

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**July 20, 2019
Board Retreat
President's Dining Room (H111)**

In Attendance:

Trustees Dr. John Molesworth, Chair; Tom Lynch, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and President Elizabeth Burmaster, Secretary/Treasurer of the Board. Also present: Gerald Boyd, Special Assistant to the President for Institutional Effectiveness; and Kari Melvin, Recording Secretary.

Board Chair Molesworth convened the retreat at 10:00 a.m.

The Trustees shared personally satisfying moments they have had this year and what College-related accomplishments they are most proud of. The success and enthusiasm of FCC students, increase of transferability of credits, online learning, dual enrollment, Task Force reports to the Board of Trustees, adult education programs, and the culinary program were highlighted.

President Burmaster led a discussion on the development of annual strategic priorities for 2019-2020. The Trustees identified six Annual Strategic Priorities for 2019-2020:

Implement the goals and priorities of the AACED Master Plan with a focus on enhancing student success and retention through high impact practices in teaching and learning.

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.

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.

Increase student access through the implementation of best practices in recruitment, persistence, retention, advising, scheduling, and affordability.

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.

Research, analyze, communicate, and implement needed network infrastructure upgrades in order to provide improved services, resiliency, and availability for critical IT systems.

The Board of Trustees Bylaws were reviewed and the Trustees agreed upon revisions to be submitted for approval at the August 21, 2019 Regular Board meeting.

The retreat was adjourned at 2:26 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

**Prepared by Kari Melvin
Office of the President
Frederick Community College**