

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

JANUARY 10, 2017

Members present: Jerome W. Klasmeier, Vice Chair; 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 Dr. Johnson, seconded by Ms. Moore, the Board of Trustees unanimously approved the January 10, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

Vice Chair Klasmeier welcomed reporters Jesse Johnson and Tony Petro, from the *Campus Current*.

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

By motion of Mr. Ulvila, seconded by Mr. Hall, the Board of Trustees unanimously approved the minutes of the December 13, 2016, meeting.

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 at the December 13, 2016, meeting, the board approved the following topics for its May 4, 2017, workshop: (1) campus security and safety; (2) potential partnerships with the private sector; and (3) the changing value proposition. In addition, the board approved that the May 4th agenda will be flexible to allow for urgent items that the board might need to address. Also, someone from outside of the college will facilitate the workshop, preferably a facilitator from the Association of Governing Boards (AGB) or the Association of Community College Trustees (ACCT). Ms. Moore indicated that Chair Dixon-Proctor is in the process of obtaining information from AGB and ACCT to include availability and costs. Ms. Moore said that tonight's presentation on the college's emergency preparedness procedures is being provided to the board as an update on the college's current practices and to formulate the discussion on campus security and safety at the May 4th workshop.

Vice President Beardmore introduced Sean Kapfhammer, the college's Chief of Police/Director of Public Safety. Chief Kapfhammer provided a brief overview of the college's emergency preparedness procedures to include: (1) the college's responsibilities regarding the Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents; (2) prevention and risk mitigation activities; (3) the college's Emergency Response Plan: Incident Command System; (4) the college's Continuity of Operations Plan; and (5) upcoming activities. Vice Chair Klasmeier asked how emergencies are handled at the college's offsite locations, and Chief Klapfhammer said that those facilities are staffed with public safety officers. Anne Arundel County police will respond at those sites if an armed police officer is required. Vice Chair Klasmeier asked if the college would send a representative if the county activates its Emergency Operations Center, and Chief Klapfhammer said yes, either he or another member of the

command staff would represent the college. Chief Kapfhammer noted that he and Vice President Beardmore are meeting with the county's emergency management coordinator on January 13, 2017, about additional training in emergency management.

Ms. Moore asked how much time is needed for the Community Emergency Response Team (CERT) training, and Chief Kapfhammer said that the training takes three days. The training includes first-aid, fire suppression, and safely evacuating the buildings. A modified version is provided to the floor monitors, which takes less than eight hours. Ms. Moore asked if recertification is required, and Chief Kapfhammer said no, it is a Federal Emergency Management Agency (FEMA) course. Ms. Moore asked how often staff is trained on the college's Emergency Response Plan, and Chief Kapfhammer said that non-mandatory classes are offered on emergency management on a yearly basis and the staff in the Emergency Operations Center have had National Incident Management System (NIMS) training. Ms. Moore asked if there are plans to make the training mandatory, and Vice President Beardmore said that is one of the issues on the list for consideration. Vice President Beardmore noted that the members of the Emergency Operations Center have a certain level of mandatory training.

Mr. Hall asked Chief Kapfhammer how he would rate the security cameras on the campus, and Chief Kapfhammer said that there is a request to purchase more security cameras for the parking lots in the upcoming budget. Chief Kapfhammer said that the security cameras are being updated from analog to digital and that he would rate them as very good. Mr. Hall asked Chief Kapfhammer how the police/public safety department distinguishes between a hoax and a real incident. Chief Kapfhammer said that every incident is treated as a serious situation. Vice Chair Klasmeier asked if the college had a mutual aid agreement with the county and state, and Chief Kapfhammer said that there is an agreement with the county but not the state, and that the county is very responsive to the college's needs and responds very quickly and in force. Vice Chair Klasmeier asked if the county police are acquainted with the college's facilities, and Chief Kapfhammer said yes, they are given tours of the college campus and a PowerPoint presentation was given to the county dispatchers explaining the college's resources, which will be shown at the roll call for new dispatchers. Vice Chair Klasmeier asked if the fire department is familiar with the intricacies of the buildings, and Mr. Maury Chaput, executive director, administrative services, said yes, they know the buildings and the lieutenant tours them several times a year.

