



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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***Board of Trustees’  
Consent Materials***

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August 23, 2006  
Kittleman Room – 6:00 pm

# 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...

# Fire It Up!





## **Board of Trustees Advanced Consent Agenda**

August 23, 2006

**English, Language, and Business Building**  
Kittleman Room – ELB 100

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1. Ratify and Confirm Low-Productivity Degree Program Report 2006
2. Ratify and Confirm Gator Utility Vehicles Purchase
3. Ratify and Confirm Enhancement of the Contributory Pension System
4. Ratify and Confirm Construction Manager at Risk for the 'A'-Building and Smith Theatre Renovations
5. Ratify and Confirm Baltimore Gas & Electric Delivery and Washington Gas Supply Increases
6. Ratify and Confirm Children's Learning Center Mortgage
7. Ratify and Confirm Belmont Conference Center Lease
8. Ratify and Confirm Laurel College Center Lease
9. Ratify and Confirm Furniture and Equipment for Visual and Performing Arts Center
10. Ratify and Confirm Budget Revisions for Students Services Positions
11. Ratify and Confirm Auditor Contract with Clifton Gunderson
12. Ratify and Confirm Strategic Energy Cooperative
13. Ratify and Confirm WebCT License Renewal
14. Summer II and III Grads
15. Paper for Print Shop
16. Proposed New Hires
17. Grants and Scholarships
18. Donor Signage for Horowitz Visual and Performing Arts Center

## 1 – Ratify and Confirm Low-Productivity Degree Program Report 2006

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** In the fall of 2000, the board of trustees, in a response to a Maryland Higher Education Commission (MHEC) low productivity report, requested an exemption for Howard Community College's electronics program because of its centrality to the mission of the college. It was noted at that time that the field of electronics was in transition because of quickly evolving computer, networking, and communications technology and that because of the nature of the businesses in this region it was critical that the college continue to maintain a program in this area. In the ensuing period, the college has developed first a telecommunications option and then a wireless communications option in the electronics program. This spring, HCC had five graduates in electronics, three of them in the new telecommunications option. The administration anticipates this area will continue to evolve rapidly and believe it is too soon to delete the program.

**Purpose:** To respond to MHEC's Low-Productivity Degree Program Report 2006

**Timeline:** A response due to MHEC by July 17, 2006

### Recommendation

The administration requests that the board of trustees approve a continued exemption for the electronics program.

**Compliance:** This request is in compliance with Board of Trustees Policy: Board Role.



Roberta E. Dillow, Chair

June 13, 2006

Approved / Rejected / Date

## 2 – Ratify and Confirm Gator Utility Vehicles Purchase

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** As part of year-end purchases, plant operations plans to purchase two Gator utility vehicles. This purchase would piggyback on the state contract with Finch Services, Inc. The vehicles will be utilized for snow removal, cleaning of the parking garage, and various other ground maintenance jobs.

**Purpose:** To obtain approval by the board of trustees for the purchase of two Gator utility vehicles.

**Location:** Main campus

**Timeline:** Purchase upon approval by board of trustees

**Specifications:** Two 6X4 Gator utility vehicles

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$29,997.24

**Vendor:** Finch Services, Inc.

**Source of funds:** FY06 Plant Operations Budget

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



Roberta E. Dillow, Chair

June 13, 2006

Approved / Rejected / Date

### **3 – Ratify and Confirm Enhancement of the Contributory Pension System**

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** The 2006 General Assembly passed into law (House Bill 1737 and Senate Bill 1019) an enhanced alternative pension plan called the Alternate Contributory Pension Selection. This law applies to active members of the teachers' pension system and active members of the teachers' retirement system who are in the bifurcated plan (a blend of the old retirement system pre-1980 and new pension system).

Active members who retire on or after July 1, 2006, will automatically receive an enhanced benefit for all years of service retroactive to July 1, 1998. The current formula of 1.4 percent of final average compensation for service credit from July 1, 1998, will be increased to 1.8 percent. This amount represents a 33 percent increase in the benefit for years after July 1, 1998. There will be an increase in the required employee contribution that will be implemented over a three-year period as follows:

- Three percent of the member's base compensation from July 1, 2006, to June 30, 2007;
- Four percent of the member's base compensation from July 1, 2007, to June 30, 2008; and
- Five percent of the member's base compensation from July 1, 2008, forward.

No board action is needed to implement this change for Howard Community College (HCC) employees in the teachers pension plans – this adjustment is automatic due to the change in law and the fact that this system is totally funded by the state of Maryland with no college contribution.

However, a board resolution is needed to include HCC employee pension members in this enhancement. The employees in this plan are primarily the plant operations employees. An election form is also attached that will require board approval.

The plant operations employees are in a pension system that has traditionally been identical in all aspects (benefits and employee contribution rates) except that it requires funding from Howard Community College (with no state contribution), which is transparent to plant employees. The pension is an important recruitment and retention tool for all budgeted employees including the plant employees and the college has prided itself on treating employees in a like manner as compared to

teachers for pension benefit purposes. HCC was faced with this same situation in 1998 when the pension system was last enhanced and the board decided to enhance the employees' pension system in the same manner the administration is now requesting.

This latest pension enhancement came up at the end of the 2006 legislative session. As a result, Maryland State Pension System officials did not provide full information to the college on this enhancement until May 31, 2006. Based on information received from the Maryland Pension System, it will not pass on any increased costs to governmental agencies such as Howard Community College until FY08. Therefore, this enhanced pension will not have any additional cost the college in FY07. The anticipated surcharge is only 1.76 percent of payroll for members of this plan, which is within the budget.

Most Maryland community colleges intend to make this enhancement effective on July 1, 2006, and are asking similar requests to their board of trustees this month.

