

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

June 9, 2020

via Zoom Video Communications

Members present: Lawrence W. Ulvila, Jr., Chair; Sandra E. Moore, Vice Chair; Paula J. Darrah, J.D.; Rev. Dr. Diane Dixon-Proctor; Walter J. Hall; James H. Johnson, Jr., Ph.D.; Jerome W. Klasmeier; Van Mason; and Dr. Dawn Lindsay, President

I. CALL TO ORDER AND APPROVAL OF AGENDA

The public session of the Board of Trustees was called to order by Mr. Ulvila at 4 p.m. The meeting was open to the public via Zoom Video Communications allowing attendees to hear and observe the public session. Chair Ulvila asked Executive Assistant to the Board of Trustees Tracie Thomas to do a roll call. All board members were present resulting in a quorum.

By motion of Mr. Hall, seconded by Ms. Moore, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the June 8, 2020, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

III. APPROVAL OF MINUTES – *Lawrence W. Ulvila, Jr., Chair*

A. Minutes of the May 12, 2020, Board of Trustees Meeting

By motion of Mr. Klasmeier, seconded by Mr. Hall, with a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the May 12, 2020, Board of Trustees public session minutes.

IV. RECOGNITIONS

**A. Nason Award Recognition to Anne Arundel Community College Board of Trustees –
*Mr. Henry Stoever, President & CEO of the Association of Governing Boards***

In partnership with TIAA, Mr. Stoever was pleased to present the John W. Nason Award to the Board of Trustees for demonstrating exceptional leadership and initiative. He complimented the board on developing and embracing new ideas and solutions to higher education's biggest challenges, while collaboratively working closely with administration to transform the strategic plan prior to its official completion. Mr. Stoever stated AACC's priority to bolster the strategic vision became the model for other colleges and universities nationwide. TIAA Territory General Manager Tim Rodgers complimented the college for striving to achieve equity and advance student success and completion for all students. Lastly, Mr. Deryck Henry stated he was honored to be a sponsor of the 2020 AGB Nason Award and was pleased to have served the college for ten years as its TIAA Relationship Manager.

**B. Recognition of Outgoing Board of Trustees Chair Lawrence W. Ulvila, Jr. –
*Vice Chair Sandra E. Moore***

Ms. Moore recognized Mr. Ulvila as board chair from 2017-2020 and thanked him for his leadership, commitment and service to the board and college. She commended him for his faithful attendance at virtually all committee meetings in the last three years as ex officio; his support of the college as he

co-presented with Dr. Lindsay at leadership conferences to embrace diversity; his active engagement in panel discussions on topics of board leadership; and his advocacy of the school when he met with county delegates. Ms. Moore stated Mr. Ulvila led the board with honesty, integrity, fairness, and equity. She was please to point out that he will continue to serve as board liaison to the Anne Arundel Community College Foundation. As Vice Chair, Ms. Moore stated she was honored to have been mentored by such a phenomenal leader. (A plaque was mailed to Mr. Ulvila in grateful recognition for his outstanding leadership as board chair.)

C. Recognition of Outgoing College Legal Counsel, Martin J. Snider, Esq. –
Lawrence W. Ulvila, Jr., Chair

Mr. Ulvila was privileged to recognize Mr. Snider for his service and guidance as the college’s legal counsel for 36 years. Over the years, Mr. Snider was instrumental in the development and revision of multiple manuals and guidelines; expansion of the college’s footprint which included off-site locations; advised and supported trustees in the implementation of numerous policies; attended countless board meetings; and mentored many colleagues while serving under three presidents. Mr. Ulvila stated Mr. Snider’s sage counsel and calming demeanor will be sorely missed. Mr. Snider will retire at the end of the month.

D. Recognition of Outgoing Trustee Rev. Dr. Diane Dixon-Proctor – *Lawrence W. Ulvila, Jr., Chair*

Mr. Ulvila was pleased to recognize Rev. Dr. Dixon-Proctor for her outstanding leadership and 12-year service to the Board of Trustees. Over the years, Dr. Dixon-Proctor served as board chair, vice chair and chair of various committees. While serving as board chair, AACC won the Regional and National Equity Award in 2015. She subsequently received the Charles Kennedy Equity Award for achieving diversity, equity and inclusivity for faculty and students at AACC. Regardless of her role as a trustee, pastor, coach or educator, Mr. Ulvila stated Rev. Dr. Dixon-Proctor is committed to being the voice of change which empowers people to become their best. (A plaque was mailed to Rev. Dr. Dixon-Proctor in grateful recognition for her service and outstanding contributions to the college.)

