

**ANNE ARUNDEL COMMUNITY COLLEGE  
BOARD OF TRUSTEES PUBLIC SESSION  
September 8, 2020  
via Zoom Video Communications**

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**Members present:** Sandra E. Moore, Chair; Paula J. Darrah, J.D., Vice Chair; Briana "Bri" Barone; James H. Johnson, Jr., Ph.D.; Kathleen Johnson; Jerome W. Klasmeier; Lawrence W. Ulvila, Jr.; and Dr. Dawn Lindsay, President

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**I. CALL TO ORDER AND APPROVAL OF AGENDA**

The public session of the Board of Trustees was called to order by Chair Sandra Moore at 4 p.m. The meeting was open to the public via Zoom Video Communications allowing attendees to hear and observe the public session. Ms. Moore informed participants the meeting is being recorded pursuant to state law.

Ms. Moore asked Executive Assistant to the Board of Trustees Tracie Thomas to do a roll call for approval of the meeting agenda. By motion of Dr. Johnson, seconded by Mr. Ulvila, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the September 8, 2020, Board of Trustees public session agenda.

**II. WELCOME AND INTRODUCTIONS**

**A. Recognition of Outgoing Board of Trustee Walter J. Hall – Sandra E. Moore, Chair**

Ms. Moore recognized Mr. Hall for 36 years of service as a trustee. Mr. Hall chaired the board for three terms and served on the Audit and Finance and Budget Committees. Mr. Hall was instrumental in expanding the college's nursing, paramedics and police programs by working closely with county delegates to obtain funding. Additionally, he worked with Senator Jack Cade on the Cade Formula for community colleges. Mr. Hall was also instrumental in obtaining a 99 year subordinated ground lease at favorable rent on a parcel large enough for the Arundel Mills building and parking with the right to assign it to the AACCC Foundation. Mr. Hall retired from the board in July 2020. A plaque will be delivered to Mr. Hall's residence for his outstanding leadership and contributions.

Mr. Hall thanked the board for the recognition, and appreciated former County Executive O. James "Jim" Lighthizer calling him to serve on the board in 1984, and Senator Philip Jimeno's insistence to keep him on the board for twenty years. Mr. Hall stated throughout the years, he found great satisfaction helping the college achieve its mission. He was pleased to share the growth of the college from a small campus to being nationally recognized as an outstanding community college. He was proud to be part of a college that repeatedly receives unqualified reports from auditors on financial statements and zero recommendations for operations during re-accreditation. He stated the college has been blessed with outstanding faculty and staff and superstars in the educational and college administration fields. He stated it has been an honor to serve with trustees on the board. He was inspired by their desire to assist the college achieve its mission and goals.

**B. Introduction of New Board of Trustees Dr. Irene Zoppi Rodriguez – Sandra E. Moore, Chair**

Ms. Moore introduced Brigadier General Dr. Irene Zoppi Rodriguez as a new trustee, effective July 1, 2020. A native of Canovanos, Puerto Rico, Dr. Zoppi Rodriguez began her military career as a Private First Class with the Military Police Corps at Ft. McClellan, Alabama. Through sacrifices and hard work, she worked her way up the ranks to Brigadier General and has served the army for 33 years. Dr. Zoppi Rodriguez holds a doctorate in philosophy and masters in strategic students, business administration, and business marketing. She is director of Army Reserve Engagement Cell (AREC) & Deputy

Commanding General United States Army South at Ft. Meade. She is also adjunct professor at the US Army War College and Strayer University. Dr. Zoppi Rodriguez is a motivational speaker whose passion is teaching, community service, and giving back to the community, Latinos, veterans and minorities.

