

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**November 20, 2019
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, November 20, 2019 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; and Carolyn Kimberlin. Former Trustee Debra S. Borden's position is currently vacant. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Janice Spiegel, Director of Education and Special Initiatives; Kari Melvin, Recording Secretary; Dr. Perry Wood, Chair, Faculty Association (FA); Brian Holt, Chair, Support Personnel Association (SPA); Administrative Staff Association (ASA) Executive Committee member Danielle Stoffer; Mary Rolle, Chair, College Senate; Jassbeck Ramirez, President, Student Government Association (SGA); Melissa Bard, Vice President (VP) for Human Resources; Ray Barnes, Interim Chief of Operations; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; Dr. Nora Clark, VP for Learning Support; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development (AACEWD); Joseph McCormick, Chief Information Officer (CIO); Dana McDonald, VP for Finance; Patricia Meyer, Associate Vice President (AVP) for CEWD; Edwin Koester, Videographer/Producer; John Anzinger, Director of Facilities Planning; Frederick News-Post Education Reporter Katryna Perera; and other members of the College and staff.

CALL TO ORDER

The meeting was called to order by Board Chair Molesworth at 7:02 p.m. The Chair recognized the Affinity Group representatives and others present.

APPROVAL OF MINUTES

The Chair called for approval of the minutes of the October 23, 2019 board conversation and regular meeting of the board.

On a motion made by Trustee Barber and seconded by Trustee Kimberlin, the Board unanimously approved the minutes, as presented.

PRESIDENT'S MONTHLY REPORT

President Burmaster commented on the updates received from the Strategic Advisory Team (SAT) workgroups during the Board Conversation this evening. She thanked the workgroup leaders and the over 95 volunteers who are serving.

President Burmaster distributed the FCC Foundation Impact Report for July 1, 2018 through June 30, 2019. For the first time, the information has been presented in a brochure. She thanked the staff of the FCC Foundation and Marketing.

President Burmaster then gave highlights from her written report, which the Board members received in their meeting packet. Also included in the President's written report were the CIP Construction Projects Update and Facilities Master Plan Update. She noted that a stone marker in the FCC Remembrance Garden was dedicated in honor of former administrator David Croghan, who passed away in July 2018 after an extended battle with cancer. His wife Lauri, children Kayla and Aaron, and sister Delia were joined by employees for a brief ceremony where AVP Meyer and President Burmaster provided remarks. The Veteran and Military Services Office held numerous events in November to

observe Veterans Day and celebrate FCC student veterans. The first meeting of the Strategic Planning Steering Committee was held on October 30, 2019. Chair Molesworth and Trustee Fearnow are serving as the Board representatives. The fourth annual FCC Employee Wellness Fair was held on November 7, 2019. President Burmaster noted it was a fantastic and well-attended event. She thanked VP Bard and her team. FCC hosted the Maryland Community College Activity Directors Association annual Student Leadership Conference on November 8, 2019, with close to 300 students attending. The event started in the Athletics Center with a guest speaker and then participants broke out into sessions. President Burmaster congratulated SGA President Ramirez and the SGA Executive Team for leading the event.

President Burmaster announced the following upcoming events: FCC Holiday Luncheon on December 16, 2019; Associate Degree Nursing Program (RN) Pinning Ceremony on December 17, 2019; Board Budget Workshop on January 22, 2020; Emeritus and Distinguished Status Luncheon and Spring Convocation on January 23, 2020; and the Maryland Association of Community Colleges Trustee Leadership Conference and Legislative Reception on January 27, 2020.

INFORMATION ITEMS

President Burmaster first thanked AVP Meyer; Chuck LoSchiavo, Program Manager, Construction and Applied Technologies Institute; and Caitlin Brandenburg, Business Solutions Manager for hosting her, Trustee Barber, and Jeff Waltz from N.E. Bob Waltz Plumbing & Heating, Inc. at the Monroe Center yesterday. They toured the entire facility and heard a wonderful proposal for apprenticeships in heating, ventilation, and air conditioning (HVAC).

Continuing Education and Workforce Development Year in Review – AVP Meyer presented this item. She overviewed the summary for FY 2019, which the Board members received in their meeting packet. Non-credit instruction generates 12% of the College FTE. In 2019, CEWD generated \$1,620,000 in tuition, fees and contract training and returned \$591,000 back to the College after expenses. Departments and programs of focus include Adult Education, AEL/ESL, Business Solutions, Career & Technical Training, Construction & Applied Technologies Institute (CATI), Healthcare Careers, Hospitality, Culinary & Tourism Institute (HCTI), Institute for Learning in Retirement (ILR), Lifelong Learning, and Youth & Community Education.

