I. CALL TO ORDER AND APPROVAL OF AGENDA

II. WELCOME AND INTRODUCTIONS

A. Dr. Alycia Marshall, Associate Vice President for Learning and Academic Affairs, and Dr. Lance Bowen, Dean, School of Science & Technology – Dr. Michael H. Gavin, Vice President, Learning

III. APPROVAL OF MINUTES

A. Minutes of the January 10, 2017, Board of Trustees Meeting* – Jerome W. Klasmeier, Vice Chair, on behalf of Rev. Dr. Diane R. Dixon-Proctor, Chair

IV. BOARD CHAIR AND COMMITTEE REPORTS

A. Audit & Finance Committee – Walter J. Hall, Committee Chair
   1. Approval of Award of Contract for Auditing Services* – Action Item

B. Board Development Committee – Sandra E. Moore, Committee Chair

C. Budget Committee – Paula J. Darrah, Committee Chair
   1. Approval of FY2018 College Operating Budget* – Action Item
   2. Approval of FY2018 - FY2023 College Capital Budget* – Action Item

D. Facilities Committee – Dr. James H. Johnson, Jr., Committee Chair
   • Report on the February 14, 2017, Facilities Committee Meeting

E. Human Resources Committee – Lawrence W. Ulvila, Jr, Committee Chair

F. Report of Trustees’ Liaison to the AACC Foundation – Lawrence W. Ulvila, Jr., Lead Liaison

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

A. Information Items

   1. College Updates – Dr. Lindsay
   2. Monthly Update on Accreditation – Dr. Lindsay
   3. Student Government Association – Nicholas Nadeau, President
   4. The Faculty Organization – Professor Michelle Robertson, President
   5. Professional & Support Staff Organization – Jeremiah Prevatte, President
   6. Academic Forum/Council – Dr. David Tengwall, Chair
   7. Administrative Staff Organization – Sue Callahan, President
   8. MACC Activities – Dr. Lindsay

B. Action Items

   1. Approval of Faculty Promotions* – Dr. Michael H. Gavin, Vice President, Learning
   2. Approval of Faculty Tenure* – Dr. Michael H. Gavin, Vice President, Learning
3. Approval of Faculty Sabbaticals* – Dr. Michael H. Gavin, Vice President, Learning
4. Approval of Spring 2017 Full-time Faculty Appointment* – Dr. Michael H. Gavin, Vice President, Learning
5. Approval of Academic Programs* – Dr. Michael H. Gavin, Vice President, Learning
6. Approval of the 2017-2018 Student Academic Calendar* – Dr. Michael H. Gavin, Vice President, Learning
7. Approval of Equipment and Event Support Services Contract for the 2017 Commencement Ceremony* – Melissa A. Beardmore, Vice President, Learning Resources Management

VI. NEW BUSINESS

VII. NEXT BOARD MEETING – March 21, 2017

VIII. ADJOURNMENT

*Back-up material included
BOARD OF TRUSTEES
February 28, 2017
Agenda Item No. III.A

APPRAOAL OF MINUTES OF THE JANUARY 10, 2017,
BOARD OF TRUSTEES MEETING

Issue

The Board of Trustees is asked to approve the minutes of its January 10, 2017, meeting.

Implementation Plan

Upon approval, the minutes will be placed in the Board of Trustees archives.

Fiscal Implications

Not applicable.

Main Motion

That the Board of Trustees approve the minutes of the January 10, 2017, meeting of the Board of Trustees.

Exhibits

1. Minutes of the January 10, 2017, Board of Trustees meeting
Members present: Jerome W. Klasmeier, Vice Chair; Walter J. Hall; Adam J. Hertz; James H. Johnson, Jr., Ph.D.; Sandra E. Moore; Lawrence W. Ulvila, Jr.; and Dr. Dawn Lindsay, President

I. CALL TO ORDER AND APPROVAL OF AGENDA

The public session of the Board of Trustees was called to order by the chair at 6:00 p.m. in CADE 219.

By motion of Dr. Johnson, seconded by Ms. Moore, the Board of Trustees unanimously approved the January 10, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

Vice Chair Klasmeier welcomed reporters Jesse Johnson and Tony Petro, from the Campus Current.

III. APPROVAL OF MINUTES

A. Minutes of the December 13, 2016 Board of Trustees Meeting – Jerome W. Klasmeier, Vice Chair, on behalf of Rev. Dr. Diane R. Dixon-Proctor, Chair

By motion of Mr. Ulvila, seconded by Mr. Hall, the Board of Trustees unanimously approved the minutes of the December 13, 2016, meeting.

IV. BOARD CHAIR AND COMMITTEE REPORTS

A. Audit & Finance Committee – Walter J. Hall, Committee Chair

No report.

B. Board Development Committee – Sandra E. Moore, Committee Chair

Ms. Moore reported that at the December 13, 2016, meeting, the board approved the following topics for its May 4, 2017, workshop: (1) campus security and safety; (2) potential partnerships with the private sector; and (3) the changing value proposition. In addition, the board approved that the May 4th agenda will be flexible to allow for urgent items that the board might need to address. Also, someone from outside of the college will facilitate the workshop, preferably a facilitator from the Association of Governing Boards (AGB) or the Association of Community College Trustees (ACCT). Ms. Moore indicated that Chair Dixon-Proctor is in the process of obtaining information from AGB and ACCT to include availability and costs. Ms. Moore said that tonight’s presentation on the college’s emergency preparedness procedures is being provided to the board as an update on the college’s current practices and to formulate the discussion on campus security and safety at the May 4th workshop.

Vice President Beardmore introduced Sean Kapfhammer, the college’s Chief of Police/Director of Public Safety. Chief Kapfhammer provided a brief overview of the college’s emergency preparedness procedures to include: (1) the college’s responsibilities regarding the Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents; (2) prevention and risk mitigation activities; (3) the college’s Emergency Response Plan: Incident Command System; (4) the college’s Continuity of Operations Plan; and (5) upcoming activities. Vice Chair Klasmeier asked how emergencies are handled at the college’s offsite locations, and Chief Kapfhammer said that those facilities are staffed with public safety officers. Anne Arundel County police will respond at those sites if an armed police officer is required. Vice Chair Klasmeier asked if the college would send a representative if the county activates its Emergency Operations Center, and Chief Kapfhammer said yes, either he or another member of the command staff would represent the college. Chief Kapfhammer noted that he and Vice President
Beardmore are meeting with the county’s emergency management coordinator on January 13, 2017, about additional training in emergency management.

Ms. Moore asked how much time is needed for the Community Emergency Response Team (CERT) training, and Chief Kapfhammer said that the training takes three days. The training includes first-aid, fire suppression, and safely evacuating the buildings. A modified version is provided to the floor monitors, which takes less than eight hours. Ms. Moore asked if recertification is required, and Chief Kapfhammer said no, it is a Federal Emergency Management Agency (FEMA) course. Ms. Moore asked how often staff is trained on the college’s Emergency Response Plan, and Chief Kapfhammer said that non-mandatory classes are offered on emergency management on a yearly basis and the staff in the Emergency Operations Center have had National Incident Management System (NIMS) training. Ms. Moore asked if there are plans to make the training mandatory, and Vice President Beardmore said that is one of the issues on the list for consideration. Vice President Beardmore noted that the members of the Emergency Operations Center have a certain level of mandatory training.

