

**Anne Arundel Community College
Board of Trustees Special Meeting
January 19, 2021
Via Zoom**

Members present: Sandra E. Moore, Chair; Paula J. Darrah, J.D., Vice Chair; Briana “Bri” Barone; Dr. James H. Johnson, Jr.; Jerome W. Klasmeier; Lawrence W. Ulvila, Jr.; Dr. Irene Zoppi Rodriguez; and Dr. Dawn Lindsay, President

I. Call to Order – Sandra E. Moore, Chair

The public session of the Board of Trustees was called to order by Ms. Sandra Moore at 5 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.

II. Roll Call

III. Vote to Close Meeting

By motion of Mr. Ulvila, seconded by Mr. Klasmeier, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved to close the open session.

IV. Meeting Reconvene

The special meeting of the Board of Trustees was called to order by Chair Sandra Moore at 6:34pm.

A. Action Items

1. Approval of Minutes from the October 13, 2020, October 20, 2020, and December 3, 2020 Board of Trustees Closed Session Minutes

By motion of Mr. Ulvila, seconded by Dr. Johnson, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the meeting minutes for the October 13, 2020, October 2020, and December 3, 2020 closed session meetings.

1. Health & Life Sciences Building - *Vollie Melson, Executive Director, Anne Arundel Community College Foundation*

Mr. Melson asked the Board to consider naming the space currently known as perch, in the Health and Life Sciences building. Based on a monetary donation and as delineated in our procedures for naming college properties, Ms. Patricia Brady wishes to name this space in honor of her parents, who are deceased. Ms. Brady, who has been an employee of the college for 15 years and is the director of the Physical Therapy Assistant Program, has been a regular donor to the AACC Foundation. Her parents’ careers exemplified service to this community. Her father served for over 20 years in the United States Navy and her mother was a nurse.

If the naming is approved, signage in this particular space will note that the space is dedicated in honor of Robert and Ellen Brady and there are no fiscal implications as the donor contribution will be used to cover any associated costs.

By motion of Mr. Klasmeier, seconded by Ms. Barone, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the naming of the space in the Health and Life Sciences Building.

B. Informational Item

1. CARES Act Presentation – *Andrew P. Little, Associate Vice President for Learning Resources Management*

Mr. Little provided a high level overview of the CARES Act. When the stimulus funding was released for higher education, there was a lot of misinformation about what the funds could be used for. The bills were originally written to allow for offsetting revenue losses. However, when the final regulations were released, they were much more restrictive than originally planned. The funding could only be used for costs associated with a transition to online instruction as a result of the disruption of campus operations due to Covid-19.

A stimulus funding team was established, which analyzed the funds that were received. That team still exists at the college, and it is continuing to review requests from the college community.

The team was charged by the president and vice presidents to look at how AACC could use the CARES Act funds to move the institution forward in a strategic direction. The team tried to focus on those investments that would help move the college where it needed to be in the next 5 to 10 years. To be eligible for the institutional funds, the college had to utilize 50% of the funds towards emergency aid to students. With the 11/30 projections, the college had fully dispersed all the student funds which made AACC eligible for the institutional share.

Information around the second round of stimulus funding may actually broaden that timeline, a little bit further. This schedule is just intended to show you that the college is right on target.

Strategic Investment – one of the budget priorities that was stated as the college closed out FY20 and was moving into budget planning for FY22, was becoming the premier online institution in the state of Maryland.

The Board of Trustees approved the online exam proctoring service, Honorlock, at a previous meeting. This is an example of what the college is investing in that has allowed us to maintain academic integrity as the college started to administer exams remotely. The College wanted to use funds to improve the experience and outcomes for our students.

Technology investments – specific cameras and high performance computers. A contract was issued to allow for Adobe cloud services for students at home and those in high demand programs in the digital arts. To support students in this remote environment, AACC set-up a laptop loaner program/mobile hotspot loaner program for students in collaboration with the bookstore and library. Additionally, the college provides virtual labs kits for students.

A chat bot was implemented that expands the college's availability for students beyond what it would typically do in a face-to-face environment as well as some virtual desktop piloting. The college also invested in some technology and equipment to facilitate remote services, whether it was headsets for the call center or laptops to support interactions with the workforce as well as our students.

