

NOTE: Public Session begins at 5 p.m.

**ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION**

June 13, 2017, 5 p.m.
Cade 219

AGENDA

I. CALL TO ORDER AND APPROVAL OF AGENDA

II. WELCOME AND INTRODUCTIONS

III. APPROVAL OF MINUTES

- A. Minutes of the May 9, 2017, Board of Trustees Meeting* – *Rev. Dr. Diane R. Dixon-Proctor, Chair*

IV. BOARD CHAIR AND COMMITTEE REPORTS

- A. Audit & Finance Committee – *Walter J. Hall, Committee Chair*
B. Board Development Committee – *Sandra E. Moore, Committee Chair*
• Report on May 16, 2017, Board Development Committee Meeting
C. Budget Committee – *Paula J. Darrah, Committee Chair*
D. Facilities Committee – *Dr. James H. Johnson, Jr., Committee Chair*
• Report on May 30, 2017, Facilities Committee Meeting
E. Human Resources Committee – *Lawrence W. Ulvila, Jr., Committee Chair*
• Report on June 7, 2017, Human Resources Committee Meeting
F. Report of Trustees' Liaison to the AACC Foundation – *Lawrence W. Ulvila, Jr., Lead Liaison*
G. Approval of Support for AACC Foundation Fundraising Campaign to Support the College **(Action Item)*** – *Lawrence W. Ulvila, Jr., Lead Liaison; Vollie D. Melson, Executive Director, Institutional Advancement/Foundation; and Henry N. Libby, Esquire, President, AACC Foundation Board of Directors*
H. Approval of Board of Trustees Meeting Dates for 2017-2018 **(Action Item)*** – *Rev. Dr. Diane R. Dixon-Proctor, Chair*
I. Procedures for Approval of Summer Agenda Items **(Informational Item)*** – *Rev. Dr. Diane R. Dixon-Proctor, Chair*
J. Recognition of Outgoing Student Board Member Adam J. Hertz – *Rev. Dr. Diane R. Dixon-Proctor, Chair*
K. Recognition of Outgoing Chair Rev. Dr. Diane R. Dixon-Proctor – *Jerome W. Klasmeier, Vice Chair*

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. Professional & Support Staff Organization – *Jeremiah Prevatte, President*
5. The Faculty Organization – *Professor Michelle Robertson, President*

V. PRESIDENT'S REPORT (cont'd) – Dr. Dawn Lindsay, 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 Appointee to the Anne Arundel County Retiree Health Benefits Trust Board* – *Dr. Lindsay*
2. Approval of Award of Contract for Canvas Learning Management System* – *Dr. Michael H. Gavin, Vice President, Learning*
3. Approval of Award of Contract for Tableau License Agreement* – *Dr. Michael H. Gavin, Vice President, Learning*
4. Approval of Award of Contract for Construction Management at Risk (CMAR) Services for Health Sciences and Biology Building* – *Melissa A. Beardmore, Vice President, Learning Resources Management and Maury Chaput, Executive Director, Administrative Services*
5. Approval of Award of Contract for Replacement of the Boiler for the Center for Applied Learning and Technology and Arundel Mills Buildings* – *Melissa A. Beardmore, Vice President, Learning Resources Management*
6. Approval of Award of Contract Renewal for Contracted Custodial Services for Anne Arundel Community College Arnold Campus & Other Sites* – *Melissa A. Beardmore, Vice President, Learning Resources Management*
7. Approval of Award of Contract for the College's Insurance Coverage* – *Melissa A. Beardmore, Vice President, Learning Resources Management*
8. Approval of Award of Contract for Microsoft Volume Licensing Renewal* – *Felicia L. Patterson, Vice President, Learner Support Services*
9. Approval of Award of Contract for Audiovisual (AV) Equipment* – *Felicia L. Patterson, Vice President, Learner Support Services*
10. Approval of Award of Contract for Data Communications Equipment Maintenance* – *Felicia L. Patterson, Vice President, Learner Support Services*

VI. NEW BUSINESS

VII. NEXT BOARD MEETING – September 12, 2017 (pending approval of meeting dates)

VIII. ADJOURNMENT

*Back-up material included

**APPROVAL OF MINUTES OF THE MAY 9, 2017,
BOARD OF TRUSTEES MEETING**

Issue

The Board of Trustees is asked to approve the minutes of its May 9, 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 May 9, 2017, meeting of the Board of Trustees.

Exhibits

1. Minutes of the May 9, 2017, Board of Trustees meeting

ANNE ARUNDEL COMMUNITY COLLEGE
BOARD OF TRUSTEES PUBLIC SESSION

May 9, 2017

Members present: Rev. Dr. Diane R. Dixon-Proctor, Chair; Jerome W. Klasmeier, Vice Chair; 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 6:05 p.m. in CADE 219.

By motion of Dr. Johnson, seconded by Mr. Ulvila, the Board of Trustees unanimously approved the May 9, 2017, Board of Trustees public session agenda.

II. WELCOME AND INTRODUCTIONS

There were no introductions.

III. APPROVAL OF MINUTES

A. Minutes of the April 11, 2017, Board of Trustees Meeting – Rev. Dr. Diane R. Dixon-Proctor, Chair

By motion of Mr. Ulvila, seconded by Ms. Darrah, the Board of Trustees unanimously approved the minutes of the April 11, 2017, meeting.

IV. BOARD CHAIR AND COMMITTEE REPORTS

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

Mr. Hall indicated that the Audit & Finance Committee is scheduled to meet on June 8, 2017.

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

Ms. Moore reported that the Board Development Committee held a workshop for the Board of Trustees on May 4, 2017. Dr. William “Brit” Kirwan, the former chancellor of the University System of Maryland, facilitated the workshop. The board spent some time developing goals at the workshop, which will be presented at a later time once they are finalized.

C. Budget Committee – Paula J. Darrah J.D., Committee Chair

Ms. Darrah indicated that the Budget Committee has not met having concluded its work earlier in the year.

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

Dr. Johnson indicated that the Facilities Committee has not met since the last board meeting. The April 27, 2017, meeting was cancelled since the committee did not receive the requested information from the county regarding a review of the college’s capital budget. The committee will meet as soon as that information is received.

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

Mr. Ulvila indicated that the committee has not met since the last board meeting.

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

Mr. Ulvila shared a thank you letter from Soni Holt, a recipient of the Trade Education Scholarship, as an example of the positive impact the foundation is making on the students. Mr. Ulvila noted that Ms. Holt was the featured speaker at last week's scholarship reception. As of May 1, 2017, the fundraising total for the current fiscal year is just over \$825,000 toward a FY2017 goal of \$1.1 million. The foundation formed a committee to review the findings from the campaign feasibility study that concluded on March 29, 2017. Mr. Ulvila indicated that the committee consists of four members of the Board of Trustees that include himself, Chair Dixon-Proctor, Vice Chair Klasmeier, and Mr. Hertz. Also, included are four members of the AACC Foundation Board of Directors (Mr. Hank Libby, Ms. Cindy O'Neill, Mr. Cullen Murray and Ms. Carolina Seldes). The committee met on April 17 and April 24, 2017, where it reached a consensus on the key elements for a successful campaign. The committee is currently working with legal counsel for the Board of Trustees and the AACC Foundation in order to create formal recommendations for both boards to consider at their June meetings.

