Issue
The Board of Trustees is asked to approve the minutes of its November 14, 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 November 14, 2017, Board of Trustees meeting.

Exhibits
1. Minutes of the November 14, 2017, Board of Trustees meeting
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 Rev. Dr. Dixon-Proctor, seconded by Vice Chair Moore, the Board of Trustees unanimously approved the November 14, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

There were no introductions.

III. APPROVAL OF MINUTES

A. Minutes of the October 10, 2017, Board of Trustees Meeting – Lawrence W. Ulvila, Jr., Chair

By motion of Dr. Johnson, seconded by Vice Chair Moore, the Board of Trustees unanimously approved the minutes of the October 10, 2017, meeting.

IV. BOARD CHAIR AND COMMITTEE REPORTS

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

The Audit and Finance Committee met on Wednesday, October 11, 2017, to discuss the following topics: review of the FY2017 draft audit; FY2018 financial status update; and accounting procedures and regulatory updates. The committee held the audit review meeting with Ms. Christina Bowman, manager, CliftonLarsonAllen, LLP, to discuss the results of the FY2017 audit.

The auditors issued an unmodified, or clean, opinion. However, the auditors’ report disclosed a compliance finding associated with a 10-day data reconciliation requirement related to data conflicts between a third party reporting organization and the U. S. Department of Education. The college has advised the committee that necessary revisions are being implemented to comply with the 10-day reconciliation requirement. The committee was satisfied and found this action to be appropriate. Ms. Bowman noted that all requested documentation and reports were available upon request and complimented the management team on its preparation.

The committee discussed the FY2018 operating budget status report as of September 30, 2017, and the anticipated annual results, noting that the college is operating within existing resources. The committee also reviewed an update on future accounting pronouncements and regulatory updates.

The board has been provided with the college’s FY2017 audited financial statements as prepared by college management and audited by CliftonLarsonAllen, LLP. Upon the recommendation of the Audit and Finance Committee, and by motion of Mr. Hall, seconded by Rev. Dr. Dixon-Proctor, the Board of Trustees voted unanimously to accept the college’s FY2017 financial statements audited by CliftonLarsonAllen, LLP.

Mr. Hall thanked the staff for all of the wonderful work done with respect to accounting issues.
B. **Board Development Committee** – **Paula J. Darrah, Committee Chair** - No report.

C. **Board Policy Oversight Committee** – **Vice Chair Sandra E. Moore, Board Representative and Committee Chair**

Committee Chair Moore reported that the committee met prior to the public session to discuss proposed revisions to the procedures approved by the board in June 2012 to implement the college policy on “Naming College Property, Programs, and Positions.” The proposed revisions will be sent to the full Board of Trustees and the AACC Foundation chair subsequent to this meeting for their input. The purpose of this review is to reinforce the college’s commitment to the foundation’s capital campaign.

After receiving input, the committee chair will review the revised document for consistency and content in anticipation of bringing it to the December board meeting as an action item.

D. **Budget Committee** – **Jerome W. Klasmeier, Committee Chair** – No report.

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

Dr. Johnson reported that the committee met on November 2, 2017, to discuss the following items: Health Sciences and Biology Building; future procurements; and future meetings.

The committee discussed the status of the Health Sciences and Biology building and a future procurement for architectural and engineering services to design the building. It was noted that the project is on schedule and the college is finalizing the contract with the contractor, Whiting-Turner. The committee reviewed a draft agenda item for the award of contract for architectural and engineering services which will be brought forward at the December board meeting.

The committee also reviewed future procurements for the rest of the fiscal year that could require board approval. The committee was reminded that the threshold requiring a public solicitation in the state of Maryland increased from $25,000 to $50,000, effective October 1, 2017.

There was a brief discussion on future procurements related to custodial services and copier fleet replacement. The committee inquired about the mass notification project and was advised that pricing was due at the end of the week for the risk analysis study. Until the study is conducted, the project is on hold.

The committee was advised that the county will be planting several hundred trees and shrubs on and adjacent to the campus in the next few weeks.

