

**Anne Arundel Community College
Board of Trustees Public Session
February 23, 2021
Via Zoom**

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

I. Call to Order

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

II. Vote to Close Meeting

By motion of Mr. Ulvila, seconded by Dr. Johnson, and a roll call taken of trustees to determine their vote, the Board of Trustees approved the motion to close the open session. The public session reconvened at 4:30 p.m.

III. Meeting Reconvene for Public Session

The public session of the Board of Trustees reconvened and was called to order by Ms. Moore at 4:30 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 was being recorded pursuant to state law.

IV. Role Call and Approval of Agenda

By motion of Mr. Ulvila, seconded by Ms. Barone and a roll call taken of trustees to determine their vote, the Board of Trustees approved the meeting agenda.

V. Welcome and Introductions

VI. Approval of Minutes – Sandra E. Moore, Chair

- A. Minutes of the December 8, 2020 Board of Trustees Public Session Meeting
- B. Minutes of the January 19, 2021, Board of Trustees Closed Session Meeting
- C. Minutes of the January 19, 2021, Board of Trustees Special Meeting

By motion of Mr. Ulvila, seconded by Mr. Klasmeier, and a roll call was taken of trustees to determine their vote, the Board of Trustees approved the minutes of the December 8, 2020 public session meeting, the January 19, 2021 closed session meeting, and the January 19, 2021 special meeting.

VII. Approval of Faculty Sabbaticals – Dr. Michael H. Gavin, Vice President for Learning

Dr. Lindsay thanked the Board for their support of professional development and the continuation of faculty sabbaticals, as it is an opportunity for the faculty to enhance the learning experience for students.

Dr. Gavin reported that three sabbatical proposals were aligned with Anne Arundel Community College’s strategic plan. All focus on diversity, equity, and inclusion which are pillars of the college’s strategic plan. Dr. Sikorski will work on publishing a book and use what she learns of critical race theory, Latinx and African American literature and incorporate the content into creative writing courses and professional development in the English department. Dr. Hurd will research how pedagogy can be enhanced to ensure that students at all levels may succeed at the community college level. Dr. Brown will research how diversity, equity, and inclusion may be

incorporated into the creative writing program and will work on publishing a book of poetry writing.

Mr. Ulvila asked about the financial impact and the cost of adjuncts and payment of the faculty salaries. Dr. Gavin replied that there was no extra cost with the payment of the faculty salaries; the additional costs will be for the adjuncts, which would not exceed \$41,000. Ms. Moore noted that she appreciated the fact that these three sabbaticals will be aligned the college's strategic plan and will make an excellent addition to the curriculum.

By motion of Dr. Zoppi Rodriguez, seconded by Mr. Klasmeier, and a roll call taken of trustees to determine their vote, the Board of Trustees approved the three faculty sabbaticals.

VIII. Board Chair and Committee Reports

A. Reports for February

1. Board Policy Oversight Committee – *Paula J. Darrah, Committee Chair*
 - i. Approval of the Removal of the Copyright Policy – Action Item
 - ii. Approval of the Antiracism, Diversity, Equity and Inclusion Policy – Action Item
 - iii. Approval of the Drug and Alcohol Prohibitions Policy – Action Item

Ms. Darrah reported that at December 8, 2020 meeting the Board received the recommendations of the Board Policy Oversight Committee for the removal of the copyright policy, and revisions to the Antiracism, Diversity, Equity, and Inclusion and Drug and Alcohol Prohibitions policies.

Ms. Darrah commented that the Copyright policy was approved by the board on December 13, 1988 and was revised in January 2012. This policy, as it presently exists, reflects a statement of law. The committee recommended that the policies for the board not simply be restatements of the law. Copyright as a policy is covered in the Board's Intellectual Property policy and because this is a Board approved policy, the committee recommended the Board approve the removal this policy.

Ms. Darrah stated that in the spring 2020, the Board approved the policy on Equity, Diversity, and Inclusion. The committee recommended an update of the policy to include antiracism, definitions for all concepts in the policy and include a statement that supports the efforts to promote antiracism and achieve diversity, equity and inclusion for students, faculty and staff.

