

**ANNE ARUNDEL COMMUNITY COLLEGE  
BOARD OF TRUSTEES PUBLIC SESSION  
February 25, 2020**

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**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

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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 Mr. Ulvila at 4:04 p.m. in Cade 219.

By motion of Ms. Moore, seconded by Mr. Klasmeier, the Board of Trustees unanimously approved the February 25, 2020, Board of Trustees public session agenda.

**II. WELCOME AND INTRODUCTIONS**

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

**A. Minutes of the December 10, 2019, Board of Trustees Meeting**

By motion of Ms. Moore, seconded by Ms. Darrah, the Board of Trustees unanimously approved the minutes of the December 10, 2019, Board of Trustees meeting.

Mr. Ulvila asked Rev. Dr. Dixon-Proctor to report on her activities with the Association of Community College Trustees (ACCT).

**ACCT Report** – *Rev. Dr. Diane Dixon-Proctor, Elected member of ACCT DEI Committee  
Northeast Region 2018-2023*

Rev. Dr. Dixon-Proctor stated that on February 9-12, 2020, she represented the college at the ACCT National Legislative Summit on Capitol Hill in Washington DC where she and other community college trustees from across the country met to discuss and take community college legislative priorities to state senators and Congress representatives. At the summit, Rev. Dr. Dixon-Proctor presented the college's groundbreaking diversity work and shared updates at the ACCT coordinators network meeting as the voice of Maryland's community college.

Rev. Dr. Dixon-Proctor summarized some of the hot topics that were discussed at the summit and stated it was a pleasure to represent AACC as a member of the Diversity, Equity, and Inclusion (DEI) committee of ACCT. She explained the committee strives to define equality and impartiality in student educational outcomes regardless of race and ethnicity. The committee focuses on moving beyond issues of access by placing success outcomes to students of color at center focus. Dr. Dixon-Proctor was pleased to serve the committee and support its chair promote equality for all.

**CHANGE IN THE ORDER OF THE AGENDA**

Mr. Klasmeier proposed to change the order of the agenda and bring action items V.B.1 – V.B.3 to the board at this time. The board agreed to bring those agenda items forward.

### **V.B.1 Approval of Faculty Promotions – *Dr. Michael H. Gavin, Vice President, Learning***

By motion of Mr. Klasmeier, seconded by Ms. Mason, the Board of Trustees unanimously approved the president's recommendations for promotions, effective August 16, 2020, of the following faculty to the rank as listed:

- **Associate Professor:** Robert E. Beatty, Business Administration/Accounting; Audra H. Butler, Ed.D., Achieving College/Career Advancement; David (Forrest) M. Caskey, Academic Literacies; T. Camercon Caswell, Library; A. Mickey Dehn, Biology; Ashley D. Hernandez, Nursing; and, Shyamala Sivalingam, Ph.D., Chemistry.
- **Full Professor:** Garrett J. Brown, Ph.D., English; Ruimin Hu, D.SC, Computer Science; Matthew P. Klos, Visual Arts & Humanities; Wayne Kobylinski, Ph.D., English; Robert R. Lowe, III, Architecture and Interior Design; and Alice P. Stephens, Nursing.

### **V.B.2 Approval of Faculty Tenure – *Dr. Michael H. Gavin, Vice President, Learning***

By motion of Dr. Johnson, seconded by Mr. Klasmeier, the board unanimously approved the president's recommendations for the award of tenure, effective August 16, 2020, to the following faculty: Robert T. Carp, Chemistry; Karen E. Israel, Ph.D., Biology; Theodore J. Johnson, Visual Arts; Matthew M. Patton, Ph.D., Psychology; Karen K. Phelan, Ed.D., Education; Uzma Qureshi, Ph.D., Economics; Heidi L. Rayner, Nursing; Anthony C. Santorelli, Ph.D., Physical Science; Brandi L. Ulrich, Business Management; Benjamin J. Weibell, Ph.D., Biology; Peter M. Wirig, J.D., Legal Studies; and Margaret L. Wyatt, Nursing.

### **V.B.3 Approval of Faculty Sabbaticals – *Dr. Michael H. Gavin, Vice President, Learning***

Dr. Gavin introduced the faculty member recommended for sabbatical and briefly described how the faculty member's sabbatical would benefit students and align with the college's strategic plan, *Engagement Matters: Pathways to Completion*.