The foundation hosted over 250 guests at the 2017 Scholarship Reception on May 2, 2017, to honor student scholarship recipients and recognize individuals, families, and businesses who have invested in their future. This academic year, over 650 students received approximately \$700,000 through annual and endowed scholarships. Sponsorship opportunities are currently available for the AACC Foundation's 5th Annual ALL IN event scheduled for October 12, 2017, from 6 to 8 p.m., at Maryland Live! Casino. Mr. Ulvila noted that the casino donates the entire overhead for the event. Information on sponsorship levels and benefits can be found on the foundation's page of the AACC website or by contacting the foundation office.

G. Election of Officers – Rev. Dr. Diane R. Dixon-Proctor, Chair

By motion of Vice Chair Klasmeier, seconded by Ms. Darrah, the Board of Trustees unanimously elected Lawrence W. Ulvila, Jr. as chair and Sandra E. Moore as vice chair of the Board of Trustees for FY2018.

H. Report on 2017 Community College Futures Assembly – Walter J. Hall, Dr. Jessica Rabin, English and Communications, and Dean Alicia Morse, School of Liberal Arts

Dr. Lindsay indicated that "Persistence in Pajamas: AACC's Virtual Writing Center (VWC)" was a finalist for the Bellwether Award at the 2017 Community College Futures Assembly. Dr. Rabin presented the rationale, process and resources of the VWC, and she noted that the VWC is aligned with the college's mission and strategic plan. Dean Morse indicated that the number of students seeking assistance with courses outside of the English department has grown from 18.5 percent in 2014-2015 to 45.6 percent in fall 2016. The VWC is attracting students across all disciplines to include the Schools of Business and Law, Continuing Education and Workforce Development, Health Sciences, Liberal Arts, and Science and Technology. The VWC has had the highest number of sessions ever this spring. Dr. Johnson asked if the VWC is amenable to Math and Chemistry, and Dr. Rabin said that she held sessions with Math and Chemistry students in the past. Ms. Darrah asked how many students used the VWC this spring. Also, would a student be counted three times for using the service for three difference classes? Dr. Rabin said that about 250 sessions have taken place in spring 2017, and that we would need to breakdown the data to determine the unique students. The 250 sessions is a 40 percent increase from fall 2016. Typically, the usage is lower in the spring term because enrollment is higher in the fall term. Dr. Rabin said that the VWC counts students by the session. If a student uses the VWC for geography and sociology, that counts as two different disciplines served. Dr. Rabin said that the data is backed up by a CSB (Corel Binary Script) file, so assessment is embedded, and it is very easy to pull the data.

Dean Morse presented the success rates for composition students using the VWC, students using face-to-face tutoring, and students with no tutoring. Dean Morse noted that Dr. Rabin is working very hard to replicate a face-to-face session at the VWC. Dr. Johnson asked how the cost is compared between the two tutoring modes, and Dr. Rabin said that the VWC is extremely cost effective and that is why it is so scalable. All sessions are by appointment through a booking application and the tutors do not get paid unless a session takes place. Dr. Rabin indicated that she trains the tutors and The Virtual Campus has

provided phenomenal support to implement and maintain the VWC. Mr. Hertz said that it is a great program and that it has been very helpful for him. Mr. Hertz mentioned correlation and causation, and that it might not be a good idea to measure the success of the VWC with students using and those not using the program. Dr. Rabin said that a number of faculty require their students to use the VWC, so we are not looking only at a self-selected group but a statistically significant group.

Dean Morse presented re-enrollment data for students using and not using the VWC, which shows a 20 percent higher retention rate for those students who use the VWC. Dr. Rabin presented a few student reviews and testimonials of the program. The board members were given handouts of the VWC's Lessons and Considerations for Replication and a bookmark providing access information to the VWC and a link to the booking application, which includes student reviews. Dr. Johnson said that a majority of the students who did not participate in the program are African-American, which points to the need of a different intervention to get students to participate in the program. Dr. Rabin said that there is a typographical error on the chart and that the overall enrollment rate for non-VWC students is 75 percent. Dr. Rabin noted that Bellwether is aimed at initiatives with the potential to be scaled-up and replicated, and the VWC has seen a lot of interest in replication to include the U.S. Naval Academy and Excelsior Community College in Kingston, Jamaica. Dr. Rabin said that the VWC is unique for its one-stop library and writing assistance. Mr. Hall said that the program could be a potential source of revenue for the college. Dr. Johnson said that the college will save money by increasing retention. Mr. Hall said that the program is a great tool for retention and has demonstrated that with the results thus far. Dean Morse mentioned attending the 2017 Community College Futures Assembly with Mr. Hall and Dr. Rabin, and she commended Dr. Rabin for her leadership.

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

A. Information Items

1. College Updates

Dr. Lindsay indicated that the Maryland State Department of Education (MSDE) selected AACC's Architecture and Interior Design Program to receive the 2017 Career and Technology Education (CTE) Outstanding Postsecondary CTE Program of Excellence Award. This is one of nine statewide CTE awards given by the MSDE in 2017. Professor Mike Ryan, chair, Architecture and Interior Design, received the award for the college at a ceremony in Baltimore on April 25, 2017. Dr. Lindsay congratulated Professor Ryan and his team on this accomplishment. Professors Mike Ryan, Rob Lowe, Brandi Shepard, and Carol Pierce and Instructional Specialist Janet Haddock joined Dr. Lindsay and Chair Dixon-Proctor for a re-presentation of the award and a photo opportunity.

The Equity Resource Team received a 2017 Innovation of the Year Award from the League for Innovation in the Community College. The award is designed to recognize innovative programs, practices, partnerships, policies, and activities that improve the ability of institutions to serve students and the community. The Equity Resource team will be honored at next year's Innovations Conference in March 2018. Dr. Lindsay congratulated team members Kathleen Bolton, special assistant to the vice president for learning; Alicia Morse, dean, School of Liberal Arts; Dr. Ricka Fine, dean, Planning, Research and Institutional Assessment; Dr. Michael Gavin, vice president, Learning; Dr. Jacqueline Jackson, dean, Student Services; and former Chief Diversity Officer James Felton. Ms. Bolton, Dean Morse and Drs. Fine, Gavin and Jackson joined Dr. Lindsay and Chair Dixon-Proctor for a re-presentation of the award and a photo opportunity.

At the April 26, 2017, Excellence in Education Awards Ceremony for Anne Arundel County Public Schools, the Homeland Security and Criminal Justice Institute, in the School of Business and Law, won the Business Partner of the Year Award. Dr. Lindsay congratulated Dr. Tyrone Powers, the institute's director, for his leadership and vision, and to the institute's entire team for their hard work and dedication to partnering with Meade High School and providing many educational and career opportunities to the students in the Homeland Security Signature Program. In addition, the principal of Meade High School, John Yore, presented Dr. Powers with a plaque at the Meade Expo in appreciation of the institute's

partnership with Meade High School. Dr. Powers and Karen Cook, dean, School of Business and Law, joined Dr. Lindsay and Chair Dixon-Proctor for a re-presentation of the awards.