Mr. Hall asked Chief Kapfhammer how he would rate the security cameras on the campus, and Chief Kapfhammer said that there is a request to purchase more security cameras for the parking lots in the upcoming budget. Chief Kapfhammer said that the security cameras are being updated from analog to digital and that he would rate them as very good. Mr. Hall asked Chief Kapfhammer how the police/public safety department distinguishes between a hoax and a real incident. Chief Kapfhammer said that every incident is treated as a serious situation. Vice Chair Klasmeier asked if the college had a mutual aid agreement with the county and state, and Chief Kapfhammer said that there is an agreement with the county but not the state, and that the county is very responsive to the college’s needs and responds very quickly and in force. Vice Chair Klasmeier asked if the county police are acquainted with the college’s facilities, and Chief Kapfhammer said yes, they are given tours of the college campus and a PowerPoint presentation was given to the county dispatchers explaining the college’s resources, which will be shown at the roll call for new dispatchers. Vice Chair Klasmeier asked if the fire department is familiar with the intricacies of the buildings, and Mr. Maury Chaput, executive director, administrative services, said yes, they know the buildings and the lieutenant tours them several times a year.

C. Budget Committee  – Dr. James H. Johnson, Jr. on behalf of Paula J. Darrah J.D., Committee Chair

Dr. Johnson reported that the Budget Committee met on December 14, 2016, to discuss several items. First, the committee discussed the FY2017 Operating Budget Status Report as of November 30, 2016. The committee also discussed the FY2017 status reports for the Arundel Mills and Center for Cyber & Professional Training (CCPT) locations as of September 30, 2016. These are preliminary projections for the rest of the fiscal year, and the numbers will change as we move into the spring semester. Turnover savings in salaries and benefits and projected expenditure savings based on prior year spending rates are providing the savings necessary to balance the budget. The college continues to review all vacant positions to determine which can be filled, deleted or reallocated to fill critical needs. Next, the committee discussed the FY2018 budget by reviewing the latest version of the assumptions. The committee reviewed the updated operating budget assumptions for revenues and expenditures along with the guiding principles and budget development priorities. The committee’s next meeting is scheduled for January 24, 2017.

D. Facilities Committee – Dr. James H. Johnson, Jr., Committee Chair

Dr. Johnson reported that the Facilities Committee met on January 5, 2017, to discuss several items. First, the committee discussed the Health Sciences & Biology Building project. This project will be the college’s number one priority in its 2018 capital budget. It will be a huge project for the college with an estimated total budget of approximately $117 million. As a follow-up to the committee’s last meeting, a summary of the advantages and disadvantages of the Construction Management at Risk (CMAR) delivery method was discussed. This delivery method is different from the design-bid-build methods used by the college in the past with the exception of the Arundel Mills facility, which used a version of the CMAR model. CMAR was selected by the administration due to the significant size, scope, and cost of the Health Sciences & Biology building. The CMAR model allows the college to select a construction management firm that will bring their expertise of best construction practices, estimating, and planning to
the project as a consultant very early in the project. The committee discussed the model in detail and affirmed that using CMAR is a reasonable path to follow for the project.

Next, the committee received an update on the modular building project. The master plan calls for the relocation of the modular building to the back of the campus on parking lot A. The committee discussed the plan for relocating the building with the caveat that the plans may change in light of enrollment declines. The administration will continue to develop options and keep the committee updated. Last, the committee discussed the commencement tent procurement. The committee reviewed a draft board agenda item for the February 28, 2017, meeting and provided feedback. The committee noted the significant expense of holding the event on campus and discussed the need to study future options including the opportunity to hold commencement at the Maryland Live! Casino's conference center that is slated to be completed in time for commencement next year. The committee's next meeting is scheduled for February 14, 2017, after the board's budget workshop.

E. Human Resources Committee – Lawrence W. Ulvila, Jr., Committee Chair

Mr. Ulvila said that the committee is scheduled to meet on March 29, 2017.

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

Mr. Ulvila shared a thank you letter from a recipient of the Martha L. Linksz Scholarship as an example of the positive impact the foundation is making on the students. As of December 31, 2016, the fundraising total for the current fiscal year is $590,000 toward an FY2017 goal of $1.1 million. To date, donors have committed just over $100,000 towards the Engagement Matters initiative. Mr. Ulvila indicated that the Board of Trustees and the AACC Foundation Board of Directors will hold a joint working session on January 31, 2017, from 9 a.m. to 1 p.m., in CADE 219. The goal of the session is to determine which strategic needs of the college would best be addressed in a potential fundraising campaign in the near future. Mr. Ulvila asked board members to R.S.V.P. to Ms. Laura Strayer in the Foundation Office if they have not already done so, and he encouraged the board members to attend the session.

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

A. Information Items

1. College Updates

Dr. Lindsay introduced Dr. Oscar Joseph, a former colleague of Vice President Patterson, who is visiting the college to discuss his experience with enrollment management issues. Dr. Lindsay reported that the college's current chair and professor of Mathematics, Dr. Alycia Marshall, will be the college's new Associate Vice President of Learning & Academic Affairs, and Dr. Lance Bowen from Truckee Meadows Community College in Reno, Nevada, will be the college's new dean for the School of Science & Technology, effective February 1, 2017. Dr. Lindsay thanked the search committees, under the leadership of Fran Tircott and Kip Kunsman, for their excellent work in finding the best individuals for the positions in an effective and timely manner. Dr. Lindsay indicated that Arundel Federal Savings Bank President David Costello, Trustee Todd Bailey, and Director George Behr presented her and the members of the Entrepreneurial Studies Institute with a check for $15,000 representing the proceeds from their 11th Annual Charity Golf Tournament held this fall. Since its inception, the tournament has raised more than $135,000 to support the Entrepreneurial Studies Institute.

Dr. Lindsay said that the Cybersecurity Enhancement Act of 2014 authorized the National Science Foundation (NSF), in coordination with the Office of Personnel Management and the Department of Homeland Security, to offer a scholarship program to recruit and train the next generation of information security professionals, industry control system security professionals, and security managers. George Washington University (GW) is one of the award recipients. As a sub-awardee to GW’s award, Anne Arundel Community College is able to offer scholarships to two students for the 2016-2017 academic year. NSF’s CyberCorps Scholarship provides full tuition, textbooks, fees, professional development funds, health insurance, and a living stipend of $22,500 for the final year at AACC (2016-2017 academic year) and two academic years at GW where students will complete a bachelor's degree.
Dr. Lindsay indicated that the University of Maryland School of Nursing has entered into an agreement with the college’s Department of Nursing to offer dual admissions to our students and transfer credits from AACC to the University of Maryland School of Nursing. The college’s Arundel Mills Testing Center and the CCPT Testing Center were awarded the National College Testing Association’s Test Center Certification, which is valid for five years beginning November 30, 2016. The college is rolling out a comprehensive marketing campaign to raise awareness and interest in new credit and noncredit certificates and training programs being offered at the CCPT, effective winter/spring 2017. The targeted areas of focus are on healthcare, cybersecurity, and information technology. Dr. Lindsay noted that 2017 spring convocation will be held tomorrow, January 11, 2017.

