



***Board of Trustees'  
Audit and Finance Committee  
Meeting Materials***

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May 3, 2010

8:30 a.m.

The Rouse Company Foundation Student Services Hall

Room: 120B

# GROUND RULES

1. Board members practice respectful dialogue that serves the best interests of the college.
2. Each board member works to integrate servant-leadership into the board culture.
3. Each board member has the opportunity to speak uninterrupted.
4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.
5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.
6. Board chair speaks for the board to the media.
7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.
8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.

# Howard Community College's *Dragon Principles*

We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other



And we pledge to...

**Be Fiscally Responsible**





**Agenda  
Board of Trustees  
Audit and Finance Committee**

May 3, 2010  
8:30 a.m.

The Rouse Company Foundation Student Services Hall  
Room 120B

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1. Meeting with College Auditor
2. Quarterly Sole Source Report  
(January 1 – March 31, 2010)
3. Year-end Purchases
4. Semi-Annual Cumulative Purchases Greater Than \$25,000  
Report
5. Other

**This meeting is the last one of the audit and finance committee for fiscal year 2010.**

## **1 – Meeting with College Auditor and Audit Areas for Review**

**Background:** When the date of the audit and finance committee was changed to May 3, 2010, it was learned that Graylin Smith, the college's primary audit partner, had a conflict. However, he will be sending a representative from SB & Company, LLC to attend the meeting to discuss the upcoming audit with the audit and finance committee.

Each year, the audit and finance committee determines special areas for review during the audit. Last year, a long-term schedule was developed by the audit and finance committee of areas to be reviewed along with the timing for future audits. At the March 10, 2010, audit and finance committee meeting, this schedule was re-reviewed. The list of all the areas follows this item.

The auditors will still conduct their normal internal control review of basic areas in addition to paying special attention to these special areas.

**Purpose:** To discuss the upcoming audit and checklist to ensure that in addition to the basic review of internal controls by the auditors, other areas will be covered on a periodic basis

**Timeline:** FY10 Audit

### ◆———— Recommendation —————◆

Based on the audit and finance committee and board of trustees meetings in March, the following areas are being recommended for a special review in addition to the normal audit :

- Cash Controls
- On-line purchasing
- Payroll

**Compliance:** This request is in compliance with Board Policy: Asset Protection.

## **Areas for the Auditors to Review**

### **Cash controls *primarily* for areas outside of the cashier's office**

Throughout the college various areas handle cash, which eventually is deposited into the cashier's office. This may include the theatre, bookstore, library, continuing education, and sporting events. It is assumed that when the auditors review college internal controls, a thorough review of the procedures in the cashier's office would normally be done. However, how cash is handled in areas outside of the cashier's office would also be important for the auditors to review periodically.

**(reviewed in FY08 audit – proposing to review with this year's audit)**

### **Auxiliary Controls**

Auxiliary consists of the bookstore, Belmont Conference Center, food service and the Children's Learning Center (CLC). In addition to the cash handling controls noted above, a review of bookstore inventory controls, Belmont accounting controls, CLC registration procedures, and food service reporting should be considered.

**(bookstore reviewed - FY09; Belmont controls reviewed - FY09; CLC and food service - no review to-date)**

### **Inventory systems throughout the college**

Each year, the college takes an annual inventory of capital equipment and furniture and every other year an inventory of all non-capital items (anything less than \$5,000, e.g., computers, televisions, chairs, etc.). Individuals throughout the college are designated as "inventory monitors" and it is their responsibility to update and check the inventory in their areas. These inventory listings are then submitted to the finance office for review and compilation of the assets of the college. Although test checks of these areas are done, a review of the inventory submitted and the procedures followed would help the college to ensure that it has accurately maintained college assets.

**(reviewed in FY09 audit)**

### **Online purchasing**

The online purchasing system is now in place at the college. Although continuing training sessions are held with the cost center managers, there is always room for improvement. A review of this area for any weaknesses should be considered.

**(reviewed in FY05 audit - proposing to review with this year's audit)**

### **Laurel College Center (LCC) reporting**

Howard Community College and Prince George's Community College (PGCC) currently run the LCC. Staff personnel at the center are primarily Prince George's Community College employees. Statements are generated for the operations at the center by both schools and a combined statement is issued periodically. Consideration should be given to review the reporting procedures for this entity (with the agreement and cooperation of PGCC).

**(reviewed in FY06 audit)**

### **Payroll**

As part of the basic audit procedures, entering new employees into the system and on-going payroll recordkeeping are considered part of the basic internal controls to be reviewed. However, a more in-depth review of the area should be done periodically to ensure that there are no weaknesses.

**(reviewed in FY06 audit - proposing to review with this year's audit)**

### **Purchasing controls for the use of purchasing cards (procurement cards)**

Howard County Government and the Howard County Public School System currently use procurement cards throughout their organizations. The college has developed policies and procedures for the use of procurement cards, and would like them reviewed to ensure that the proper controls are in place. An audit of the college's overall purchasing procedures was conducted by the county in 2001.

**(reviewed in FY09 audit)**

### **Information Technology**

This area should be considered a part of the basic internal control review. However, as the college is truly dependent on this mode of operation, a more in-depth review of the area should be done periodically to ensure that access is limited to the authorized users and that there are no weaknesses that should be addressed.

