ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION**
October 10, 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 September 12, 2017, Board of Trustees Meeting* – Lawrence W. Ulvila, Jr., Chair

IV. BOARD CHAIR AND COMMITTEE REPORTS

A. Audit & Finance Committee – Walter J. Hall, Committee Chair – No report
B. Board Development Committee – Paula J. Darrah, Committee Chair - Report of October 5, 2017, Board Development Committee meeting* (Action Item)
C. Board Policy Oversight Committee – Sandra E. Moore, Vice Chair, Board Representative, and Committee Chair - No report
D. Budget Committee – Jerome W. Klasmeier, Committee Chair - No report
E. Facilities Committee – Dr. James H. Johnson, Jr., Committee Chair - Report of September 19, 2017, Facilities Committee meeting
F. Human Resources Committee – Lawrence W. Ulvila, Chair, for Dr. Diane Dixon-Proctor, Committee Chair – Report
G. AACC Foundation – Lawrence W. Ulvila, Jr., Lead Liaison - Report of September 20, 2017, AACC Foundation Board meeting
H. Approval of Trustee Emeritus Status for Arthur D. Ebersberger – Lawrence W. Ulvila, Jr., Chair, and Sandra E. Moore, Vice Chair* (Action Item)

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

A. Information Items
1. College Updates – Dr. Lindsay
2. Update on Engagement Matters - Dr. Michael H. Gavin, Vice President, Learning, and Felicia L. Patterson, Vice President, Learner Support Services
3. Monthly Update on Accreditation – Dr. Lindsay
4. Student Government Association – Johnathan O’Dea, President
5. Academic Forum/Council – Dr. Amy Allen-Chabot, Chair
6. The Faculty Organization – Ken Jarvis, President
7. Professional & Support Staff Organization – Sarah Earle, President
8. Administrative Staff Organization – Fran Turcotte, President
9. MACC Activities – Dr. Lindsay
10. AACC Foundation Campaign Update – Vollie D. Melson, Executive Director, Institutional Advancement and the AACC Foundation
B. Actions Items

1. Approval of Contract Extension for Printing and Mailing Services for the Credit and Noncredit Schedule of Classes and Wingspan Magazine* - Melissa A Beardmore, Vice President, Learning Resources Management

2. Approval of Draft Outline of MACC 2018 Legislative Agenda Proposals* – Dr. Lindsay

VI. NEW BUSINESS

VII. NEXT BOARD MEETING – November 14, 2017

VIII. ADJOURNMENT

*Back-up material included
Issue
The Board of Trustees is asked to approve the minutes of its September 12, 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 September 12, 2017, Board of Trustees meeting.

Exhibits
1. Minutes of the September 12, 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 6:00 p.m. in CADE 219.

By motion of Rev. Dr. Dixon-Proctor, seconded by Dr. Johnson, the Board of Trustees unanimously approved the September 12, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

Chair Ulvila introduced Ms. Nyia M. Curtis, the new student member of the Board of Trustees for FY2018.

III. APPROVAL OF MINUTES

A. Minutes of the June 13, 2017, Board of Trustees Meeting – Mr. Lawrence W. Ulvila, Jr., Chair

By motion of Rev. Dr. Dixon-Proctor, seconded by Vice Chair Moore, the Board of Trustees unanimously approved the minutes of the June 13, 2017, meeting.

CHANGE IN THE ORDER OF THE AGENDA

Mr. Klasmeier requested that Item V. A. 2, Introduction of New Faculty, be taken out of order. Bringing this item forward in the agenda would allow the new faculty members to leave after being introduced.

By motion of Mr. Klasmeier, seconded by Vice Chair Moore, the Board of Trustees unanimously approved moving the introductions of new faculty forward.

Dr. Lindsay was pleased to announce the hiring of 17 new faculty members, 11 rising from the adjunct level, and asked Dr. Gavin to announce them: Ken Armstrong (Nursing), Dr. Mary Bachkosky (Legal Studies Institute), Dr. Shelly Bentley (Education), Lisa Connors (Human Services), Dr. Jeffrey Feuer (Mathematics), Julie Grignon (Psychology), Cedric Harris (Computer Technology), Alice Jackson (Nursing), Theresa Kotkiewicz (Business Management), Dr. Deborah Levine (Astronomy), Carrie Long (Biology), Thao-Nhi Luu (Mathematics), Jessica Mattingly (English and Communications), Sharon O’Malley (Journalism/Mass Communications and Student Newspaper Advisor), Nicole Reed (Health, Fitness and Exercise Studies), Johnelka Stafford (Business Management), and Dr. Krista White (Biology)

IV. BOARD CHAIR AND COMMITTEE REPORTS

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

Mr. Hall announced that the Audit and Finance Committee met on Tuesday, August 15, 2017, and discussed the following topics: auditor introductions and FY2017 audit planning; review of the Audit and Finance Committee Responsibilities Checklist; FY2017 financial status report; and future meetings. The minutes of that meeting have been distributed to the board.

He stated that the committee was joined by the college’s auditors: Mr. Mark Gillett, principal, and Ms. Christina Bowman, manager, from CliftonLarsonAllen, LLP. The auditors’ work plan was reviewed, and the terms of the audit included: terms of the engagement, audit approach, areas of focus, risk, audit
timeline, and new accounting standards that are anticipated to impact the college’s reporting in future years.

Mr. Hall said the committee reviewed its roles and responsibilities as set forth in the Audit Committee Charter; discussed the FY2017 operating budget status report as of May 31, 2017; and discussed the anticipated annual results. He said the committee discussed the timing of the next meeting, which is to be scheduled prior to the November full board meeting and is to review the draft audit reports.

