

**Anne Arundel Community College
Board of Trustees Public Session
April 13, 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 open session of the Board of Trustees was called to order by Ms. Moore at 3:31 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 Ms. Darrah, seconded by Mr. Klasmeier and a roll call taken of trustees to determine their vote, the Board unanimously approved to close the open session and move to closed session.

III. Meeting Reconvene for Public Session at 4:00 p.m.

The public session of the Board of Trustees was called to order by Ms. Moore at 4:01 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.

IV. Roll Call and Approval of Agenda

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

V. Welcome and Introductions

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

A. Approval of the Minutes of the March 9, 2021 Board of Trustees Public Session

Mr. Klasmeier moved to approve the March 9, 2021 minutes, which was seconded by Ms. Moore.

Dr. Johnson requested that the March 9, 2021 Board of Trustees Public Session minutes reflect the unanimous Board approval when appropriate or the actual vote count for the items approved. Ms. Moore concurred.

A roll call was taken of trustees to determine their vote, and the Board unanimously approved the minutes of the March 9, 2021 Board of Trustees public session.

VII. Board Chair and Committee Reports

A. Reports for April

1. Audit & Finance Committee – Dr. James H. Johnson, Jr., Committee Chair
 - i. Acceptance of the FY2020 Federal Financial Aid and Grants Audit Report – Action Item

Dr. Johnson reported that as a follow up to his November 10th report on the agenda is the acceptance of the college's fiscal year 2020 federal financial aid and grants audit, also known as the single audit. COVID-19 delayed the Federal Office of Management and Budget's finalization of the Federal Compliance Supplement, which prescribes the auditor's required testing for federal grants, and the final compliance supplement has been released and the auditors have completed their audit procedures.

The auditors issued an unmodified or clean opinion with no findings or questioned costs, management advisory letter, material weaknesses, significant deficiencies, control deficiencies, or audit adjustments. The results are consistent with that of the basic financial statements accepted by the Board of Trustees at the November 10, 2020 meeting and is a significant achievement given the impact of COVID-19 on college operations and the oversight on the federal financial aid and stimulus funding disbursed by the college.

Dr. Johnson congratulated and thanked the many staff members at the college for their daily vigilance and attention to detail to ensure that students have the much-needed financial aid to continue their education and for the oversight of the federal support we received in response to COVID-19.

By motion of Dr. Johnson, seconded by Mr. Ulvila and a roll call taken of trustees to determine their vote, the Board unanimously approved the acceptance of the FY2020 Federal Financial Aid and Grants Audit as audited by CliftonLarsonAllen, LLP.

2. Board Development Committee – Paula J. Darrah, Committee Chair

Ms. Darrah reported that while the committee has not met since the last Board meeting, after speaking with Ms. Moore, and with the assistance of Ms. Barone, the committee will send a survey to the Board members. This survey will include topics such as goals for the Board, and seek feedback from trustees to assess the Board's understanding of about its function and tasks.

Dr. Johnson suggested to Ms. Darrah that she may want to review the Middle States requirements and guidelines, as there are tools that other institutions have used to receive this type of feedback from boards and this may provide data for the college's Self-Study Report.

3. Board Policy Oversight Committee – Paula J. Darrah, Committee Chair
 - i. Nepotism and Personal Relationships Policy – Information Item
 - ii. Removal of Consensual Relationships Policy – Information Item
 - iii. Academic Integrity Policy – Information Item

Ms. Darrah thanked the president, vice presidents, administrative support staff, and Ms. Parker for all of their work to support the Board Policy Oversight Committee.

Ms. Darrah reported that the committee met on March 16 to continue its review of all Board policies, making recommendations for revisions, adding new policies and removing out of

date or policies no longer needed from the from the Board policy manual. The committee is recommending two revisions to current policies and the removal of one, which are presented as information items.

The Nepotism Policy was adopted by the Board on October 12, 1999 and revised May 12, 2009. The committee recommends updating the policy and renaming it the Nepotism and Personal Relationships Policy to include students, provide definitions for clarity and include personal relationships.