Ms. Darrah reported that the committee recommended updating language in the Drug and Alcohol Prohibitions policy and clarifying prohibitions, exceptions and possible sanctions.

Dr. Johnson asked Ms. Darrah if the committee considered disciplinary action for contractors and others not part of Anne Arundel Community College. Erin Parker, general counsel, responded that the college can take disciplinary action against students and employees, but for contractors, often times, there is a provision in the contracts that would allow the college to go to the vendor so the vendor could take disciplinary action but even without a contractual provision, the college could issue a no-trespass order for contractors or guests on campus as well who violate the policy.

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 removal of the Copyright policy and revised Antiracism, Diversity, Equity and Inclusion and Drug and Alcohol Prohibitions policies.

2. Budget Committee – *Dr. James H. Johnson, Jr., Committee Chair*
 - i. Approval of the FY 2022 College Operating Budget – Action Item
 - ii. Approval of the FY 2022 – 2027 Capital Budget – Action Item

Dr. Johnson reported that the budget committee has met three times on December 10, 2020, January 14, 2021, and January 26, 2021 since his last report and received updates on FY2021 operating budget status as of November 30, 2020, updates of the strategic plan, progress on administrative services and review, Coronavirus Aid Relief, Economic Security (CARES) Act, Riverhawk Recovery efforts, budgetary impacts of the pandemic and remote operations, strategic use of CARES Act funding to support students and the college's transition to remote operations, and the college's plan to return post pandemic in a sustainable and resilient way.

Dr. Johnson reported that the committee discussed the status of FY2022 budget development process and the multi-year budget planning tool. The multi-year budget planning tool uses assumptions and software to facilitate the visualization of the out year impact of changes in key variables like salary and benefits, fee revenue, and state and county support.

The committee reviewed the proposed FY2022 to FY2027 capital budget, and endorsed the presentation at the budget workshop. With the continued challenges facing the institution under the shadow of the global pandemic, reallocations continue to play an important role in finding initiatives under the strategic plan to presume outcomes.

Dr. Johnson stated that committee is pleased to present a budget recommendation that holds tuition rates flat for in-county students. Dr. Johnson asked Ms. Beardmore to provide an overview of FY2022 operating and FY2022-2027 capital budgets.

Ms. Beardmore thanked Dr. Johnson, the budget committee members, Andrew Little and Sue Callahan who have spent the last six months working on the budget.

Ms. Beardmore reported that reallocation of existing budget plays a key role in the funding solutions in support of the strategic plan. The budget shows about \$3.1 million in ongoing reallocation investments in support of strategic initiatives as the college moves into the new strategic plan. Ms. Beardmore reported good news with the current fiscal year, that the college will have a balanced budget.

Ms. Beardmore reminded the Board of the college's vision, mission, the purpose of the budget is to help the college meet its mission and the guiding principles and priorities for the budget development process. The proposed FY2022 operating budget is \$120,496,700, which is an increase of \$863,400 from the FY2021 budget. The FY2022 budget includes reductions for one-time items from FY 2021, and funds increases in base adjustments, compensation, and information technology.

The projected revenue from the state, Cade funding, is expected to increase by \$1.6 million from FY2021. The college will ask for an increase of \$4 million from the county, and tuition and fee revenue is budgeted to be relatively flat. The proposed budget does not include a tuition and fee increase for in-county or out-of-state students. There out-of-county tuition and fee would increase due to state mandates. Ms. Beardmore cautioned the Board that changes could be made after the budget is approved on June 14.

For the FY2022 – 2027 proposed capital budget, Ms. Beardmore commented that the number one priority in FY2021 had been the Health and Life Sciences Building, which is scheduled to open in August 2021. The focus of the FY2022 capital budget is deferred maintenance projects, including campus improvements, walkways, roads and parking lots, systemics and information

technology enhancements. In the out years, the college's priorities include the Dragun science building renovation and addition and a renovation of the Florestano building.

