



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

January 30, 2008
The Rouse Company Foundation Student Services
Hall – RCF-400 – 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...

Be Servant Leaders

"The difference manifests itself in the care taken by the servant-first to make sure that other people's highest priority needs are being served." ~ Robert K. Greenleaf



HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Board of Trustees
Advanced Consent Agenda**

January 30, 2008

**The Rouse Company Foundation Student Services Hall
RCF-400**

1. **Proposed New Hires**
2. **College-wide Compensation Study**
3. **Nursing Supplies**
4. **Purchase of Audiovisual Projection Systems for The Rouse Company Foundation Student Services Hall**
5. **Science and Technology Building Lower Level Renovation Furniture for Lab "A", Lab "B," and Prep-room Change Order 2**
6. **IBM Servers Emergency Purchase**
7. **Purchasing Emergency Messaging Clocks**
8. **Shuttle Service Expenses**
9. **Furniture and Equipment for McCuan Hall and Smith Theatre**
10. **Increase to Spending Allowance for Janitorial Supplies**
11. **Increase in Spending Allowance for Landscaping Management Services Miscellaneous Items**
12. **English as a Second Language / English Language Institute Class Materials**

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 November 27, 2007, through January 3, 2008

◆————— 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 FY08 budget as approved by the board at its April 25, 2007, 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 January 2008 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

December 2007

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Server Administrator	User/Network Services	New Position	11	\$46,017-\$73,627	\$48,283	Eldridge, Bobby ⁴	12/17/07
Campus Community Mediation Program Coordinator (20 Hours)	Mediation & Conflict Resolution Center	Grant Funded New Position	11	\$46,017-\$73,627	\$24,397	Gilbert, Dennis	12/17/07
Instructor, Theatre	Arts and Humanities	New Position	Instructor (10 month)	\$42,152-\$58,290	\$47,402	Haag, Andrew	12/17/07

January 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Painter	Plant Operations	Existing Position Replacement	6	\$31,466-\$50,342	\$31,466	Boswell, Christopher ⁴	1/02/08
Lead Housekeeper	Plant Operations	Existing Position Replacement	5	\$28,794-\$46,061	\$29,107	Davis, Kimberly ⁴	1/02/08
Continuing Education Child Care & Special Projects Specialist	Continuing Education	Grant Funded Temporary with Benefits New Position	12	\$50,296-\$80,474	\$50,296	Navarro, Kristin ⁴	1/02/08
ESL Instructor ⁵	Continuing Education	Grant Funded Temporary with Benefits New Position	11	\$46,017-\$73,627	\$38,792	Gerber, Gretchen	1/07/08

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

² 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.

³ 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.

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

⁵ Full time, 10 month position.

2 – College-wide Compensation Study

Background: Howard Community College’s administration receives salary and benefits recommendations from two primary sources:

- Compensation studies conducted through the office of human resources and with support of private consultants, as appropriate.
- Recommendations submitted by HCC’s salary and benefits committee

College-wide Compensation Study

At its February 28, 2007, meeting, the board of trustees approved the hire of Hendricks & Associates, Inc. to conduct a college-wide compensation study in coordination with the college’s office of human resources. The project began in May 2007 and was completed by late fall of 2007. At the November 28, 2007, closed session of the board, Charles Hendricks met with the trustees and presented his findings. At the January 30, 2008, board meeting, the trustees will consider approval of the final Hendricks study recommendations. The study will be released to the college community following the January 30, 2008, board meeting. Implementation will take place on July 1, 2008.

Within the report, three primary areas impact the budget. They are the new faculty and staff salary ranges, the “Proposed Staff Grade Assignments,” and the recommendations related to implementation of the report. The administration recommends support of the new salary ranges and proposed staff grade adjustments, effective July 1, 2008. Based on the proposed salary ranges there are currently 109 employees below the minimum of their revised grades. If implemented in FY09 and based on the budgeted merit in the FY09 proposed budget, the cost to raise these individuals to the minimum in FY09 will be \$74,791.

If individuals are brought to the minimum, employees increasing one grade would receive the FY09 average merit increase and be increased to the new salary range if necessary. This change is appropriate since the college is going from a 19 to a 20 grade system, which is causing many positions to go up one grade. However, the administration is recommending that staff increasing more than one grade be eligible for an increase of five percent per grade above the first grade increase, which is consistent with the current staff promotion procedure. For example, a staff member increasing two or more grades would not get an increase for the first grade increase since that is in essence integrating with the new salary scale but would get a five percent increase for each grade increase thereafter plus average merit. Faculty would continue to be eligible for promotion in accordance with normal procedures so the implementation recommendations do not impact faculty.

