

## Board of Trustees Public Session

May 11, 2021

*Members present: Sandra E. Moore, Chair; Paula J. Darrah, J.D., Vice Chair; Briana “Bri” Barone; James H. Johnson, Jr., Ph.D.; Joyce Price-Jones; Jerome W. Klasmeier; Lawrence W. Ulvila, Jr.; and Irene Zoppi Rodriguez, Ph.D.*

### I. Call to Order

The open session of the Board of Trustees was called to order by Ms. Moore at 3:15 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 Ms. Barone, 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 4:00 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. Call to Order and Approval of Agenda

By motion of Mr. Klasmeier, seconded by Dr. Johnson, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the May 11, 2021 Board of Trustees public session agenda.

### V. Welcome and Introductions

#### A. Delegate Shaneka T. Henson, Esquire

Ms. Moore welcomed Delegate Henson, who was pleased to present an official citation to the College on behalf of herself, Senator Sarah Elfreth and Delegate Dana Jones for being ranked the number one community college in the country by Academic Influence.

Ms. Moore thanked Delegate Henson as well as Senator Sarah Elfreth and Delegate Dana Jones. She extended her appreciation to Dr. Lindsay and the entire college for their work. Trustee Klasmeier also praised the AACC Foundation for the work it does for the College as well.

#### B. New Trustee Introduction: Joyce Price-Jones

Ms. Moore introduced and welcomed new Board of Trustees member Joyce Price-Jones and shared her extensive background and experience, which she noted will be a great benefit the college.

Before continuing with the agenda, Ms. Moore announced that Dr. Lindsay would not be attending the meeting and that Vice President Beardmore would give the President's reports.

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

### A. Minutes of the April 13, 2021, Board of Trustees Closed Session 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 the minutes of the April 13, 2021, Board of Trustees closed session.

### B. Minutes of the April 13, 2021, Board of Trustees Public Session Meeting

By motion of Mr. Klasmeier, seconded by Dr. Johnson, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the minutes of the April 13, 2021, Board of Trustees public session.

## VII. Faculty Promotion, Tenure and Emeritus

### A. Faculty Promotion

Dr. Marshall asked the Board for approval of the President's recommendations for the award of faculty promotion. Dr. Marshall reviewed the process for faculty for promotion and certification of the process. Faculty recommended for promotion will advance in rank effective August 16, 2021. The increase in salary for faculty members approved for promotion is equivalent to two full steps in salary, which including FICA, is \$60,327.00 for FY22.

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 motion for Faculty Promotion effective August 16, 2021: to Assistant Professor – Katherine M. Keough, Physical Science and Stephanie Smith-Baker, Medical Assisting; to Associate Professor – Ellen M. Asbury, Nursing, Mary M. Bachkosky, J.D., Legal Studies, Dr. Michelle Bentley, Education, Dr. Jeffrey J. Feuer, Mathematics, Dr. Julie L. Grignon, Psychology, Cedric R. Harris, Computer Information Systems, Alice C. Jackson, Nursing, Theodore J. Johnson, Visual Arts, Theresa I. Kotkiewicz, Business Management, Dr. Deborah A. Levine, Astronomy, Carrie E. Long, Biology, Jessica Mattingly, Communications, and Dr. Krista Y. White, Biology; to Full Professor – Dr. April E. Copes, Communications, Dr. Gina M. Finelli, Sociology, Dr. Lawrence Gray, World Languages, Dr. Uzma Qureshi, Economics, and Deborah Tolliver, Nursing.

### B. Faculty Tenure

Dr. Marshall asked the Board for approval of the President's recommendations for the award of tenure. Dr. Marshall reviewed the process for the award of tenure and

certification of the process. Tenure will be awarded as of August 16, 2021. Dr. Marshall stated that there would be no fiscal implications.

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 motion for tenure effective August 16, 2021: to Dr. Tammy L. Domanski, Biology, Dr. Mark A. Farinha, Biology, Deborah L. Hammond, Health, Fitness, and Exercise Studies, Robert R. Lowe, Architecture & Interior Design, Denise M. Lyons, Nursing, Adrian L. Pringle, Cybersecurity, Networking, & Digital Forensics, and Cynthia L. Woods, Computer Science

### **C. Emeritus**

Dr. Marshall asked the Board for approval of the President's recommendation for the award of professor emeritus to Dr. M. Stephen Ailstock. Dr. Marshall reviewed the process for the award of emeritus and certification of the process. Dr. Marshall provided an overview of Dr. Ailstock's 41 years of service to the college, emphasizing his significant contributions to the college and exemplary qualifications for emeritus status.