F. **Human Resources Committee** – **Rev. Dr. Diane Dixon-Proctor, Committee Chair** - No report.

G. **Report of Trustees’ Liaison to the AACC Foundation** – **Lawrence W. Ulvila, Jr., Chair, Lead Liaison**

Chair Ulvila read a note from a student thanking AACC for her scholarship to continue her education while being a working mother and attending the paramedic program. As of November 14, 2017, the fundraising total for the fiscal year is approximately $580,000 toward the FY2018 goal of $1.75 million. The joint reception and dinner of the Board of Trustees and the foundation Board of Directors will be held on Thursday, November 16. Representatives from Graham-Pelton, the campaign consulting firm, will provide a brief overview that will help members of both boards understand their role in the capital campaign process.

The foundation has received $10,500 in grant awards from local business partners. Capital One provided funds to support the Entrepreneurial Studies Institute within the School of Business and Law, and PNC funded a scholarship for the Behavioral Emotional Support & Training Program.
The foundation also wants to thank the board members who participated in the ALL IN fundraiser. The goal of reaching $500,000 in five years was achieved, and attendance was at an all-time high of 270 participants. Additionally, $11,000 was raised for HelpLink at the event.

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

A. Information Items

1. College Updates – Dr. Lindsay

Dr. Lindsay announced an exciting project that involves updating and refining the college’s values statements. Suzanne Boyer and Dan Baum have been leading this project that started at fall convocation, where more than 1,600 values statements were collected from the college community. They worked with a team of volunteers to come up with 15 categories from the entries. Open forums are being held to solicit feedback.

Sarah Earle was thanked for her role in the PSSO, which held an open forum on October 12. The forum was attended by 29 PSSO members. The group expressed their appreciation for the delayed opening at fall convocation so that all could participate in fall convocation. They were updated on the status of the Health Sciences and Biology building and continued a dialogue on how to become more empowered across campus.

Dr. Lindsay said that she and Vollie Melson have been meeting with donors the last few months to talk about the campaign and to get their advice on campaign efforts. They, along with Chair Ulvila, have met with County Council Chair Grasso and Vice Chair Walker to apprise them of the college’s needs and successes. They also attended the Annapolis Rotary Club meeting where Dr. Lindsay was the keynote speaker.

On October 17, AACC celebrated its 20th GED recognition ceremony. Approximately 50 students participated. Over the past year, 162 AACC adult education students earned their high school credentials. Dr. Lindsay said this was a very emotional ceremony.

Dr. Lindsay was joined by Chair Ulvila and Rev. Dr. Dixon-Proctor on October 25 for the MACC Board of Directors meeting in Annapolis. The guest speaker was The Honorable Thomas V. “Mike” Miller, president of the Maryland Senate. Rev. Dr. Dixon-Proctor presented the treasurer’s report, and Dr. Bernie Sadusky, MACC’s executive director, gave an update on the status of legislative issues.

Last month, Dr. Lindsay and Dr. Gavin attended the League for Innovation in the Community College fall board meeting. Discussions at the meeting included: membership in the League; pathways that community colleges use to improve access to baccalaureate degrees; communications, branding, and outreach; international programming; instructional innovation; and innovative risk-and-return-based economic models.

On November 1, Dr. Lindsay attended the Anne Arundel County Chamber of Commerce Business Hall of Fame Dinner along with several others from the board.

2. Title IX Presentation – Felicia L. Patterson, Vice President, Learner Support Service, and Erik Hunter, Director, Student Conduct and Deputy Title IX Officer

Mr. Hunter said Title IX was designed to prohibit discrimination at any college program or activity based on sex. Title IX now includes sexual assault and harassment. Federal financial aid is tied to Title IX in compliance with the law. One of the biggest implications of noncompliance is the loss of federal dollars. The cost per violation can run up to $32,000 per incident. In 2011 the Department of Education (DOE) issued what is called the Dear Colleague letter, which provided guidance to colleges and universities on what preventative measures they should have in place. In 2016 the DOE issued another letter about students who identify themselves as transgendered. In the last few months the DOE issued another letter.
rescinding the two previous letters; now most colleges and universities are still going by the 2011 letter until new guidance is issued.

