

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

May 9, 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 April 11, 2017, Board of Trustees Meeting* – *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*
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. Election of Officers – *Rev. Dr. Diane R. Dixon-Proctor, Chair*
H. Report on 2017 Community College Futures Assembly – *Walter J. Hall, Dr. Jessica Rabin, English & Communications, and Dean Alicia Morse, School of Liberal Arts*

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

A. *Information Items*

1. College Updates – *Dr. Lindsay*
2. Update on Strategic Plan FY2017-2020, Engagement Matters: Pathways to Completion – *Dr. Lindsay and Dr. Michael H. Gavin, Vice President, Learning*
3. Monthly Update on Accreditation – *Dr. Lindsay*
4. Student Government Association – *Nicholas Nadeau, President*
5. The Faculty Organization – *Professor Michelle Robertson, President*
6. Academic Forum/Council – *Dr. David Tengwall, Chair*
7. Administrative Staff Organization – *Sue Callahan, President*
8. Professional & Support Staff Organization – *Jeremiah Prevatte, President*
9. MACC Activities – *Dr. Lindsay*

B. *Action Items*

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

VI. NEW BUSINESS

VII. NEXT BOARD MEETING – June 13, 2017

VIII. ADJOURNMENT

*Back-up material included

**APPROVAL OF MINUTES OF THE APRIL 11, 2017,
BOARD OF TRUSTEES MEETING**

Issue

The Board of Trustees is asked to approve the minutes of its April 11, 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 April 11, 2017, meeting of the Board of Trustees.

Exhibits

1. Minutes of the April 11, 2017, Board of Trustees meeting

ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION

April 11, 2017

Members 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; 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 6:05 p.m. in CADE 219.

By motion of Dr. Johnson, seconded by Mr. Ulvila, the Board of Trustees unanimously approved the April 11, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

Chair Dixon-Proctor welcomed Mr. Jesse Johnson from the *Campus Current* and Ms. Amalie Brandenburg, the education officer to the county executive.

III. APPROVAL OF MINUTES

A. Minutes of the March 21, 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 March 21, 2017, meeting.

CHANGE IN THE ORDER OF THE AGENDA

Vice Chair Klasmeier requested that the recognition of Chief Diversity Officer James Felton be moved to this point in the meeting. Dr. Lindsay announced that Mr. Felton accepted a new opportunity to serve as the chief diversity officer at SUNY Cortland and that his last day of employment is April 27, 2017. Dr. Lindsay said that Mr. Felton came to the college three years ago as our first chief diversity officer. Mr. Felton has made progress toward furthering AACC's commitment to diversity and inclusive excellence and helped us win numerous awards, including one of his own, when he was named a Black History Hero by the Maryland Washington Minority Companies Association. Dr. Lindsay thanked Mr. Felton for his leadership and wished him much success in his new role at SUNY Cortland. Ms. Brandenburg presented Mr. Felton with a citation for his contributions to the college and Anne Arundel County. Mr. Felton joined Dr. Lindsay, Ms. Brandenburg, and Chair Dixon-Proctor for a photograph. Dr. Lindsay said that the chief diversity officer position was posted last Friday and the college has received 48 applications so far. On behalf of the Board of Trustees, Chair Dixon-Proctor wished Mr. Felton much success in his new position.

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 is moving forward with the training phase of the Diligent portal system, which will provide a digital platform for distributing board materials, 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 March 28, 2017, to discuss the Health Sciences & Biology Building (HSBB) project, modular building project, and future meetings. First, the committee reviewed the updated schedule for the HSBB project. Assuming the funding remains intact, the project will begin with the selection of a Construction Manager at Risk (CMAR) by the end of the fiscal year, and a contract for the CMAR will come to the board this fiscal year. Due to the size and scope of the new building, the county has hired an independent firm to confirm the college's key assumptions on the project. The firm's draft report is expected sometime the week of April 17, 2017, and the committee will hold a conference call shortly after the availability of the firm's draft report. The committee discussed the various reasons why the HSBB is justified at its current size and scope, emphasizing that the healthcare needs of the county continue to expand due to the aging demographics. Next, the committee discussed the options for the modular building. The 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 meetings are scheduled for April 27, 2017, from 4 to 5 p.m., and May 30, 2017, 4 to 5 p.m., or as needed.

