



OFFICE OF THE PRESIDENT
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MEETING OF THE BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

York County Community College
Wells, Maine

November 16, 2016

Board Members Present: Jean Ginn Marvin, Chair; David MacMahon, Vice Chair; Nicole Boucher, William Cassidy, Robert Clark, Patricia Duran, Laurence Grondin, Beth Ann Lorigan, and Paula Silsby

Absent: Suzanne Grover, Michael Thibodeau, Commissioner Jeanne Paquette, and Acting Deputy Commissioner William Beardsley

Others Present: Derek Langhauser, President; David Daigler, Vice President and CFO; Helen Pelletier, Director of Public Affairs and Special Assistant to the President; and Bonnie Brown, Clerk

Chair Ginn Marvin determined that a quorum of Trustees was present and no requests from the public to address the Board of Trustees had been received, therefore, the meeting was called to order at 1:00 p.m.

CHAIRMAN

Resolution to Accept Minutes

A motion was made and seconded to accept the minutes of the September 28, 2016 meeting as presented. The motion was unanimously approved.

Joint Resolution – UMS – MCCS Approval

Chair Ginn Marvin presented a joint resolution for the Board's consideration and President Langhauser provided an update on the progress to date. A motion was made and seconded to approve the Joint Resolution of the Boards of Trustees of the University of Maine System and Maine Community College System as presented (Attached).

PRESIDENT

President Langhauser presented to the Board for consideration a naming request opportunity for the York County Community College Academic Building.

Resolution to Authorize Naming

A motion was made and seconded to authorize the naming of the York County Community College Academic Building in Wells consistent with the Board's discussion in work session. The motion was unanimously approved.

COMMITTEE REPORTS

Finance Committee

The Finance Committee Chair requested the Board approve a pay scale adjustment for confidential employees effective July 1, 2016.

Resolution to Approve Pay Ranges

A motion was made and seconded to approve a pay scale adjustment in the amount of three percent (3%) effective July 1, 2016, for Confidential Employees (non-represented) as represented in MCCS Personnel and Employee Relations Policy 403: Confidential Employees: General.

The Finance Committee recommended the Board approve the recommendation of the Investment Committee to appoint a new investment advisor.

Resolution to Approve the Appointment of Investment Advisors

A motion was made and seconded to approve the recommendation of the Investment Committee to appoint Wellington Management as the Investment Advisors (Attached).

Strategic Plan Committee

No action required.

Education Committee

The Education Committee Chair updated the Board on the program reviews completed at the committee meeting as well as the requests for program changes presented by the Colleges. The following action(s) were recommended for approval:

Resolution to Approve Program Changes

A motion was made and seconded to approve the following program change as presented:

303.1 – New Program
AS Business Administration Transfer CMCC

The motion was unanimously approved.

POLICY

President Langhauser presented the following policy amendments for the Board’s consideration:

Resolution to Amend MCCS Policy 311 – Academic Affairs

A motion was made and seconded to accept the amendment of MCCS Policy 311 – Academic Affairs – Dual and Concurrent Enrollment as amended by the Board of Trustees (Attached).

The motion was unanimously approved.

Resolution to Amend MCCS Policy 301 – Academic Affairs

A motion was made and seconded to accept the amendment of MCCS Policy 301 – Academic Affairs – Definition of Program of Study as presented (Attached).

The motion was unanimously approved.

OTHER

President Langhauser requested the Board move to executive session to discuss the Campus Security Plan. A motion was made, seconded and unanimously approved.

The Board returned from Executive Session and took the following action.

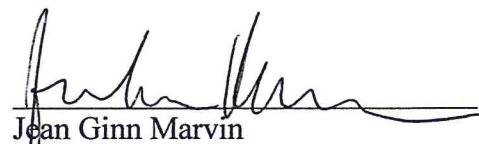
Resolution to Adopt and Implement Campus Security Plan

A motion was made and seconded to authorize the MCCS President to implement the Campus Security Plan consistent with the discussion held in the Board of Trustee Executive Session.

The motion was unanimously approved.

There being no further business to be addressed by the Trustees, a motion was unanimously approved to adjourn the meeting at 1:15 p.m.