Our responsibility as a college is to eliminate discrimination and work to prevent it. Mr. Hunter reviewed the policies that AACC has in place and how they intersect with the current law. AACC has all current practices and procedures in place that respond to the original Dear Colleague letter.

Dr. Johnson asked if a violation includes non-action or silence about an incident. Mr. Hunter said that the violation comes after a complaint is made and the DOE finds us in violation. Mr. Ulvila asked if we have ever been found in violation, and Mr. Hunter said not to his knowledge.

3. **Veterans Presentation** - Felicia L. Patterson, Vice President, Learner Support Services, and Harlan Harrell, Retention Advisor, Military and Veterans Resource Center and Services

Mr. Harrell reported that AACC has the highest number of military students of any community college in Maryland. He distributed to the board the newcomer packet that all incoming veterans receive at orientation. The veterans center provides many benefits and services to veteran students: red, white, and blue boards for graduation; peer counseling; a designated quiet space for relaxation; a study space; and information on activities supported by the center. The center also trains faculty, staff, and students on interaction with student veterans. The center set up POW tables at Arundel Mills and the Arnold campus to bring awareness to the prisoner of war issue. There was a field trip to a Civil War battlefield. A grandmother donated a handmade quilt, which is hanging on the wall of the veterans center. Mr. Harrell highlighted the many designations earned by the veterans’ center.

Mr. Harrell introduced Randy Mack, president of the Student Veterans Association and veteran of the U.S. Marine Corps. Mr. Mack told the trustees that he has been a leader and a follower, forged ahead with orders and blazed the trail with fellow comrades, and toughened his body, mind and spirit in order to get the tasks done. He never thought five years ago he would be taking college classes and leading student veterans. When he left the Marines, he felt lost. He went from giving and receiving orders to having lots of choices and no clear pathway. He is thankful for his family who supports him unconditionally. He learned to explore his options at AACC, but he has gained much more than he expected. Not having his military buddies to work through issues, he felt welcomed at AACC with other veterans who support each other through their transition. The AACC community has supported and welcomed the veteran community inside and outside of the classroom.

Mr. Ulvila announced that the foundation donated money to enrich the center and that the board strongly believes it is a valuable addition to our college. Mr. Harrell went on to explain that the donation made all the difference and redesigned the room to veteran specifications, including special paint color and dimmed lights for a calming effect.

Rev. Dr. Dixon-Proctor wondered if the new center was encouraging other students to join the military. Mr. Harrell was not sure about that, but he did explain that he believes the center is encouraging student veterans to become better leaders on campus.

4. **Year-to-Date Enrollment Report** - Felicia L. Patterson, Vice President, Learner Support Services, and Dr. Ricka Fine, Dean, Planning, Research, and Institutional Assessment

Vice President Patterson presented the enrollment report as an update from the September board report. She described a tool that will soon be in use as a support system sending text messages to students. She said we have always checked for successful academic progress (SAP) for financial aid students, a federal requirement, and we are looking to broaden that system to include all students. Satisfactory academic progress includes a review of course completion in relation to courses attempted and grade point average.

Vice President Patterson said we are looking at some of the recent work that has been done nationally. The Community College Center for Student Engagement is showing that students can benefit from even
one semester of full-time coursework. Most of our students are part-time, but studies say just one semester of full-time coursework can help a student succeed.

She said we are creating a stronger culture of evidence with our data. Goals and targets are created, and these are sent to the board members in the “Weekly Update.” The academic deans have looked at headcount and FTE by program, but now the process is much more systematic. She said we are beginning to look at retention rates as well. That ties in directly with the strategic plan.

Outreach to students is something we are continuing. Last week an open house was held for prospective students. The response was overwhelming as there were over 400 participants. The intent was to reacquaint the community with the college and to focus on educational pathways, learning opportunities, resources, and the benefits of attending AACC. This event was intended for high school students, their families, community members, veterans, and people looking at changing careers.