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

Mr. Ulvila reported that the Human Resources Committee met on March 29, 2017, to receive an update on the faculty and staff compensation committees, staff performance evaluations, and future meetings. First, the committee heard an update on the work of the faculty and staff compensation committees. The work supports the board's Compensation Policy and is a continuation of the 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 and competent faculty and staff. The committee noted that 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 implemented fully by the next fiscal year.

Most recently, numerous open forums were held by the Staff Compensation Committee to provide yet another update on the compensation system changes. Specifically, the college is in the final stages of evaluating staff whose salaries are below the midpoint of the range to determine any adjustments that might be necessary, depending on funding. Next, the committee received an update on the work under way to update the staff performance evaluation system. Some highlights include: (1) mandating performance management training for supervisors as key component of the new system; (2) reducing the number of competencies from 12 to 6 (7 for supervisors); and (3) changing the weighting of goals so that goals count more for professionals and administrators and less for staff. The committee's next meeting is scheduled for June 7, 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 Anna and John Dragun Memorial Scholarship as an example of the positive impact the foundation is making on the students. The foundation received a \$50,000 gift for the creation of the Art, Science and Spirit of Nursing Endowed Scholarship from a donor who wishes to remain anonymous. The scholarship will assist students pursuing studies in the field of nursing and will honor nurses everywhere who are dedicated to the nursing profession. At a recent meeting, the AACC Foundation Board of Directors received a final report from Graham-Pelton on the feasibility of the college entering into a comprehensive campaign in the near future. A committee is being formed with members of the AACC Foundation Board of Directors and the Board of Trustees to review the details of the findings and present a final recommendation to both boards at their June meetings.

The foundation's annual Scholarship Reception is scheduled for Tuesday, May 2, 2017, from 6:00 to 8:00 p.m., in the SUN Dining Hall. Mr. Ulvila encouraged the board members to attend the reception

celebrating the successes of our students and thanking the donors who helped them achieve their educational goals. Sponsorship opportunities are available for the AACC Foundation's ALL IN event, scheduled for October 12, 2017, from 6 to 8 p.m., at Maryland Live! Casino. Sponsorship information can be found at <http://www.aacc.edu/about/aacc-foundation/all-in/sponsor-all-in/> or by calling the foundation office at 410-777-2515.

G. Report of the Nominating Committee – Jerome W. Klasmeier and Sandra E. Moore

Vice Chair Klasmeier reported that the nominees for chair and vice chair of the Board of Trustees for the fiscal year beginning July 1, 2017, are Lawrence W. Ulvila, Jr. as chair and Sandra E. Moore as vice chair.

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

A. Information Items

1. College Updates

Dr. Lindsay announced that Dr. Faith Harland-White, dean, School of Continuing Education and Workforce Development, received the Women Who Make a Difference Award from the Northern Anne Arundel County Chamber of Commerce at the Honoring Women in the Community Luncheon on March 27, 2017. Dr. Harland-White joined Dr. Lindsay and Chair Dixon-Proctor for a re-presentation of her award and a photograph. Dr. Lindsay announced that the college's Architecture and Interior Design Program received the 2017 Career and Technology Education (CTE) Outstanding Postsecondary CTE Program of Excellence Award from the Maryland State Department of Education (MSDE). Dr. Lindsay congratulated Professor Mike Ryan, chair, Architecture and Interior Design, and his entire team. Dr. Lindsay noted that Professor Ryan will receive the award at a ceremony in Baltimore on April 25, 2017.

Professor Larry Gray, adjunct coordinator, World Languages and American Sign Language, was appointed as a board member to the Maryland Governor's Advisory Council on the Deaf and Hard of Hearing. Professor Carol Veil, Biology, will be the college's honoree at this year's Northern Anne Arundel County Chamber of Commerce Educational Excellence Awards Dinner on May 10, 2017. Dr. Alycia Marshall, associate vice president for learning and academic affairs, Dr. Lance Bowen, dean, School of Science & Technology, and Elizabeth Appel, dean, School of Health Sciences, will be honored as new community leaders at Leadership Anne Arundel's 2017 New Leaders Reception on April 20, 2017. Dr. Lindsay indicated that Dr. Oscar Joseph, special assistant to the president for enrollment management and strategy, will replace Mr. Felton on the board of Leadership Anne Arundel.