Dr. Lindsay indicated that the County Executive submitted his FY2018 budget to the County Council on May 1, 2017. The college received a reduction of \$400,000 from the \$2 million request in additional county funding in the operating budget. We are disappointed in this reduction, but we are fiscally responsible partners and will manage to this reduction. Dr. Lindsay reported that the County Executive fully funded the college's number one capital priority, the Health Sciences and Biology Building, with design work scheduled to begin in FY2018. However, all of the out-year projects in support of the Facilities Master Plan were eliminated. The college received full funding of the campus improvements project, which includes additional funds to upgrade the distributed antenna system. We are presenting the FY2018 budget to the County Council on May 10, 2017, at 9:00 a.m., and we will ask the council to maintain the County Executive's budget, making no additional cuts. We will also ask for restoration of the \$1.5 million in systemics funding in the FY2018 capital budget

2. Update on Strategic Plan FY2017-2020, Engagement Matters: Pathways to Completion – Dr. Lindsay and Dr. Michael H. Gavin, Vice President, Learning

Dr. Gavin indicated that many of the elements included in the update coincide with the discussion held at the board's May 4, 2017, workshop. The philosophies of the plan were also discussed at a board retreat with Dr. Byron McClenney, leadership coach for Achieving the Dream, in September 2016. The plan allows the college to maintain its primary place on the national landscape of community colleges as we execute innovative best practices and position ourselves to be ready for new challenges.

Dr. Gavin presented the purpose and the three goals of the plan; the Key Performance Indicators (KPIs); the Full-Time Equivalent (FTE) dashboard for fall 2017; prioritized new activities; resources allocated to the plan; early progress and awards; data showing equity gaps at the course level; actions taken for fall 2018; and information on meta-majors. Dr. Gavin indicated that the strategic plan allows the college to focus on the student experience from entry to completion and has resulted in significant changes for fall 2017 and priorities for fall 2018. Dr. Gavin thanked the Board of Trustees for its support. Chair Dixon-Proctor asked about students receiving their high school diploma and Associate's degree at the same time, and Dr. Gavin said that the transportation and logistics certificate is the current program where high school students earn 21 credits toward an Associate's degree. Dr. Lindsay commended the vice presidents for their collaborative approach to this work.

Mr. Hall asked for the end result, and Dr. Gavin said that the end result is to significantly increase the amount of degrees and credentials offered to students. Mr. Hall said that we want to see greater economic benefits being created for our society through the activities of the college. Mr. Hall noted the importance of bringing into the activities the fact that the college was established for the purpose of providing an educational opportunity with the end result of having a profession and employment. Mr. Hall said that it is a great plan and the college should be thinking beyond the plan now. Dr. Gavin said that one of the KPIs is employment within one year after graduation, but it is not easy to get that data. The college is showing the students the earning potential of each of the degrees in order for them to understand the pathway from the academic and financial standpoints.

3. Monthly Update on Accreditation – Dr. Lindsay

Dr. Lindsay indicated that the Middle States Leadership Team is preparing the annual report that will be shared with the board during the fall term.

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

SGA President Nicholas Nadeau said that he improved his leadership skills while serving as the SGA president and being able to attend the board meetings and Committee Advisory to the President (CAP) meetings this year. Mr. Nadeau said that the SGA increased student involvement on campus, and ten new clubs were formed this year. Also, the SGA participated in the Salvation Army's Angel Tree Program as well as the "Dear World" storytelling event. The SGA also sponsored Drag-A-Palooza, which raised

\$3,000 for teen suicide prevention. Mr. Nadeau thanked the faculty and staff for their support, particularly, Christine Storck, director, Student Engagement. Mr. Nadeau introduced Mr. Jonathan O'Dea, the SGA president for 2017-2018. Mr. O'Dea said that he ran for the SGA president under the platform of "no voice goes unheard," and that he was looking forward to working with the students, faculty and staff to increase student advocacy, outreach and engagement.

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

TFO President Michelle Robertson reported that the faculty are very busy since it is the last week of classes and final exams are next week. The last TFO meeting of the academic year was held last week where new officers were elected. Professor Robertson said that she will introduce the new officers at a future board meeting. Professor Ken Jarvis was elected TFO president for 2017-2018, with Professor Erik Dunham as vice president and Professor Brandi Ulrich as the recorder. The promotion and tenure appeals process was discussed at that meeting, which will be forwarded to the college administration and legal counsel for review. After that, there will be a final TFO vote on the process during the fall term. A committee was formed to review faculty personnel policies in the College Manual. The work of that committee will begin over the summer months for review by the TFO during the fall term. Professor Robertson said that she will present her end-of-year report at the board meeting scheduled for June 13, 2017.

6. Academic Forum/Council – Dr. David Tengwall, Chair

Dr. Tengwall reported that the Academic Forum/Council received information at every meeting about academic affairs on the college campus through its committees. The board received a handout of the end-of-year reports of the Committee on Academic Standards, Academic Integrity Review Committee, Committee on Educational Policies and Curriculum, and the Committee on Teaching and Learning. Dr. Tengwall highlighted the achievements of those committees. Dr. Tengwall noted that the handout also included the section of the College Manual on the membership and duties of the new Athletics Engagement and Success Committee. Dr. Tengwall commended the committees for their work.

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

ASO President Sue Callahan reported that the ASO's first goal for this year is to support the strategic plan. Seventy-seven percent of the ASO members serve on engagement matters work teams. The second goal is to review and update the Administrative Staff Code, as needed. The ASO is working with Human Resources (HR) to explore transitioning the document to HR since it is an HR regulatory document on compensation and benefits. The third goal is reviewing the ASO website. The information on the website is up-to-date with all ASO documents posted for transparency purposes. The ASO is in the process of electing next year's executive committee, and preparing the June professional development activity with HR Director Suzanne Boyer and Professor Jennifer Lara, director, Center for Faculty and Staff Development.

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

No report.

9. Maryland Association of Community Colleges (MACC) Activities – Dr. Lindsay

The board received a handout of MACC's End-of-Session Report. Dr. Lindsay indicated that the report includes the governor's FY2018 operating and capital budgets as passed; a summary of bills affecting community colleges that passed and have either been signed by the governor or are awaiting his signature; a summary of bills affecting community colleges that failed to pass; a summary of reports requested by the General Assembly budget committees that MACC will be working on; and a guide to understanding the Maryland Healthy Working Families Act. The MACC Board of Directors will meet on Wednesday, June 21, 2017, at the State Chamber Office, 60 West Street, Annapolis. Dr. Lindsay noted that she and Dr. Johnson will represent the college at that meeting.

B. Actions Items

1. Approval of Award of Degrees and Certificates – *Dr. Michael H. Gavin, Vice President, Learning*

By motion of Mr. Ulvila, seconded by Mr. Hall, the Board of Trustees approved the award of the associate degrees and certificates to be conferred by the president upon those students verified by the faculty to have fulfilled the requirements for a degree or certificate by the end of the spring 2017 and summer 2017 semesters.

VI. NEW BUSINESS

Regarding the Capital Projects Status Report, Vice Chair Klasmeier asked about the difficulty with the county fire marshal regarding the upgrades to the mass notification system. Mr. Maury Chaput, executive director, Administrative Services, indicated that several of the buildings have been approved by the fire marshal. However, the fire marshal requested that the college have a policies and procedures manual for every possible emergency scenario. Vice Chair Klasmeier asked if the engineering firm engaged by the college is considered a referee, and Mr. Chaput said that the engineering firm is putting the manual together.