As such, the committee recommends the Board to delete and remove the Consensual Relationships Policy, which was approved by the Board on May 8, 1995 and revised May 12, 2009 as the content of this policy has been incorporated into the revised Nepotism and Personal Relationships Policy.

Ms. Darrah reported that the Committee recommends updating the Academic Integrity Policy, which was originally adopted on June 8, 2005 and revised June 12, 2012, to expand the scope and applicability, and revise and add definitions to academic misconduct, especially with an increase in online learning and resources.

Ms. Darrah noted that these three items will be brought back to the full board for approval at the May 11th public session.

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

Mr. Klasmeier reported that the Facilities Committee met via Zoom on April 6th to discuss the Facilities Master Plan Update, procurements, the Clauson Center for Innovation and Skilled Trades, and the Health & Life Sciences building.

Jean Stark of JMZ Architects and Planners presented an update to the committee regarding the facilities master plan. Given the changes in the timing of the county's funding of the College's projects, enrollment trends, the new strategic plan and now COVID, the administration felt it was prudent to update the college's facilities master plan. The updated facilities master plan will come to the Board for approval before being submitted to the state.

The Clauson Center for Innovation and Skilled Trades reached a major milestone last month with the Foundation Board's approval of the Guaranteed Maximum Price and the approval of the grading and building permits by the county. With these permit approvals, Mr. Klasmeier reported there is currently only one item remaining in the critical path of the project: potential delays in steel production. The Clauson Center is scheduled to be substantially complete in November with classes starting in January 2022.

Mr. Klasmeier noted the Health & Life Sciences building project continues to be on-schedule, within budget and on track to attain LEED gold certification. The committee's next meeting is scheduled for May 18th at 3 pm.

5. AACC Foundation – Lawrence W. Ulvila, Jr., Lead Liaison

Mr. Ulvila asked Ms. Barone to read a thank you letter from a student to a donor who received the Anna and John Dragun Memorial scholarship on behalf of the AACC Foundation.

Mr. Ulvila reported that as of March 31, 2021, the fundraising total for the current fiscal year is just over \$1.58 million in gifts and commitments, and total campaign revenue is just over \$9.64 million in gifts and commitments.

Regarding the Clauson Center for Innovation and Skilled Trades, the Foundation plans to hold a virtual groundbreaking event in May and invitations for this event are forthcoming. The Foundation continues to raise funds for the project and has exceeded its original goal of raising \$4 million for the project.

Mr. Ulvila reported the AACC Foundation is working with a consulting firm regarding strategic planning and continues to collaborate with College leadership to develop a three-year strategic plan to guide the Foundation's work in FY22-24. The Foundation's Strategic Planning Committee will meet again in early May to discuss the next steps in the process.

Ms. Moore noted that the virtual groundbreaking for the Clauson Center for Innovation and Skilled Trades will take place on Thursday morning and a small group of people were invited to attend the groundbreaking ceremony which will be filmed and available for public viewing.

6. Board Chair Report – Sandra E. Moore, Chair
 - i. Board Bylaws – Action Item

Dr. Johnson moved to approve the revised Board Bylaws, which was seconded by Mr. Ulvila. Ms. Moore opened the floor for discussion beginning with Article I.

Ms. Darrah noted that under Section 3(a) regular meetings, she thought that the changing date and times of regular meetings should be approved by a "majority vote of the board" rather than at the discretion of the chair. This change was supported by the Board.

Ms. Darrah noted that under Article I, meetings held in person, it would be best practice, in normal circumstances, for the Board to meet in person at a public place. The current draft language seems the default position is that meetings will be virtual unless the chair determines to hold a particular meeting in person or three trustees vote to change a virtual meeting to an in person meeting.

Ms. Moore stated that moving to Zoom would be easier for trustees to attend virtually and was in favor of keeping virtual meetings as the default. Ms. Moore noted that virtual meetings allows more people to attend, and there has been a significant increase in attendance when the Board went to virtual meetings.