**(reviewed in FY07 audit)**

### **Board Reports on Policy Compliance**

The board has a set of policies with which the administration must comply. The administration issues periodic reports to the audit and finance committee in compliance with these policies. A review of these reports for compliance with the board policy should be done periodically to assure accurate reporting.

**(reviewed in FY07 audit)**

### **Review of enrollment data and reporting**

Although this is part of the Colleague system, separate tests should be run in this area to ensure the accuracy of data being reported. Currently, both the registrar's office and continuing education enter enrollment data into the system. The internal controls for entering accurate data as well as assurances that in-county and out-of-county data are accurately reported should be reviewed.

**The auditors are requested to test this area as part of their audit of the CC-4 every year.**

**The following item is a listing of the above areas by date:**

<b>Area</b>	<b>Last Review</b>	<b>Comments</b>	<b>Future Reviews</b>	
Cash Controls	FY08	<ul style="list-style-type: none"><li>▪ Suggest every other year</li><li>▪ Ask auditors to test every year as part of audit procedures</li><li>▪ Special audit would be done with this year's audit</li></ul>	2010	2012
Food Service - Auxiliary	N/A	<ul style="list-style-type: none"><li>▪ Sodexo has the contract for food service. If the college wants an audit, it would have to pay for this in addition to its regular audit. May want a specialized firm to perform. Their operations are NOT part of the college's books, although HCC does pay to have Sodexo run the food service</li><li>▪ Will be done in spring 2010 by an outside firm</li></ul>	2010	

Area	Last Review	Comments	Future Reviews	
Bookstore - <i>Auxiliary</i>	FY09	<ul style="list-style-type: none"> <li>▪ Suggest every 3-4 years</li> <li>▪ Would be done with the FY12 audit</li> </ul>	2012	2015
Belmont - <i>Auxiliary</i>	FY09	<ul style="list-style-type: none"> <li>▪ Suggest every 3-4 years</li> <li>▪ Would be done with the FY12 audit</li> </ul>	2013	2016
Inventory	FY09	<ul style="list-style-type: none"> <li>▪ Suggest every 3-4 years</li> <li>▪ Would be done with the FY12 audit</li> </ul>	2012	2015
Online Purchasing	FY05	<ul style="list-style-type: none"> <li>▪ Suggest every 2-3 years</li> <li>▪ Ask auditors to test every year as part of audit procedures</li> <li>▪ Special audit would be done with this year's audit</li> </ul>	2010	2013
Laurel College Center	FY06	<ul style="list-style-type: none"> <li>▪ Suggest every 3-4 years</li> <li>▪ Would be done with the FY11 audit</li> </ul>	2011	2014
Payroll	FY06	<ul style="list-style-type: none"> <li>▪ Suggest every other year</li> <li>▪ Ask auditors to test every year as part of audit procedures</li> <li>▪ Special audit would be done with this year's audit</li> </ul>	2010	2012
Procurement Cards	FY09	<ul style="list-style-type: none"> <li>▪ Suggest every 2-3 years</li> <li>▪ Ask auditors to test every year as part of audit procedures</li> <li>▪ Special audit would be done with the FY11 audit</li> </ul>	2011	2013
Information Technology	FY07	<ul style="list-style-type: none"> <li>▪ Suggest every 3-4 years</li> <li>▪ Would be done with the FY11 audit</li> </ul>	2011	2015
Board Reports on Policy Compliance	FY07	<ul style="list-style-type: none"> <li>▪ Suggest every 3-4 years</li> <li>▪ Would be done with the FY11 audit</li> </ul>	2011	2015
Review of Enrollment Data and Reporting	Annually as part of the audit			

## **2 – Quarterly Sole Source Report**

**Background:** At its August 25, 1999, meeting, the board of trustees approved the delegation of authority to the president to approve sole source contracts under \$25,000. All sole source contracts approved by the president will be disclosed to the board on a quarterly basis.

The terminology listed under rationale has been standardized as follows:

- a. Timetable – emergency procurement or year-end procurement. These items will be disclosed at next available board meeting. The list will include true emergency repairs and the last quarterly report for the year will include year-end items.
- b. Unique Knowledge – this designation will be used for consulting contracts where long term expertise is necessary and/or specialized services are being provided.
- c. Proprietary Vendor – this category will be used for software and hardware maintenance agreements and/or license fees that can only be paid to the original supplier of goods or services.
- d. Compatibility – will be used for goods that must be used with existing college furniture/equipment.
- e. Specific Publisher – will indicate any book or instructional supplier of patented/copyrighted or exclusive distribution rights that had to be paid.
- f. Board approved – will represent a payment/purchase order that the board has expressly authorized that does not fit within one of the aforementioned categories and has not been through the quote or bid process.

Items included on reports in the past such as payments to governmental agencies and/or employee benefit payments, have been removed if the item was a repayment, governmental obligation, or item previously approved by the board as a result of quotes or bid submissions.

**Purpose:** To disclose sole source purchases

**Timeline:** January 1 – March 31, 2010

### ◆————— Recommendation —————◆

The quarterly sole source report is an information item and does not require committee or board action.

