

**ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION****

January 10, 2017, 6 p.m.
Cade 219

AGENDA

I. CALL TO ORDER AND APPROVAL OF AGENDA

II. WELCOME AND INTRODUCTIONS

III. APPROVAL OF MINUTES

- A. Minutes of the December 13, 2016, Board of Trustees Meeting* – *Jerome W. Klasmeier, Vice Chair, on behalf of Rev. Dr. Diane R. Dixon-Proctor, Chair*

IV. BOARD CHAIR AND COMMITTEE REPORTS

- A. Audit & Finance Committee – *Walter J. Hall, Committee Chair*
B. Board Development Committee – *Sandra E. Moore, Committee Chair*
- Report on Emergency Preparedness – *Melissa A. Beardmore, Vice President, Learning Resources Management; and Sean Kapfhammer, Chief of Police/Director of Public Safety*
- C. Budget Committee – *Dr. James H. Johnson, Jr. on behalf of Paula J. Darrah, Committee Chair*
- Report on December 14, 2016, Budget Committee Meeting
- D. Facilities Committee – *Dr. James H. Johnson, Jr., Committee Chair*
- Report on the January 5, 2017, Facilities Committee Meeting
- E. Human Resources Committee – *Lawrence W. Ulvila, Jr, Committee Chair*
F. Report of Trustees' Liaison to the AACC Foundation – *Lawrence W. Ulvila, Jr., Lead Liaison*

V. PRESIDENT'S REPORT – *Dr. Dawn Lindsay, President*

- A. Information Items
1. College Updates – *Dr. Lindsay*
 2. Report on Dual Enrollment – *Dr. Michael H. Gavin, Vice President, Learning; Felicia L. Patterson, Vice President, Learner Support Services; Kathleen Beauman, Executive Director, Office of Instructional Partnerships; and Tom McGinn, Director, Admissions & Enrollment Development*
 3. Monthly Update on Accreditation – *Dr. Lindsay*
 4. Student Government Association – *Nicholas Nadeau, President*
 5. The Faculty Organization – *Professor Michelle Robertson, President*
 6. Professional & Support Staff Organization – *Jeremiah Prevatte, President*
 7. Academic Forum/Council – *Dr. David Tengwall, Chair*
 8. Administrative Staff Organization – *Sue Callahan, President*
 9. MACC Activities – *Dr. Lindsay*

VI. NEW BUSINESS

VII. NEXT BOARD MEETING – February 28, 2017

VIII. ADJOURNMENT

*Back-up material included

**The Board of Trustees expects to meet in Cade 228, at 5:00 p.m., in an open session prior to the public session scheduled at 6 p.m., in CADE 219, for the purpose of holding a vote to conduct this portion of the meeting in accordance with section 3-305 of the Open Meetings Act.

**APPROVAL OF MINUTES OF THE DECEMBER 13, 2016,
BOARD OF TRUSTEES MEETING**

Issue

The Board of Trustees is asked to approve the minutes of its December 13, 2016, meeting.

Implementation Plan

Upon approval, the minutes will be placed in the Board of Trustees archives.

Fiscal Implications

Not applicable.

Main Motion

That the Board of Trustees approve the minutes of the December 13, 2016, Board of Trustees meeting.

Exhibits

1. Minutes of the December 13, 2016, Board of Trustees meeting

ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION

DECEMBER 13, 2016

Members present: Rev. Dr. Diane R. Dixon-Proctor, Chair; Jerome W. Klasmeier, Vice Chair; Paula J. Darrah, J.D.; Walter J. Hall; Adam J. Hertz; James H. Johnson, Jr., Ph.D.; Sandra E. Moore; Lawrence W. Ulvila, Jr.; and Dr. Dawn Lindsay, President

I. CALL TO ORDER AND APPROVAL OF AGENDA

The public session of the Board of Trustees was called to order by the chair at 6:00 p.m. in CADE 219.

By motion of Mr. Hall, seconded by Mr. Ulvila, the Board of Trustees unanimously approved the December 13, 2016, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

There were no introductions.

III. APPROVAL OF MINUTES

A. Minutes of the November 8, 2016 Board of Trustees Meeting – Rev. Dr. Diane R. Dixon-Proctor, Chair

Dr. Johnson suggested that the first sentence, first paragraph, in Section IV.C. (Board Policy Oversight Committee – Compensation Policy) be amended to read “approved for legal sufficiency and format by college legal counsel” and that the word “explains” be changed to “articulates” in the last sentence, first paragraph, of that section.

By motion of Mr. Ulvila, seconded by Mr. Hall, the Board of Trustees unanimously approved the minutes of the November 8, 2016, meeting, as amended.

IV. BOARD CHAIR AND COMMITTEE REPORTS

A. Audit & Finance Committee – Walter J. Hall, Committee Chair

No report.

