

**BOARD OF TRUSTEES  
FREDERICK COMMUNITY COLLEGE**

**June 19, 2019  
Regular Meeting**

The Board of Trustees of Frederick Community College met in regular session on Wednesday, June 19, 2019 in the Chris T. Matthews Board Room (A201). In attendance: Trustees Debra S. Borden, Chair; Dr. John Molesworth, Vice Chair; Ellis Barber; Nick Diaz; Gary Fearnow; and Carolyn Kimberlin. Trustee Tom Lynch arrived at 6:44 p.m. because of an earlier board commitment. Also in attendance: President Elizabeth Burmaster, Secretary/Treasurer of the Board; Education Liaison Janice Spiegel; Kari Melvin, Recording Secretary; Dr. Perry Wood, Incoming Chair, Faculty Association (FA); Brian Holt, Chair, Support Personnel Association (SPA); Kyle Dineen, President, Student Government Association (SGA); Administrative Staff Association (ASA) Executive Committee member Peter Lee arrived at 6:58 p.m.; Mary Rolle, Incoming Chair, College Senate arrived at 6:59 p.m.; Dana McDonald, Vice President (VP) for Finance; Dr. Tony Hawkins, Provost/Executive Vice President (EVP) for Academic Affairs, Continuing Education, and Workforce Development; Melissa Bard, VP for Human Resources; Joseph McCormick, Chief Information Officer (CIO); Eric Shuler, Chief of Operations (COO); Jerry Haynes, Associate Vice President (AVP)/Dean of Students; Laura Mears, AVP, Enrollment Services; Dr. Brian Stipelman, AVP for Academic Affairs & Dean of Arts and Sciences; Pamela Dubitsky, Assistant Director, Grants Management; Dr. Beth Douthirt-Cohen, Executive Director of Diversity, Equity, and Inclusion; Chianti Blackmon, Director, Multicultural Student Services; Dr. Kathy Brooks, Professor, Speech Communications and Department Chair for Communications, Humanities & Arts; Kelli Ackiewicz, Program

Manager, Institute for Learning in Retirement; and other members of the College and staff.

### **CALL TO ORDER**

The meeting was called to order by Board Chair Debra Borden at 6:30 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 May 15, 2019 board conversation and regular meeting of the board.

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

### **PUBLIC PRESENTATIONS**

**Reading of Resolution for Debra Borden** – President Burmaster stated that this is the last Board meeting for Trustee Debra Borden as her term ends on June 30, 2019. She presented Trustee Borden with a signed “Resolution of Appreciation” and read the following text of the resolution into the record:

*Whereas*, Frederick Community College has greatly benefited from the dedicated service of Debra S. Borden as Trustee of Frederick Community College, and

*Whereas*, she has championed the College’s interests and needs consistently and effectively before Frederick County officials, members of the Frederick County Delegation and other State and local officials, and

*Whereas*, she has served as a member of the Board of Trustees of Frederick Community College, evidencing the esteem with which she is regarded by her fellow Trustees, and

***Whereas*, she has attended and participated in numerous College activities, County events and State meetings, representing the College with enthusiasm and effectiveness.**

***Now, therefore, be it resolved*, that the Board of Trustees, Administration, Faculty, Staff, and Students of Frederick Community College express sincere gratitude to Debra S. Borden for her distinguished service, loyal advocacy and considerable endeavors on behalf of the College and its students, and be it further**

***Resolved*, that all those associated with Frederick Community College extend wishes for continued health, happiness, and a long-lasting relationship with Frederick Community College.**

**The resolution was signed by Dr. John Molesworth, Vice Chair, Board of Trustees, and Elizabeth Burmaster, President.**

**President Burmaster then presented a Governor's Citation issued to Debra S. Borden from Governor Hogan on behalf of the State of Maryland. She also presented Trustee Borden with an engraved crystal plate in recognition of her years of service.**

**Trustee Borden thanked everyone and remarked that it has been an amazing experience to serve a community she loves so much in a way that makes it possible for people to get an education.**

#### **PRESIDENT'S MONTHLY REPORT**

**President Burmaster then wished Chair Borden a happy birthday. Everyone present joined in singing happy birthday to her.**

**President Burmaster asked Communications Coordinator Caroline Cole to introduce the new education reporter from the Frederick News-Post, who was in the audience this evening. Ms. Cole introduced Katryna Perera.**

*Trustee Lynch joined the meeting.*

**Trustee Lynch apologized for arriving late. He also serves on the Board of the Community Foundation of Frederick County, which launched its Forever Frederick County campaign at the Delaplaine Arts Center this evening. As the Chair of that Board, he was required to attend and provide remarks. He added he was sorry to miss Chair Borden's recognition. He thanked her for her service.**