E. Recognition of Outgoing Student Trustee Tamela “Van” Mason – *Lawrence W. Ulvila, Jr., Chair*

Mr. Ulvila acknowledged Ms. Mason for her outstanding service and valuable contributions as the student member of the Board of Trustees over the past year. He stated Ms. Mason not only brought maturity and an invaluable perspective to deliberations, she was a great advocate for the college and students. Mr. Ulvila was grateful for Ms. Mason’s service to the college and Foundation Board and wished her continued success serving residential and commercial clients in architecture and interior design. (A plaque was mailed to Ms. Mason for her outstanding service and contributions to the college.)

V. BOARD CHAIR AND COMMITTEE REPORTS

A. Audit and Finance Committee – *Walter J. Hall, Committee Chair – No report*

There was no report from the Audit and Finance Committee.

B. Board Development Committee – *Paula J. Darrah, Committee Chair – No report*

There was no report from the Development Committee.

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

Ms. Moore reported the Board Policy Oversight Committee met on May 28 to continue its review of board policies. She noted the Board currently has an approved Acceptable Use of Information Technology Resources Policy, which was last revised January 11, 2011. Legal counsel classified clerical non-substantive changes to the policy which did not require board approval. However, after the May meeting, the committee received comments which resulted in one small change to the policy, as indicated in the supporting material to the agenda. Upon the recommendation of the Board Policy Oversight Committee, this policy is now being brought to the board for approval as shown in the exhibits to the motion. Upon approval, the policy will be effective the same date. There are no fiscal implications.

Dr. Johnson commented that the college's mode of instruction is now online in a virtual environment. As such, he believes information technology is a necessity, not a privilege as indicated in the policy. He proposed the policy be amended to reflect the removal of the word "privilege."

By motion of Rev. Dr. Dixon-Proctor, seconded by Mr. Klasmeier, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Acceptable Use of Information Technology Resources Policy to include Dr. Johnson's amendment.

D. Budget Committee – Dr. James H. Johnson, Jr., Committee Chair

Dr. Johnson reported the budget committee met via Zoom on May 21, 2020, to discuss topics regarding COVID-19, the CARES Act, the Administrative Services Review project, and the FY2020 and FY2021 budgets.

Dr. Johnson reported that the college transitioned from the emergency management team structure to recovery with a new team that is planning for the phased and gradual re-opening of the physical campus. He stated the college will mail 1,900 checks to students enrolled in the spring semester relative to the CARES Act, and the initial data review work of The Administrative Services Review project is completed. Dr. Johnson also reported the committee was provided with updated projections for both the FY2020 operating budget and the auxiliary, enterprise and restricted funds. He noted the current projections for operating indicate the college will finish the year with a balanced budget. COVID-19 has had a significant impact on the other funds and the estimates will continue to be refined. Regarding the FY2021 budget, Dr. Johnson reported there are no major changes to the scenarios presented at the last committee meeting. Lastly, he stated the county auditor provided only two recommendations to reduce the college's budget. The county council is currently working on amendments to the budget and is scheduled to approve the county's budget on June 12, of which the college is a component.

E. Facilities Committee – Jerome W. Klasmeier, Committee Chair

Mr. Klasmeier reported the facilities committee met via Zoom on May 26, 2020, to discuss topics regarding the Health & Life Sciences building, the Clauson Center for Innovation & Skilled Trades, and June procurements.

Mr. Klasmeier reported The Health and Life Sciences building project continues to be on schedule and within budget, with Whiting Turner having workers on four ten-hour shifts and following social distancing as a result of COVID-19. Although Whiting Turner is experiencing some supplier issues, Mr. Klasmeier was pleased to report none are in the critical path of the project or its schedule. Mr. Klasmeier was pleased to report that the Foundation is only \$608,000 away from the \$4 million goal for the Clauson Center. Whiting-Turner, the construction manager on the project, is obtaining bids for the major components and expects to have bids by the end of the month/early July. Mr. Klasmeier stated the procurements the committee discussed are on the agenda for today's public session.