VII. NEXT BOARD MEETING

Chair Dixon-Proctor announced that the next board meeting is scheduled for June 13, 2017.

VIII. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

A closed session of the Board of Trustees was held on May 9, 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: Rev. Dr. Diane R. Dixon-Proctor, Chair; Jerome W. Klasmeier, Vice Chair; Paula J. Darrah, J.D.; 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 member present: Kathleen A. Janssen, executive assistant to the Board of Trustees.

Respectfully submitted,



Dr. Dawn Lindsay
Secretary-Treasurer

**APPROVAL OF SUPPORT FOR AACC FOUNDATION FUNDRAISING CAMPAIGN TO
SUPPORT THE COLLEGE**

Issue

The Board of Trustees is asked to support and approve the Anne Arundel Community College Foundation's plans to move forward with a fundraising campaign to benefit the college.

The AACC Foundation Board of Directors has been working with the college's Board of Trustees to develop and initiate a fundraising campaign with the goal of raising \$8 million over four years to be used for the benefit of the college. Although the specific projects to be funded by the campaign have not yet been determined, the campaign will focus on programs that (1) support student engagement (with prominence in this category given to student scholarships and the college's new strategic plan); and (2) enhance college programs (with an emphasis on developing new partnerships with the business community to meet key workforce needs). A campaign committee comprising several foundation and college board members has been established to work with the college president and an outside consultant to develop the campaign's specific gift opportunities, establish a framework for marketing, and provide oversight for implementation of the campaign.

Implementation Plan

It is the intention that both boards will have input in the development and execution of this campaign. To that end, the college's Board of Trustees desires to officially support this campaign endeavor.

Fiscal Implications

None.

Main Motion

That the Board of Trustees formally support and approve the Anne Arundel Community College Foundation, Inc. proceeding with the development and implementation of a fundraising campaign with the goal of raising \$8 million over a four-year period to be used for the benefit of the college with the understanding that both boards will have input in the development and execution of this campaign.

Exhibits

None.

APPROVAL OF BOARD OF TRUSTEES MEETING DATES FOR 2017-2018

Issue

The Board of Trustees is asked to approve its 2017-2018 meeting dates. Per the Board of Trustees Bylaws, proposed dates are the second Tuesday of each month from September 2017 through June 2018, with the exception of the February 2018 meeting, moved to the fourth Tuesday to accommodate the budget process.¹

Implementation Plan

Upon approval by the board, the list of meeting dates will be disseminated to appropriate parties and meeting dates and rooms will be reserved.

Fiscal Implications

Not applicable.

Main Motion

That the Board of Trustees approve its 2017-2018 meeting dates as shown in Exhibit 1.

Exhibits

1. Proposed Board of Trustees 2017-2018 Meeting Dates

¹ Please note that the college will be closed for Spring Break the second week in March (March 12-18, 2018). Therefore, the March public session will convene the following Tuesday on March 20, 2018.

**ANNE ARUNDEL COMMUNITY COLLEGE
2017-2018 BOARD OF TRUSTEES MEETING DATES**

Executive Session: 5:00 – 6 p.m., Cade 228

Public Session: 6 p.m., Cade 219

TUESDAY, SEPTEMBER 12, 2017

TUESDAY, OCTOBER 10, 2017

TUESDAY, NOVEMBER 14, 2017

TUESDAY, DECEMBER 12, 2017

TUESDAY, JANUARY 9, 2018

TUESDAY, FEBRUARY 27, 2018

TUESDAY, MARCH 20, 2018*

TUESDAY, APRIL 10, 2018

TUESDAY, MAY 8, 2018

TUESDAY, JUNE 12, 2018

*Please note that the college will be closed for Spring Break the second week in March (March 12-18, 2018). Therefore, the March public session will convene the following Tuesday on March 20, 2018.

**BOARD OF TRUSTEES
June 13, 2017
Agenda Item No. IV.I.**

PROCEDURES FOR APPROVAL OF SUMMER AGENDA ITEMS

The following are the procedures for approving purchases and/or contracts that come forward for Board of Trustees approval after the June board meeting and, for contractual reasons or because of fall term requirements, must be voted on prior to the September board meeting:

1. Agenda items requiring approval over the summer are viewed by the president and the board chair.
2. Upon determination by the president and the board chair that such items should go forward to the full board for approval, notice of purchases/contract awards requiring board approval may be included in the "Weekly Update" and emailed to board members.
3. Board members are advised that a poll will be conducted by email/telephone on specified dates, usually the following week.
4. Appropriate vice presidents are identified to answer any questions the board may have about the agenda item(s).
5. Board members are polled by email/telephone, and the board, the president, and appropriate staff are informed of the results of the poll.
6. All summer purchase/contract approvals are included in the board's September public session agenda for ratification.

**APPROVAL OF APPOINTEE TO THE BOARD OF TRUSTEES
OF THE ANNE ARUNDEL COUNTY RETIREE HEALTH BENEFITS TRUST**

Issue

On June 9, 2015, the Board of Trustees unanimously appointed Melissa A. Beardmore, vice president for learning resources management; Martin J. Snider, legal counsel; and Andrew P. Little, executive director of finance, to the Board of Trustees of the Anne Arundel County Retiree Health Benefits Trust ("Trust Board") for initial terms of one, two and three years, respectively. The Board of Trustees is being asked to appoint Martha Rothschild, controller, to serve on the Trust Board for a three-year term, replacing Martin J. Snider, legal counsel, who completed an initial two-year term.

The Anne Arundel County Council passed legislation on April 20, 2015, to establish the Retiree Health Benefits Trust ("Trust") and create the Trust Board. The Trust was established to fund Other Post-Employment Benefits (OPEB) costs in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45. Anne Arundel County, Anne Arundel Community College and the Public Library Association of Annapolis and Anne Arundel County, Inc. are the sponsors of the Trust. In accordance with the Retiree Health Benefits Trust Agreement, the roles and responsibilities of the Trust Board include, but are not limited to, overseeing the management of assets, and contracting and publishing annual audited financial statements for the Trust. The Trust Agreement entitles the college to have three (3) representatives on the Trust Board, each, after their initial term, serving automatic renewable staggered three-year terms unless modified by the college Board of Trustees.

Implementation Plan

Upon approval by the Board of Trustees, Martha Rothschild, controller, will serve as a member of the Trust Board replacing Martin J. Snider, legal counsel, who completed a two-year term.

Fiscal Implications

Not applicable.

Main Motion

That the Board of Trustees approve the appointment of Martha Rothschild, controller, to the Board of Trustees of the Anne Arundel County Retiree Health Benefits Trust for an initial three-year term.

Exhibits

None.

EXTENSION OF CONTRACT FOR THE LEARNING MANAGEMENT SYSTEM

Issue

The Board of Trustees is asked to approve a 12-month extension to the current contract with Instructure, Inc. for the Canvas Learning Management System (LMS) that supports the development and delivery of all online, hybrid, and web-enhanced credit courses as well as many non-credit and contract training courses. The contract includes an LMS license, LMS hosting fees, and technical support. The Board of Trustees awarded a 48-month contract for the Instructure, Inc. Canvas LMS in May 2013 after a rigorous RFP selection process that took into consideration feedback from all AACC stakeholders including faculty. It would be prudent to renew the contract with Instructure Inc. since Canvas continues to be the best LMS for the college and migrating to a new learning management could take 2 to 3 years.