B. Board Development Committee – Paula J. Darrah, Committee Chair, and Vice Chair Sandra E. Moore, Past Committee Chair

Vice Chair Moore reported there have been no meetings of this committee to date. She reviewed the Board of Trustees FY2018 goals, including the action item that will be brought to the October board meeting.

C. Board Policy Oversight Committee – Vice Chair Sandra E. Moore, Board Representative and Committee Chair - No report.

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 Facilities Committee met on August 29, 2017, to discuss the following items: the Health Sciences and Biology building project, future procurements, the statue of Dr. Martin Luther King, Jr., summer facilities projects, and future meetings.

Regarding the Health Sciences and Biology building, Dr. Johnson reported that the committee received an update on the progress of the building project. Vice President Beardmore informed the committee that the project is on track, and the contract with Whiting-Turner is being finalized. The selection process for the architect and engineering firm is under way with 19 firms submitting proposals and ten moving forward from the statement of qualifications process. She noted that the Code of Maryland Regulations (COMAR) requires the college to negotiate the price with the highest scoring firm. These contracts will be brought to the board for approval at the December 2017 meeting. She reported on the county’s review of this project, with recommendations and scenarios for how the county may reduce the scope of the project, and was pleased there were no reductions to the project’s scope during the most recent budget process.

Dr. Johnson said the committee agreed the college is proceeding appropriately with the project, and Vice President Beardmore commended the facilities team members who are working on the project for their talents and capabilities.

Vice President Beardmore explained to the committee the challenges the college has faced in moving the modular building. At present, the college has sufficient funds to move the building but not to outfit it for use, so the plan is to defer the conversion for now.

The committee was provided with updates on facilities improvements that were made over the summer, including improvements to learning spaces in the Careers building, the walkway to the Martin Luther King, Jr. memorial, the roof to the Humanities building, and the second floor of the Student Union. Planning for future meetings is under way, and committee members will be notified as soon as meeting dates are confirmed.

F. Human Resources Committee – Rev. 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. He reported that as of August 31, 2017, the fundraising total for the current year is approximately $72,000 toward a fiscal year 2018 goal of $1.75 million. The Campaign Committee met for the first time on August 28, 2017, and received a preliminary Case for Support and a draft listing of investment opportunities. The Foundation staff and campaign consultants worked closely with the college president and leadership over the past few months to identify the preliminary investment opportunities. He stated he was excited for this campaign and what it means to the college.

He reminded the board of the November 16, 2017, dinner with the AACC Foundation Board of Directors. This will be a campaign training session and dinner held at the HCAT center in Glen Burnie beginning at 5:30 p.m. More information will follow.

He also reminded the board of the AACC Foundation’s ALL IN Fundraising Event. Tickets are available for this 5th anniversary event to be held on Thursday, October 12, 2017, from 6:00-8:00 p.m. at Live! Casino and Hotel. He is hoping for strong support for this important fundraiser.

Mr. Hall asked for a clarification on the amount already raised in the campaign and the amount still needed. Chair Ulvila confirmed those amounts.

H. Trustee Emeritus Status for Arthur D. Ebersberger – Sandra E. Moore, Vice Chair

Vice Chair Moore brought forward a recommendation that the board consider awarding Trustee Emeritus Status to former Trustee Arthur D. Ebersberger.

She explained that former Trustee Arthur D. Ebersberger served on the Board of Trustees with distinction for 18 years. His extraordinary service to the board and to Anne Arundel Community College during this time is deserving of special and significant recognition.

Mr. Ebersberger joined the board on July 1, 1998, and was reappointed in 2004 and 2010. During his tenure on the board, Mr. Ebersberger served as vice chair from 2003 to 2004 and 2014 to 2015 and as chair from 2004 to 2008 and 2015 to 2016. As the board chair, Mr. Ebersberger was an active ex-officio member of the board’s committees and the board representative to the Maryland Association of Community College’s Board of Directors. When not chairing the board, he served on and/or chaired the board’s Audit and Finance Committee, Board Development Committee, Facilities Committee, and Human Resources Committee as well as being a board liaison to the AACC Foundation Board of Directors.

In addition, Mr. Ebersberger brought great insight and wisdom to the college’s Master Plan Steering Committee in the creation and board approval of the 2016 Facilities Master Plan. He also served as the board’s representative on the School Board Nominating Commission of Anne Arundel County, where he provided critical input in the selection process for members of the local Board of Education. Other important work included his service on the county’s Repairing and Preparing Our Schools for the 21st Century Committee and a task force that reviewed the finances of Anne Arundel County at the request of the county executive.

Mr. Ebersberger has been one of the college’s most dedicated advocates. He has given his time and effort to the considerable benefit of the college, the students, and the community we serve. He has demonstrated exemplary leadership and initiative as a board member and citizen with the utmost integrity, good judgment, and keen perception.

Vice Chair Moore asked that the Board of Trustees consider conferring the status of Trustee Emeritus upon former Trustee Arthur D. Ebersberger in recognition of his many years of dedicated service to the board and in gratitude for all that he did for Anne Arundel Community College.

Chair Ulvila reminded the board that this will come forward for a vote next month.

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

1. College Updates – Dr. Lindsay

Dr. Lindsay welcomed Tudy Moncure as the new assistant to the Board of Trustees and Roxanne Ready as student editor of the Campus Current. She noted that detailed notes for the board are on the Diligent portal but wanted to give brief highlights for the audience. Fall Convocation was held on August 22, 2017, to a standing-room-only crowd in the gymnasium. For the first time ever, the college had a delayed opening so that all faculty and staff could attend and learn more about Engagement Matters and the direction of our strategic plan. Student Trustee Curtis started the convocation with inspirational remarks and told how an encounter with a faculty member ignited her passion for learning.