Historically, continuing education has been solely non-credit. FCC has blended both credit and non-credit since 2010. This is being talked about at the state level and something many colleges are looking at. CEWD academic (credit) programs include Hospitality, Culinary & Tourism, Construction, Management, Computer Aided Design (CAD), Building Trades, and English as a Second Language (ESL).

The headcount for non-credit courses totaled 6,453 students in FY 2019. Those students generated 13,083 course enrollments, almost a 2:1 ratio for class enrollments per student. These numbers do not take into account the credit student activity in CEWD where there were 364 students who generated 887 registrations across CEWD academic programs.

The CEWD team has 35 staff members who supported instruction in over 1,400 classes where 300 adjuncts provided instruction.

The work of CEWD generated 796 total FTE in continuing education, plus 94 FTE in credit courses in FY 2019. All non-credit courses are FTE eligible, except those that are

deemed recreational by the Maryland Higher Education Commission or any course for individuals under the age of 16.

One of the metrics CEWD plans to monitor moving forward is the transition from adult education students into workforce and credit courses at the College. In 2019, 72 students moved from adult education courses to complete 32 workforce courses and 191 credit courses. FCC has a transition specialist who helps students identify career and academic goals.

AVP Meyer highlighted some of the new initiatives in CEWD. Community education experiences enrollment growth year over year. The team in ILR, Youth, and Lifelong Learning continue to create new courses that pique the interests of their wide audience range. A few examples include: Thrive, a program for adults with intellectual and developmental disabilities offering courses that promote social, physical, and emotional well-being so individuals can more easily navigate all aspects of life with confidence, and learn to function more independently at home, at work, and in the community; Kids & Teens on Campus expanded to include courses at the Monroe Center for the second year and included career exploration experiences in cooking, STEM, and technology; and ILR is involved in the Frederick County dementia friendly initiative, co-sponsored a screening of the movie *What They Had*, and facilitated training for College staff on interacting with students who show signs of dementia.

At the Monroe Center, the nine healthcare programs, three Tech Connect programs, and use of the makerspace continue to grow. In 2019, contract training courses were facilitated for 22 Frederick County businesses, including CCRL, Fort Detrick, Stultz Air Technology Systems, and WLR Automotive Group. The new Construction and Applied

Technologies Institute is comprised of Construction Management, CAD, and the Building Trades, which are existing programs but now managed by one manager. This year, there is exploration to revise the HVAC program to become a comprehensive apprenticeship program in 2021. HCTI has been in the process of becoming accredited by the American Culinary Federation (ACF). The self-study was submitted this past June and the site visit is scheduled for December 4-6, 2019. A team of three evaluators will validate the self-study, interview faculty, students, and advisory council members, and conduct classroom evaluations. Positive feedback has been received from the evaluators on the self-study.

Initiatives for the Adult Education and ESL program in 2020 include expanding Bridge to Careers to include healthcare, trades, and banking. These courses are designed for students working toward English language proficiency and provide contextualized experience in these career areas. Off-site locations are expanding to include the Department of Social Services, Brunswick Library, Seton Center, and Butterfly Ridge Elementary School. The Adult Education and ESL Transition Specialist will include outreach to ELL students at Tuscarora High School and Frederick High School, adding onto the work done at Governor Thomas Johnson High School this past year.

AVP Meyer closed by noting the consistent commitment of the CEWD team to outreach activities that target potential students. The managers and other team members can be seen supporting College outreach events, as well as engaging with various groups, partners, and agencies throughout the County in support of student access and success in CEWD and the College as a whole.

Trustee Fearnow commented that this was a great report. He added he does not remember receiving a report covering all aspects of CEWD in the years he has served on

the Board. He asked what the approximate expense is for the 300 adjunct instructors in this area. AVP Meyer answered that the budget is approximately \$500,000.

This item was presented for information only – no action was taken or requested.

MHEC Program Proposal: Substantial Modification to the CPA Exam Qualification Certificate – Provost/EVP Hawkins presented this item. The Curriculum Committee approved a substantial modification to the CPA Exam Qualification certificate.

The CPA Exam Qualification certificate is part of the accounting curriculum administered by the Computing and Business Technology department at Frederick Community College. This certificate prepares students, with any non-accounting baccalaureate degree, to meet the course requirements to sit for the Uniform CPA Examination in Maryland. The modification to this certificate program results from changes by The Maryland State Board of Public Accountancy to the course requirements to sit for the Uniform CPA Examination in Maryland. Previously, to qualify to sit for the exam, CPA exam candidates were required to: (a) complete 30 credits in accounting and ethics education (27 accounting and 3 ethics); (b) complete 21 credits of defined business related education; and (c) complete a total of 150 credits.