C. Budget Committee – *Dr. James H. Johnson, Jr. on behalf of Paula J. Darrah J.D., Committee Chair*

Dr. Johnson reported that the Budget Committee met on December 14, 2016, to discuss several items. First, the committee discussed the FY2017 Operating Budget Status Report as of November 30, 2016. The committee also discussed the FY2017 status reports for the Arundel Mills and Center for Cyber & Professional Training (CCPT) locations as of September 30, 2016. These are preliminary projections for the rest of the fiscal year, and the numbers will change as we move into the spring semester. Turnover savings in salaries and benefits and projected expenditure savings based on prior year spending rates are providing the savings necessary to balance the budget. The college continues to review all vacant positions to determine which can be filled, deleted or reallocated to fill critical needs. Next, the committee discussed the FY2018 budget by reviewing the latest version of the assumptions. The committee reviewed the updated operating budget assumptions for revenues and expenditures along with the guiding principles and budget development priorities. The committee's next meeting is scheduled for January 24, 2017.

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

Dr. Johnson reported that the Facilities Committee met on January 5, 2017, to discuss several items. First, the committee discussed the Health Sciences & Biology Building project. This project will be the college's number one priority in its 2018 capital budget. It will be a huge project for the college with an estimated total budget of approximately \$117 million. As a follow-up to the committee's last meeting, a summary of the advantages and disadvantages of the Construction Management at Risk (CMAR) delivery method was discussed. This delivery method is different from the design-bid-build methods used by the college in the past with the exception of the Arundel Mills facility, which used a version of the CMAR model. CMAR was selected by the administration due to the significant size, scope, and cost of the Health Sciences & Biology building. The CMAR model allows the college to select a construction

management firm that will bring their expertise of best construction practices, estimating, and planning to the project as a consultant very early in the project. The committee discussed the model in detail and affirmed that using CMAR is a reasonable path to follow for the project.

Next, the committee received an update on the modular building project. The master plan calls for the relocation of the modular building to the back of the campus on parking lot A. The committee discussed the plan for relocating the building with the caveat that the plans may change in light of enrollment declines. The administration will continue to develop options and keep the committee updated. Last, the committee discussed the commencement tent procurement. The committee reviewed a draft board agenda item for the February 28, 2017, meeting and provided feedback. The committee noted the significant expense of holding the event on campus and discussed the need to study future options including the opportunity to hold commencement at the Maryland Live! Casino's conference center that is slated to be completed in time for commencement next year. The committee's next meeting is scheduled for February 14, 2017, after the board's budget workshop.

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 Martha L. Links Scholarship as an example of the positive impact the foundation is making on the students. As of December 31, 2016, the fundraising total for the current fiscal year is \$590,000 toward an FY2017 goal of \$1.1 million. To date, donors have committed just over \$100,000 towards the Engagement Matters initiative. Mr. Ulvila indicated that the Board of Trustees and the AACC Foundation Board of Directors will hold a joint working session on January 31, 2017, from 9 a.m. to 1 p.m., in CADE 219. The goal of the session is to determine which strategic needs of the college would best be addressed in a potential fundraising campaign in the near future. Mr. Ulvila asked board members to R.S.V.P. to Ms. Laura Strayer in the Foundation Office if they have not already done so, and he encouraged the board members to attend the session.