Dr. Lindsay noted that the bookstore instituted a price match guarantee on August 2, 2017, to reduce textbook costs for students by matching Amazon’s prices. One of AACC’s new marketing concepts is the Wingspan magazine produced by our Public Relations and Marketing office. The magazine was sent to all county residents, for a total of 212,000 copies, with more than 750 delivered to AACC for use in the fall. A new marketing campaign highlights our 13-week and 8-week week start times. The purpose of this new marketing approach is to increase FTE.

A new concept introduced this year is the President’s Opportunity Scholarship. This was developed in conjunction with the Anne Arundel Community College Foundation and Anne Arundel County Public Schools. This collaborative effort provides each of the 13 Anne Arundel County high school principals with an opportunity to award a scholarship to one AACC college-bound senior. The scholarship is based on a student’s demonstrated dedication to academic achievement and community service and an expressed commitment by the student to follow through and complete their educational goals. The amount of the scholarship is $3,000, to be awarded in increments of $750 per semester for four consecutive semesters.

On August 28, 2017, AACC hosted Arundel High School Professional Development Day. There were 145 teachers, counselors, staff, and administrators attending the event to start their school year. This activity was held at AACC in order to foster this relationship.

The Atlantic Cup, a culinary competition between the City of Glasgow College and AACC, was held on July 12, 2017.

Dr. Lindsay added that we have a new dining services vendor and that reviews have been positive.

This past Thursday the college held a vigil called “Rise Above Hate.” Rev. Dr. Diane Dixon-Proctor was one of the speakers for the event. It was held by the Martin Luther King, Jr., statue and attended by about 100 people. It was a very inspiring event.

Dr. Lindsay updated the board on the hiring of the new chief diversity officer, Dr. Deidra Dennie. She will be starting on September 25, 2017.

2. Introduction of New Faculty – Dr. Michael H. Gavin, Vice President, Learning

By motion, this item was moved in the agenda to come after the approval of the minutes.

3. Developmental Pathways to Fields of Interest - Dr. Michael H. Gavin, Vice President, Learning

Dr. Gavin introduced Prof. Alicia Morse, Dean of the School of Liberal Arts, who shared a presentation on the Developmental Pathways to Fields of Interest. The current initiatives and actions taken in strategic direction will ultimately focus on student completion. Developmental education accounts for about 75% of credit students who take courses in pre-college course work (English, math or both), and this is crucial for the student and the institution.
Because the landscape of developmental education is changing nationally, we have been working locally to stay current and achieve greater success. The traditional paradigm has sequential developmental courses in English, reading, and mathematics which is built upon skills and each new level is more difficult. The students are placed into a level by testing. There are some unintended consequences with this model because sequencing can be quite complex, as it is across three different disciplines and many levels. Students find the curriculum to be unengaging and disconnected, costing them time and money. And because students can place anywhere within the structure of these courses, it is often referred to as a leaky pipeline, allowing the student to exit at many points.

The new emerging paradigm is aligning developmental content with programs of study. It allows a student to see a pathway to completion in their field of interest. When a student selects a math pathway, they may identify as a STEM student and they will be in a STEM pathway. The literacy course, which is where we are heading rather than a separate reading/English development model, integrates reading and writing. That has been offered for about five semesters in a pilot program and is showing good results.

The English department is working on having readings within composition courses connected to Fields of Interest to be rolled out in the fall of 2019. The course structure is simpler in the new model. For the lowest level student there is a single semester of intensive literacy study and a single intensive semester of mathematics. For students that need just a little bit of help, there will be a paired development and credit course in the same semester. The model becomes a simple two-step sequence from an intensive to a co-requisite, or possibly starting with a co-requisite model. The course content in mathematics and literacy is going to be contextualized in direct support of the credit course, and Fields of Interest. Placement will use more than one tool at the same time to refine the placement so that students will be placed in the proper course and achieving success. This falls in line with Maryland law that we must offer a student credit courses in their second semester.

Mr. Hall asked when we will know the success of this new program. Prof. Morse replied that the full success will be measured by fall of 2021, two years after the full-scale model goes into effect. At the course level, we have already seen the success in mathematics, which is about 75% to 80%, using the helper courses within the credit course.

Dr. Johnson asked about the tracking of multidisciplinary subjects, such as the integration of mathematics and literacy. Prof. Morse noted that at this time, there is only integration in the English and literacy courses. Dr. Johnson asked if the data was being collected and analyzed continually and not at the end of the project. Prof. Morse noted that it is constantly being monitored and analyzed.

Ms. Curtis asked if the developmental courses slow down the two-year completion process. Prof. Morse said that the student who takes the traditional four-semester load will be slowed by one semester, but that could be made up in a winter and a summer term. Ms. Curtis then asked if the intensity of the courses was showing to be a detriment to the student’s success and Prof. Morse said that the data is actually showing the opposite and students are rising to the challenge and are motivated by the intensity of the coursework.

Mr. Hall asked about the students who do not make it and fall through the cracks. Prof. Morse could not answer this definitively but she did say that students typically come back a second time after failing but rarely come back after a third failure. Mr. Hall then asked if the new Developmental Pathways would result in a lower number of graduates and Prof. Morse said she hoped not. Dr. Gavin reiterated that this new program is reducing the time it takes a student to get to a credential, thus making them more successful.