The attached election form must be returned by mid June to implement the enhanced plan effective for July 1, 2006. Failure to set the plan up on or prior to July 1, 2006, results in deficiencies to employee accounts and a serious complication would be created to recoup the funds since employee deduction amounts must be paid retroactive to July 1, 2006.

Once approved by the board, the college will begin the set up process with the state and will give a series of information sessions with all affected employees. The employees have already received information about this plan through the Maryland Pension System.

**Purpose:** To obtain board approval to participate in the alternative contributory pension selection plan under Title 23 of the pensions article and for the college to begin withholding the higher member contributions for the pay period beginning July 1, 2006

**Location:** Collegewide

**Timeline:** Effective July 1, 2006

**Recommendation**

The administration requests that the board of trustees approve the college's participation in the alternative contributory pension selection plan under Title 23 of the pensions article and for the college to begin withholding the higher member contributions for the pay period beginning July 1, 2006.

**Amount:** Estimated payments in FY07 are \$108,000.

**Vendor:** State Retirement Agency of Maryland

**Source of funds:** FY07 Operating Budget

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

*Roberta E. Dillow*

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Roberta E. Dillow, Chair

June 13, 2006

Approved  Rejected / Date

## 4 – Ratify and Confirm Construction Manager at Risk for the ‘A’ Building and Smith Theatre Renovations

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** The board approved the architectural and engineering services for the ‘A’ building and Smith Theatre renovations at its October 26, 2005, meeting awarding the contract to Murphy & Dittenhafer, Inc. Since that time, the college has been working with the architectural and engineering team on the design of this renovation project. The request for proposals (RFP) for construction management at risk was issued in April 2006, requiring the technical proposal submission on May 25, 2006, followed by interviews and the price proposal submission on June 13, 2006.

In addition to the public notice of the RFP, the college direct mailed packages to six firms:

March-Westin  
J. Vinton Schafer & Sons  
James W. Ancel, Inc.  
Morgan-Keller Construction  
Oak Contracting Corporation  
Riparius Construction

Of those six firms, two responded with letters as unable to participate in the bid process and two were non-responsive. The only two firms responding to the RFP were Morgan-Keller Construction and Riparius Construction.

Similar to the process the college adopted several years ago, the evaluation of proposals is based on a cumulative score over three phases. Each phase requires 75 percent of the maximum total points to be achieved in order to proceed to the next phase. The points for each phase are totaled and weighted yielding a maximum value. The firm with the highest score ultimately produces the best evaluated proposal.

The three phases and weightings are as follows:

Phase 1 – the technical proposal consists of 692.5 maximum available points at 75 percent

Phase 2 – the oral presentation consists of 92.33 maximum available points at 10 percent

Phase 3 – the price proposal consists of 138.5 maximum available points at 15 percent

The technical proposals were evaluated utilizing a point system for each of the following categories:

- 1) Key personnel;
- 2) Firm experience and references;
- 3) Project specific background;
- 4) Profile of the proposer;
- 5) Economic benefit; and
- 6) Minority Business Enterprise participation.

Following the technical proposal submission, Morgan-Keller's score was under the minimum 75 percent allowable to proceed to the next phase; however, an exception was made to adjust the minimum point requirements since the college only had two firms bidding on the project.

The oral presentations were evaluated on the following criteria:

- 1) Experience with buildings of similar scope, size, and cost;
- 2) Higher education experience;
- 3) Experience with State funded projects;
- 4) Experience with Howard County funded projects;
- 5) Construction management at risk experience; and
- 6) Strength of proposed team.

And the final price proposal was scored based on the percentage of the construction budget. The maximum points possible total 923.33 and the final scores were as follows:

Morgan-Keller Construction	661.37 points or 71.6 percent
Riparius Construction	763.57 points or 82.7 percent

**Purpose:** To obtain board of trustees approval to award the contract for construction manager at risk services for the 'A' building/Smith Theatre renovations

**Location:** Main campus

**Timeline:** Preconstruction services will commence immediately upon contract approval to assist the architects during the design phase. Construction is expected to begin late fall 2006

following the completion of construction documents and board of trustees approval of the guaranteed maximum price (GMP).

**Specifications:** To provide construction management at risk services for the 'A' building/Smith Theatre renovations with preconstruction services to commence immediately followed by constructions services after submission and approval of the GMP.

**Bids:** The preconstruction services fee was proposed as follows:

Morgan-Keller Construction	\$20,000.00
Riparius Construction, Inc.	\$12,000.00

**Recommendation**

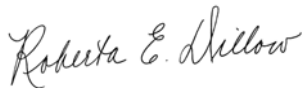
The administration requests that the board of trustees approve:

**Amount:** \$12,000.00

**Vendor:** Riparius Construction, Inc.

**Source of funds:** FY07 Capital Budget

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



Roberta E. Dillow, Chair

June 29, 2006

Approved / Rejected / Date

## 5 – Ratify and Confirm Baltimore Gas & Electric Delivery and Washington Gas Supply Increases

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** Due to increases in gas delivery and supply charges the blanket purchase orders for both Baltimore Gas & Electric (BGE) delivery charges and Washington Gas supply charges need to be increased to cover June billing. Both of the original contracts were approved by the board of trustees in May 2005 for FY06.

**Purpose:** To approve an increase to the FY06 BGE blanket purchase order by \$5,000.00 and an increase to the Washington Gas blanket purchase order by \$17,000.00.

**Location:** Campus-wide

**Timeline:** June 2006 billing cycle

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** Increases in the FY06 BGE blanket purchase order by \$5,000 and the Washington Gas blanket purchase order by \$17,000.

