

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

**May 9, 2017**

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**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

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**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 May 9, 2017, Board of Trustees public session agenda.

**II. WELCOME AND INTRODUCTIONS**

There were no introductions.

**III. APPROVAL OF MINUTES**

**A. Minutes of the April 11, 2017, Board of Trustees Meeting – Rev. Dr. Diane R. Dixon-Proctor, Chair**

By motion of Mr. Ulvila, seconded by Ms. Darrah, the Board of Trustees unanimously approved the minutes of the April 11, 2017, meeting.

**IV. BOARD CHAIR AND COMMITTEE REPORTS**

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

Mr. Hall indicated that the Audit & Finance Committee is scheduled to meet on June 8, 2017.

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

Ms. Moore reported that the Board Development Committee held a workshop for the Board of Trustees on May 4, 2017. Dr. William “Brit” Kirwan, the former chancellor of the University System of Maryland, facilitated the workshop. The board spent some time developing goals at the workshop, which will be presented at a later time once they are finalized.

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

Ms. Darrah indicated that the Budget Committee has not met having concluded its work earlier in the year.

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

Dr. Johnson indicated that the Facilities Committee has not met since the last board meeting. The April 27, 2017, meeting was cancelled since the committee did not receive the requested information from the county regarding a review of the college’s capital budget. The committee will meet as soon as that information is received.

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

Mr. Ulvila indicated that the committee has not met since the last board meeting.

**F. Report of Trustees' Liaison to the AACC Foundation – Lawrence W. Ulvila, Jr., Lead Liaison**

Mr. Ulvila shared a thank you letter from Soni Holt, a recipient of the Trade Education Scholarship, as an example of the positive impact the foundation is making on the students. Mr. Ulvila noted that Ms. Holt was the featured speaker at last week's scholarship reception. As of May 1, 2017, the fundraising total for the current fiscal year is just over \$825,000 toward a FY2017 goal of \$1.1 million. The foundation formed a committee to review the findings from the campaign feasibility study that concluded on March 29, 2017. Mr. Ulvila indicated that the committee consists of four members of the Board of Trustees that include himself, Chair Dixon-Proctor, Vice Chair Klasmeier, and Mr. Hertz. Also, included are four members of the AACC Foundation Board of Directors (Mr. Hank Libby, Ms. Cindy O'Neill, Mr. Cullen Murray and Ms. Carolina Seldes). The committee met on April 17 and April 24, 2017, where it reached a consensus on the key elements for a successful campaign. The committee is currently working with legal counsel for the Board of Trustees and the AACC Foundation in order to create formal recommendations for both boards to consider at their June meetings.

The foundation hosted over 250 guests at the 2017 Scholarship Reception on May 2, 2017, to honor student scholarship recipients and recognize individuals, families, and businesses who have invested in their future. This academic year, over 650 students received approximately \$700,000 through annual and endowed scholarships. Sponsorship opportunities are currently available for the AACC Foundation's 5<sup>th</sup> Annual ALL IN event scheduled for October 12, 2017, from 6 to 8 p.m., at Maryland Live! Casino. Mr. Ulvila noted that the casino donates the entire overhead for the event. Information on sponsorship levels and benefits can be found on the foundation's page of the AACC website or by contacting the foundation office.

**G. Election of Officers – Rev. Dr. Diane R. Dixon-Proctor, Chair**

By motion of Vice Chair Klasmeier, seconded by Ms. Darrah, the Board of Trustees unanimously elected Lawrence W. Ulvila, Jr. as chair and Sandra E. Moore as vice chair of the Board of Trustees for FY2018.

**H. Report on 2017 Community College Futures Assembly – Walter J. Hall, Dr. Jessica Rabin, English and Communications, and Dean Alicia Morse, School of Liberal Arts**

