

**ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION**
via Zoom Video Communications
May 12, 2020

Members present: Lawrence W. Ulvila, Jr., Chair; Sandra E. Moore, Vice Chair; Paula J. Darrah, J.D.; Rev. Dr. Diane R. Dixon-Proctor; Walter J. Hall; Dr. James H. Johnson, Jr.; 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 Chair 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 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 May 12, 2020, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

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

A. Minutes of the April 14, 2020, Board of Trustees Meeting

By motion of Ms. Moore, seconded by Dr. Johnson, with a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously approved the April 14, 2020, Board of Trustees public session minutes.

IV. BOARD CHAIR AND COMMITTEE REPORTS

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

There was no report from the Audit and Finance Committee.

B. Board Development Committee – *Paula J. Darrah, Committee Chair*

There was no report from the Board Development Committee.

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

Ms. Moore reported the committee met on April 28, 2020. She stated the board currently has an approved Acceptable Use of Information Technology Resources Policy, which was last revised January 11, 2011. There were changes classified by legal counsel as clerical, non-substantive modifications. While these modifications do not require board approval, in the spirit of transparency and upon the recommendation of the board policy oversight committee, the revised Acceptable Use of Information Technology Resources Policy is being brought to the board as an information item (Agenda Item IV.C.1). This agenda item will be brought back to the board for approval at its June 9, 2020, public session.

Mr. Ulvila inquired if comments on the policy should be brought forward during June's public session or directed to the committee offline. Ms. Moore responded comments can be presented offline or during discussion after the motion has been presented at the next public session. Dr. Johnson believed it would be beneficial for the committee to obtain input on the policy prior to public session. Mr. Ulvila deferred to legal counsel. Mr. Snider reiterated Dr. Johnson's suggestion stating comments or questions brought to the committee prior to public session would give the committee time to incorporate any they felt were appropriate before presenting the policy to the full board. Mr. Ulvila yielded his participation in the May 28 committee meeting to give Dr. Johnson an opportunity to present his comments. Dr. Johnson stated he could also provide comments in writing to the committee chair.

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

Dr. Johnson reported the committee met via Skype on April 23 and via Zoom on May 7 to discuss COVID-19, the CARES Act, the Administrative Services Review project, and the FY2020 and FY2021 budgets. The COVID-19 update included the health and safety of the college community with the main goal of having classes prior to October 26 delivered online. The college will re-evaluate the plan to reinstate in-person class attendance for the second 8-week fall session. The emergency management team continues to meet twice per week to review current federal and state guidance, adjust the planning scenarios, and identify operation and policy issues. Regarding the CARES Act, the college is eligible for two funding resources within the act: 50% is for direct emergency aid to students related to the disruption of campus operations due to COVID-19, and 50% is comprised of institutional funds. Dr. Johnson stated the Administrative Services Review project will provide the college with recommendations to maintain current levels of service at a lower cost, enhance services, and address existing service pain points. He explained administrative services include functions outside of the classroom - it does not include activities inside the classroom or the instructional program. He further explained the scope of the project.

Regarding the FY2020 budget, Dr. Johnson reported the college will finish the year with a balanced budget and could even add a small amount to the tuition stabilization fund. The fiscal impact of COVID-19 will be in FY2021. He stated the committee reviewed several scenarios for the FY2021 budget that included: flat funding from the county; a potential elimination of the increase in state funding; and, several scenarios for enrollment declines. Each scenarios provides for proposed expenditure reductions to balance to the reduced revenues. Dr. Johnson stated the college presented its FY2021 budget to the county council on May 6 and requested restoration of \$1.4 million in operating funds for the college to offer the same lump sum payment to employees that the county is funding for its non-represented employees and the county library. The college also requested restoration of \$1.7 million in capital funding for the college's Information Technology project. The county council is schedule to approve the county's budget, of which the college is a component, on June 12, 2020.

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

Mr. Klasmeier reported in lieu of the April 23, 2020 facilities committee meeting, the committee received a written update on the Health & Life Sciences building and the Moore Road property. The Health & Life Sciences building project continues to be on schedule and within budget. As a result of COVID-19, Whiting Turner continues to have workers on four ten-hour shifts and is following social distancing. Although Whiting Turner is experiencing some supplier and labor issues, none of these issues are in the critical path of the project and are not currently projected to impact the schedule. Regarding the Moore Road property, Mr. Klasmeier stated the buyer has requested an adjustment to the terms of the proposed amendment, and the college is requesting committee members' feedback by Friday, May 15, 2020.