**Vendor:** BGE and Washington Gas

**Source of funds:** FY06 Plant Operations Budget

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

*Patrick Huddie*

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Patrick L. Huddie, Chair

July 11, 2006

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Approved / Rejected / Date

## 6 – Ratify and Confirm Children’s Learning Center Mortgage

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** The Children’s Learning Center opened its doors in October, 2000. The mortgage on the building is held by Sandy Spring Bank and we are now entering the sixth year of the lease for the building.

A partnership has been developed between the Howard Community College Educational Foundation (HCCEF) and the college in order to better serve students with this much needed service, which allows students to:

- Access affordable, high quality child care
- Improve student achievement through economic self-sufficiency
- Provide job training for students enrolled in the Early Childhood Development program
- Enhance practical student learning experiences via the lab school
- Provide growth and developmental experiences for children of Howard Community College (HCC) students in a safe, nurturing environment
- Improve student retention

**Purpose:** To provide mortgage payments for the Children’s Learning Center’s building lease.

**Location:** Children’s Learning Center

**Timeline:** FY 2007

### Recommendation

It is requested that the board of trustees approve:

**Amount:** \$85,592.88 for all of FY2007 to be paid out on a monthly basis

**Vendor:** Howard Community College Educational Foundation, Inc.

**Source of funds:** Children’s Learning Center Cost Center

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



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T. James Truby, Vice Chair

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July 25, 2006  
 Approved / Rejected / Date

## 7 – Ratify and Confirm Belmont Lease Payment

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** When the HCC Educational Foundation, Inc. (HCCEF) purchased Belmont Conference Center, they entered into a lease with the college. As the lessee, the college agreed to make rental payments for Belmont that were equal to the debt service the HCCEF paid on the property. The debt service on the property currently is based on the 3-month LIBOR (London Interbank Offered Rate) and is an interest only payment. When the budget was developed it was anticipated that the interest only payment would convert to a principal and interest payment in December 2006. However, the administration has requested that the bank extend the interest only payment until December 2007.

The administration had budgeted \$400,000 for the debt service payment since it was to include interest and principal mid-year. Due to rising interest rates, the administration has set aside funds of \$300,000 to cover the interest only payments in FY07.

**Purpose:** To allocate appropriate funding for the Belmont lease payments.

**Location:** Belmont Conference Center

**Timeline:** Lease payments for the period July 1, 2006 – June 30, 2007

**Specifications:** Lease payments were based the 3-month LIBOR. As of 7/18/06 this rate was 5.49 percent. The administration has budgeted funds sufficient cover the rate rising to 6.7 percent

**Bids:** N/A – Bid previously done as part of original loan request

### Recommendation

It is requested that the board of trustees approve the FY07 lease payments to the HCC Educational Foundation, Inc.

**Amount:** \$300,000

**Vendor:** HCC Educational Foundation, Inc.

**Source of funds:** Howard Community College FY07 Auxiliary Budget - Belmont

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



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T. James Truby, Vice Chair

July 25, 2006

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Approved / Rejected / Date

## **8 – Ratify and Confirm Laurel College Center Lease**

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** Effective June 2001, Prince George’s Community College and Howard Community College signed a Memorandum of Understanding entering into a partnership to provide educational programs at a site known as the Laurel College Center. A lease agreement was signed with 312 Marshall Avenue Limited Partnership. As the educational programs at the Center evolved, articulation agreements were developed and other four-year educational partners were included. Currently, institutions offering classes at the Laurel College Center include Howard Community College, Prince George’s Community College, Towson University, College of Notre Dame, and University of Maryland University College.

**Purpose:** To obtain board of trustees approval to renew the annual lease for the Laurel College Center for the period ending June 30, 2007 with 312 Marshall Avenue Limited Partnership, Beltsville, Maryland.

**Location:** Laurel College Center.

**Timeline:** July 1, 2006 through June 30, 2007.

**Specifications:** The annual lease amounts are based on 34,815 square feet. Both Howard and Prince George’s Community College pay 50 percent of the total lease amount. The lease amount increases annually each September per the lease agreement. The payment schedule for fiscal year 2007 is as follows:

<b>Months</b>	<b>Total Rental</b>	<b>50% Rental</b>	<b>HCC Payment</b>
July-August 2006	\$52,246.12	\$26,123.06 x 2 months	\$52,246.12
September-June	\$53,813.50	\$26,906.75 x 10	\$269,067.50

2007		months	
Total for FY 2007			\$321,313.62

**Recommendation**

The administration requests that the board of trustees approve the renewal of the lease agreement with 312 Marshall Avenue Limited Partnership for the Laurel College Center.

**Amount:** \$321,313.62

**Vendor:** 312 Marshall Avenue Limited Partnership, PO Box 800, Beltsville, Maryland 20704

**Source of funds:** FY 2007 Operating Budget for Laurel College Center.

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



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T. James Truby, Vice Chair

July 26, 2006

Approved / Rejected / Date

## 9 – Ratify and Confirm Furniture and Equipment for Visual and Performing Arts Center

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** On March 22, 2006, the college's board approved the purchase of furniture and equipment for the new Peter and Elizabeth Horowitz Visual and Performing Arts Center. The consent item was broken down into categories such as art equipment, music equipment, photography equipment and included the associated vendors. During the procurement process, some of the vendors have changed due to changes in government contracts or because specific items are no longer carried by that particular vendor. Below are the categories that were impacted and the necessary vendor changes with an explanation.

**Purpose:** To obtain board of trustees' approval to award the furniture and equipment purchases to the additional vendors noted below.

**Location:** Main Campus

**Timeline:** To be delivered and installed August and September 2006.

### **Specifications:**

Arts Equipment – A.R.T. Supply, the vendor approved in the March consent item, is no longer on government contract and is replaced with **School Specialty Supply** currently on the state's Baltimore Metro Contract.