By motion of Ms. Moore, seconded by Ms. Mason, the Board of Trustees unanimously approved the president's recommendations for sabbatical leave for Professor Christopher Mona, fall 2020.

## **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***

Ms. Darrah reported that members of the board previously completed a self-assessment survey. Thereafter, the board participated in a workshop on January 14, 2020, that was lead by a facilitator from ACCT. Topics discussed during the workshop included effective and best practices for boards. Future committee meetings will include reviewing existing goals and measurements, developing better methods, updating board members of progress goals and individual performances, and updating the board of its overall targets.

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

Ms. Moore reported that the committee met last week to review drafts of new policies and revisions to existing ones. She stated since the board currently does not have a policy on academic freedom, the committee recommends that one be established. At the December 10, 2019 board meeting, the board

received a copy of the Academic Freedom Policy as an information item. Although the committee made minor edits on the policy, the content did not change. Upon recommendation of the committee, the Academic Policy is being brought to the board for approval. Ms. Moore read the policy.

By motion of Ms. Moore, seconded by Rev. Dr. Dixon-Proctor, the Board of Trustees unanimously approved the Academic Freedom Policy, as shown in Exhibit 1.

Ms. Moore continued to report that on May 12, 2009, the board approved and adopted an Equal Opportunity and Non-Discrimination Policy. With input from legal counsel and AACC staff, the committee recommends updating the language in the policy to reflect the current federal and state protected classes. The Equal Opportunity and Non-Discrimination Policy is being brought to the board as an information item.

Ms. Moore stated that the committee, along with legal counsel and AACC staff, also recommends the board have a policy on equity, diversity, and inclusion to demonstrate the college's commitment to embracing, fostering, and sustaining equity, diversity, and inclusion in all of its activities at the college. The policy included input and feedback from the three constituent groups on campus. Upon the recommendation of the committee, both the revised Equal Opportunity and Non-Discrimination Policy and the Equity, Diversity, and Inclusion Policy will be brought to the full board for approval at the March 10, 2020, public session.

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

Dr. Johnson reported that the Budget Committee met three times since the last board meeting. At the December 12, 2019 meeting, the committee discussed the FY2020 operating budget status report as of November 30, 2019 and received a presentation on the college's strategic planning efforts emphasizing the challenges the college continues to face in funding its key principles. The committee requested information on strategic planning and the strategic allocation of resources be incorporated into the February 13 budget workshop. At the January 16, 2020 meeting, the committee discussed the financial status report and the FY2021 budget. The operating budget is balanced as estimated expenditure saving are projected to offset the projected shortfalls in tuition and fee revenue. The committee also discussed several budget scenarios for FY2021 and the assessment of those scenarios in achievement of previously agreed to guiding principles and priorities. The committee agreed to present a single scenario at the board budget workshop that best met the guiding principles and priorities within the fiscal resources anticipated for FY2021. The committee also received the proposed FY2021-2026 capital budget and approved its presentation at the budget workshop. At the January 28, 2020 meeting, the committee received a more in depth review of the multi-year projections and assumptions utilizing the projection software for planning and strategy for future years.

Dr. Johnson commented that the committee considered several guiding principles for the proposed FY2021 operating budget and that the full board reviewed the budget at the February 13 board budget workshop. He stated the budget is the fourth budget developed within the framework of the college's strategic plan: *Engagement Matters: Pathways to Completion*. While revenue constraints continue to create fiscal challenges, the college is able to continue reallocations to impactful initiatives in support of key strategic priorities. The college is pleased to bring forward a budget that includes a pool of funds for compensation increases in support of the board approved compensation policy. Dr. Johnson stated the governor's budget includes an additional \$2.1 million in state funding. The college is asking for an increase of the \$4 million from the county, which brings the county funding to 41% of the budget. With that additional funding, the college is able to maintain affordability for students with a moderate tuition increase of \$4 per credit hour, in-county. Lastly, Dr. Johnson stated the number one priority for the proposed FY2021 Capital Budget continues to be the construction of the new Health and Life Sciences building.