2. **Report on Dual Enrollment** – Dr. Michael H. Gavin, Vice President, Learning; Felicia L. Patterson, Vice President, Learner Support Services; Kathleen Beauman, Executive Director, Office of Instructional Partnerships; Tom McGinn, Director, Admissions & Enrollment Development; and Student Kristen Towers

Ms. Beauman indicated that the college has worked collaboratively with Anne Arundel County Public High Schools to build a college-going culture in all of the high schools. One strategy has been through the dual enrollment program where students take college courses while still in high school. Ms. Beauman said that the college maintains a Memorandum of Understanding (MOU) with the Anne Arundel County Public School System that provides a 50 percent tuition reduction. MOUs have also been developed with some private schools as well as home-schooled students. Ms. Beauman reported on the program’s course delivery methods and the strategies for building and supporting the partnerships.

Mr. McGinn provided enrollment data for high school students dually enrolled at the college from 2011 to 2016; the number of dually enrolled students by high school for fall 2016; and the high schools that offer on-site college classes. Ms. Beauman reported that the first college certificate in Transportation, Logistics and Cargo Security was introduced at North County High School in fall 2014. Ten students from the initial cohort earned their college certificate in spring 2016, and participated in the college’s commencement ceremony before receiving their high school diploma. The board was shown a video of the Transportation, Logistics and Cargo Security program where student Kristen Towers was one of the students profiled. Ms. Towers informed the board of her successful experience in the program.

3. **Monthly Update on Accreditation** – Dr. Lindsay

No report.

4. **Student Government Association (SGA)** – Nicholas Nadeau, President

No report.

5. **The Faculty Organization (TFO)** – Professor Michelle Robertson, President

No report.

6. **Professional and Support Staff Organization (PSSO)** – Jeremiah Prevatte, President

No report.

7. **Academic Forum/Council** – Dr. David Tengwall, Chair

No report.

8. **Administrative Staff Organization (ASO)** – Sue Callahan, President

No report.
Dr. Lindsay reminded the board that the MACC Trustee Conference and Legislative Reception will be held on January 23, 2017, at the Calvert House in Annapolis. The conference opens at 12:30 p.m. and the keynote luncheon is scheduled to begin at 1 p.m. The Legislative Reception is scheduled from 5:30 to 7 p.m., and MACC has invited all members of the General Assembly to attend the reception.

VI. NEW BUSINESS

There was no new business.

VII. NEXT BOARD MEETING

Vice Chair Klasmeier announced that the next board meeting is scheduled for February 28, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

A closed session of the Board of Trustees was held on January 10, 2017, at 5:00 p.m., in Cade 228. The purpose of the session was to consult with legal counsel to obtain legal advice. Each Board member present voted to close the session pursuant to Maryland State Government Annotated Code Section 3-306. Board members in attendance: Jerome W. Klasmeier, Vice Chair; Walter J. Hall; Adam J. Hertz; James H. Johnson, Jr., Ph.D.; Sandra E. Moore; and Lawrence W. Ulvila, Jr. Also present were legal counsel Martin J. Snider and President Dr. Dawn Lindsay. College staff members present: Dr. Michael H. Gavin, vice president for learning; Melissa A. Beardmore, vice president for learning resources management; Felicia L. Patterson, vice president for learner support services; and Kathleen A. Janssen, executive assistant to the Board of Trustees.

Respectfully submitted,

Dr. Dawn Lindsay
Secretary-Treasurer
APPROVAL OF AWARD OF CONTRACT FOR AUDITING SERVICES

Issue

State law and Board of Trustees policy require that an independent public accounting firm perform an annual audit of the financial operations of the college. The policies and regulations of the Maryland Higher Education Commission (MHEC) also require submission of the audit report as accepted by the college’s Board of Trustees.

The Board of Trustees is asked to approve an award of a three-year contract for auditing services. In accordance with the purchasing regulations established under the Maryland Annotated Code and Board policy, the college publicly advertised and solicited sealed competitive proposals. The college received a total of seven proposals, all of which were deemed to be responsive and responsible.

The proposals were evaluated on the basis of overall qualifications, relevant experience, project approach and understanding, and cost. Proposals were received in two sealed packages, the technical section and the pricing section. The evaluation team evaluated and scored the technical section of each firm’s proposal. Purchasing opened the sealed pricing package and added the pricing score to the technical scores. The following is a list of the percentages utilized for this RFP:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated ability to provide the services: qualifications, relevant experience, project approach and understanding, and references</td>
<td>60%</td>
</tr>
<tr>
<td>Cost</td>
<td>30%</td>
</tr>
<tr>
<td>Minority participation</td>
<td>5%</td>
</tr>
<tr>
<td>Other: Proposal includes a unique or special service, possesses noteworthy expertise on staff, or other added feature or value</td>
<td>5%</td>
</tr>
</tbody>
</table>

Based on these criteria CliftonLarsonAllen (CLA) was the highest scoring firm and is recommended for the award of contract. The college has checked references and reviewed financial stability. Their proposal provided a comprehensive overview of the audit approach and demonstrated an in depth understanding of accounting and compliance related trends and issues facing the college. CLA has extensive experience and knowledge of the requirements for conducting the college’s audit. Based upon this detailed analysis, the Board of Trustees is asked to approve the award of a three-year contract (with two one-year renewal options), with the support of the Board of Trustees Audit and Finance Committee, to CLA.
The seven firms submitted the following prices:

<table>
<thead>
<tr>
<th>Firm</th>
<th>FY 2017 Audit</th>
<th>FY 2018 Audit</th>
<th>FY 2019 Audit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB &amp; Company, LLC</td>
<td>$75,000</td>
<td>$77,250</td>
<td>$79,500</td>
<td>$231,750</td>
</tr>
<tr>
<td>CohnReznick, LLP</td>
<td>$77,000</td>
<td>$79,000</td>
<td>$82,000</td>
<td>$238,000</td>
</tr>
<tr>
<td>Rubino &amp; Company, Chartered</td>
<td>$82,500</td>
<td>$85,000</td>
<td>$87,500</td>
<td>$255,000</td>
</tr>
<tr>
<td>CliftonLarsonAllen, LLP</td>
<td>$87,000</td>
<td>$87,000</td>
<td>$87,000</td>
<td>$261,000</td>
</tr>
<tr>
<td>Stout, Causey &amp; Horning, P.A.</td>
<td>$88,000</td>
<td>$91,000</td>
<td>$95,000</td>
<td>$274,000</td>
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<tr>
<td>O'Connor &amp; Drew, P.C.</td>
<td>$90,000</td>
<td>$92,000</td>
<td>$95,000</td>
<td>$277,000</td>
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<tr>
<td>BDO USA, LLP</td>
<td>$97,500</td>
<td>$100,000</td>
<td>$103,000</td>
<td>$300,500</td>
</tr>
</tbody>
</table>

Implementation Plan

If the Board of Trustees approves this award of contract, the college will immediately begin final negotiations and execution of the engagement contract for the FY 2017 audit services.