This purchase will be made via the Maryland Education Enterprise Consortium (MEEC) contract. MEEC offers centrally coordinated and negotiated procurement opportunities for member organizations to gain economic advantage and value in the acquisition of products and services that are beneficial to the consortium. Member organizations interact collectively with prospective vendors and develop specifications to procure cost-effective, high quality product and service solutions. MEEC aggregates purchasing volume of participating education enterprises in order to receive larger volume discounts from suppliers. By riding an existing contract competitively solicited by MEEC, the college is able to meet state procurement laws while leveraging the purchasing power of all members.

Implementation Plan

If the Board of Trustees approves this award of contract for the Instructure, Inc. Canvas Learning Management System, the college will enter into the one-year contract extension from July 1, 2017, through June 30, 2018.

Fiscal Implications

The funding for this contract will come from the Virtual Campus operating budget. Pending the approval of the FY18 budget, the Virtual Campus software maintenance budget includes \$291,410; therefore sufficient funds will be available for this purchase.

Main Motion

That the Board of Trustees approve the one-year contract to Instructure, Inc. of Salt Lake City, Utah, for the Canvas LMS license, LMS hosting fees, and technical support in an amount not to exceed \$153,466.

Exhibits

None.

APPROVAL OF CONTRACT FOR TABLEAU LICENSE AGREEMENT

Issue

The Board of Trustees is asked to approve a 3-year Contract for the upgrade of our existing contract with Tableau Inc. to allow a transition from Tableau Online to the Tableau Server software platform.

Tableau is a data sharing platform that was selected and implemented by the College in FY 2016 in support of its data assessment and monitoring efforts. Tableau is being used by community colleges throughout the nation to identify ways to increase institutional effectiveness as well as to build efficiencies. A number of Achieving the Dream schools use this platform, and conversations are being held by the Maryland Association of Community Colleges (MACC) about whether all colleges should use it as a result of its effectiveness. Anne Arundel Community College has already been contacted by MACC leadership to take an active role leading state-wide efforts to use data more effectively through the use of Tableau.

This upgrade and expansion will allow a wide breadth of college staff to share data elements regarding our key performance targets, which include enrollment and retention, and gain new insights of how to support our strategic plan. This data sharing can occur between and among users without their having to understand coding or scripting. This is an enterprise deployment which will allow the College an unlimited number of users to have access to this software platform, with appropriate permissions. This award includes an allowance for professional and training services to assist the College's staff with the implementation of the Tableau server and system training.

This purchase is being made directly from the software developer to eliminate any third-party reseller markup.

Implementation Plan

If the Board of Trustees approves this award of contract for Tableau, the college will enter into the three-year contract from July 1, 2017, through June 30, 2020, and begin the installation and server setup process with an anticipated full transition planned for July 2017.

Fiscal Implications

The annual cost of the Tableau Server Core Commercial License is \$55,440 or \$166,320 over the 3-year contract, plus a maximum of \$10,000 for implementation and training services necessary to ensure a successful launch of the upgrade. The contract costs per year and in total are as follows:

Description	FY 2018	FY 2019	FY 2020	Total
Tableau Server Core Commercial	\$55,440	\$55,440	\$55,440	\$166,320

Implementation and Training Services	10,000	-	-	10,000
Total	\$65,440	\$55,440	\$55,440	\$176,320

The funding for this contract will come from the Information Services operating budget. Pending the approval of the FY2018 budget, the FY2018 Information Services software maintenance budget includes \$55,440 for the annual license renewal, and an additional \$10,000 from the Foundation that a donor has earmarked specifically for Tableau. Therefore, sufficient funds will be available for this purchase, subject to continuing appropriation.

Main Motion

That the Board of Trustees approve the three-year contract to Tableau, Inc., of Seattle, Washington, for the upgrade to the Tableau Server Core Commercial License and training and implementation services in an amount not to exceed \$176,320.

Exhibits

None.

APPROVAL OF AWARD OF CONTRACT FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR HEALTH SCIENCES & BIOLOGY BUILDING

Issue

The Board of Trustees is asked to approve an award of contract for Construction Management at Risk Services (CM at Risk) with a guaranteed maximum price (GMP) for Preconstruction Services and Phase I construction of the new Health Sciences and Biology Building to be located on the Arnold Campus. Due to the phasing of the project this is the first of three requests that will be brought before the Board concerning the CM at Risk contract. Additional requests (separate from the CM at Risk contract) for design services and furniture, fixtures and equipment will also be brought before the Board at a later date.

The CM at Risk or Construction Management with GMP contract method are synonymous and are defined to be that contract method in which the Construction Manager at Risk is retained to provide preconstruction and construction services to the Owner constructing the facility with a guaranteed maximum price.

The College is retaining the services of a CM at Risk firm to construct the new Health Sciences & Biology Building Project at the Arnold campus with a construction budget of approximately \$96,543,000 (including all CM at Risk fees and services).

The purpose of this project is to provide new appropriately-sized and furnished spaces for the College's Health Sciences and Biology departments including instructional, academic support, administrative, and student spaces. It is anticipated that this new state-of-the-art facility will comprise a total of 106,188 net assignable square feet and 175,210 gross square feet. This new facility will support all departments under the School of Health Sciences and the Department of Biology, as well as allow for the expansion of related space for lab services, meeting rooms, study and resource space, and informal learning areas.

The site for the new facility was identified in the College's 2016 Facilities Master Plan. The new building will be situated on a 4.3 acre site currently occupied by the Olson Memorial Pool, Lila R. Schwartz Building, and portions of Ring Road and Parking Lot D. The construction of the building will require demolition of the two aforementioned buildings the re-routing of a portion of Ring Road and construction of a new parking lot located in an area currently occupied by the existing tennis and basketball courts and Modular building. A total of 198 parking spaces (174 in parking lot D and 24 along Ring Road) will be displaced when the new facility is constructed. The Modular building will be relocated as part of another project prior to the construction of the new building. A new parking lot in this location will provide 200 parking spaces, offsetting the parking lost due to the construction of the Health Sciences & Biology Building.

A new science quad on the southern end of the new building will highlight the College's campus-wide green space improvements, and will transform the east campus, creating a vibrant hub for College and community activities.

The scheduling of this project will be phased / sequenced based on the requirements of the College, to the extent possible minimizing disturbance to faculty, staff, and students, and availability of funding from both county and state government.

In accordance with the purchasing regulations established under the Maryland Annotated Code and Board policy, this was a two-phase process: a qualification phase and a technical/price phase. In phase one, the qualification phase, the college received a total of eight (8) proposals, all of which were deemed to be responsive and responsible. A team evaluated and scored the proposals utilizing the following criteria:

- Firms Relevant Experience
 - Key Supervisory Personnel
 - CM at Risk Team
 - CM at Risk relevant experience
 - Profile of the Proposer
- Other
- MBE Participation

From that evaluation, seven top scoring firms were then selected to advance to phase two.

In phase two, the College issued a second request for proposal to the finalists that included detailed project specifications. Proposals for phase two were received in three sealed packages, the technical section, submittal document section, and the pricing section. The evaluation team evaluated and scored the technical section of the seven firms. Purchasing evaluated the seven firm's responses to the college's submittal documents. Technical proposals were scored utilizing the following criteria:

- Team's understanding of the project
- Project Challenges and Proposed Solutions
- Allocation of responsibility and time commitment
- Scheduling and Cost Control Procedures and Methods
- Safety Plan
- LEED Certification

Purchasing added the technical scores to the firm's qualification scores from phase one and all seven firms were then selected to advance to the interview phase.