Mr. Klasmeier stated there is benefit to seeing the audience and having the audience see the Board in action. He also noted with appointments of faculty and promotions there is a lot to be achieved by having faculty and staff recognized in a more formal forum than virtually.

Dr. Johnson agreed with Mr. Klasmeier about the benefits to meeting in-person, and if a Board member cannot attend in person, the Board member should not be penalized as not being present. Having the flexibility to attend virtually broadens the number of people interested in the serving. Dr. Johnson prefers in-person meetings as the primary mode but having the option for trustees to attend virtually so they can participate.

Ms. Barone suggested facilitating in-person meetings and have the meetings live-streamed for faculty, staff, students or trustees that may not be able to or choose not to attend in person.

Kathy Campbell, the director of technology support services, was asked to provide her expertise on behalf of the College. Ms. Campbell reported that when using Zoom, everyone can see and hear each other via their computer/device. In order to facilitate an in-person and virtual meeting, the in-person participants would need a microphone so remote attendees may hear them. Ms. Campbell noted that a web camera would also be needed in the room for video. She noted that there are options but the College would need time to purchase the equipment and implement training.

Ms. Moore took a poll to see if the trustees preferred in-person meetings as the default. Six trustees favored in-person meetings, one trustee did not. The bylaws will reflect having in-person meetings as the default, and the procedures would allow a trustee to have the option to participate remotely for any meeting. Dr. Zoppi-Rodriguez asked for clarification about this and Ms. Moore responded that barring unforeseen circumstances like the pandemic, Board meetings will be in person and any trustee may participate virtually if they are not able to attend in person, and they do not have to be in the state of Maryland to attend remotely.

Mr. Klasmeier noted that he was not in favor of having staff and faculty appointments requiring Board confirmation listed as a potential item as part of a Consent Agenda in Section 3(o) subsection. Mr. Ulvila suggested to remove that line, and the Board was supportive of that change.

Dr. Johnson recommended deleting the word “community” in Section 5(e) as Anne Arundel Community College should be referenced as the “College” throughout the document.

Dr. Johnson commented that Article II, Section 1(c) states that the President shall recommend to the Board appointment for all members of the instructional staff, administrative officers and such other employees that may be necessary for the efficient conduct of the affairs of the College. Dr. Johnson noted the Board has one employee, the President, and appointments of staff is one of the powers delegated to her. Dr. Johnson wanted to bring this to the President’s attention to see what her thoughts were about this statement.

Dr. Lindsay commented that she is aware of that and she works closely with the Board and provides regular updates. However, if the Board is amenable to reviewing this, she would appreciate it as it would demonstrate the operational authority granted to the President.

The Board agreed to delete Article II, Section 1(c).

Ms. Moore discussed the new public participation section, Article IV. The desire for public comment was brought to her attention by Senator Simonaire because currently, there is no opportunity for public comment at the Board meetings. This Article allows the public to submit comments or testimony to an email address that the chair can review, and then forward to the Board to determine what should be discussed in public session. Any public comments received would be maintained by the College for one year from receipt. The Board was supportive of this addition.

Ms. Moore asked the Board to proceed with a vote on the motion to approve the bylaws with all of the changes discussed. A roll call was taken of the trustees to determine their vote, and the Board unanimously approved the revised bylaws with the changes discussed.

Ms. Moore thanked the Board and general counsel, Erin Parker, for their work on this update to the bylaws, which was long overdue.

ii. Board Procedures – Action Item

Mr. Ulvila moved to approve the Board Procedures, which was seconded by Dr. Zoppi-Rodriguez. Ms. Moore opened the floor for discussion.

Ms. Darrah commented that in the Procedures for Remote Attendance at Board Meetings, Section 1(F) was not consistent with the revised bylaws that were just passed (that the Chair may decide at the Chair's sole discretion to hold a meeting in which all trustees will attend remotely). She also suggested that the Board should consider setting a maximum number of meetings that a Board member may attend remotely.