4. Strategic Enrollment Initiatives and FY2017, End-of-Year Enrollment Report – Felicia L. Patterson, Vice President, Learner Support Services

Vice President Patterson shared highlights on enrollment as it aligns with Engagement Matters and the goals for FY2018. The focus of this work has shifted to becoming student-ready, ensuring that all areas of the college focus on completion, which is a national trend for community colleges. We are using a
systemic enrollment management matrix, assigning a point person for enrollment management. She added that all areas of the college have entered into this strategic discussion.

With new tools such as Tableau, we are using data to measure ourselves and monitor this progress. Milestones created help us assess if the initiatives put in place are having an impact. Two significant data points to remember are conversion rates and retention rates.

Our media outreach efforts have expanded, and we have instituted zip-code analytics to monitor specific areas of the county where we hope to see increased yield. A calling and email campaign ensures that all students have direct communication from us. There are many applications where this can be helpful in retention, reenrollment, or reengagement of students, as well as helping current students find the resources they need to stay enrolled. Operation Boomerang is one program we have created that helps students who are currently enrolled remain enrolled for completion.

We have reimagined the AACC student experience, looking at the entire student lifecycle, particularly at entry. Student intake, also known as onboarding, is centered around orientation and advising. Those areas have been redesigned around the Fields of Interest for the admission process.

A consultant is guiding us through the process change management. We also know that students are much more successful if they are engaged, welcomed, and have a strong sense of belonging. We have learned that students don’t see boundaries or divisions so it is important that we unite as one college, experiencing the curricular and co-curricular. Student government is making students aware of campus activities and promoting athletics as a student hub.

Faculty are making a stronger effort to make student connections by reaching out to them before the semester and by using online gradebooks to keep students aware of their progress in a course. We are looking at six high-enrolled, low-success courses and bringing forward teaching and learning approaches focused on retaining those students. More courses will be added next year with that effort.

We have created professional development tracks both for faculty and staff. This will help with teaching and learning strategies informing pedagogy as well as continually helping students understand how to take responsibility for their own learning.

HelpLink is available for students who have a financial crisis. We want to ensure resources are not the barrier to student success. Our success efforts include intentionally designing course scheduling at our off-site locations so that programming is the most effective for them.

Vice President Patterson noted that we ended last year with 97.9% of our budget goal achieved. The trustees received the dashboard targets so that they could see the progress being made. Until August 14, 2017, we were on target, noting there is still work to be done. We are seeing movement in our first-year retention rate.

Mr. Hall wanted to know how to compare last year’s data with this year’s, since the performance indicators have changed. Vice President Patterson did say that we have developed self-imposed targets using the new Tableau software based on how we performed before. Mr. Ulvila said that the data is on Diligent and can be viewed. Dr. Johnson emphasized that we are really looking at numbers of students as our target. He also stated that if the model we use is not accurate, then we need to go back and make adjustments so that we have realistic estimates. Vice President Patterson said that we do have the realistic targets that are reflecting our budget goal. Dr. Gavin added that the data is helping all divisions keep up with the goals, and that the targets are constantly being readjusted to reflect that.

5. Monthly Update on Accreditation – Dr. Dawn Lindsay

Dr. Lindsay reported that the Middle States Leadership Team will reconvene and continue to work on the remaining 15 of the 30 recommendations.
6. **Student Government Association (SGA) – Johnathan O’Dea, President**

Mr. O’Dea commended the Office of Engagement on the increase of student activity and involvement here at AACC. One of the main tools used is The Nest. It is the central hub for all the student organizations and student activities. Academic departments have a page where they can post events, workshops, and different information to help students become involved and integrated.

On September 25, 2017, SGA will hold elections and then will be working on long-term goals this year. He noted that the Kick Off to Leadership Challenge Program will begin this Friday and is sponsored by the Office of Student Engagement. Leslie Cook is head of that program.

Events coming up include Hispanic Heritage Month and an art exhibit in the Pascal Gallery. The scheduled food truck festival had to be postponed due to rain and a new date is to be announced. The outdoor movie is “The Princess Bride,” showing on September 15, 2017. He also noted that there is excellent involvement at meetings with about 17 participants at each meeting.

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

Dr. Allen-Chabot explained the differences in the Academic Forum and the Academic Council. She reported that the Academic Forum is for everyone dealing with academic programs and/or issues. The Academic Council is a smaller representative body that does much of the work of the larger Forum. The Academic Council has many subcommittees that do most of the work, and those subcommittees are working on their goals for the next meeting. Last year the Academic Council worked on the General Education course requirements and the course categories, so this year there will be a lot of courses coming through for approval. Both groups expect to be involved in the aspects of the Engagement Matters: Pathways to Completion initiative that deal with academic programs.

8. **The Faculty Organization (TFO) – Professor Ken Jarvis, President**

Prof. Jarvis thanked Dr. Gavin and Dr. Marshall for meeting in mid-summer. He did not have a report as their group will be presenting their goals at the next board meeting. He did introduce his team of officers: Brandi Ulrich as secretary and Erik Dunham as vice president.

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

Ms. Earle reported that the PSSO had not started to meet this year and had nothing to report.

10. **Administrative Staff Organization (ASO) – Fran Turcott, President**

Ms. Turcott introduced her fellow officers: Kevin Miller as vice president, Dr. Ricka Fine as recorder, and Kathy Campbell, Erik Hunter, and Melanie Scherer as members-at-large. The first meeting will be held on September 21, 2017, when the organization’s goals will be approved. ASO has already embarked, along with PSSO and HR, on implementing a staff recognition program similar to the John and Suanne Roueche Awards for Excellence in Teaching. This will be the planning year for the staff award, which is expected to be implemented next year. Ms. Turcott also reported that the ASO executive committee has been active getting volunteers to serve on committees.