**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 was the CIP Construction Projects Update. She announced faculty continuous contract and promotions: Sharon Garvey (Nursing) was approved for continuous contract; Dr. Andrea Dardello (English), Tad Janes (Theatre), Dr. Matthew Lochman (Mathematics), and Dr. Jessica Newnam-Baicy (Biology) were promoted from Assistant Professor to Associate Professor; Dr. Aaron Clayton (English), Dr. Greg Coldren (Mathematics), Dr. Debra Ellis (Chemistry), Dr. Marc Frankenberry (Anatomy and Physiology), Dr. Lisa Hawkins (CBT), Gary Hull (Mathematics), Dr. Gengshi Lu (Biology), and Dina Yagodich (Mathematics) were made full Professor.**

**President Burmaster noted that she and College staff held meetings with Brian Stamper, Director of Manufacturing for Kite Pharma to discuss how FCC can help the company's workforce pipeline for highly-skilled talent to continue meeting their growing needs; with Brian Gaudet, Communications Director for National Biodefense Analysis and Countermeasures Center/Battelle National Biodefense Institute to discuss potential scholarships for STEM students funded by Battelle; and with Carole Heine and Alan Gibson from OneClick.chat regarding their video chat platform that has used research**

from the NIH National Institute on Aging to inform their design. She also noted that she attended the CEO Roundtable event sponsored by the Business and Industry Committee of the FMH Development Council on May 21, 2019, which included remarks from Frederick Regional Health System President & CEO Tom Kleinhanzl and a panel discussion with leaders in human resources, employment law, and medicine to learn more about the medical cannabis industry and the impact of medical marijuana in the workplace. Trustee Lynch was in attendance.

President Burmaster announced that she and the Board of Trustees welcomed members of the Frederick County Delegation to the main campus on June 11, 2019. This was in follow-up to their February meeting in Annapolis and provided the opportunity for a meet and greet for the Delegation, Trustees, and FCC staff. SGA President Kyle Dineen and SGA VP of Finance Amina Ismail provided a tour of the main campus. She continued that she attended the Community Engaged Practitioners Retreat hosted by the Campus-Compact Mid-Atlantic at Hood College on June 12, 2019. The retreat was led by FCC Director of Multicultural Student Services Chianti Blackmon. President Burmaster recognized and thanked Director Blackmon, who was in attendance this evening.

President Burmaster stated that she welcomed participants to the FCC Foundation 24<sup>th</sup> Annual Golf Tournament on June 14, 2019 at Musket Ridge. This annual event raises scholarship funds for FCC students. The FCC Foundation will report how much was raised after all expenses have been paid. She continued that also on June 14, she attended the Women's Giving Circle Annual Tea and Grant Awards where she and Director of the Office of Adult Services Janice Brown accepted awards for Project Forward Step and the Allied Health Academy on behalf of FCC.

President Burmaster then noted the following upcoming events: Board Retreat on July 20, 2019; Adult Education Graduation on July 29, 2019; Fall Convocation on August 22, 2019; and, Board of Trustees Workshop on August 28, 2019 from 3:30 to 5:00 p.m. in E126ABC to discuss the recommendations that came out of SAT Workgroups C and D, including the Personal Assessment of the College Environment (PACE) survey, Ombudsman Feasibility Study, Report from Dr. Roy Church, and Task Force Report. She announced that the College will have an FCC Family Festival on Saturday, September 21, 2019 from 10:00 a.m. to 2:00 p.m. at the Carl & Norma Miller Children's Center. A one-mile kids' fun run will kick off the festivities at 9:30 a.m. The festival and fun run are free and open to the public. The fun, family event is being held in conjunction with the 25<sup>th</sup> anniversary of the FCC Carl & Norma Miller Children's Center. The festival and fun run will be held near the Center at the rear of the campus on Opossumtown Pike. Children of all ages can enjoy a variety of activities including a trackless train, face painters, balloon artists, entertainers, cotton candy and popcorn concessions, hands-on activities, and more. Light refreshments will be served.

#### **INFORMATION/DISCUSSION ITEMS**

**Schedule of Board Meetings for 2020** – President Burmaster presented this item. A schedule of Board meetings for 2020 was prepared in accordance with the regular meeting schedule of the Board of Trustees, which is the third Wednesday of every month (excluding July and December). The January and April meetings were moved to the fourth Wednesday of the month and the May and June meetings were moved to the second Wednesday of the month due to holidays and scheduled breaks. The meeting dates for 2020

are: January 22, February 19, March 18, April 22, May 13, June 10, August 19, September 16, October 21, and November 18.

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

**Annual Update on Hardware and Software Maintenance Renewals – CIO**

McCormick presented this item. Hardware and software purchases approved by the Board of Trustees have annual renewal and/or maintenance fees built into the procurement. A list of these fees that exceed \$25,000 is provided for information so that the Board of Trustees is made aware of these expenditures.