The implementation process for the last college-wide compensation study, effective July 1, 1999, was to fully implement the study the first year, which is also recommended for this study. However, during the FY99 study, employees were just brought to the new salary range minimum plus provided average merit. If there was a multiple grade increase, the employee's salary was only brought to the new salary range minimum and provided a merit increase. Faculty still received pay increases above merit due to promotions. This past method of implementation contributed to staff salaries falling farther behind the market than faculty salaries. The report considers current staff salaries to be approximately 19 percent below market levels and current faculty salaries to be approximately 4 percent below market levels. The cost to implement this phasing for employees increasing more than one grade is estimated to be \$130,850.

The administration had received similar data in the past and chose to keep the average merit award process the same for faculty and staff. The administration continues to plan to keep average merit awards the same for faculty and staff. The administration needs to support staff rising more than one grade with a pay increase since duties have increased and position descriptions have changed. Therefore, the college's implementation plan involves retaining equity in staff pay relative to the higher-level responsibilities and in relationship to other staff and the competitiveness of wages to the external market.

The total cost to bring employees to the minimum and to give an additional amount for employees going up more than one grade is \$205,641 and is included in the proposed FY09 budget.

Purpose: To obtain board approval to implement the recommendations from the college-wide compensation study.

Timeline: FY09

Specifications: To implement the Hendricks compensation study in FY09 and to bring individuals below the minimum up to the minimum salary range effective July 1, 2008. In addition, staff increasing more than one grade would be eligible for an increase of five percent per grade above the first grade increase, which is consistent with current staff promotion procedure.

◆———— Recommendation ———◆

The administration requests that the board approve the recommended new salary ranges, effective July 1, 2008, and the approval of the stepped implementation plan (as noted above) for employees below the minimum of the new scale.

Amount: \$205,641

Source of funds: FY09 operating budget

Compliance: This request is in compliance with Board Bylaws, Article II, Responsibilities and Powers of the Board of Trustees, Funds and Maryland Annotated Code, Education, 16-103, Powers of board of trustees.

3 – Nursing Supplies

Background: At its November 28, 2007, meeting, the board of trustees approved nursing department expenditures from Physician’s Sales and Services (PSS) to supply the nursing lab with instructional supplies. However, the total amount requested for approval was inadvertently reported incorrectly at “Not to exceed \$25,000 per year” when it should have read, “Not to exceed \$40,000 per year.” It was reported at the November 28, 2007, meeting that in FY07, because of the growth in the nursing program, expenditures on nursing supplies in the aggregate over the course of the year exceeded \$25,000. In accordance with college policy and in anticipation that purchases would exceed \$25,000 again this year, the nursing department asked three major suppliers to provide quotes on a list of common items ordered each year. According to the price comparison for single packages and the price comparison for the entire annual usage of supplies, PSS offered the lowest pricing.

Purpose: To increase the amount for approved nursing supply expenditures

Location: Health Sciences Division – Main Campus

Timeline: FY08

Specifications: Quotes were requested for 98 core items, historically used for the nursing lab, from three companies – PSS, Moore Medical, and Hopkins Medical. PSS can supply 93 percent of the supplies that are needed, Moore Medical 62 percent, and Hopkins Medical 15 percent. Since Hopkins can only supply a small percentage, which cannot meet the supply needs of the nursing laboratory, it was not included in the price comparison.

Moore Medical	\$3,309.52 single	\$15,784.80 yearly*
Physicians Sales and Services	\$2,224.12 single	\$12,209.92 yearly*

*Note: Since Moore Medical can only supply 62 percent of the products that are needed by the department, price comparisons could only be done on those items. Therefore, yearly totals are less than typical annual expenses.

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: Not to exceed \$40,000 per year

Vendor: Physician's Sales and Services

Source of funds: Nursing budget

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

4 – Purchase of Audiovisual Projection Systems for The Rouse Company Foundation Student Services Hall

Background: When needed, the college solicits proposals for design, purchase, and installation of audiovisual (AV) equipment and systems for various classrooms, labs, and meeting rooms throughout the campus. The college's current audiovisual vendor, CCS Presentation Systems, is one of the college's preferred AV vendors, because of its excellent service record and its certification with the Educational and Institutional Cooperative Purchasing, of which the college is a member. This membership provides lower costs for higher education since it can piggyback on solicitations made by the Educational and Institutional Cooperative Purchasing.