Dr. Johnson asked if the motion would include the restricted funds appropriation authority, and Ms. Moore confirmed that it did. Mr. Klasmeier noted there is a tendency to view the operating and capital budgets as the ultimate commitment of the state and county; however, there are other channels of money that support pieces of the college's budget, which should be acknowledged.

By motion of Mr. Ulvila, seconded by Ms. Darrah, and by a roll call taken by trustees to determine their vote, the Board of Trustees unanimously approved the FY2022 College Operating Budget the amount of \$120,496,700 and the auxiliary, enterprise, and restricted funds appropriation authority in the amount of \$49,637,300 and FY2022-2027 Capital Budget.

Ms. Moore thanked Ms. Beardmore, Mr. Little and Ms. Callahan for their incredible work on the budget.

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

Mr. Klasmeier reported that the facilities committee met on February 18, 2021 and discussed the Clauson Center for Innovation and Skilled Trades, the Health and Life Sciences Building and forest conservation easements. The facilities committee reviewed the list of future procurements along with the four procurement items on the agenda. Mr. Klasmeier noted the Clauson Center for Innovation and Skilled Trades continues to work with the architect and construction manager to finalize the guaranteed maximum price.

4. AACC Foundation – *Lawrence W. Ulvila, Jr., Lead Liaison*

Mr. Ulvila asked Ms. Barone to read a donor thank you letter. Ms. Barone noted that the letter was from a current student at Anne Arundel Community College who was awarded the Dr. Thomas Scholarship. The student was grateful for the scholarship which decreased her financial burden and allowed her to focus on the most important aspect of school – learning. She was a nursing major with an emphasis in pediatric care and plans to graduate in the spring of 2022. This generosity inspired her to help others and give to the community.

Mr. Ulvila reported that the fundraising total for the current fiscal year was just over \$1.2 million in gifts and commitments, and the total campaign revenue is \$9.82 million. In the months of December 2020 and January 2021, the Foundation received significant gifts including another \$100,000 gift from the estate of Dr. Henry Dragun. He also reported that the AACC Foundation is developing a three-year strategic plan to guide the foundation's work in FY2022-2024.

5. Board Chair Report – *Sandra E. Moore, Chair*

- i. Board By-Laws – Information Item
- ii. Board Procedures – Information Item

Ms. Moore informed the Board that proposed changes to the Board By-Laws and Board procedures were included as information items. The primary changes include identifying appropriate procedures for meetings and the need for public comment. Ms. Moore would like to adopt consent agendas as well. At the March meeting, the Board will vote on these and she asked the trustees to review them carefully.

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

A. Information Items

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

Dr. Lindsay announced that AACC was one of ten colleges selected to participate in the Achieving the Dream and the University of Southern California Race and Equity Center Racial Equity Leadership Academy, a year-long program scheduled to begin in summer 2021. The program is designed to increase student completion through an intentional design to eliminate the barriers to equity.

Dr. Lindsay stated that in December 2020, 65 nurses graduated and received their pins. The nursing's associate degree program was ranked the best in Maryland in 2020 based on the pass rates among first-time test takers. Dr. Lindsay reported that the college is a county site for the distribution of COVID-19 vaccines run by the Anne Arundel County Health Department. The Riverhawk Recovery teams continue to meet and faculty, staff, and students had the opportunity to participate in "New Paradigm" planning, providing feedback and suggestions about ways to better serve our students, workforce and community as we emerge from the pandemic.

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

Dr. Schrader reported that the steering committee met on February 12 and implemented the suggestions from the college community regarding the institutional priorities and self-study outcomes as well as the communication plan. Dr. Schrader noted that the first draft of the self-study design was complete. In the spring, Dr. Robert Bonfiglio, Vice President, Middle States Commission on Higher Education will be meeting virtually with the college leadership team to discuss the self-study design and reaccreditation process.

3. Student Government Association – *Ryan Kim, President*

Mr. Kim provided an update on Student Government Association activities as the committees continue to plan and organize activities to promote student engagement. They have hosted workshops regarding health and wellness, financial aid, taxes, budgeting and investing, and jobs in the post COVID-19 world.