The college received an update around Coronavirus Response and Relief Supplemental Appropriations Act, sometimes referred to as CARES II, which is the next round of stimulus funding for higher education. The team will analyze the funding sources, making sure that it will be deployed within the guidelines. Until the final regulations from the Department of Education are released, the team is monitoring the situation, but the college is very hopeful that this will be another significant investment for our students' benefit as well as for the institution as we move into closing out FY2021 and into FY2022.

Mr. Ulvila asked if Mr. Little had a rough idea of how much would be available in the second round of funding. Mr. Little responded that it looks to be more than the first round, and while the college has received some preliminary calculations from various organizations, AACC has not received its official notification for all the funds yet.

Mr. Klasmeier asked if these additional sources of funds will be reflected in the next budget submission. Mr. Little responded that they would be reflected in the auxiliary enterprise and restricted funds. They are restricted funds, just like financial aid and other grant programs and outside of the operating budget. AACC has three main funds within its budget submission, the operating fund, capital fund and auxiliary, enterprise and restricted fund. Mr. Klasmeier asked for confirmation that the budget office would not be confused with the additional funds and Mr. Little confirmed that it would not, as these would be restricted funds. Right now, the college is within its projections for FY2021 and if need be, it would request 4th quarter transfer appropriation to increase that authorization. Generally for restricted funds, it is a relatively easy request, as the college has a contract that shows that it is going to get the funds from the federal government. There has not been any issues with getting it approved in the past; it is just a matter of identifying it and bringing it forward.

Mr. Klasmeier stated that it was clear that the college did what it could to maximize the technology that was needed to deal with the consequences of COVID-19. He asked Dr. Dawn Lindsay if there was any way of knowing what the impact has been on the students.

Dr. Lindsay responded that there has been tremendous change. The college provided laptops and equipment, so they could work remotely at home. Mr. Little added that there was a significant amount of direct aid to students. Students registered for the spring term of 2020 were the first to receive the emergency aid, and they received \$700-\$800 to help deal with the disruption that was taking place. AACC continued a similar program in the summer and fall terms, and with the next round of funding, it should continue into spring 2021 as well.

Dr. Lindsay asked Mr. Little to discuss how the money was prorated for full-time based on number of credits taken. Mr. Little explained how the direct aid to students was determined. The regulations required the college to take some factors into account, so there was consideration of credit load and need, although it was not necessary. The college also designed a process for students who did not receive the funds to file an application for appeal.

Dr. Lindsay commented to Mr. Klasmeier that she has received a couple of calls and texts from students asking if they could cash their checks. The students were not expecting to have an

opportunity to receive several hundred dollars, and they were very grateful. Some were in disbelief as they did not believe it was real and thought it was some kind of fraudulent scam.

V. Next Board Meeting

Ms. Moore reminded the trustees that the Board Budget Workshop will be on February 11, 2021 at 8:30 am and the next public session meeting would be February 23, 2021.

VI. Adjournment

The meeting was adjourned at 6:56 p.m.

A session of the Board of Trustees was held on January 19, 2021, at 5:00 p.m. via Zoom Video Conferencing. Pursuant to section 3-305(b)(2), (b)(7) and (b)(8) of the Open Meetings Act, a vote was taken to close the meeting pursuant to the General Provisions Article of the Maryland Annotated Code Section 3-305(d)(2)(i)(ii). The following board members were present and voted to close the session: Sandra E. Moore, Paula J. Darrah, Jerome W. Klasmeier, Lawrence W. Ulvila, Dr. Irene Zoppi Rodriguez, and Briana Barone. Dr. James H. Johnson, Jr., arrived at 5:27 p.m. Dr. Dawn Lindsay, Vollie Melson, Melissa Beardmore, Dr. Michael Gavin, Dr. Felicia Patterson, Erin Parker, and Tracie Thomas were also present. Mr. Melson left at 5:16 p.m. Ms. Beardmore, Dr. Gavin, Dr. Patterson and Ms. Thomas left at 5:36 p.m. Topics discussed included: The Board discussed matters regarding the privacy and reputation of individuals under consideration for a naming opportunity, legal advice regarding pending and potential litigation; and discussion of a personnel matter regarding a particular employee. The meeting began at 5:03 p.m. and ended at 6:14 p.m.