AACC's Transportation, Logistics and Cargo Security (TLCS) Program was designated as the Intelligence Community (IC) Standard for logisticians by the National Security Agency (NSA). NSA's Office of the Director of National Intelligence (ODNI) IC Senior Logistics Committee voted last week to make the TLCS the training/career development program for all 17 IC agencies. A January 2018 cohort is being planned at the college's Cyber Center with the intention of one person from each agency participating in the program. Dr. Lindsay thanked Kipp Snow, business management instructional specialist, for doing a great job teaching and mentoring the students, and Dawn Carter, director, strategic initiatives, for the management of this contract.

Dr. Lindsay thanked the trustees who were able to attend the March 27th dinner with the Anne Arundel County Delegation, where Speaker Michael Busch, Senator Edward Reilly, and Delegates Beidle, Sophocleus, Kipke, Malone, McConkey, Howard, McMillan, and Saab were in attendance. Dr. Lindsay reported that the college is entering into the final stages for fall full-time faculty hiring and that she participated in final interviews for several candidates. Dr. Lindsay mentioned that she attended the Theatre at AACC's musical *The Addams Family* on Friday, March 31, 2017, where she enjoyed the performances of the college's very talented students.

2. LEARN AACC – *Dr. Michael H. Gavin, Vice President, Learning, and Dr. Kirsten Casey, Projector Coordinator, and Professor & Chair, Astronomy, Chemistry, Physical Science, Physics & Sustainable Energy Systems*

Dr. Gavin introduced Dr. Casey and Professor Debbie Bartlett, Biology. Dr. Gavin indicated that LEARN AACC is a significant professional development program that was formed from LEAD AACC. The program supports Objective 2.2 of the college's strategic plan that states, "To focus on teaching excellence to implement college-wide professional development opportunities and to eradicate achievement gaps at the course level and increase gatekeeper success rates." The college will host this professional development activity on campus, with internal talent, next year. Dr. Casey presented a video on the professional development workshop titled "On Course." Dr. Casey indicated that 50 faculty and staff participated in the workshop. The workshop helped the faculty design action plans to address issues or challenges in the classroom. The action plans will be measured, and the results will be shared with the college community. Participants from the college's Equity Team will use the tools from the workshop to help close achievement gaps in high enrollment courses. Participants from Academic Advising discovered that using the workshop's "Wise Choice Process" will help students formulate strategies for success with the assistance of advisors. Ms. Moore asked why "On Course" was chosen, and Dr. Casey said that she participated in the workshop in 2006 and it changed her life. The difference between "On Course" and other workshops is its structure. Specifically, it is structured around eight choices that are made by successful students, e.g., motivation.

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

Dr. Lindsay reported that the Middle States Leadership Team is preparing the annual report that will include an update on the recommendations and suggestions from the 2014 commission report and self-study. The next steps include training on Middle States' new annual institutional update process and identifying the chairperson for the college's next self-study process.

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

SGA President Nicholas Nadeau reported that 20 people participated in today's "Dear World" storytelling event. Mr. Nadeau presented a few photographs of the event. Mr. Nadeau noted that the SGA will hold its Honors and Awards Ceremony on April 28, 2017.

5. The Faculty Organization (TFO) – *Dr. Candice Hill on behalf of Professor Michelle Robertson, President*

Dr. Hill reported that the TFO approved its senators for next year at its recent convocation. The TFO is currently working on the election of its officers.

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

Dr. Tengwall introduced Dr. Amy Allen-Chabot, the 2017-2018 chair of the Academic Forum/Council.

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

No report.