Derek P. Langhauser
President & Secretary
Maine Community College System


Jean Ginn Marvin
Chair of the Board of Trustees
Maine Community College System

**JOINT RESOLUTION
OF THE BOARDS OF TRUSTEES OF THE
UNIVERSITY OF MAINE SYSTEM AND MAINE COMMUNITY COLLEGE SYSTEM**

Whereas, the Maine Legislature enacted Public Law 2015, Chapter 261 (LD 1441) to establish the Public Higher Education Systems Coordinating Committee (“Coordinating Committee”) in order to promote efficiency, cooperative effort and strategic planning between the University of Maine System (“UMS”) and the Maine Community College System (“MCCS”);

Whereas, the law requires the Chancellor and Chair of the Board of Trustees of UMS, President and the Chair of the Board of Trustees of MCCS to meet at least twice a year to discuss:

- Improving college affordability;
- Minimizing or eliminating barriers to student transfer between the systems;
- Reducing unnecessary duplication of programs between the systems; and
- Identifying opportunities for sharing best practices and individual efficiencies, building cross-system economies of scale and sharing of resources.

Whereas, on February 3, 2016, the Coordinating Committee submitted to the Maine Legislature’s Joint Standing Committee on Education and Cultural Affairs a complete account of the members’ prior efforts to promote efficiency, cooperative effort and strategic planning between the Systems;

Whereas, the Boards of Trustees of UMS and MCCS, each agree with and adopt as their own those goals and purposes expressed in the law for the Coordinating Committee; and

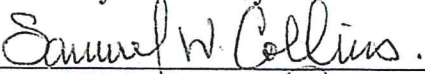
Whereas, the Boards of Trustees of UMS and MCCS each find and agree that it is in their mutual interests to complement each System’s efforts to achieve the best educational outcomes for students and maximize degree attainment for Maine’s citizens and workforce with relevant, accessible and affordable certificate and degree programs;

NOW, therefore, it is resolved:

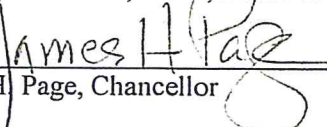
1. The Boards of Trustees of each System encourage:
 - a. The UMS Chancellor and MCCS President to confer regularly on matters of mutual interest, to share best practices, and to collaborate where operationally compatible and financially efficient;
 - b. University and College Presidents to regularly collaborate and coordinate among them, and to encourage and enable their academic and student staff, faculty, and administrators to do the same, to confer regularly on matters of mutual interest, with a primary focus on strengthening academic pathways and transfer opportunities, sharing of local resources, and coordination of regional population attraction efforts;
 - c. Academic Affairs leaders of the Systems to continue their regular ongoing efforts regarding remediation, dual enrollment, pathways, and transfer;
 - d. System administrative function heads to look for opportunities for collaborating, achieving economies of scale, and sharing resources; and
 - e. The General Counsels of the Systems to continue to confer regularly to discuss best practices, policies and procedures that efficiently promote effective legal compliance, student legal affairs management, insurance procurement and risk management.
2. That each Board, in its discretion, encourage the Presidents of the Universities and Community Colleges to submit to each System head summary written reports of their collaborations and activities, including where interactions were not found to advance the purposes of the law and this resolution, by June 30 and December 30 each year.

Signed this 15th day of December, 2016.

University of Maine System

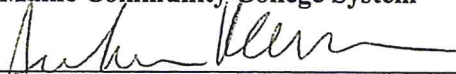


Samuel W. Collins, Chair, Board of Trustees

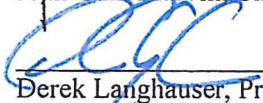


James H. Page, Chancellor

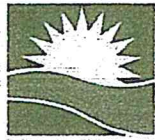
Maine Community College System



Jean Ginn Marvin, Chair, Board of Trustees



Derek Langhauser, President




Maine Community College System

RESOLUTION OF THE BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

Be it RESOLVED that the Board of Trustees of the Maine Community College System does hereby certify that Jean Ginn Marvin, currently serves as Chair of the Board of Trustees, a public instrumentality of the State of Maine having its central office at 323 State Street, Augusta, ME 04330 (hereinafter the "System").

