

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

June 13, 2017

Members present: Rev. Dr. Diane R. Dixon-Proctor, Chair; Jerome W. Klasmeier, Vice Chair; Paula J. Darrah, J.D.; 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 5:00 p.m. in CADE 219.

By motion of Dr. Johnson, seconded by Mr. Hall, the Board of Trustees unanimously approved the June 13, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

Chair Dixon-Proctor introduced Ms. Nyia M. Curtis, the incoming student member of the Board of Trustees for FY2018.

III. APPROVAL OF MINUTES

A. Minutes of the May 9, 2017, Board of Trustees Meeting – Rev. Dr. Diane R. Dixon-Proctor, Chair

By motion of Mr. Ulvila, seconded by Ms. Moore, the Board of Trustees unanimously approved the minutes of the May 9, 2017, meeting.

IV. BOARD CHAIR AND COMMITTEE REPORTS

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

Mr. Hall indicated that there has been no meeting since the committee's last meeting, and there is nothing to report.

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

Ms. Moore shared the board goals that were developed at the May 4, 2017, workshop led by Dr. William "Brit" Kirwan, senior consultant with the Association of Governing Boards (AGB):

1. The Board of Trustees of Anne Arundel Community College will strengthen its engagement in professional development to enhance the performance of their roles and responsibilities by participation in appropriate conferences, workshops and webinars.
2. The Board of Trustees will engage in issues related to the board-approved strategic plan, Engagement Matters: Pathways to Completion.
3. The Board of Trustees will actively support the mission of the college in support of the fundraising efforts of the Anne Arundel Community College Foundation, Inc.
4. The Board of Trustees will commit to the fiscal oversight of Anne Arundel Community College.

5. The Board of Trustees will commit to a communication and leadership style that models a culture of mutual respect and collaboration in order to set a positive tone for the college.

Ms. Moore said that the committee is in the process of developing the objectives for each of the goals, which will be shared with the full board for input.

Ms. Moore reminded the board to expect an email from Diligent regarding online training of the portal system. Customer Success Manager Samantha Kantor was asked to reach out to the Board members after June 13, 2017.

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

Ms. Darrah indicated that the Budget Committee has not met, having concluded its work earlier in the year.

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

Dr. Johnson reported that the Facilities Committee met on May 30, 2017, to discuss the following items:

- Health Sciences & Biology building project,
- Impact of the county executive's capital budget, and
- Future procurements

The committee received an update on the county's review of the Health Sciences and Biology building project. The study is still in draft form, but it confirms all of the college's key assumptions related to the project.

The committee also received an update on the process for selecting the firm for construction management at risk services and reviewed a copy of the draft agenda item. The committee requested a summary of the various procurement methods the college uses to obtain goods and services. The administration is in the process of developing this document.

Further, the committee discussed the impact of the out-year cuts made by the county executive to the college's capital budget request. The college has requested restoration of \$1.5 million in the Systemics project for FY2018 to replace a roof and upgrade fire alarm systems. There are also critical projects that were requested for FY2019 and beyond that were cut. The college leadership will discuss the impact of these cuts with the county administration.

Future procurements that are relevant to the Facilities Committee also were discussed. In addition to the construction management at risk contract, the committee reviewed the draft agenda items for the boiler replacement, custodial services, and insurance coverage, all of which are on our agenda for this evening. The committee also discussed future meetings.

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

Mr. Ulvila reported that the Human Resources Committee met on June 7, 2017, to receive an update on the following topics:

- Faculty and staff compensation committees, and
- Maryland Healthy Working Families Act

The committee also discussed future meetings.

The committee heard an update on the work of the two compensation committees, one for staff and one for faculty. This work supports the board's Compensation Policy and is a continuation of work that started several years ago to ensure that the faculty and staff compensation systems are meeting the needs of the college and serving to attract and retain highly qualified, competent faculty and staff.

The committee noted this work is a prime example of the value of shared governance. The majority of the faculty compensation recommendations have been implemented. Staff compensation recommendations have been implemented or will be fully implemented by next fiscal year. The college is holding open forums at the end of the month to share with the college community the results of the job grading process and the proposed distribution of FY2018 funds.

The committee also received an update on legislation that could be enacted early in the 2018 Maryland General Assembly Session entitled "Maryland Healthy Working Families Act." The legislation passed the General Assembly in 2017 but was vetoed by the governor. We expect the General Assembly to override the veto in the next session, which means the legislation would become effective 30 days after the override. The bill would require the college to provide certain hourly workers and adjunct faculty with sick and safe leave. The college continues to monitor the legislation and is developing an implementation plan in anticipation of it passing early in 2018.