F. Human Resources Committee – Rev. Dr. Diane Dixon-Proctor, Committee Chair

Rev. Dr. Dixon-Proctor reported the committee received a written report in lieu of the May 27 Human Resources Committee meeting. The report provided details of the college's efforts to engage employees in a remote environment. A new microsite called Riverhawks at Home was been created as a digital hub for non-crisis content and tagged posts on social media. Rev. Dr. Dixon-Proctor stated that Human Resources is also hosting weekly virtual open office hours and has created a talent share program to match employees with certain skills with needs in other offices. Human Resources has also expanded its weekly newsletter with information and tips for employees as they work in a virtual environment.

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

Ms. Mason read a letter from a recipient of the Ladies of the Elks of Severna Park Scholarship. The student, who is also a mother of three small children, is finishing her fourth semester in the nursing program. The student is grateful for the flexible schedule which allows her to be very present with her children. She was grateful to have developed meaningful relationships with professors and clinical instructors who are always willing to help. The scholarship will help her reach the goal of becoming a pediatric nurse at Kennedy Krieger Institute.

Mr. Ulvila was pleased to report that as of May 31, 2020, total gifts and commitments for the Clauson Center for Innovation and Skilled Trades are approximately \$3.4 million and total campaign revenue is just over \$8.06 million. The generosity of donors made it possible to reach the original campaign goal of \$8 Million -- 13 months ahead of schedule. Mr. Ulvila was pleased to share the Heritage Harbor Women's Club recently made a \$10,000 gift to continue funding their scholarship to support AACC nursing students. Lastly, Mr. Ulvila reported on partnership meetings the college is having with AACC Foundation. The Foundation will begin its own strategic planning process to set fundraising goals to support college initiatives for FY2022-FY2024 when the campaign concludes in June 2021.

H. Approval of Board of Trustees Meeting Dates for 2020-2021 - Lawrence W. Ulvila, Jr., Chair

Ms. Moore stated the college did not have much business to discuss in January 2020, after winter break. As such, January's public session was cancelled in lieu of an educational meeting with the board. She inquired if the board would set a precedent to eliminate January's public session in the future. Mr. Ulvila responded the decision to cancel January's public session would be determined closer toward the meeting date. Mr. Snider did not object.

By motion of Mr. Hall, seconded by Dr. Johnson, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved its 2020-2021 meeting dates as shown in the supporting material to the agenda.

I. Procedures for Approving Summer Agenda Items – Lawrence W. Ulvila, Jr.,

Mr. Ulvila advised the board the procedures for approving summer agenda items could be found in the supporting material to the agenda. He stated the procedures are for informational purposes.

Dr. Johnson reminded the board the resolution it passed authorizing President Lindsay to quickly make decisions on pressing matters when the board did not have time to convene. He wanted to know if that resolution would impact the procedures for approving summer agenda items. Mr. Ulvila felt approvals for summer agenda items and the president's resolution were separate items. He deferred to Mr. Snider who believed the board authorized the president to make emergency decisions based on when the Governor's stay-at-home order was lifted. Mr. Snider stated he would double-check for clarity and report back to the board.

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

A. Information Items

1. College Updates – *Dr. Dawn Lindsay*

Dr. Lindsay was pleased to report on the college's resiliency to navigate through an unprecedented time in history. She explained how the college was able to strive despite a national pandemic. The week following extended spring break, all AACC deliverables transitioned to online environments with faculty and staff remotely working and classes delivered 100% online; the Health & Life Sciences building project still remains on time and within budget with no delays impacting the critical path of the project; the Clauson Center for Innovation and Skilled Trades is still moving closer towards reaching its \$4 million fundraising goal; A Riverhawk Recovery Planning team has been established to create the framework for the college to gradually and responsibly return to normal operations; AACC hosted a virtual interactive Town Hall Meeting on May 27 where 225 high school students and parents participated in open dialogue to learn about our programs; AACC will host an on-campus car parade on June 12 to acknowledge graduates; AACC is still being nationally recognized for its nursing, computer science and Human Resources programs; and the online attendance rate for board public sessions has increased 40% from the in-person meetings previously held in CADE 219.

