

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

March 21, 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 February 28, 2017, Board of Trustees Meeting* – *Rev. Dr. Diane R. Dixon-Proctor, Chair*

IV. BOARD CHAIR AND COMMITTEE REPORTS

- A. Audit & Finance Committee – *Sandra E. Moore on behalf of Walter J. Hall, Committee Chair*
B. Board Development Committee – *Sandra E. Moore, Committee Chair*
C. Budget Committee – *Paula J. Darrah, Committee Chair*
D. Facilities Committee – *Dr. James H. Johnson, Jr., Committee Chair*
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*
G. Appointment of the Nominating Committee – *Rev. Dr. Diane R. Dixon-Proctor, Chair*

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

- A. *Information Items*
1. College Updates – *Dr. Lindsay*
 2. Credit Enrollment Report: Winter and Spring 2017 – *Felicia L. Patterson, Vice President, Learner Support Services*
 3. Marketing Report – *Melissa A. Beardmore, Vice President, Learning Resources Management and Dan Baum, Executive Director, Public Relations & Marketing*
 4. Monthly Update on Accreditation – *Dr. Lindsay*
 5. Student Government Association – *Nicholas Nadeau, President*
 6. The Faculty Organization – *Professor Michelle Robertson, President*
 7. Professional & Support Staff Organization – *Jeremiah Prevatte, President*
 8. Academic Forum/Council – *Dr. David Tengwall, Chair*
 9. Administrative Staff Organization – *Sue Callahan, President*
 10. MACC Activities – *Dr. Lindsay*

VI. NEW BUSINESS

VII. NEXT BOARD MEETING – April 11, 2017

VIII. ADJOURNMENT

*Back-up material included

**APPROVAL OF MINUTES OF THE FEBRUARY 28, 2017,
BOARD OF TRUSTEES MEETING**

Issue

The Board of Trustees is asked to approve the minutes of its February 28, 2017, 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 February 28, 2017, meeting of the Board of Trustees.

Exhibits

1. Minutes of the February 28, 2017, Board of Trustees meeting

ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION

February 28, 2017

Members present: 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 vice chair at 6:00 p.m. in CADE 219.

By motion of Mr. Hall, seconded by Dr. Johnson, the Board of Trustees unanimously approved the February 28, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

Vice Chair Klasmeier welcomed Mr. Jesse Johnson and Advisor Sharon O'Malley, from the *Campus Current*. Dr. Gavin introduced and provided a brief biography for Dr. Alycia Marshall, the college's new Associate Vice President for Learning & Academic Affairs, and Dr. Lance Bowen, the college's new Dean, School of Science & Technology.

III. APPROVAL OF MINUTES

A. Minutes of the January 10, 2017 Board of Trustees Meeting – Jerome W. Klasmeier, Vice Chair, on behalf of 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 January 10, 2017, meeting.

REQUEST TO CHANGE THE ORDER OF THE AGENDA

Mr. Klasmeier requested that the order of the agenda be changed to move the following agenda items to this point in the meeting: V.B.1., Approval of Faculty Promotions; V.B.2., Approval of Faculty Tenure; V.B.3., Approval of Faculty Sabbaticals, and V.B.4., Approval of Spring 2017 Full-time Faculty Appointment.

V.B.1. Approval of Faculty Promotions – Dr. Michael H. Gavin, Vice President, Learning

By motion of Dr. Johnson, seconded by Mr. Hall, the Board of Trustees unanimously approved the President's recommendations for promotion, effective August 16, 2017, of the following faculty to the ranks as listed: **Assistant Professor:** Theodore Johnson, Visual Arts & Humanities. **Associate Professor:** Christopher Ballengee, Performing Arts; Dean Bowers, English; Tiffin Bumpass, Health & Human Services; Haley Draper-Bowers, Communications; Candice Hill, English; Heather Langley, Massage Therapy; Johnny Lew, English; James Messenger, Mathematics; Matthew Moore, Visual Arts & Humanities; Beth Anne O'Reilly, Mathematics; Darian Senn-Carter, Homeland Security & Criminal Justice; Phillip Terry-Smith, Sociology; Ian Wardenski, Performing Arts; and Cynthia Woods, Computer Science. **Professor:** Tammy Domanski, Biology; Lorraine Doucette, Health Technologies; Mark Farinha, Biology; Maryellen Kassebaum, Mathematics; and Reynaldo Singletary-Evangelista, Homeland Security and Criminal Justice. A photograph was taken with Dr. Lindsay, Vice Chair Klasmeier, and the newly promoted faculty.