**C. Introduction of New Board of Trustee Kathleen Johnson – Sandra E. Moore, Chair**

Ms. Moore introduced Kathleen Johnson as a new trustee. Ms. Johnson will complete the term of retired trustee Mr. Hall. For 37 years, Ms. Johnson has developed entrepreneurial flare in the beauty industry. As owner-operator of Esther's Hair Salon in Glen Burnie, Ms. Johnson has built a prosperous business of female and male clientele from the ground up and developed best business practices for client retention and salon management. She is a licensed cosmetologist for the State of Maryland for Spring Grove Hospital where she enhances the personal appearance of patients while educating residents on the importance of good hygiene and grooming practices. Ms. Johnson also served as president of the Freetown Community Association where she worked with politicians in an effort to improve parks and area roads in the area.

**D. Introduction of New Student Board Member Briana "Bri" Barone – Sandra E. Moore, Chair**

Ms. Moore introduced Ms. Barone as the new student member of the board, effective July 1, 2020. Ms. Barone holds associate degrees in Communication and Elementary Education and has returned to AACC to pursue her third and final degree in Secondary Education in English. Ms. Barone formerly served at AACC in the Phi Theta Kappa International Honor Society, Student Government Association, Ambassador Campus Team, and the Educational Policies and Curriculum Committee, and is currently the 2020-2021 Middle States Regional President for Phi Theta Kappa and Lead Coordinator of the Ambassador Campus Team. Ms. Barone enjoys creative writing, music composition, art, and community service.

**III. APPROVAL OF MINUTES – Sandra E. Moore, Chair**

**A. Minutes of the June 9, 2020, Board of Trustees Meeting**

Ms. Moore asked the board if any objected to the minutes from the June 9, 2020, board public session. There were no objections. As such, the Board of Trustees unanimously approved the minutes of the June 9, 2020, Board of Trustees public session.

**CHANGE IN THE ORDER OF THE AGENDA**

A motion was made by Mr. Klasmeier, and seconded by Mr. Ulvila to change the order of the agenda by bringing the first action item in the President's Report, V.B.1, Approval of 2020-2021 Full-time Faculty Appointments, forward on the agenda to give the new faculty the opportunity to be introduced early in the public session. Ms. Moore obtained a verbal vote of trustees who unanimously approved the change in order.

Dr. Gavin introduced three new faculty Jamie Van Allen, Tanesha Meade, and Christopher Harmon. He asked the board to approve the tenure track and term appointments for full-time faculty as presented in the main motion. With approval of these appointments, instructional staffing for the Truxal Library and schools in the academic area will be sufficient for the efficient delivery of their academic programs. Approval is requested for 57 one-year and 21 two-year full-time faculty contracts. Three of the one-year term appointments are newly hired retirees or filling recently vacated positions. Additionally, approval for 14 continuing tenure track, one-year appointments is requested.

By motion of Mr. Klasmeier, seconded by Ms. Darrah, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the 2020-2021 Full-Time Faculty appointments as presented in Exhibit 1 in the supporting materials to the agenda.

#### **IV. BOARD CHAIR AND COMMITTEE REPORTS**

##### **A. Audit and Finance Committee – *Dr. James H. Johnson, Jr. Committee Chair***

Dr. Johnson reported the Board Audit and Finance Committee met via Zoom on August 19, 2020. During the meeting, the auditor presented an overview of the planned FY2020 audit, scope of services and deliverables, and the audit plan and timing. The committee also reviewed and discussed its roles and responsibilities as set forth in the Committee Charter. The college staff provided updates on the implementation timeline for Governmental Accounting Standards Board (GASB), statement number 84 covering Fiduciary Activity, and GASB statement number 87 covering Leases. The committee also discussed the FY2020 operating budget status report as of August 17, 2020. The anticipated annual results project a balanced budget with the college operating within existing resources. Lastly, the committee received an update on the status of the Other Post-Employment Benefits Trust. It was noted that the county will be making a \$2.7 million contribution to the trust on behalf of the college in FY2021. This is the first county-funded contribution to the trust and a major step forward in implementing a reoccurring funding strategy to address this liability going forward. The committee will meet on October 20 when the results of the audit and draft financial statements will be reviewed.

##### **B. Board Development Committee – *Dr. Irene Zoppi Rodriguez, Committee Chair – No report***

There was no report from the Development Committee.

