BOARD OF TRUSTEES
FREDERICK COMMUNITY COLLEGE

October 14, 2026
Regular Meeting

The Board of Trustees of Frederick Community College met in regular session on Wednesday, October 14, 2026. Due to space limitations resulting from designated building closures, the Board met virtually, with a physical location for public comment provided in Room G206 of Gambrill Hall. A virtual option to observe was also provided. Participating were Trustees Dr. William Reid, Chair; Dr. Carmen R. Hernandez, Vice Chair; Jan H. Gardner; Carolyn Kimberlin; Theodore Luck; Tracey McPherson; and Stephen G. Slater. Also participating were President Dr. Annesa Payne Cheek, Secretary/Treasurer of the Board; Janice Spiegel, Special Projects Manager/Budget Office Frederick County Government; and Adam Konstas, PK Law, College legal counsel.

CALL TO ORDER

The meeting was called to order by Chair Reid at 4:30 p.m.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

BOARD & CEO COMMENTS

Chair Reid reflected on the recent Adult Education Graduation Ceremony and commended the determination and perseverance of the graduates. Trustee Luck emphasized the value of hearing students describe their experiences and the role of academic support and resources in helping them succeed. Trustee McPherson also

praised the graduation ceremony and shared her appreciation for the annual Hospitality, Culinary, Tourism Institute (HCTI) bake sale at *200 Monroe*.

PUBLIC COMMENT

There were no comments.

CONSENT AGENDA

On a motion made by Trustee Kimberlin, the Board unanimously approved the following items, as presented:

- September 16, 2026 regular meeting minutes
- September 28, 2026 special meeting minutes

REQUIRED APPROVALS AGENDA

On a motion made by Vice Chair Hernandez, the Board unanimously approved the following items, as presented:

- Piggyback Contract with Educational Management Solutions, LLC for SIMULATIONiQ™ Enterprise
- Piggyback Contract with WGL Energy Services, Inc. for Natural Gas Supply

INFORMATION/DISCUSSION ITEMS

Audited Financial Reports for the Year Ending June 30, 2026 – President Cheek introduced the audited financial reports. Tobi Hollander, Engagement Partner, and Chris Mark, Engagement Manager, of SB & Company presented an overview of the audit results and financial highlights. The auditors issued unmodified opinions on the College's financial statements and annual financial report to the Maryland Higher Education Commission, with no material weaknesses, significant deficiencies, or reportable findings.

The federal single audit remained in process pending issuance of applicable federal guidance. There was discussion regarding the College's overall financial position, including changes in assets and net position, the classification of operating revenues and expenses, and the impact of governmental appropriations on financial reporting. Trustees also sought and were provided clarification regarding the auditors' assessment of internal controls and the distinction between operating results and the College's overall financial performance.

Board of Trustees Draft FY 2028 Budget – Chair Reid presented the Board of Trustees draft FY 2028 budget. There was discussion regarding the proposed reduction in conference and travel expenses. It was explained this is based on historical participation and actual expenditures. No additional changes were proposed.

Board Policy Review: GP-3 Board Code of Conduct – The Board reviewed this policy for currency. There were no suggested revisions.

Revisions to EL-3 Communication and Support to the Board – The Board continued its review of proposed revisions from the September meeting. Following discussion, there was consensus to retain the existing introductory language requiring proactive communication; spell out "fiscal year" in Section 1.4.4; retain the requirement to notify the Board of anticipated noncompliance with law as Section 1.4.1; and retain proposed Section 2.1 regarding meeting support. Chair Reid withdrew his previously proposed revision to Section 1.5.

In response to questions, it was clarified that "material" legal actions are those significant to the Board's governance responsibilities and may be further defined in the

President's interpretation. It was also clarified that the requirement to provide overviews of new projects and initiatives was removed as more operational than governance-focused and the Board may request information or presentations at any time. The revised policy will be considered for approval at the November Board meeting.

Revisions to GP-6 Board Linkage with External Organizations – The Board continued its review of proposed revisions from the September meeting. Following discussion, there was consensus to replace "external bodies" with "external organizations" for clarity and consistency with the policy title. The revised policy will be considered for approval at the November Board meeting.

ACTION ITEMS

Revisions to GP-7 Board Planning Cycle and Agenda Control – The Board considered revisions discussed at the September meeting.

On a motion made by Trustee Luck, the Board unanimously approved the revisions to GP-7 Board Planning Cycle and Agenda Control, as presented.

Acceptance: E-1 Ends (2.0) Monitoring Report – President Cheek presented the annual monitoring report and reported full compliance. There was discussion regarding whether outstanding achievements reflected in monitoring reports could be recognized beyond a finding of compliance. No determination was made.

On a motion made by Vice Chair Hernandez, the Board unanimously found evidence of compliance with a reasonable interpretation of the policy for E-1 Ends (2.0).

Acceptance: EL-1 Treatment of Students Monitoring Report – President Cheek presented the annual monitoring report and reported full compliance.

On a motion made by Vice Chair Hernandez, the Board unanimously found evidence of compliance with a reasonable interpretation of the policy for EL-1 Treatment of Students.

Acceptance: EL-2 Treatment of Employees Monitoring Report – President Cheek presented the annual monitoring report and reported full compliance.

On a motion made by Trustee Kimberlin, the Board unanimously found evidence of compliance with a reasonable interpretation of the policy for EL-2 Treatment of Employees.

MEETING CONTENT REVIEW

Trustees identified the policy discussions as the strongest portion of the meeting and recommended that future Board materials include the rationale for substantive policy revisions to facilitate informed review.

ADJOURNMENT

The meeting adjourned at 5:42 p.m.

NEXT MEETING

The next regular meeting of the Board will be held on Wednesday, November 18, 2026.

Dr. Annesa Payne Cheek
Secretary/Treasurer

Prepared by Kari Melvin
Office of the President
Frederick Community College