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

There was no report from the Human Resources Committee.

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

Ms. Mason read a letter from a recipient of the Martha A. Smith Scholarship. The student works as a dental assistant and server to defray college expenses. Due to the COVID-19 pandemic, she was laid off both jobs. The student is immensely thankful for the scholarship which helps tuition costs to complete her classes. AACC has given the student a great foundation to pursue a career in the medical or dental profession for which she is grateful.

Mr. Ulvila was pleased to share as of April 29, 2020, total gifts and commitments for the Clauson Center for Innovation and Skilled Trades are approximately \$3.39 million and total campaign revenue is just over \$7.93 million. The Foundation continues to raise funds for AACC's Helplink program in support of students in need resulting from COVID-19. Additionally, faculty and staff donated over \$3,000, and a local family foundation recently provided a \$10,000 grant in support of Helplink. The Campaign Steering Committee, comprised of Trustees and Foundation Board representatives, met via Skype on April 28 to review progress to-date and to discuss fundraising strategies for the next four months. A consensus among committee members to continue donor engagement was deemed critical to achieving their goals by June 2021, the scheduled conclusion of the campaign.

H. Election of Board Officers – Sandra E. Moore, Trustee, Nominating Committee

Ms. Moore reported that at the March public session, Mr. Ulvila nominated Trustees Sandra Moore and Paula Darrah to be on the nominating committee for next year's board officers. Solicitations for board officers were encouraged to be brought to the committee. At the April public session, Trustee Moore brought forward Sandra E. Moore as chair and Paula Darrah as vice chair as the slate of potential board officers. Ms. Moore stated the nominees were brought forth as an information item at April's public session, and is being brought forth as an action item today.

By motion of Mr. Hall, seconded by Mr. Klasmeyer, and a roll call of the remaining trustees to determine their vote, the Board of Trustees unanimously voted to elect Sandra E. Moore as chair and Paula J. Darrah as vice chair of the Board of Trustees for the fiscal year beginning July 1, 2020, and concluding June 30, 2021.

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

A. Information Items

1. College Updates – Dr. Lindsay

Dr. Lindsay congratulated the new board officers and thanked Mr. Ulvila for his leadership as board chair during the last three years. She reported on various resources available to students, faculty and staff as the college adjusts to a virtual environment. Additionally, she stated the college is actively working to build comprehensive schedules to help students plan ahead and stay on track. All courses will be delivered remotely for the entire summer term with the fall registration period extending June 1. All fall classes with start dates prior to October 26 will be delivered online. By the first day of the fall term, the college will make a decision regarding the instructional formats for the second eight-week session that begins October 26. In response to COVID-19, this year's commencement, originally scheduled May 21, has been cancelled. The college is exploring alternatives for a future 2020 commencement ceremony as well as other ways to honor and celebrate graduates.

Dr. Lindsay reported the college expects to finish the current fiscal year (which ends June 30, 2020) with a balanced budget for FY2020. She stated the budget for FY2021 is filled with unknowns. As such, the college may not have a complete picture until after the fall semester when tuition and fee revenues solidify and the county and state budgets evolve in response to the revised revenue estimates. The

college is developing scenarios that plan for both increases and decreases in enrollment, and are proactively pursuing federal stimulus funds to support students' needs and institutional costs associated with the transition to the delivery of instruction.

Despite Governor Hogan's stay-at-home order, Dr. Lindsay was pleased to share innovative ways the college continues to engage and digitally connect as a college family. Through a new microsite digital hub called Riverhawksathome.com, students, faculty and staff connect and share stories of positivity. On April 22, the Academic Forum used Zoom video communications to recognize nine employees who received the John & Suanne Roueche Excellence Awards – awards given by the League of Innovation for outstanding faculty and staff in higher education. On April 27, 130 students were inducted in the Phi Theta Kappa Honor Society during its Virtual Induction Ceremony. Dr. Lindsay was pleased to report for the first time in the chapter's history, an AACC member was elected to serve as president of the Phi Theta Kappa Middle States Region.