Dr. Zoppi-Rodriguez commented that some Board members have less flexibility due to work to attend in-person and need the option to call into a meeting. If the Board member is taking advantage of the virtual option, is ready and prepared for the meetings, reading all of the materials, providing input and being part of the team, then there should not be a cap of how many meetings to attend remotely. Being flexible would be better and not detrimental to the mission of the Board.

Ms. Darrah responded that her suggestion is not limited to putting a limit on the maximum number of meetings that a Board member may attend remotely but also how many meetings trustees must attend. Ms. Moore confirmed that legislation states that trustees must attend 50% of meetings but did not believe legislation dictated if it is remote or in-person.

Ms. Darrah noted her concern is that if the preference of the Board is to have in-person meetings as the default, then the expectation would be the same in the procedures.

Mr. Ulvila commented that the bylaws state remote participation is the same as in-person, and there is no limitation on the number of meetings you can attend remotely.

After more discussion, the consensus of the Board was to be more inclusive, and allow trustees to participate remotely, and a call-in number should be included for all meetings.

The Board agreed to delete Section 1(F) as it was not consistent with the revised bylaws just passed.

Regarding the Procedures for Public Meetings, Section 1(B), Mr. Klasmeier asked the question whether or not it should be the prerogative of the Chair to allow someone from the public to speak. The trustees discussed that with the revised bylaws, public has a way to submit written comments and testimony and share their thoughts on allowing the public to speak at the meetings. The Board reached a consensus to not modify Section 1(B) and adopt that Section as written.

Ms. Moore asked the Board to proceed with a vote on the motion to approve the procedures with the modification to Procedures for Remote Attendance at Board Meetings.

A roll call was taken of the trustees to determine their vote, and the motion passed (six in favor, one against) to approve the Procedures for Public Meetings and Procedures for Remote Attendance at Board Meetings.

iii. Nominating Committee

Ms. Darrah reported that the nominating committee's slate of officers for next year is Ms. Moore returning as chair and Dr. Johnson serving as vice chair.

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

A. Information Items

1. College Updates – Dr. Dawn Lindsay

Dr. Lindsay reported that AACC was ranked #1 community college in the country by Academic Influence in its first-ever rankings of two-year colleges, and was recently recognized as a Military Friendly School for its efforts to improve the lives of veterans and military personnel.

Dr. Lindsay provided an update on the searches for the Vice President for Learning and Chief Diversity, Equity, and Inclusion Officer positions, and announced the hiring of Dr. Richard Kravevich as its first Vice President of Information Technology.

AACC presented its budget to the County Executive on March 30th and the presentation was well received. The next step in the process will be to present to the County Council on May 4th.

2. Strategic Plan Update – Dr. Michael H. Gavin, Vice President for Learning

Dr. Gavin stated that in the past strategic plan and the current one, the College looked at ways to build upon the national paradigms and pathways, and focus on the classroom with regards to student success. The College has received numerous accolades as a result of its work and is a leader in equity, teaching and learning. Completion rates have increased as a result of the work of the faculty and staff are doing, putting students first, and focusing on relationships.

The implementation of the Assistant Deans ensured there were a group of individuals focusing on student success with regard to programs and equity, diversity, and inclusion. The development of Model Courses, which focus on equity, diversity and inclusion pedagogy in high enrollment courses, is a result of the faculty's commitment to professional development and student success. These initiatives have moved the needle with some of the key performance indicators, such as retention and completion, when disaggregated by race and gender.

Dr. Gavin presented a summary of accomplishments and improvements after implementing the Assistant Dean model. He noted significant increases in transfer agreements and the fill rate per section, which has a fiscal impact on the College as well as more efficiency. Dr. Johnson asked about the transfer agreements and Dr. Gavin responded that agreements listed were for each fiscal year, and had over 100 transfer agreements in the past two years, which is a significant increase.

