

**BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE**

**August 15, 2018
Board Conversation
Chris T. Matthews Board Room (A201)**

In Attendance:

Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; Carolyn Kimberlin; and Tom Lynch. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Dana McDonald, Vice President (VP) for Finance; Jerry Boyd, Special Assistant (SA) to the President for Institutional Effectiveness; John Wichser, Chief of Operations (COO); Joseph McCormick, Chief Information Officer (CIO); Dr. Gohar Farahani, Executive Director for Planning and Institutional Effectiveness; Andrea Matthews, Research Analyst; Dr. Cheoleon Lee, Senior Researcher for Institutional Research and Compliance; Dr. Caleb Rose, Senior Researcher for Institutional Effectiveness; Kari Melvin, Recording Secretary; and other members of the College and staff.

Board Chair Borden opened the meeting at 6:00 p.m.

SA Boyd introduced each member of the Planning, Assessment, and Institutional Research Team. Dr. Farahani, Ms. Matthews, Dr. Lee, and Dr. Rose each detailed their role at the College.

Dr. Lee's principal area of focus is compliance related. He handles state and federal reports, statistics reporting on graduation and transfer rates, Integrated Postsecondary Education Data System (IPEDS) data submission, and organizational surveys such as College Board.

Ms. Matthews conducts campus survey work, including large scale surveys such as Title IX, online surveys for employers who have had customized training, targeted academic surveys for Allied Health, and ad hoc survey requests. Ms. Matthews also submits the monthly enrollment reports to the National Student Clearinghouse, which support the ability of FCC to give financial aid.

Dr. Rose is the primary arbiter of enrollment data. He prepares the fiscal year enrollment reports and oversees all non-academic program review. Dr. Rose also fields the majority of ad hoc data requests.

Dr. Farahani coordinates the strategic planning process and supports team planning. She prepares the annual Institutional Effectiveness Report and Performance Accountability

Report. Dr. Farahani also prepares ad hoc reports and helps with state and federal reporting, including the Diversity Strategic Plan Annual Progress Report to the Maryland Higher Education Commission (MHEC) and the MHEC CC2 (Enrollment Report for Cade Formula) for the FCC Foundation.

SA Boyd provided a handout and led a discussion on the FCC Planning Structure and Operational Planning Process. The College strategic plan, FCC 2020, is guided by both the Middle States Commission on Higher Education Standards of Excellence and the Maryland State Plan for Postsecondary Education. In order to meet the goals and objectives set forth in FCC 2020, the Board of Trustees work together with the President to develop a set of Annual Strategic Priorities (ASPs) for each fiscal year at their annual retreat in July.

The ASPs are operationalized through the Strategic Advisory Team (SAT), an all-volunteer group open to all College employees. The President convenes the SAT in September and workgroups are formed around each of the ASPs. At the same time, the ASPs are given to each of the seven College teams and are used to develop team plans for that fiscal year. The ASPs inform the budgeting process and budget proposals are developed for the upcoming fiscal year that are aligned with the ASPs. The initiatives of the College Facilities Master Plan, Academic Master Plan, and Technology Strategic Plan are coordinated with FCC 2020 and the ASPs.

All employees make and carry out their Employee Development Plan (EDP) goals in relation to their team plans and the ASPs. The Employee Development Advisory Team looks for commonalities in all employee EDP goals and develops and delivers College-wide professional development.

The SAT provides progress reports to the Board of Trustees each November and May. Outcomes are assessed through the annual Institutional Effectiveness Report.

Chair Borden commended the process and emphasized that the College plans for and discusses needs before making any budget commitments.

The meeting was adjourned at 6:47 p.m.

**Elizabeth Burmaster
Secretary/Treasurer**

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