##### **C. Board Policy Oversight Committee – *Vice Chair Paula A. Darrah, Board Representative and Committee Chair***

Ms. Darrah reported the committee met on August 26 to continue its review of all board policies, making recommendations for revisions, adding new policies, and removing outdated policies or policies no longer needed via the board policy manual. There are two board policies the committee is recommending for removal: Students Rights and Responsibilities, and the Policy and Procedures for the Management of Disruptive Behavior of Students (Agenda Items IV.C.1 and C.2). Ms. Darrah advised both policies are outdated. The Students Rights and Responsibilities, approved by the board on March 16, 1983, mentions rights for students that are legal rights. The Policy and Procedures for the Management of Disruptive Behavior of Students, approved by the board on April 11, 1995, duplicates what is in the board-approved Student Conduct Policy and Procedures in the Student Code of Conduct at the college-level. Because both policies are board approved, the committee is recommending the board approve the deletion and removal of them from the board policy manual.

Ms. Darrah stated the committee is also recommending two board-approved policies be updated: the Waivers to Tuition and Fees Policy and the Investment Policy (Agenda Item IV.C.3 and C.4). The Waiver to Tuition and Fees Policy was last revised September 16, 2016. She explained the language in the policy should be updated to reflect the current name of act pertaining to qualified unaccompanied homeless youth and the new state provision for the parent of deaf or hard of hearing child. The committee also recommends updating the Investment Policy, adopted on October 10, 1995, by removing the procedures. The policy itself aligns with state law, which authorizes the types of investments the college can make. Ms. Darrah advised that the four policies will be brought back to the full board for approval at the October 13 public session.

Dr. Johnson noted an error in the language of Agenda Items IV.C.1. He stated the motion should indicate the board approves the deletion and removal of the Student Rights and Responsibilities, not the Writing Policy as indicated in the text.

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

Dr. Johnson reported the committee met via Zoom on June 18 to discuss the Riverhawk Recovery Plan, the Coronavirus Aid, Relief and Economic Security (CARES) Act, the Administrative Services Review project, and the FY2020 and FY2021 budgets. The Riverhawk Recovery Plan is a plan that lays out a structure for the college to gradually and responsibly return to normal operations with phased and gradual re-opening of the physical campus. The committee received an update that the Riverhawk Recovery Team structure includes nine teams focused on key activities necessary to successfully plan for and implement a reopening of the physical campus. Regarding the CARES Act, the committee was advised that to date the college had identified approximately \$1.5 million in items eligible for support under this grant program, and that the funding had recently become available in the federal system.

The committee was also advised that the Administrative Services Review project continues and is on track for a presentation at its September meeting. Lastly, the committee received updates for the FY2020 and FY2021 budgets. For the FY2020 budget, the committee received updated projections for both the operating budget and the anticipated impact on the tuition stabilization fund. For the FY2021 budget, the administration noted the college successfully obtained county administration and county council's support for the restoration of two priority requests: funding for one-time compensation increase of \$1,500 for benefit-eligible faculty and staff; and the restoration of the \$1.7 million in IT capital funding.

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

Mr. Klasmeier reported the Facilities Committee met via Zoom on July 14 and August 21 to discuss the Clauson Center for Innovation and Skilled Trades, the Moore Road Property, and future procurements. During the summer, the committee was apprised of conversations with the Foundation Executive Committee about plans to bring the project in under budget. The project is currently being re-designed to a smaller scale, while maintaining the four instructional labs. Value engineering is underway to reduce the estimated cost. The committee will continue to receive updates on this project at future meetings. Regarding the Moore Road property sale, the committee received an update and learned that the prospective buyer terminated the agreement due to challenges in obtaining zoning from the county. The one-acre property, owned by the college, was not marketed at the time the agreement was signed and there are not immediate plans to list the property for sale. The committee also discussed changes to previously approved projects, including the Cade building roof, the West campus amphitheater project and the repairs to the Careers building pedestrian bridge. Lastly, the committee reviewed the list of future procurements, noting that there will be many procurements brought for board approval this fiscal year in support of the Health & Life Sciences building. One of these items is on tonight's agenda for the board's approval.