She mentioned the zip code analytics project which targets specific zip codes and the areas where we should focus to increase enrollment. Through these targeted efforts we saw a one percent increase in application conversion rates compared to last fall.

Vice President Patterson noted that we have developed a more sophisticated constituent campaign of calling and emailing. This is for both new and current students, encouraging application and registration. The efforts to contact 5,000 people are very labor-intensive, but we do see positive results. We called students who were dropped for non-payment, and about half of those students did reenroll. The mailings to over 2,000 applicants who had not enrolled yielded about 738 who enrolled.

Through Operation Boomerang, an outreach done every semester, about 2,000 students were contacted this semester to aid and assist them with registration. The use of Fields of Interest can focus students on a major and help them see their way to completion. Limiting the number of majors has helped with this. Onboarding milestones help us to stay on track to be prepared for that new student experience so that we can make those changes by April of next year.

A SWOT analysis of our emergency support will be looking to see where we have gaps with the students who need the most help. Some of the things are gift cards for Uber, financial literacy, conversations with BB&T, keep-the-change efforts, and gap scholarships to make up the difference between what the student receives and what they need.

The early alert system has been completely redesigned so faculty can notify students about how they can be more successful in their courses. This will launch December 18. Students will receive an email with instructions related to participation or performance in the course.

Vice President Patterson shared that in September there was an in-depth look at high enrolled/low success courses, with 14 model courses being created. Five were finalized this semester. Faculty were asked to develop these model courses and create common outcomes for them, which allows the students to have a very similar experience no matter which class they are taking. They have already seen success in math and biology courses.

She said that work is ongoing on a new approach to scheduling, centralizing scheduling and looking at every site to see that all programs offered are what students need and that the courses are offered at the times students need them. This is a continuous process that has always been done, but we need to evolve with each group of students and their needs. The new approach is used in conjunction with the course scheduling software. She also described the trackers that were presented to the board members.

Mr. Hall asked what the definition of retention rate is, and Vice President Patterson explained that it is a cohort of award-seeking students from one fall to the next fall. Dr. Johnson asked if there was a goal for retention rate. Dr. Fine answered that it was 61% for both years.
Ms. Curtis asked for clarification on who was called for Operation Boomerang. Vice President Patterson said that not all students are called, noting that those on the call list are chosen from select groups.

Ms. Curtis asked about the return on investment on the open house. Vice President Patterson did not have the numbers yet but did say that they will get those numbers and track the progress, with a report expected at a later date.

Mr. Hall and Dr. Johnson asked for clarification on the college’s efforts on initiatives to attract students in technical trades and the target percentages used for reporting retention. Vice President Patterson and Dr. Gavin relayed the answers to these questions and told the board that they will get updates each month.

5. Monthly Update on Accreditation - Dr. Dawn Lindsay

Dr. Lindsay updated the board on accreditation. She said we are searching for a new person to chair the Middle States Leadership Team and the accreditation process to replace Dean Elizabeth Appel. Dr. Ricka Fine will be attending the Middle States Commission on Higher Education town hall meeting in Philadelphia on October 16th. Andrea Lex, senior vice president for operations at the Middle States Commission, was on campus for the Maryland Association of Institutional Research fall meeting on November 3rd. The annual conference is coming up in early December, and several staff members, including Dr. Gavin, will be in attendance.

Dr. Lindsay reminded the board that AACC received 30 recommendations from Middle States and although we are not responsible for all of them, we took action on them. Currently, 15 recommendations are addressed, and we have maintained accreditation requirements on an annual basis with the reallocation of resources and with a reaccreditation chair to keep us on track.