Dr. Lindsay indicated that "Persistence in Pajamas: AACC's Virtual Writing Center (VWC)" was a finalist for the Bellwether Award at the 2017 Community College Futures Assembly. Dr. Rabin presented the rationale, process and resources of the VWC, and she noted that the VWC is aligned with the college's mission and strategic plan. Dean Morse indicated that the number of students seeking assistance with courses outside of the English department has grown from 18.5 percent in 2014-2015 to 45.6 percent in fall 2016. The VWC is attracting students across all disciplines to include the Schools of Business and Law, Continuing Education and Workforce Development, Health Sciences, Liberal Arts, and Science and Technology. The VWC has had the highest number of sessions ever this spring. Dr. Johnson asked if the VWC is amenable to Math and Chemistry, and Dr. Rabin said that she held sessions with Math and Chemistry students in the past. Ms. Darrah asked how many students used the VWC this spring. Also, would a student be counted three times for using the service for three difference classes? Dr. Rabin said that about 250 sessions have taken place in spring 2017, and that we would need to breakdown the data to determine the unique students. The 250 sessions is a 40 percent increase from fall 2016. Typically, the usage is lower in the spring term because enrollment is higher in the fall term. Dr. Rabin said that the VWC counts students by the session. If a student uses the VWC for geography and sociology, that counts as two different disciplines served. Dr. Rabin said that the data is backed up by a CSB (Corel Binary Script) file, so assessment is embedded, and it is very easy to pull the data.

Dean Morse presented the success rates for composition students using the VWC, students using face-to-face tutoring, and students with no tutoring. Dean Morse noted that Dr. Rabin is working very hard to replicate a face-to-face session at the VWC. Dr. Johnson asked how the cost is compared between the two tutoring modes, and Dr. Rabin said that the VWC is extremely cost effective and that is why it is so scalable. All sessions are by appointment through a booking application and the tutors do not get paid unless a session takes place. Dr. Rabin indicated that she trains the tutors and The Virtual Campus has

provided phenomenal support to implement and maintain the VWC. Mr. Hertz said that it is a great program and that it has been very helpful for him. Mr. Hertz mentioned correlation and causation, and that it might not be a good idea to measure the success of the VWC with students using and those not using the program. Dr. Rabin said that a number of faculty require their students to use the VWC, so we are not looking only at a self-selected group but a statistically significant group.

Dean Morse presented re-enrollment data for students using and not using the VWC, which shows a 20 percent higher retention rate for those students who use the VWC. Dr. Rabin presented a few student reviews and testimonials of the program. The board members were given handouts of the VWC's Lessons and Considerations for Replication and a bookmark providing access information to the VWC and a link to the booking application, which includes student reviews. Dr. Johnson said that a majority of the students who did not participate in the program are African-American, which points to the need of a different intervention to get students to participate in the program. Dr. Rabin said that there is a typographical error on the chart and that the overall enrollment rate for non-VWC students is 75 percent. Dr. Rabin noted that Bellwether is aimed at initiatives with the potential to be scaled-up and replicated, and the VWC has seen a lot of interest in replication to include the U.S. Naval Academy and Excelsior Community College in Kingston, Jamaica. Dr. Rabin said that the VWC is unique for its one-stop library and writing assistance. Mr. Hall said that the program could be a potential source of revenue for the college. Dr. Johnson said that the college will save money by increasing retention. Mr. Hall said that the program is a great tool for retention and has demonstrated that with the results thus far. Dean Morse mentioned attending the 2017 Community College Futures Assembly with Mr. Hall and Dr. Rabin, and she commended Dr. Rabin for her leadership.

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

**A. Information Items**

**1. College Updates**

Dr. Lindsay indicated that the Maryland State Department of Education (MSDE) selected AACC's Architecture and Interior Design Program to receive the 2017 Career and Technology Education (CTE) Outstanding Postsecondary CTE Program of Excellence Award. This is one of nine statewide CTE awards given by the MSDE in 2017. Professor Mike Ryan, chair, Architecture and Interior Design, received the award for the college at a ceremony in Baltimore on April 25, 2017. Dr. Lindsay congratulated Professor Ryan and his team on this accomplishment. Professors Mike Ryan, Rob Lowe, Brandi Shepard, and Carol Pierce and Instructional Specialist Janet Haddock joined Dr. Lindsay and Chair Dixon-Proctor for a re-presentation of the award and a photo opportunity.

The Equity Resource Team received a 2017 Innovation of the Year Award from the League for Innovation in the Community College. The award is designed to recognize innovative programs, practices, partnerships, policies, and activities that improve the ability of institutions to serve students and the community. The Equity Resource team will be honored at next year's Innovations Conference in March 2018. Dr. Lindsay congratulated team members Kathleen Bolton, special assistant to the vice president for learning; Alicia Morse, dean, School of Liberal Arts; Dr. Ricka Fine, dean, Planning, Research and Institutional Assessment; Dr. Michael Gavin, vice president, Learning; Dr. Jacqueline Jackson, dean, Student Services; and former Chief Diversity Officer James Felton. Ms. Bolton, Dean Morse and Drs. Fine, Gavin and Jackson joined Dr. Lindsay and Chair Dixon-Proctor for a re-presentation of the award and a photo opportunity.