The estimated software renewal costs for FY 2020 (July 2019 through June 2020) totals \$490,060 and includes: \$59,337 to Daly for Palo Alto Firewall software/hardware; \$37,231 to Dell for VMWare software; \$54,500 to Augusoft for Lumens iPro software; \$78,506 to Bell Industries for Microsoft Campus Agreement software; \$225,911 to Blackboard for Learning Management System software; and, \$34,575 to Digital Information for Adobe software.

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

**Overview of National Science Foundation Grant, STEM Scholars Program –**

AVP/Dean Stipelman and Assistant Director Dubitsky presented this item. The National Science Foundation (NSF) Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) program addresses the need for a high quality STEM workforce in STEM disciplines supported by the program and for the increased success of low-income academically talented students with demonstrated financial need who are pursuing associate, baccalaureate, or graduate degrees in STEM. The NSF grant program recognizes that financial aid alone cannot increase retention and graduation in STEM and provides

**awards to Institutions of Higher Education (IHEs) to fund scholarships and to advance the adaptation, implementation, and study of effective evidence-based curricular and co-curricular activities that support recruitment, retention, transfer (if appropriate), student success, academic/career pathways, and graduation in STEM. Frederick Community College was selected among the grant applicants and awarded funding to support students in the STEM Scholars Program.**

**The NSF grant will provide a total of \$637,097 over five years to the Frederick Community College STEM Scholars Program. This program, which will start in fall 2020, will offer students who demonstrate academic talent and financial need, including students from underrepresented groups, the resources and support needed to identify appropriate STEM-related academic and career pathways and make a full-time commitment to achieving goals related to their chosen pathways.**

**The program will provide students scholarships, extensive faculty mentoring, opportunities for STEM-related community service, and exposure to research and industry experiences and personnel. This unique combination will help students develop the skills needed to succeed in STEM while in college and upon entering the STEM workforce.**

**This project, entitled “Frederick Community College STEM Scholars,” is under the direction of Dr. Matthew Lochman. The following individuals and entities were recognized for their work and support in securing this grant: Dr. Matthew Lochman, Dr. Brian Stipelman, Pei Taverner, Dr. Wen Nellis, Dr. Gengshi Lu, Susan Johnson, Dr. Molly Carlson, Brenda Dayhoff, Dr. Bruce Thompson, Mary Mogan-Vallon, Dr. Jacob Ashby, the Office of Planning, Assessment, and Institutional Research, the Center for Teaching and Learning, the Finance Department, and Frederick County Public Schools.**



**This award period begins on August 1, 2019 and ends July 31, 2024.**

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

**Overview of Capacity Building Program for U.S. Study Abroad – Executive**

**Director Douthirt-Cohen and Assistant Director Dubitsky presented this item. USA Study Abroad, within the U.S. Department of State’s Bureau of Educational and Cultural Affairs, Office of Global Educational Programs, funds the Capacity Building Program for U.S. Study Abroad. The Capacity Building Program for U.S. Study Abroad is designed to expand and diversify American student mobility in support of U.S. foreign policy goals. The Capacity Building Program achieves this through small grant competitions awarding up to \$35,000 to accredited U.S. higher education institutions. The funding is to be used to create, expand, and/or diversify study abroad programs at colleges and universities. Frederick Community College was awarded \$34,985.**

**Frederick Community College is uniquely situated to expand and deepen its study abroad capacity. The project will allow FCC to increase and diversify current international travel destinations by providing faculty with the incentives, professional development, and other resources to develop sustainable travel abroad opportunities in disciplines that are both highly-enrolled and in areas identified by U.S. foreign policy goals, including cybersecurity/technology, innovative entrepreneurship, and public health.**

**Over the last five years Frederick Community College has developed clear processes that support international travel. This project will put the College on track to increase course offerings in some of the most popular areas of study and direct attention to underrepresented destinations.**

**Dr. Beth Douthirt Cohen, Executive Director of Diversity, Equity, and Inclusion and Dr. Molly Carlson, Assistant Dean of Arts and Sciences were recognized for their work in securing funding for the Building Institutional Capacity for Diverse International Trips project.**

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

### **ACTION ITEMS**

**Board Nominating Committee Report and Election of Board Officers – The Board Nominating Committee, comprised of Trustees Diaz and Fearnow, submitted the following slate of officers for the FCC Board of Trustees for FY 2020: Dr. John Molesworth, Chair, and Tom Lynch, Vice Chair. The Nominating Committee members contacted the nominees and each expressed a willingness to serve in these positions, if elected. Board Chair Borden turned the meeting over to President Burmaster to conduct the election of Board members for the office of Chair and Vice-Chair for FY 2020. President Burmaster asked if there were additional nominations from the floor. There being none, she declared that nominations were closed and called for a motion.**