## **D.1 Approval of FY2021 College Operating Budget**

Ms. Beardmore reported that the college is focused with intentionality on equity and has laid the groundwork for strategic priorities to guide budget decisions. She stated the business model is changing to make support services to students accessible regardless of location or site. Developmental education has been streamlined toward completion with the ultimate goal of eradicating achievement gaps.

Ms. Beardmore reported in the new Middle States standards, there is an overwhelming emphasis on assessment and how goals of the strategic plan are to guide planning, budgeting and decision-making and assessment in general. She reported the college is closing the current strategic plan and building the 2021-2024 strategic plan to ensure quality service to students while remaining fiscally resilient into the future. The draft will be brought to the board in May as an information with board approval in June.

Ms. Beardmore reported the shortfalls in tuition and fees of \$1.8 million have been more than offset by \$2.9 million in projected saving in expenditures. She provided comparative data and measurements of fiscal management and accountability, stating the college has high budgeting standards. Those standards are evidence in the college consistently receiving awards since 2017 from the Government Finance Officers Association (GFOA) for budget presentations and best practices. Ms. Beardmore also recognized the excellent support from the AACC Foundation in funding scholarship to students.

Mr. Hall wanted to know last year's turnover percentage and the projected percentage in the new budget. Ms. Beardmore responded that 7.3% was the percentage in FY2020 and 7.4% is the projected percentage for FY2021 due to unprecedented retirements. She stated a large percentage of the budget is salaries and benefits but pointed out the college looks at discretionary expenditures for savings. She was pleased to report the budget includes a line item for adjunct faculty compensation. She stated a pool of funds, consistent with the compensation plan that equates to 5% of the total compensation, has been allocated in the budget, and a similar pool has been allocated for adjunct rates. All align with the board's compensation policy and recommendations from shared governance committees.

Regarding state funding, Ms. Beardmore was pleased to share that the Governor's budget of Cade funds was included in the budget. She felt there could be a potential for more state funding. Regarding county funding, Ms. Beardmore stated the county request is \$4 million, which primarily equates to compensation. The budget also includes a \$4 tuition increase, mandated by state law, which is capped at 4%. She reported the tuition stabilization fund (TSF) of \$5 million is below the board's policy of the total budgeted expenditures. She was pleased to report the college has a balanced budget with an operating fund budget request of \$123,633,300 and an auxiliary, enterprise and restricted fund budget request of \$39,987,000.

Mr. Klasmeier wanted to know if the college knew what the percentage increase would be if state funding increased. Ms. Beardmore responded the college budgeted a \$2 million increase from state but the amount is dependent on the outcome of the Maryland General Assembly. Mr. Klasmeier asked if the County Council would preempt any action from the Board of Trustees. Ms. Beardmore confirmed, stating the County Council is ultimately the appropriation authority for the college. Mr. Ulvila pointed out that the main motion to approve the budget states the Board of Trustees reserves the right to revisit the budget after the state and county amounts have been finalized.

Mr. Klasmeier asked Rev. Dr. Dixon-Proctor if her discussions in Washington, DC involved any increase in federal funding toward community colleges across the country. Rev. Dr. Dixon-Proctor responded the conversations with senators did not indicate additional money allocated to any of the 16 community colleges; however, there is more funding through the Second Chance Pell Grants for incarcerated students. Ms. Beardmore stated the amount a student can be eligible for under the Pell Award went up to \$250 in FY2020 and is not scheduled to increase in FY2021.

By motion of Dr. Johnson, seconded by Mr. Hall, the Board of Trustees voted unanimously to approve the FY2021 college operating budget request in the amount of \$123,633,300 and the auxiliary, enterprise, and restricted funds appropriation authority in the amount of \$39,087,000 and to authorize the President to submit the request to the County Executive. The Board of Trustees reserves the right to revisit the budget after the state and county funding amounts have been finalized.

## **D.2 Approval of FY2021 – FY2026 Capital Budget**

Ms. Beardmore advised that with respect to the proposed FY2021-FY2026 capital budget, the college's number one priority continues to be the construction of the new Health & Life Sciences building. The budget request also includes Information Technology enhancements to maintain the technology infrastructure. Other priorities included the renovation and addition of the Dragun Science building and the Florestano renovation. The capital budget also includes requests for funding for some deferred maintenance projects, repairs, and replacements.