Tables, Chairs and Standard Office Equipment – The vendor approved in March, Maryland Correctional Enterprises (MCE) could not supply specific products that were either discontinued or are no longer carried by MCE so that the remaining items not provided by MCE are being supplied through **U.S. Business Interiors** who is also on the state's Baltimore Metro Contract.

AV and IT Equipment – This category also includes MAC computers, sound systems, surveillance, hearing impaired system, intercom system, public address system, and telephone equipment. Initially, it was expected that Dell and Theatre Service would provide the necessary products; however, as the project progressed it was decided to use MAC computers in the many of labs instead of

PCs. MAC computers cost significantly more than PCs. As the specifications were further developed, additional vendors including **Apple, Parlights, Verizon, and CVS (Contract Video Specialists)** are required for the items that cannot be provided by Dell and Theatre Service.

**Recommendation:**

The administration requests that the board of trustees approve the additional aforementioned vendors. Due to the change in vendors and associated escalation costs, there is an increase in the original proposed budget for the furniture and equipment, from \$2,271,505 to \$2,625,200 – a difference of \$353,695. Almost \$250,000 of this increase is due to the change from PCs to MACs.

Similar to the approved March 2006 consent item, the administration requests that the board continue to allow and approve the reallocation of funds within the furniture and equipment categories as long as the grand total does not exceed the total budget of \$2,625,200.

**Amount:** Not to exceed \$2,625,200.00

**Vendors:** School Specialty Supply, U.S. Business Interiors, Apple, Parlights, Verizon, and CVS.

**Source of funds:** FY05 and FY07 Capital Budgets, Visual and Performing Arts Building Furniture and Equipment. The FY2007 budget will cover the increase in costs due to change in vendors, escalation costs, and the addition of the MAC computers.

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



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T. James Truby, Vice Chair

July 28, 2006

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Approved / Rejected / Date

## 10 – Ratify and Confirm Budget Revision for Student Services Positions

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** The college has several student services positions being paid from the auxiliary fund. At close out, sufficient funds were available from excess revenue to pay for these costs from the operating budget. At year end, the salaries and benefits were moved from auxiliary to the student services function.

**Purpose:** To transfer funds from the reserve accounts to the appropriate cost centers.

**Timeline:** FY06 budget close out transfer

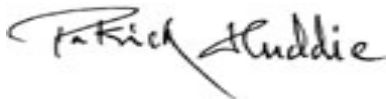
### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$119,866

**Source of funds:** Excess revenues

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



Patrick L. Huddie, Chair

August 1, 2006

Approved / Rejected / Date

## 11 - Auditor Contract with Clifton Gunderson

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** Previously, the administration had sought board approval for the auditor contract with Clifton Gunderson for FY06. The auditor contract had been previously bid and the original bid listed the cost of services through the FY07 audit. Subsequent to the original RFP, the college learned that the state was requiring an audit of the college's Innovative Partnerships for Technology Program (IPT), which is a state-matching program for technology funds. Based on this new audit requirement, the original proposed contract for FY06 was erroneously reported to increase \$600. However, the actual cost of this audit is actually \$1,900. The \$1,900 is consistent with other special audits required such as the College of the Air. This additional cost will increase the proposed audit price for the college to \$44,775 a difference of \$1,300. The administration is now asking the board to increase the contract accordingly.

It should also be noted that the Maryland Higher Education Commission has now requested a special audit of all Regional Higher Education Centers. Since the accounting for Laurel College Center is jointly handled with Prince George's Community College we are working with Prince George's Community College to determine how this will be handled. There will be an additional charge for this audit and we will come to the board for this additional amount at that time.

- Purpose:** To increase the audit contract to the correct amount
- Location:** Collegewide
- Timeline:** Audit for the period July 1, 2005 thru June 30, 2006
- Specifications:** IPT Program Audit of the state-matching donor program for technology funds.
- Bids:** A request for proposals for a five-year contract was done in FY03.

### Recommendation

It is requested that the board of trustees approve the revision to the FY06 auditor contract.

**Amount:** Increase of \$1,300 for a total contract amount of \$44,775

**Vendor:** Clifton Gunderson, LLP.

**Source of funds:** Howard Community College FY07 Operating Budget - Belmont

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



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Patrick L. Huddie, Chair

August 8, 2006

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Approved / Rejected / Date

## 12 - Strategic Energy Cooperative

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** The Baltimore-Washington Corridor Chamber of Commerce has developed an energy cooperative and has gained significant experience in assisting Chamber members in purchasing electricity in a deregulated market. The cooperative works by providing participants electricity at rates lower than market standard. Increased purchasing power and a competitive bid process help members save money and enjoy long-term budget stability.

The Energy Purchasing Cooperative pools the buying power of commercial customers to procure energy at the best available competitive market price. Members participating in the program also gain useful information on reducing consumption through the implementation of an energy management program.

CQI Associates LLC-a Columbia based consulting firm received competitive bids from different energy companies and choose one that provided a low group rate for its customers. Strategic Energy will deliver Electricity to the Host Utility (BGE) for delivery to the Buyers Facilities.

The Baltimore-Washington Corridor Chamber of Commerce currently has 105 members participating in this energy cooperative.

**Purpose:** To obtain board of trustees approval to allocate appropriate funding for the payment of energy bills through Strategic Energy Cooperative.

**Location:** Belmont Conference Center

**Timeline:** Payments for the period of July 1, 2006 – June 30, 2007

**Specifications:** The current rate is .01101 per KWh-cooperative pricing are .0992 per KWh.

**Bids:** CQI Associates bid the energy on behalf of the consortium.

**Recommendation:**

It is requested that the board of trustees approve the FY07 payments to Strategic Energy as the electric supply services contractor.