Under current requirements of the State Board, students are only required to complete 30 credits in accounting and ethics education to qualify to sit for the CPA exam. Requirements b and c above are now required as a condition of licensure for those candidates who pass all parts of the CPA exam. Therefore, to be consistent with the purpose of the CPA Exam Qualification certificate, this modification removes the 21 credits in business related education.

A central part of the FCC mission is for students to complete their goals of workforce preparation. The above modification to the program enhance a student's ability to sit for the CPA exam in a faster period with reduced costs and less time commitment.

Provost/EVP Hawkins overviewed the chart outlining the substantial changes being made to the program, which Board members received in their meeting packet.

Reducing the total certificate credits from 53 to 32 is greater than a 33% change, deeming it a substantial modification by the Maryland Higher Education Commission (MHEC), which requires a program proposal submission to MHEC. The proposal will be submitted to MHEC following presentation to the Board of Trustees.

This item was presented for information only – no action was taken or requested.

FCC Admissions Video – SA Boyd introduced new Videographer/Producer Koester. He noted that FCC previously outsourced big productions such as television commercials, but that work is now done in-house. Videographer/Producer Koester then played the new Admissions video for FCC titled *Start Your Journey*. The video is being edited into different formats, including a television commercial. President Burmaster said the video premiered at the Life After Middle School event last week, which drew 1,011 students and had to be moved to the Governor Thomas Johnson High School theater.

This item was presented for information only – no action was taken or requested.

Fiscal Year 2019 Institutional Effectiveness Report – SA Boyd presented this item. He overviewed the FY 2019 Institutional Effectiveness (IE) Report, which the Board members received in their meeting packet. The IE Report is provided for information to the Board of Trustees each year at their November meeting. The purpose of the report is to

present qualitative and quantitative data that serve as evidence that FCC is effective in achieving the College mission.

The FY 2019 IE Report highlights activities across the College that are documented and measured annually through several general processes: regional accreditation, federal and state reporting, academic program review, course level assessment, and non-academic program review, as well as examples of in-house assessments and reports that were completed for FY 2019. The report also provides an assessment of the goals and objectives of the College five-year strategic plan, *FCC 2020*. The focus of the FY 2019 IE Report is on presenting measures and outcomes that are based on standard state and federal metrics of IE, as well as other outcomes the College accomplished from July 1, 2018 to June 30, 2019.

The report will be posted on the College website.

This item was presented for information only – no action was taken or requested.

ACTION ITEMS

Approval of Nominations for Emeritus and Distinguished Status for 2019 –

Emeritus and Distinguished Status may be awarded to retired or deceased administrators, faculty, or support personnel who served the College for more than 10 years. Members of the Faculty Association, Administrative Staff Association, and Support Personnel Association affinity groups can nominate eligible individuals annually using their criteria. The Senior Leadership Team selects employees from the affinity group recommendations who will be forwarded to the Board of Trustees for approval. The following individuals are being recommended for approval: faculty Joanna Gannon, Jane Menker, and Dave Moreland for Emeritus Status; administrators Jurgen Hilke and Donna Sowers for

Emeritus Status; and support personnel James Concannon and Catherine Galeano for Distinguished Status.

President Burmaster recommended Board approval of the 2019 Emeritus and Distinguished Status nominations, as presented.

On a motion made by Trustee Lynch and seconded by Trustee Barber, the Board unanimously approved the 2019 Emeritus and Distinguished Status nominations, as presented.

Approval of Part-time Variable Schedule (PTVS) and Auxiliary Employees Pay Scale – VP Bard presented this item. Earlier this year a law was passed increasing the minimum wage in Maryland to \$15.00 per hour for employers with at least fifteen (15) employees. This increase is being phased in with adjustments annually through 2025.

On January 1, 2020, the minimum wage will increase to \$11.00 per hour. All current FCC pay scales, with the exception of our Part-time Variable Schedule (PTVS) and Auxiliary Employees Pay Scale, currently exceed the new minimum wage. Two pay grades on the PTVS and Auxiliary Employees Pay Scale are below the new minimum wage (grades A1 and P1) and we are proposing a new minimum hourly rate for those grades of \$11.50 per hour. This proposed rate is .50 cents higher than the new minimum wage, but matches the current minimum hourly rate paid to our work study students.