Mr. Kim reported that the Student Government Association sent out cards to nursing homes as a pen pal initiative, and went to high schools in the county virtually to showcase what Anne Arundel Community College has to offer. The Student Government Association is working on cultural and social events such as a book club for students, a workshop about deaf culture and more. Mr. Kim noted he is grateful for club leaders and members for thinking creatively on how to plan the activities for the students.

Dr. Lindsay noted that Mr. Kim and Ms. Barone attended student advocacy day with legislators and did a wonderful job representing Anne Arundel Community College.

4. Academic Forum/Council – *Myra Dennis, Chair (no report)*

5. The Faculty Organization – *Dr. Rachelle Tannenbaum, President* i. Changes to the Faculty Organization Charter – Information Item

Dr. Tannenbaum discussed the proposed changes to the TFO charter presented to the Board as an information item. All of the changes have been approved by of the faculty, by Dr. Lindsay, the Vice Presidents and general counsel. Two of the changes involve adding adjunct faculty members to the compensation committee and TFO Senate; another change moves the election cycle; and the last change pertains to the special elections committee.

Dr. Tannenbaum provided an update on the progress of evaluations and tenure ad hoc committee. The committee was charged with creating a meaningful process for evaluating faculty performance, including equitable ways to allocate tenure track appointments and multiple year contracts. TFO endorsed a new reflective narrative tool that was used as part of the evaluation process. The evaluations and tenure process needs to satisfy two goals: (1) encouraging all faculty to engage in continuous improvement and defining what constitutes acceptable performance and (2) creating a better process for what to do when a faculty member is not meeting that standard.

6. Professional and Support Staff Organization – *Anne Bashore, President*

Ms. Bashore reported that PSSO leadership administered a survey in response to Dr. Lindsay's request to determine the COVID 19 relief efforts for the workforce. Nine universal themes and solutions were identified.

Ms. Bashore commented that the Community Service Committee is planning a spring donation drive and exploring three different opportunities: the Blue Ribbon Project that provides back packs of essential supplies to foster children in transition; partnering with local homeless shelters; or supporting HelpLink and the food pantry with donations.

7. Administrative Staff Organization – *Dr. Danny M. Hoey, Jr., President (no report)*

8. Maryland Association of Community College Activities – *Dr. Dawn Lindsay, President*

Dr. Lindsay reported that the annual MACC leadership conference was held Monday, January 25 in which the Board members received updates about the legal issues that may impact higher education this year and 2021 legislative agenda was discussed. Dr. Lindsay was pleased to participate in the MACC Student Advocacy Day with nine Anne Arundel Community College students, including Ms. Barone and Mr. Kim as they met with various Anne Arundel County delegates and senators to speak about how pending legislation would impact them. The MACC Legislative Committee has been meeting weekly since the session started, reviewing the numerous bills introduced this session.

B. Action Items

1. Approval of Histotechnician, Associate of Applied Science Program – *Dr. Michael H. Gavin, Vice President, Learning*

Dr. Gavin stated that the proposed Histotechnician, Associate of Applied Science program was approved by the college's Committee on Educational Policies and Curriculum and the Academic Forum in spring 2021. This program consists of coursework that already has faculty and resources in place. No additional resources are required to offer these programs, except for the cost of providing additional faculty should enrollment grow.

By motion of Ms. Barone, seconded by Ms. Darrah, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously voted to approve histotechnician, associate of applied science program.

2. Approval of 2021-2022 Academic Calendar – *Dr. Michael H. Gavin, Vice President, Learning*

The academic calendar was developed by the registrar's office and reviewed by the Committee on Teaching and Learning and by the administration. Dr. Gavin noted that it was submitted to Academic Council for information on January 28, 2021.

By motion of Ms. Darrah, seconded by Dr. Zoppi Rodriguez, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously voted to approve the 2021-2022 academic calendar.

3. Approval of Health & Life Sciences Building, Scientific Models – *Ms. Melissa Beardmore, Vice President, Learning Resources Management*
4. Approval of Health & Life Sciences Building, Nikon Microscopes – *Ms. Melissa Beardmore, Vice President, Learning Resources Management*
5. Approval of Canon Black and White Production Machines – *Ms. Melissa Beardmore, Vice President, Learning Resources Management*
6. Approval of Varonis – *Dr. Felicia L. Patterson, Vice President, Learner Support Services*

Ms. Moore reported that items IX.B.3-IX.B.6 will be presented as one motion.