**Compliance:** The quarterly sole source report is in compliance with college procedure, Purchasing – 62.05.01.

Vendor Name	Description	Amount	Approval BOT	Approval PRES	Approval VP/CCM	Rationale
Canon Financial Services Inc.	Print Shop Equipment - Saddle Finisher/Multi Drawer	\$ 24,000.00		X**	X	Proprietary Vendor
Catalyze Learning International	Convocation Speaker	\$ 5,500.00			X	Unique Knowledge
CCSSEE	Survey of Student Engagement Spring 2010	\$ 5,440.00			X	Proprietary Vendor
* Cengage Learning (Formerly Thomson)	Books/Supplies for Resale in the Bookstore	\$ 301,498.30			X	Resale
Centre Tek Solutions	Consulting - HCC Foundation Website Redevelopment	\$ 14,750.00			X	Unique Knowledge
Citrix Online LLC Inc.	GoToMyPc GTMeeting & GTAssist - College Wide Use	\$ 29,664.00	X	X	X	Proprietary Vendor
College Board Inc.	Accuplacer Testing	\$ 30,497.25	X	X	X	Proprietary Vendor
CPP Inc.	Career Assesments	\$ 9,295.00			X	Proprietary Vendor
D & H Distributing	Books/Supplies for Resale in the Bookstore	\$ 5,407.51			X	Resale
Daycon	Ice Crystal for Snow Removal	\$ 5,040.00			X	Emergency
Design Collective	Test Center Renovation	\$ 24,500.00		X	X	Unique Knowledge
Douglas Stewart	Books/Supplies for Resale in the Bookstore	\$ 6,601.20			X	Resale
Elsevier Science	Books/Supplies for Resale in the Bookstore	\$ 10,831.33			X	Resale
Emerson Network Power/Liebert	UPS Battery Replacement	\$ 9,074.00			X	Proprietary Vendor
Emjay. Inc.	Emergency Boiler York Repair	\$ 5,960.00			X	Emergency
Exploration Research Inc.	Lot A Stream Channel	\$ 15,000.00			X	Proprietary Vendor
* Farm & Home Excavating	Emergency Repairs - Lot A BioRetention/Emergency Snow Removal	\$ 37,010.00	X	X	X	Emergency
Fogle's Septic Clean, Inc.	Emergency Snow Removal	\$ 24,775.00		X	X	Emergency
Follett Higher Education Group	Books/Supplies for Resale in the Bookstore	\$ 81,453.25			X	Resale
Gradeline Construction Company Inc.	Emergency Snow Removal	\$ 8,160.00			X	Emergency
HTI Contractors	Emergency Snow Removal	\$ 6,090.00			X	Emergency
* John Wiley & Sons	Books/Supplies for Resale in the Bookstore	\$ 30,256.12			X	Resale
* Johnson Controls Inc.	York Speed Drive Installation Chillers/Emergency Repairs	\$ 286,268.16	X	X	X	Proprietary Vendor/Emergency
Johnson Excavating Inc.	Emergency Snow Removal	\$ 6,000.00			X	Emergency
Lawanda Burwell	Consulting - Baldrige Application	\$ 5,999.00			X	Unique Knowledge
* Library Interiors Inc.	Custom Furniture for the Library	\$ 24,199.59		X	X	Compatibility
* McGraw Hill / Osborne Media	Books/Supplies for Resale in the Bookstore	\$ 92,293.00			X	Resale
Morton Publishing	Books/Supplies for Resale in the Bookstore	\$ 19,167.40			X	Resale
* MPS	Books/Supplies for Resale in the Bookstore	\$ 54,230.60			X	Resale
NACSCORP	Books/Supplies for Resale in the Bookstore	\$ 8,324.37			X	Resale
Omnilert LLC, Inc.	e2Campus Software License	\$ 6,800.00			X	Proprietary Vendor
Oxford University Press	Books/Supplies for Resale in the Bookstore	\$ 6,201.20			X	Resale
* Pearson Education	Books/Supplies for Resale in the Bookstore	\$ 237,003.23			X	Resale
Perceptive Software	ImageNow CaptureNow Software Support	\$ 29,645.35	X	X	X	Proprietary Vendor
Pocket Nurse	Simulated Medication Dispensing System	\$ 18,995.00		X	X	Proprietary Vendor
Quant Systems / Hawkes Learning Sys	Books/Supplies for Resale in the Bookstore	\$ 11,813.85			X	Resale
Rittenhouse Book Distributors	Books/Supplies for Resale in the Bookstore	\$ 8,002.15			X	Resale
Ronald Williams Ltd, Inc.	AutoDesk Software	\$ 10,550.00			X	Proprietary Vendor
Siemens Industry Inc.	Energy Metering Project	\$ 50,000.00	X	X	X	Proprietary Vendor
SIGMAnet	Cisco Systems	\$ 5,500.00			X	Proprietary Vendor
Steck-Vaughn Company	Skills Tutor Renewal	\$ 5,000.00			X	Proprietary Vendor
Sun Control Systems	Blinds - RCF 400	\$ 13,345.00			X	Compatibility
Systems Alliance Inc.	SiteExecutive Implementation Services	\$ 10,500.00			X	Proprietary Vendor
* United States Postal Service	Postage	\$ 77,147.79		X	X	Proprietary Vendor - Government
* W W Norton	Books/Supplies for Resale in the Bookstore	\$ 53,968.00			X	Resale
* Multiple Orders	<b>Total</b>	\$ 1,731,756.65				