**F. Human Resources Committee – *Lawrence W. Ulvila, Jr., Committee Chair – No report***

There was no report from the Human Resources Committee.

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

Ms. Barone read a letter from the recipient of the Pathways to Credit Studies Scholarship. The student, placed her education on hold due to personal and financial obstacles. She is extremely grateful for the scholarship which has enabled her to only have one full-time job while attending school part-time. The student desires to obtain a degree in psychology, then transfer to the University of Maryland to pursue a career as a Child Life Specialist. The student believes the scholarship is a positive light despite the negative effects of COVID-19.

Mr. Ulvila was pleased to report the Foundation raised \$2.38 million in contributions in FY2020 and provided over \$1.1 million to the college for scholarships and program support. Total campaign revenue is now just over \$8.25 million. The Foundation recently received a generous gift of \$75,000 to support

HelpLink, AACC's program that provides emergency support to students and the Scholarship for Associate Degree Completion. Live! Casino and Hotel also made a generous \$50,000 gift to support the ongoing funding of their scholarship for the Dealer Training School. Lastly, the Foundation received a thoughtful planned gift from the Estate of Margaret Burroughs to provide further funding for the Henry D. Burroughs Memorial Scholarship. Mrs. Burroughs was the wife of the late Henry "Hank" Burroughs who was an award-winning photographer who chronicled three decades of news for the Associated Press. This scholarship fund was created to honor his work and help students with an interest in photography and visual arts.

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

**A. Information Items**

**1. College Updates – Dr. Dawn Lindsay**

Dr. Lindsay was pleased to report The League for Innovation in the Community College awarded AACC the 2020 Innovation of the Year Award for its prompt resiliency and vigor during the national pandemic. The award recognized faculty and staff for collaboratively working between divisions to migrate online classes, train faculty and implement tools to allow remote working which enabled the college to better support students. Dr. Lindsay continued to report on August 17 nearly 3,000 people attend AACC's virtual event, co-hosted with Anne Arundel County Public Schools. Dr. Robin DiAngelo, author of *White Fragility*, was the guest speaker. Dr. Lindsay pointed out that Dr. DiAngelo invitation to present reflects the college's continued commitment to tackle systemic racism.

Dr. Lindsay also reported on this year's convocation. The virtual event was held August 18 in CADE 219. She and the vice presidents presented remarks to the community via Zoom, practicing social distance and wearing AACC Riverhawks face masks. Convocation focused on AACC's response to the COVID pandemic, the new strategic plan, and the college's continued progress toward greater equity and inclusion. Regarding leadership positions, Dr. Lindsay was pleased to introduce the college's first in-house general counsel, Erin Parker. She stated Ms. Parker comes from University of Maryland Global College where she served as deputy general counselor for the last three and a half years and was previously assistant attorney general at the attorney general's office. Dr. Lindsay was also pleased to announce the college is conducting a national search for the new Chief Diversity, Equity and Inclusion Officer.

Dr. Lindsay continued to report the Riverhawk Recovery Team is regularly meeting to develop a phased-in approach to recovery. The college is currently in Stage 2, which builds upon the few classes offered this summer in the Health Sciences and Police Academy. She reported the college is abiding by Governor Hogan's recent announcement to move to Stage 3 for spring 2021 where a maximum of 50% face-to-face classes will be offered in selected courses. Lastly, Dr. Lindsay reminded the board that each month a list of talking points are in their board packet. The talking points provide information to share in the community about the great work of the college.

