



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

***Board of Trustees'
Consent Materials***

April 27, 2005

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

You Can Get There From Here.

**Board of Trustees
Advanced Consent Agenda**

April 27, 2005
Instructional Laboratory Building
Kittleman Room
ILB 100

1. **Proposed New Hires**
2. **Fiscal Year 2006 Faculty Promotions**
3. **Candidates for Commencement**
4. **Acceptance of Discover Credit Cards**
5. **Programming for the Howard Community College Website**
6. **Housekeeping Supplies Contract**
7. **Music Modular Buildings Contract**
8. **Landscaping Management Services Contract**
9. **Elevator Services Contract**
10. **Electrical Services Contract**

1 – Proposed New Hires

Background: The following is a summary of the proposed new hires for Howard Community College. Each employee's salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

Purpose: To approve new hires.

Timeline: New hires from the period of March 4, 2005 – April 6, 2005.

Recommendation

No new hires are being proposed for the aforementioned time period.

2 – Fiscal Year 2006 Faculty Promotions

Background: The college shall provide professional recognition and reward for faculty members who have achieved a prescribed level of self and instructional development in accordance with college procedure 63.03.03 – Promotion (Faculty), which describes the requirements for promotion for each faculty rank, including:

- length of service;
- yearly meritorious performance in the areas of teaching, college responsibilities, and instructional improvement;
- course or program development;
- projects required for promotion;
- evidence of quality teaching during the promotion period;
- special professional development activities when required for promotion; and
- educational qualifications.

Purpose: The faculty promotion system promotes continuous improvement through professional development, teaching improvement, learning outcomes assessment, and curriculum development. Promotion projects are used to move forward major instructional initiatives.

Timeline: Faculty promotions are reviewed and recommended to the board of trustees in April for the following fiscal year.

Recommendation

The administration requests that the board of trustees approve the promotions for the following faculty members. A summary of the projects for faculty meeting the criteria for promotion follows.

1. Robin Bauer to assistant professor, World Languages
2. Maria Humphries to assistant professor, Nursing
3. John Lafferty to assistant professor, Computer Systems
4. Dr. Benjamin Myers to assistant professor, Music
5. Dr. Gabriel Ayine to associate professor, Mathematics
6. Sharon Lyon to associate professor, Physical Science

7. Dr. Jude Okpala to associate professor, English
8. Dr. Jean Svacina to associate professor, English as a Second Language
9. Roszaliya Volynskiy to associate professor, Computer Systems
10. Jennifer Penniman to professor, Mathematics

Amount: \$23,225.00

Source of funds: The cost of the promotions was taken into account during the development of the FY06 operating budget.

Compliance: This request is in compliance with college procedure, Promotion (Faculty) – 63.03.03, which describes the requirements for promotion for each faculty rank.

Project Summaries: Faculty Promotion Recommendations FY06

ASSISTANT PROFESSOR

Robin Bauer

Robin Bauer has completed successful teaching improvement projects and professional development activities that are well-aligned with the campus First Year Experience and Service Learning initiatives. Robin shared with board members at the March meeting some student responses to service learning experiences related to her Spanish course. Her initiatives in this area expand opportunities for students to serve and connect with the growing Hispanic population. Robin also has done significant work in formal outcomes assessment and with instructional technology applications. Her energy and fresh ideas have also been valued in another new initiative, the Faculty Learning Community, where new and senior faculty share teaching philosophies, research, and practice.

Maria Humphries

During a period of significant revision in the nursing program, Maria has helped collaboratively to develop curriculum, produce class packets with objectives and PowerPoint slides, and taught day, evening, and accelerated programs. She has served as a mentor for RENEW students who are moving from certified nursing assistants to licensed practical nurses and RN's. As the RENEW students moved into their first nursing course, Maria continued to mentor high-risk students and also served as liaison to the adjunct faculty who served as clinical instructors. In addition, Maria coordinated the evening first year nursing program in the fall, including assisting with the coordination of part-time faculty. Because of her commitment to helping students, she also volunteered and was trained as a general advisor.