\*\* Approved by President's Team on Year End List

### **3 – Year-end Purchases**

**Background:** Each year, the college holds funds budgeted for furniture and equipment in reserve until the enrollment for the spring semester has been finalized. By holding these funds, if there are any shortfalls in enrollment, there will be funds available in the budget to help absorb the shortfall. The college is now making decisions on purchases to be made at year-end. The president and vice presidents are in the process of gathering lists of potential purchases that are brought forward from each area. The administration will forward the list to board members by April 30, after they have all been received and compiled.

The college has a normal budget close out in mid-May, and based on the total funds available, purchases will be made based on priority of need and funds available. Items over the president's spending authority will be brought back to the board for approval.

**Purpose:** To review the current year-end purchase list for FY10

**Timeline:** Purchases to be made by June 2010

### **◆———— Recommendation —————◆**

This item is for information only and does not require committee or board action.

### **3 – Year-end Purchases – REVISED**

**Background:** Each year, the college has a normal budget close out in mid-May, and based on the total funds available, purchases will be made based on priority of need and funds available. Items over the president’s spending authority will be brought back to the board for approval. The attached list represents requests that have come forward in priority order. If funds are not available, these items may not be purchased.

Currently, the list is broken down as follows:

Computers	\$1,431,671
Non-computers	\$ 750,874
Renovations	<u>\$ 350,000</u>
Total	\$2,532,545

**Purpose:** To review the current year-end purchase list for FY10

**Timeline:** Purchases to be made by June 2010

### ◆———— Recommendation —————◆

This item is for information only and does not require committee or board action.

**FY10 Year-end Computer Purchases**

Area	Cost Center	Description	Estimated Amount	Priority 1	Priority 2	Priority 3	CAPITAL
VPAF	Finance	Printer for Linda Collins	\$ 1,295	1,295			
		Check Printer-Double Tray for Denise/AP	2,000	2,000			
		Printer - 2 drawer for Jyostna/Purchasing	1,500	1,500			
		2 Laptops - For Katrina & Elizabeth @ \$1,200 ea	2,400	2,400			
		<b>Total</b>	<b>\$ 7,195</b>	<b>7,195</b>			
	Plant Operations	Endura Camera System	\$ 100,000	100,000			
		<b>Total</b>	<b>\$ 100,000</b>	<b>100,000</b>			
	VPAF (EOP)	Outdoor Emergency Notification Siren System	\$ 50,000	50,000			
		<b>Total</b>	<b>\$ 50,000</b>	<b>50,000</b>			
	Security	NCC Software for Security Monitoring Room	\$ 6,000		6,000		
Monitor & Workstation for Monitoring Room		4,826		4,826			
<b>Total</b>		<b>\$ 10,826</b>		<b>10,826</b>			
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VPIT	UNS	Routers	\$ 240,000				240,000
		Cisco 3560 NOC switches	11,508	11,508			
		Cisco 3845 NOC routers	27,942	27,942			
		Cisco 4XXX replacement ELB & HR	300,000				300,000
		Phase 2 VoIP rollout	589,800				589,800
	HELP Desk	DH110 Computer Lab Keyboard Trays & installation	10,800	10,800			
		DH110 Help Desk staff chairs	2,800	2,800			
		<b>Total</b>	<b>\$ 1,182,850</b>	<b>53,050</b>	<b>-</b>		<b>1,129,800</b>
<hr/>							
VPAA	BUCO	10 Laptops with wireless access	\$ 11,000		11,000		
	Arts and Human	Adobe software and computers - 17 machines	30,200	30,200			
	AV	2 Laptops	2,000	2,000			
		2 Eon Speakers with stands	1,150		1,150		
		Replacement projector for Kittleman Room	2,400	2,400			
		5 Replacement lamps for LCD classroom projectors	2,250		2,250		
		10 Wireless remotes for selected classrooms	1,800				1,800
<b>Total</b>	<b>\$ 50,800</b>	<b>34,600</b>	<b>14,400</b>	<b>1,800</b>			
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VPSS	Academic Support Services	Dell Personal Computer (rationale: to be used as an additional kiosk station for student-sign-in)	\$ 1,200			1,200	
		3 laptops	\$ 6,000	6,000			
	Athletic & Fitness Center	New software for the department for scheduling facilities, leagues, pass users (multi usage)	3,500			3,500	
		Two laptop computers with software capability for stats	3,000			3,000	
	Records & Registration	Laser Printer	1,100			1,100	
		4 PC's	5,200	5,200			
		Laptops (3)	3,900			3,900	
		Student Computers (3)	3,000			3,000	
	Test Center	Printers (2)	600			600	
		Laser Printer (2)	2,500			2,500	
	<b>Total</b>	<b>30,000</b>	<b>11,200</b>	<b>-</b>	<b>18,800</b>	<b>-</b>	
<b>GRAND TOTAL COMPUTERS</b>			<b>1,431,671</b>	<b>256,045</b>	<b>25,226</b>	<b>20,600</b>	<b>1,129,800</b>

