

**ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION**
via Zoom Video Conferencing
April 14, 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 Conferencing in which attendees could hear and observe the meeting. 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. Hall, the Board of Trustees unanimously approved the April 14, 2020, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

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

A. Minutes of the March 10, 2020, Board of Trustees Meeting

By motion of Ms. Moore, seconded by Mr. Hall, the Board of Trustees unanimously approved the minutes of the March 10, 2020, Board of Trustees meeting with Mr. Ulvila, Dr. Johnson, and Mr. Hall abstaining due to their absence.

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*

There was no report from the Board Policy Oversight Committee.

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

Dr. Johnson reported the committee met via Skype on Friday, March 27, 2020, to discuss the impact of the recently approved state budget and the impact on the college's FY 2021 operating budget. The committee also discussed options for the additional state funding and supported the college's plan to show the additional \$2.1 million in state revenue with a corresponding reduction in tuition and fees revenue. The reduction in tuition and fees revenue is a contingency for the potential impact of COVID-19

on enrollment in FY 2021. The committee supported presenting the updated numbers to the county executive at the March 31, 2020, budget presentation.

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

Mr. Klasmeier reported that the committee met via Skype on April 7, 2020, and heard an update on the Health and Life Sciences building. The project continues to be on schedule and within budget. As a result of COVID-19, Whiting Turner's workers have four ten-hour shifts and are following social distancing. Other than pavers for the sidewalks, Whiting Turner has not experienced any supplier issues. Next, the committee received an update on The Clauson Center for Innovation and Skilled Trades project. Site development comments from the county were responded to last week, and the college has been advised that the earliest update from the county would be mid-April. The design process continues and value-engineering work is underway to bring the project within budget. The committee also heard a brief update on the status of the master plan update which is currently on hold due to COVID-19. Lastly, the committee reviewed two draft procurements, both of which are on tonight's agenda for approval.

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 National Council of Jewish Women's Margaret Libson Scholarship. The student is enrolled in the nursing program and is grateful for the scholarship which will help reach her goal to become a Certified Register Nurse Anesthetist (CRNA).

Mr. Ulvila was pleased to share total gifts and commitments for The Clauson Center for Innovation and Skilled Trades are approximately \$3.38 million and total campaign revenue is just over \$7.85 million. As the community rebuilds after the challenges of COVID-19, the programs being developed in The Clauson Center will prove essential for the economic health in the community. The Foundation continues to fundraise for The Clauson Center and was recently informed of a \$20,000 gift from a local family foundation to support construction. The Foundation is currently engaging their donors and donor prospects remotely, checking in with major donors via telephone calls, and planning donor prospect engagements via Skype. Additionally, the Foundation recently released a short donor stewardship video recognizing AACC students and alumni who are front-line responders during COVID-19. Regrettably, the Foundation had to cancel the 2020 Scholarship Reception originally scheduled on April 16. The Foundation will electronically distribute a booklet highlighting AACC's students and thanking the generous donors for supporting their education. Members of the Board will receive the booklet in late April.

H. Report of the Nominating Committee – Sandra E. Moore, Vice Chair

Ms. Moore presented the committee's report recommending Trustees Sandra Moore and Paula Darrah as nominees for chair and vice chair effective July 1, 2020. A vote will take place at the May 12, 2020, board meeting. Dr. Johnson inquired about the nominating process. Ms. Moore responded that at March's public session, trustees interested in serving as chair and vice chair were asked to inform the committee of their nomination. Then, the full board votes at the May board meeting. She stated that aside from Trustees Moore and Darrah, no other trustees have brought their name forward as nominees for the upcoming academic school year.

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

A. Information Items

1. College Updates – Dr. Lindsay

Despite businesses shutting down, schools pausing, and social distancing becoming the norm due to COVID-19, Dr. Lindsay stated AACC's first priority is the health and safety of students and the college's workforce. She thanked the vice presidents who worked nonstop before, during, and after spring break to put best business practices in place for delivery of remote classes and services. She also thanked the Emergency Management Team, essential personnel, and other staff and faculty who worked in small teams creating recommendations and solutions to address the evolving challenges faced while coordinating with local, state and federal public health authorities to ensure the ongoing health and safety of the community. She stated AACC faculty, staff, leadership, and the Board of Trustees are doing everything possible to help the college move forward through an unprecedented situation.

Dr. Lindsay reported that each Wednesday she communicates to faculty, staff and students through email updates regarding student service deliverables and campus safety and in mid-March provided a video message on the school's website. She was pleased to share that on March 30 all employees resumed work by telecommuting with no physical access to college buildings. Faculty and staff worked behind the scenes to ensure students successfully transition to complete the term. She was pleased to report that on April 6, students returned from an extended spring break. Classes resumed with services entirely online. On April 20, new five-week courses will be introduced for students interested in picking up additional classes but who might need more time to begin. Additionally, the School of Continuing Education & Workforce Development has new online classes in culinary, health and productivity, and new online courses are being offered for seniors.

Dr. Lindsay pointed out that through adversity comes opportunity. Through the adversity of COVID-19, the college has innovatively used technology to the fullest to virtually connect on a broader scale. She was pleased to virtually see a 60% increase in attendees during the Zoom public session. Additionally, the college is harnessing and utilizing technology tools to create content for remote learning for students in all sectors, and has established access to desktops for employees to remotely work. She added the college is also using its Helplink Program to offer basic needs and emergency aid to students in need, and its Food Pantry Services to deliver non-perishables to students, faculty and staff experiencing food shortage.