It is further Resolved that the Board of Trustees, acknowledging that the System will transfer investment management from Mercer LLC to Wellington Management Company, LLC ("Wellington"), authorizes Derek P. Langhauser, President of the System, to establish and maintain a brokerage account for investment management services with Wellington as investment advisors; that Wellington is authorized to make appropriate inquiries necessary for the safekeeping of investments held for the System; that David J. Daigler, Vice President & Chief Financial Officer, is authorized to oversee the financial assets held by Wellington in a manner that is consistent with the Board's established policies on investments; and that Dirk DeHaan, Senior Financial Analyst of the System, is authorized to carry out the transactions necessary to transfer funds currently held at the Mercer/Charles Schwab to Wellington and to fulfill transactions as recommended by the System's Investment Committee.

Signed:


Jean Ginn Marvin, Chair
Board of Trustees
Maine Community College System

November 16, 2016

MAINE COMMUNITY COLLEGE SYSTEM

ACADEMIC AFFAIRS Section 311

SUBJECT: DUAL AND CONCURRENT ENROLLMENT PROGRAMS

PURPOSE: To establish criteria for awarding credit to high school students in dual and concurrent enrollment programs

A. Purpose

The purpose of this policy is to establish rules for dual and concurrent enrollment programs.

B. Definitions

1. **Dual Enrollment (DEP)** is a program that allows high school students (usually sophomores, juniors, and seniors) to enroll in college courses for credit prior to high school graduation. College credits earned through dual enrollment can be simultaneously applied toward high school and college graduation and can be transferred to other colleges or universities. Dual enrollment students travel to the college campus, or a satellite location, to take courses with other college students in a heterogeneous environment.
2. **Concurrent Enrollment Program (CEP):** Concurrent enrollment refers to a program in which students earn both high school and college credit for college approved courses which are normally offered at the high school site and taught by college-approved high school instructors during the regular high school day. A concurrent enrollment course at the high school uses the same syllabi and curriculum, and equivalent textbook and assessment/tests as other sections of the same course and which have been approved by the department chair of the College.

C. Program Limitations

The percentage of a degree program offered through concurrent enrollment must be less than half time. Students enrolled in dual or CEP courses may not enroll at a rate greater than full-time in an academic year, i.e. ≤ 30 credits.

D. Course Equivalency

In an effort to ensure the equivalency of concurrent enrollment courses, the MCCS will adhere to best practices:

1. Courses administered through a CEP are catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits. Courses will use the same curriculum, textbook, and assessments.
2. High school courses administered through a CEP will reflect the pedagogical, theoretical and philosophical orientation of the college department.

E. Student Qualifications

To qualify for enrollment in a DEP or CEP course, a student must:

1. Be a high school junior or senior enrolled in a public or publicly-funded high school, or be enrolled in an approved public or publicly-funded high school completion or approved home school program; individual colleges may waive these requirements and allow otherwise qualified students to participate.
2. Have a minimum high school grade average of at least B; individual colleges may waive this requirement in special circumstances.
3. Obtain all necessary high school, parental and other appropriate approvals.
4. Satisfy all pre- and co-requisites for the course in which the student seeks to enroll.
5. Satisfy all other reasonable requirements imposed by the enrolling college.

F. Additional Terms of Enrollment

1. DEP and CEP students will be officially registered/admitted as non-matriculated students of the college and courses administered through these programs will be recorded on official college transcripts.
2. Students enrolled in DEP or CEP courses who never attend will be dropped.
3. Students who do not successfully complete a DEP or CEP course cannot repeat that course while in either program or register for additional DEP or CEP courses.

G. Faculty Selection, Orientation, and Evaluation

1. CEP instructors will be selected, supervised, and evaluated by the respective college academic department and meet the academic department's requirements for teaching the college course.
2. New CEP instructors will participate in discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to that instructor teaching the course, e.g. instructors will be required and able to enter grades directly into the student information system.
3. CEP instructors will be evaluated by students using the end-of-term course evaluation protocol at each college and will receive an evaluation visit during the instructional period of the course, i.e. a semester or an academic year.
4. Instructors teaching CEP courses will be expected to participate in student learning outcome assessment activities.

H. College Administrative Responsibilities

The college will:

1. Select, supervise, and evaluate CEP instructors.
2. Conduct an evaluation visit during the instructional period of the course.
3. Consult, mentor, and evaluate the CEP instructor as it would an adjunct faculty on campus.
4. Provide CEP students and instructors with access to the college Portal, online and face-to-face resources, and academic support services commensurate with those available to and expected of students and instructors who are located on the campus of the sponsoring college.
5. Code students in Jenzabar based on MCCS coding conventions: Add a degree history row with a non-degree-seeking major of HSSTU. When the student graduates from high school and enrolls as a degree-seeking student, the college would add a degree history row with a different major.