**FY10 Year End Non-Computer Purchases**

Area	Cost Center	Description	Est. Amount	Priority 1	Priority 2	Priority 3
VPAF	Finance	Shelves for storage areas - Finance/Cashier	\$2,000	2,000		
		Folder Machine (Whitaker Bros) - AR/Cashier	7,999	7,999		
		<b>Total</b>	<b>\$ 9,999</b>	<b>\$9,999</b>	<b>\$0</b>	<b>\$0</b>
	Plant Operations	Electric Hand Dryers	\$20,000			20,000
		Van for Car Pool	30,000			30,000
		Additional Paving Athletic Complex	25,000			25,000
		20 Digital Clocks	6,000	6,000		
		Car Counting System Garage 1	50,000			50,000
		Redo mulch beds	20,000	20,000		
		Replace Fire Extinguisher Cabinets – Garage	5,000	5,000		
<b>Total</b>	<b>\$ 156,000</b>	<b>\$ 31,000</b>	<b>\$ -</b>	<b>\$ 125,000</b>		
Security	Security bike and accessories	\$1,300			1,300	
<b>Total</b>	<b>\$1,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300</b>		
Collegewide	Crosscut shredders (Red flag requirements)	\$20,000	20,000			
<b>Total</b>	<b>\$ 20,000</b>	<b>20,000</b>				
PRES	Public Relations	Signage - base package	\$280,000		280,000	
		Front entrance sign	100,000		100,000	
		<b>Total</b>	<b>\$ 380,000</b>	<b>\$0</b>	<b>\$380,000</b>	<b>\$0</b>
VPA		Acting class expanded into new room, new rehearsal equipment needed to properly equip room and provide for full classes. Stage rehearsal cubes, set of 4	\$1,720.00	1,720		
		Sorenson Media Squeeze	799		799	
		BlueRay DVD player	800		800	
		Projectors for Laurel College Center	3,320	3,320		
		<b>Total</b>	<b>\$6,639.00</b>	<b>\$5,040.00</b>	<b>\$1,599.00</b>	<b>\$0.00</b>
VPSS	Academic Support Services	4 Privacy Computer Filters for LAC front desk @ \$375 ea.	\$1,500.00		1,500	
	Student Life	Grip sheet mounts (420) snaps to cover 15 bulletin boards	1,176	1,176		
		40" LCD flat-screen TV for Video game room	1,380	1,380		
	ASSIST Team	Hire a workshop presenter on the topic of classroom management (Presenter TBA with help from ASSIST and faculty for May professional development) \$5,000 consultant plus \$1,000 travel expenses.	6,000			6,000
	Admissions & Advising	Hourly funds for academic advising -	15,000	15,000		
		Flat Screen TV for academic advising	1,000		1,000	
		Multi-DVD Player	700		700	
	Athletics	Volleyball standards	8,500	8,500		
	Childrens Learning Center	Replace CLC awnings (damaged during the storm)	3,680	3,680		
	Records & Registration	Storage Cabinets (9) - red flag	4,000	4,000		
	Financial Aid	STARS Scholarship Software	15,000	15,000		
		Furniture	15,000		15,000	
	Enrollment Services	Panic Buttons (25)	5,000			5,000
	All - Adm/Adv; FAS; TC; WC; RR	Transition for director of records and registration May/June Salary plus benefits	13,000	13,000		
	Career Links	Director and Counselor positions	86,000	86,000		
<b>Total</b>		<b>\$176,936.00</b>	<b>\$147,736.00</b>	<b>\$18,200.00</b>	<b>\$11,000.00</b>	
<b>GRAND TOTAL - Non-computers</b>		<b>\$750,874.00</b>	<b>\$213,775.00</b>	<b>\$399,799.00</b>	<b>\$137,300.00</b>	

Renovation Requests (highly estimated)	
Test Center	\$150,000
Adm/Adv	\$200,000
<b>GRAND TOTAL</b>	<b>\$350,000</b>

1 - top priority  
1 - second priority

#### **4 – Semi-Annual Cumulative Purchases Greater Than \$25,000 Report**

**Background:** In support of board policy, Fiscal Condition, the administration reports to the board of trustees semi-annually on cumulative purchases greater than \$25,000. The report for the first half of the year will also include items over \$12,500, which may exceed \$25,000 by the end of the fiscal year.

**Purpose:** To disclose to the board all payments to vendors in excess of \$25,000 or that may exceed \$25,000

**Timeline:** July 1, 2009 – December 31, 2009

#### ◆————— Recommendation —————◆

This item is for information only and does not require committee or board action.