John Lafferty

John was selected as the outstanding division faculty this year. In addition to his student-centered outlook and excellence as a teacher, John has developed and revised multiple courses and programs in the rapidly evolving Internet Technologies area. As the division representative to the Curriculum and Instruction committee, John has impressed everyone with his thoroughness, attention to detail, and desire to completely understand the structure and rationale of HCC programs. John selects and provides orientation and follow-up supervision for the adjunct faculty who teach the Internet technologies courses. He assures that the course objectives are being met in all of the sections. John's innovative nature is reflected in his teaching where he has developed new tools like electronic guided notes to facilitate learning and incorporated an internship project tied to the entrepreneurial program that was highlighted in the Baltimore Sun.

Dr. Benjamin Myers

Dr. Ben Meyers has been able to balance his roles of teacher and performer extremely well. As a teacher, he has formed and developed two student performance groups: the HCC Chamber Orchestra and the HCC Cello Ensemble. In addition to teaching and conducting the ensembles, Ben has taught all of the foundation music theory courses, and also given private lessons both for credit students and in the HCC Musical Arts Center, which also offers instruction in ensembles, theory, and Kindermusic. In addition, Ben has played a major role in the outcomes assessment project for the music discipline. As a performer, Ben has worked as a soloist and with other HCC music faculty members, including performing as a member of the acclaimed Gemini Piano Trio, which recently did a benefit performance to raise funds for the visual and performing arts building.

ASSOCIATE PROFESSOR

Dr. Gabriel Ayine

In order to prepare himself for the development of an online intermediate algebra course, Dr. Gabriel Ayine completed Instructional Systems Development at UMBC, Foundations of Distance Education at UMUC, and WebCT training at HCC. Gabriel has incorporated best practices into the design of his MATH-070 online course for which he developed course materials in HTML and PDF formats and included programs to facilitate the display of mathematical symbols. Subsequently, Gabriel revised and updated his online materials to bring them into alignment with revisions in sequencing and pacing that were recommended by a math division subcommittee on which he served. Gabriel has also completed two years of an outcomes assessment project that has demonstrated a statistically significant relationship between students' performance in MATH-070 and their performance in subsequent courses and their overall performance as reflected by their cumulative GPA. The project also demonstrated that students who took college-level math after taking MATH-070 were statistically more likely to have a higher college-level math grade and a higher cumulative GPA than students who placed directly into college-level math.

Sharon Lyon

Sharon Lyon has developed a new PHYS-106: Earth and Space Science course that is required for early childhood Associate of Arts in Teaching majors. Sharon researched current models for teaching science curricula and selected and implemented an "inquiry-based" model in which students predict, observe, and explain. Sharon wrote inquiry-based laboratory activities and tested them with students. To aide in the creation of an active learning environment, Sharon also researched and infused game strategies into the course as an additional learning mode. Subsequently, she developed 13 inquiry-based labs, developed 7 PowerPoint presentations, integrated two field trips per semester, added an evening skywatch, incorporated the use of the new campus weather station, and rewrote the PHYS-106 weather lab to use real-time data. In addition, Sharon initiated an

outcomes assessment project to assess whether the labs, game strategies, and other educational activities were beneficial to students in learning the course objectives.

Dr. Jude Okpala

Dr. Jude Okpala reviewed and revitalized the Writing Intensive Program at HCC. For his project, he created a mission statement, goals, and objectives for the program; significantly revised the Writing Intensive Faculty handbook; created a Writing Resources website that has evolved into an anthology of resources on teaching a writing intensive course; increased opportunities for communication and development among full-time and part-time writing intensive faculty; and, with the new learning outcomes analyst, assessed the data from the writing intensive outcomes assessment project. That project revealed a statistically significant relationship between participation in writing intensive courses and success in subsequent courses. Jude is now carrying this project to the next step by developing a benchmark study to track at the University of Maryland College Park the success of HCC graduates who took writing intensive courses.

Dr. Jean Svacina

Dr. Jean Svacina designed a three-strand project to address critical needs in English as a Second Language (ESL) instruction and support. First, with Rebecca Price of Continuing Education, she conceived of and created the English Language Institute (ELI), an intensive language program designed for academic preparation. The ELI utilizes the strengths of the English department and the strengths of the Continuing Education ESL program by combining coursework from the credit and non-credit areas. ELI enrollment has grown from five to ninety-five students within a few years. Secondly, Jean worked closely with ESL professionals in the county school system and established a bridge program that would allow ESL students to transition more smoothly into HCC. Her program includes an annual ESL fieldtrip that will host about 120 students this year. In the final strand of her project, Jean designed and presented several faculty development workshops to assist faculty from all disciplines toward more effective instruction of the ESL student population. Jean's efforts have provided practical solutions, support, and awareness of the growing ESL population on HCC's campus.