Mr. Hall inquired about the fiscal impact on the college and when this will go into effect. Mr. Ulvila responded that human resources is already preparing for the changes when it goes into effect, which will be 30 days from the date of override. Ms. Beardmore is working with her team to put some numbers to this.

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

Mr. Ulvila reported that the AACC Foundation Board of Directors will meet on Wednesday, June 7, 2017. At that meeting the board will formally vote on a fundraising opportunity.

The foundation received a distribution from the estate of Mrs. Deloris Lebert.

The foundation's executive committee authorized \$39,000 from the foundation's unrestricted dollars to annually fund scholarships for one student at each Anne Arundel County high school to attend AACC. The President's Opportunity Scholarship awards \$3,000 to each student over a two-year period. The first round of scholarship recipients will attend beginning in fall 2017.

As a reminder, sponsorship opportunities are now available for the AACC Foundation's 5th Anniversary ALL IN Event on Thursday, October 12, 2017, to be held from 6:00-8:00 p.m. at Maryland Live! Casino. The hope is that all board members will consider sponsoring this important fundraiser in support of AACC students and programs.

A note was read from a student thanking AACC for her scholarship.

G. Approval of Support for AACC Foundation Fundraising Campaign to Support the College – Rev. Dr. Diane R. Dixon-Proctor, Chair

By motion of Mr. Ulvila, seconded by Dr. Johnson, the Board of Trustees voted to approve formally supporting and approving Anne Arundel Community College Foundation, Inc., proceeding with the development and implementation of a fundraising campaign.

H. Approval of Board of Trustees Meeting Dates for 2017-2018 – Rev. Dr. Diane R. Dixon-Proctor, Chair

By motion of Mr. Hall, seconded by Mr. Ulvila, the Board of Trustees approved the board's meeting dates for 2017-2018 as shown in the supporting materials in the agenda.

I. Procedures for Approval of Summer Agenda Items – Rev. Diane R. Dixon-Proctor, Chair

The Board of Trustees reviewed the procedures utilized to approve summer agenda items as shown in the supporting materials to the agenda. Dr. Johnson suggested having summer action items flagged so that they will receive the immediate attention of the board. Dr. Lindsay noted that important items would also be sent to board members via separate emails.

J. Recognition of Outgoing Student Board Member Adam J. Hertz – Rev. Diane R. Dixon-Proctor, Chair

Chair Dixon-Proctor acknowledged Adam Hertz for his excellent service and valuable contributions as the student member of the Board of Trustees over the past year. She noted that as the representative of AACC's student body on the board, Mr. Hertz brought a valuable perspective to the board's deliberations. He has been an energetic and articulate advocate for our college and for the students he represented. His work ethic and his strong commitment to everything he does stand as a true testament to his excellent character. Mr. Hertz also served as a member of the board's Audit & Finance Committee and Budget Committee and was a liaison to the AACC Foundation Board of Directors.

Mr. Hertz received a plaque recognizing his service to the board and the college.

K. Recognition of Outgoing Chair Rev. Dr. Diane R. Dixon-Proctor – Jerome W. Klasmeier, Vice Chair

On behalf of the Board of Trustees, Trustee Klasmeier acknowledged Chair Dixon-Proctor for her leadership as chair of the Board of Trustees for fiscal year 2017.

Chair Dixon-Proctor was appointed to the Board on July 1, 2008, and reappointed on July 1, 2014. She also served as chair of the board during fiscal year 2015 and as vice chair during fiscal years 2013, 2014 and 2016. Chair Dixon-Proctor also served as an ex-officio member of the board's Audit & Finance Committee, Board Development Committee, Budget Committee, Facilities Committee, and Human Resources Committee while serving as the board chair.

As Chair Dixon-Proctor was thanked for her dedicated and inspirational leadership, Vice Chair Klasmeier presented her with a plaque in grateful appreciation of her service and contributions to the college.

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

A. Information Items

1. College Updates – Dr. Lindsay

Dr. Lindsay thanked everyone for their time and effort in making the 2017 Commencement ceremony so remarkable. She also recognized Professor Carol Veil, who is retiring after 37 years, for her many awards and achievements.