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 motion for award of professor emeritus to Dr. Ailstock in recognition of his significant contributions to Anne Arundel Community College during his tenure at the college.

Mr. Klasmeier shared his personal experience working with Dr. Ailstock on the use of dredge material, chicken manure, and food waste as a top soil replacement product and commented on Dr. Ailstock's outstanding qualifications.

Ms. Barone shared her congratulations and shared her personal experience with biology coursework using his textbook and the quality of the coursework. Ms. Barone shared her gratitude for Dr. Ailstock's contributions to the program.

Ms. Moore shared her congratulations to Dr. Ailstock as well.

## **VIII. Board Chair and Committee Reports**

### **A. Reports for May**

#### **1. Committee – *Dr. James H. Johnson, Jr., Committee Chair***

Dr. Johnson stated that the April committee meeting was cancelled and in lieu of the in-person meeting, committee members received a written report on April 28, 2021 with an update on the following topics: FY2021 Financial Status Report, FY2021 Estimated Year End Spending, and FY2022 Budget Update.

In regards to the FY2021 Financial Status Report, the committee received reports on the operating budget as well as auxiliary, enterprise and restricted funds as of March 31, 2021. Both funds are within the appropriation authority and sufficient fiscal resources are available to address critical year end spending needs.

Regarding FY2021 Estimated Year End Spending, the committee was given a summary of the estimated year end spending plan totaling \$2.8 million dollars for various projects. Of that amount, approximately \$1.18 million will be brought before the Board for authorization in public session.

An update was given on the FY2022 budget. The county executive's budget includes an increase in funding for the college of \$1 million. The college's request was for \$4 million. The difference of \$3 million is funded by using additional state funds and expenditure reductions. Ms. Beardmore will be giving an update in her report on the college's presentation to the county council.

## **2. Board Policy Oversight Committee – Paula J. Darrah, Committee Chair**

Ms. Darrah reported that last month the committee submitted three information items for review which will be brought forward as action items. The committee is recommending two revisions to current policies and removal of one.

The committee is recommending that the Board approve a revised Nepotism and Personal Relationships Policy. AACC currently has a Board approved Nepotism Policy adopted on October 12, 1999, which was previously revised on May 12, 2009. The recommendation is to update the policy to include students, provide definitions for clarity, and include the category of Personal Relationships.

The committee recommends the removal of the Consensual Relationships Policy approved by the Board on May 9, 1995 and revised on May 12, 2009. The content of the Consensual Relationships Policy has been incorporated into the revised Nepotism and Personal Relationships Policy. If the Board approves the deletion of the Consensual Relationships Policy and the removal of that policy from the Board Policy Manual, the effective date will be May 11, 2021.

The committee recommends that the Board approve a revised Academic Integrity Policy. The current Board approved Academic Integrity Policy was adopted on June 8, 2004 and previously revised on June 12, 2012. The revisions include expanding the scope and applicability of the policy, and revising and adding definitions to the terms of academic misconduct, which address concerns associated with an increase in online learning and online resources.

Dr. Johnson moved to approve the revised Nepotism and Personal Relationships Policy, which was seconded by Mr. Klasmeier. Dr. Johnson commented that the title needs a correction and should be "Anne Arundel Community College Board of Trustees Policy Manual" noting that the word "College" was omitted. A roll call was taken of trustees to determine their vote, and the Board of Trustees unanimously approved the revised Nepotism and Personal Relationships Policy, effective May 11, 2021.

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 the deletion and removal of the Consensual Relationships Policy, effective May 11, 2021.

Ms. Moore moved to approve the revised Academic Integrity Policy, which was seconded by Mr. Klasmeier. Dr. Johnson asked if the College has a parallel academic

integrity policy for faculty. Ms. Parker responded that there is not a separate scholarly misconduct policy for faculty; however, she stated that this type of policy could be added to the list of policies to be considered for development. A roll call was taken of trustees to determine their vote, and the Board of Trustees unanimously approved the revised Academic Integrity Policy effective May 11, 2021.