Dr. Gavin reported that the College's current strategic planning efforts and unit level assessment are aligned, and the planning, research and institutional assessment office has

a database to track the progress and outcomes, which is a Middle States requirement assessment.

Dr. Gavin reported that the College has a new key performance indicators (KPI) dashboard in Tableau, and the interface will allow users to view data and progress toward the strategic plan. Dr. Johnson asked Dr. Gavin if there could be demonstration of the KPI dashboard for the Board, and Dr. Gavin said that could be arranged for a future meeting.

Mr. Klasmeier asked Dr. Gavin to identify what the three programs were that the College ranked number one in the state and nationally. Dr. Gavin responded that the three number one programs in the country are: Computer Information Systems, LPN/Nursing Program and Information Technology. The two ranked in the state are LPN and Computer Information Systems. Dr. Gavin also noted three programs in the top ten: Computer Science, Business Administration, and Business Transfer. The culinary program is in the top 50, but has been as high as #12.

In reference to AACCC's ranked programs, Mr. Klasmeier asked Dr. Gavin how AACCC's physician assistant program ranks. Dr. Gavin responded that he did not know and would get back to Mr. Klasmeier.

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

Dr. Schrader reported that the College is achieving the first major milestone of accreditation process, the completion of the draft self-study design. Dr. Robert Bonfiglio, the Middle States liaison, will have a virtual site visit on April 28. He will meet with groups of people during his visit, including members of the Board of Trustees and host an open forum for the general college community.

Mr. Ulvila asked if talking points could be provided to the Board members prior to the visit, and Dr. Schrader said they would be provided, in addition to the standards and timeline of the accreditation process.

Dr. Johnson commented that one of the things Middle States will be looking at is how does the Board assess its performance to ensure the mission of the College is being fulfilled. He suggested the talking points may include some indicators on how the Board may do that.

4. Student Government Association – Ryan Kim, President

Mr. Kim reported on SGA activities during the past few months and on future projects.

5. Academic Forum/Council – Myra Dennis, Chair (No Report)

6. The Faculty Organization – Dr. Rachelle Tannenbaum, President (No Report)

7. Professional and Support Staff Organization – Anne Bashore, President (No Report)

8. Administrative Staff Organization – Dr. Danny M. Hoey, Jr., President (No Report)

9. Maryland Association of Community Colleges Activities – Dr. Dawn Lindsay

Dr. Lindsay reported the 441st Session of the Maryland General Assembly adjourned on April 10th. MACC will provide the College with a written report about the 2021 session and she will share a summary of that report with the full Board when received.

B. Action Items

1. Approval of Revisions to Strategic Plan Engagement Matters II: Excellence through Innovation (FY 2021 - FY 2024) – Dr. Michael H. Gavin, Vice President for Learning

Dr. Gavin asked the Board to approve the proposed revisions to the College's strategic plan and add antiracism to two strategic plan objectives: engagement and resources.

By motion of Dr. Johnson, seconded by Mr. Ulvila and a roll call taken of trustees to determine their vote, the Board unanimously approved Revisions to Strategic Plan Engagement Matters II: Excellence through Innovation (FY 2021 - FY 2024).

2. Approval of Award of Contract for Microsoft Azure Virtual Machines – Dr. Felicia L. Patterson, Vice President, Learner Support Services

Dr. Patterson asked the Board to approve the purchase of Microsoft Azure virtual machines to run Windows Virtual Desktop, a desktop application virtualization service running on the Microsoft Azure cloud. Information Services completed a cloud assessment that identified opportunities to improve system reliability and performance while modernizing our computing infrastructure. The Windows Virtual Desktop will support students, faculty and staff in a remote learning and working environment with the benefits, such as flexibility, reduced downtime and business continuity, scalability and standardization. This purchase will provide the College with the ability to utilize Azure virtual machines for a three-year term and the College will utilize virtual machines to support students, faculty and staff.

Dr. Johnson asked whether the College is certain that it would have enough end-of-year funds for this purchase or whether the College should wait until after June 30. Ms. Beardmore responded that the College has a good estimate of the end-of-year resources, and there is sufficient funding available to move forward with this purchase.