*On a motion made by Trustee Diaz and seconded by Trustee Fearnow, the Board unanimously elected Dr. John Molesworth as Chair and Tom Lynch as Vice Chair of the Board of Trustees of Frederick Community College for FY 2020.*

*ASA Executive Committee Member Peter Lee and Incoming Senate Chair Mary Rolle arrived to the meeting.*

**Approval of FY 2020 Operating Budget, Tuition and Fee Schedule, Capital Budget, and Salary/Wage Scales – VP McDonald presented this item. She provided an overview of**

**the FY 2020 proposed operating budget of \$56,135,102, which represents an increase of \$1,441,111 or 2.63% from the FY 2019 budget. Also included is the County approved capital budget for FY 2020 totaling \$5,902,000. The salary and wage scales have been updated to reflect budgeted increases in compensation and increases in the minimum wage.**

**The operating budget includes an increase of \$3/credit for in-county tuition, which will increase in-county tuition from \$122/credit to \$125/credit. Out-of-county tuition will increase by \$7/credit and out-of-state tuition will increase by \$9/credit. All changes in tuition and fee rates are effective with the fall 2019 semester.**

**The consolidated service fee will increase from \$24.40/credit to \$25.40/credit and the student activity fee will increase from \$3.24/credit to \$3.34/credit.**

**Overall, tuition and fee increases will offset a reduction in enrollment in FY 2019 and revenue from tuition and fees will decrease by \$151,647.**

**Revenues are projected to total \$56,135,102 from all sources and include: \$19,172,897 in tuition and fees; \$13,873,345 in state funding (includes retirement contribution); \$18,441,502 (cash) and \$515,654 (in-kind) in County funding; and \$4,131,704 in other income.**

**Expenditures increased by \$1,441,111 or 2.63% over the FY 2019 budget and include a 3% cost of living adjustment (COLA) for College employees. The budget includes an increase of \$458,414 for the College share of the cost of all employee benefits. A process for base budget realignment requests (BBRRs) which included re-prioritization of existing expenses was completed. Through this process, funding for a new full-time faculty position for the Physical Therapy Assistant program has been included.**

**The capital budget of \$5,902,000 includes funding toward the Linganore Hall Renovation/Addition, Building E Renovation, Annapolis Hall Renovation, Classroom Technology Upgrades, Technology Upgrades, and FCC Systemics.**

**Chair Borden expressed appreciation to the County for funding the COLA and capital budget requests. Trustee Lynch thanked President Burmaster for her efforts in testifying against the proposed amendment by two Council Members to cut the FCC budget. Education Liaison Spiegel noted that the County Council has to ratify the budget at their meeting on June 25, 2019.**

**VP McDonald recommended approval of the FY 2020 operating budget of \$56,135,102, capital budget of \$5,902,000, tuition and fee schedule, and salary/wage scales.**

***On a motion made by Trustee Diaz and seconded by Trustee Barber, the Board unanimously approved the FY 2020 operating budget of \$56,135,102, capital budget of \$5,902,000, tuition and fee schedule, and salary/wage scales, as presented.***

**Approval of FY 2020 Auxiliary Enterprise Budgets – VP McDonald presented this item. Frederick Community College Auxiliary Enterprises include the Bookstore, Carl & Norma Miller Children’s Center, and Dining Services. These auxiliary enterprises generate revenue from sales and provide services to the College.**

**The College has implemented staffing changes and adjusted expenses in order to respond to declining revenue and meet the financial goal of break-even in FY 2020. During FY 2020, the projected auxiliary enterprise budgets for FY 2020 reflect contributions of \$268,000 to the College for indirect cost reimbursement to the operating fund and \$15,000 from vending proceeds for outreach.**

**In the Bookstore, the impact of trends, such as Open Educational Resources (OER), have resulted in a decline in revenue. The Carl & Norma Miller Children’s Center budget for FY 2020 includes an increase in tuition rates as approved by the Board of Trustees in April 2019. In Dining Services, a reorganization that is effective on July 1, 2019 will reduce staffing expenses.**

**The FY 2020 Auxiliary Enterprise budgets total \$3,001,350, which represents a decrease of 15% from the FY 2019 budget.**

**VP McDonald recommended approval of the FY 2020 Auxiliary Enterprise budgets.**

***On a motion made by Trustee Kimberlin and seconded by Trustee Molesworth, the Board unanimously approved the FY 2020 Auxiliary Enterprise budgets, as presented.***