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

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

**3. Infusing Diversity, Equity, Inclusion, and Antiracism into the Strategic Plan – Dr. Michael Gavin, Vice President, Learning**

Dr. Gavin reported the college is working to infuse diversity, equity, inclusion, and antiracism into its new strategic plan. He stated the mission, values and philosophy of the college is to ensure all students who come to AACC have an intellectually, culturally and economically satisfying relationship with society. He displayed metrics of retention and graduation rates of students by race and ethnicity which indicated a

disparity in African American students. He stated the college is working to reduce the equity gap by taking an antiracism approach to proactively look at policies, practices and interactions to ensure all students, despite demographics, succeed. He advised that the equity agenda will continue for the next four years of the strategic plan. The college will ask the board to assist by looking at policies and procedures to leverage equity gaps. The board policy subcommittee is seeking to revise the Equity, Diversity, Inclusion Policy from the March 2020 board meeting to take a strong stance by including “anti-racism” in the policy and inserting language of “antiracism” into two goals of the strategic plan. Additionally, all units in the college will draft goals based on data with equity and anti-racism/eradicating achievement gaps in mind.

Dr. Johnson suggested a change to the Engagement objective of the strategic plan. He did not feel antiracist should replace equitable. He felt the college should create both an antiracist and an equitable culture of engagement, as indicated in the Resources objective of the strategic plan. Ms. Barone concurred to consistently use both terms.

Ms. Johnson inquired why the graduating rate of African Americans was so low. Dr. Gavin responded the college is continuously working through research, policies, practices and pedagogy to facilitate better rates. Ms. Moore added the board policy committee discussed adding antiracism language to the diversity, equity and inclusion policy. The revised policy will be brought to the board next month.

#### **4. Enrollment Update – Dr. Felicia L. Patterson, Vice President, Learner Support Services**

Dr. Patterson reported the college is still enrolling for 13 week classes and the second eight week classes. She displayed data relevant to enrollment for FY2020. She explained there was a 1.4% headcount decline for credit and noncredit, due largely to the pandemic. Minority student enrollment increased. The headcount for gender remained consistent, 61% female; 39% male. The age group percentage of students under age 20 increased by 4% through dual-enrollment. Ms. Moore asked Dr. Patterson to explain to new trustees what unduplicated headcount meant. Dr. Patterson responded that students may be enrolled in one or more classes, but they are counted only once. Unduplicated headcount is the actual number of individual students enrolled. She continued to explain students taking one online credit course increased 9.5% for FY2020, while students taking only one online credit course increased 15.3%. She was pleased to report summer enrollment increased from 2,728 in 2019 to 3,767 in 2020. Lastly, she stated FTE for the fall is down 1.6% overall.

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

Dr. Schrader reported the steering committee met via Zoom Friday, June 5 and communicated through email throughout the summer. All work teams are populated and training material have been developed. Several members of the steering committee and college leadership will be attending the Middle States Self-Study Institute in the fall. This will allow the steering committee to finalize our self-study design and begin research to write the self-study report. Board member Dr. James Johnson has replaced Dr. Diane Dixon-Proctor, whose term on the board expired, as the board Middle States steering committee member. The steering committee continues to obtain professional development and organize future logistics for the accreditation process.

#### **6. Student Government Association (SGA) – Ryan Kim, President**

New SGA President Mr. Kim stated the Executive Board and returning senators are optimistically developing new virtual opportunities for engagement among the student body. Following the events on the Black Lives Matter movement, SGA created a statement on the Black Lives Matter Movement along with a published google document which contains useful resources for students. Both are posted on SGA's Social Media page. In July, SGA also supported International students who might have had concerns with the ruling by the US Immigration and Customs Enforcement. Moving forward, the SGA will host a weeklong Virtual Club Fair September 14-18 to help students learn more about different

opportunities at AACC. SGA will also be creating a Guidebook for the Nest which will contain clubs and organizations at AACC. The website will allow students to join clubs, look at upcoming events, and find contacts for each club. Lastly, on September 21, SGA will host its first General Forum for the fall semester where events and initiatives will be shared and questions and concerns addressed.

**7. Academic Forum/Council – No report**

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

Dr. Tannenbaum reported during the summer many TFO committees worked with administration on resiliency grants and policy and procedural questions related to the college's mostly-online format. She thanked Vice President of Learning Dr. Gavin, Associate Vice President of Learning and Academic Affairs Dr. Alycia Marshall, and other administrators for working to ensure faculty were involved in the decisions. In August, the organization had one special meeting where the faculty voted to have each committee critically examine their charges, committee membership requirements, outcomes, and policies/procedures to see where changes may be needed to help advance the goals of equity, diversity, inclusion (EDI) and antiracism for students, faculty and staff. In November, the board will receive an update on committee goals.