Dr. Lindsay continued to report through Zoom many students connected to AACC's Business Pitch Competition. She provided the welcome remarks during the April 30 event. The competition, AACC's version of ABC's Shark Tank, enabled students to compete for money to support their business venture. Dr. Lindsay thanked its sponsor The Philip E. and Carole R. Ratcliffe Foundation for their support of this event. Lastly, Dr. Lindsay reported on April 28, the community connected through a Virtual Town Hall Meeting to discuss COVID-19's impact on education in Anne Arundel County. The Superintendent of Anne Arundel County Public Schools and the President of Anne Arundel County School Board joined Dr. Lindsay as panelists to ensure equitable educational opportunities for students of color in Anne Arundel County. This open forum was streamed live on the Anne Arundel County NAACP Branch Facebook page.

Despite college adjustments made in response to COVID-19, Dr. Lindsay was pleased to report college successes. She shared AACC's nursing program was recently ranked No. 1 again as the best associate degree in nursing in Maryland in a 2020 assessment by the Nursing Schools Almanac; AACC's computer science program was recently ranked #6 in the nation as the best online associate in computer science by thebestschools.org; and on May 6-7, AACC was honored at the 26th annual Society of Human Resource Management Educational Partnership's virtual conference as one of the 2019 Top 20 Educational Partners offering the learning system for Professional Human Resource Management.

2. Enrollment & Financial Aid Update – Dr. Felicia Patterson, Vice President, Learner Support Services and Tara Carew, Director, Financial Aid

Dr. Patterson stated it is the priority of the college to ensure students have a quality education, persist in academics, remain until completion, and move forward in their future endeavors whether through transfer or workforce. Attracting new students involves access, recruitment and outreach. Retaining them involves strengthening communications. The college has streamlined its student support by ensuring equity and access, immediate accessibility, and professional development training for faculty and staff. Dr. Patterson stated the college's focus is to provide a premiere learning experience for students. She shared the website has been revamped for a 100% online experience. Federal stimulus funds are also available to support students. Due to the pandemic crisis, the college is making technology available to students through a loaner laptop program and expansion of Wi-Fi.

Dr. Patterson stated the college has adjusted its admissions processes to strategically focus on the virtual environment. This includes working closely with Anne Arundel Public Schools (AACPS) to connect to students by expanding the number of academic programs which can be completed solely online, updating online orientation, and streamlining the enrollment process.

Mr. Klasmeier recalled when the economy was soft and unemployment was high. He stated enrollment at the college was increasing year to year. He wanted to know if the college anticipated the same outcome given the current unemployment situation of the state and country. Dr. Patterson responded the college

is hopeful. She explained when the economy is difficult, people typically return to community colleges for retooling and retraining for work support. She stated the college will ensure the community knows AACC is available to help them. Rev. Dr. Dixon-Proctor inquired how the transition to online classes affects students enrolled in high school and college courses. Dr. Patterson responded the college is working with AACPS through virtual information sessions to ensure students have what they need for enrollment to successfully connect to sessions.

Ms. Carew reported on financial aid. She stated during the 2018-19 school year, the college received and processed over 12,000 financial aid applications. From these applications, financial aid was awarded to 6,571 applicants. She stated the percentage of students receiving aid has remained consistent at approximately 53% over the last five years. Of the students who received aid packages, 83% of them enroll and register for classes. This has remained consistent over the last five years. Ms. Carew stated 729 students receive VA educational benefits, which included 585 students receiving Chapter 33 post 9/11 GI Bill funds. The percentage of students who receive financial aid at AACC has remained consistent over the last three years hovering right around 30%. The student profile for financial aid includes 51% of students who are dependent or living with their family, while 49% of students are independent.

Ms. Carew stated federal grants is the largest funding source, which is over \$10 million. Student loans are at \$6.5 million. She was pleased to share the recent draft default cohort rate came in at 7.9%, a reduction from 10.3% in 2016. Ms. Moore wanted to know the reasoning for the reduction. Ms. Carew responded the college works with a loan prevention default management company (Student Connections), and an excess debt intervention program to help students mitigate high loan debt. Ms. Moore asked if there would be implications if the default rate increased too high. Ms. Carew responded if the default rate increased, the college would disburse part of the loan at different periods of time throughout the term.