Fiscal Implications

The funding for this project will come from the institutional support operating budget for auditing services. The annual operating budget for auditing services is $91,000 or $273,000 over the three-year period. Therefore, sufficient funds are available for this contract, subject to continuing annual appropriation.

Main Motion

On the recommendation of the Board of Trustees Audit and Finance Committee, that the Board of Trustees approve the award of a three-year auditing services contract (with two one-year renewal options subject to satisfactory service and no unreasonable price increase), to CliftonLarsonAllen, LLP, of Timonium, Maryland, in an amount not to exceed $261,000.

Exhibit

1. Proposal data
BOARD OF TRUSTEES
February 28, 2017
Agenda Item No. IV.C.1.

APPROVAL OF FY2018 COLLEGE OPERATING BUDGET

Issue

The Board of Trustees is asked to approve the FY2018 college operating budget request as recommended by the Board of Trustees Budget Committee.

In the fall of 2011, with the approval of the Board of Trustees, the board chair convened an ad hoc Budget Committee to work with the administration on policy-level strategies to ensure the development of a budget capable of ensuring the college’s mission and mission mandates. Currently chaired by Trustee Paula J. Darrah, the Budget Committee includes Trustees Dr. James H. Johnson, Jr. and Adam J. Hertz, as members. The committee met several times between October 2016 and February 2017 to discuss guiding principles and assumptions for the FY2018 budget. The following guiding principles were utilized to develop the budget:

- Clear and open communication to stakeholders;
- A long-term perspective inclusive of resource allocations to support the attainment of the strategic plan goals and maintaining affordability for our students;
- Data utilization and monitoring to evaluate operations and the efficient allocation of resources across all funds;
- Reallocation of existing resources and cost efficiencies to support the highest priority requests;
- Small tuition and fee increases while maximizing enrollment;
- Revenue diversification and expansion/cost containment;
- Responsible use of Tuition Stabilization Fund (TSF) to balance the budget; and
- Proactive in addressing past and current Other Post-Employment Benefits (OPEB) costs.

The Budget Committee presented its recommended scenario to the board at its budget workshop on February 14, 2017, received input and feedback, and, based on that, is recommending the attached proposed FY2018 operating budget for the Board’s approval.

Under the authority mandated by Article 16, Annotated Code of Maryland, the President and Board of Trustees are charged with the responsibility to submit annual budget requests to the county government. The budget incorporates funding from the state in the amount included in the Governor’s Budget for FY2018 and requests funding from the county. The operating budget comprises two components: the operating fund and the auxiliary, enterprise, and restricted funds appropriation authority. A report on the estimated balance in the college’s TSF will also be submitted to the county for informational purposes.

Implementation Plan

Subsequent to the Board of Trustees’ approval, the college will submit its budget requests to the County Executive who, in turn, will submit a budget to the County Council for approval. The college will modify the budget if required by action taken on the state budget by the Maryland
General Assembly. The college will work collaboratively with the County Executive and County Council to gain approval of the request.

Fiscal Implications

The FY2018 operating budget request establishes spending authority for the operating fund of $114,550,900 and for the auxiliary, enterprise, and restricted funds of $42,028,000, if approved by state and county officials.

Main Motion

That the Board of Trustees approve the FY2018 college operating fund budget request in the amount of $114,550,900 and the auxiliary, enterprise, and restricted funds appropriation authority in the amount of $42,028,000 and authorize the President to submit the request to the County Executive. The Board of Trustees reserves the right to revisit the budget after the state and county funding amounts have been finalized.

Exhibits

1. FY2018 Operating Budget Request
2. FY2018 Auxiliary, Enterprise & Restricted Funds Appropriation Authority
3. FY2018 Estimated Tuition Stabilization Fund Balance
APPROVAL OF FY2018 – FY2023 CAPITAL BUDGET

Issue

The Board of Trustees is asked to approve the FY2018 – FY2023 college capital budget request as recommended by the Board of Trustees Budget Committee. Under the authority mandated by Article 16, Annotated Code of Maryland, the President and Board of Trustees are charged with the responsibility to submit annual budget requests to the county government.

Implementation Plan

Subsequent to the Board of Trustees’ approval, the college will submit its capital budget request to the county government and will collaboratively pursue its approval.

Fiscal Implications

The FY2018 – FY2023 capital budget request includes funding in FY2018 necessary to undertake construction, renovation, capital renewal, and deferred maintenance projects as itemized in Exhibit 1.

Main Motion

That the Board of Trustees approve the FY2018 – FY2023 college capital budget request.

Exhibits

1. FY2018 - FY2023 Capital Budget Request
APPROVAL OF FACULTY PROMOTIONS

Issue

This motion is to request approval of the President's recommendation for the award of faculty promotions. The College Manual 4 and 5.6.1.3.7 states: “The President shall recommend to the Board of Trustees those candidates for promotion after certifying that they meet all stipulated qualifications and that the process has been completed.” As outlined in the College Manual 4 and 5.6, the Committee on Promotion and Tenure submitted its recommendations to the Vice President for Learning. Dr. Gavin reviewed the evaluation procedure and all documents relevant to the promotion cases of the faculty members listed in the main motion. He forwarded his recommendations to the President. President Lindsay reviewed all the documentation and recommendations and certifies that the candidates for promotion listed in the main motion meet all stipulated qualifications.

Implementation Plan

With approval by the Board of Trustees of the President's recommendations for promotion, the faculty members as listed in the main motion will advance in rank effective August 16, 2017.

Fiscal Implications

The increase in salary for faculty members approved for promotion is equivalent to a full-step increase in salary.