Ms. Beardmore reported that work is continuing on providing the Health and Life Sciences Building with the appropriate furniture, fixtures and equipment. The two equipment procurements for Board approval items IX.B.3 and IX.B.4 are for instructional equipment for the biology labs.

Ms. Beardmore noted that the project is funded by the county and state, and is on time and on budget. The college is buying 62 different types of models for a total of 606 items, which range in price of the models from \$12 per unit, the human scapula model to \$5,930.

Next, Ms. Beardmore reported the college is purchasing two models of microscopes, the E200 model and the E100 model, including accessories to be used in biology labs.

Ms. Beardmore stated that Canon production machines are needed to replace the current machines in the Copy Center. The college will be replacing four black and white copy machines (two in the production area for use of the document services staff for high volume production work and two copiers in the lobby for the use of faculty and staff). Ms. Beardmore noted that the contract replaces the current machines which are at the end of their useful life. The maintenance cost is the per copy cost based on estimated use. The college takes the two components of the cost, the lease (fixed cost) and maintenance (variable cost) for the total cost.

Ms. Beardmore discussed the Varonis software. The information security team uses this software to monitor the systems. The college recommends to award to the low bid firm and sign a three-year contract. Ms. Beardmore commented that the college will use the CARES Act funding for this software. Dr. Patterson was available to answer additional questions.

By motion of Dr. Johnson, seconded by Mr. Klasmeier, and a roll call taken of trustees to determine their vote, the Board of Trustees voted to approve the Health and Life Sciences Building Scientific Models, the Health and Life Sciences Nikon Microscopes, the Canon Black and White Production Machines, and the Varonis software.

7. Approval of the Forest Conservation Easement to Anne Arundel County – *Ms. Melissa Beardmore, Vice President, Learning Resources Management*

Ms. Beardmore commented that the county needed to invest reforestation funds that the county had collected from developers and requested to plant on campus. Canopy trees and 1,600 shrubs were planted in the easements located off the main entrance on College Parkway and at the back of campus behind parking lot C, about one acre and not on space in which the college could build upon. Ms. Beardmore noted the agreements protect the land for existing and future use by limiting certain activities and preventing structures or development in the area. This was reviewed by legal counsel, and if the Board approves, then the Board Chair will sign the documents and the college will submit to the county.

Dr. Johnson asked where he could find the reference point/property line to determine where the forest conservation easement is located. Mr. Chaput noted that the boundaries are all identified on the forest conservation easement and that the entire forest conservation easement is included in the exhibit documents.

By motion of Mr. Klasmeier, seconded by Ms. Barone, and a roll call taken of trustees to determine their vote, the Board of Trustees voted to approve to execute the forest conservation easement.

X. NEW BUSINESS

XI. NEXT BOARD MEETING

Chair Moore advised that the next board meeting will be March 9, 2021.

XII. ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

A session of the Board of Trustees was held on February 23, 2021, at 4:00 p.m. via Zoom Video Conferencing. Pursuant to §3-305(b)(15) of the Open Meetings Act, a vote was taken to close the meeting pursuant to the General Provisions Article of the Maryland Annotated Code § 3-305(d)(2)(i)(ii). The following board members were present and voted to close the session: Sandra E. Moore, Paula J. Darrah, Briana Barone, Dr. James H. Johnson, and Lawrence W. Ulvila, Jr. Jerome W. Klasmeier arrived at 4:12 p.m. and Dr. Irene Zoppi Rodriguez arrived at 4:13 p.m. Dr. Dawn Lindsay, Melissa Beardmore, Dr. Michael Gavin, Dr. Felicia Patterson, Erin Parker, Andrew Little, John Williams and Monica Rausa Williams were also present. The board discussed the capabilities of cybersecurity software needed to protect the college's information technology environment. The meeting began at 4:05 p.m. and ended at 4:14 p.m.