By motion of Ms. Moore, seconded by Dr. Johnson, the Board of Trustees unanimously voted to approve the FY2021-2026 capital budget request as presented.

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

Mr. Klasmeier reported that the committee met twice since the last board meeting. At the December 17, 2020 meeting, the committee heard an update from Kevin Miller, director of document services on the Copier Fleet Replacement Program. The project continues to save the college money while improving service to the college community. At the February 13, 2020 meeting, the committee reviewed a draft agenda item for a color production machine lease; discussed The Clauson Center for Innovation and Skilled Trades Project; reviewed a draft temporary easement agreement; and heard an update on the Health & Life Sciences building project which continues to be on schedule, within budget and on track for LEED Silver designation. The committee also heard an update on the college's plans to update the current facilities master plan, with Dr. Johnson agreeing to serve on the Steering Committee for this project. Lastly, the committee reviewed the list of future procurements and discussed matters related to real estate.

## **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 thank you letter from the recipient of the Gill Grilling Company Scholarship. The student, one of ten children, is interested in a career in the culinary field. He appreciates the flexible class times that enable him to go to school while working long hours in the food industry. He is grateful for the financial support and the super helpful professors who really care about the people in their classes.

Mr. Ulvila reported that the fundraising campaign revenue for the last 32 months is now over \$7.83 million. As of February 15, 2020, the fundraising total for the current fiscal year is approximately \$2.08 million in gifts and commitments, with more than \$240,000 being raised from 13 generous donors for the Deerbrook Charitable Trust Challenge Match to support the construction of The Clauson Center for Innovation and Skilled Trades. Mr. Ulvila was pleased to share that the Foundation received an extraordinary gift of stock worth approximately \$340,000 from an anonymous donor. The donor has requested the funds provide \$100,000 in scholarships to nursing students and \$240,000 in scholarships to support students who are pursuing their workforce development certifications at The Clauson Center for Innovation and Skilled Trade. The Crosby Foundation, established by the founders of Crosby Marketing Communications, awarded a grant through the Community Foundation of Anne Arundel County to fund two new annual scholarships. Lastly, Mr. Ulvila reminded everyone that the Foundation's 2020

Scholarship Reception is Thursday, April 16 from 6 p.m. – 8 p.m. in the SUN dining hall. Formal invitations will be sent in early March.

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

**A. Information Items**

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

Dr. Lindsay was pleased to share all the great things that have occurred since the last board meeting in December 2019. Construction for the new Health and Life Sciences Building continues to be on schedule and within budget. Ring Road reopened on January 6, 2020, and construction will continue until May of 2021. On January 8, the college community and board joined her at the Topping Out Event to celebrate the last piece of steel being installed for the new Health & Life Sciences building. On January 14, the college presented its preliminary 2021-2026 capital program to the county’s Capital Improvement Program Committee that included new construction, renovation projects, repairs and improvements. On February 4, students joined her in Annapolis to discuss and meet legislators to advocate for state support of Maryland community colleges as part of Student Advocacy Day. The Strategic Planning Council recently approved the draft goals and objectives of the new 2021-2024 Strategic Plan. In an effort to foster a collegiate community, open forums during the month of February were held on campus and at various locations for feedback and input for the new strategic plan.

Dr. Lindsay was pleased to share college successes that included: (1) Strategic Communications receiving numerous awards in graphic design in USA’s 2019 Graphic Design national competition; (2) AACC’s Department of Public Safety receiving a unanimous recommendation for re-accreditation from the International Association of Campus Law Enforcement Administrators (IACLEA); (3) the School of Liberal Arts receiving a three-year \$100,000 grant from the National Endowment of Humanities thanks to Dean Alicia Morse’s hard work; (4) the college featured as a case study of launching institutional transformation in the book *Team Leadership in Community Colleges*; (5) the Board of Trustees recently receiving the John W. Nason Award for Board Leadership from the Association of Governing Boards with the case study of the board’s accomplishments being featured in the May/June issue of *Trustee Magazine*; (6) and Dr. Lindsay’s appointment of Vice Chair for the League of Innovation.