Main Motion

That the Board of Trustees approves the President's recommendations for promotion, effective August 16, 2017, of the following faculty members to the ranks as listed:

**To Assistant Professor:**
- Theodore Johnson, Visual Arts & Humanities

**To Associate Professor:**
- Christopher Ballengee, Performing Arts
- Dean Bowers, English
- Tiffin Bumpass, Health & Human Services
- Haley Draper-Bowers, Communications
- Candice Hill, English
- Heather Langley, Massage Therapy
- Johnny Lew, English
- James Messenger, Mathematics
- Matthew Moore, Visual Arts & Humanities
- Beth Anne O’Reilly, Mathematics
- Darian Senn-Carter, Homeland Security & Criminal Justice
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillip Terry-Smith</td>
<td>Sociology</td>
</tr>
<tr>
<td>Ian Wardenski</td>
<td>Performing Arts</td>
</tr>
<tr>
<td>Cynthia Woods</td>
<td>Computer Science</td>
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<tr>
<td>Tammy Domanski</td>
<td>Biology</td>
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<tr>
<td>Lorraine Doucette</td>
<td>Health Technologies</td>
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<tr>
<td>Mark Farinha</td>
<td>Biology</td>
</tr>
<tr>
<td>Maryellen Kassebaum</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Reynaldo Singleter-Evangelista</td>
<td>Homeland Security &amp; Criminal Justice</td>
</tr>
</tbody>
</table>

**Exhibits**

None.
Approval of Faculty Tenure

Issue

This motion is to request approval of the President’s recommendation for the award of tenure. The College Manual 4.5.4 states: “The President’s recommendation (for award of faculty tenure) shall be forwarded to the Board of Trustees before its February meeting.” In accordance with the procedures outlined in the College Manual, the Committee on Promotion and Tenure forwarded its recommendations to the Vice President for Learning. Dr. Gavin reviewed all materials submitted by the candidates, and the evaluations and recommendations made by the committee. He forwarded his recommendations to the President. The President reviewed the materials and the recommendations and certifies that the candidates listed in the main motion meet all stipulated qualifications.

Implementation Plan

If granted, tenure will be effective August 16, 2017.

Fiscal Implications

None.

Main Motion

That the Board of Trustees award tenure, effective August 16, 2017, to the following faculty members:

James Messenger  Mathematics
Ian Wardenski  Performing Arts

Exhibits

None.
APPROVAL OF FACULTY SABBATICALS FOR FY 2018

Issue

The Board of Trustees is asked to approve sabbatical leave for each faculty member listed below. In accordance with the College Manual 4.8.2.10.A., “…the Board of Trustees may grant sabbatical leaves for the purpose of increasing the value of the faculty member to the college. Appropriate leave time activities include further study, research, or other avenues leading to professional growth.”

The faculty members named in the main motion meet all criteria for the award of sabbatical. In compliance with the College Manual 4.8.2.10, the Committee on Promotion and Tenure has submitted its recommendations to the Vice President for Learning, Dr. Mike Gavin. The Vice President reviewed the evaluation procedures and all of the documents relevant to each individual faculty member’s sabbatical proposal. He forwarded his recommendations to the President. The President reviewed all documentation supporting the recommendations and subsequently forwarded her recommendations for granting sabbatical leave for the faculty members named in the main motion.

Implementation Plan

With the Board of Trustees’ approval of the President’s recommendations for sabbatical leaves, Dr. Steven Canaday (English and Communications), Associate Professor Dawn Bond (Visual Arts and Humanities), and Dr. Suzanne Spoor (English) will receive paid leaves at full salary for one semester in the Fall 2017 semester. Associate Professor Lindsay McCulloch (Visual Arts and Humanities) will receive paid leave at full salary for one semester in the Spring 2018 semester. Benefits will be paid at the rate as cited in the College Manual 4.8.2.10.G.

Dr. Steven Canaday proposes to use his sabbatical in Fall 2017 to conduct research and complete a first draft of a college composition textbook. If approved, the sabbatical leave will increase Dr. Canaday’s abilities to perform his duties as Chair of the English and Communications department by expanding his knowledge of composition instruction and enhancing his ability to oversee quality teaching and learning.

Dr. Canaday’s proposed project will culminate in an original textbook for college composition students that combines both rhetoric and a handbook into a single publication. This textbook will potentially be widely used at Anne Arundel Community College and beyond. A succession plan to fill Dr. Canaday’s role as Chair of the English and Communications department will be implemented should his proposal be approved.

Associate Professor Dawn Bond proposes to use her sabbatical in Fall 2017 to write a graphic novel to reveal themes of community and tensions experienced in the Midwest. In her proposal, Professor Bond has provided a detailed outline and timeline for her sabbatical work showing the tasks she intends to complete that will result in marketing
and publishing the graphic novel. Professor Bond’s plan includes an extensive research agenda, writing and sketching story ideas, and mechanisms for obtaining professional feedback in order to create final story panels, rhythms, and chapters for publication of the graphic novel. This creative endeavor will provide Professor Bond with an opportunity to focus on her studio practice, and grow as a scholar. Professor Bond’s experience in professional publishing and planning will translate to her classes in studio art and video production at Anne Arundel Community College. Completion of this sabbatical project will increase Professor Bond’s value to the college.

**Dr. Suzanne Spoor** proposes to use her sabbatical in Fall 2017 to write and submit short stories for publication, develop creative writing activities for composition students, and develop and deliver an Institutional Professional Development (IPD) session on the use of creative writing in composition classes. Tangible skills honed through creative writing processes translate well to the writing classroom, and so this sabbatical, coupled with the professional development promised, will serve our students well. The proposed activities will increase Dr. Spoor’s ability to teach English classes in creative writing and enhance her teaching ability with college composition classes.

Dr. Spoor has held presentations at workshops, completed formal coursework in fiction writing, participated in summer fiction writing retreats, and collaborated with local amateur and professional fiction writers. If Dr. Spoor is provided the opportunity to pursue this scholarly endeavor, then the result will be three short stories submitted for publication and enhanced opportunities for Anne Arundel Community College students and faculty to integrate creative writing in college composition classes.

**Associate Professor Lindsay McCulloch** proposes to use her sabbatical during the Spring 2018 semester to create new works in the field of abstract painting. She intends to produce four large-scale paintings, and to use this experience to propose a new abstract painting course through Educational Policies and Curriculum (EPC). Professor McCulloch has been an outstanding example to her students by maintaining a rigorous studio practice, as evidenced by her exhibition record. She has participated in eight shows over the past year including “An Inventory of Al-Mutanabbi Street” at George Mason University and “All That’s Art: Faculty Art Invitational” at the Main Art Gallery at University of Maryland University College. If Professor McCulloch is granted a sabbatical it will significantly enhance her knowledge in the field of abstract painting, as well as her visibility in the regional art community. The proposal’s stated outcome of a new abstract painting course will broaden the offerings of the Visual Art’s painting program.

**Fiscal Implications**

If the sabbatical leaves are approved, adjunct faculty will be hired to provide coverage to meet the instructional needs, which equate to 15 faculty load hours per candidate. The current adjunct rate is $881 per faculty load hour. The total cost for four sabbatical leaves would not exceed $52,860 at the current adjunct rate.

**Main Motion**

That the Board of Trustees approves the President’s recommendation for sabbatical leave for:

Dr. Steven Canaday  
English and Communications  
Fall 2017
Exhibits

None.
BOARD OF TRUSTEES
February 28, 2017
Agenda Item No. V.B.4.

APPROVAL OF SPRING 2017 FULL-TIME FACULTY APPOINTMENT

Issue

The Board of Trustees is asked to approve the term appointment for the full-time faculty member as presented in the main motion. Under the provisions of the Annotated Code of Maryland, Education Article, Title 16, the President of the College “…shall recommend the appointment by the Board of Trustees of qualified faculty members…for the efficient administration of the college.”