V.B.2. Approval of Faculty Tenure – Dr. Michael H. Gavin, Vice President, Learning

By motion of Dr. Johnson, seconded by Mr. Ulvila, the Board of Trustees unanimously approved the President's recommendations for the award of tenure, effective August 16, 2017, to the following faculty:

James Messenger, Mathematics, and Ian Wardenski, Performing Arts. A photograph was taken with Dr. Lindsay, Vice Chair Klasmeier, and Professor Messenger.

V.B.3. Approval of Faculty Sabbaticals – Dr. Michael H. Gavin, Vice President, Learning

Mr. Hall asked that the recipients tell the board how the sabbaticals will benefit the students. Dr. Steven Canaday said that he will write a first draft of a composition textbook for students to use and perhaps be available as an open educational resource. Dr. Suzanne Spoor said that she will use exercises in creative writing to help students with their deficiencies in non-cognitive skills. Professor Lindsay McCulloch said that she will be researching abstraction in order to form shaped canvases as well as proposing a new course in abstract painting. Professor McCulloch said that abstraction is studied in her two dimensional design course and she hopes to bring the knowledge that she learns during her sabbatical into that course. Dr. Gavin indicated that Professor Dawn Bond's sabbatical will help to intertwine desktop publishing into the classroom. Dr. Gavin said that he will ask Professor Bond to follow-up with a written answer for the board.

By motion of Ms. Moore, seconded by Dr. Johnson, the Board of Trustees unanimously approved the President's recommendations for sabbatical leave for Dr. Steven Canaday, English and Communications, Fall 2017; Professor Dawn Bond, Visual Arts & Humanities, Fall 2017; Dr. Suzanne Spoor, English, Fall 2017; and Professor Lindsay McCulloch, Visual Arts & Humanities, Spring 2018.

V.B.4. Approval of Spring 2017 Full-time Faculty Appointment – Dr. Michael H. Gavin, Vice President, Learning

By motion of Mr. Hall, seconded by Ms. Moore, the Board of Trustees unanimously approved the appointment of the one semester term contract for Professor Timothy Shivok, Physics.

IV. BOARD CHAIR AND COMMITTEE REPORTS

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

Mr. Hall reported that the Audit & Finance Committee met on February 7, 2017, to discuss the Award of Contract for Auditing Services. After the conversation among the committee members and with follow-up information provided later by the administration, the committee supported the award of contract. The committee also heard an update on the upcoming credit evaluation process with Moody's and the related ratings review for the Arundel Mills' bonds. A telephone call was held with Moody's on February 7, 2017, and the draft report is expected to be received on March 3, 2017. The administration will continue to provide updates to the committee on that process.

Mr. Ulvila asked why the current auditor's price was so high, and Vice President Beardmore said that accounting firms look at their realization or profit on a job to determine the price. Mr. Ulvila asked if the AACC Foundation will continue to use the current auditors, and Vice President Beardmore said that the foundation was part of the proposal process in terms of the scope of work, and the foundation's board will be making a recommendation in late March, 2017, for their portion of the contract. Dr. Johnson said that any change in the costs could change the ranking of the overall score, so the firm has to be held to the costs, and Vice President Beardmore said that the prices located on page 2 of the agenda item are the prices for the three years. Years four and five price increases are limited to 3 percent or the Consumer Price Index (CPI) for professional services.

By motion of Dr. Johnson, seconded by Mr. Ulvila, and on the recommendation of the Audit & Finance Committee, the Board of Trustees unanimously approved the award of a three-year auditing services contract (with two one-year renewal options subject to satisfactory service and no unreasonable price increase) to CliftonLarsonAllen, LLP, of Timonium, Maryland, in an amount not to exceed \$261,000.

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

Ms. Moore reported that the Board Development Committee met on February 28, 2017, to discuss the contract with the Association of Governing Boards (AGB) to facilitate the board's May 4, 2017, retreat.

The facilitator is Dr. William "Brit" Kirwan, the former chancellor of the University of Maryland System. The purpose of the May 4th retreat is to develop board goals for the subsequent fiscal year. The committee will meet on May 16, 2017, to set the objectives for those goals.