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

Dr. Lindsay reported that the MACC Board of Directors met on June 21, 2017, at the State Chamber Office in Annapolis. Dr. Johnson joined Dr. Lindsay in representing AACC at this meeting. The MACC Board of Directors heard from Senator Nancy King, chair of the Budget and Taxation Subcommittee on Education and Business Administration. The board received the MACC annual report and the report on the MACC FY2017 Strategic Plan; endorsed the development of a long-term strategic plan; and approved the MACC budget. The board also elected officers to serve on the MACC executive committee, including Rev. Dr. Diane Dixon-Proctor, who was elected to serve as MACC treasurer. MACC has developed a...
draft legislative agenda for the 2018 Maryland General Assembly session. The presidents group is in the process of reviewing the legislative agenda. Dr. Lindsay sent the board the initial draft in early August for review. MACC is also holding regional workshops for community college human resources staff to prepare for the expected implementation of the Healthy Working Families Act.

B. Action Items

1. **Approval of Award of Contract for the Modular Building Relocation** – *Melissa A. Beardmore, Vice President, Learning Resource Management*

Vice President Beardmore reminded the board that the master plan was approved in January 2016. One of the major projects of that plan is the new Health Sciences and Biology building. Preparing for construction of the new building requires moving forward with other projects, namely the moving of the modular building to the back of campus. About 18 months ago the board approved a design contract to Gantt-Burnett Engineering firm to facilitate this move. The site where the building is located now will become parking that is displaced as a result of the new building site. The modular building is made of 22 individual units comprising about 16,000 square feet. The selected firm, Prevost Construction, will disassemble the units and move them to the back campus location. They will then reassemble and weather-proof them, including a new roof, and do all required site work needed to facilitate the move. As required, we have set aside 10% of the proposed price for unforeseen expenditures. There are sufficient funds in the modular building capital project to handle this. Any remaining funds will be used to perform some needed fire hydrant work.

Mr. Hall asked if we had an estimate for what it would cost to take immediate occupancy. Vice President Beardmore said it would take $1.5 million to build it out and those are funds we do not have, although we are looking into other opportunities. Dr. Johnson clarified that not all of the needed $1.75 million is available now.

By motion of Dr. Johnson, seconded by Mr. Klasmeier, the Board of Trustees approved the award of contract for the relocation of the modular building to Prevost Construction, Inc., of Woodbine, Maryland, in an amount not to exceed $651,978.

2. **Approval of Award of Contract for Purchase of Wireless Access Points** – *Felicia L. Patterson, Vice President, Learner Support Services*

Vice President Patterson asked the board to approve the contract for purchase of wireless access points. These are needed to replace existing equipment that has reached the end of its useful life based on current service demands. She explained that the wireless access points are pieces of hardware that connect user devices to our wireless network. The recommended upgrade is based on an extensive site survey and the technical analysis completed in FY2017. The existing access points are still performing reliably but lack needed performance. She went on to explain that this is an upgrade that will provide needed bandwidth and will enhance future usage. The funding for this will come from the FY2018 Information Services budget.

Dr. Johnson asked for clarification on the price and if it included installation. Vice President Patterson explained that the installation will be done internally and therefore is not included with the price of equipment.

By motion of Mr. Hall, seconded by Mr. Klasmeier, the board approved the award of contract to purchase wireless access points and mounting hardware to Daly Computers, Inc., of Clarksburg, Maryland, in an amount not to exceed $157,631.

3. **Approval of 2017, Maryland Higher Education Commission (MHEC) Performance Accountability Report (PAR)** – *Dr. Michael H. Gavin, Vice President, Learning*

Dr. Lindsay reminded the board that the approval of this report is required annually. Dr. Gavin presented the PAR report to the board and explained that although MHEC sets the report parameters, there are
data points within the report that assist us with Engagement Matters. We have been intentional about how we use this report to leverage improvement. Our strategic plan calls for us to be student-ready and to meet the needs of our increasingly diverse population. He also noted this report is a year old, and the improvements made this year will be reflected in next year’s report.

Dr. Gavin noted that AACC was one of 13 institutions in higher education selected by the American Association of Colleges and Universities (AAC&U) to develop a national model to address achievement gaps.

The innovation goal is new from MHEC and is defined by the number of students taking online courses, which has declined for us but is increasing. Dr. Johnson asked if the MHEC goal includes hybrid courses and Dr. Gavin answered that this goal only includes pure online programming. With this data we learn how students achieve higher levels in face-to-face classes as opposed to online learning and we are trying to reduce the gap between the two.

Dr. Johnson asked if there were any unreachable goals that the board should be aware of. Dr. Gavin explained that the benchmarks were developed years ago and not by using a methodical development process. Those markers will not be adjusted until the next iteration of the benchmarks. Although there is no penalty for not achieving the benchmarks, it would be nice to have attainable ones, noting this problem is consistent with many other community colleges.

Mr. Hall asked about a few items in the MHEC report, including the rise of high school enrollees in 2016. He wanted to know if the graduating class that year was larger or if there was another reason for the rise. Dr. Gavin assumed it was because of dual enrollment.

Mr. Hall also asked about the decline in market share of first-time, full-time freshmen and of part-time undergraduates. Dr. Gavin indicated that more Anne Arundel County Public School students chose to attend Maryland four-year colleges as opposed to starting at AACC.

Mr. Hall wondered if MHEC published this report in a form that shows comparative performance college-by-college. Dr. Fine said that all reports are published and are available.

