January 23, 2026. It was noted that the proposed legislation was drafted without consultation with the Board or College administration and was described by Senator Lewis Young as being prompted by the administrative decision to close the Children's Center, which was within the President's delegated authority and not a Board action. Chair Luck reviewed each component of the proposed legislation. He noted that the Board approved to provide opportunities for public comment at this meeting; currently provides public access to meetings via Zoom; and participates in comprehensive Trustee onboarding and ongoing professional development. With respect to meeting recordings, he noted that a statutory requirement to post recordings within a fixed timeframe could create additional cost and administrative burden to ensure recordings are complete, accurate, and accessible. There was extensive discussion regarding how best to respond to the proposed legislation.

On a motion made by Trustee Reid, the Board approved to not support the proposed legislation 5-2, with Trustees Gardner and Whitworth opposed.

Acceptance of EL-7 Land Use Monitoring Report – President Cheek summarized the monitoring report for EL-7 Land Use and reported full compliance.

On a motion made by Vice Chair Kimberlin, the Board unanimously found evidence of compliance with a reasonable interpretation of the policy for EL-7 Land Use.

MEETING CONTENT REVIEW

There were no comments.

CLOSED SESSION

At 7:13 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; Section 3-305(b)(9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; Section 3-305(b)(10) to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans; 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 January 21, 2026. Attending 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. 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 of Teaching, Learning and Student Success; Pamela Murphy, Labor Relations Specialist; Edmund O'Meally, PK Law, College legal counsel; and Kari Melvin, Recording Secretary.

The Board reviewed closed session minutes from October 15, 2025.

On a motion made by Trustee Whitworth, the Board unanimously approved the October 15, 2025 closed session minutes, as presented.

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

No action was taken.

The Board discussed an update from administration on personnel matters.

No action was taken.

Ms. Murphy and Dr. Davis left the meeting. Scott McVicker, Chief Financial Officer and Vice President for Administration and Dr. Robin Shusko, Chief of Campus Police and Director of Public Safety joined the meeting.

The Board discussed changes in Public Safety operations.

No action was taken.

The meeting adjourned at 9:02 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, February 18, 2026.

Dr. Annesa Payne Cheek
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College