Dr. Lindsay thanked the community for entrusting her as president during these challenging times and confidently stated the college will get through the challenges presented by COVID-19 and emerge even stronger.

Mr. Hall congratulated the president, faculty and staff for their terrific job handling the COVID-19 pandemic but was concerned about its impact on students. He inquired if the college experienced any fallout of students as a consequence of the changing structure to online classes. Dr. Lindsay reported that the 1,300 face-to-face classes now being converted to online courses have created an upsurge in students who have dropped courses as a result of the pandemic. She was pleased to report the college is reaching out to students and working with any concerns they may have to retain them. She stated the new five-week program could help retention.

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

3. Student Government Association (SGA) – Mitchell Santos, President – No report

4. **Academic Forum/Council** – *Myra Dennis, Chair – No report*
5. **The Faculty Organization (TFO)** – *Dr. Rachelle Tannenbaum, President – No report*
6. **Professional and Support Staff Organization (PSSO)** – *Sarah Earle, President – No report*
7. **Administrative Staff Organization (ASO)** – *Dr. Tiffany Boykin, Esq., President – No report*
8. **Maryland Association of Community Colleges (MACC) Activities** – *Dr. Dawn Lindsay*

Dr. Lindsay reported the Maryland General Assembly Legislative Session adjourned 19 days early on Wednesday, March 18 to curtail the further spread of the coronavirus. Of the 2,744 bills introduced in 2020 Session of the Maryland General Assembly, MACC referred approximately 145 to the MACC Legislative Committee for review. Dr. Lindsay was pleased to share that the General Assembly restored the \$18.2 million reduction in the Governor's Budget Reconciliation and Finance Act (BRFA) made to the 2021 State aid allocation to community colleges. She reported the Maryland Council of Community College Presidents will meet this week. These meetings give her the opportunity to stay connected to her colleagues as they navigate through these unprecedented times in order to best serve students.

V.B.1. Approval of Award of Contract for Careers Center Pedestrian Bridge Repairs – *Melissa A. Beardmore, Vice President, Learning Resources Management*

Ms. Beardmore reported the contract award is for repairs to the Careers Center Pedestrian Bridge on the east side of campus. She explained the scope of work. Last fall the college conducted an engineering study which identified significant structural issues with the bridge. From that study, the design and scope of work for the repairs was developed. She pointed out the summary of the scope of work was listed in the first set of bullet points in the agenda item, along with overall percentages for the procurement. Ms. Beardmore stated in 2019, Whiting Turner completed a similar project for pedestrian bridge repair connecting the Student Union and Student Services Buildings. Based on criteria and with the review by the Board Facilities Committee, Whiting Turner was the highest scoring firm for this project. In addition to the proposal price, there is an estimated 10% field adjustment for unforeseen circumstances. If the board approves the award, a purchase order will be issued in the amount of the proposal price of \$684,276. Ms. Beardmore pointed out the main motion is for the approval of the total contract award, so the college would not have to come back to the board if the 10% field adjustment would be needed. The work will begin in May and will be completed mid-August. Funding for this project will come from the Campus Improvement capital budget which currently has \$1.7 million in unencumbered funds. Sufficient funds are available for this contract.

By motion of Rev. Dr. Dixon-Proctor, seconded by Mr. Klasmeier, the Board of Trustees unanimously voted to approve the award of contract for the pedestrian bridge repairs located at the Careers Center to the Whiting-Turner Contracting Company, of Baltimore, Maryland in an amount not to exceed \$752,704.

V.B.2. Approval of Award of Contract for West Campus Amphitheater Repairs – *Melissa A. Beardmore, Vice President, Learning Resources Management*

Ms. Beardmore reported the contract award is for the West Campus Amphitheater located on the west side of the Arnold location. The repairs are visibly noticeable. The agenda item will be phased due to county permitting and funding. Ms. Beardmore explained that Phase I, dating back to 1996, is the greatest area that needs repair. Based on criteria and with the review by the Board Facilities Committee, E&R Services Inc., a local MDOT certified minority firm, ranked highest for the award of contract. Funding to complete Phase 1 will come from FY 2020. If the county approves the capital budget for FY 2021 Walkways, Roads and Parking Lots, funds will be available to complete Phase II. The contract

includes a 10% contingency for estimated field adjustments for unforeseen circumstances. If the board approves the award, a purchase order will be issued for Phase I for \$218,852. If the college's capital budget for FY 2021 is approved on or about June 15, a purchase order will be issued for Phase II. The work will begin in May and will be completed mid-August.

By motion of Dr. Johnson, seconded by Mr. Klasmeier, the Board of Trustees unanimously voted to approve the award of contract for the west campus amphitheater repairs to E&R Services, Inc., of Lanham, Maryland for Phase I, and subject to FY 2021 capital appropriations Phase II, in the amount not to exceed \$417,770.

VI. NEW BUSINESS

There was no new business.

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

Mr. Ulvila advised that the next board meeting of May 12, 2020, will more than likely be held as a Zoom meeting. Details will be provided.

VIII. ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,



Dr. Dawn Lindsay
Secretary-Treasurer