**Approval of Renewal Premiums – Property Coverage to Affiliated FM for a cost of \$63,735 and Casualty Insurance to Utica National for a cost of \$139,313, totaling \$203,048 for FY 2020 – VP McDonald presented this item. She recognized MJ Hermes from McGriff Insurance Services, who was in attendance this evening, for his help in negotiating the renewal premiums. In March 2018, the College released an RFP for insurance brokerage services for property and casualty insurance. At the April 2018 Board of Trustees meeting, the Board approved the award to BB&T Insurance Services to provide the insurance brokerage services for the College. During FY 2019, BB&T Insurance Services changed their name to McGriff Insurance Services. McGriff Insurance Services has obtained quotes for the College property and casualty insurance for the fiscal year beginning July 1, 2019. All quotes are net of commission since the College pays McGriff Insurance services directly for their services.**

**Based on quotes received and negotiated by McGriff Insurance Services, the most favorable rates continue to be from the current carriers: Affiliated FM for property coverage and Utica National for casualty coverage. For both property and casualty insurance, the number of current and past claims influence the premium rates. For the property insurance, premiums also increased due to the increase in property values by 4.5% in the most recent appraisal. For casualty insurance, increased payroll and the addition of the donated motorcycle during the past fiscal year resulted in increased premiums.**

**The estimated premium for property insurance is \$63,735. The estimated premium for casualty insurance is \$139,313. The combined total of \$203,048 represents a 5.6% increase over FY 2019 (net of commission). The FY 2020 College operating budget includes funding for this insurance.**

**McGriff Insurance Services also obtained quotes for cyber liability, international, and student-athlete accident coverage. All of these insurance policies are below the \$25,000 threshold and do not require Board of Trustees approval, but were provided for information in the renewal premium spreadsheet which the Board members received in their meeting packet.**

**VP McDonald recommended approval to award property coverage to Affiliated FM for a cost of \$63,735 and casualty insurance to Utica National for a cost of \$139,313 totaling \$203,048 for FY 2020.**

***On a motion made by Trustee Barber and seconded by Trustee Lynch, the Board unanimously approved the renewal premiums, as presented.***

**Approval of Renewal of Contract for American Sign Language (ASL) Interpreting Services** – AVP/Dean Haynes presented this item. In November 2017, utilizing College General Procurement Procedures, the Board of Trustees approved an RFP for American Sign Language, Interpreting Services on an as-needed basis, with Sign Language USA as the low responsive bidder and HIS Sign as the second low responsive bidder, operating as a backup. While the College employs several full-time ASL interpreters and one coordinator of services, who is also a licensed interpreter, as well as a cadre of part-time variable schedule (PTVS) interpreters, the need and time demand is such that outside resources are also necessary.

The objective of the RFP was to select an ASL Interpreting Services agency to facilitate communication with d/Deaf or hard of hearing students, employees, and visitors at FCC. This includes ASL interpreting for both credit and non-credit courses, activities and events, and miscellaneous assignments for the College. Services are provided on the main campus of FCC, the Monroe Center, and other specified off-College premises for FCC classes or other College-sponsored events or programs. All contracted services include live interpreting, not remote video interpreting.

The initial term of the contract was for eighteen months, beginning January 1, 2018 and ending June 30, 2019, with the option to be renewed for four additional one-year options, providing service has been satisfactory, funds are available, and the offeror has been in compliance with contract requirements. FCC has been satisfied with the performance and responsiveness of these agencies. For FY 2019, \$51,000 was budgeted and \$49,227.50 was paid to Sign Language USA and \$1,547.50 was paid to HIS Sign.

Each has agreed to keep all current pricing as initially agreed upon in November 2017. Hourly rates for Sign Language USA are \$70.00 for regular business hours, \$70.00 for after hours, and \$70.00 for emergency. Hourly rates for HIS Sign are \$75.00 for regular business hours, \$95.00 for after hours, and \$95.00 for emergency.

AVP/Dean Haynes recommended approval to award a one-year contract renewal for ASL Interpreting Services to Sign Language USA as the primary supplier and HIS Sign as the secondary supplier, beginning July 1, 2019, and extending through June 30, 2020.

*On a motion made by Trustee Lynch and seconded by Trustee Molesworth, the Board unanimously approved the one-year contract renewal, as presented.*

**Approval of Substantive Revision to the Auxiliary Benefits Policy and Procedures** – VP Bard presented this item. The College offers a competitive benefits package to recruit, retain, and reward full-time employees in our auxiliary enterprises. This Policy and Procedures was reviewed during the annual policy review process this spring and several non-substantive changes were made to provide clarity and reflect current process. Additionally, one substantive change was recommended by the review team, reviewed by the Cabinet, and approved by the Senior Leadership Team.

Full-time auxiliary employees are eligible for medical, dental, and vision insurance, flexible spending accounts, retirement, tuition waiver, employee assistance program, years of service recognition, and paid time off. These benefits are similar to the benefits regular College employees receive with a few exceptions, most notably the leave benefits.