**Compliance:** The FY10 cumulative purchases are in compliance with college procedure, Purchasing – 62.05.01.

Fiscal Year 2010 Cumulative Purchases over \$25,000 and First Half of the Year Over \$12,500

Vendor	7/01/09-12/31/09	Requisitioning Department	Product/Service Description
312 Marshall Limited Partnership	204,099.44	Finance	Lease agreement for rental of Laurel College Center, BOT Approved
A. Daigger	12,532.01	Instruction	Classroom Lab supplies - Quotes Obtained when necessary, exception to bid law *
A.F.L. Web Printing	41,394.92	Public Relations	HCC Bid for Printing, BOT Approved
A.M. Briggs	17,075.24	Belmont	Food for Resale - exception to bid law *
Ad Astra	18,500.00	Information Technology	VII Upgrade, Sole Source (1st Qtr)
AESU Worldwide Tours	12,975.00	International Travel	Airfare for 3 Week Florence, Italy Partnership Program Trip. Pass through
AIFS	39,200.00	International Travel	3 Week Florence, Italy Partnership Program Trip. Pass through, BOT Approved
Allied Barton Security	526,153.81	Security	HCC Bid for Security Services, BOT Approved
Amazon	13,078.47	Multiple	Various Items, Books, Instructional DVDS, etc. *
Apple Ford	62,896.00	Plant Operations	2 Vehicles - Ford Escape Hybrid/Ford F250 w/plow County Contract, BOT Approved
Atlantic Builders	607,149.00	Fund 70	HCC Bid Clark Library Renovations, BOT Approved
Ayers Saint Gross	133,913.25	Fund 70/13	HCC Bid Parking Garage/Wayfinding/Belmont, BOT Approved
Baker & Taylor Inc	16,250.77	Library	Library book purchases utilizing the Maryland Community College Library Consortium Agreement, Sole Source (1st
Baltimore Door & Frame	13,848.00	Fund 70/Plant	Doors and Locks, Quotes Obtained when necessary*
Baltimore Gas & Electric	129,974.07	Multiple	Electrical & Gas service (Plant/Belmont/Club Merion), BOT approved
Baltimore Sun	14,578.96	Multiple	Regional area newspaper advertising *
Bell Industries (Bell Tech Logix)	82,770.57	Information Technology	Purchases of Various Software - MEEC Agreement, BOT Approved*
Belmont Woods Road Conservation Org	54,850.00	Fund 13	Belmont Settlement, BOT Approved
Benaka	47,733.76	Fund 70	HCC Bid for Electrical Services, BOT Approved
Blackboard Inc.	35,600.00	Instruction	Membership Fees CE6 User Fees, Sole Source (1st Qtr), BOT Approved
Bowie Produce	15,861.00	Belmont	Food for Resale - exception to bid law *
Brickman Group, Ltd	127,226.19	Plant Operations	HCC Bid for Landscape Maintenance, One Sole Source Item (1st Qtr), BOT Approved *
Canon	32,280.00	Multiple	HCC Bid for Fleet Copier Services, BOT Approved
Carney, Kelehan, Bresler, Bennett, Scherr	16,947.99	Legal	Legal Services, Sole Source (1st Qtr)
Carolina Biological Supply Co	23,051.16	Instruction	Materials for Chemistry & Biology, exception to bid law*
CASHNET Inc.	20,624.00	Fund 13	CASHNET Master Service Agreement, Quotes obtained
CDW-G Inc.	30,614.39	Multiple	Computer supplies *
CenGage Learning (Thomson Learning)	426,201.60	Bookstore/Library	Bookstore purchases for resale- exception to bid law & Library Electronic Databases, Sole Source (1st/2nd Qtrs)
Choice Consulting	25,283.46	Direct Lending	Consulting Services for Direct Lending, Sole Source (1st Qtr), BOT Approved
Citrix Online	13,530.00	Multiple	Licenses for GOTOMYPC *
Clear Channel Radio of DC/Baltimore	23,000.00	Public Relations	Radio Ads *
College Board Inc	24,123.60	Test Center	Accuplacer Online Testing, Sole Source (1st Qtr)
Colonial Equipment	53,266.00	Athletics	Starcraft Commercial Bus, Sole Source (1st Qtr), BOT Approved
Comcast Processing Center	25,066.50	Information Technology	HCC Bid for Internet Services, BOT Approved
Comcast Spotlight	21,846.90	Public Relations	Advertisements *
Consolidated Printing Company	36,352.00	Academic Promotions/Multiple	Printing services for pamphlets, brochures, postcards, catalogs, booklets, directories & invitations, Quotes obtained when needed *
Convergence Technology	41,440.48	Multiple	Various Software Packages, State Contract *
Corporate Promotions	12,845.68	Multiple	Promotional Items *
Corridor Transportation	12,816.00	Bookstore/Rep Stage	Bus Passes/Bus Advertising *
CT/HX Engineered Repair Service	20,401.33	Plant Operations	Cooling Tower Repairs/Emergency Repairs, Sole Source (1st/2nd Qtrs) *
Datatel	383,569.70	Information Technology	License/Maintenance services for Colleague Systems, Sole Source (1st/2nd Qtrs) , BOT Approved
Daycon	63,784.75	Plant Operations	Housekeeping supplies/equipment , Sole Source Items, BOT Approved
Dell Marketing LP	517,912.92	Multiple	Computer equipment, County contract and MEEC Agreement, BOT approved *
Denzler-Nelson	26,910.00	ConEd	Instructional costs for KOC classes - Pass Through BOT Approved *
Director of Finance- Howard Cty	2,713,888.37	Multiple	Ad valorem taxes & Health insurance & water & sewer, vehicle repairs *
DISYS Corporation	290,546.85	Multiple	Computer Equipment, Switch Equipment for VoIP, UMD Contract, BOT Approved *
Douglas Stewart Company, Inc	45,632.60	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st/2nd Qtrs) *

\*Multiple purchases made during the year.