Dr. Lindsay reported on the departures of Chief Technology Officer Shirin Goodarzi and Chief Diversity Officer Dr. Deidra Dennie. After 18 years of improving all aspects of technology, equipment and security for the entire campus community and innovatively using tools to virtually and quickly connect the community during a national pandemic, Ms. Goodarzi has decided to move on. Dr. Dennie, a champion of diversity and equity whose leadership enabled the college to receive multiple awards and recognitions, will be moving to the next step in her career path. Dr. Dennie has accepted a position as vice president of diversity and inclusion at Transylvania University in Kentucky. Lastly, Dr. Lindsay shared the departure of long-time advocate and friend of the college Martin Snider, Esquire. Dr. Lindsay stated the college will host a virtual Zoom party for Mr. Snider on June 16. The Zoom link was sent to the entire campus community to celebrate Mr. Snider's retirement, share fond memories and experiences, and to wish him the very best in his retirement.

2. Monthly Update on Accreditation – *Dr. Gregory Schrader, Chair, Steering Committee*

Dr. Schrader reported the Steering Committee continues to meet to work on job descriptions for work team Steering Committee liaisons and chairs. The chairs for each of the work teams have been assigned and will work with the Steering Committee liaisons to develop training for each of the work teams. Attendance at the MSCHE Self-Study Institute is still scheduled in October 2020. This will aid in finalizing the self-study design. Middle States progress and committee needs will continue to be communicated to the college and each constituency group. The Steering Committee continues to obtain professional development and organize future logistics for the accreditation process.

3. Student Government Association (SGA) – *Mitchell Santos, President*

Mr. Santos reported the SGA and Student Engagement held their annual Honors and Awards Ceremony virtually via video segments posted on SGA and Student Engagement social media platforms. Mr. Santos advised that the SGA will now be operating under its newly elected Executive Board members for the 2020-2021 academic year. President Ryan Kim will be reporting on behalf of the SGA. Lastly, Mr. Santos thanked the board for allowing him to represent the student body.

4. Academic Forum/Council – *No report*

5. The Faculty Organization (TFO) – No report

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

Ms. Earle stated the goal of the PSSO is to build community and relationships. Despite the college remotely working, she was pleased to report innovative ways PSSO remained engaged. On May 21, PSSO held a Zoom meeting when guest speaker Diane Hallila, Coordinator of Personal Care and Career Counseling, shared the importance of self-care with mental and physical wellness while working remotely. Ms. Earle was pleased to report 113 people attended the meeting, the highest PSSO attendance in three years. Although PSSO elections have been delayed, Ms. Earle reported the uncontested President for 2020-2021 will be Anne Bashore.

7. Administrative Staff Organization (ASO) – Dr. Tiffany Boykin, Esq., President

Dr. Boykin was pleased to report The Administrative Staff Organization currently has 79 members across all three divisions at AACC. She reported on committee goals which had been met for FY2020. Those goals included: (1) collaboratively working with the Diversity Committee and college leadership to support the college's strategic direction for responding to and addressing challenges revealed through the campus climate survey and focus groups; (2) supporting the college's strategic direction and initiatives concerning employee relations and engagement among ASO membership; (3) increasing total Helplink program donations among ASO membership by 10% in support of AACC's campus-wide emergency support and basic needs programs and services (ASO membership contributed more than \$7,000 through payroll and individual donations); and (4) conducting a comprehensive review of the ASO Charter to ensure all policies and procedures accurately reflect the ASO's charge and operational practices. Lastly, Dr. Boykin reported that she will return next year as ASO President, and Assistant Dean Dr. Danny Hoey will be Vice President.

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

Dr. Lindsay reported that the presidents of the Maryland Community Colleges, with the support of the public relations officers affinity group, produced a video, *We All Together*. The message promotes support, community, safety, on-line learning, student success and how we are all adjusting to the new normal – and we will get through this together. At the May meeting of the Maryland Council of Community College Presidents, discussions continued of developing plans to re-open campuses, budget implications, and planning the summer retreat in August. The MACC Board of Directors Meeting is virtually scheduled June 30, 2020. Dr. Lindsay was pleased to share Board Chair Lawrence Ulvila will continue with MACC, but will be President of the Board of Directors.