Mr. Hall asked if the default rate improvement was a result of intervention by collection agencies. Ms. Carew responded the improvement was a combination of the college working with students on campus to help them borrow in a logical fashion and partnering with the default prevention management company. Mr. Hall asked which intervention showed the greatest improvement in recent years. Ms. Carew stated it was difficult to identify which attributed to the decrease because both resources were implemented simultaneously to students.

Ms. Carew reported on Pell Grant awards. She explained in the 2020-21 school year, an AACC student receiving a full Pell Grant will receive enough funding to cover tuition, fees and books, regardless of credit hours. She reported the Pell Grant increased by \$150 up to \$6,345, and book charges decreased from \$84 per credit hour in 2019 to \$33 per credit hour in 2020. She was pleased to report The Coronavirus Aid Relief and Economic Security (CARES Act) requires the college to use 50% of the allotment of funds for emergency aid to students. These expenses are directly related to the disruption of campus operations due to COVID-19. Ms. Carew was also pleased to share that two new large scholarship were recently introduced in the state of Maryland. (1) The Maryland Promise Scholarship which enabled 119 students to receive awards in the fall of 2019 and 99 students in the spring of 2020; and (2) The Workforce Development Sequence Scholarship which enabled 31 students to receive awards in the 2019-2020 year.

Mr. Hall wanted to know what was the total government aid awarded to students as a result of COVID-19. Ms. Carew responded the college will receive about \$2.1 million from the CARES Act that will go directly to students. Mr. Hall inquired how the allocation would be determined. Ms. Carew responded the Department of Education is requiring the college to use components of FAFSA to determine eligibility. She stated the need component is often identified by the expected family contribution (EFC). Ms. Carew explained the EFC for students living with parents will be a maximum of \$14,000, while those who are not living with parents would be \$20,000. Mr. Ulvila inquired if the guidelines for the Maryland Promise Scholarship were less restrictive as a result of the recent legislative session. Ms. Carew confirmed the

guidelines eased up considerably. She explained Senate Bill 307 states service obligations are no longer tied to the Promise Scholarship; students can apply outside the two-year window after high school.

3. Strategic Plan Update – Dr. Dawn Lindsay and Dr. Michael Gavin, Vice President, Learning

Dr. Lindsay reminded the board that in June 2016, the board approved the early retirement of the *Student Success 2020* Strategic Plan and supported the adoption of *Engagement Matters Pathways to Completion*. She stated throughout the past three years, the strategic plan has been the collaboration of all three divisions supporting the plan's three goals of entry, retention and persistence. Despite declining enrollment, Dr. Lindsay was pleased to share the percentage of completion has increased by 4% since 2016. She explained in 2016, there were 8,600 full time equivalent (FTE) students with 2,451 awards. In FY2019, the college had 934 fewer FTEs but still awarded 2,451 awards. Dr. Lindsay was pleased to report equity gaps of minority students reduced from 6.9% in 2016 to 4.8% in 2019. The college was able to increase the percentage of minority successes in award attainment by 2.1%.

Dr. Lindsay reported the college received national recognition from the Association of Governing Boards by receiving the John Nason award for board leadership. She and Board Chair Lawrence Ulvila co-presented at three national conferences specifically related to the success and the implementation of the college's strategic plan. Dr. Lindsay reported the college was also nominated for the Aspen Prize and obtained Leader College status from Achieving the Dream. Additionally, the college was recognized by the Government Finance Officers Association for best budgeting practices, and was featured as the case study in a book by George Boggs and Dr. Christine McPhail which described transformational leadership in community colleges.

Dr. Lindsay stated the new strategic plan, *Engagement Matters II (FY2021-FY2024)*, will maintain the three board-approved goals of June 2016, and will include employee engagement in the planning process. She stated the objectives of the new plan will include high quality education, engagement for students and employees, and innovation to ensure allocations of resources are clearly supporting the mission of the college. She thanked the strategic planning council for their work in fostering shared governance.

Mr. Hall was impressed with the reduction of equity gaps of non-white students over the past four years. As such, he wanted to know if there had been improvements of equity gaps of students entering college directly from high school. Dr. Lindsay responded the evidence of the success stems from the faculty and staff's partnership with the K-12 system. She stated everyone is working to reduce the amount of time students spend in developmental education classes and their ability to quickly advance through sequencing.