Dr. Lindsay recognized the leaders of the constituency groups. Certificates of recognition were given to the following:

- Dr. David Tengwall, Chair, Academic Forum/Council
- Jeremiah Prevatte, President, Professional Support Staff Organization
- Susan Frutchey, 1st Vice President, Professional Support Staff Organization

- Sarah Earle, 2nd Vice President, Professional Support Staff Organization
- Tim McGowan, Secretary, Professional Support Staff Organization
- Sue Callahan, President, Administrative Staff Organization
- Sara Eger, Vice President, Administrative Staff Organization
- Dr. Ricka Fine, Secretary/Recorder, Administrative Staff Organization
- Prof. Michelle Robertson, President, The Faculty Organization
- Dr. Candice Hill, Vice President, The Faculty Organization
- Nicholas Nadeau, President, Student Government Organization

Also recognized was Kathy Janssen, who is retiring June 30, 2017, after 22 years of service to the college. Her replacement, Peyton "Tudy" Moncure, was introduced. Ms. Moncure will be joining the staff on June 16, 2017.

2. Monthly Update on Accreditation – Dr. Lindsay

Dr. Lindsay reported that the Middle States Leadership Team completed the annual report that includes an update on the recommendations and suggestions from the 2014 commission report and self-study. All of the recommendations and suggestions are being addressed. Fifteen of these activities have been successfully completed, and the remaining fifteen activities are in progress. The annual report has been shared with the board.

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

There was no report from the SGA.

4. Professional & Support Staff Organization (PSSO) – Jeremiah Prevatte, President

Mr. Prevatte thanked everyone for their support during his tenure as president. He thanked the outgoing officers and introduced the slate of incoming officers. Officers for 2017-2018 are Sarah Earle, president; Susan Frutchey, 1st vice president; Tim McGowan, 2nd vice president; and Denise Wieninger, secretary.

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

Professor Robertson reported on the work of various TFO committees. The Committee on Promotion and Tenure reviewed binders and made recommendations to the administration regarding faculty promotion and tenure. The Compensation Committee worked with the administration to continue making progress on recommendations. The Online Policies and Practices Committee was charged with looking at online office hours this year. The committee felt it was important to establish an ad hoc committee in the fall to look at office hours for all faculty.

TFO had a committee that looked at the promotion and tenure appeal process and came up with a proposal that needs to be reviewed by the administration. The wording needs to be refined before it goes to college counsel, in accordance with the procedures in the *College Manual*. It will come up for a full vote by the faculty early in the fall.

Student opinion forms are going to be revisited in the fall. There is a committee that will be looking at increasing student participation in completing the online student opinion form in order to obtain better feedback on faculty performance.

A committee also is looking into the faculty manual review and will work with the administration to clarify items that are obsolete or need to be updated.

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

There was no report from Academic Forum/Council.

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

Ms. Callahan thanked the college leadership for its support and introduced the incoming ASO officers: Fran Turcott, president; Kevin Miller, vice president; Dr. Ricka Fine, secretary/recorder; and at-large members Kathy Campbell, Erik Hunter, Melanie Scherer, and Jocelyn Shadforth.

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

Dr. Lindsay reported that the MACC Board of Directors will meet on Wednesday, June 21, 2017, at the State Chamber office in Annapolis. She and Dr. Johnson will be representing AACC at the meeting. The guest speaker will be Senator Nancy King, chair of the Budget and Taxation Subcommittee on Education and Business Administration. The purpose of this meeting is to provide a status report on the statewide initiatives of the association, to approve MACC's 2017-18 budget, and to elect officers.

MACC is making arrangements for the annual retreat of the Maryland Council of Community College Presidents (MCCCP). The retreat will be held July 31 – August 1, 2017, at Montgomery College.

MACC is planning to hold regional workshops for community college human resources staff to prepare for the implementation of the Healthy Working Families Act. Although the governor vetoed this legislation, it passed both houses with a veto-proof majority and the legislature is expected to override the veto at the outset of the 2018 session. In the interim, workshops have been scheduled for July 12, 2017, at Hagerstown Community College and Sept. 14, 2017, at AACC.

B. Action Items

1. Approval of Appointee to the Anne Arundel County Retiree Health Benefits Trust Board* – Dr. Lindsay

Dr. Johnson asked about the need for college legal counsel representation on the trust board since Mr. Snider is coming off the board. Mr. Snider replied that he would still be involved.

By motion of Mr. Klasmeier, seconded by Mr. Ulvila, the Board of Trustees approved the appointment of Martha Rothschild, controller, to the Board of Trustees of the Anne Arundel County Retiree Health Benefits Trust for an initial three-year term.

2. Approval of Award of Contract for the Canvas Learning Management System* - Dr. Michael H. Gavin, Vice President, Learning

By motion of Ms. Darrah, seconded by Mr. Ulvila, the board approved the one-year contract to Infrastructure, Inc., of Salt Lake City, Utah, for the Canvas LMS license, LMS hosting fees, and technical support in an amount not to exceed \$153,466.

3. Approval of Award of Contract for Tableau License Agreement* - Dr. Michael H. Gavin, Vice President, Learning

Dr. Gavin explained that this was a system that uses the train-the-trainer-to-train approach.