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

Ms. Darrah reported that the Budget Committee met on January 24, 2017, to discuss the FY2018 budget, the financial status report, and future meetings. The committee discussed the proposed FY2018 operating budget, which included FY2018 revenue and expenditure assumptions and revenue and expenditure summaries depicting three possible scenarios. The committee agreed to provide one scenario at the February 14, 2017, budget workshop. The committee also reviewed a proposed FY2018 to FY2023 capital budget request. The committee discussed the FY2017 operating budget status report noting no major changes from the last report as of November 30, 2016. The committee also met on February 1, 2017, via telephone conference. At that time, the committee discussed the assessment of the proposed budget and programming at the Center for Cyber and Professional Training (CCPT). The committee also discussed the guiding principles and priorities at both the January 24th and February 1st meetings.

On behalf of the Budget Committee, Ms. Darrah provided some introductory comments regarding the proposed FY2018 operating and capital budgets. Regarding the proposed FY2018 operating budget, the committee met several times over the past several months to provide input and guidance. In addition, the full board reviewed the budget at the February 14, 2017, budget workshop. This is the first budget developed within the framework of the college's new strategic plan, Engagement Matters: Pathways to Completion. While revenue constraints continue to create fiscal challenges, the college was able to reallocate existing funds to support a few key strategic priorities as requested by the Engagement Matters Teams, including enhancements to student orientation, student advisors, and increased support for transfer studies and undeclared students.

Ms. Darrah indicated that the board appreciates and values the dedication and quality of the faculty and staff who serve the students. Knowing that the college's quality programs and reputation for innovation and excellence are because of our faculty and staff, the budget includes a pool of funds for compensation increases. The Governor's budget includes flat funding for the college. However, there is a one-time pool of incentive funds available to any Maryland community college that keeps its tuition rate increase at or below 2 percent. With a moderate in-county tuition increase of \$2 per credit hour, and a \$1 increase in the educational services fee, the college is eligible for that pool of one-time funds. We are asking the county for an increase of \$2 million, which brings the county's funding to 38 percent of the college's operating budget.

Regarding the proposed FY2018 capital budget, Ms. Darrah indicated that the number one priority continues to be the construction of a new Health Sciences & Biology Building. On behalf of the Budget Committee, Ms. Darrah expressed gratitude for the dedication of the faculty and staff, and she thanked everyone for the work that they do every day. As a new member on the Budget Committee, Ms. Darrah thanked Vice President Beardmore for her help in the process.

1. Approval of the FY2018 College Operating Budget

Vice President Beardmore thanked Trustees Darrah, Johnson and Hertz for their service on the Budget Committee, and to the board members who attended the February 14th budget workshop. Vice President Beardmore indicated that the college's FY2018 board-approved budget will be submitted to the County Executive on March 1, 2017. Vice President Beardmore presented the proposed FY2018 operating budget to include an update on the FY2017 financial status report as of December 31, 2016; the college's vision and mission; the purpose of the budget; the strategic plan; accountability measures (fiscal management, cost containment, efficiencies); an update on compensation; the budget development process (guiding principles, priorities, key variables); the FY2018 operating budget expenditures (reductions, base adjustments, compensation adjustments); and the FY2018 operating budget revenue (state, county, tuition and fees, transfers/other income). Vice President Beardmore provided a history of Cade funding from FY2008 to FY2016, which shows an underfunding of \$105 million for the 15 Maryland

community colleges. Vice President Beardmore presented the college's funding sources as a percent of revenue.

Vice Chair Klasmeier indicated that he contacted County Budget Officer John Hammond to see if he could identify how much of the county's debt service is attributable to projects financed for the college, and the number provided by Mr. Hammond was \$7.5 million per year. Vice Chair Klasmeier said that number will accelerate when the funding begins for the college's new Health Sciences & Biology Building. Mr. Klasmeier said that the \$7.5 million is money that the county is paying for the college's capital projects via debt service that does not appear in the budget. Vice President Beardmore said that the debt service will be acknowledged when the college's budget is presented to the County Executive. Vice President Beardmore presented the summaries of the operating revenue and expenditures; the FY2017 auxiliary, enterprise and restricted funds; the estimated Tuition Stabilization Fund (TSF) balance; and an update on the Other Post-Employment Benefits (OPEB) liability. Mr. Ulvila asked if the \$6.16 million contributed to the OPEB trust was for last year's liability of \$32.8 million. Vice President Beardmore said that the \$32.8 million is the cumulative amount as of June 30, 2016, and that college has an annual OPEB expense of \$3.3 million.