Dr. Gavin advised the agenda item, *Engagement Matters II: Excellence through Innovation (FY2021-FY2024)* was an information item for board review. He explained the college embraced the idea that it could be the leaders and originators of a new paradigm for community colleges with a new strategic plan focusing on relationships. These relationships include: employee-to-employee, employee-to-student, and facilitating student-to-student relationships. He stated the college embraced the idea of completion, but recognized Amazonification of education and services. The drafting of the new strategic plan was an inclusive process that included faculty, staff and students through innovation spaces and open forums. The drafting was a year-long process involving the strategic planning council (SPC) who gathered data. Agenda Item V.A.3, includes three goals, objectives, activities, and key performance indicators of the new strategic plan. If the board has no objection, the agenda item will be brought back to the board as an action item at the June public session.

Mr. Ulvila commented on the consistent, positive feedback he receives locally and at national events about the great work of the college. He was pleased to share the college has also received honorariums

to present before leadership groups. Those honorariums were given to the AACC Foundation. Mr. Ulvila complimented the college and praised the entire leadership team. He is proud to be part of the institution.

4. Monthly Update on Accreditation – Dr. Gregory R. Schrader, Chair, Steering Committee – No report

On behalf of Dr. Schrader, Dr. Lindsay reported the Steering Committee met via Zoom Friday April 12 and continues to work on job descriptions for work team liaisons and chairs. The committee is also developing reporting documentation for the work teams. The chairs for each work team have been assigned and will work with the 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. The Steering Committee continues to obtain professional development opportunities and organize future logistics for the accreditation process. Dr. Lindsay commented that the college has been working nonstop on the accreditation process since 2013 when it received the last self-study. She thanked Dr. Schrader and Accreditation Liaison Officer Dr. Alycia Marshall for their leadership.

Rev. Dr. Dixon-Proctor commented on the phenomenal job and cohesiveness of the team. She was confident the college would have an outstanding accreditation report.

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

Mr. Santos was pleased to report the elected Executive Board members for the 2020-2021 academic year are as follows: Ryan Kim, president; Mari Cruz, executive vice president; Yen Truong, vice president of finance; Victory Ho, vice president of public relations; and Calvin Marzouk, vice president of diversity, equity, and inclusion. The newly elected Executive Board will begin their term as of June 1, 2020. Mr. Santos reported the SGA and Student Engagement will be hosting their annual Honors and Awards Ceremony virtually via video segments posted on the SGA and Student Engagement social media platforms. Nominations are currently being reviewed by the Honors and Awards Committee. Video segments and email notifications will be posted and sent in mid-May. Lastly, the SGA hosted a virtual Live COVID-19 Q&A Session on April 26 which included health professionals from AACC, Johns Hopkins, and the Anne Arundel County Department of Health. The estimated attendance of all platforms was approximately 100 attendees. The recorded version of the livestream has since been posted to AACC's YouTube channel.

6. Academic Forum/Council – Myra Dennis, Chair

Ms. Dennis reported the forum and council met six times this year. She summarized the end-of-the-year reports from each committee. The *Academic Integrity Review Committee* had one hearing. Data continues to be reviewed looking for patterns of potential inequities in the process. The *Academic Standards Committee* reviewed 873 petitions through April 2020, reviewed credit limitations and streamlined processes for students, faculty and staff related to academic standard petitions. The *Educational Policies and Curriculum Committee* completed 222 proposal, implemented equity and inclusion curriculum reviews for new courses, and implemented a transfer documentation form for new/modified programs. The *Nominating Committee* presented a motion to replace seven committee members across the college committees in the fall of 2019 and presented a motion for Myra Dennis to continue as chair for additional year. Ms. Dennis stated COVID-19 slowed the process to fill slots. As a result, an electronic vote will occur prior to the end of the spring semester. The *Committee on eLearner Success* established a plan to inform faculty and staff about the college's accessibility policy and how to meet the accessibility standards. The committee continues to identify ways to decrease textbook costs to students. With support from the library, AACC was awarded a MOST Institutional grant which supports several faculty in creation/selection of OERs. The *Teaching and Learning Committee* created a faculty checklist/calendar to assist adjuncts, recruited faculty and staff to participate in the new Speakers Bureau, and developed criteria for the new Jill Loukides Award. The *Learning Outcomes Assessment Committee* assisted departments in implementing their 5-year departmental assessment plans.