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

Dr. Gavin asked the board to approve the award of the associate degrees and certificates to be conferred by the president upon those students certified by the faculty to have fulfilled the requirements for a degree or certificate by the end of the spring 2020. He stated if the board approves the main motion, the associate degrees and certificates will be awarded as appropriate.

By motion of Rev. Dr. Dixon-Proctor, seconded by Ms. Darrah and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Award of Degrees and Certificates as shown in the supporting material to the agenda.

VI.B.2. Approval of the Strategic Plan Engagement Matters II: Excellence Through Innovation (FY2021-FY2024) – Dr. Michael Gavin, Vice President, Learning

Dr. Gavin asked the board approve the college's new strategic plan, Engagement Matters II: Excellence through Innovation (FY2021-FY2024), attached as Exhibit 1. He explained the plan was developed through an oversight team that includes leadership from every division, members of every constituency group, and significant campus input through innovation spaces. It has been vetted through the campus, refined, revised and approved by the Strategic Planning Council on April 24, 2020. He stated if the board approves the main motion, the strategic plan will be effective July 1, 2020 through June 30, 2024. The President and Vice Presidents will charge cross-divisional teams to begin work on the objectives assigned to them. Fiscal implications will be determined on an annual basis.

Dr. Johnson inquired if the board would be notified if the Key Performance Indicators (KPI) changed. Dr. Lindsay confirmed they would be notified. Dr. Johnson asked if the attachment was a framework of the plan or it was entire strategic plan. Dr. Lindsay stated the attachment was the framework and the strategic plan will continue to be refined. Mr. Hall was concerned about the consistent enrollment decline. As such, he wanted to know what the college could do to improve performance relative to enrollment. Dr. Lindsay explained enrollment decline is at the national level, and the college is looking at multiple ways to innovatively address the issue. She explained the college has done extensive outreach to the community, as was the case when it hosted a Town Hall Meeting when 225 high school students and their families attended. She also believes the switch to online learning will improve enrollment geared towards adult learners. Further, the college expects to offer face-to-face learning as soon as it is safe that will benefit students who are not online learners.

By motion of Ms. Moore, seconded by Mr. Hall, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Approval of the Strategic Plan Engagement Matters II: Excellence Through Innovation (FY2021-FY2024), as shown in the supporting material to the agenda.

VI.B.3. Approval of Award of Contract Extension for the Learning Management System – Dr. Michael Gavin, Vice President, Learning

Dr. Gavin asked the board to approve a five-year contract with Instructure, Inc. for the Canvas Learning Management System (LMS). He explained the contract supports the development and delivery of all online, hybrid, and web-enhanced credit courses as well as non-credit and contract training courses. This purchase will be made via the Maryland Education Enterprise Consortium (MEEC) contract. He stated if the board approves this award of contract for the Instructure, Inc Canvas Learning Management System, the college will enter into the five-year contract extension from July 1, 2020, through June 30, 2025. The funding for this project will come from the annual Virtual Campus operating budget. The annual allocated budget for this contract is \$150,000 or \$750,000 over the five-year contract term. Pending the approval of the FY21 budget, and subject to continuing appropriation, Dr. Gavin advised that sufficient funds are available for this contract.

By motion of Dr. Johnson, seconded by Mr. Klasmeier, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the five-year contract to Instructure, Inc of Salt Lake City, Utah, for the Canvas LMS license, LMS hosting fees, and technical support in an amount not to exceed \$613,954.

VI.B.4. Approval of Award of Contract for the Purchase of the B-Line Medical Simcapture System – Dr. Michael Gavin, Vice President, Learning

Dr. Gavin asked the board to approve the award of contract to purchase the software and hardware for recording and managing the data captured from the student simulation exercises in the new Simulation

and Health Profession labs in the Health and Life Sciences Building under construction on the Arnold Campus. He explained the contract will include delivery, complete AV installation and programming, simulator integration with all mannequins, system software, software support, system network and audiovisual connectivity, final testing and annual maintenance.