### **3. Board Nominating Committee – *Paula J. Darrah, Committee Chair***

Ms. Darrah stated that according to the Board bylaws and as announced at the April Board meeting, the Nominating Committee recommends for the office of chair, Sandra E. Moore, and for the office of vice chair, Dr. James H. Johnson, Jr.

By motion of Ms. Darrah, seconded by Mr. Ulvila, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously approved the election of Sandra E. Moore for the office of chair, and Dr. James H. Johnson, Jr., for the office of vice chair of the Anne Arundel Community College Board of Trustees for the term beginning July 1, 2021 through June 30, 2022.

Ms. Barone offered her thanks to Ms. Moore and Dr. Johnson for their service to the Board and congratulated them on being nominated for office for the next year.

On behalf of herself and Dr. Johnson, Ms. Moore thanked the Board for its faith in them to serve as officers of the Board.

### **4. Report of Trustees' Liaison to the AACC Foundation – *Lawrence W. Ulvila, Jr., Lead Liaison***

Mr. Ulvila asked Ms. Barone to share a thank you letter from a student to the Board in appreciation of receiving a scholarship.

Mr. Ulvila reported that the fundraising total for the current fiscal year as of April 30, 2021 was over \$1.67 million in gifts and commitments and total campaign revenue was over \$9.64 million in gifts and commitments.

Mr. Ulvila provided a reminder that the Clauson Center for Innovation and Skilled Trades virtual groundbreaking ceremony is Monday, May 24<sup>th</sup> at 4:30 p.m. and encouraged everyone to join the Foundation Board, college leadership and donors for this virtual Zoom event. Amanda Turner may be contacted for the Zoom link.

The AACC Foundation continues to work with a consulting firm to develop a 3-year strategic plan to guide its work for FY22-24. The Foundation's Strategic Planning Committee has been briefed on the first draft of the plan. A summary of the working draft will be shared with the Board at next month's meeting for feedback.

## **IX. President's Report – *Vice President Melissa A. Beardmore on behalf of Dr. Dawn Lindsay, President***

### **A. Information Items**

## 1. College Updates

Ms. Beardmore introduced the college's first Vice President for Information Technology, Dr. Richard Kravich and Dr. Alycia Marshall as the Interim Vice President of Learning.

Ms. Beardmore shared that planning is underway for the end of the semester, final exams and the Car-mencement graduation celebration parade on Thursday, May 27<sup>th</sup> and encouraged everyone to attend.

Ms. Beardmore provided an update on current searches. The search committee for the Provost/Vice President of Learning has interviewed the first round of candidates. Three finalists will be invited to visit the campus virtually in the beginning of June which will include an open forum for faculty and staff.

The search committee for the Chief Diversity, Equity and Inclusion Officer will review candidates and schedule the first round of interviews for the end of May. Finalists will be invited to visit campus virtually in mid-June.

Ms. Beardmore reported the County Executive presented his FY 22 budget on April 30<sup>th</sup>. The college presented its budget to the County Council on May 4<sup>th</sup>, asking the council to maintain the County Executive's operating budget request and to restore capital funding for the Information Technology Capital Project. The County Council has until June 15<sup>th</sup> to approve a final budget. Ms. Beardmore expressed her gratitude for the trustees of the Board who were able to attend.

### i. Revisions to College Manual (Information Item)

Ms. Beardmore reported that the College has reviewed its processes to determine what college manual changes should be forwarded to the Board for review and approval.

Currently, the college manual includes personnel processes and procedures, and charters for The Faculty Organization, Administrative Staff Organization and Professional and Support Staff Organization, the Academic Forum charter and the Student Government Association constitution. All substantive changes to any section currently require board approval. Legal counsel, AACC staff, and the constituency group leaders reviewed the manual and its revision process and determined that the constituency group charters and bylaws, the Academic Forum charter and the Student Government Association constitution are operational and do not rise to the policy level of requiring board approval to amend or revise. The proposed revision is to remove those charters and to have each organization develop its own process for amendments and revisions, which may be approved by the organization, president and vice presidents. This item will be brought forward as an action item at the June meeting.

## 2. Enrollment and Dashboard Update – *Dr. Felicia L. Patterson, Vice President, Learner Support Services*

Dr. Patterson reported on Winter and Spring 2021 Enrollment Reports.