Dr. Johnson asked for the difference between the language of approving the "FY2018 college operating fund budget" versus approving the "FY2018 spending authority for the operating fund budget." Vice President Beardmore said that the second statement alludes to the spending authority received from the county. Approval is needed from the county if the college needs to spend more than the appropriation authority of \$114,550,900. Dr. Johnson asked if board approval is needed first, and Vice President Beardmore said that she will check on that information. Vice Chair Klasmeier said that when the county is balancing its books, the college sometimes needs to get involved in the Transfer Bill to move monies around after June 30th. Vice President Beardmore said that is normally done within the fiscal year. In the past, the college has done a fourth quarter Transfer Bill.

Mr. Hall asked for next year's projected enrollment, and Vice President Beardmore said that the college's budget is based on flat enrollment over the FY2017 projected Full-time Equivalents (FTEs). Mr. Hall said that the college's largest expenses are in the areas of instruction and academic support, which was \$70,369,000 million in FY2017. Mr. Hall said that the amount is \$74,279,900 million for FY2018, which equates to a 5.5 percent increase in instruction and academic support. Mr. Hall asked how that increase is reconciled with flat enrollment, and Vice President Beardmore said that a good portion of the increase is related to compensation increases, and there is also some movement of positions between categories, e.g., moving a position from Student Services to Instruction. Dr. Johnson said that the cost of healthcare is also a factor. Mr. Hall asked for the turnover rate for the FY2018 budget, and Vice President Beardmore said it is 5.4 percent of salaries, and there is a contingency in the budget of almost \$500,000 in turnover related to benefits.

Mr. Hall said that it seems as if the college is losing its balance in terms of projecting flat enrollment and having a modest tuition increase. Vice President Beardmore said that it is a challenging financial model with the flat enrollment projection and the state funding less than its one-third share. Vice President Beardmore indicated that the Budget Committee discussed revisiting the college's financial model with an eye toward sustainability. Vice President Beardmore noted the level of service necessary for the students, and that the work being adopted for the Engagement Matters initiative is very labor intensive. Mr. Hall noted the importance of focusing on the ancillary expenses being incurred since the primary mission of the college is the students' classroom experience. Vice President Beardmore noted that the pool is being razed to save \$265,000 in operating costs.

By motion of Mr. Ulvila, seconded by Dr. Johnson, the Board of Trustees unanimously approved the FY2018 college operating fund budget request in the amount of \$114,550,900 and the auxiliary, enterprise, and restricted funds appropriation authority in the amount of \$42,028,000, and authorized the President to submit the request to the County Executive. The Board of Trustees reserves the right to revisit the budget after the state and county funding amounts have been finalized.

2. Approval of the FY2018-FY2023 College Capital Budget

The board reviewed the FY2018-2023 proposed college capital budget. Vice President Beardmore noted that the new Health Sciences & Biology Building is the number one priority, and that it has state and county funding in place. Vice Chair Klasmeier acknowledged that the debt service paid by the state is probably close to \$7 million, which is a little less than what the county pays.

By motion of Ms. Moore, seconded by Mr. Hall, the Board of Trustees unanimously approved the FY2018-2023 college capital budget request.

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

Dr. Johnson reported that the Facilities Committee met on February 14, 2017, to discuss the preliminary draft schedule for the Health Sciences & Biology Building project. Assuming the funding remains intact, the project will start with the selection of a Construction Manager at Risk (CMAR) by the end of the fiscal year. Next, a design firm is selected and design is scheduled to be completed by late spring 2019. Construction is scheduled for FY2019 through FY2021, and the building is scheduled to open in time for the fall semester of 2021. The committee also discussed the options for the modular building. That building is scheduled to be moved this summer and the future use and scope of investment in the building is still being investigated. The committee's next meeting is scheduled for March 7, 2017.

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

Mr. Ulvila said that the committee is scheduled to meet on March 29, 2017.