Ms. Darrah requested clarification on how the \$12 million figure is being reported. She wanted to know if the numbers were sequenced or cross-referenced. Dr. Gavin explained the FY2021 purchase of \$626,000 is taken from a capital-funded budget while the remainder comes from an operating-funded budget.

Dr. Johnson wanted to know what happened to the capital funding for FY2022. Mr. Little responded that it takes time to get the software installed before the maintenance contract is active. As such, for a fiscal perspective, there is no FY2022 impact because it is covered by capital funding from the initial installation portion of the contract.

Mr. Klasmeier inquired if there was certification that funds are available at the time the contract is executed versus when the board approves it. Dr. Lindsay confirmed funds were available. Ms. Moore asked how many mannequins Simcapture would need upon installation. Dr. Gavin deferred the question to Dean of the School of Health Sciences Elizabeth Appel who responded that all health science programs will be able to use the Simcapture System.

By motion of Mr. Hall, seconded by Ms. Mason, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the award of contract for the purchase of the B-Line Medical SimCapture System for the new Health and Life Sciences Building to B-Line Medical LLC of Washington, DC in an amount not to exceed \$1,523,636 over the five-year term.

VI.B.5. Approval of Award of Contract for Tableau License Renewal – Dr. Michael Gavin, Vice President, Learning

Dr. Gavin asked the board to approve a 3-year contract for the renewal of our existing contract with Tableau Inc. He explained that Tableau is a data visualization software the college uses to share data elements regarding its key performance targets, which include enrollment and retention. Tableau dashboards have enhanced AACC's data-informed decision-making culture and is pivotal when AACC seeks reaccreditation from the Middle States Commission on Higher Education. He stated if the board approves this award of contract for Tableau, the college will enter into the three-year contract from July 1, 2020, through June 30, 2023. The funding for this contract will come from the annual Information Services operating budget. Pending the approval of the annual budgets and subject to continuing appropriation, Dr. Gavin advised that sufficient funds are available for this contract.

By motion of Dr. Johnson, seconded by Mr. Klasmeier, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the three-year contract renewal to Tableau, Inc., of Seattle, Washington, for the Tableau Server Core Commercial License in an amount not to exceed \$190,064.

VI.B.6. Approval of Award of Contract for the Purchase of Wireless Data Communication Equipment and Maintenance – HSLB – Dr. Felicia L. Patterson, Vice President, Learner Support Services

Dr. Patterson asked the board to approve the award of contract for the purchase of wireless data communication equipment and maintenance for the Health and Life Sciences Building under construction

on the Arnold Campus. She explained the equipment permits all connectivity to the college's wireless network. The equipment will provide the wireless network infrastructure for the new building, allowing students, faculty and staff to connect various devices in order to complete a variety of instructional and administrative tasks. The contract will include delivery of the wireless data communication equipment and one year of maintenance. This equipment is part of the furniture, fixtures and equipment (FF&E) budget for the capital project. Dr. Patterson reported that the college used the Maryland Annotated Code and Board Policy to solicit competitive bids, and the college received seven responses which were deemed to be responsive and responsible. The cost for the estimated field adjustments represents Information Services' estimate (10% of the proposal price) for unforeseen building conditions and minor scope changes that may cause the need for changes or additional wireless data communications equipment. She stated if the board approves the award of contract, the college will issue a purchase order for the equipment on or after July 1, 2020, with installation to begin August 2020 and to be completed by October 2020. The funding for this project will come from the Health and Life Sciences Building capital project. The approved total funding for this project is \$116,952,000. Pending approval of the FY2021 capital budget, Dr. Patterson advised \$12,964,000 is available for this and other FF&E purchases; therefore, sufficient funds are available for this contract.

Mr. Hall inquired if the college would receive a guarantee on the equipment. Chief Technology Officer Shirin Goodarzi responded the college has a limited lifetime warranty on the hardware and that it pays for software maintenance.

By motion of Ms. Moore, seconded by Mr. Klasmeier, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Award of Contract for the Purchase of Wireless Data Communication Equipment for the new Health & Life Sciences Building to DSR, Inc. of Hanover, MD in an amount not to exceed \$187,180.