The seven firms were ranked in order of their final scoring by the evaluation committee based on the following criteria:

- Firm's understanding of the scope of work
- Firm's project approach and methodology
- Firm's demonstrated experience in providing construction management at risk for other colleges and universities
- Firms proposed schedule for completing the project
- Firm's overall presentation and interaction with the interview committee
- Reference checks

Based on these criteria, The Whiting-Turner Contracting Company was selected as the top-ranked firm. The committee agreed that the firm's extensive higher education experience, construction management experience, and project scheduling and cost control made them the most qualified firm. Whiting-Turner has a history of supporting minority business enterprises and will continue their commitment to promoting supplier diversity by reaching out to contractors within their database and encouraging participation of new firms through their quarterly minority outreach fair.

Consistent with state purchasing regulations, only the highest-scoring firm's price proposal was opened. State law requires that the college attempt to negotiate a price with the selected firm. Price proposals from the other six firms remained sealed and would only have been opened if

negotiations failed with the top-ranked firm. Following is the negotiated price with The Whiting – Turner Contracting Company:

		Estimated*		
	Phase I	Phase II	Phase III	Total
CM at Risk Activity and Services	\$1,941,731	\$1,456,028	\$12,071,423	\$15,469,182
Construction Costs	2,000,000	3,594,949	75,478,869	81,073,818
Total	\$3,941,731	\$5,050,977	\$87,550,292	\$96,543,000

* - Note, phase II and III are estimated amounts that will be finalized and approved in future agenda items brought before the Board of Trustees.

Implementation Plan

The Board is being asked to approve the award of contract at this time in order to secure the required county and state approvals necessary for the project to move forward on schedule.

Upon approval by the Board of Trustees, the President and secretary/treasurer to the Board of Trustees, Dr. Dawn Lindsay, will execute a Board of Trustees resolution to the Anne Arundel County Council requesting approval of the proposed contract and a petition to the Maryland Higher Education Commission for the state’s financial participation in the cost of the project’s construction.

Upon approval by the Board of Trustees, the college also must submit its funding request with executed resolution and petition to the Maryland Department of General Services for endorsement and to the Maryland Board of Public Works for contract award approval. The college will enter into a contract for \$3,941,731 with the successful firm when all governmental approvals are obtained.

Fiscal Implications

The funding for this project will come from the Health Sciences & Biology Building capital project. Funding for this project is split-funded beginning in FY 2018 through FY 2020. The total funding for this project is \$116,952,000; of this amount and pending approval of the FY2018 budget, \$13,040,000 will become available on July 1, 2017. Therefore, sufficient funds are available for the execution of this phase of the contract.

Main Motion

That the Board of Trustees approve the award of contract for the Construction Management at Risk Services with a guaranteed maximum price (GMP) for pre-construction services and Phase I Construction for the new Health Sciences and Biology Building to The Whiting Turner Contracting Company, of Baltimore, Maryland, in an amount not to exceed \$3,941,731.

Exhibit

1. Proposal Data
2. PowerPoint Presentation: “Health Sciences & Biology Building Update”

**APPROVAL OF AWARD OF CONTRACT FOR REPLACEMENT OF THE BOILER FOR
THE CENTER FOR APPLIED LEARNING & TECHNOLOGY AND ARUNDEL MILLS
BUILDINGS**

Issue

The Board of Trustees is asked to approve an award of contract for the removal and disposal of the existing boiler system and the installation of a new boiler system in the Center for Applied Learning & Technology Building (CALT) located on the Arnold Campus and for AACC at Arundel Mills (AMIL). Each building currently houses six Hydrotherm brand boilers that are approximately thirteen and fourteen years old. The boilers have reached the end of their useful life and have become unreliable. Additionally, because the manufacturer has discontinued making this line of boilers, they have also discontinued manufacturing replacement parts. This project in each building will remove and replace the existing boilers with new high efficiency condensing boilers. Additional work includes the replacement and reconfiguration of associated pumps and piping to accommodate the new boilers.

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 three proposals, all of which were deemed to be responsive and responsible.

The proposals were evaluated on the basis of overall experience, capabilities, qualifications 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 firm receiving the highest total score is recommended for the award of contract.

The following is a list of the percentages utilized for this RFP:

Criteria	Percentage
Cost	60%
Qualifications, Relevant Experience, & References	30%
Minority participation	5%
Other: Proposal includes unique or special services, possesses noteworthy expertise on staff, or other added feature or value	5%

Based on these criteria, American Combustion Industries, Inc. (ACI) was the highest scoring firm, and is recommended for award. The College has checked references, interviewed the firm, and reviewed financial stability. In 2013 ACI replaced the boilers in the Cade Center for Fine Arts. Additionally, they have considerable experience with projects of similar scope of work and demonstrated a clear understanding of all aspects of this project. ACI's technical proposal was thorough, comprehensive, and complete. This is a local company with bonding capabilities that well exceed our requirements. The firm is offering a 2 year warranty on parts and labor. They

will additionally pass through the boiler manufacturer's warranty of 15 years on the pressure vessel and heat exchanger.

Following are the prices from all the firms that submitted proposals:

Firm	Proposal Price	Estimated Field Adjustment	Total
American Combustion Industries	\$636,467	\$63,647	\$700,114
M & E Sales Inc.	\$692,038	\$82,195	\$774,233
Denver-Elek Inc.	\$821,950	\$69,204	\$891,154

The cost for estimated field adjustments represents the facilities planning & construction department's estimate for unforeseen conditions and minor scope changes that may occur during the installation (10% of the proposal price). As in virtually all facility maintenance projects, unforeseen circumstances may arise once work begins.

Implementation Plan

If the Board of Trustees approves the award of contract, the college will immediately issue a notice to proceed and a purchase order for \$636,467 on July 1, 2017 to American Combustion Industries, Inc. The construction will begin in September 2017 and will be completed on or before November 16, 2017. Work will be coordinated with College faculty and staff to minimize disturbance to students, faculty, and staff.

Fiscal Implications

The funding for this project will come from the FY2017 and FY2018 Systemics capital budget. Pending the approval of the FY2018 budget, the budget for this account is \$1,211,573 (FY2017 estimated contingencies available from other Systemics projects of \$211,573 and an additional FY2018 appropriation of \$1,000,000); therefore, sufficient funds are available for this purchase.

Main Motions

That the Board of Trustees approves the award of contract for the replacement of the boiler for the Center for Applied Learning & Technology Building and for AACC at Arundel Mills to American Combustion Industries, Inc., of Glenn Dale, Maryland, in an amount not to exceed \$700,114.