Implementation Plan

With approval of the appointment of the faculty member listed in the main motion, instructional staffing for the School of Science & Technology will be sufficient for the efficient delivery of its academic programs.

Fiscal Implications

Approval is requested for the appointment of a one-semester, term contract faculty member, who is replacing a retiree in Physics. Funding is available in the operating budget to support this request.

Main Motion

That the Board of Trustees approve the appointment of the one-semester, term contract as listed below.

| SCHOOL OF SCIENCE AND TECHNOLOGY |
|----------------------------------|-----------------|-----------------|-----------------|
| Faculty Member  | Department | Rank      | Term of Appointment | Awarded Tenure Track |
| Shivok, Timothy | Physics     | Asst. Professor | 1 Semester         |                  |

Exhibits

None.
APPROVAL OF ACADEMIC PROGRAMS

Issue

The Board of Trustees is asked to approve the academic programs that are listed in the main motion in accordance with the Annotated Code of Maryland, 13B.02.02, “If an institution…wishes to offer an instructional program…the institution shall submit a request for approval or recommendation through its governing board to the Commission in accordance with instructions provided by the secretary.”

Implementation Plan

The proposed programs were approved by the college’s Committee on Educational Policies and Curriculum and the Academic Forum in Fall 2016 and in Spring 2017, respectively. With the Board’s approval, the Maryland Higher Education Commission will be notified of the college’s intent to offer the programs described in the attached exhibits beginning Fall 2017.

Fiscal Implications

These programs all consist of course work that already have faculty and other instructional resources in place. As a result, there are no additional resources required to offer these programs, except for the cost associated with providing additional faculty coverage should enrollments grow. Increased enrollment would potentially require new adjunct contracts at the cost of $881 per faculty load hour as needed.

Main Motion

That the Board of Trustees approves the proposed Certificate programs and Associate degree program as noted in the exhibits.

Exhibits

1. Certificate, Production Design
2. Certificate, Cisco Certified Network Professional Preparation
3. Associate of Applied Science, Construction Management
### New Program: Certificate, Production Design

#### Rationale
By combining existing course work from the fields of performing arts and interior design, the production design certificate provides students the essential skills required to enter the set design labor market upon completion. Graduates of this program will use skills in theatrical production and interior design to create historically accurate sets for theatrical productions. Students will develop CAD skills used in set design and construction documents. This interdisciplinary curriculum will offer a specialized career path that can also be used to fulfill requirements toward an Associate degree in Performing Arts or Interior Design.

#### Market/Workforce Demand
The Bureau of Labor Statistics reports that employment in the Arts and Design areas will generally increase from about 773,100 jobs in 2014 to about 789,700 jobs in 2024. [http://www.bls.gov/ooh/arts-and-design/home.htm](http://www.bls.gov/ooh/arts-and-design/home.htm)

Further data shows that careers in this area can range from $33,000-$88,000 depending on the employer.

The Bureau of Labor Statistics reports that "strong demand from the public for more movies and television shows as well as increasing popularity and participation of sports will contribute to job growth for the entertainment and sports occupations." [http://www.bls.gov/ooh/entertainment-and-sports/home.htm](http://www.bls.gov/ooh/entertainment-and-sports/home.htm)


#### Student Interest in the program
Overall, we’ve seen a 67.7% increase in demand at AACC for Technical Theatre courses since 2010. We expect this trend to continue into the next 5 years based on the previously mentioned Bureau of Labor Statistics’ projections for Arts and Design employment.

#### Catalog Entry
Sequence of courses as would be displayed in the catalog is below.

#### Articulations and other cooperative agreements
No current partnerships are in place, at this time. However, we are actively seeking commitments from employers with which to link graduates of this program.

#### Finances
Current resources are adequate and appropriate and no additional resources are required. This certificate is comprised of a combination of courses, faculty, equipment and facilities that currently exist, in the two separate and complete degree programs.
## Program Presentation for the Catalog:
Production Design, Certificate

**Certificate Requirements: 31 - 34 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH 100</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ACH 111</td>
<td>Graphic Communication 1: Composition &amp; Delineation</td>
<td>3</td>
</tr>
<tr>
<td>ACH 201</td>
<td>History of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ACH 245</td>
<td>Digital Technologies 1</td>
<td>3</td>
</tr>
<tr>
<td>CTA 100</td>
<td>Computing and Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition and Introduction to Literature 1</td>
<td>3-6</td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ENG 112</td>
<td>Composition and Introduction to Literature 2</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 115</td>
<td>Composition and Introduction to Literature 1 for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 116</td>
<td>Composition and Introduction to Literature 2 for Non-Native Speakers</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 121</td>
<td>Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>THA 121</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THA 122</td>
<td>Introduction to Stage Design and Lighting</td>
<td>3</td>
</tr>
<tr>
<td>THA 125</td>
<td>Script Analysis</td>
<td>3</td>
</tr>
<tr>
<td>THA 180</td>
<td>Play Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits** 31-34
### Rationale

The CCNP certificate embodies AACC's mission to provide innovative learning opportunities by allowing students to obtain a credential that marks the completion of the three courses that lead to CCNP certifications. Grouping the set of three related courses within a small, industry-valued certificate provides an opportunity for students to earn an academic certificate upon completion of the CCNP coursework and will provide them with the fundamentals and experience to complete the three associated CCNP certification exams – CCNP ROUTE, CCNP SWITCH and CCNP TSHOOT.

After completing each course, a student is prepared to sit for that specific CCNP certification exam (300-101 ROUTE, 300-115 SWITCH, 300-135 TSHOOT) administered through an authorized Pearson VUE Testing Center. Upon completion of all three certifications exams, a student is then considered a Cisco Certified Networking Professional (CCNP).

### Market/Workforce Demand

Over a thousand jobs require a CCNA certification in the State of Maryland. As a result, this certificate identifies and fills a known labor market need. It also allows incumbent workers the opportunity to obtain another credential. Likewise, this certificate provides employers an option to enhance current workers’ job skills rather than searching externally. Industry partners indicate that this certification would be highly valued for it provides “basic foundations and more technical details needed to succeed at a higher level” (Bureau of Labor Statistics). According to the Maryland Department of Labor, Licensing and Regulation (DLLR), Network and Computer Systems Administrators (15-1142) expect to see a median hourly wage of $45.75 or $95,160 annually in the State of Maryland. In the Anne Arundel Workforce region, the median wage is $49.00 hourly or $101,920 annually. DLLR anticipates an increase of 4,540 new positions in the next two years, and an increase of 251 jobs in computer systems administrative professions. Finally, data from O*Net has indicated that Network and Computer Systems Administrator careers are projected to grow by 25% in the State of Maryland.

### Student Interest in the program

There continues to be significant and sustained interest in the CCNP certificate course content by both students and employers. Upon completion, students will demonstrate the skills necessary for career advancement and promotion as this is a leading industry standard. As such, we anticipate that the demand for this certification will persist indefinitely into the future.