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

PSSO President Jeremiah Prevatte provided an update on the following PSSO's goals: (1) update the nominations and elections process to reflect current needs and practices; (2) provide support and development to representatives, alternates, and committee chairs and members; and (3) improve overall communication within the PSSO. Mr. Prevatte noted the amount of time and effort that is needed by the PSSO officers to engage its members. Mr. Prevatte commended the support of the Committee Advisory to the President (CAP) and the ASO. Mr. Prevatte provided an update on the work being done to improve

communication, and he commended the Human Resources staff for addressing compensation issues. The PSSO will hold a professional development opportunity and its annual retreat in June.

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

Dr. Lindsay reported that the governor's FY2018 operating and capital budgets passed both chambers of the legislature, thus becoming law. Funding for AACC and our colleague community colleges remained intact in the state's operating budget, and funding for the college's HSBB project was approved as part of the state's capital budget. The 2017 legislative session has concluded, and MACC will begin working on its end-of-session report to inform the community colleges about bills affecting community colleges that either passed or failed during session. MACC also will track the signing or vetoing by the governor of passed bills. MACC's end-of-session report will be shared with the board.

B. Actions Items

1. Approval of Purchase of Personal Computers – Felicia L. Patterson, Vice President, Learner Support Services

Dr. Johnson asked if there was a deliberate process for identifying the funds and what is the rotational period for faculty. Vice President Patterson said that the year-end spending process is used to identify high priority items and PC replacement is one of those priorities. Dr. Johnson asked if PC replacement is the highest priority or one of the highest that requires board approval. Vice President Beardmore said that the high priority items are prioritized either low, medium or high, and PC replacement is among the highest priority items that meets the board's policy threshold. Mr. Ulvila asked if there was an obsolescence plan, and Chief Technology Officer Shirin Goodarzi said that we strive for instructional PC replacements every four years and faculty and staff PC replacements every five years. However, we have deferred PC replacements during some years due to budget constraints. Dr. Johnson asked for the total number of full- and part-time faculty, and Vice President Beardmore said that there are 263 full-time faculty and part-time faculty are in the thousands. Dr. Johnson asked if part-time faculty receive PCs, and Vice President Beardmore said no, but they have space where they can work. Vice Chair Klasmeier asked for the residual value of the PCs being replaced and what is done with them, and Ms. Goodarzi said that due to deferring PC replacements as a result of budget constraints, many of the PCs are older and cannot be redeployed. We do cascade them when we can and we donate the rest. We follow the college's established procedures and donate to Anne Arundel County Public Schools (AACPS). We donate to other nonprofit organizations if AACPS does not have a use for them. Vice Chair Klasmeier asked if there is a donors list, and Vice President Beardmore said yes, it is maintained in the business office.

By motion of Dr. Johnson, seconded by Mr. Ulvila, the Board of Trustees approved the purchase of personal computer equipment and services from Dell Marketing, L.P., of Round Rock, Texas, in an amount not to exceed \$215,525.

VI. NEW BUSINESS

There was no new business.

VII. NEXT BOARD MEETING

Chair Dixon-Proctor announced that the next board meeting is scheduled for May 9, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

A closed session of the Board of Trustees was held on April 11, 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: Rev. Dr. Diane R. Dixon-Proctor, Chair; Jerome W. Klasmeier, Vice Chair; Walter J. Hall (via teleconference); 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,

A handwritten signature in black ink, appearing to read "Dawn Lindsay". The signature is fluid and cursive, with a large initial "D" and "L".

Dr. Dawn Lindsay
Secretary-Treasurer

APPROVAL OF AWARD OF DEGREES AND CERTIFICATES

Issue

The Board of Trustees is asked to approve the award of the associate degrees and certificates that students have fulfilled the requirements for, as verified by the faculty, during the spring 2017 and summer 2017 semesters.

Under the authority mandated by the *Annotated Code of Maryland*, the Board of Trustees annually approves the award of degrees and certificates. The Board traditionally approves the award of degrees and certificates at its May meeting so that the action becomes part of the official college records prior to commencement.

Implementation

If the Board approves the main motion, the associate degrees and certificates will be awarded as appropriate.

Fiscal Implications

Not applicable.

Main Motion

That the Board of Trustees approve the award of the associate degrees and certificates to be conferred by the president upon those students verified by the faculty to have fulfilled the requirements for a degree or certificate by the end of the spring 2017 and summer 2017 semesters.

Exhibits

None.