Roszaliya Volynskiy

In addition to being an excellent teacher who is skilled at having her students demonstrate their learning by "real-life" application, Roszaliya has taken a major role in course and program development and revision. She has re-designed CMSY-129: Principles of Internet online, CMSY-148: Advanced HTML, and CMSY-120: Introduction to Computer Systems, adding interactive projects, PowerPoint presentations, new test elements, and new assignments. In addition, she developed two new courses: CMSY-153: Introduction to Flash and CMSY-249: Introduction to Pearl. Roszaliya is currently working on the development of our joint computer systems/science and technology Bioinformatics program. Most recently Roszaliya

has been involved in the Community Colleges for International Development (CCID) project to bring Turkish information technology students to the U.S. for training.

PROFESSOR

Jennifer Penniman

In addition to being a master teacher, Jennifer has worked with other community college instructors to develop a standardized program for elementary education majors. Her learning packets for MATH-127: Concepts of Mathematics I and MATH-128: Concepts of Mathematics II were used as models for course development at other colleges. In an effort to model best practices within the classroom and teach students how to better comprehend their math text, Jennifer has taken two courses on methods of teaching reading in secondary content areas for regular and special education teachers. Jennifer also took two graduate courses at Johns Hopkins University, which supported her development of a technology-enriched geometry course for middle school teacher certification. As an extension of this work, Jenny chaired a subcommittee of mathematics faculty that developed an outline for a college-level geometry course for middle school teacher certification. UMBC has added this course to their catalog. Jenny also worked with other professors and the Maryland Association of Directors of Teacher Education in Community Colleges to develop an online review course for the math portion of Praxis I, the test that all aspiring teachers must pass to transfer to a four-year program.

3 – Candidates for Commencement

Background: The following is a list of proposed candidates for graduation who are being cleared by the office of records and registration. The faculty will review and approve the attached list of 334 graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Commencement – May 20, 2005

Recommendation

The administration requests that the board of trustees approve the list of proposed graduates for May 2005 and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration and review and approval by the faculty.

Compliance: This request is in compliance with college procedure, Graduation Requirements – 10.04.01.

**Howard Community College
Graduation Candidates – May 2005**

Associate of Arts

Arts and Sciences - Anthropology

Meghan Elizabeth Day

Arts and Sciences - Architecture

Duksoo Kim

Arts and Sciences - Art

Omandi Marie Consolloy
Maria Daniela Larrondo
Roger William MacDonald
Patrick Stump
John P. Velasco

Arts and Sciences - Art-Digital Prepress

Gregory C. Gomez

Arts and Sciences - Art-Graphic Design

Nicolene duToit
James M. McLean, Jr.

**Arts and Sciences - Art-Video/Multimedia
Design**

Rachael A. Haywood

Arts and Sciences - Criminal Justice

Ryan Thomas Arnold
Louis Richard Balaban
Annie Veronica Barrett
Shelley M. Brett
Monique Sanetta Dorsey
Amanda Lee Kolbe
Charles McAvoy Lease
Trevor Rose
Amy Michelle Sullenger

Arts and Sciences - English

Adrienne K. Allen
David Patrick Greisman
Janet Evelyn Hagelgans
Julia Marie Owens
David Lloyd Young