VP Bard recommended approval of the Part-time Variable Schedule (PTVS) and Auxiliary Employees Pay Scale effective January 1, 2020.

On a motion made by Trustee Kimberlin and seconded by Trustee Barber, the Board unanimously approved the Part-time Variable Schedule (PTVS) and Auxiliary Employees Pay Scale effective January 1, 2020, as presented.

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 – Provost/EVP Hawkins and CIO McCormick presented this item. This request is for a piggyback with Leepfrog Technologies through the Harford Community College Contract “CourseLeaf Service and Software Agreement” which resulted from HCC’s RFP #18P-004.

CourseLeaf is a catalog and curriculum management software (CAT – catalog & CIM – curriculum modules) which will be used College-wide by many FCC employees for building, updating, and publishing the academic catalog as well as developing, updating, reviewing, approving, and implementing curriculum. The CourseLeaf software integrates with the College Student Information System, PeopleSoft. The software will ultimately benefit our students as it will allow the College to provide an accurate and more user friendly academic catalog and curriculum information on the FCC website, which will be consistent in look and feel with the College web appearance and branding.

The Harford Community College contract with CourseLeaf allows for a group purchase “piggyback” provision and FCC received a lower ongoing cost than what was originally quoted to FCC directly by CourseLeaf. In addition, the College solicited quotes from competing vendors and the quote received from DIGARC, the most comparable software to CourseLeaf, was higher than the cost of piggybacking the HCC contract with CourseLeaf.

The cost of this purchase is \$93,980 and funds are available in the CIP (85-800125-8000300) budget.

Trustee Kimberlin asked if this is a one-time cost. CIO McCormick answered the initial cost is one-time, with annual recurring costs of \$15,960. Trustees Barber and Diaz asked about other colleges using this software and what their experience has been. Provost/EVP Hawkins answered that FCC has been in close contact with Harford Community College. He continued that there are two pieces: CAT (catalog) and CIM (curriculum) modules, with CAT being the first module being introduced over a six-month period. He noted that Harford has not moved forward to the CIM module yet. The cost of this purchase covers both CAT and CIM modules.

Provost/EVP Hawkins and CIO McCormick recommended approval of the use of the Harford Community College Contract “CourseLeaf Service and Software Agreement” with Leepfrog Technologies for catalog and curriculum management software in the amount of \$93,980.

On a motion made by Trustee Barber and seconded by Trustee Lynch, the Board unanimously approved the piggyback contract with Leepfrog Technologies, as presented.

Approval of CIP and County Capital Budget Request FY 2021 – FY 2026 –

Director Anzinger presented this item. The College is required every year to submit its capital improvements program (CIP) and capital budget request for the next six years to the County for review and budget approval. The FY 2021 – FY 2026 CIP has been developed to use funds to revitalize and repurpose existing spaces. The projects requested would include renovation of Building E (Conference Center) and Building A (Annapolis Hall); renovation/addition to Building L (Linganore Hall), Building D (Athletics Center), Building P (Plant Operations), and Building F (Visual & Performing Arts); upgrades to the College Data Center located in Linganore Hall; development of the College ten-year

Facilities Master Plan and Facilities Conditions Assessment update; life safety systems and fire sprinkler upgrades; ADA accessibility repairs and upgrades; Central Plant replacement/upgrades; several roof repairs/replacements; mechanical/electrical/plumbing systems upgrades; exterior building door and window replacements and façade maintenance; as well as other deferred maintenance and ongoing renovations.

The College Capital Improvements Program and County Capital Budget Request for FY 2021 – FY 2026 is approximately \$57.23 million, and includes County funding of \$38 million. For FY 2021, the College is requesting a total of \$7,553,742 from the County for construction of the Linganore Hall and Annapolis Hall renovations, design of the Athletics Center renovation, and to fund our deferred maintenance, classroom technology upgrades, and PeopleSoft technology upgrades.

Director Anzinger recommended approval of the FY 2021 – FY 2026 CIP and County Capital Budget submittal request. Once approved, the request will be forwarded to the County Budget Office. The initial County budget hearings begin in January. The final CIP budget will be approved in June.

On a motion made by Trustee Lynch and seconded by Trustee Fearnow, the Board unanimously approved the CIP and County Capital Budget Request FY 2021 – FY 2026, as presented.

Approval of Proposed Change Order (PCO) #1 in the amount of \$67,430.60 for the Building Automation System (BAS) Replacement Project – Director Anzinger presented this item. As provided in the Financial Procedures Manual, individual change requests greater than \$25,000, and any change requests that exceed the approved change order contingency budget for a project, require approval by the Board of Trustees. At the time of

approval, the Board is given a cumulative tabulation of all project change orders listed individually, and shown against the change order contingency budget.