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 Dr. Thomas E. Florestano Scholarship as an example of the positive impact the foundation is making on the students. As of February 15, 2017, the fundraising total for the current fiscal year is \$605,000 toward a FY2017 goal of \$1.1 million. The foundation has received over \$110,000 in cash and commitments towards the Engagement Matters initiative. The Board of Trustees and the AACC Foundation Board of Directors held a joint working session on January 31, 2017. During that session, the boards determined three key investment priorities that could be part of a potential four-year comprehensive fundraising campaign. The priorities are student engagement, campus facilities, and college program enhancements. Graham-Pelton Consulting is currently testing those priorities by conducting one-on-one interviews with board members and donors. In addition, a survey is being distributed to approximately 400 donors. A final report of their findings will be presented to the AACC Foundation Board of Directors at their meeting on March 29, 2017. Results will be shared with the Board of Trustees shortly thereafter. Mr. Ulvila encouraged board members to attend the AACC Foundation Annual Scholarship Reception on May 2, 2017, from 6:00 to 8:00 p.m., in the SUN Dining Hall, and the 5th Anniversary ALL IN Fundraising Event on October 12, 2017, from 6:00 to 8:00 p.m., at Maryland Live! Casino.

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

A. Information Items

1. College Updates

Dr. Lindsay announced that Anne Arundel Community College received the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association (GFOA) for meeting the highest principles of governmental budgeting. In order to receive the budget award, the college had to satisfy nationally recognized guidelines for an effective budget presentation. Those guidelines are designed to assess how well the college's budget serves as a policy document, financial plan, operations guide and communications device. The budget documents were rated "proficient" in all four categories and the fourteen mandatory criteria within those categories. Vice President Beardmore, Executive Director of Finance Andrew Little, Budget Director Sue Callahan, and the members of the finance team in the audience joined Dr. Lindsay, Vice Chair Klasmeier, Dr. Johnson, as chair of the

Facilities Committee, and Ms. Darrah, as chair of the Budget Committee, for a re-presentation of the award and a photograph.

Dr. Lindsay indicated that the college's Nursing Program was ranked as the #1 RN program in Maryland by RegisteredNursing.org. Dr. Lindsay congratulated Dean Elizabeth Appel and the college's nursing team on this outstanding accomplishment. Dr. Lindsay said that the U.S. Department of Veterans Affairs reports on their website that 5,716 Maryland community college students utilized GI educational benefits during the most recently completed year. Anne Arundel Community College served 1,003 of those students, significantly more than any other Maryland Community College. The report indicates that the college is second only to University of Maryland University College in the number of students utilizing GI benefits among all post-secondary institutions in Maryland. The college's strong support of veterans through financial aid and the Military/Veteran Resource Center have been critical to our success with serving veteran students.

Dr. Lindsay noted that she attended DREAM 2017 last week with members of the college's core Achieving the Dream (ATD) team, where Dr. Marshall gave a presentation. The conference's areas of focus were leadership & vision, data & technology, equity, teaching & learning, engagement & communication, strategy & planning, and policies & practices. Dr. Lindsay said that the Spring 2017 College Convocation was held on January 11, 2017, where workshops were offered that afternoon showcasing initiatives in the areas of the college's strategic plan, Engagement Matters: Pathways to Completion. In continuing her outreach with the Turkish community, Dr. Lindsay indicated that she will attend the 8th Annual Maryland Turkish American Cultural Day Reception on March 1, 2017, at the Miller Senate Office Building.

Dr. Lindsay thanked the trustees who attended the MACC Trustee Conference and the Legislative Reception that was held on January 23, 2017. Dr. Lindsay indicated that every February, community college students have the opportunity to meet with legislators to advocate for state support of Maryland community colleges as part of Student Advocacy Day, and that she had the pleasure of joining the students for that event on February 8, 2017. Dr. Lindsay indicated that she spoke about the college's role in workforce development during Leadership Anne Arundel (LAA) Education Day at the Center for Applied Technology North on February 9, 2017. Dr. Lindsay welcomed Dr. Oscar Joseph, who will join the college's leadership team on March 1, 2017, as the Special Assistant to the President for Enrollment Management and Strategy.

2. Monthly Update on Accreditation – *Dr. Lindsay*

Dr. Lindsay reported that the Middle States Leadership Team developed a timeline for the next self-study process including the new Annual Institutional Updates that will begin next year. As mentioned during the Board of Trustee meeting last December, the college will be responsible for the Annual Institutional Updates (due annually); Mid-Point Peer Review (due 2019); and Self-Study and Site Visit (due 2023).