**Arts and Sciences - Health & Fitness
Education**

Jerlynn Booker

**Arts and Sciences - Human Services -
Mental Health**

Melissa Monique Volland

**Arts and Sciences - Human Services-
Social Services**

Lisa Maria Maslar

**Arts and Sciences - Interdisciplinary
Studies - Fine Arts Studies**

Karen Anne Kester

**Arts and Sciences - Interdisciplinary
Studies - Women's Studies**

Alison J. Gottschalk

Arts and Sciences - Liberal Arts

Christina Devi Bengfort
Sara Sa B. Cabral-Saenz
Mia Yevette Darbouze

Arts and Sciences - Life Sciences

Gregory Michael Burzynski
Sarah Elizabeth Carver
Kelly Nicole Davison

**Arts and Sciences - Mass Media Design
and Production**

Howard Charles Fales III
Nicholas Frank Kovacic
Shannon Dennis Peacock

**Arts and Sciences - Mass Media Design
and Production - Multimedia Design**

Mary L. Weeks
Jessica Rose Werling

Arts and Sciences - Mass Media Design and Production - Television Production

Lisette Kamille Brooks
Mary L. Weeks

Arts and Sciences - Mathematics

Elizabeth Johanna Custodio
Serah Zaw

Arts and Sciences - Music

Sarah Sproul Cotterill
Cori Inocencio Daniel
Michael A. Ferrante

Arts and Sciences - Music Therapy

William McCormack, Jr.

Arts and Sciences - Physical Sciences

Timothy Andrew Scheck

Arts and Sciences - Pre-Allied Health

Shannon M. Clowar
Tameisha Nicole Matthew
Hongvan T. Pham

Arts and Sciences - Pre-Medicine

Harrison Inalegwu Ajeh
Wendi Lee Florio
Amanda Jane Hinebaugh
Jennylynn N. Lejano

Arts and Sciences - Pre-Pharmacy

Jane Jerono Kipchirchir
Nasreen Hosein Mohammed
Ifeyinwa C. Nwangwu
Francis C. Oduah
Seon Min Seo

Arts and Sciences - Pre-Veterinary Medicine

Sara Lynn Nyman

Arts and Sciences - Psychology

Stephanie J. Fine
Laura K. Gottschalk
Jessica L. Regan
Jose Rivas

Arts and Sciences - Social Sciences

Jocelyn Desmarais
Shaina Marie Mattei
Sarah Beth Rosenberg
Jennifer Lynn Stenpeck

Arts and Sciences – Theatre - Performance

Amira Ezzat
Kevin Anthony Howard
Roger William MacDonald
Michael Wade

Business Administration-Accounting, Business Administration, Fashion Merchandising

Lilian G. Alvarado
Matthew J. Barrett
Van L. Bik
Mario A. Cestoni
Sarah Elizabeth Cullison
Maurice Reno Curtis
David J. Furman
Birol Hasan
Joshua Ho
David L. Hooker
Scott L. Johnston
Donald Edward Jones, Jr.
Muhammad Mubashar Hafeez Khan
Donna Elaine Martin
Edward William Pugh
Rajashree Srinivas
Sherine A. Taylor
Joseph J. Toyne
Justin C. Villaverde
David A. Wainland
Tk Kai Wong
Seyfullah Yavuzer
David Lloyd Young
Hasham Zahid

Business Administration - Information Systems Management

Daniel Wayne Brimer
Joshua Ho
Michael Douglas Osborn, Jr.

Business Administration - International Business

Wendi Marie Cook
Katerina Jelinkova

Computer Science

Daniel Scott Brummett
Elry Philip Hodge
Paul J. Kirkman
Tara Lynn Metcalf
Adrian Stephen C. Santos

Engineering

William James Hastie
Erich Alexander Kolig
Alexander W. Nowodazkij
Jason P. Price
Brian Peterson Taylor

General Studies

Paula J. Anderson
Maryam Banuwal
Brandon Lamont Barrett
Evan Alexander Black
Lucy L. Boehm
Jerlynn Booker
Alexander Logan Bryan
Jeremiah Andrew Choi
Russel Alvin Cook
Mia Yevette Darbouze
Jason B. Deinlein
Heather S. Dotson
Shaun D. Eckard
Michael S. Embrey
Katie Brooke Emery
Megan Patricia Grant
Jennifer Nicole Grejda
John R. Grove, II
Jonathan J. Hart
Christina Marie Horan
Anthony M. Kerere
Kathryn Elizabeth Kreckel
Wendy A. Kumar
Michael Robert Leeper
Mitchell E. Liebeskind
Mara J. Milles
Kathryn Elizabeth Mitchem
Kamhran Mohammad
James Samuel Moore III
Jennifer Lynn Osing
Lucas Stephen Page
Cheyenne Victor Patty
Nathan Pesce
Nathan R. Purser
Bethany Grace Rexford
Jaron J. Rice
Chris Thomas Riley
James Sloan Caldwell Rogers III
Crimson Lynn Santiago
Samara G. Scheckman
Jennifer Lynn Schoo
Robert Aaron Schroeder