**9. Professional and Support Staff Organization (PSSO) – Anne Bashore, President**

New PSSO President Ms. Bashore reported the organization hosted its annual retreat on August 13. Ms. Bashore was pleased to report more than 50 members participated to draft two goals for FY2021. It was an historic turnout. She believed the virtual environment allowed greater participation. Ms. Bashore reported goals were presented to Reps and Alts for consideration, and a vote will be called in conjunction with PSSO's first general assembly meeting on September 15.

**10. Administrative Staff Organization (ASO) – Dr. Danny M. Hoey, Jr., President**

New ASO President Dr. Hoey reported ASO will hold an election in 60 days to elect a new ASO Vice President. The 2020-2021 goals were created to support the 2020-2024 strategic plan. Those goals will be presented at the next board meeting. Dr. Hoey thanked former ASO President Dr. Tiffany Boykin for her leadership, service and mentorship.

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

Dr. Lindsay was pleased to announce Trustee Ulvila as the President of the 2020-2021 MACC Executive Committee. She reported the MACC Board of Directors virtually met on June 30 when she and Trustee Ulvila represented the college. She stated the Maryland Council of Community Council Presidents (MCCCP) virtual retreat was August 3-4. The future of higher education in a post-pandemic era and the status of the state budget were some of the topics discussed. The presidents approved the MACC Capital Prioritization List, reviewed affinity group reports, and reviewed the draft legislative agenda for the 2021 session of the Maryland General Assembly. Once the draft is completed, it will be brought to the board for approval at next month's public session prior to MACC taking it to the MACC Board of Directors for approval at its meeting on October 28.

**V.B.1. Approval of 2020-2021 Full-Time Faculty Appointments – Dr. Michael Gavin, Vice President, Learning**

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

**V.B.2. Ratification of MHEC Cultural Diversity Report – *Dr. Dawn Lindsay, President***

Dr. Lindsay asked the board to ratify its approval of the college's 2020 Cultural Diversity Report for submission to the Maryland Higher Education Commission (MHEC). On August 21, 2020, following her consultation with the board chair, the summer agenda item was forwarded to the full board with a request for its review and vote. Board members voted via email and approved the report on August 24, 2020, for submission to the Maryland Higher Education Commission by September 1, 2020, as forth in the main motion.

By motion of Mr. Ulvila, seconded by Ms. Darrah, and a roll call taken of trustees to determine their vote, the Board of Trustees voted unanimously to ratify the approval of Anne Arundel Community College's 2020 Cultural Diversity Report, as set forth in the main motion of Summer Agenda Item No. 1, dated August 21, 2020.

**V.B.3. Ratification of Approval of Award of Contract for Online Exam Proctoring –  
*Dr. Michael H. Gavin, Vice President, Learning***

Dr. Gavin asked the board to ratify its approval of the award of contract for Online Exam Proctoring, as presented in the summer agenda item. On June 17, 2020, following the president's consultation with the board chair, the summer agenda item was forwarded to the full board with a request for its review and vote. Board members voted via email and approved the award of contract on June 19, 2020, as forth in the main motion. In accordance with the Board of Trustees Bylaws, the board is now being asked to ratify its approval in public session.

Dr. Johnson noted the motion for the award of contract for online exam proctoring and the motion for the diversity report refer to Summer Agenda Item No. 1. He inquired both ratifications had the same agenda item number. Dr. Lindsay responded the college will look into the matter.

By motion of Ms. Darrah, seconded by Mr. Klasmeier, and a roll call taken of trustees to determine their vote, the Board of Trustees voted unanimously to ratify its approval of an emergency contract extension and expansion of Honorlock, Inc. of Boca Raton, Florida, as set forth in the main motion of Summer Agenda Item No. 1, dated June 17, 2020.