Dr. Johnson requested amending the motion to include the phrase “that the Board of Trustees approve the sole-source contract” to clearly identify that this was a sole source. By motion of Ms. Moore, seconded by Mr. Hall, the Board of Trustees voted to amend the motion as stated by Dr. Johnson and to approve the award of the sole source three-year contract to Tableau, Inc., of Seattle, Washington, for the upgrade to the Tableau Server Core Commercial License and training and implementation services in an amount not to exceed \$176,320.

4. Approval of Award of Contract for Construction Management at Risk (CMAR) Services for the Health Sciences and Biology Building* - *Melissa A. Beardmore, Vice President, Learning Resources Management and Maury Chaput, Executive Director, Administrative Services*

By motion of Mr. Ulvila, seconded by Mr. Klasmeier, the Board of Trustees approved the award of contract for construction management at risk services with a guaranteed maximum price (GMP) for pre-construction services and Phase I construction for the new Health Sciences and Biology building to the Whiting Turner Contracting Company, of Baltimore, Maryland, in an amount not to exceed \$3,941,731.

5. Approval of Award of Contract for Replacement of the Boiler for the Center for Applied Learning and Technology and Arundel Mills Buildings* - *Melissa A. Beardmore, Vice President, Learning Resources Management*

By motion of Mr. Hall, seconded by Dr. Johnson, the Board of Trustees approved the award of contract for the replacement of the boiler for the Center for Applied Learning and Technology building and for AACC at Arundel Mills to American Combustion Industries, Inc., of Glenn Dale, Maryland, in an amount not to exceed \$700,114.

6. Approval of Award of Contract Renewal for Contracted Custodial Services for Anne Community College Arnold Campus and Other Sites* - *Melissa A. Beardmore, Vice President, Learning Resources Management*

By motion of Mr. Ulvila, seconded by Mr. Klasmeier, the Board of Trustees approved the award of contract to Associated Building Maintenance, of Crofton, Maryland, for the procurement of contracted custodial services in an amount not to exceed \$1,015,022.

7. Approval of Award of Contract for the College’s Insurance Coverage* - *Melissa A. Beardmore, Vice President, Learning Resources Management*

By motion of Mr. Ulvila, seconded by Mr. Hall, the Board of Trustees approved the insurance coverage recommended by Wells Fargo in an amount not to exceed \$406,955, as shown in Exhibit 1.

8. Approval of Award of Contract for Microsoft Volume Licensing Renewal* - *Felicia L. Patterson, Vice President, Learner Support Services*

By motion of Ms. Moore, seconded by Ms. Darrah, the Board of Trustees approved the award of a contract for the renewal of the college’s enrollment in the Microsoft Academic Volume Licensing program from Bell Techlogix, Inc., of Columbia, Maryland, in an amount not to exceed \$155,954, as shown in Exhibit 1.

9. Approval of Award of Contract for Audiovisual (AV) Equipment* - *Felicia L. Patterson, Vice President, Learner Support Services*

By motion of Dr. Johnson, seconded by Ms. Darrah, the Board of Trustees approved the award of contract to purchase audiovisual and computer equipment and services from Lee Hartman and Sons, Inc., of Baltimore, Maryland, in an amount not to exceed \$182,845.

**10. Approval of Award of Contract for Data Communications Equipment Maintenance* -
*Felicia L. Patterson, Vice President, Learner Support Services***

By motion of Mr. Ulvila, seconded by Mr. Klasmeier, the Board of Trustees approved the award of contract for maintenance of data communications equipment to CDW-Government LLC of Vernon Hills, Illinois, in an amount not to exceed \$184,057.

VI. NEW BUSINESS

There was no new business.

VII. NEXT BOARD MEETING

Chair Dixon-Proctor announced that the next board meeting is scheduled for September 12, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 6:50 p.m.

A session of the Board of Trustees was held on June 13, 2017, at 4:00 p.m., in Cade 228. Because the board intended to discuss a personal matter (President's evaluation and compensation) a vote was taken to close the meeting pursuant to the General Provisions Article of the Maryland Annotated Code Section 3-305(d)(2)(i)(ii). Each board member present (Rev. Dr. Diane R. Dixon-Proctor, Chair; Jerome W. Klasmeier, Vice Chair; Adam J. Hertz; James H. Johnson, Jr., Ph.D.; Sandra E. Moore; and Lawrence W. Ulvila, Jr.) voted to close the session. Trustee Hall arrived after the vote was taken. All of the trustees were present for the whole session and the President for part it.

Respectfully submitted,



Dr. Dawn Lindsay
Secretary-Treasurer