



**BOARD OF TRUSTEES**  
**Wednesday, November 20, 2019**  
**Chris T. Matthews Board Room – A201**

**6:00 – Board Conversation & Dinner**

*Strategic Advisory Team Workgroup Updates*

- A. Implement the goals and priorities of the AACEWD Master Plan with a focus on enhancing student success and retention through high impact practices in teaching and learning. (Patricia Meyer & Dr. Sandy McCombe Waller)
- B. Enhance communication and employee relations through the implementation of recommendations from the 2018-2019 internal Task Force, external review report, ombudsman feasibility study, and climate survey. (Danielle Stoffer)
- C. Use a comprehensive, inclusive, and participatory process with representatives from the College and the Frederick County community to develop a new five-year Strategic Plan which will serve the College from July 1, 2020 through June 30, 2025. (Dr. Kelly Trigger)
- D. Increase student access through the implementation of best practices in recruitment, persistence, retention, advising, scheduling, and affordability. (Dr. Nora Clark & Dr. Molly Carlson)
- E. Create a safer and healthier workplace through the development and implementation of an Environmental & Health Safety Plan which ensures compliance with all state and federal regulatory bodies that oversee higher education. The plan will address ongoing training, education, employee development, compliance documentation, and record retention. (Chris Sasse)
- F. Research, analyze, communicate, and implement needed network infrastructure upgrades in order to provide improved services, resiliency, and availability for critical IT systems. (Jeff Hawk & Scott Reece)

**7:00 p.m. – Regular Monthly Meeting**

**1. Call to Order**

**2. Approval of Minutes: October 23, 2019 (Board Conversation & Regular Meeting)**

**3. President/College Reports**

*President Burmaster*

**4. Information/Discussion Items**

- \* A. Continuing Education and Workforce Development Year in Review

*Patricia Meyer*

- \* B. MHEC Program Proposal: Substantial Modification to the CPA Exam Qualification Certificate

*Dr. Tony Hawkins*

C. FCC Admissions Video

**Michael Baisey &  
Edwin Koester**

\* D. Fiscal Year 2019 Institutional Effectiveness Report

**Gerald Boyd**

## **5. Action Items**

\* A. Approval of Nominations for Emeritus and Distinguished Status for 2019

**President Burmaster**

\* B. Approval of Part-time Variable Schedule (PTVS) and Auxiliary Employees Pay Scale

**Melissa Bard**

\* C. Approval of Piggyback Contract with Leepfrog Technologies for Catalog and Curriculum Management Software in the amount of \$93,980; Piggyback of the Harford Community College Contract "CourseLeaf Service and Software Agreement" which resulted from HCC's RFP #18P-004

**Dr. Tony Hawkins &  
Joseph McCormick**

\* D. Approval of CIP and County Budget Request – FY 2021-FY 2026

**John Anzinger**

\* E. Approval of Proposed Change Order (PCO) #1 in the amount of \$67,430.60 for the Building Automation System (BAS) Replacement Project

**John Anzinger**

\* F. Approval of Revised Use of Facilities Fee Schedules

**John Anzinger &  
Dana McDonald**

## **6. Trustee Comments**

## **7. Adjournment**

**NEXT MEETING: Wednesday – January 22, 2020**

- **6:00-7:00 p.m. – Board Budget Workshop & Dinner – A201**
- **7:00 p.m. – Regular Monthly FCC Board Meeting – A201**

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