**V.B.4. Ratification of Approval of Award of Degrees and Certificates for the Remainder of  
Academic Year – *Dr. Felicia L. Patterson, Vice President, Learner Support Services***

Dr. Patterson asked the board to ratify its approval of the Award of Degrees and Certificates for the Remainder of the Academic Year, as presented in the summer agenda item. On August 10, 2020, following the president's consultation with the board chair, the summer agenda item was forwarded to the full board with a request for its review and vote. Board members voted via email and approved the award on August 13, 2020, as forth in the main motion. In accordance with the Board of Trustees Bylaws, the board is now being asked to ratify its approval in public session.

By motion of Dr. Johnson, seconded by Mr. Ulvila, and a roll call taken of trustees to determine their vote, the Board of Trustees voted unanimously to ratify the approval of Award of the Associate Degrees and Certificates as set forth in the main motion of Summer Agenda Item No. 1, dated August 10, 2020.

**V.B.5. Approval of Contract for the Purchase of Audiovisual Equipment Services –  
*Dr. Felicia L. Patterson, Vice President, Learner Support Services***

Dr. Patterson asked the board to approve the Award of Contract for the Purchase of Audiovisual Equipment and Services for the Health and Life Sciences Building (HLSB) under construction on the Arnold Campus, scheduled to open in the fall of 2021. She stated the contract supports the purchase and installation of audiovisual equipment in 83 smart rooms, including 68 instructional rooms and 15



conference/meeting rooms. The contract will include installation of smart room equipment, training and two years of warranty on parts and labor in addition to the manufacture warranty. Vendor quotes are listed in the agenda item. The cost for the estimated field adjustments represents Information Services' estimate (10% of the proposal price) for unforeseen building conditions and minor scope changes. If the board approves the award of contract, the college will issue a purchase order for the equipment in September 2020, with installation planning to begin immediately and to be completed by August 2021. The funding for this project will come from the \$12,964,000 furniture, fixtures and equipment (FF&E) budget of the Health and Life Sciences Building capital project. The FF&E budget currently has \$11,354,763 in unencumbered and available funds for this and other FF&E purchases; therefore, sufficient funds are available for this contract.

Ms. Darrah asked if the scope of the contract had been re-examined since the college completely transitioned to online. Dr. Patterson confirmed the contract was re-examined. She stated the college had multiple meetings with the Division of Learning to ensure the technology is high-end, on the cutting edge of health sciences. Ms. Beardmore stated many health science programs have an in-person component. She explained that while the college has remote classes, programs for health sciences require physical presence in labs and/or with mannequins. As such, the Florestano building has many in-person programs as required by accreditation.

By motion of Mr. Klasmeier, seconded by Ms. Johnson, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the award of contract for the purchase of audiovisual equipment and services for the new Health and Life Sciences Building to Lee Hartman & Sons, Inc. in an amount not to exceed \$2,171,198.

Dr. Lindsay advised that Ms. Thomas emailed her addressing Dr. Johnson's concern regarding motions for ratification having the same Summer Agenda Item number. Whereas exhibits in the agenda items display the same number (Summer Agenda Item No. 1), dates distinguish them. Varying dates reflect the date each item was sent to the board for their review. The dates appear at the bottom of the page within the exhibit's name.

## **VII. NEW BUSINESS**

Mr. Klasmeier inquired about the county's commitment to the college for its FY2021 budget. Ms. Beardmore responded in late June the college received notice of a \$4 million state reduction for its FY2021 budget. She stated although the college has not received any further notice regarding additional cuts and is not aware of any county reduction, it is remaining conservative in fiscal management. Dr. Lindsay added the county executive supports the college and has thanked her for its service to the community.

## **VIII. NEXT BOARD MEETING**

Chair Moore advised that the next board meeting will be October 13, 2020.

## **IX. ADJOURNMENT**

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

Respectfully submitted,



Dr. Dawn Lindsay  
Secretary-Treasurer