At the April 26, 2017, Excellence in Education Awards Ceremony for Anne Arundel County Public Schools, the Homeland Security and Criminal Justice Institute, in the School of Business and Law, won the Business Partner of the Year Award. Dr. Lindsay congratulated Dr. Tyrone Powers, the institute's director, for his leadership and vision, and to the institute's entire team for their hard work and dedication to partnering with Meade High School and providing many educational and career opportunities to the students in the Homeland Security Signature Program. In addition, the principal of Meade High School, John Yore, presented Dr. Powers with a plaque at the Meade Expo in appreciation of the institute's

partnership with Meade High School. Dr. Powers and Karen Cook, dean, School of Business and Law, joined Dr. Lindsay and Chair Dixon-Proctor for a re-presentation of the awards.

Dr. Lindsay indicated that the County Executive submitted his FY2018 budget to the County Council on May 1, 2017. The college received a reduction of \$400,000 from the \$2 million request in additional county funding in the operating budget. We are disappointed in this reduction, but we are fiscally responsible partners and will manage to this reduction. Dr. Lindsay reported that the County Executive fully funded the college's number one capital priority, the Health Sciences and Biology Building, with design work scheduled to begin in FY2018. However, all of the out-year projects in support of the Facilities Master Plan were eliminated. The college received full funding of the campus improvements project, which includes additional funds to upgrade the distributed antenna system. We are presenting the FY2018 budget to the County Council on May 10, 2017, at 9:00 a.m., and we will ask the council to maintain the County Executive's budget, making no additional cuts. We will also ask for restoration of the \$1.5 million in systemics funding in the FY2018 capital budget

**2. Update on Strategic Plan FY2017-2020, Engagement Matters: Pathways to Completion – Dr. Lindsay and Dr. Michael H. Gavin, Vice President, Learning**

Dr. Gavin indicated that many of the elements included in the update coincide with the discussion held at the board's May 4, 2017, workshop. The philosophies of the plan were also discussed at a board retreat with Dr. Byron McClenney, leadership coach for Achieving the Dream, in September 2016. The plan allows the college to maintain its primary place on the national landscape of community colleges as we execute innovative best practices and position ourselves to be ready for new challenges.

Dr. Gavin presented the purpose and the three goals of the plan; the Key Performance Indicators (KPIs); the Full-Time Equivalent (FTE) dashboard for fall 2017; prioritized new activities; resources allocated to the plan; early progress and awards; data showing equity gaps at the course level; actions taken for fall 2018; and information on meta-majors. Dr. Gavin indicated that the strategic plan allows the college to focus on the student experience from entry to completion and has resulted in significant changes for fall 2017 and priorities for fall 2018. Dr. Gavin thanked the Board of Trustees for its support. Chair Dixon-Proctor asked about students receiving their high school diploma and Associate's degree at the same time, and Dr. Gavin said that the transportation and logistics certificate is the current program where high school students earn 21 credits toward an Associate's degree. Dr. Lindsay commended the vice presidents for their collaborative approach to this work.

Mr. Hall asked for the end result, and Dr. Gavin said that the end result is to significantly increase the amount of degrees and credentials offered to students. Mr. Hall said that we want to see greater economic benefits being created for our society through the activities of the college. Mr. Hall noted the importance of bringing into the activities the fact that the college was established for the purpose of providing an educational opportunity with the end result of having a profession and employment. Mr. Hall said that it is a great plan and the college should be thinking beyond the plan now. Dr. Gavin said that one of the KPIs is employment within one year after graduation, but it is not easy to get that data. The college is showing the students the earning potential of each of the degrees in order for them to understand the pathway from the academic and financial standpoints.

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

Dr. Lindsay indicated that the Middle States Leadership Team is preparing the annual report that will be shared with the board during the fall term.