Fiscal Year 2010 Cumulative Purchases over \$25,000 and First Half of the Year Over \$12,500

Vendor	7/01/09-12/31/09	Requisitioning Department	Product/Service Description
Drexel Univ NCLEX EXCEL	20,000.00	Instructional	NCLEX prep courses, Quotes obtained *
Elsevier Science USA	41,454.37	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st Qtr) *
Emjay	218,790.03	Fund 70/Plant	HCC Bid -HVAC/Services - Nurs Bldg/Student Ser Bldg/Athletic Bldg, BOT Approved *
Engle Printing	38,289.00	ConEd	HCC Bid for Printing of Schedules, BOT Approved
Enoch	33,522.00	Multiple	HCC Bid for Copier Rentals, BOT Approved *
Eyre Bus	12,950.50	Student Activities	Bus Trips - Student Activities *
Fastbreak	19,050.00	Athletics	Gym Floor Refurbishing, Sole Source (1st Qtr)
Fiber Plus	21,313.76	Multiple	BTC Connection Upgrade, Test Center, Spot Cell Installation, State Contract
Fidelity Investments	290,329.10	Payroll	Employee contributions to supplemental retirement plans - exception to bid law
Finch	41,127.16	Plant Operations	Supplies, Equipment - Electric gators, State Contract *
Fitch	71,260.19	Plant Operations	House Keeping Supplies , County contract, BOT approved *
Front Range	18,494.80	Information Technology	HEAT Maintenance, Sole Source (1st Qtr) *
Gordon Feinblatt Rothman	17,847.90	Belmont	Legal Services - Belmont, Sole Source (2nd Qtr), BOT Approved
Harford Computer	24,548.00	Multiple	Printers - MEEC, BOT Approved *
Hawkes Learning Systems	80,507.85	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st Qtr) *
HB Duvall	21,145.00	Plant Operations	Equipment for Plant - Wood Chipper, Field & Brush mowers, Quotes Obtained
HCC Educational Foundation	117,213.16	Multiple	CLC mortgage payment, payroll items, legal services for Belmont, employee contributions, Gala/Grand Prix, etc *
Home Depot	13,102.77	Multiple	Supplies *
House of Printing Inc	17,839.00	Multiple	Printing, Quotes Obtained when necessary *
John Wiley & Sons, Inc	34,818.79	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st Qtr) *
Jubbs Bus	28,500.00	Project Access	HCC Bid for Bus Service for Project Access, BOT Approved
Kaiser Foundation Health Plan	76,403.60	Human Resources	Employee Health Insurance premiums - County Bid
Key Government Finance	13,268.00	Plant Operations	Modular Classrooms Lease Agreement, BOT Approved
Laerdal Medical	21,532.38	ConEd/Nursing	Nursing supplies, exception to bid law *
Local Government Insurance Trust	14,011.00	Administration	Insurance Renewal
Maryland Assoc of Community Colleges	35,579.00	President's Office	Dues/Fees, Sole Source (1st Qtr), BOT Approved
Maryland Child Support Account	20,257.83	Payroll	Employee Child support payments - exception to bid law
Maryland Correctional Enterprises	18,046.00	Fund 70	Furniture for Senior Admin, State Contract
Maryland Higher Education Commission	112,160.67	Payroll	Reim of retirement costs for grants and miscellaneous programs - exception to bid law
Maryland Online	12,500.00	ConEd	Telecourses Fees, Sole Source (2nd Qtr)
Maryland Sound Image Inc	79,426.72	Fund 70	Sound/AV System HVPA Bldg, Baltimore Metro Contract, BOT Approved
Maryland Unemployment Insurance Fund	53,602.65	Human Resources	Unemployment Insurance
Maxwell Group Entertainment	17,367.38	Student Activities	Tickets for Resale to Students/Staff
McGraw Hill Companies	135,903.04	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st/2nd Qtrs) *
Morton Publishing Inc.	22,251.30	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st Qtr) *
MPS (formerly VHPS)	108,279.94	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st/2nd Qtrs) *
MV Sport	16,660.13	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (no single purchase over \$5,000.00) *
MVA	16,390.00	Multiple	Fees for Motorcycle classes - Pass Through, Vehicle Tags *
Nascorp, Inc.	22,274.81	Bookstore	Bookstore purchases for resale - exception to bid law, Sole Source (1st Qtr) *
Networking Concepts, Inc.	44,862.24	Information Technology	HCC Bid for Network hardware support, BOT Approved
OCE USA Inc	19,774.49	Print Shop	Copier Service, State Contract, BOT approved
OCLC Eastern	12,903.56	Instructional	Electronic subscriptions, Sole Source (1st Qtr)
Partner Ship	14,015.99	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st Qtr) *
Party Plus	28,899.00	Commencement	HCC Bid Tent for Commencement, BOT Approved
Patuxent Publishing	37,145.25	Multiple	Advertising in area newspapers *
Pearson Education Inc	395,828.03	Bookstore/ConEd	Bookstore purchases for resale- exception to bid law, ConEd classroom use , Sole Source (1st/2nd Qtrs) *
People Admin	17,042.00	Human Resources	Applicant Tracking System, Sole Source (2nd Qtr)
Philadelphia Insurance	22,285.00	Belmont	Insurance Renewal

\*Multiple purchases made during the year.