Regular employees receive annual leave, personal leave, sick leave, and paid holidays/breaks. Full-time auxiliary employees receive 80 hours of paid time off (PTO) each fiscal year which they may use for vacation, illness, holidays, or other personal



reasons. Full-time auxiliary employees may also be granted up to 35 hours of unpaid leave per fiscal year. However, the standard workweek of a full-time auxiliary employee is 40 hours per week vs. the standard College workweek of 35 hours.

We recommend increasing the number of unpaid leave hours a full-time auxiliary employee may request from 35 hours to 80 hours per fiscal year. Providing auxiliary employees with the opportunity to take two weeks of paid leave and two weeks of unpaid leave will provide them increased work-life flexibility and align with their standard workweek hours.

VP Bard recommended approval of the substantive revision to the Auxiliary Benefits Policy and Procedures.

*On a motion made by Trustee Kimberlin and seconded by Trustee Fearnow, the Board unanimously approved the substantive revision to the Auxiliary Benefits Policy and Procedures, as presented.*

**Approval of the Annual Update for the 2019-2020 Employee Handbook with Faculty Addendum** – VP Bard and Provost/EVP Hawkins presented this item. The Employee Handbook and Full-Time and Adjunct Faculty & Continuing Education and Workforce Development (CEWD) Adjunct Faculty Addendums were established by the Board of Trustees in 2016 and are updated and approved annually. The Full-time and Adjunct Faculty Addendum and the CEWD Adjunct Faculty Addendum, previously presented in two separate sections, have been combined into one Faculty Addendum, reflecting the reorganization of the new Academic Affairs, Continuing Education, and Workforce Development team. The Employee Handbook and Faculty Addendum are transparent, accessible compilations of current College practice, policies, and procedures

that have been approved by the Board of Trustees. Links to policies, procedures, or forms that are applicable are provided.

An annual review of the Employee Handbook and Faculty Addendum was conducted in the spring by both the Senior Leadership Team and the President's Cabinet, which includes the Senate and Affinity Group Chairs. The Faculty Addendum was also reviewed by the Executive Committee of FA and the Academic Management Council. The proposed revisions are for clarification and to reflect current process.

VP Bard and Provost/EVP Hawkins recommended approval of the Annual Update for the 2019-2020 Employee Handbook with Faculty Addendum.

*On a motion made by Trustee Kimberlin and seconded by Trustee Molesworth, the Board unanimously approved the Annual Update for the 2019-2020 Employee Handbook with Faculty Addendum, as presented.*

**Approval of Sole Source Procurement: Lyrasis for Maryland Digital Library Subscription in the amount of \$29,506** – Provost/EVP Hawkins presented this item. Lyrasis is the management organization for the Maryland Digital Library (MDL), a statewide consortium of academic libraries, and includes the libraries of almost all post-secondary educational institutions in the state. Its primary purpose is to purchase online research databases that member libraries use to support student learning. As such a large buying agent, MDL is able to negotiate significant discounts for members. The Lyrasis invoice amount is a fraction of what FCC would pay if it were to subscribe to the databases directly. The College has no recourse to any other comparable discount.

**In FY18, the digital collection subscriptions purchased through the MDL/Lyris consortium make up 50% of our total digital collection use with 128,483 documents viewed or downloaded.**

**The annual cost of the Maryland Digital Library database subscriptions through Lyris is \$29,506.00 for FY 2020. Funds for this subscription are available in the operating budget for the library.**

**Provost/EVP Hawkins recommended approval of the sole source procurement to Lyris for FY 2020.**

*On a motion made by Trustee Lynch and seconded by Trustee Fearnow, the Board unanimously approved the sole source procurement to Lyris, as presented.*

**Approval of Frederick Community College Diversity, Equity, and Inclusion Strategic Plan 2019-2024 – Provost/EVP Hawkins, Executive Director Douthirt-Cohen, Director Blackmon, Professor Brooks, and Program Manager Ackiewicz presented this item. As part of SAT Group A over this past year, the College underwent a process of developing a five-year Diversity, Equity, and Inclusion (DEI) Strategic Plan. This plan seeks to focus our DEI efforts over the next five years toward four primary goals determined to be realistic, necessary, and in alignment with our values and aspirations as a College community. The goals include: (1) Increase access and success for traditionally underrepresented students (students who, historically, have been given less access to higher education based on de jure or de facto policies and/or practices); (2) Increase recruitment and retention of a diverse workforce; (3) Prepare students for an increasingly diverse community, workforce, and world; and (4) Ensure a more welcoming and inclusive learning and workplace environment for students, faculty, staff, and visitors.**