Winter credit headcount (representing actual number of students in credit courses) represented an increase of 6.4%, an increase of 90 students putting the college on par with Winter 2019 enrollment numbers. Winter FTE (number of student credit hours divided by 30 credits) of 173 is an increase of 12 FTE, 7.5% over Winter 2020.

Spring enrollment reflected a decrease in headcount by 5.1%. At a headcount of 10,548, the college saw a decline of 568 students from Spring 2020. Dr. Patterson explained that nationally community colleges experienced the greatest decline in the spring since the pandemic, nationally reflecting a decline of 11.3%. New national numbers will be available in June.

Dr. Patterson shared data breaking down the enrollment numbers for Spring 2021 in comparison to prior years.

Ms. Moore asked if the College knows how the percentage of enrollment by race or ethnicity numbers compare to the county as a whole. Dr. Patterson offered to get those numbers and to share them with the Board.

### 3. Monthly Accreditation Report – *Dr. Gregory Schrader, Chair, Steering Committee*

Dr. Schrader reported that the Steering Committee met to review the final edits and recommendations of the self-study design. Dr. Schrader explained that the final self-study design was sent to the Middle States liaison who then met virtually with Dr. Lindsay, the Board of Trustees, the Steering Committee and the college community to discuss the accreditation process. The committee received some suggestions for minor changes along with praise for the work on the design. The committee is currently working to address the suggestions. When the final revision is approved, it will be shared with the work teams to begin the writing of the self-study report.

On May 7<sup>th</sup>, work teams submitted their first status report to the steering committee to be reviewed at their next committee meeting on May 14<sup>th</sup>. In preparation for the work ahead, the committee continues to receive professional development and organize logistics for the process.

### 4. Student Government Association (SGA) – *Ryan Kim, President*

Mr. Kim reported on highlights of some of the thirteen projects completed by the Student Government Association which focused on such topics as Earth Day, diversity, deaf community awareness, stress relief for students, understanding legal terms, returning to campus night, and in collaboration with El Camino Community College of California, the Student Government Association hosted the 1<sup>st</sup> Annual Community College Conference with more than 600 registrations and speakers from Amazon, Stanford, Berkeley and more.

Future projects include working with the Asian community, a workshop on race-based stress, a Bingo party, approval of club budgets and the Student Government Association elections.

Ms. Moore expressed her thanks to Mr. Kim for the hard work that he and the Student Government Association have done this year.

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

There was no report from the Academic Forum.

6. The Faculty Organization – *Dr. Rachelle Tannenbaum, President*

Dr. Tannenbaum reported that The Faculty Organization is wrapping up the year and will provide an update in June.

Dr. Tannenbaum introduced the incoming officers for The Faculty Organization: Dr. Nicole Williams, President; Kymberly Jackson, Vice President; and Dr. Deborah Levine, Recorder.

7. Professional and Support Staff Organization (PSSO) – *Anne Bashore, President*

Ms. Bashore reported that the Community Service Committee coordinated efforts to support Cell Phones for Soldiers, the Blue Ribbon Project, and the college's food pantry.

Ms. Bashore reported that in conjunction with the college manual revisions, representatives are considering a motion to amend the PSSO bylaws to allow for the new approval and revision process. A vote will be called for in late May.

Ms. Bashore reported that nominations and elections for FY 22 are currently underway and expects results to be published by June 1. She will report the results to the board in June.

8. Administrative Staff Organization (ASO) – *Dr. Danny Hoey, Jr., President*

There was no report from the Administrative Staff Organization.

9. Maryland Association of Community Colleges (MACC) Activities – *Vice President, Melissa A. Beardmore on behalf of President, Dr. Dawn Lindsay*

Ms. Beardmore reported that a summary of the 2021 MACC Legislative Committee report is included in the board packet and highlights the legislation that affects community colleges such as state aid to community colleges, capital budgets, provisions for funding collective bargaining transfer and financial aid. The next meeting is scheduled for June 23, 2021.

B. Action Items

1. Approval of New and Revised Lab Fees – *Dr. Alycia A. Marshall, Interim Vice President for Learning*

Dr. Marshall requested that the Board approve a revision to lab fees as outlined in Exhibit 1, revising the FY 2022 lab fees approved in the annual budget to reflect the current operating environment. Dr. Marshall stated that the overall



fiscal impact is neutral as the college budgets lab fee revenue to be fully spent on the purchase of supplies and services consumed by students. It is anticipated that this will save students over \$35,000 in the fall semester.