Fiscal Year 2010 Cumulative Purchases over \$25,000 and First Half of the Year Over \$12,500

Vendor	7/01/09-12/31/09	Requisitioning Department	Product/Service Description
Pinnacle Career Resources Inc	35,168.07	ConEd	Consulting services as part of Community Development Block Grant, Pass through, BOT approved
Potomac Electric Power	887,419.96	Plant Operations	Energy Charges, BRPC Contract, BOT Approved
Project Masters	29,784.00	ConEd	Training Classes, Pass Through *, BOT Approved
Proquest	16,900.00	Information Technology	WEBFEAT Express, Sole Source (1st Qtr)
Rittenhouse Book Distributors	20,735.77	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st Qtr) *
SB LLC	29,656.00	Finance	HCC Bid for the Audit, BOT Approved
School Specialty	31,139.52	Fund 70	Furniture, State Contract *
Select Event Rentals	53,892.69	Belmont	Rentals, Pass Through *
Seven Springs	12,676.10	Rouse/Fund 13	Rouse Scholars Retreat
Siemens Building Technologies	80,646.00	Plant Operations	Building Repair, Software Support, Sole Source (1st/2nd Qtrs) *
Sigmanet	13,638.00	Grants	CISCO Systems, Sole Source (2nd Qtr) *
SIRSIDYNIX	20,024.64	Information Technology	Renewal Library System Software Maintenance, Sole Source (1st Qtr)
Sirus Systems	16,175.00	Fund 70	Fiber Optic installations - card readers - cameras *
Sodexo	193,849.90	Multiple	HCC Bid for Food Services, In-house Catering, Management Fees, BOT Approved
Staples (formerly Corporate Express)	170,393.75	Multiple	Office Supplies, BOT approved *
Stevton Consulting	16,585.36	ConEd	Consultant to Design & Deliver Courses for ConEd, Pass Through *
Summit America	17,390.00	Risk Management	Athletic Team Insurance
Supreme Maintenance Construction	74,371.52	Fund 70/Plant Ops	HCC Bid for Maintenance/Repairs through out the college, BOT Approved
Sysco	36,262.75	Belmont	Food Supplies, Pass Through *
Systems Alliance	51,393.08	Web Enterprise	Site Executive Maint Fees & Disaster Recovery Services for HCC Website, Sole Source (1st Qtr), BOT Approved
Tate Engineering Systems	21,776.45	Fund 70/Plant	Repairs/Maintenance - Boiler, Sole Source (1st Qtr)*
Techmart Computer products	24,423.57	Bookstore	Bookstore purchases for resale- exception to bid law Sole Source (2nd Qtr)*
U/RTA	80,542.35	Theatre	Payroll Items for Theatre, Pass Through, BOT Approved
Unibind	14,279.13	Print Shop	Print Shop paper & supplies *
United States Postal Service	135,246.76	Multiple	Postage, Sole Source (1st/2nd Qtrs) *
Univer MD Libraries	59,569.61	Library	Electronic subscriptions, Sole Source (1st Qtr)
Univer System MD	16,000.00	Information Technology	MEEC Membership, BOT Approved
Van Rossum, Barbara	23,505.00	Public Relations	Design Various Advertisements *
Vanguard Fiduciary Trust	52,898.72	Payroll	Employee contributions to supplemental retirement plans - exception to bid law
Verizon	49,282.18	Information Technology	Local Phone Service; Telephone Equipment purchased utilizing State of Maryland Contracts, BOT Approved
Verizon Select Services	173,331.10	Information Technology	Voicemail Service, State Contract, BOT Approved
Verizon Wireless	23,577.13	Multiple	Cell Phone Services for the college, Federal Contract
W.W. Grainger	21,158.13	Plant Operations	Supplies, NJPA Contract, BOT Approved *
W.W. Norton & Company Inc	57,317.28	Bookstore	Bookstore purchases for resale- exception to bid law, Sole Source (1st Qtr) *
Washington Gas Energy Services	178,739.06	Plant Operations	State of Maryland gas & electric utility services contract, BOT approved
Waste Management of MD	19,152.12	Plant Operations	Trash and Recycling Services, State Contract, BOT approved
Whitehat	14,904.00	Information Technology	Support/Maintenance for Firewalls, Quotes Obtained
Woodlawn Motor Coach, Inc.	48,473.00	Multiple	Bus Service - DC & Baltimore field trips, Shuttle Service - HCPSS Contract, BOT Approved *
<b>Total Paid:</b>	<b>12,522,647.83</b>		

\*Multiple purchases made during the year.