6. Student Government Association (SGA) – Johnathan O’Dea, President

Mr. O’Dea updated the board on the approval of the SGA’s 2017-2018 goals and said the SGA already has begun moving forward with them. Each goal is assigned to an officer and committee for oversight. Those goals include: to develop and implement a marketing plan to increase the awareness of the SGA (publicity committee); to increase engagement with students at satellite campuses (non-traditional committee); to promote student involvement on the “Nest” (publicity and non-traditional committees); and to review policies and procedures governing student organizations and budget management (president and vice president). One sub-goal under the last goal is to increase advisory council attendance. The advisory council meets once a month and includes all student organizations that vote on certain initiatives within student government. The last goal also includes reviewing and revising finance guidelines.

Mr. O’Dea announced that all elections have been held and told the board of the many activities that have been happening on campus. He also said that five officers attended LEAD365 in Orlando, an annual leadership conference. On November 2nd, a student leadership conference was held here at AACC with 30 students in attendance. Dawn Frasier, the keynote speaker, spoke on connecting story telling with leadership.

7. Academic Forum/Council – Dr. Amy Allen-Chabot, Chair

Dr. Allen-Chabot announced that the full Academic Forum met on November 8th. A new faculty referral system was showcased. Minor changes were voted on regarding committee structure. New courses, course modifications, program modifications, and approval for the general education designation were also voted on by forum members. The Committee on Teaching and Learning announced the opening of the John and Suanne Roueche Excellence Awards to adjunct faculty. The Academic Standards Committee announced that it has reviewed 251 petitions in 13 meetings. The Academic Integrity Committee has trained its student members and is continuing to review petitions as needed.
8.  **The Faculty Organization (TFO) – Professor Ken Jarvis, President**

Professor Jarvis reported that an ad hoc committee is looking at the faculty manual, which hasn’t been updated since 2007. It will be sent to the whole faculty for comments, then to counsel, and then to the board as necessary. An ad hoc committee is working on student opinion forms from different program perspectives. The current form is generic and doesn’t focus on all the different programs offered. An ad hoc committee is looking at recommendations for revising our faculty evaluation tool, which is used at the end of the year to review the faculty member. The current tool takes a peer review perspective, and we want to focus on teaching equity, inclusivity, and engagement in the classroom and include sections of the evaluation for the faculty to show how they input those activities.

9.  **Professional and Support Staff Organization (PSSO) – Sarah Earle, President**

Ms. Earle announced that the November meeting is the last meeting of PSSO for the fall term. The membership was updated with FY2018 goals. The first goal is to target 33% of the PSSO membership to engage in at least one activity during the year and includes reaching 100% meeting participation from each area to ensure consistent representation and communication. As of November 7th, PSSO is 40% of the way to its goal and increasing with every meeting. Eighty percent of all areas were represented at the last meeting. The meetings also are being streamed so that members can participate remotely.

Ms. Earle reported that the PSSO marketing committee collaborated with colleagues in Public Relations and Marketing to update the new member welcome packets with all kinds of information. These will be rolling out to new employees in January. She also noted that employees soon will be able to view the date their timekeeper updates their leave record and additional details about their leave. PSSO Vice President Tim McGowan spent the last few months working with Human Resources and Information Services to make the change.

10. **Administrative Staff Organization (ASO) – Fran Turcott, President – No report.**

11. **Maryland Association of Community Colleges (MACC) Activities – Dr. Dawn Lindsay**

Dr. Lindsay said that MACC will be holding its 8th Annual Summit on Completion on December 1st at the Community College of Baltimore County in Catonsville. The theme of the summit is “Partnerships for Early Access to College and Career.” Dr. Fine will be a presenter at one of the workshops, and more than 25 college staff and faculty will be attending as well.

On January 22, 2018, MACC will hold its annual MACC Trustee Leadership Conference and Legislative Reception. The event runs from 12 noon to 8 p.m. at the Calvert House in Annapolis, with workshops for trustees in the afternoon and meetings with various legislators in the early evening hours.

VI.  **NEW BUSINESS**

There was no new business.

VII.  **NEXT BOARD MEETING**

Chair Ulvila announced that the next board meeting is scheduled for December 12, 2017.

VIII.  **ADJOURNMENT**

The meeting was adjourned at 6:23 p.m.