Dr. Lindsay stated that the college will be hosting the Fall League Meeting in Annapolis. She advised that she would be attending the Spring League Meeting in Seattle, WA later in the week. It is tradition that at the end of each board meeting, the college host shares a welcome video highlighting their college and city. Under the leadership of Dan Baum, executive director of Strategic Communications, an extraordinary video of AACC and Annapolis has been created. Dr. Lindsay advised that on Saturday she would be sharing the video with the League Board of Directors and Board Representatives as a preview for the fall board meeting in Annapolis. (The video was played for the audience). Dr. Lindsay expressed gratitude for the professionalism, creativity and innovation of the Strategic Communications Department.

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

Dr. Schrader reported the steering committee met on December 13, 2019. The committee is in the process of finalizing the work team chairs and developing the training process for the teams. The committee continues to obtain professional development to learn more about the standards and the college’s strategic plan. The committee will also be meeting with constituency groups to communicate the Middle States progress and to obtain the names of those interested in serving as work team members.

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

SGA President Mitchell Santos reported the SGA held its first General Forum for the spring semester on February 3, 2020. He shared the events and initiatives that SGA is planning for the spring semester to accomplish its objectives for the 2109-2020 academic year. He reported that SGA is currently accepting nominations for its Executive Board elections for the 2020-2021 academic year. Elections will take place from April 6-10. Announcements for the newly elected Executive Board will be April 13.

**4. Academic Forum/Council – Myra Dennis, Chair**

Ms. Dennis reported that the committee met four times this academic year, stating most of the work is done in the committees. She summarized the accomplishments of the Educational Policies and Curriculum Committee; Nominating Committee; Teaching and Learning Committee; and the Committee on eLearner Success. Detailed summaries were provided to the board prior to public session. She stated the Academic Standards Committee continues its work on reviewing and approving petitions while an Ad Hoc Committee is being formed to develop the procedure for the Academic Freedom Policy.

**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**

Dr. Boykin reported that the ASO held the first of two spring general membership meetings on February 11, 2020, when the vice presidents shared updates on the strategic planning efforts, goals and objectives. Representatives from Human Resources and Strategic Communications also spoke as well as the director of faculty and staff development and the chief diversity officer to support the college's emphasis on employee relations and employee engagement. During the meeting, the new federal compliance officer introduced herself while the college's Red Flags representative shared critical reminders when using Outlook email. The ASO continues to collaboratively work with the Diversity Committee and college leadership to support the college's strategic direction for responding to an addressing challenges revealed through the campus climate survey and focus groups.

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

Dr. Lindsay reported that the MACC Legislative Committee continues to meet on a weekly basis to review bills and their impact on the Maryland community colleges. She stated that she recently testified in support of HB 475: Community Colleges – Students with Disabilities. The bill would provide \$2.5 million in grant funding to community colleges to help provide supplemental services to students. She was pleased to share that an AACC student testified and shared his story of being a student with hearing loss and how the AACC's transcription service really transformed his educational experience. Lastly, Dr. Lindsay stated that upon the recommendation of the Maryland Council of Community Colleges Chief Academic Officers, the Completion Summit is scheduled on October 9, 2020. It is recommended that this be referred to as a Transfer Summit.

**V.B.4. Approval Academic Programs – Dr. Michael H. Gavin, Vice President, Learning**

Dr. Gavin advised that the Board of Trustees is being asked to approve three academic programs: American Sign Language (Associate of Arts), Technical Studies (Apprentice, Associate of Applied Science), and Spanish (Certificate). He explained the programs were approved by the committee on Educational Policies and Curriculum and the Academic Forum in fall 2019 and spring 2020. With the board's approval, the Maryland Higher Education Commission will be notified of the college's intent to offer the programs beginning in the fall of 2020, or later. The programs will consist of coursework that already have faculty and other instructional resources in place.

By motion of Rev. Dr. Dixon-Proctor, seconded by Mr. Hall, the Board of Trustees voted unanimously to approve the Associate programs of American Sign Language and Technical Studies and the Spanish Certificate program.

**V.B.5. Approval of Proposed 2020-2021 Student Academic Calendar – *Dr. Michael H. Gavin, Vice President, Learning***

Dr. Gavin requested to amend Exhibit 1, Proposed Student Academic Calendar 2020-2021, of this agenda item so that it reflects the Summer Term 2021 Independence Day Break to be July 3 – July 5, 2020.