This request is for proposed change order (PCO) #1 for the Building Automation System (BAS) replacement project for Building F pneumatic variable air volume (VAV) controls replacement in the amount of \$67,430.60.

The original scope of work for this project did not specify the need to replace BAS equipment that was not already part of the existing BAS system. As the project has moved ahead, it has been determined that part of Building F is the only major building that is not currently part of the existing BAS system. Plant Operations has recommended that to improve operational efficiencies, it would be beneficial to the College to add all of Building F to the new BAS system now being installed across the main campus. This request reflects that recommendation.

Control Sources will furnish and install the required sensors/devices and associated control wiring and interlocks for a complete and operational system matching the sequence of the VAV terminal boxes from the original scope of work. By completing this upgrade, the College will ensure comfort and maximize energy savings in Building F. The change order has the added benefit for Building F of replacing obsolete pneumatic controls that are beyond their useful life. Pricing includes: demolition of all 25 pneumatic VAVs and thermostats; installation of DDC controller and thermostat to match campus-wide BAS system; furnish and install necessary communication and control cable; complete terminations and check-out of each device; and complete engineering/programming/trending of additional inputs for complete monitoring through EcoStruxure front end.

Change order #1 is a “not to exceed” estimate for the improvements. The project contingency account will be used as the source of funds for this change order. If the project should require additional funds, funding is available in the Systemics budget. Any additional funding over \$25,000 would require Board approval. The project is approaching its final phases and is currently scheduled to be completed by January 15, 2020.

Director Anzinger recommended approval of PCO #1 for the BAS replacement project in the amount of \$67,430.60.

On a motion made by Trustee Barber and seconded by Trustee Diaz, the Board unanimously approved PCO #1, as presented.

Approval of Revised Use of Facilities Fee Schedules – Director Anzinger presented this item. The Use of Facilities Standard Fee Schedule and the Jack B. Kussmaul Theater and Lobby Facility Fee Schedule were revised and approved by the Board of Trustees at their May 15, 2019 meeting. It is now recommended that the FCC Studio Theater (F142) be added to the available spaces for use. The FCC Studio Theater, which is also referred to as the “Black Box Theater” was built in 2013 as part of the Building F renovation project and is used for student rehearsals and performances. The demand for this theatrical rehearsal/performance space in the local theatrical venue community is high. This recommendation would open this space up for public use when it is not needed for student productions and provide more partnership opportunities between FCC and the arts groups in the community.

Also included in the May 15, 2019 Board approval was a rate adjustment for the men’s baseball field. At this time, a modification to the Standard Fee Rate Schedule for the baseball field is recommended to simplify the cost structure to make it easier to promote

and administer rental of this field. The current fee structure for the men's baseball field has proven to be problematic in application. The fee structure is confusing for patrons to calculate and for staff to explain. The College would benefit by having a much simpler fee structure that avoids confusion and can be easily calculated by staff. The new fee eliminates the distinction in the fee schedule of showcases, practices, and in-county versus out-of-county teams. The new rate would be \$100 per hour, no matter how the field is being used. It is expected the new fee structure will encourage use of the fields by the public.

Director Anzinger recommended approval of the Use of Facilities Fee Schedule for the FCC Studio Theater (F142) and modification to the Use of Facilities Standard Fee Schedule for use of the baseball field, as presented. Both changes are recommended to take effect as of November 21, 2019.

On a motion made by Trustee Barber and seconded by Trustee Fearnow, the Board unanimously approved the Use of Facilities Fee Schedule for the FCC Studio Theater (F142) and modification to the Use of Facilities Standard Fee Schedule for use of the baseball field, as presented.

TRUSTEE COMMENTS

Trustee Kimberlin commented that all of the work presented this evening was amazing to her. She complimented staff on all of the strategic planning and the way it is organized. She added that she was so impressed with the first IE Report she read last year and that this year's report was overwhelming with how comprehensive it is.

Trustee Lynch noted he serves on the Interagency Internal Audit Authority (IIAA), which met this morning. He said he was happy to report the FCC procurement audit was

closed out with no problems. He added he was proud to be a representative of FCC and thanked VP McDonald for all of her work.

ADJOURNMENT

The regular meeting adjourned at 8:06 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, January 22, 2020 at 7:00 p.m. in the Chris T. Matthews Board Room (A201).

**Elizabeth Burmaster
Secretary/Treasurer**

Prepared by Kari Melvin
Office of the President
Frederick Community College