B. Board Development Committee – Sandra E. Moore, Committee Chair

Ms. Moore reported that the Board Development Committee met on December 6, 2016, to discuss topics for the Board Workshop scheduled for May 4, 2017, for the purpose of developing board goals for FY2018. The committee agreed that a tentative agenda for the workshop would include the following topics: (1) campus security and safety; (2) potential partnerships with the private sector; and (3) the changing value proposition. Dr. Johnson suggested that the agenda be flexible to allow for urgent items that the board might need to address, and Ms. Moore agreed with that suggestion.

By motion of Ms. Moore, seconded by Mr. Ulvila, the Board of Trustees unanimously approved the following topics for the May 4, 2017, workshop: (1) campus security and safety; (2) potential partnerships with the private sector; and (3) the changing value proposition, and that the agenda will be flexible to allow for urgent items that the board might need to address.

Ms. Moore indicated that the committee agreed that someone from outside of the college should facilitate the workshop preferably a facilitator from the Association of Governing Boards (AGB) or the Association of Community College Trustees (ACCT). The board will be provided with an update on the information received from AGB or ACCT at its January 10, 2017, meeting.

Ms. Moore reported that as an informational item at the November 8, 2016, Board of Trustees public session, the board was informed that the committee worked with the college administration to determine a manner in which to move the Board of Trustees to paperless meetings, and that the committee had chosen the software. The board was also informed of the benefits of using the portal application and that training would be provided to the board in spring 2017. At the November 8th meeting, a recommendation was made to move forward with implementing the software package noting that the board would be asked to vote on this matter at today's meeting.

By motion of Mr. Ulvila, seconded by Dr. Johnson, the Board of Trustees unanimously approved moving to paperless meetings, effective July 1, 2017.

C. Budget Committee – Paula J. Darrah J.D., Committee Chair

No report.

D. Facilities Committee – Dr. James H. Johnson, Jr., Committee Chair

Dr. Johnson reported that the Facilities Committee met on November 29, 2016, to review future procurements, and to discuss the Health Sciences & Biology Building capital project as well as future meetings. First, the committee discussed the anticipated future procurements for board action, including the action item on today's agenda for the Humanities Building roof replacement. The committee had some questions that required additional follow-up related to the cost of that project. The committee was provided with cost data of similar projects and the committee noted that the pricing was competitive.

Next, the committee discussed the Health Sciences & Biology Building capital project. Highlights of the conversation included: (1) the project will be the college's number one priority in its 2018 capital budget; (2) the different delivery methods for the project and learning more about the Construction Management at Risk (CMAR) model; (3) CMAR is a method that was used by the AACC Foundation for the Arundel Mills building; (4) the college will provide the committee with a summary of the advantages and disadvantages of CMAR at its January 5, 2017 meeting, which will subsequently be shared with the board; and (5) the college is still vetting the procurement and delivery method options and will continue to keep the committee and the board updated on this project.

E. Human Resources Committee – Lawrence W. Ulvila, Jr., Committee Chair

No report.

F. Report of Trustees' Liaison to the AACC Foundation – Lawrence W. Ulvila, Jr., Lead Liaison

Mr. Ulvila shared a thank you letter from a recipient of the August (Gus) and Marjorie Berlitz Endowed Scholarship as an example of the positive impact the foundation is making on the students. As of December 6, 2016, the fundraising total for the current fiscal year is \$460,000 toward the FY2017 goal of \$1.1 million. To date, donors have committed almost \$80,000 towards the Engagement Matters initiative. The AACC Foundation Board of Directors met on November 16, 2016, and approved a vendor contract to conduct a feasibility study to gauge the college's readiness to enter into a fundraising campaign in the near future. The study will be conducted by Graham-Pelton and will commence in December 2016. Graham-Pelton's work will include seeking input from the Board of Trustees. Mr. Ulvila noted that the foundation looks forward to working with the Board of Trustees on this important initiative. Mr. Ulvila commented that Graham-Pelton's credentials are impeccable and that they serve quite a few colleges/universities across the country.

V. PRESIDENT'S REPORT – Dr. Dawn Lindsay, President

A. Information Items

1. College Updates

Dr. Lindsay reported that the college's Creative Services team earned seven Certificates of Excellence in Graphic Design USA's 2016 American Graphic Design National Design Competition. The winning

designs include: (1) Redefine Yourself Campaign (AACC Creative Services and Media Services teams); (2) President's Digital Holiday Card (Allison Baumbusch-Ernst, Assistant Director of Creative Services, Ben Pierce, Graphic Designer, Tim McGowan, Media and Web Services Specialist, Amanda Behrens, Media Production Specialist, and Ed Sparks, Media Production Designer); (3) Summer Noncredit Class Schedule (Robin Ward, Graphic Designer); (4) Corporate Training Group Collateral Materials (Ben Pierce); (5) Child Development Center Rack Card (Ben Pierce); (6) Jazz Ensemble Poster (Charlie West, Senior Graphic Designer); and (7) One of a Kind Poster (Charlie West).