**Amount:** \$40,000 based on .0992 KWh

**Vendor:** Strategic Energy LLC., Two Gateway Center, Pittsburgh, PA 15222

**Source of funds:** Belmont Conference Center FY07 Utility Budget

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



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Patrick L. Huddie, Chair

August 8, 2006

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Approved / Rejected / Date

## 13 - WebCT License Renewal

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** More than 10 years ago, the college selected WebCT as its online course software from a broad field of competitors. Since then Blackboard and WebCT, which recently merged, have emerged as the major providers for such software. During this time the college has developed dozens of online courses and three online degrees using the WebCT courseware. We have roughly 2,000 enrollments per year in online courses. Last year we reached the maximum number of users allowed under our prior license, so we have had to upgrade to the Campus Edition of WebCT that allows unlimited users. In anticipation of this change, an additional \$20,000 was budgeted to Distance and Alternative Learning for FY2007 in the budget development process. Since the use of supplemental online courses is one of our strategies to continue to operate in case of a pandemic, we are encouraging all of our faculty to develop a supplemental online course site whether or not they teach online. In connection with this initiative, the college is paying an additional \$5,000 to allow our ConEd division to also have unlimited use of WebCT.

**Purpose:** To obtain approval for the payment for renewal and upgrade of the college's WebCT license.

**Location:** The WebCT course software resides on its own server in the information technology area.

**Timeline:** Current license expires on August 22, 2006

**Specifications:** WebCT Campus Edition

**Bids:** Sole Source

### Recommendation

The administration requests that the board of trustees approve the payment for renewal of our WebCT license for FY2007.

**Amount:** \$29,925.00

**Vendor:** WebCT, Inc.; Lynnfield, MA 01940

**Source of funds:** Distance and Alternative Learning Fund 10 budget

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



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Patrick L. Huddie, Chair

August 8, 2006

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Approved / Rejected / Date

## **14 - Summer II and III Graduates**

**Background:** The following is a list of proposed candidates for graduation who are expected to complete their degrees/certificates at the conclusion of the summer II and III sessions. These candidates are being cleared by the office of records and registration. The faculty will review and approve the attached tentative list of 84 graduates prior to the conferring of these degrees and certificates.

**Purpose:** To enable eligible students to graduate

**Timeline:** Effective August 26, 2006. This is the expected date for the clearing of all summer II and III candidates for graduation.

### **Recommendation**

It is requested that the board of trustees approve the list of proposed graduates for summer II and III, 2006 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  
Summer II and III, 2006**

**Associate of Arts Degree**

**Anthropology**

Terra D. Russom  
Alex Z. Sabra

**Art**

Jillian Jacqueline Roberts  
Erin I. Travis  
Anthony Raymond Tringali

**Business Administration**

Buthekile Kelley  
Sandra Stankeviciute  
Tanya Swire

**Criminal Justice**

Chi. M. Cheng  
Matthew Alan Johnson  
Fred Pewu Mulbah  
Jason Manuel Vidal

**General Studies**

Shannon Kelly Ashley  
Alena Rosanna Gonzalez  
Kyle H. Johnson  
Paul L. Nguyen  
Kirpal N. Sukumar  
Saundreyah Ebonette Williams

**General Studies – Business  
Technology**

Jeffrey A. Borakove  
Nikki Lynn Corder  
Evan Andrew Costello  
Christine Walker

Diana R. Whelan

**Liberal Arts**

Jason Manuel Vidal

**Music**

Richard L. Bodden  
Amy June Longballa Rifenberg

**Nursing**

Adeola Yetunde Adebusoye  
Foluke Olufunbi Ajuwon  
Mary Morgan Arnett  
Christopher Michael Collier  
Teri L. Deuel  
Margaret Marie Emrich  
Kari A. Filipowicz  
Inenyo Oluranti-Clara Francis  
Caryn Louise Giltrud  
Erin Elizabeth Hammes  
Fiona Nzole Mbulle  
Kerry Lynn McPherson  
Erin Riedy Meehan  
Michelle Ann Morick  
Mary Alexis Anastasia Mullenholz  
Thang Za Mung  
Rochelle A. Newsome  
Olufunmilayo Olufolakemi Olugbode  
David Radziewicz  
Ilyse B. Reid  
Minette Carmen C. Santos  
Jillian Melissa Smith

## **Psychology**

Stephen D. Hepple

## **Social Sciences**

Angela Beth Taube-Wise

## **Associate of Applied Science Degree**

### **Early Childhood Education**

Amy Elizabeth Van Sant

## **Associate of Applied Science Degree**

### **Cardiovascular Technology**

Cassandra B. Stephens

### **Computer Support Technology**

Bryan L. Robinson  
Matthew W. Shulse

## **Certificate of Proficiency**

### **Cardiac Monitoring and Analysis**

Annet Anita Mwalui

### **Graphic Design**

Allison Lynette Davis

### **Licensed Practical Nursing**

Candice Marie Arauzo  
Patricia Nicole Balko  
Christina Renee Boyd  
Harriet Agyeiwaa Britwum  
Bernette R. Brooks  
Simone Monique Byrd  
Nancy L. Cavallaro  
Thandi L. Forbes  
Tamelle Louise Hammond  
Shontay Nicole Hayes

Renata F. James-Rollins  
Angela V. Keyes  
Tamiko Melody Leverette  
Clarenth Junique Miles  
Beatrice Ann Neitzey  
Sandra Ann Nicholas  
Solange A. Nju  
Ijeoma U. Onukwugha  
Austrania Cheronetta Patterson  
Barbara Ann Potter  
Kathleen Elizabeth Reightler  
Melissa Gwynne Shrader  
Kelli B. Smith  
Anne K. Weisweaver  
Kimberly A. Wells

### **Network Security Administration**

Peter F. Alexander  
Martin K. Lee

## 15 - Paper for Print Shop Copiers

**Background:** Annually, the college spends approximately \$60,000 on paper for printing. Wherever possible, the college procures paper from XPEDX, which is a supplier under Howard County Contract M3104. However, XPEDX does not supply a higher-grade paper required for the efficient operation of our high-speed digital OCE copiers. After testing several different paper brands, the print shop has determined that the *Navigator* brand paper works best with the OCE copiers, resulting in less waste due to paper misfeeds.