Shelley Jane Searfoss
Angela Joy Seeberger
Lisa Stocco
Jason William Strauss
Jin Sook Sun Woo
Christine Miyuki Sutliff
Stacie Lynn Tippet
Meaghan Anne Verleysen
Kirsten Nicole Vieser
Douglas Lee Weiss
Kelly Nicole Wingate
Denyse Wright-Thisedale

General Studies - Business/Technology Emphasis

Kristin Hope Brillantes
Keisha Renee Brown
Paul Michael Brown
Gregory Matthew Byerly
Ryan A. Cohen
John J. Connolly III
Caroline Marie Dever
Mary Tran Do
Barbara Michelle Eaton
Marion Ann Galante
Michael Todd Kaplan
Pamela A. Koerner
Yoon Hyung Lee
Jason Richard Maier
Caitlin Marie McNiff
Donald W. Murphy
Lisa C. Nickerson
Steven Rosario Patti
Jason W. Pruitt
Sandra Antoinette Pullen
Michael A. Register
Kristine Jean Saville
Courtney E. Shervington
Dustin Alan Steele
Brian C. Trudel
Jessica Gail Warfield
Elizabeth A. Wishner
Marc La-nee' Young

General Studies - Science Emphasis

LaRay Abraham
Shannon M. Clowar
Natalie Elizabeth Farr
Susan M. Furney
Vanessa Rebecca Graham
Adaeze Chinelu Ikeotuonye
Joseph Ryan Johnston
Marc La-nee' Young
Melissa Rose Zinn

Information Technology - Cisco

Perry Kobina Sangah

Information Technology - Internet Technologies

Mohamed Jatta

Information Technology - PC/Network Hardware/iNet

Steven Alexander Jestes

Information Technology - Programming

Daniel Webster Montague

Nursing

Rita E. Abotsi
Chima Agbam
Cordillia M. Agbam
Kirsten E. Aghen
Kathleen Pamela Ansaldi
Sarah Ann Baker
Rosemary Asare Banahene
Lisa Ann Johnson Bedell
Mary A. Belz
Fifi Y. Bhai-Kamara
Mary N. Bienoseh
Minisiah Whamae Boayue-Acqui
Susanne Renee Breeback
Stephen E. Brown
Yolanda Yvette Buford
Lucy Nancy Chacon
Jessie Christa Charles
Miniratu T. Coker
Alice Petrina Conteh
Amy Michel D'Domenicus
Lisa M. Dimartino
William I. Elate
Esther Y. Ewongwo
Henrietta S. Faakye
Olawunmi OluwabunmiFatusin
Jeanne M. Fisher
John K. Grantson
Jamie L. Hamilton
Michele Leigh Harrison
James Thorton Haydock
Michelle Karin Hobbs
Anganette Hopkins
John Afarkwei Hudson-Odoi
Immaria Janko
Maryann Jenkins
Kristen Nicole Jennings
Eugenia Christine Johns
Christine C. Levine
Michele Lee Macdonald
Janet Anne Macturk
Kenna Lynsey Marsden

Yolanda S. Matthews
Natalie Anne McCullough
Courtney Z. McKinnon
Cherie Michelle Miller
Jennifer Elizabeth Monroy
Folasade A. Moradeyo
Marianne Myrtue
Gloria Nieves
Lisa A. Oliveira
Courtney O'Neill
Nikole Lynn O'Neill
Akosua Joyce Oppong
Lynee Ellen Peden
Victoria L. Perry
Jodi Natasha Peters
Renee C. Quinn
Sara Catherine Raeder
Joy Yolanda Richardson
Ann S. Rigdon
Ibironke N. Said
Gregory Kimmel Smith
Patricia D.Stocker
Shawan Denise Walker
Jessica Mae Warren
Christopher E. Willis
Lewis C. Wilson
Andrea Lynne Yutzy