**Under each of these goals in the plan, there are specific, measurable, and realistic action items to lead us to become more equitable, inclusive, and excellent. As a result of a process that began in August 2018, this plan reflects months of stakeholder focus groups which included students, faculty, and staff, as well as members of the larger community who reflected on how the College is living up to our values of diversity, equity, and inclusion, and where and how we can be better. The plan is informed by those documented strengths and struggles, a review of our regional peer institutions, as well as the empirically researched best practices in higher education, specifically at community colleges.**

**The FCC Diversity, Equity, and Inclusion Strategic Plan 2019-2024 builds on the strengths of the College and targets the highest impact changes that will strengthen FCC for all students, faculty, and staff.**

**The Plan reemphasizes our institutional commitment to diversity, equity, and inclusion. The Timelines and Metrics of Success ensure that we continue to make progress toward creating a College culture of inclusion, which addresses our challenges and seizes opportunities for innovation.**

**Through this plan, the impact we can make across the College and within the Frederick community is noteworthy. Some of the planned action items include implementing specific targeted interventions to close the gaps in access and success for minority students, an evaluation of our hiring practices to make sure we are hiring the best candidates from the most diverse backgrounds, enhancing employee development, strengthening our employee retention efforts, preparing our students to be successful in Frederick County and beyond, and addressing the growing, diverse populations of Frederick County.**

**This plan reflects the collective input of hundreds of members of the FCC community and reflects the progress Frederick Community College is making in enhancing and advancing diversity, equity, and inclusion.**

**Executive Director Douthirt-Cohen recommended approval of the Diversity, Equity, and Inclusion Strategic Plan 2019-2024.**

*On a motion made by Trustee Lynch and seconded by Trustee Kimberlin, the Board unanimously approved the Diversity, Equity, and Inclusion Strategic Plan 2019-2024, as presented.*

**Approval of Award Recommendation – RFP #19-FP-18 for Architectural/Engineering Services for Building L Renovation/Addition Project to Design Collective in the amount of \$763,821 – COO Shuler presented this item. The College solicited proposals for firms interested in providing Architectural/Engineering Services for the Building L Renovation/Addition project. The objective of the request for proposals (RFP) was to select an architectural firm to provide professional services during the design and construction of Building L Renovation/Addition project. The Building L renovation encompasses two FCC academic departments, Allied Health & Wellness and Nursing. The project also includes the Center for Teaching & Learning, a division of Academic Affairs that focuses on professional development and educational resources for instructional staff, as well as the College Data Center. This project proposes to renovate the existing Building L, and construct an addition on the east side of the building. The project will modernize and enhance the learning environment by updating the Allied Health and Nursing labs, adding general classrooms, and creating informal learning areas. Additionally, the project will transition the current technology hub room into a College Data Center, which will provide**

the space and updated technology necessary to support the College into the future. The portion of the existing building that is to be renovated is approximately 33,000 GSF and the proposed addition is approximately 16,000 GSF. The tentative project start date is July 1, 2019.

A formal request for proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Forty-five firms attended the pre-proposal conference. Answers to requests for information (RFIs) submitted by potential bidders were addressed in addendums to the RFP. Two addendums to the RFP were posted on the College Bid Board. Technical proposals were received from ten firms. The technical proposals were reviewed by the evaluation committee and five firms were short-listed and selected to present oral presentations and to submit price proposals. Design Collective was recommended for the award based on the results of the overall combined scores. Funds for this award are available in the capital improvements program (CIP) budget for the Building L Renovation/Addition project.

COO Shuler recommended approval to award RFP #19-FP-18 for Architectural/Engineering Services, Building L Renovation/Addition project to Design Collective, in the amount of \$763,821.

*On a motion made by Trustee Barber and seconded by Trustee Lynch, the Board unanimously approved the award to Design Collective, as presented.*

**Approval of Award Recommendation – RFP #19-FP-19 for Construction Manager at Risk with Guaranteed Maximum Price (GMP) Services, Building L Renovation/Addition Project to Keller Construction in the amount of \$1,685,500 – COO Shuler presented this**

**item. The College solicited proposals for firms interested in providing Construction Manager at Risk with Guaranteed Maximum Price (GMP) Services for the Building L Renovation/Addition project. The objective of the request for proposals (RFP) was to select a construction manager at risk (CMR) firm to provide professional management services during the design and construction of the Building L Renovation/Addition project. The selected firm will complete the project as specified by the College, on time, and for a guaranteed maximum price (GMP). The Building L renovation encompasses two FCC academic departments, Allied Health & Wellness and Nursing. The project also includes the Center for Teaching & Learning, a division of Academic Affairs that focuses on professional development and educational resources for instructional staff, as well as the College Data Center. This project proposes to renovate the existing Building L, and construct an addition on the east side of the building. The project will modernize and enhance the learning environment by updating the Allied Health and Nursing labs, adding general classrooms, and creating informal learning areas. Additionally, the project will transition the current technology hub room into a College Data Center, which will provide the space and updated technology necessary to support the College into the future. The portion of the existing building that is to be renovated is approximately 33,000 GSF and the proposed addition is approximately 16,000 GSF. Pre-construction services are tentatively scheduled to start on July 1, 2019. Construction is tentatively scheduled for October 2020.**