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

SGA President Nicholas Nadeau reported that 180 students attended Magician Mike Super's performance on February 24, 2017, and that the Drag-A-Palooza event will be held on March 3, 2017, to raise money for teen suicide prevention. Mr. Cullen Hoback, a digital rights and privacy expert, is holding a "Terms and Conditions May Apply" workshop on March 7, 2017, and Ms. Shenaz Treasury will speak on women's rights in Asia and the Middle East on March 21, 2017.

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

TFO Vice President Candice Hill reported that TFO Senator elections are underway, and that the TFO will hear a report from the ad hoc committees on the promotion and tenure appeals process and academic credentials at its next meeting. The TFO's Online Policies and Procedures Committee reported on online faculty office hours at the TFO's last meeting.

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

No report.

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

Dr. Tengwall provided the board with a handout on the policies, procedures and guidelines for recording classroom lectures, and he emphasized that “students wishing to use audio or video devices to record classroom lectures or discussions must obtain written permission from the instructor. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in the class. They may not be reproduced, shared with those not in the class, or uploaded to any web environs. Students found in violation of the policy may be subject to disciplinary action under the college’s Student Conduct Policy.” Dr. Tengwall indicated that the Academic Council will be asked to approve the proposal to change the oversight of the Athletic Oversight Committee from the Academic Forum/Council to the Office of Learner Support Services.

Dr. Tengwall reported on the work being done by EveryoneOn (everyoneon.org), an organization that helps students obtain low-cost internet access. Mr. Hall asked if fear is motivating the recording policy, Dr. Gavin said there is a concern that political lectures will be uploaded to social media, and he noted that the policy has been in place for a long time. Mr. Hall said that there has been very little comment with regard to that policy for years, and it has only been recently that he has heard comments about it. Mr. Hall said that it would be sad to allow the policy to prejudice students with hearing impairments, and if the subject matter has no political overtones, those students should be encouraged to record the lectures.

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

No report.

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

Dr. Lindsay reported that the MACC Legislative Committee continues to meet on a weekly basis to review bills and the impact that they could have on the Maryland community colleges. The community college presidents and MACC representatives testified before the Education and Economic Development Subcommittee and the Capital Subcommittee of the Senate Budget & Taxation Committee.

B. Action Items

5. Approval of Academic Programs – Dr. Michael H. Gavin, Vice President, Learning

By motion of Mr. Ulvila, seconded by Dr. Johnson, the Board of Trustees unanimously approved the Certificate and Associate degree programs as follows: (1) Certificate, Production Design; (2) Certificate, Cisco Certified Network Professional Preparation; and (3) Associate of Applied Science, Construction Management. Dr. Lindsay commended Dr. Gavin and the Instructional Team for their work on the college’s curriculum.

6. Approval of 2017-2018 Student Academic Calendar – Dr. Michael H. Gavin, Vice President, Learning

By motion of Dr. Johnson, seconded by Ms. Moore, the Board of Trustees unanimously approved the 2017-2018 Student Academic Calendar as shown in the supporting materials to the agenda for inclusion in appropriate college publications.

7. Approval of Equipment and Event Support Services Contract for the 2017 Commencement Ceremony – Melissa A. Beardmore, Vice President, Learning Resources Management

Mr. Hall said that he would like to see comparative bids next year, and Vice President Beardmore said that a team has been put in place to look at the college’s options for FY2018 and beyond, and that the

Facilities Committee will be kept up-to-date on that process. Mr. Hall suggested looking beyond the local operators, and Vice President Beardmore said that initially, the Request for Proposal (RFP) was open to any firm that wanted to submit a proposal and that several firms submitted proposals in 2013.

By motion of Dr. Johnson, seconded by Mr. Hall, the Board of Trustees unanimously approved the award of contract for tents, equipment, and event coordination support services for the May 2017 commencement and pinning ceremonies to Leroy Dixon Enterprises, d/b/a Party Plus in an amount not to exceed \$154,162.

VI. NEW BUSINESS

There was no new business.

VII. NEXT BOARD MEETING

Vice Chair Klasmeier announced that the next board meeting is scheduled for March 21, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

A closed session of the Board of Trustees was held on February 28, 2017, 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: 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; 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