

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**December 1, 2023**

**Board Retreat**

**Chris T. Matthews Board Room (A201)**

**Attending In Person:**

**Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; Dr. William Reid; and Myrna Whitworth. Also present were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Avis Boyd, Chief of Staff to the President; Edmund O’Meally, PK Law, College legal counsel; and Dr. Daniel Phelan, Facilitator.**

**Participating Virtually:**

**Kari Melvin, Recording Secretary.**

**Board Chair Kimberlin convened the retreat at 9:15 a.m.**

**Approval of Sole Source Procurement for Achieving the Dream Network Membership in the Amount of \$234,000 (\$78,000/year for Three Years) – President Cheek presented this request. Achieving the Dream (ATD) is a national organization and network of community colleges dedicated to furthering student success and equity by helping colleges use institutional data to create evidence-based strategies. ATD works with over 300 community colleges and offers a framework and consultation to implement best practices to enhance student outcomes and completion. This unique set of practices and support is only available through the College’s participation in Achieving the Dream. During the past 18 months, nearly two dozen FCC faculty, staff and administrators have attended ATD national convenings to investigate, explore and determine viability and fit for FCC’s participation in the ATD network. To enhance the student experience at FCC, the primary focus as an ATD member will be advancing efforts to design effective Guided Pathways. The intent is to refine existing and possibly implement new strategies that will enhance the overall student experience, thereby improving student outcomes overall, especially for students from historically marginalized backgrounds. President Cheek noted the importance of disaggregating data to better understand and address the diverse needs of students. More rigorous data analysis will enable FCC to identify and address attrition points and barriers to student persistence and success.**

**The Board discussed the potential benefits of joining this initiative, including the opportunity to learn from the experiences and strategies of other community colleges across the country, professional development opportunities, and a systematic approach to improving student outcomes.**

**President Cheek recommended approval of this sole source procurement for the three-year membership with funding provided through the Student Success Initiative allocation from the Strategic Reserves.**

*On a motion made by Vice Chair Lynch, the Board unanimously approved the sole source procurement for Achieving the Dream Network Membership, as presented.*

**Development of Board Policies** – Dr. Phelan led the discussion and review of the following draft policies: Global Governance Commitment, Board Code of Conduct, Role of the Board Chair, Role of the Vice Chair, Board Job Contributions, Monitoring President Performance, Planning, and Land Use. The Board provided feedback and revisions. The draft policies with revisions will be reviewed at the January 24, 2024 regular meeting.

President Cheek and Trustees thanked Dr. Phelan.

**Closed Session** – *At 11:37 a.m., the motion was made by Vice Chair Lynch 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 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 any other personnel matter that affects one or more specific individuals. Attending in person were: Trustees Carolyn Kimberlin, Chair; Tom Lynch, Vice Chair; Theodore Luck; Tracey McPherson; Dr. John Molesworth; 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; Edmund O’Meally, PK Law, College legal counsel; and Dr. Daniel Phelan, Facilitator. Participating virtually was Kari Melvin, Recording Secretary.

The evaluation of the President was discussed. No action was taken.

The retreat adjourned at 11:56 a.m.

**Dr. Annesa Payne Cheek**  
**Secretary/Treasurer**

Prepared by Kari Melvin  
Office of the President  
Frederick Community College