**A formal request for proposals (RFP) was advertised on eMaryland Marketplace and posted to the College Bid Board. A pre-proposal conference was held to review the project scope of work and address questions. Twenty firms attended the pre-proposal conference. Answers to requests for information (RFIs) submitted by potential bidders**

were addressed in addendums to the RFP. Two addendums to the RFP were posted on the College Bid Board. Technical proposals were received from 11 firms. However, one was deemed non-responsive. The technical proposals were reviewed by the evaluation committee and five firms were short-listed and selected to present oral presentations and to submit price proposals. Keller Construction was recommended for the award based on the results of the overall combined scores. Funds for this award are available in the capital improvements program (CIP) budget for the Building L Renovation/Addition project.

COO Shuler recommended approval to award RFP #19-FP-19 for Construction Manager at Risk with Guaranteed Maximum Price (GMP) Services, Building L Renovation/Addition project to Keller Construction in the amount of \$1,685,500. The price for Pre-Construction is \$40,400.

*On a motion made by Trustee Barber and seconded by Trustee Lynch, the Board unanimously approved the award to Keller Construction, as presented.*

**Approval of Piggyback Contract with Daly Computers for HP Managed Print Services; Piggyback of the Virginia Information Technology Agency (VITA) Contract #VA-130405, Printing Devices and Managed Print Services** – CIO McCormick presented this item. The College contracts for ongoing printer toner, maintenance, and support for HP Printers through Daly Computers Inc. In FY18 the College spent \$30,204.40 in support of HP Printers. This request is for approval of a 14 month piggyback contract with Daly Computers Inc. through the Virginia Information Technology Agency (VITA) contract #VA-130405 to continue working with Daly Computers Inc. for managed print services. Based on an analysis of FY18 print usage the College saved 22.5% in printing costs with the VITA contract as compared to pre-fiscal 18 year pricing. During this 14 month period



with Daly Computers, the College will do a full analysis of all five print contracts represented by multiple vendors.

The College would be billed per page (mono/color) each month per the provided schedule and funds are available in the IT operating budget 16-302251 and 16-302226.

CIO McCormick recommended approval of the use of the Virginia Information Technology Agency (VITA) contract #VA-130405, with Daly Computers Inc. for HP Managed Print Services for 14 months beginning July 1, 2019.

*On a motion made by Trustee Lynch and seconded by Trustee Barber, the Board unanimously approved the piggyback contract with Daly Computers Inc., as presented.*

**Approval of Piggyback Contract with Marco for Copy Center – Managed Print Services; Piggyback of the Association of Education Purchasing Agencies (AEPA) Contract #017-B, Copiers-MFPs-Printers** – CIO McCormick presented this item. The College contracts with Marco for ongoing printer toner, maintenance, and support for copiers (managed print service) within the FCC Copy Center. In FY18 the College spent \$41,097.48 for Copy Center managed print services. The former agreement will expire and IT has requested a 14 month extension to the lease. During this 14 month period with Marco, the College will do a full analysis of all five print contracts represented by multiple vendors.

This request is for approval of a piggyback with Marco through the Association of Education Purchasing Agencies (AEPA) Contract #017-B. The College would be billed per page (mono/color) each month per the provided master agreement and funds are available in the IT operating budget 16-302251 and 16-302226.

**CIO McCormick recommended approval of the use of the Association of Education Purchasing Agencies (AEPA) Contract #017-B, with Marco for Copy Center - Managed Print Services.**

*On a motion made by Trustee Diaz and seconded by Trustee Molesworth, the Board unanimously approved the piggyback contract with Marco, as presented.*

### **TRUSTEE COMMENTS**

**Trustee Diaz announced that Trustee Lynch will be performing in *1776 The Musical* at the Weinberg Center for the Arts the weekend before July 4. The production dramatizes the days leading up to the signing of the Declaration of Independence. Trustee Lynch said he plays Judge James Wilson of the Pennsylvania Delegation.**

**Chair Borden thanked everyone for the lovely farewell. She added that she cannot say enough how much she loves FCC and the people who make it great. She said she was thankful for this experience and it will forever be a part of her life. Everyone present applauded her.**

### **ADJOURNMENT**

*The regular meeting adjourned at 8:18 p.m.*

### **NEXT MEETING**

**The next regular meeting of the Board will be held on Wednesday, August 21, 2019 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