Exhibit

1. Proposal Data

**APPROVAL OF AWARD OF CONTRACT RENEWAL
FOR CONTRACTED CUSTODIAL SERVICES
FOR ANNE ARUNDEL COMMUNITY COLLEGE ARNOLD CAMPUS & OTHER SITES**

Issue

The Board of Trustees is asked to approve the award of a 12-month renewal contract for comprehensive custodial services. Facilities to be maintained under this contract include the following buildings on the Arnold campus: Annex A, Annex B, Cade, CALT, Careers Center, Dragun, Florestano, Humanities, Gym, Johnson, Library, Pascal Center, Schwartz, and the Student Union (excluding the Bookstore). Services for the Olson Memorial Pool were removed from this renewal contract. The contract includes the following off-site locations: AACC at Arundel Mills (AMIL), Glen Burnie Town Center, and HCAT. Exhibit 1 includes a summary of the square footage that will be cleaned by college staff and the contracted custodial services firm.

This is a full-service contract which will provide:

1. Porters to service all facilities identified above during daytime and evening operational hours;
2. Direct assistance to the operations manager for event custodial coverage;
3. At least the minimum personnel staffing requirements as specified by the college to perform "deep clean" maintenance after hours (from 11 p.m. to approximately 7:30 a.m.);
4. A strict means of measuring performance and ability for the college to assess financial penalties for noncompliance with contract terms, if required.

The contract will continue the cost-containment strategy initiated in 2003 to improve service quality while decreasing costs (over time) without increasing or dismissing current staff. To date, the college has converted 28 custodial positions through attrition and avoided hiring two additional employees. As a result of these vacancies, an estimated \$1,177,446 is available annually within the operating budget to fund this custodial contract and other strategic initiatives.

Under RFP C2014-10, the college previously publicly solicited proposals, and at its September 9, 2014, meeting the Board of Trustees ratified the approval and award of contracts to ABM, of New York, New York, and Associated Building Maintenance, of Crofton, Maryland, for the procurement of contracted custodial services. Those awards included a one-year base award for 2015 and the option of extending for four one-year extensions beginning in 2016 and ending in 2019. ABM provided the necessary notification to the college to withdraw from the contract effective June 30, 2016. As a result, the college elected to award the contract to the remaining firm, Associated Building Maintenance, in accordance with the protocol previously established in the bid documents and outlined in the table below.

Location	FY2017 Option Year Two	FY2018 Option Year Three	% Increase from Option Year Two
AACC @ Arundel Mills (AMIL)	\$124,378.72	\$125,622.87	1.0%
Annex A	\$8,066.18	\$8,146.87	1.0%
Annex B	\$8,066.17	\$8,146.87	1.0%
Cade Fine Arts (CADE)	\$71,306.97	\$72,020.04	1.0%
Careers Center (CRSC)	\$120,671.77	\$121,878.34	1.0%
Center for Applied Learning & Technology (CALT)	\$133,230.07	134,561.89	1.0%
Dragun Science Building (DRGN)	\$61,035.55	\$61,646.08	1.0%
Florestano Building (FLRS)	\$75,149.15	\$75,900.89	1.0%
Glen Burnie Town Center (GBTC)	\$105,749.95	\$106,807.54	1.0%
Hotel, Culinary Arts and Tourism Institute (HCAT)	\$19,495.91	\$19,690.86	1.0%
Humanities Building (HUM)	\$29,478.43	\$29,763.59	1.0%
Jenkins Gymnasium (GYM)	\$20,233.57	\$20,435.78	1.0%
Johnson Building (JOHN)	\$15,241.12	\$15,393.59	1.0%
*Olson Memorial Pool (POOL)	\$12,500.10	N/A	N/A
Pascal Center for Performing Arts (PCPA)	\$10,095.60	\$10,196.61	1.0%
Schwartz Building	\$31,318.37	\$31,631.58	1.0%
Student Union (SUN) - excludes AACC Bookstore	\$80,488.83	\$81,293.64	1.0%
Library	\$72,720.79	\$73,447.75	1.0%
Day Porter for Arnold Campus, Sat & Sun	\$18,254.34	\$18,436.94	1.0%
TOTAL:	\$1,017,481.59	\$1,015,021.73	-0.2%

*Services for the Olson Memorial Pool were removed from the FY18 Option Year Three.

Implementation Plan

If the Board of Trustees approves the award of contract, the college plans to enter into 12-month contract extension with Associated Building Maintenance from July 1, 2017, through June 30, 2018, with an option to extend for one additional one-year period at the college's sole discretion.

Fiscal Implications

The funding for this project will come from the FY2018 operations and maintenance of plant custodial services operating budget. Pending the approval of the FY2018 budget, the FY2018 budget for this account is \$1,007,263. An additional \$7,759 will be transferred from the other contracted services line item, for total funding of \$1,015,022. Therefore, sufficient funds are available for this contract. If buildings are added to this contract in the future as a result of staff attrition, the scope of the contract will be expanded to include these additional buildings.

Main Motion

That the Board of Trustees approves the award of contract to Associated Building Maintenance, of Crofton, Maryland, for the procurement of contracted custodial services in an amount not to exceed \$1,015,022.

Exhibits

1. Summary of Cleaning Square Footage

APPROVAL OF AWARD OF CONTRACT FOR THE COLLEGE'S INSURANCE COVERAGE

Issue

The Board of Trustees is asked to approve the award of contract for the college's property, directors and officers (D & O), automobile, general, professional, umbrella, and other insurance coverage as described in Exhibits 1 and 2 (attached). Consistent with what has been done in recent years, the recommendations of the college's broker are being brought to the Board for approval. As in the past, the broker's recommendations have been reviewed by the college's risk management office, which included identifying risks across the institution and assessing the impact of risks to the operations and mission. The college and the broker continue to monitor the network security liability issue in regard to coverage, best practices and breach response. This is the first year the college has purchased a fiduciary liability policy due to exposure to individual college employees who are involved in fiduciary roles in college benefit plans.

Wells Fargo Insurance Services, selected through a competitive bid process in FY 2017, will provide insurance broker services for the college. By utilizing the services of a broker, the college is able to access the broker's expertise in shopping the global market to assure best price terms and conditions; review of current higher Education risk management issues; assistance with claims notification and resolution; and safety consulting services, including on-site training for faculty and staff. In addition, the broker provides risk control services, claims advocacy and claims administration services. The college's broker also issues over 850 certificates of insurance on our behalf. The college has utilized the services of a broker for more than twenty-five years.

Wells Fargo Insurance Services recommends the insurance carriers underwrite all policies as described in Exhibit 1. A summary of the key changes is provided in Exhibit 2. All companies are rated "A" or better by Best's Insurance Rating Service.

Implementation Plan

If the Board of Trustees approves this award of contract for insurance coverage, the college will notify Wells Fargo Insurance Services, to extend the college's coverage through July 1, 2018.

Fiscal Implications

Policy costs for one year of coverage, including the broker's fee, total \$406,955 and are shown in Exhibit 1. The FY 2018 insurance operating budget includes \$424,210 for insurance expenses. Of this amount, none has been expended and/or encumbered; therefore, sufficient funds are available for this purchase.

Main Motion

That the Board of Trustees approve the insurance coverage recommended by Wells Fargo in an amount not to exceed \$406,955 as shown in Exhibit 1.

Exhibits

1. Premium comparison
2. Key changes to insurance coverage

**APPROVAL OF AWARD OF CONTRACT FOR MICROSOFT VOLUME
LICENSING RENEWAL**

Issue

The Board of Trustees is asked to approve the award of a contract for the renewal of the college's annual enrollment in the Microsoft Academic Volume Licensing program using the Maryland Education Enterprise Consortium (MEEC) Microsoft Campus Agreement. This agreement is managed through Bell Techlogix, Inc., which has been awarded the contract (#DJP84604) to act as a reseller for Microsoft products to MEEC members.