Teacher Education - Early Childhood Education

Crysta Lynn Grossi
Kaitlin Dyan Hall
Jessica F. Ponto

Teacher Education - Early Childhood/Elementary Education

Michelle Carla Deutsch

Teacher Education - Elementary Education

Rebecca W. Hemler
Marilyn M. Lepore
Ashley Lynn Merson

Teacher Education - Secondary Education

Kristy Park Herod
Robert Patrick Jamieson
Serah Zaw

Associate of Arts in Teaching

Teacher Education – Elementary Education

Megan Lee Gerretson
Jacklyn L. Hodge
Jessica N. Mock
Katie Ruth Podson
Amy Alexandra Siltanen

Associate of Applied Science

Biomedical Engineering

George William Dawson
James Leo Leonard

Business Management

Priscilla Rodrigues Araujo Carneiro
Heather Lynne Martin
Marco Popovich

Business Management - Financial Planning

Tara W. Whitaker

Cardiovascular Technology - Invasive Technologist

Sheila Faustin
Toni Shantelle Segó-Fuqua
Mealony Jean Thomas-Bryant

Computer Support Technology

Vanessa G. Malone

Computer - Aided Design Technology

Gary L. Hunter
Vincent Silas Sines
Vladimirka Stanic

Early Childhood Development

Lorraine S. Inshaiwat
Beth Ann Kolbe
Melanie Lerch Richardson

Emergency Medical Technician/Paramedic

Dale E. Klonin

Health Care for the Professional

Sandra Meyerhoff

Office Technology - Legal Office Assistant

Matthew Lewis Goeller

Office Technology - Office Assistant

Sara M. Keighley

Office Technology - Office Management/Supervision

Matthew Lewis Goeller
Malena Schmidt

Certificate of Proficiency

Accelerated Cardiovascular Technology

Alana Chambers
Tina E. Orr
Todd A. Perry
Imani T. Pree
Mealony Jean Thomas-Bryant

Biomedical Engineering - Biomedical Engineer Field Technician

Courtney Lynn Johnson

Business Management - Professional Practice Manager

Chananut Auisui

Business Management - Retailing

Michael T. Breault

Cardiovascular Technology - Cardiac Monitoring and Analysis

Denyse Wright-Thisedale

Computer Support Technology - Network Emphasis

Shaun Christopher Gordon

Computer-Aided Design Technology

Dima J. Alhmaidi
Sotheavy S. Ngin

Early Childhood Development

Tiffany Kay Manley

Graphic Design

Victoria D. Oliva

Internet Professional

Mohamed Jatta
Harutai Kamnodsri
Bhavin Patel

Network Administration - Microsoft Certified Systems Engineer

Shaun Christopher Gordon

Office Technology - Office Assistant

James Ho

Personal Training

Alexander Christian Fleischer

4 – Acceptance of Discover Credit Cards

Background: Howard Community College (HCC) currently accepts Visa, MasterCard, and American Express from those students and vendors who wish to make payments using a credit card. A government accounts representative of Discover cards has contacted HCC and presented an attractive offer to accept this card as well. The college would be piggybacking on the rate given to the State of Maryland. Discover has proposed a rate of 1.53 percent with a .11 transaction fee. This fee would be for all types of transactions whether the card is present or not, including internet transactions. Discover has also offered six months free service as an incentive.

Purpose: To add Discover to the credit card options for students and vendors. This change would include HCC, the Foundation, and Belmont.

Location: All locations on campus that accept credit cards.

Timeline: May 2005

Specifications: Fees are at a rate of 1.53 percent of transactions plus .11 per transaction for all types of transactions. In addition HCC has been offered an incentive of no fees for six months.

Recommendation

The administration requests that the board of trustees approve:

Amount: The college's current budget for credit card expenses is \$195,565.

Vendor: Discover

Source of funds: Unrestricted – Operating Budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

5 – Programming for the Howard Community College Website

Background: Programming problems have occurred with the college's web content management system and search engine. The content management software application and search engine for the college web are maintained by an outside contractor. The contractor has not been able to resolve the programming problems satisfactorily and the college has engaged another firm to review and resolve the problems occurring with the website.

The college contacted Ease Technologies in Columbia who have performed work for the college previously and are highly reliable. Because they have already completed work for the college this year at a cost of \$24,538, the college is requesting board approval to contract with them for an additional \$12,000 to provide programming services and maintenance on the college website until June 30.