Creative Services and Media Services also received District 1 Medallion Awards from the National Council for Marketing and Public Relations (NCMPR) as follows: (1) Gold Medallion – Social Media Banner (Ben Pierce); (2) Silver Medallion – Meeting of the Minds, Flyer Series (Ben Pierce); (3) Silver Medallion – College Viewbook: Redefine Yourself (Allison Baumbusch-Ernst); (4) Bronze Medallion – President's Holiday E-Card (Allison Baumbusch-Ernst, Tim McGowan, Ben Pierce, Amanda Behrens); and (5) Bronze Medallion – One of a Kind Concert Poster (Charlie West). The awardees joined Dr. Lindsay and Chair Dixon-Proctor for a photo opportunity. Dr. Lindsay commended the awardees and college's Public Relations and Marketing Department for their amazing work.

Dr. Lindsay indicated that Colonel Thomas Rickard, Garrison Commander, Fort George G. Meade, visited the Center for Cyber and Professional Training (CCPT) on December 8, 2016, to learn about ways we can enhance our partnership with Fort Meade. Colonel Rickard was given an overview of the college to include the offerings at the CCPT as well as information on the college's new strategic plan. Dr. Lindsay commended Mr. Kip Kunsman, assistant dean, Workforce Development, and Ms. Sonja Gladwin, director, Corporate Training Group, for their leadership. Dr. Lindsay commended Dr. Nicole Williams and Professor Suzanne Spoor for organizing the Unity Rally on December 7, 2016, in the quad, as a statement that the students, faculty, and staff are united against violence and that we uphold the college's "Spirit of Community."

Dr. Lindsay said that she met with Dr. Roger Casey, president, McDaniel College, to discuss a pilot program with Anne Arundel and Carroll Community Colleges. The dependents of employees who have worked at AACC or Carroll Community College four or more years in a full-time benefits-eligible position can receive up to \$100,000 in scholarship money to attend McDaniel College for four years. Dr. Lindsay noted that an email will be sent to the college community with more details on that opportunity.

2. Report from the School of Continuing Education and Workforce Development (CEWD) – Dr. Michael H. Gavin, Vice President, Learning and Dr. Faith Harland-White, Dean, School of Continuing Education and Workforce Development

Dr. Harland-White provided an overview of the CEWD that included its structure, students, enrollment, revenue, strategic enrollment initiatives, partnerships, and college-wide initiatives. Dr. Johnson asked for more information about the unmanned aerial systems (drones) initiative, and Dr. Harland-White said that the class explains the rules and regulations as well as the different types of drones. Mr. Kunsman said that students range from hobbyists to individuals creating a new business. The college is partnered with Sinclair College, a leader in aerial systems and aviation. Dr. Harland-White presented the Corporate Training Group's FY2016 top projects, enrollment and revenue as well as information on the CCPT to include its expanded offerings, marketing plan, enrollment and revenue.

3. Monthly Update on Accreditation – Dr. Lindsay

Dr. Lindsay indicated that several members of the Middle States Leadership Team attended the Middle States Commission on Higher Education's Annual Conference last week in Philadelphia. The new accreditation process was discussed in detail along with multiple presentations on the expectations for institutions going forward. As mentioned during the November 8, 2016, board meeting, the college will be responsible for: (1) Institutional Updates – due annually; (2) Mid-Point Peer Review – due 2019; and (3) Self-Study and Site Visit – due 2023.

4. Student Government Association (SGA) – Nicholas Nadeau, President

SGA President Nicholas Nadeau reported that Student Appreciation Day was held on December 7, 2016, where hot chocolate and brownies were served to the students. Sixty-eight gifts were donated to children

as a result of the SGA and Phi Theta Kappa's participation in the Salvation Army Angel Tree Program. Welcome Week is scheduled for January 23-27, 2017, and will include such events as a free breakfast, wire and t-shirt art, a free Chick-Fil-A meal, and a Throw Back Time Machine Dance Party. On March 3, 2017, the college will hold its second Drag-A-Palooza show.

5. Academic Forum/Council – Dr. David Tengwall, Chair

No report.

6. Administrative Staff Organization (ASO) – Sue Callahan, President

ASO President Sue Callahan reported that Dr. Lindsay and the vice presidents provided college updates at the recent ASO meeting and Dr. Daniel Nataf discussed the recent election results. The ASO also received a strategic update on the college's website redesign.