I. Forms

The forms attached as A-1 (Concurrent/Dual Enrollment Course Agreement) and A-2 (Concurrent Enrollment-Faculty Visit Report) shall be used in the implementation of this policy.

REFERENCES: National Alliance of Concurrent Enrollment Programs (NACEP)
Standards and Best Practices

DATE ADOPTED: April 27, 2016

DATE(S) AMENDED: November 16, 2016

Concurrent/Dual Enrollment Course Agreement

Statement of Purpose

The intent of this agreement is to provide a mechanism that will enable students enrolled in a college course at [HIGH SCHOOL NAME] to earn college credits from [MCCS CAMPUS NAME]. With this agreement, the institution named above is committed to providing students with a sequence of learning experiences and facilitating a smooth transition for students as they progress from one level of learning to the next. Since college credit is awarded, it is the expectation that concurrent/dual enrollment courses will mirror courses offered on the College campus to the highest extent possible, especially in the areas of academic rigor and instructor qualifications.

Responsibilities of each Institution

Instructor Selection

The high school/CTE will forward to the College resume(s) of recommended instructor(s). The instructor is required to meet the minimum qualifications for teaching the same course on the College's home campus. In some disciplines a specific degree is required, while in other disciplines years of experience will suffice.

The College will review instructor resume(s) put forth by the high school/CTE to select the instructor. The College is responsible for instructor selection, supervision and evaluation.

Curriculum

The concurrent/dual enrollment course will follow the curriculum provided by the College. This includes using the same textbook and/or other course materials, syllabus and assessments that are used when the course is taught on the College campus.

The College will provide the course curriculum to the high school/CTE. This includes information about textbooks and other course materials, a syllabus and assessments.

Visit

The high school/CTE agrees to allow the College department chairperson to visit the high school/CTE at least once during the semester in which the course is being delivered. In rare instances when the department chair is unavailable, the College will send a representative. The department chairperson/representative will meet with the instructor and students and may request to sit-in on the class. The purpose of the visit is to review course curriculum, assessments and other standards to ensure the same academic rigor is being upheld as if the course were being delivered on the College campus.

College Policies/Practices

The high school/CTE/instructor agrees to follow College policies. Such policies include course registration deadlines, student financial policies/deadlines, and course grading procedures. In the likely event that the high school/CTE and College calendars do not align, guidance will be communicated ahead of time by the College if policies/deadlines are to be adjusted.

College President

High School Principal/Director

Concurrent Enrollment

Faculty Visit Report

High School _____

Date of Visit _____

Program/Department _____

Course(s) Reviewed _____

Names of Faculty Interviewed _____

Names of Students Interviewed _____

(at least 3) _____

As a result of my visit, I verify that the above course(s) are being delivered in accordance with the Concurrent Enrollment Agreement.

Faculty Signature

Date

MAINE COMMUNITY COLLEGE SYSTEM

ACADEMIC AFFAIRS

Section 301

SUBJECT: DEFINITION OF PROGRAM OF STUDY AND UNITS OF CREDIT

PURPOSE: To address the award of credit for classroom and associated work.

A. Program of Study

For purposes of this Policy Manual, a “program of study,” “course of study” or “curriculum” is defined to be a specific sequence and/or combination of individual curriculum elements, typically identified as courses, that is designed for the award of a credential as defined in Policy 302 upon completion. Upon approval, a program of study is listed on the college’s academic inventory.

B. Units of Credit

A unit of credit shall be defined in the following manner consistent with Federal Regulations and the New England Association of Schools and Colleges, Commission on Institutions of Higher Education Policy 111:

1. One semester credit hour for each fifteen hours of classroom contact plus thirty hours of outside preparation or the equivalent; or
2. One semester credit hour for each thirty hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be fifteen hours; or
3. One semester credit hour for not fewer than forty-five hours of shop instruction (contact hours) or the equivalent.

For calculating “quarter” hours into “semester” hours, the general practice is to equate two semester credit hours with three quarter credit hours.

REFERENCES: 20-A M.R.S.A. §12706(1) and (15)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: November 16, 2016