By motion of Ms. Mason, seconded by Dr. Johnson, the Board of Trustees voted unanimously to approve the 2020-2021 Student Academic Calendar, as amended, to be published in appropriate college publications.

**V.B.6. Approval of Award of Contract for a 60-Month Color Production Machine Lease and Maintenance Program – *Melissa A. Beardmore, Vice President, Learning Resources Management***

Ms. Beardmore referenced the facilities committee report stating that this award of contract continues to improve document services to the college community while saving money. She explained the contract is to lease and maintain two large high-volume color production machines that are in the print shop of the Central Services building. She stated bids of the projected annual costs between Canon Solutions America, Inc. and United Business Technologies are very close, but pointed out the combined lease payment to Canon for two new machines is less than the current lease payment for the college's single machine. The combined reductions will save the college another \$50,000 per year over the term of the lease. If the board approves the award, the college will issue the purchase order for delivery mid-March. There are sufficient funds available for this contract.

Ms. Darrah inquired if the two new machines will function in the same capacity. Kevin Miller, director of document services, responded the machines are the same model and will perform in the same capacity. Ms. Mason asked if the machines could be used in other departments like the interior design department. Ms. Beardmore responded the college has an online web submission process for high volume specialized printing, noting the print shop is extremely responsive to printing requests.

By motion of Ms. Moore, seconded by Mr. Hall, the Board of Trustees unanimously approved the award of contract for a 60-Month lease and maintenance program for two Canon C910 color production machines to Canon Solutions America, Inc. of Melville, New York.

**V.B.7. Approval of a Temporary Access and Construction Easement to the AACC Foundation, Inc., in Support of The Clauson Center for Innovation and Skilled Trades – *Melissa A. Beardmore, Vice President, Learning Resources Management***

Ms. Beardmore reminded the board that in June of 2019, the board approved with the chair's signature, a Memorandum of Understanding for the development of The Clauson Center for Innovation and Skilled Trades. She stated the temporary access and construction easement is necessary to allow access to the back of Parking Lot C in order to construct the building. If the board approves the easement, the board chair will sign the easement and provide it to the Director of Institutional Advancement Vollie Melson to execute on behalf of the Foundation.



Mr. Hall inquired about the legal liability should an accident occur on the land. Mr. Ulvila surmised that the construction company would provide the builder's liability. Ms. Beardmore added Whiting Turner is the construction manager during construction. Mr. Ulvila asked if the college was the named insured. Legal Counsel Martin Snider responded the college would not be the named insured but would be the additional insured.

By motion of Dr. Johnson, seconded by Ms. Mason, the Board of Trustees unanimously approved the board chair to execute the Temporary Access and Construction Easement.

**VI. NEW BUSINESS**

None

**VII. NEXT BOARD MEETING**

Mr. Ulvila stated that the next board meeting is two weeks away, March 10, 2020. He advised that Vice Chair Moore will preside at the meeting in his absence.

**VIII. ADJOURNMENT**

The meeting was adjourned at 5:58 p.m.

Respectfully submitted,



Dr. Dawn Lindsay  
Secretary-Treasurer

A session of the Board of Trustees was held on February 25, 2020, at 2:55 p.m. in CADE 228. The purpose of the meeting was to consult with and obtain legal advice from counsel pursuant to the General Provisions Article of the Maryland Annotated Code Sections 3-305(b)(7) and 3-305(b)(8). Pursuant to Section 3-305(d) a vote was taken to close the meeting and the following Board Members voted to close the meeting: Lawrence W. Ulvila, Jr., chair; Sandra E. Moore, vice chair; Rev. Dr. Dixon-Proctor; Dr. James H. Johnson; Paula J. Darrah, J.D.; Jerome W. Klasmeier; Walter J. Hall; and Van Mason. Also present were President Dawn Lindsay, college counsel Martin J. Snider; and staff members Dr. Michael H. Gavin, Dr. Felicia L. Patterson, Ms. Melissa A. Beardmore and Ms. Tracie M. Thomas. The meeting ended at 3:55 p.m.