Dr. Johnson asked if the College could use the CARES money for this purchase and use the end-of-year funding for the next procurement item (services). Mr. Andrew Little, associate vice president for learning resources management, responded that with the federal funds, the College must align the service period over the use of the assets or software, and the College is not confident that the federal dollars would be available for the full contract term. It would be risky to bring the item forward as a CARES purchase, so the College is using the CARES dollars to bring the infrastructure necessary to launch it.

Dr. Johnson commented he thought the College could request an extension for CARES funding to use the funds over that period of time. Mr. Little responded that is true for computers but because the virtual work stations are procured over a service period the extension might not

cover them. Ms. Beardmore clarified the extension on the CARES Act is generally, it is for the College to spend the money, not an extension for the contract. Dr. Johnson appreciated the clarification.

By motion of Mr. Klasmeier, seconded by Dr. Zoppi-Rodriguez, and a roll call taken of trustees to determine their vote, the Board unanimously approved the Award of Contract for Microsoft Azure Virtual Machines from Bell Techlogix, Inc., of Columbia, Maryland, in an amount not to exceed \$693,590.

3. Approval of Award of Contract for Microsoft Designated Support Engineering – Dr. Felicia L. Patterson, Vice President, Learner Support Services

Dr. Patterson asked the Board to approve the purchase of Microsoft Designated Support Engineering services to aid in the deployment of virtualization service running on the Microsoft Azure cloud. The College is seeking support focused on education, optimization, assessment and monitoring. Microsoft Designated Support Engineering will supplement the current staffing with access to Microsoft experts and training. The support services are tailored to the College's unique needs and systems to leverage targeted support in the areas most impactful to the college.

By motion of Mr. Klasmeier, seconded by Ms. Barone, and a roll call taken of trustees to determine their vote, the Board unanimously approved the Award of Contract for Microsoft Designated Support Engineering services from Microsoft Corporation, of Redmond, Washington, in an amount not to exceed \$140,800.

4. Approval of Contract for the Purchase of Medication Dispensing Units and Related Software – Melissa A. Beardmore, Vice President for Learning Resources Management

Ms. Beardmore asked the Board to approve a contract for furniture, fixtures, and equipment (FFE) for the new Health and Life Sciences Building to purchase seven table top Pyxis Medication Dispensing units, one for each of the nursing labs in the new building. These are the same units used in hospitals, and students will be able to experience logging into the system and checking out medications for patients using the same system that they will find in healthcare facilities. The units will come with software that allows the units to network with each other.

By motion of Dr. Johnson, seconded by Mr. Ulvila, and a roll call taken of trustees to determine their vote, the Board unanimously approved the Award of Contract for the Purchase of Medication Dispensing Units and related Software and one-year extended warranty to Medical Shipment LLC of Skokie, Illinois, in an amount not to exceed \$188,084.

IX. NEW BUSINESS

Ms. Moore made the announcement that a new Board of Trustees Member, Ms. Joyce Price-Jones, was selected by Senator Simonaire and approved by the Governor to fill the position made vacant by Kathleen Johnson.

X. NEXT BOARD MEETING

Ms. Moore advised that the next Board meeting will be May 11, 2021.

XI. ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

A session of the Board of Trustees was held on April 13, 2021 at 3:30 p.m. via Zoom Video Conferencing. Pursuant to section 3-305(b)(7) and 3-305(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, Briana Barone, Dr. James H. Johnson, Jr., and Lawrence W. Ulvila, Jr. Dr. Dawn Lindsay, Melissa Beardmore, Dr. Michael Gavin, Dr. Felicia Patterson, Erin Parker, and Monica Rausa Williams were also present. Jerome Klasmeier joined at 3:40 p.m. Topics discussed legal advice and consult with staff regarding pending and potential litigation. The meeting began at 3:34 p.m. and ended at 3:58 p.m.