7. The Faculty Organization (TFO) – Professor Michelle Robertson, President

Professor Robertson reported that the TFO met twice since the last board meeting. Three ad hoc committees were formed at the TFO's November meeting. The first is the ad hoc Student Opinion Form Committee, which was reconvened to look at increasing the response rate for those forms as well as revising the questions. The TFO will discuss making that ad hoc committee a standing committee of the TFO. The second is the ad hoc Promotion and Tenure Appeals Process Development Committee that was created to develop a fair, clear and transparent appeals process for promotion and tenure recommendations. There is currently no process, and the TFO will work with the college administration on that process. That ad hoc committee will use the research completed in spring 2016, to make its recommendations.

The third is the ad hoc Academic Qualifications and Placement Committee that was created to investigate faculty salary placement differences based on credentials such as the difference between a doctorate versus a field-appropriate degree. This issue was originally a goal of the TFO Compensation Committee, but the TFO felt that a separate ad hoc committee was more appropriate to ensure balanced representation and to not overburden the TFO Compensation Committee. The administration strongly supports the formation of those ad hoc committees, and the TFO is looking forward to working with the administration on practical ways to address those issues. That support shows the trust between the faculty and the administration as well as the spirit of cooperation that exists college-wide.

8. Professional and Support Staff Organization (PSSO) – Jeremiah Prevatte, President

PSSO President Jeremiah Prevatte reported that the PSSO approved its goals and continues to work with the college leadership to address any concerns.

9. Maryland Association of Community Colleges (MACC) Activities – Dr. Lindsay

Dr. Lindsay reported that she and 25 faculty and staff participated in the 7th Annual MACC Completion Summit held on December 2, 2016. The theme of this year's summit was "Retention Strategies to Enhance Completions." Four members of the AACC team were also presenters at the summit workshops. The information gleaned from the summit will be helpful as we move forward in developing and enhancing our strategies for retaining students and helping them meet their educational goals.

On January 11, 2017, the Maryland General Assembly will convene its 2017 legislative session. The MACC Legislative Committee will be closely monitoring and reporting on all legislative initiatives that impact community colleges. MACC's 2017 Trustee Leadership Conference Legislative Reception is scheduled for January 23, 2017, at the Calvert House, in Annapolis. Information on registration and the agenda will be provided to the board as soon as we receive it from MACC.

Dr. Lindsay invited the board to this year's President's Holiday Party scheduled for December 15, 2016, from 11:30 a.m. to 2 p.m., in the dining hall.

B. Action Items

1. Approval of Award of Degrees and Certificates – Dr. Michael H. Gavin, Vice President, Learning

By motion of Dr. Johnson, seconded by Ms. Moore, the Board of Trustees unanimously approved the award of the associate degrees and certificates to be conferred by the president upon those students certified by the faculty to have fulfilled the requirements for a degree or certificate by the end of the fall 2016 semester.

2. Approval of Award of Contract for Humanities Building Roof Replacement – Melissa A. Beardmore, Vice President, Learning Resources Management

By motion of Dr. Johnson, seconded by Mr. Hall, the Board of Trustees unanimously approved the award of contract for the roof replacement of the Humanities Building to Tecta America East, LLC, of Jessup, Maryland, in an amount not to exceed \$1,135,563.

3. Approval of Award of Contract for Internet Services – Felicia L. Patterson, Vice President, Learner Support Services

Dr. Johnson suggested that the pricing table be more symbolic of the actual costs since the first column is actually half-a-year but it has the width of all of the other boxes that are one year.

By motion of Dr. Johnson, seconded by Ms. Moore, the Board of Trustees unanimously approved the award of contract for Internet Services to Comcast Business of Philadelphia, Pennsylvania, for the initial service term of 36 months with two 12 month extension options in an amount not to exceed \$295,500.

VI. NEW BUSINESS

There was no new business.

VII. NEXT BOARD MEETING

Chair Dixon-Proctor announced that the next board meeting is scheduled for January 10, 2017, and she wished everyone a happy holiday season.

VIII. ADJOURNMENT

The meeting was adjourned at 7:15 p.m.

A closed session of the Board of Trustees was held on December 13, 2016, at 5:00 p.m., in Cade 228. The purpose of the session was to consult with legal counsel to obtain legal advice. Each Board member present voted to close the session pursuant to Maryland State Government Annotated Code Section 3-306. Board members in attendance: Rev. Dr. Diane R. Dixon-Proctor, Chair; Paula J. Darrah, J.D.; Walter J. Hall; Adam J. Hertz; James H. Johnson, Jr., Ph.D.; Sandra E. Moore; and Lawrence W. Ulvila, Jr. Also present were legal counsel Martin J. Snider and President Dr. Dawn Lindsay. College staff members present: Dr. Michael H. Gavin, vice president for learning; Melissa A. Beardmore, vice president for learning resources management; Felicia L. Patterson, vice president for learner support services; and Kathleen A. Janssen, executive assistant to the Board of Trustees.

Respectfully submitted,



Dr. Dawn Lindsay
Secretary-Treasurer