### Catalog Entry

Sequence of courses as would be displayed in the catalog is below.

### Articulations and other cooperative agreements

No current partnerships are in place.

### Finances

Current faculty resources are adequate and appropriate. All of the courses in this certificate exist and have been taught and are stackable toward relevant Associate degree programs. The college currently employs highly qualified full-time faculty and adjunct faculty to teach these courses. All other instructional resources are in place as they are in current utilization to deliver the extant degree program.
Certificate Requirements: 12 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 265</td>
<td>CCNP ROUTE: Implementing IP Routing</td>
<td>4</td>
</tr>
<tr>
<td>CTS 266</td>
<td>CCNP SWITCH: Implementing IP Switching</td>
<td>4</td>
</tr>
<tr>
<td>CTS 267</td>
<td>CCNP TSHOOT: Maintaining and Troubleshooting IP Networks</td>
<td>4</td>
</tr>
</tbody>
</table>

Total credits: 12
EXHIBIT 3

<table>
<thead>
<tr>
<th>New Program</th>
<th>Associate of Applied Science, Construction Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rationale</strong></td>
<td>The instructional content and resources for the proposed Associate of Applied Science in Construction Management already exists in the current Architecture, Interior Design, and Construction Management area. However, the content exists in what is known as an option, rather than a degree program. This proposal is to formalize Construction Management as its own degree program. The rationale for creating this as a separate degree program came out of the new program review process where evidence showed a local workforce need and a general lack of student awareness of the program because it does not stand alone as such. The program will provide a pathway into the logistical studies of resource management within the construction industry. The purpose of this degree is to train professionals in the organization and management of both large and small construction projects. Students will develop skills in the areas of project management, construction estimating, materials and methods of construction and construction documentation. The program teaches and integrates principles of business management as applied to construction technology. The Associate of Applied Science of Construction Management at AACC will introduce students to the practice of Construction Management and provide them with the opportunity to transfer to a four-year institution.</td>
</tr>
<tr>
<td><strong>Market/Workforce Demand</strong></td>
<td>The U.S. Department of Labor, Bureau of Labor Statistics (BLS) indicates that this field will grow 5% (average) through 2024. On a national level, construction managers can earn $87,400 with the potential of $155,200 as their experience grows. In 2014, there were 373,200 jobs nationally and the need is to grow another 17,800 jobs by 2024. <a href="http://www.bls.gov/ooh/management/construction-managers.htm">http://www.bls.gov/ooh/management/construction-managers.htm</a> The State of Maryland projects the growth for the construction management field to grow 4.2% by 2022 with a replacement of 1,912 jobs in that 10-year period. <a href="http://www.dllr.state.md.us/lmi/iandoproj/wias.shtml">http://www.dllr.state.md.us/lmi/iandoproj/wias.shtml</a> In addition, Anne Arundel County has identified construction as one of the top ten growth industries. Lastly, AACC is anticipating more need in the construction area as the political arena shifts toward a focus on infrastructure to build the economy.</td>
</tr>
<tr>
<td><strong>Student Interest in the program</strong></td>
<td>During department-sponsored events for new students, students often inquire about the Construction Management courses within the department and transfer opportunities for pursuing a degree in the profession. Currently, AACC’s Architecture and Interior Design department is involved with articulated and proficiency credit programs in county high schools. Additionally, the Center for Applied Technology is generating additional student interest which we believe will translate to Construction Management. Finally, the department is also partnering with the new signature program at Arundel High School to develop an even more defined pathway which will continue to generate interest in the program.</td>
</tr>
<tr>
<td><strong>Catalog Entry</strong></td>
<td>Sequence of courses as would be displayed in the catalog is below.</td>
</tr>
</tbody>
</table>
Articulations and other cooperative agreements

Arundel High School Signature Program.

Finances

As mentioned above, the program already exists as an option. The only increase in expense would be with a continued increase in enrollment, which would be managed through additional adjunct contracts. Current resources are adequate and appropriate and no additional resources are required. The college employs highly qualified full-time and adjunct faculty to teach these courses and all of the courses in this certificate have been taught. This program is comprised of a combination of courses, faculty, equipment and facilities that currently exist.

Program Presentation for the Catalog:
Construction Management

General Education Requirements: 25 credits
An approved list of general education courses can be found in the catalog. Choose general education courses from the following topics:

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>3-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111 and ENG 112 Composition and Introduction to Literature</td>
<td>1, 2</td>
</tr>
<tr>
<td>OR ENG 115 and ENG 116 Composition and Introduction to Literature for Non-native Speakers</td>
<td>1, 2</td>
</tr>
<tr>
<td>OR ENG 121 Composition and Literature</td>
<td></td>
</tr>
<tr>
<td>Successful completion of ENG 121 fully satisfies the college English composition general education requirements.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARTS and HUMANITIES</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 111 Fundamentals of Oral Communications</td>
<td></td>
</tr>
<tr>
<td>COM 116 Fundamentals of Oral Communications for Non-native Speakers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOLOGICAL and PHYSICAL SCIENCES</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend PHY 111 Fundamentals of Physics 1 for students transferring.</td>
<td></td>
</tr>
<tr>
<td>See General Education Biological and Physical Sciences Requirements for list of approved courses.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTER TECHNOLOGY</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTA 100 Computing and Information Technology</td>
<td></td>
</tr>
<tr>
<td>OR CTA 103 Theories and Applications of Digital Technology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH/FITNESS/WELLNESS</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>See General Education Health/Fitness/Wellness Requirements for a list of approved courses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 141 College Algebra and Trigonometry 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL and BEHAVIORAL SCIENCES</th>
<th>3-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 111 Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>*ECO 116 (for those who are completing ENG 121)</td>
<td></td>
</tr>
</tbody>
</table>
**Program Requirements: 35 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH 111</td>
<td>Graphics and Communication 1</td>
<td>3</td>
</tr>
<tr>
<td>ACH 111 and ACH 121 are corequisites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACH 121</td>
<td>Construction Technology 1</td>
<td>3</td>
</tr>
<tr>
<td>ACH 122</td>
<td>Construction Technology 2</td>
<td>3</td>
</tr>
<tr>
<td>ACH 242</td>
<td>Environmental Systems for Design</td>
<td>3</td>
</tr>
<tr>
<td>ACH 245</td>
<td>Computer Applications for Design</td>
<td>3</td>
</tr>
<tr>
<td>ACH 216</td>
<td>Construction Management</td>
<td>4</td>
</tr>
<tr>
<td>ACH 218</td>
<td>Construction Operations</td>
<td>4</td>
</tr>
<tr>
<td>ACH 219</td>
<td>Construction Contract Administration</td>
<td>3</td>
</tr>
<tr>
<td>ACH 230</td>
<td>Cost Estimating for Construction</td>
<td>3</td>
</tr>
<tr>
<td>BPA 162</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BPA Elective</td>
<td>(business courses)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits 60**
APPROVAL OF THE 2017-2018 STUDENT ACADEMIC CALENDAR

Issue

The Board of Trustees is requested to approve the 2017-2018 Student Academic Calendar as shown in Exhibit 1. To become part of the official records of the college, the Student Academic Calendar requires approval by the Board of Trustees prior to publication in the Catalog 2017-2018, the Schedule of Classes, and other official college publications.