By motion of Dr. Johnson, seconded by Dr. Dixon-Proctor, the board approved the 2017 Maryland Higher Education Commission Performance Accountability Report.

4. Approval of 2017-2018 Full-Time Faculty Appointments - Dr. Michael H. Gavin, Vice President, Learning

Dr. Gavin asked that the board approve the 2017-2018 full-time faculty appointments. These include 82 one-year, 12 two-year, and 5 five-year contracts.

By motion of Ms. Darrah, seconded by Dr. Johnson, the board approved the appointments of the one-year, two-year, and five-year faculty as shown in the supporting materials to the agenda.

VI. NEW BUSINESS

There was no new business, but Mr. Klasmeier asked a question regarding the capital projects status report. He said he continues to have questions about the mass notification system upgrade project, and he wanted clarification from the county fire department. We were to be getting a proposal from an engineering firm to submit a permit application including a risk analysis assessment. There was a question about the college considering cancelling this project. He is asking what happened this spring when he asked the question since there was no movement.

Mr. Chaput explained that we have not gotten further answers regarding this matter but that the board will be updated as soon as we have answers.
VII. NEXT BOARD MEETING

Chair Ulvila announced that the next board meeting is scheduled for October 10, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 7:51 p.m.

A session of the Board of Trustees was held on September 12, 2017, at 5:00 p.m., in Cade 228. The purpose of the session was to consult with legal counsel to obtain legal advice. A vote was taken to close the meeting pursuant to the General Provisions Article of the Maryland Annotated Code Section 3-305(d)(2)(i)(ii). Each board member present (Lawrence W. Ulvila, Jr., Chair; Sandra E. Moore, Vice Chair; Nyia M. Curtis; Paula J. Darrah, J.D.; Rev. Rev. Dr. Diane R. Dixon-Proctor; Walter J. Hall; James H. Johnson, Jr., Ph.D.; and Jerome W. Klasmeier) voted to close the session. All of the trustees were present for the entire session.

Prepared by,

Tudy Moncure
Executive Assistant to the Board of Trustees
Issue

The Board of Trustees is asked to approve the Board of Trustees Goals and Objectives FY18. These goals and objectives were developed for the trustees to enhance their professional and fiduciary roles, support Anne Arundel Community College, and provide professional development.

Implementation Plan

If the Board approves the goals and measurement tools shown in Exhibit 1, they will become effective immediately.

Fiscal Implications

No implications.

Main Motion

That the Board of Trustees approve the Anne Arundel Community College Board of Trustees Goals and Objectives FY18 as outlined in Exhibit 1.

Exhibit 1

1. Goals and Objectives FY18
Anne Arundel Community College Board of Trustees

Goals and Objectives FY18

Goal 1: The Board of Trustees of Anne Arundel Community College will strengthen its engagement in professional development to enhance the performance of their roles and responsibilities by participation in appropriate conferences, workshops and webinars. The goal will be measured by:

- attending at least two professional development events directed toward governing board roles;
- a minimum of two trustees participating in an Association of Community College Trustees (ACCT), or comparable, trustee program;
- reporting to board members on professional development events attended;
- participating in an annual Anne Arundel Community College board workshop; and
- conducting a board self-evaluation and making improvements, as needed.

Goal 2: The Board of Trustees’ will engage in the issues related to the board-approved strategic plan, Engagement Matters: Pathways to Completion. The goal will be measured by:

- convening a committee focused on the student experience to include appropriate academic programs and support services; and
- supporting the initiation of meta-majors that are skill-based and applicable.

Goal 3: The Board of Trustees actively support the mission of the college by community involvement and support of the fundraising efforts of the Anne Arundel Community College Foundation, Inc. The goal will be measured by:

- meeting with state and local elected officials during the year in support of the college’s mission;
- attending a minimum of three student, faculty and staff activities at Anne Arundel Community College;
- supporting at least one of Anne Arundel Community College's fundraising events and activities;
- working with the Anne Arundel Community College's Foundation board members and staff during the years of the capital campaign to identify donor prospects and provide assistance in engaging them for the fundraising campaign; and
- 100% participation by the Anne Arundel Community College's Board of Trustees in support of any campaign by the Anne Arundel Community College Foundation.

Goal 4: The Board of Trustees commit to the fiscal oversight of Anne Arundel Community College. The goal will be measured by:

- providing oversight on issues which impact the fiscal stability of Anne Arundel Community College;
- supporting efforts for increased enrollment to serve the educational and job training needs of the community;
- maintaining oversight of Anne Arundel Community College’s budget to include the setting of budget benchmarks and five-year budget projections ensuring fiscal stability of the college; and
- ensuring reasonable tuition costs and providing student aid to qualified students; and
- ensuring accountability of effective spending of state and county revenue.

Goal 5: The Board of Trustees commit to a communication and a leadership style that models a culture of mutual respect and collaboration to set a positive tone for the college. The goal will be measured by:

- attending a board development session on appropriate communication skills; and
- as part of the board self-assessment, evaluating communication skills of the board.
CONFERRING OF TRUSTEE EMERITUS STATUS UPON ARTHUR D. EBERSBERGER

At the September 12, 2017, meeting of the Board of Trustees, the board voted in public session to confer upon former Trustee Arthur D. Ebersberger the status of Trustee Emeritus. Granting of emeritus status signifies the recognition by the Board of Trustees and the college of significant and lasting contributions made to Anne Arundel Community College by a trustee.

On February 26, 2008, the Board of Trustees approved the “Board of Trustees Policy on Trustee Emeritus Status.” This policy sets forth the criteria which a candidate must meet in order to be eligible and considered for Trustee Emeritus status. As acknowledged by the board at its September 12, 2017, public session, Mr. Ebersberger meets or exceeds all of these criteria.