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

SGA President Nicholas Nadeau said that he improved his leadership skills while serving as the SGA president and being able to attend the board meetings and Committee Advisory to the President (CAP) meetings this year. Mr. Nadeau said that the SGA increased student involvement on campus, and ten new clubs were formed this year. Also, the SGA participated in the Salvation Army's Angel Tree Program as well as the "Dear World" storytelling event. The SGA also sponsored Drag-A-Palooza, which raised

\$3,000 for teen suicide prevention. Mr. Nadeau thanked the faculty and staff for their support, particularly, Christine Storck, director, Student Engagement. Mr. Nadeau introduced Mr. Jonathan O'Dea, the SGA president for 2017-2018. Mr. O'Dea said that he ran for the SGA president under the platform of "no voice goes unheard," and that he was looking forward to working with the students, faculty and staff to increase student advocacy, outreach and engagement.

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

TFO President Michelle Robertson reported that the faculty are very busy since it is the last week of classes and final exams are next week. The last TFO meeting of the academic year was held last week where new officers were elected. Professor Robertson said that she will introduce the new officers at a future board meeting. Professor Ken Jarvis was elected TFO president for 2017-2018, with Professor Erik Dunham as vice president and Professor Brandi Ulrich as the recorder. The promotion and tenure appeals process was discussed at that meeting, which will be forwarded to the college administration and legal counsel for review. After that, there will be a final TFO vote on the process during the fall term. A committee was formed to review faculty personnel policies in the College Manual. The work of that committee will begin over the summer months for review by the TFO during the fall term. Professor Robertson said that she will present her end-of-year report at the board meeting scheduled for June 13, 2017.

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

Dr. Tengwall reported that the Academic Forum/Council received information at every meeting about academic affairs on the college campus through its committees. The board received a handout of the end-of-year reports of the Committee on Academic Standards, Academic Integrity Review Committee, Committee on Educational Policies and Curriculum, and the Committee on Teaching and Learning. Dr. Tengwall highlighted the achievements of those committees. Dr. Tengwall noted that the handout also included the section of the College Manual on the membership and duties of the new Athletics Engagement and Success Committee. Dr. Tengwall commended the committees for their work.

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

ASO President Sue Callahan reported that the ASO's first goal for this year is to support the strategic plan. Seventy-seven percent of the ASO members serve on engagement matters work teams. The second goal is to review and update the Administrative Staff Code, as needed. The ASO is working with Human Resources (HR) to explore transitioning the document to HR since it is an HR regulatory document on compensation and benefits. The third goal is reviewing the ASO website. The information on the website is up-to-date with all ASO documents posted for transparency purposes. The ASO is in the process of electing next year's executive committee, and preparing the June professional development activity with HR Director Suzanne Boyer and Professor Jennifer Lara, director, Center for Faculty and Staff Development.

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

No report.

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

The board received a handout of MACC's End-of-Session Report. Dr. Lindsay indicated that the report includes the governor's FY2018 operating and capital budgets as passed; a summary of bills affecting community colleges that passed and have either been signed by the governor or are awaiting his signature; a summary of bills affecting community colleges that failed to pass; a summary of reports requested by the General Assembly budget committees that MACC will be working on; and a guide to understanding the Maryland Healthy Working Families Act. The MACC Board of Directors will meet on Wednesday, June 21, 2017, at the State Chamber Office, 60 West Street, Annapolis. Dr. Lindsay noted that she and Dr. Johnson will represent the college at that meeting.

**B. Actions Items**

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

By motion of Mr. Ulvila, seconded by Mr. Hall, the Board of Trustees approved 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.

**VI. NEW BUSINESS**

Regarding the Capital Projects Status Report, Vice Chair Klasmeier asked about the difficulty with the county fire marshal regarding the upgrades to the mass notification system. Mr. Maury Chaput, executive director, Administrative Services, indicated that several of the buildings have been approved by the fire marshal. However, the fire marshal requested that the college have a policies and procedures manual for every possible emergency scenario. Vice Chair Klasmeier asked if the engineering firm engaged by the college is considered a referee, and Mr. Chaput said that the engineering firm is putting the manual together.

**VII. NEXT BOARD MEETING**

Chair Dixon-Proctor announced that the next board meeting is scheduled for June 13, 2017.

**VIII. ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

A closed session of the Board of Trustees was held on May 9, 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; Paula J. Darrah, J.D.; Walter J. Hall; Adam J. Hertz; James H. Johnson, Jr., Ph.D.; Sandra E. Moore; and Lawrence W. Ulvila, Jr. Also present were legal counsel Martin J. Snider and President Dr. Dawn Lindsay. College staff member present: Kathleen A. Janssen, executive assistant to the Board of Trustees.

Respectfully submitted,



Dr. Dawn Lindsay  
Secretary-Treasurer