This purchase gives the college the right, during the licensed period, to run Microsoft software on all college-owned PCs, laptops, tablets (desktops) and servers for instructional and administrative purposes. It allows the college to utilize desktop and server applications as well as operating system upgrades and Microsoft security updates.

The licensing renewal will enable the college to maintain an enterprise-class licensing model for the desktop and server operating systems and provide access to enterprise server software (e.g., Exchange, Structured Query Language, and Citrix). It will allow the college to continue the use of the Microsoft bundle of desktop applications, which includes Microsoft Word, Excel, PowerPoint, Outlook, Access, and other applications which may be installed on all of the college's computing devices. The renewal will also allow our students, faculty and staff to continue use of Office365 online services.

This purchase will be made via the Maryland Education Enterprise Consortium (MEEC) contract. MEEC offers centrally coordinated and negotiated procurement opportunities for member organizations to gain economic advantage and value in the acquisition of products and services that are beneficial to the consortium. Member organizations interact collectively with prospective vendors and develop specifications to procure cost-effective, high quality product and service solutions. MEEC aggregates purchasing volume of participating education enterprises in order to receive larger volume discounts from suppliers. By riding an existing contract competitively solicited by MEEC, the college is able to meet state procurement laws while leveraging the purchasing power of all members.

Implementation Plan

If the Board approves this item, the college will issue a purchase order in July to renew the college's annual license for the Microsoft software as outlined in Exhibit 1.

Fiscal Implications

The annual license costs are \$155,954 and are shown in Exhibit 1. Pending the approval of the FY2018 budget, the FY2018 Information Services software maintenance budget includes \$168,000 for the annual Microsoft licensing renewal; therefore, sufficient funds will be available for this purchase.

Main Motion

That the Board of Trustees approves the award of a contract for the renewal of the college's enrollment in the Microsoft Academic Volume Licensing program from Bell Techlogix, Inc., of Columbia, Maryland, in an amount not to exceed \$155,954, as shown in Exhibit 1.

Exhibits

1. Software summary and cost outline

**APPROVAL OF AWARD OF CONTRACT FOR THE PURCHASE OF AUDIOVISUAL
EQUIPMENT**

Issue

The Board of Trustees is asked to approve the purchase of Smart Classroom equipment to continue the ongoing replacement of old, obsolete audiovisual equipment. Funding is requested annually in the budgeting process to replace aging, end-of-lifecycle, and outdated essential technology in order to keep the rooms reliable and up to date for instruction.

A Smart Classroom is a technologically sophisticated environment that allows Internet access for the instructor; permits advanced computer presentations and video streaming; and supplements learning by providing access to an array of high tech multimedia equipment, such as a personal computer with DVD player drive, multimedia projector, and document camera. All of the equipment is controlled through a user-friendly remote control system. Currently, the college has two main varieties of Smart Classrooms: full Smart Classrooms and modified Smart Classrooms. Generally, modified Smart Classrooms have less equipment and therefore cost less than fully Smart Classrooms which are now mainly for rooms requiring a large number of inputs such as science.

In order to maximize the benefit to the college while keeping cost as low as possible, Smart Classroom deployments are generally of the modified variety, except where fully Smart is required. Accordingly, the type of equipment being requested in this initiative are modified Smart Classrooms. The college will replace equipment in 15 classrooms located throughout the college.

Utilizing Maryland Educational Enterprise Consortium (MEEC) contracts TU-1350 for AV Equipment and TU-1451 for AV Services the college issued RFQ #C2016-10-QAudio Visual Equipment and Related Services. The lowest, most responsive bidder was Lee Hartman and Sons for the purchase, maintenance, service, installation and programming of audiovisual equipment. The initial contract period was for one year beginning March 1, 2016, with two option years. To evaluate the reasonableness of the current pricing, the college compared pricing to the MEEC vendor contracts and found the quote from Lee Hartman and Sons to be at or below the MEEC contracted pricing.

Implementation Plan

If the Board of Trustees approves this award of contract, the college will issue a purchase order and begin the deployment in July 2017.

Fiscal Implications

The funding for this project will come from the FY 2018 Information Services operating budget. Pending the approval of the FY2018 budget, the essential technology budget is \$470,400. The

amount allocated for this equipment purchase is \$185,000. Therefore, sufficient funds will be available for this purchase.

Main Motion

That the Board of Trustees approve the award of contract to purchase audiovisual and computer equipment and services from Lee Hartman and Sons, Inc., of Baltimore, MD in an amount not to exceed \$182,845.

Exhibits

None.

**APPROVAL OF AWARD OF CONTRACT FOR DATA COMMUNICATIONS
EQUIPMENT MAINTENANCE**

Issue

The Board of Trustees is asked to approve the award of a contract for maintenance on data communications equipment for the college. This is the electronic equipment that permits all instructional activities and communications over the college network and the Internet. As the college network becomes more vital in supporting instruction and doing business, it is critical that disruptions to the network are kept to a minimum and that when a disruption occurs, it has minimal impact with regard to the level of severity, number of students and staff affected, and time needed to restore network usability. This maintenance provides that assurance.

Information Services (IS) has developed a multi-tiered support model for data communications equipment maintenance. The first tier covers mission critical equipment (core routers) for which failure would cause a campus-wide outage and major disruption of the instructional and business processes. For tier one, we are contracting for technical support, including 4-hour replacement of defective hardware. The second tier is routing equipment and a few switches that provide specialized functions in various buildings and includes items for which failures can be managed for a short period of time with an internal "workaround." For tier two, we are contracting for technical support, including Next Business Day (NBD) hardware replacement. The remainder of the switching equipment is covered by a limited lifetime warranty from the manufacturer at no charge which includes technical support and hardware replacement on defective equipment. IS maintains a modest supply of spare parts for equipment in this category which can be used during warranty processing time.

In accordance with the purchasing regulations established under the *Maryland Annotated Code* and board policy and to ensure the lowest pricing while maintaining quality and service, the college requested quotes from vendors who hold a contract with Maryland Education Enterprise Consortium (MEEC), U.S. Communities, Maryland Do-IT, Maryland Master Contracts or other College-approved purchasing cooperative contracts. By riding these existing contracts, the college was able to meet state procurement laws while leveraging the purchasing power of the other entities. The proposals were evaluated solely on cost because all firms were deemed qualified by the primary contracting entities prior to the solicitation of quotes. The firms' pricing proposals were submitted as follows:

Firm	Quote Price
CDW-Government LLC	\$184,057
DSR, Inc.	\$186,995
Daly Computers, Inc.	\$229,051

Implementation Plan

If the Board of Trustees approves this award of contract, the college will issue a purchase order for the services to begin on July 1, 2017. The new contract will take effect July 1, 2017.

Fiscal Implications

The funding for this project will come from the FY 2018 Information Services operating budget. Pending the approval of the FY2018 budget, the budget for data communication equipment maintenance is \$200,000; therefore, sufficient funds are available for this expenditure.

Main Motion

That the Board of Trustees approve the award of a contract for maintenance of data communications equipment to CDW-Government LLC of Vernon Hills, IL in an amount not to exceed \$184,057.

Exhibits

None.