Mr. Ebersberger was appointed to the board on July 1, 1998, and reappointed to two additional terms before stepping down from the board on June 30, 2016. He served as vice chair of the board from June 1, 2003, to June 30, 2004, and from July 1, 2014, to June 30, 2015. His tenure as chair of the board comprised five full terms, from July 1, 2004, to June 20, 2008, and from July 1, 2015, to June 30, 2016. In his initial terms as board chair, he focused on achieving consensus among board members on important issues by overseeing development of the board’s first set of comprehensive goals along with an instrument and process for the board’s self-assessment. He also led the board through challenging fiscal times and provided steady and astute leadership as the college grew to serve an increasingly diverse student body with a wide variety of interests and skills.

In addition to his leadership roles as vice chair and chair of the board, Mr. Ebersberger served with distinction as a member and chair of the board’s Audit and Finance Committee; member and chair of the board’s Facilities Committee; member of the board’s Human Resources Committee; member of the Board Development Committee; and as a board liaison to the AACC Foundation Board of Directors. Further, in addition to chairing and serving on the aforementioned committees, Mr. Ebersberger served a full four-year term as the board’s first representative to the School Board Nominating Commission, an entity established by state law to provide critical input to the selection process for members of the Anne Arundel County Board of Education. Mr. Ebersberger also served as the board’s liaison to the college’s Steering Committee for the 2016 Facilities Master Plan.

A very successful and highly accomplished executive in the insurance industry, Mr. Ebersberger has given back to his community and state many times over. He founded Leadership Anne Arundel and served as chair of the group’s Executive Leadership Series Committee. He served as chair of the board of Anne Arundel Health Systems, Inc.; chair of the board of the Maryland Chamber of Commerce; and member of the Maryland Economic Development Commission. While serving as president of the Maryland Business Roundtable Foundation, he served as vice chair of the county’s Repairing and Preparing Our Schools for the 21st Century Committee. He was selected by the Annapolis and Anne Arundel County Chamber of Commerce as the 2003
Business Leader of the Year and in 2006 was inducted into the chamber’s Business Hall of Fame. In 2008, along with Trustee Walter Hall, Mr. Ebersberger chaired the task force that reviewed the finances of Anne Arundel County at the request of the county executive. In 2009, Mr. Ebersberger was presented with the Anne Arundel County “Good Scout” Award by the Baltimore Area Council of the Boy Scouts of America in recognition of his professional accomplishments, his leadership in the county and state, and his extensive service to the community.

Throughout his years of service on the AACC Board of Trustees, Mr. Ebersberger demonstrated outstanding dedication to our college and our community and devoted an enormous amount of time, energy, and effort on behalf of the many thousands of students the college has served and continues to serve. In recognition of the significant and lasting contributions Mr. Ebersberger made during his 18 years of service as a distinguished member of the Anne Arundel Community College Board of Trustees, the board is very pleased to confer upon Arthur D. Ebersberger the status of Trustee Emeritus.

**MAIN MOTION:** That the Board of Trustees of Anne Arundel Community College confer upon Arthur D. Ebersberger the status of Trustee Emeritus in recognition of his many years of service and significant contributions to Anne Arundel Community College and the Board of Trustees.

Exhibit

1. Board of Trustee Policy on Trustee Emeritus Status
Subject: Board of Trustees Policy on Trustee Emeritus Status

Trustee Emeritus status is an honor granted by the Board of Trustees to a member, who under normal circumstances will have been off the Board for one year, in recognition of the member's significant and lasting contributions to Anne Arundel Community College.

A candidate for Emeritus Status shall be recommended to the chair of the Board by a sitting member of the Board of Trustees.

For a past member of the Board to be eligible and considered for Emeritus Status the member shall have satisfied as a minimum the following criteria during his/her tenure on the Board:

a) Appointed to serve at least two terms on the Board; and  
b) Served as the chair of the Board; and  
c) Served as the chair of at least one Board committee; and  
d) Provided extraordinarily significant contributions to the college during his/her tenure on the Board which will continue to have a lasting impact on the Institution; and  
e) Judged by the Board as an outstanding member throughout his/her tenure on the Board.

An award of Emeritus Status shall be by unanimous vote of the Board of Trustees. The status of Trustee Emeritus shall be conferred by the Board in public session, with appropriate recognition by the college community.

Adopted by the Anne Arundel Community College Board of Trustees the 26th day of February 2008.

Arthur D. Ebersberger  
Chair

Martha A. Smith, Ph.D.  
Secretary
The Board of Trustees is asked to approve the first of four (4) one (1) year contract extensions for the printing and mailing services for the credit and noncredit schedule of classes, and Wingspan Magazine. The Board of Trustees awarded the base year contract at its October 11, 2016 meeting for services beginning with the Winter 2016 schedule and annual options to extend through Fall 2021. The credit and noncredit schedules of classes are printed annually to inform the community of the college’s credit and noncredit course offerings, and this summer, the college launched the first issue of a new community-wide magazine, Wingspan Magazine, replacing the previous credit postcard mailer. Wingspan Magazine is intended to keep county residents informed about the latest happenings at the college and encourage continued enrollment.

This contract includes the printing and mailing services for the:

- Credit Schedule of Classes – to current students in Spring, Summer and Fall
- Noncredit Schedule of Classes – county wide in Spring, Summer, Fall, and Winter
- Wingspan Magazine – county wide in Spring and Fall

In addition, both schedules will be distributed on campus and to a variety of off campus county sites, including the county public libraries.