7. The Faculty Organization (TFO) – Dr. Rachelle Tannenbaum, President

Dr. Tannenbaum summarized the end-of-the-year reports for each committee. The *Promotion & Tenure Committee* reviewed applications for sabbatical, tenure and promotion and is working to change to an electronic process resulting from COVID-19. The *Compensation Committee* has strongly advocated for raises for full-time and adjunct faculty and implementation of adjunct lecturer III but realizes how COVID-19 has affected the economy. The committee thanks the board for their support in compensating the faculty over the years. The *Online Policies and Practices Committee* is making recommendations for an evaluation tool for online teaching and is working on resiliency grants using CARES Act funding. The *Adjunct Faculty Affairs Committee* is advocating to bring the adjunct faculty coordinator position back and for equity and inclusion for adjuncts. Dr. Tannenbaum stated an ad hoc committee is working to edit the college manual. She also shared goals of other ad hoc committees. Lastly, Dr. Tannenbaum reported that she will remain as president, Dawn Bond as vice president, and Elizabeth Westman as recorder for the next academic school year.

8. Professional and Support Staff Organization (PSSO) – Sarah Earle, President – No report

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

Dr. Boykin reported the ASO had its final spring general forum meeting on April 21. At the meeting, Vice President Beardmore presented on the college's financial future, while Vice Presidents Gavin and Patterson shared innovative practices the college is building to be a premier community college with online education and experiences. Human Resources offered a general COVID-19 update and shared information concerning performance evaluations, searches and vacancies, and resources to virtually engage team members. Dr. Boykin stated the ASO Elections were delayed. The officers will be announced at the next public session. The ASO continues to work with the Diversity Committee and college leadership to support the strategic agenda of the college. Dr. Boykin was pleased to share ASO met its goal of Helplink donations among its membership. During the first few weeks of COVID-19s campus interruption, faculty and staff donated more than \$3,100. Lastly, Dr. Boykin reported ASO reviewed its Charter to ensure policies and procedures accurately reflect the ASO's charge and operational practices. No substantive changes were made.

Dr. Lindsay thanked the constituency group leaders for their support as members of the council advisory to the president (CAP). She appreciated their incredible work and participatory manner as leaders for the college.

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

Dr. Lindsay reported MACC recently coordinated the response to the Maryland Higher Education Commission's request on the financial impact of COVID-19 on community colleges campuses. She stated each college is experiencing challenges that are unique to their local and regional areas of the state. The MACC Board of Directors Meeting is scheduled for June 30, 2020. As of now, the meeting is scheduled to be held at AACC. The college will determine state guidelines before hosting the event. Dr. Lindsay asked Mr. Ulvila to share his new role at MACC. Mr. Ulvila stated he has served as treasurer for MACC for the past year and was subsequently elected to serve as MACC President next year.

**V.B.1. Approval of Award of Contract for the Purchase of Digital Library Subscriptions –
Dr. Michael Gavin, Vice President, Learning**

Dr. Gavin stated the board is asked to approve the award of the contract to Lyris, an agent for Maryland Digital Library (MDL), for management of digital resources and subscriptions. The subscription has been negotiated through Maryland Education Enterprise Consortium (MEEC). Given Lyris's

excellent performance, the college anticipates it will extend the partnership with Lyrisis through 2021. If the board approves the award of this contract, the college will issue purchase orders to Lyrisis on a schedule aligned with a renewal schedule for digital resources available to MDL members. The funding for this project will come from the FY2021 Library Operating Budget. Pending the approval of the college's FY2021 operating budget, the amount allocated to this contract is \$250,000. There are sufficient funds available for the purchase.

By motion of Rev. Dr. Dixon-Proctor, seconded by Mr. Hall, and a roll call of the remaining trustees to determine their vote, the Board of Trustees voted unanimously to approve the Award of Contract for digital resources subscription management services to the Maryland Digital Library agent Lyrisis, a non-profit organization based in Atlanta, Georgia, in an amount not to exceed \$250,000

VI. NEW BUSINESS

There was no new business.

VII. NEXT BOARD MEETING -- *Lawrence W. Ulvila, Jr., Chair*

Mr. Ulvila stated the next board meeting of June 9, 2020, will be held as a Zoom meeting, preceded by a closed session for the president's annual review.

VIII. ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,



Dr. Dawn Lindsay
Secretary-Treasurer