In July 2006, the college issued an invitation to solicit price quotes for the *Navigator* brand paper. The invitation to bid was published in the local paper and sent to six paper distributors. Only the Unisource Corporation responded. Unisource offers the following competitive pricing:

Navigator Brand Type 1: \$31 per carton  
Navigator Brand Type 2: \$32.50 per carton

**Purpose:** To obtain approval to purchase copy paper from Unisource Corporation.

**Timeline:** The contract period is for one year with an option for two additional years.

### **Recommendation:**

It is requested that the board of trustees approve:

**Amount:** \$45,000 (annual expenditure)

**Vendor:** Unisource Corporation

**Source of funds:** FY07 Operating Budget with yearly board endorsement

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

## **16 – 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. All reclassifications that went into effect as of July 1, 2006, are part of the FY07 budget process.

**Purpose:** To approve new hires.

**Timeline:** New hires from the period of May 15, 2006, through September 18, 2006.

**Recommendation:**

The administration requests that the board of trustees approve:

**Item:** List of new hires.

**Source of funds:** The position and/or the funds are in the FY07 budget as approved by the board at its August 23, 2006, meeting.

**Compliance:** This request is in compliance with college procedure, Selection of Faculty and Staff – 63.02.03, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.

Howard Community College  
**PROPOSED NEW HIRES**  
**For August 2006 Board Meeting**

**BUDGETED HIRES (Position Control Positions)<sup>1</sup>**

**May 2006**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Executive Director of Capital Projects and Facilities	Plant Operations	Existing Position Replacement	17	\$70,701-\$113,121	\$80,000	Nightingale, Charles <sup>4</sup>	5/22/06
Inventory/Finance Coordinator	Finance	Existing Position Replacement	8	\$32,333-\$51,733	\$35,000	Weems, Terry	5/15/06

**June 2006**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Research Associate	Planning, Research & Organizational	Existing Position Replacement	12	\$45,778-\$73,245	\$45,778	Mellies, Carie	6/05/06
Admissions & Advising Information Specialist (Transfer Advising & Articulation)	Admissions & Advising	Existing Position Replacement	8	\$32,333-\$51,733	\$32,333	Ryan, Kimberly	6/06/06

**July 2006**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Sales Manager	Belmont Conference Center	Existing Position Replacement	10	\$38,473-\$61,556	\$38,473*	Newhouse, Julie <sup>4</sup>	7/01/06
Production Manager	Arts & Humanities	Existing Position Replacement	12	\$45,778-\$73,245	\$50,000	Crawford, Brett	7/01/06
Basic Skills Data Entry & Registration Assistant	Continuing Education	(Temporary with Benefits) New Position	6	\$27,173-\$43,477	\$27,173	Swick, Rebecca	7/05/06
Continuing Education Assistant	Continuing Education	Existing Position Replacement	6	\$27,173-\$43,477	\$27,173	Eichhorn, Ruth	7/17/06
Coordinator, Silas Craft Collegians Program	Academic Affairs	(Temporary with Benefits) Existing Position	12	\$45,778-\$73,245	\$45,778	Nada, Nuzhat	7/17/06
Materials Handling Clerk (20 hours)	Plant Operations	Existing Position Replacement	4	\$24,367-\$38,983	\$12,183	Durham, Cermontine <sup>l</sup>	7/24/06
Office Associate IV	Math & Distancing Learning	Existing Position Replacement	6	\$27,173-\$43,477	\$27,173	Beachum, Yvonne	7/31/06

\*Commission Plan Employee

<sup>1</sup> Position Control position hires are those employees hired who are budgeted employees of the core workforce.

<sup>2</sup> Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee's salary may reflect part-time or ten-month employment.

<sup>3</sup> Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.

<sup>4</sup> Current employee of the core workforce who successfully competed for a vacant position within the college.