Corporate Press, Inc, (formerly McArdle Solutions) was awarded the contract as the lowest cost, most responsible bidder in accordance with the terms and specifications of the public solicitation completed in fiscal year 2017. Corporate Press, Inc. has agreed to maintain the base year pricing for option year one, and the anticipated spend based on projected quantities are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Option Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit and Noncredit Schedule</td>
<td>$396,805</td>
</tr>
<tr>
<td>Wingspan Magazine</td>
<td>110,000</td>
</tr>
<tr>
<td>Estimated Quantity Adjustments</td>
<td>25,340</td>
</tr>
<tr>
<td><strong>Estimated Total</strong></td>
<td><strong>$532,145</strong></td>
</tr>
</tbody>
</table>

The cost for estimated quantity adjustments represents the Public Relations and Marketing (PRM) department’s estimate for additional quantities that may result from increased utilization and distribution based on student demand (5% of the proposal price).

Implementation Plan
If the Board of Trustees approves the contract extension, the college will enter into the contract extension for option year one from October 14, 2017 through October 13, 2018, with an option to extend for three (3) additional one-year periods, subject to satisfactory service and no unreasonable price increases capped at the lesser of the consumer price index increase or 3%.

**Fiscal Implications**

Funding for this project will come from the PRM operating budget. The FY 2018 budget for printing and mailing services for the schedule of classes and Wingspan Magazine is $708,500. Of this amount, $615,204 is available. Therefore, sufficient funds are available for this contract extension.

**Main Motion**

That the Board of Trustees approve the first of four (4) one (1) year contract extensions for the printing and mailing services for the credit and noncredit schedule of classes, and Wingspan Magazine to Corporate Press, Inc., of Lanham, Maryland, in an amount not to exceed $532,145.

**Exhibit**

None
APPROVAL OF DRAFT OUTLINE OF MACC 2018 LEGISLATIVE AGENDA PROPOSALS

Issue

The Board of Trustees is asked to approve the draft outline of the Maryland Association of Community Colleges (MACC) 2018 Legislative Agenda proposals as shown in Exhibit 1. This draft outlines the community colleges’ priority initiatives for inclusion in MACC’s Legislative Agenda for the 2018 General Assembly session. As has been done in the past, the draft MACC Legislative Agenda initiatives for the upcoming session of the General Assembly are being brought to the Board of Trustees for approval prior to MACC presenting them to the MACC Board of Directors for approval.

The draft MACC 2018 Legislative Agenda proposals include items for legislative action at the state level on issues that affect the well-being of Maryland’s community colleges and the many thousands of students they serve. The draft outline of the 2018 Legislative Agenda was developed by MACC staff over the summer; presented initially to the community college presidents at the Maryland Council of Community College Presidents (MCCCP) retreat held July 31-August 1, 2017; and reviewed again by the presidents at the MCCCP meeting on September 15, 2017. This draft also will be reviewed by the MACC Executive Committee (comprising three trustees and three presidents) and brought back to the presidents at the MCCCP meeting on October 20, 2017. On October 25, 2017, the MACC 2018 Legislative Agenda will be on the MACC Board of Directors agenda for approval. Representing Anne Arundel Community College on the MACC Board of Directors are Dr. Dawn Lindsay, president, and Dr. James H. Johnson, Jr., AACC board representative, who will cast a vote on behalf of the college.

Implementation Plan

With the board’s approval, Dr. Lindsay and Trustee Johnson will cast an affirmative vote on behalf of the college on the MACC 2018 Legislative Agenda at the October 25, 2017, meeting of the MACC Board of Directors.

Fiscal Implications

Not applicable.

Main Motion

That the Board of Trustees approve the draft outline of the MACC 2018 Legislative Agenda proposals as presented in Exhibit 1.

Exhibits

1. Draft outline of MACC 2018 Legislative Agenda proposals
2018 MACC Legislative Proposals

Outline of Community Colleges’ Priority Initiatives for MACC 2018 Legislative Agenda

1. Operating Budget Request

MACC seeks to expedite the Cade and Baltimore City Community College funding formulae to their full statutory intent of 29% for Cade-funded institutions and 68.5% for BCCC by 2021.

MACC proposes that the $4 million one-time grant allocated to the colleges to keep tuition increases at or below 2% be added to the State’s base appropriation for community colleges.

2. Capital Budget Request

MACC seeks to maintain the integrity of the community college capital prioritization process that provides an equitable and collegial allocation of the state’s capital resources to community colleges.

MACC seeks $94.7 million to fully fund the FY 2019 community college capital prioritization list; $40.2 million of this amount is to fund the six pre-authorized projects carried over from the previous capital budget, and another $54.5 million is to meet the needs of the 16 new projects requested.

MACC seeks the creation of an annual Capital Renewal Allocation set at $4 million per year for the maintenance and repair of community college facilities.

3. Maryland Promise - Tuition Reduction for Maryland Students

MACC seeks a state-supported grant program that gives all Maryland high school graduates an opportunity to pursue postsecondary education at their local area community college.

Additional Initiatives

- **Students with Disabilities** - MACC is seeking state support to assist with the additional costs of providing the special needs services that are necessary to serve this segment of our population.

- **Workforce Readiness Grant** - MACC seeks a state grant in the amount of $200,000 per campus that would match donations made by businesses and industries for technology training.

- **Tuition Waivers** - Community colleges oppose any increase in state-mandated tuition waivers for select segments of the population.

- **Senatorial & House Scholarships** - Community colleges support expanding the eligibility requirements of the Senatorial and House of Delegate Scholarship programs to support students entering courses of study that lead to licensure and certification credentials.