VI.B.7. Approval of Award of Contract for the Purchase of Data Communication Equipment and Maintenance – HSLB – *Dr. Felicia L. Patterson, Vice President, Learner Support Services*

Dr. Patterson asked the board to approve the award of contract for the purchase of data communication equipment and maintenance for the Health and Life Sciences Building. She explained the electronic equipment permits all instructional activities and communications over the college network and the Internet. The contract will include delivery and one year of maintenance of the data communications equipment. This equipment is part of the furniture, fixtures and equipment (FF&E) budget for the capital project. Dr. Patterson reported that the college used the Maryland Annotated Code and Board Policy to solicit competitive bids. The College received a total of nine responses which were deemed to be responsive and responsible. The cost for the estimated field adjustments represents Information Services' estimate (10% of the proposal price) for unforeseen building conditions and minor scope changes that may cause the need for changes or additional wireless data communications equipment. She stated if the board approves the award of contract, the college will issue a purchase order for the equipment on or after July 1, 2020, with installation to begin September 2020 and to be completed by November 2020. The funding for this project will come from the Health and Life Sciences Building capital project. The approved total funding for this project is \$116,952,000. Pending approval of the FY2021 capital budget, Dr. Patterson advised \$12,964,000 is available for this and other FF&E purchases; therefore, sufficient funds are available for this contract.

By motion of Dr. Johnson, seconded by Mr. Klasmeier, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Award of Contract for the purchase of data communications equipment for the new Health and Life Sciences Building to Daly Computers, Inc. of Clarksburg, MD in an amount not to exceed \$839,847.

VI.B.8. Approval of Award of Contract for Data Communications Equipment Maintenance –
Dr. Felicia L. Patterson, Vice President, Learner Support Services

Dr. Patterson asked the board to approve the award of a contract for maintenance on data communications equipment for the college. She explained this is the electronic equipment that permits all instructional activities and communications over the college network and the Internet. She stated it is critical that disruptions to the network are kept to a minimum and that when a disruption occurs, it has minimal impact with regard to the level of severity, number of students and staff affected, and time needed to restore network usability. This maintenance provides that assurance. She advised that Information Services (IS) has developed a multi-tiered support model for data communications equipment maintenance. The college requested quotes from vendors who hold a contract with Maryland Education Enterprise Consortium (MEEC). She stated if the board approves this award of contract, the college will issue a purchase order for the services to begin on July 1, 2020. The new contract will take effect July 1, 2020. The funding for this project will come from the FY 2021 Information Services operating budget. Pending the approval of the FY2021 budget, Dr. Patterson advised the budget allocated for data communications equipment maintenance is \$150,000; therefore, sufficient funds are available for this contract.

Dr. Johnson inquired if the contract was for one year. Ms. Goodarzi confirmed that it was. Dr. Johnson asked why the college did not bid on a multi-year contract to avoid bidding each year. Ms. Shirin responded the college obtains better pricing annually which allows for competitive bidding.

By motion of Rev. Dr. Dixon-Proctor, seconded by Ms. Darrah, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Award of Contract for for maintenance of data communications equipment to CDWG of Vernon Hills, Illinois in an amount not to exceed \$131,704.

VI.B.9. Approval of Award of Contract for Microsoft Volume Licensing Renewal –
Dr. Felicia L. Patterson, Vice President, Learner Support Services

Dr. Patterson asked the board to approve the award of contract for the renewal of the college's annual enrollment in the Microsoft Volume Licensing program using the Maryland Education Enterprise Consortium (MEEC) Microsoft Campus Agreement. She explained this agreement is managed through Bell Techlogix, Inc. This is the third year of a 3-year base contract with 2, 1-year optional extensions. This purchase provides all faculty, staff, and students with Microsoft online services (M365 subscriptions) and gives the college the right, during the licensed period, to download, install, access and use various Microsoft products on all college-owned desktops. She stated if the board approves this award of contract, the college will initiate the contract to renew the college's annual license, effective August 1, 2020 for the Microsoft products as outlined in Exhibit 1. The annual license costs are \$188,833 and are shown in Exhibit 1. The funding for this project will come from the FY 2021 Information Services operating budget. Pending the approval of the FY2021 budget, Dr. Patterson advised the budget allocated for the annual Microsoft licensing renewal is \$195,000; therefore, sufficient funds will be available for this contract.