<sup>5</sup> Full Time, 10 month position

**Howard Community College**  
**PROPOSED NEW HIRES**  
**For August 2006 Board Meeting**

**August 2006**

<b>Title</b>	<b>Department</b>	<b>Position Control Status</b>	<b>Grade</b>	<b>Range for Grade<sup>3</sup></b>	<b>Compensation<sup>2</sup></b>	<b>Name</b>	<b>Effective Date</b>
Wellness Coordinator <sup>5</sup>	Student Life	New Position	12	\$45,778-\$73,245	\$43,000	Rupp, Tara	8/01/06
Continuing Education/Workforce Development Child Care Specialist (26 hours)	Continuing Education	(Temporary with Benefits) New Position	12	\$45,778-\$73,245	\$31,745	Navarro, Kristen	8/01/06
Public Services Librarian/Assistant Director of the Library	Teaching & Learning Services	Existing Position Replacement	13	\$49,936-\$79,897	\$49,936	Krug, Amy	8/02/06
Assistant Professor, Art; Director, Art Gallery	Arts & Humanities	New Position	Asst. Prof. (10 month)	\$43,058-\$61,844	\$54,000	Bafford, Rebecca	8/07/06
Instructor, Nursing	Health Science	Existing Position Replacement	Instructor (10 month)	\$39,030-\$53,972	\$55,530	Reynolds, Frances	8/07/06
Assistant Professor, English	English/World Languages	New Position	Asst. Prof. (10 month)	\$43,058-\$61,844	\$53,784	Conn, Alice	8/07/06
Assistant Professor, Chemistry	Science & Technology	New Position	Asst. Prof. (10 month)	\$43,058-\$61,844	\$49,058	Morgan, Susan	8/07/06
Instructor, Dance and Theatre; Coordinator of Dance	Arts & Humanities	New Position	Instructor (10 month)	\$39,030-\$53,972	\$41,280	Male, Jennifer	8/07/06
Assistant Professor, Accounting	Business & Computers	Existing Position Replacement	Asst. Prof. (10 month)	\$43,058-\$61,844	\$55,808	Vermeer, Beth	8/07/06
Instructor, Mathematics	Mathematics	New Position	Instructor (10 month)	\$39,030-\$53,972	\$47,280	Torcaso, Caroline	8/07/06
Instructor, Mathematics	Mathematics	New Position	Instructor (10 month)	\$39,030-\$53,972	\$41,280	Berkley, Darrin	8/07/06
Instructor, English	English/World Languages	New Position	Instructor (10 month)	\$39,030-\$53,972	\$41,178	O'Roark, Jeremy	8/07/06
Instructor, English	English/World Languages	New Position	Instructor (10 month)	\$39,030-\$53,972	\$41,553	May, Ryna	8/07/06
Assistant Professor, English	English/World Languages	New Position	Asst. Prof. (10 month)	\$43,058-\$61,844	\$46,058	York, Aimee	8/07/06
Assistant Professor, English	English/World Languages	Existing Position Replacement	Asst. Prof. (10 month)	\$43,058-\$61,844	\$47,766	Wood, Angela	8/07/06
ESL Instructor <sup>5</sup>	Continuing Education	(Temporary with Benefits) New Position	11	\$41,967-\$67,147	\$35,376	French, Sandra	8/15/06
ESL Instructor <sup>5</sup>	Continuing Education	(Temporary with Benefits) New Position	11	\$41,967-\$67,147	\$35,376	Leite, Katherine	8/15/06
Research Associate	Planning, Research & Development	Existing Position Replacement	12	\$45,778-\$73,245	\$45,778	Srivastava, Nidhi	8/15/06

<sup>1</sup> Position Control position hires are those employees hired who are budgeted employees of the core workforce.

<sup>2</sup> Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee's salary may reflect part-time or ten-month employment.

<sup>3</sup> Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.

<sup>4</sup> Current employee of the core workforce who successfully competed for a vacant position within the college.

<sup>5</sup> Full Time, 10 month position

Howard Community College  
**PROPOSED NEW HIRES**  
**For August 2006 Board Meeting**

**August 2006 (Continued)**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
ESL Instructor <sup>5</sup>	Continuing Education	(Temporary with Benefits) New Position	11	\$41,967-\$67,147	\$35,376	Stato, Joanne	8/15/06
Educational Technology/Computer Technician	Educational Technology	Existing Position Replacement	8	\$32,333-\$51,733	\$32,333	Yerrid, Brandon	8/16/06
Personal Counselor (20 hours)	Counseling & Career Service	(Temporary with Benefits) Existing Position	13	\$49,936-\$79,897	\$26,632	Freedman, Rachel	8/28/06
Interim Instructor, Nursing*	Health Science	(Temporary with Benefits) New Position	Instructor (10 month)	\$39,030-\$53,972	\$24,000	Nichols, Ellen	8/07/06

\*Fall semester only

**September 2006**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Programmer/Analyst	Administrative Information System	Existing Position Replacement	11	\$41,967-\$67,147	\$50,000	Egan, Carol <sup>4</sup>	9/18/06

<sup>1</sup> Position Control position hires are those employees hired who are budgeted employees of the core workforce.

<sup>2</sup> Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee's salary may reflect part-time or ten-month employment.

<sup>3</sup> Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.

<sup>4</sup> Current employee of the core workforce who successfully competed for a vacant position within the college.

<sup>5</sup> Full Time, 10 month position

## **17 – Grants and Scholarships**

**Background:** The board of trustees' policies gives the board authority to “apply for and accept any gift or grant from the federal government or any other person.” Every six months (August and February), the administration will bring grants awarded to the college to the board of trustees for its approval.

**Purpose:** To obtain board of trustees' approval for all grants and scholarships received from January through June 2006.

**Timeline:** January – June 2006

**Recommendation:**

The administration requests that the board of trustees approve the receipt of grants and scholarships:

<b>Amount:</b>	Grants (Competitive Only):	\$530,806 (detail follows)
	Scholarships:	\$128,571.62 (detail follows)