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

A. Information Items

1. College Updates

Dr. Lindsay introduced Dr. Oscar Joseph, a former colleague of Vice President Patterson, who is visiting the college to discuss his experience with enrollment management issues. Dr. Lindsay reported that the college's current chair and professor of Mathematics, Dr. Alycia Marshall, will be the college's new Associate Vice President of Learning & Academic Affairs, and Dr. Lance Bowen from Truckee Meadows Community College in Reno, Nevada, will be the college's new dean for the School of Science & Technology, effective February 1, 2017. Dr. Lindsay thanked the search committees, under the leadership of Fran Turcott and Kip Kunsman, for their excellent work in finding the best individuals for the positions in an effective and timely manner. Dr. Lindsay indicated that Arundel Federal Savings Bank President David Costello, Trustee Todd Bailey, and Director George Behr presented her and the members of the Entrepreneurial Studies Institute with a check for \$15,000 representing the proceeds from their 11th Annual Charity Golf Tournament held this fall. Since its inception, the tournament has raised more than \$135,000 to support the Entrepreneurial Studies Institute.

Dr. Lindsay said that the Cybersecurity Enhancement Act of 2014 authorized the National Science Foundation (NSF), in coordination with the Office of Personnel Management and the Department of Homeland Security, to offer a scholarship program to recruit and train the next generation of information security professionals, industry control system security professionals, and security managers. George Washington University (GW) is one of the award recipients. As a sub-awardee to GW's award, Anne Arundel Community College is able to offer scholarships to two students for the 2016-2017 academic year. NSF's CyberCorps Scholarship provides full tuition, textbooks, fees, professional development

funds, health insurance, and a living stipend of \$22,500 for the final year at AACC (2016-2017 academic year) and two academic years at GW where students will complete a bachelor's degree.

Dr. Lindsay indicated that the University of Maryland School of Nursing has entered into an agreement with the college's Department of Nursing to offer dual admissions to our students and transfer credits from AACC to the University of Maryland School of Nursing. The college's Arundel Mills Testing Center and the CCPT Testing Center were awarded the National College Testing Association's Test Center Certification, which is valid for five years beginning November 30, 2016. The college is rolling out a comprehensive marketing campaign to raise awareness and interest in new credit and noncredit certificates and training programs being offered at the CCPT, effective winter/spring 2017. The targeted areas of focus are on healthcare, cybersecurity, and information technology. Dr. Lindsay noted that 2017 spring convocation will be held tomorrow, January 11, 2017.

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; Tom McGinn, Director, Admissions & Enrollment Development; and Student Kristen Towers

Ms. Beauman indicated that the college has worked collaboratively with Anne Arundel County Public High Schools to build a college-going culture in all of the high schools. One strategy has been through the dual enrollment program where students take college courses while still in high school. Ms. Beauman said that the college maintains a Memorandum of Understanding (MOU) with the Anne Arundel County Public School System that provides a 50 percent tuition reduction. MOUs have also been developed with some private schools as well as home-schooled students. Ms. Beauman reported on the program's course delivery methods and the strategies for building and supporting the partnerships.

Mr. McGinn provided enrollment data for high school students dually enrolled at the college from 2011-2016; the number of dually enrolled students by high school for fall 2016; and the high schools that offer on-site college classes. Ms. Beauman reported that the first college certificate in Transportation, Logistics and Cargo Security was introduced at North County High School in fall 2014. Ten students from the initial cohort earned their college certificate in spring 2016, and participated in the college's commencement ceremony before receiving their high school diploma. The board was shown a video of the Transportation, Logistics and Cargo Security program where student Kristen Towers was one of the students profiled. Ms. Towers informed the board of her successful experience in the program.

3. Monthly Update on Accreditation – Dr. Lindsay

No report.

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

No report.

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

No report.

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

No report.

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

No report.

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

No report.

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

Dr. Lindsay reminded the board that the MACC Trustee Conference and Legislative Reception will be held on January 23, 2017, at the Calvert House in Annapolis. The conference opens at 12:30 p.m. and the keynote luncheon is scheduled to begin at 1 p.m. The Legislative Reception is scheduled from 5:30 to 7 p.m., and MACC has invited all members of the General Assembly to attend the reception.

VI. NEW BUSINESS

There was no new business.

VII. NEXT BOARD MEETING

Vice Chair Klasmeier announced that the next board meeting is scheduled for February 28, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

A closed session of the Board of Trustees was held on January 10, 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; 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