By motion of Ms. Mason, seconded by Ms. Darrah, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Award of Contract for the renewal of the college's Microsoft Volume Licensing program from Bell Techlogix, Inc., of Columbia, Maryland, in an amount not to exceed \$188,833 as shown in Exhibit 1.

VI.B.10. Approval of Award of Contract for Phone System Licensing and Maintenance –
Dr. Felicia L. Patterson, Vice President, Learner Support Services

Dr. Patterson asked the board to approve the award of a contract for the licensing and maintenance on phone system equipment for the college. She explained this is the electronic equipment that provides phone, voice mail and e911 services to the college. She stated it is critical that disruptions to the phone system are kept to a minimum and that when a disruption occurs, it has minimal impact with regard to the level of severity, number of students and staff affected, and time needed to restore system usability. This licensing and maintenance provides that assurance. It is for a three-year term and includes software licensing, fixes, security patches, upgrades, and technical support. The college requested quotes from vendors who hold a contract with Maryland Education Enterprise Consortium (MEEC). She stated if the board approves this award of contract, the college will enter into a three-year contract from July 1, 2020, through June 30, 2023. The funding for this project will come from the annual Information Services operating budget. The annual allocated budget for this contract is \$90,000 or \$270,000 over the three-year contract term. Pending the approval of the FY2021 budget, and subject to continuing appropriation, Dr. Patterson advised sufficient funds are available for this contract.

By motion of Rev. Dr. Dixon-Proctor, seconded by Mr. Klasmeier, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the Award of Contract for licensing and maintenance of phone system equipment to Presidio Networked Solutions, LLC of Fulton, Maryland in an amount not to exceed \$260,064.

VI.B.11. Approval of Award of Contract for the College's Insurance Coverage –
Andrew Little, Associate Vice President, Learning Resources Management

Mr. Little asked the board to approve the college's annual insurance policy as outlined in Exhibits 1 and 2. Consistent with prior practices, the college is bringing forward the recommendations from its broker. The contract is also being endorsed by the college's Risk Management Office which includes identifying risk across the institution and assessing the impact of that risk on operations and missions. Mr. Little stated if the board approves this contract award, the college will notify USI Insurance Services to extend the college's coverage through July 1, 2021.

Dr. Johnson inquired if the college was looking at other ways to further reduce risk through risk mitigation and risk management. Mr. Little responded the college has a Risk Management Office which qualifies the college to receive a discount. He pointed out the risk manager regularly consults with the broker to find ways to help mitigate the risk.

By motion of Ms. Moore, seconded by Ms. Darrah, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the insurance coverage recommended by USI Insurance Services in an amount not to exceed \$476,238 as shown in Exhibit 1.

Dr. Lindsay thanked Chair Lawrence Ulvila for his amazing leadership as board chair for the past three years.

Mr. Snider responded to Dr. Johnson's previous inquiry (see V.I, page 4). Mr. Snider read language from the resolution which states, "the authorization shall be effective immediately and shall continue until the first to occur of termination of the state of emergency's declaration by either the Governor of Maryland or President of the United States, or until rescinded by the Board of Trustees." Dr. Johnson thanked Mr. Snider for the follow-up.

Mr. Hall expressed his appreciation to the Chief Technology Officer and the Chief Diversity Officer for their efforts to ensure the college is at the forefront of technology, diversity, equity and inclusion, particularly during this period of time.

VII. NEW BUSINESS

There was no new business.

VIII. NEXT BOARD MEETING

Chair Ulvila advised that the next board meeting will be September 8, 2020. He wished everyone a safe summer and good health.

IX. ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

Respectfully submitted,



Dr. Dawn Lindsay
Secretary-Treasurer

A session of the Board of Trustees was held on June 9, 2020, at 3 p.m. via Zoom Video Conferencing. Because the board intended to discuss a personnel matter, pursuant to section 3-305(b)(1)(i) of the Open Meetings Act, 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). The following board members were present and voted to close the session: Lawrence W. Ulvila, Jr., chair; Sandra E. Moore, vice chair; Paula J. Darrah; Rev. Dr. Diane Dixon-Proctor; Walter J. Hall; Jerome W. Klasmeier; Dr. James H. Johnson, Jr.; and Van Mason. The meeting began at 3 p.m. and ended at 3:45 p.m.