**Compliance:** This request is in compliance with board policy: governance process – board's role, #8.



# Howard Community College Educational Foundation, Inc.

## Scholarship Support January through June 2006

2002 Grand Prix Chair Scholarship	750.00
Thomas H. Akins/Gallerie Elan Endowment	687.00
Honeywell (Allied Signal) Endowment	1,165.00
Almira Hart Lincoln Phelps Endowment	431.00
Alva S. Baker, Jr. Endowment	1,384.00
American Business Women's Scholarship	250.00
Brasher Endowment	102.00
Carvell Photography Endowment	472.02
Citizen's National Bank Scholarship	2,599.99
Columbia Association Endowment	316.00
Columbia Patuxent Rotary Club Endowment	212.00
Dr. Delroy L. Cornick, Sr. Endowment	213.36
Delta Sigma Theta Scholarship Endowment	486.00
Directors Endowment	985.00
Edith and Roe Burrill Endowment	236.00
Ellen M. Cherry-Delawder Memorial Scholarship Endowment	367.00
Ellicott City Kiwanis Club Endowment	426.00
Ellicott City Lions Club - Athletics	2,247.00
Ellicott City Lions Club - Business	8,594.36
Emerson and Celonia Walden Endowment	321.00
Eugene Weiss Endowment	352.00
Evelyn and J.P. Bolduc Scholarship Endowment	5,016.00
FACTS Tuition Scholarship	250.00
General Endowment	7,261.00
General Endowment - Credit Free	4,687.00
General Endowment - Includes Turkey Trip	4,520.00
Gerson L. and Frances P. Weinstein Endowment	1,500.00
Grand Prix - Rouse Scholars	11,238.50
Grand Prix - Silas Craft Scholarship	11,752.00
Grand Prix - Credit Free	317.50
Hallinan Nursing Scholarship	600.00
The Hans Marchand Endowment	518.00
Harkins Builders Scholarship	876.00
HCC Follies Book Fund	2,615.74
HCCEF Trustees Endowment	704.00
Horowitz Endowment	1,250.00
Howard County Medical Society Endowment	230.00
International Studies Endowment	572.00
Iran Thweatt Endowment	107.00
James and Lillian Clark Endowment	506.00
James W. Rouse Scholarship Endowment	2,476.00
Jamie S. Ball Endowment	748.00
Jeanne Yudkin Endowment	102.00
Jeffrey Taylor Memorial Endowment	120.00
Jim and Patty Rouse Charitable Foundation	6,375.00
John Leidy Foundation Scholarship	550.00
John G. Monteabaro Endowment	968.00
John W. Sundstrom Endowment	216.00
Johns Hopkins Bio.Med.Eng.Tech. Endowment	695.00

# Howard Community College Educational Foundation, Inc.

## Scholarship Support January through June 2006

Kevin L. Francis Endowment	195.00
Kids on Campus	979.00
L. Earl & Mary T. Armiger Endowment	327.00
Leadership Howard County Endowment	1,161.00
Leola Dorsey Endowment	178.00
K. L. Lim/Co. John F. Twombly Memorial Endowment	277.00
Livieratos International Endowment	500.00
Lockheed Martin Scholarship	400.00
William T. Manning Endowment	201.00
Marion Durkan Memorial Endowment	599.40
Mary and Kingdon Gould Endowment	352.00
Mathew J. Mihelcic Endowment	360.00
McCuan Family Trust Endowment	1,254.00
Meghan Coker Endowment	110.00
Mildred Casway Endowment	132.00
National Assoc. Negro Business & Prof. Women Endowment	200.00
Paul E. Reynolds Endowment	144.00
Phi Theta Kappa Endowment	346.00
Purvin Art Scholarship	500.00
Real Estate Endowment	238.50
Riparius Construction Scholarship	2,100.00
Roger & Patty Caplan/Faye Miller Teacher Education Scholarship	400.00
Rosann Smith Simberloff Endowment	298.00
Rosie Mae Bumphus Scholarship Endowment	294.00
Rotary Club of Columbia - Patuxent	1,750.00
Rotary Club of Columbia Scholarship	1,150.00
Ruth Keeton Endowment	1,258.00
Sandy Spring Bank Scholarship	3,500.00
Schulte Travel Scholarship	8,000.00
Science, Math, Engineering, Technology Endowment	541.00
Security Development Corporation Endowment	108.00
Silas Craft Collegians Endowment	2,078.00
Sophia Jackson Endowment	839.25
Study Abroad Scholarship	2,274.00
Sun for Howard County Literacy Endowment	417.00
The Links, Inc. Scholarship Endowment	606.00
To Assist with Alternative Student Break Costs for 2006 Trip	1,260.00
Virginia Worthington Schardt Endowment	751.00
Wachovia Scholarship	250.00
Walter and Caroline Eng Nursing/ Nursing Scholarship	1,250.00
William T. Mannin Endowment	248.00
Williams Endowment	210.00
Women's Giving Circle	1,168.00
Total Scholarships	<u>128,571.62</u>

## 18 - Donor Signage for the Horowitz Visual and Performing Arts Center

**Background:** When the price for the Peter and Elizabeth Horowitz Visual and Performing Arts Center signage was determined as part of the Guaranteed Maximum Price (GMP), it was priced as regular signage similar to the signage in the English, languages, and business (ELB) building. However, because many of the spaces in the building were gifts from donors, the administration knew that additional signage would need to be specified that designated the donor and the room. After several meetings between the administration, the architects, and Riparius, the final signs were selected. The signs have a wood laminate backing and are 20" high and 14" wide. The plaque where the donor information is written is 10" high and 12" wide. The donor or benefactor information is on glass that is attached to the sign with a metallic backing. The base GMP had \$26,175 for signage. However, with the special donor signs the total cost is \$76,475 - an additional amount of \$50,300. Additional funds were allocated at year end to cover this cost.

**Purpose:** To obtain approval for donor signage

**Location:** Peter and Elizabeth Horowitz Visual and Performing Arts Center

**Timeline:** The signage will be ordered as soon as possible.

**Specifications:** The signs have a wood laminate backing and are 20" high and 14" wide. The plaque where the donor information is written is 10" high and 12" wide. The donor or benefactor information is on glass which is attached to the sign with a metallic backing.

### Recommendation

It is requested that the board of trustees approve the donor signage cost:

**Amount:** \$50,300

**Vendor:** Riparius Construction, Inc.

**Source of funds:** FY06 year end funds allocated to the Horowitz Visual and Performing Arts Center

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