The attached Student Academic Calendar was developed by the registrar’s office. The calendar has been reviewed and discussed by the Committee on Teaching and Learning as per the College Manual 9.10.2.E., and by college administration. It was submitted to the Academic Council for information at its meeting on December 8, 2016.

Implementation Plan

With the Board of Trustees approval, the 2017-2018 Student Academic Calendar will be published in the 2017-2018 Catalog and in other college publications as appropriate.

Fiscal Implications

None.

Main Motion

That the Board of Trustees approve the 2017-2018 Student Academic Calendar as shown in Exhibit 1 for inclusion in appropriate college publications.

Exhibits

1. Proposed Student Academic Calendar 2017-2018.
PROPOSED
ACADEMIC CALENDAR 2017-2018

Fall Term 2017:

Aug. 26          Fall term begins
Aug. 28-Dec. 10  15-week session
Aug. 28-Oct. 22  First eight-week session*
Sept. 1          No classes start 4:30 p.m. or after
Sept. 2-4        Labor Day break (no classes)
Sept. 8-Dec. 17  Weekend session*
Sept. 11-Dec. 10 13-week session
Oct. 23-Dec. 17  Second eight-week session*
Nov. 1           Deadline for submitting application for December 2017 graduation
Nov. 22          No classes start 4:30 p.m. or after
Nov. 23-26       Thanksgiving break (no classes)
Dec. 11-17       Final exams (15- and 13-week session)
Dec. 22          Fall term ends

* Final exam will be given during the last class.

Note: Designated classes with laboratory requirements will start Aug. 26.

Winter Term 2018:

Jan. 2           Winter term begins
Jan. 2-13        Two-week session
Jan. 15          Dr. Martin Luther King Jr. Day (no classes)
Jan. 16          Winter term ends

Winter session final exam will be given during the last class.
### PROPOSED ACADEMIC CALENDAR 2017-2018

#### Spring Term 2018:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 17</td>
<td>Spring term begins</td>
</tr>
<tr>
<td>Jan. 17-May 6</td>
<td>15-week session</td>
</tr>
<tr>
<td>Jan. 17-March 11</td>
<td>First eight-week session*</td>
</tr>
<tr>
<td>Jan. 19-May 13</td>
<td>Weekend session*</td>
</tr>
<tr>
<td>Jan. 29-May 6</td>
<td>13-week session</td>
</tr>
<tr>
<td>March 1</td>
<td>Deadline for submitting application for May 2018 graduation</td>
</tr>
<tr>
<td>March 12-18</td>
<td>Spring break (no classes)</td>
</tr>
<tr>
<td>March 19-May 13</td>
<td>Second eight-week session*</td>
</tr>
<tr>
<td>May 7-8</td>
<td>Make-Up Instructional Time** (not applicable to the eight week session)</td>
</tr>
<tr>
<td>May 9-15</td>
<td>Final exams (15- and 13-week sessions)</td>
</tr>
<tr>
<td>May 20</td>
<td>Spring term ends</td>
</tr>
</tbody>
</table>

* Final exam will be given during the last class.

** These days may be used for scheduled instruction in the event of unscheduled closings or for final exam preparation.

#### Summer Term 2018:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21</td>
<td>Summer term begins</td>
</tr>
<tr>
<td>May 23-July 3</td>
<td>First six-week session</td>
</tr>
<tr>
<td>May 26-28</td>
<td>Memorial Day break (no classes)</td>
</tr>
<tr>
<td>May 30-July 23</td>
<td>First eight-week session</td>
</tr>
<tr>
<td>June 1-July 22</td>
<td>Weekend session</td>
</tr>
<tr>
<td>June 11-Aug. 5</td>
<td>Second eight-week session</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day break (no classes)</td>
</tr>
<tr>
<td>July 9-Aug. 14</td>
<td>Second six-week session</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Summer term ends</td>
</tr>
</tbody>
</table>

Summer term final exam will be given during the last class.

Note: Session start and end dates may be adjusted, within the term, in the event the college experiences unscheduled closings.
APPROVAL OF EQUIPMENT AND EVENT SUPPORT SERVICES CONTRACT
FOR THE 2017 COMMENCEMENT CEREMONY

Issue

The Board of Trustees is asked to approve an award of contract for equipment rental and event support services for the 2017 commencement. The college holds the annual commencement ceremony to recognize the culmination of students’ commitment to achieving academic success. This year, the college’s commencement ceremony will be conducted on May 25, 2017. Nearly 5,000 attendees, graduates, and their families and friends, as well as speakers and other distinguished guests, are expected to attend the ceremony. To organize this event and comfortably accommodate the graduates and guests, various sized tents will be erected on the athletic practice fields of the Arnold campus.

Products and services requested for the commencement ceremony include, but are not limited to, delivery, set-up, and installation of tents, stage, chairs, floor, and accessories, and all activities associated with staging a formal outdoor event.

Under RFP C2012-15, the college previously publicly solicited proposals and at its March 12, 2013, meeting the Board of Trustees awarded a contract to Leroy Dixon Enterprises, dba Party Plus to provide tents, equipment, and event coordination support services for the annual commencement ceremony. That award included a one-year base award for 2013 and the option of extending for four one-year extensions beginning in 2014 and ending in 2017.

This year’s proposal price of $140,147 represents a $6,245 or 4.7% increase over the FY2016 contract.

<table>
<thead>
<tr>
<th>Firm</th>
<th>2017 Proposal Price</th>
<th>Estimated Field Adjustment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leroy Dixon Enterprises, dba Party Plus</td>
<td>$140,147</td>
<td>$14,015</td>
<td>$154,162</td>
</tr>
</tbody>
</table>

The cost for estimated field adjustments represents Facilities Planning & Construction’s estimate for unforeseen conditions and minor scope changes that may occur during the finalization of the schedule and event set-up. As in virtually all major events, unforeseen circumstances may arise once work begins.

Implementation Plan

If the Board of Trustees approves this award of contract, the college will immediately issue a purchase order for $140,147, to Leroy Dixon Enterprises, dba Party Plus to provide tents, equipment, and event coordination support services for the annual commencement ceremony. The tents and equipment will be installed in May 2017.

Fiscal Implications

The funding for this project will come from the Graduation Event and Student Services operating budgets for commencement. The FY2017 commencement budget for other contracted services
is $166,799. Of this amount, $166,149 is available; therefore, sufficient funds are available for this purchase.

**Main Motion**

That the Board of Trustees approve the award of contract for tents, equipment, and event coordination support services for the May 2017 commencement and pinning ceremonies to Leroy Dixon Enterprises, dba Party Plus in an amount not to exceed $154,162.

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**Exhibit**

1. Equipment Components and Cost