Purpose: To secure programming services and maintenance for college website

Location: College website

Recommendation

The administration requests that the board of trustees approve:

Amount: \$12,000 (in addition to previous \$24,538)

Vendor: Ease Technologies

Source of funds: IPT funds

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

6 – Extension of Housekeeping Supplies Contract

Background: The current (FY05) contract for the college’s housekeeping supplies contract was awarded to Daycon Products Company by the board of trustees in April 2004. According to the original bid specifications, if the contracted service was satisfactory and the material rates did not increase, the college had the right to extend the contract in one-year increments up to a period of three years with board approval. This renewal will be the second year of the extension. The administration is satisfied with the contractor’s services and material rates will not increase for FY06.

Purpose: To obtain board of trustees approval for the extension of the housekeeping supply contract.

Location: Collegewide

Timeline: July 1, 2005 – June 30, 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: Estimated expenditures a year \$35,000

Vendor: Daycon Products Company

Source of funds: FY06 operating budget – Plant Operations account.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01

7 – Extension of Music Modular Buildings Contract

Background: The initial contract with Vanguard Modular Systems was approved in June 2001. However, the modular units were not delivered until December 2001 resulting in the delay of the beginning of the lease contract. The subsequent extensions of the lease agreement have been placed on the board agenda for approval in time for the next fiscal year even though the actual contract commences each year in December.

The current (FY05) contract for the college's Music Modular Lease was awarded to Vanguard Modular Systems by the board of trustees in April 2004. The contract was a two-year contract renewable on a year-to-year basis. This renewal is the second year of the lease extension. The administration is satisfied with the lease and the rates will not increase.

Purpose: To obtain board approval for the extension of the music modular lease.

Location: Music modular units near the Smith Theatre.

Timeline: December 19, 2005 – December 18, 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: \$30,480/year (\$2,540/month/Insurance inclusive)

Vendor: Vanguard Modular Systems

Source of funds: The cost of these services will be funded by the FY06 and FY07 operating budget – Plant Operations account.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

8 – Extension of Landscaping Management Services Contract

Background: The current (FY05) contract for the college's landscaping maintenance services was awarded to the Brickman Group, Ltd. through a competitive bid process in June 2004. According to the original bid specifications, if the contractor's work performance was satisfactory and the labor, equipment, and material rates would not increase, the college has the right to extend the contract in one-year increments up to a period of three years with board approval. This renewal will be the second year of the extension. The administration is satisfied with the contractor's work performance and time and material rates will not increase in FY06.

Purpose: To recommend that a contract be awarded to the Brickman Group, Ltd. for FY06

Location: Campuswide

Timeline: July 1, 2005 – June 30, 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: \$57,631.00

Vendor: The Brickman Group, Ltd.

Source of funds: FY06 operating budget – Plant Operations account.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

9 – Extension of Elevator Services Contract

Background: The current (FY05) contract for the college's Elevator Maintenance Services was awarded to Schindler Elevator by the board of trustees through a competitive bid process in April 2004. According to the original bid specifications, if the contractor's work performance was satisfactory and the time and material rates did not increase, the college had the right to extend the contract in one-year increments up to a period of three years with board approval. This renewal will be the second year of the extension. The administration is satisfied with the contractor's work performance and time and material rates will not increase in FY06.

Purpose: To obtain board of trustees' approval for the elevator maintenance services contract.

Location: Campuswide

Timeline: July 1, 2005 through June 30, 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: \$10,584.00

Vendor: Schindler Elevator

Source of funds: FY06 operating budget – Plant Operations account.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

10 – Extension of Electrical Services Contract

Background: The current (FY05) contract for the college's electrical services was awarded to Bell Electrical Systems by the board of trustees through a competitive bid process in April 2004. According to the original bid specifications, if the contractor's work performance was satisfactory and the time and material rates did not increase, the college has the right to extend the contract in one-year increments up to a period of three years with board approval. This renewal will be the second year of the extension. The administration is satisfied with the contractor's work performance and time and material rates will not increase in FY06.

Purpose: To obtain board of trustees' approval for outside electrical services.

Location: Collegewide electrical work

Timeline: July 1, 2005 – June 30, 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: Estimated amount \$30,000

Vendor: Bell Electrical Systems, Inc.

Source of funds: FY06 operating budget – Plant Operations account.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.