Ms. Darrah complimented the thorough review and the presentation in terms of transparency. Ms. Barone commended the work and expressed her personal gratitude for the revision.

Mr. Klasmeier asked to clarify that the reduction of fees is a result of students not physically being on campus to which Dr. Marshall replied that yes, the majority of the fees are based on the changes due to online instruction.

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 the revision to lab fees for FY 2022.

2. Approval of Award of Contract for the Purchase of Digital Library Subscriptions – *Dr. Alycia Marshall, Interim Vice President for Learning*
3. Approval of Award of Contract for the Purchase of Task Trainers – *Melissa A. Beardmore, Vice President for Learning Resources Management*
4. Approval of Award of Contract for the Purchase of 3D Anatomy Tables – *Melissa A. Beardmore, Vice President for Learning Resources Management*

Before moving on to the three items for approval, Ms. Moore asked to have them presented as a consent agenda.

Dr. Marshall asked the Board to approve the award of contract for Lyrisis for the management of digital subscriptions on behalf of AACCC. She explained the history and benefits to the College of participating in this group purchasing agreement, which has resulted in lower prices for subscriptions and consolidated invoices. Dr. Marshall asked for approval for subscriptions purchased through the Memorandum of Understanding in an amount not to exceed \$250,000 during FY2022.

Ms. Beardmore explained that she would be giving a presentation to consolidate agenda items IX.B.3 and IX.B.4, both which fall under Furniture, Fixtures and Equipment for the Health and Life Sciences building.

Ms. Beardmore reported the balance of the funds available is \$3.57 million and that after both items are approved, there will remain a balance of \$3.2 million.

Ms. Beardmore described the first item for approval, the purchase of Task Trainers for individual programs, which are primarily used by the health sciences program. These task trainers are important for practicing skills and are currently shared by multiple programs. The purchasing of additional task trainers for individual programs will increase their availability and ease scheduling conflicts.

Ms. Beardmore described the next item for which approval is requested, the 3D Anatomy Tables, which offer greater functionality than current equipment and give students the ability to dissect 3D models scanned from actual patients. Two tables are requested which give two groups of students access to completing activities at the same time.

Mr. Klasmeier asked for a point of clarification, stating that since the agenda went out with these items as action items, he asked if converting these to a consent agenda would be a problem. If items are going to be grouped as a consent agenda, it should be listed on the agenda and not changed during the meeting. Ms. Moore deferred to General Counsel. Ms. Parker stated that the bylaws do not prohibit this action so long as a Board member can pull an item if they want to vote differently on a particular item. Ms. Parker suggested that in the future, the consent agenda should be listed and shared in advance for clarity.

By motion of Dr. Johnson seconded by Mr. Ulvila, and a roll call taken of trustees to determine their vote, the Board of Trustees unanimously voted to approve the award of the contract for digital resources subscription management services to the Maryland Digital Library agent Lyrisis, in an amount not to exceed \$250,000; the award of contract for the purchase of task trainers to American 3B Scientific in the amount not to exceed \$125,882; and the award of contract for the purchase of two Anatomage 3D anatomy tables to Anatomage Inc. in an amount not to exceed \$161,400.

## X. NEW BUSINESS

## XI. NEXT BOARD MEETING

Ms. Moore advised that the next board meeting will be June 8, 2021.

## XII. ADJOURNMENT

The meeting was adjourned at 5:32 p.m.

A session of the Board of Trustees was held on May 11, 2021 at 3:15 p.m. via Zoom Video Conferencing. Pursuant to § 3-305(b)(2) of the Open Meetings Act, a vote was taken to close the meeting pursuant to §§ 3-305(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, Chair; Briana Barone, Dr. James H. Johnson, Jr.; A. Joyce Price-Jones, Jerome Klasmeier, Lawrence W. Ulvila, Jr., and Dr. Irene Zoppi Rodriguez. Melissa Beardmore, Dr. Rick Kravich, Dr. Alycia Marshall, Vollie Melson, Dr. Felicia Patterson, Erin Parker, and Monica Rausa Williams were also present. Paula Darrah joined at 3:21 p.m. Vollie Melson left at 3:29 p.m. Topics discussed included public records search regarding donor and individuals to be named related to a naming opportunity. The meeting began at 3:21 p.m. and ended at 3:42 p.m.