Since July 1, 2007, the college has spent \$18,116 with CCS Presentation Systems for the purchase of college-wide AV equipment. Current FY08 purchases are expected to exceed \$25,000 due to purchases and installations planned for two additional rooms this spring in The Rouse Company Foundation (RCF) Student Services Hall. The AV systems in RCF-243 will support admission and advising transfer information sessions for students, and the system in RCF-214 will support training for all staff involved with budget responsibilities. The college is asking the board of trustees to approve this purchase and installation with CCS Presentation Systems, at a cost not to exceed the total of \$40,000.

- Purpose:** To obtain board approval to purchase audiovisual equipment
- Location:** RCF-243 (transfer center), RCF-214 (finance office conference room), as well as any other unanticipated AV purchases that may be needed from CCS in the spring.
- Timeline:** Fiscal Year 2008
- Specifications:** Initial purchase for projection systems for RCF-243 and RCF-214
- Bids:** College piggyback through the college's membership in Educational and Institutional Cooperative Purchasing.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: Not to exceed \$40,000

Vendor: CCS Presentation Systems

Source of funds: The FY07 capital budget for The Rouse Company Foundation Student Services Hall furniture and equipment.

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

5 – Science and Technology Building Lower Level Renovation Furniture for Lab “A”, Lab “B,” and Prep-room Change Order 2

Background: The college is in the process of constructing two biology laboratories with prep-room located in the science and technology building lower level. The labs require specialized furniture and the college located a vendor who is familiar with providing scientific furniture and equipment. The college procured this equipment through the NAEP contract with Prince George’s Community College from VWR International at a cost of \$127,140.25. This contract was approved by the board of trustees on September 19, 2007. Since then, changes requested by the college were made, resulting in additional costs of \$1,593.74. Change order 1 for \$1,593.74 was approved by the board of trustees on November 28, 2007.

The science and technology department determined the need for an additional sink and fume hood quoted by VWR International at \$718.02 including installation. In order to finish the construction project on time for the spring semester, the administration authorized proceeding with the purchase order.

Purpose: To obtain board approval of change order 2

Location: Science and technology building lower level laboratories

Timeline: Project began September 2007 with completion in January 2008

Specifications: Purchase and installation of a sink and fume hood

Bids: College piggyback through Prince George’s Community College NAEP contract with VWR, International

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$718.02 for change order 2

Vendor: VWR International

Source of funds: Systemic budget

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

6 – IBM Servers Emergency Purchase

Background: The IBM server supporting the college’s administrative computing system experienced performance failure with its data storage system, which disrupted business services to the college community. This server and the backup server were purchased 18 months ago and performed satisfactorily until the recent situation, which was not resolved through campus employee and vendor efforts.

The college made an emergency purchase of new servers to assure continuous and reliable operation of its business services prior to the start of the spring semester. This purchase is in compliance with the college’s purchasing procedure, which states that “In the event of an emergency repair involving an expenditure that exceeds the threshold governing small procurements (and which would normally require a sealed competitive bid), the college, with the verbal approval of the president, may enter into non-competitive negotiation for the immediate procurement of goods or services necessitated by the emergency.” In such situations, the college administration brings the approval request to the board of trustees as a consent item to the following board meeting. In this case, both the chair and vice chair of the board of trustees were contacted on January 2, 2008, to inform them of the server failure and actions being taken.

The servers were purchased through a vendor that participates on Maryland state procurement contracts to provide competitive pricing. The equipment was purchased through the use of funds available in the Innovative Partnerships for Technology (IPT) account. The college’s IPT funds were obtained through participation in a matching grant program with the state. The cost for the technology, software, and services is \$179,935.11. Additional services may be required; therefore, the total amount being requested for approval is \$200,000.

Purpose: To obtain board approval for the emergency replacement of administrative computing servers system

Location: Main campus

Timeline: January 4, 2008

Specifications: IBM p570 server system, software, installation, and maintenance service upgrades

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$200,000

Vendor: Mainline Information Systems

Source of funds: Innovative Partnerships for Technology account

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

7 – Purchasing Emergency Messaging Clocks

Background: The college participates in the National Joint Power Alliance (NJPA), which cooperatively serves all qualifying municipalities and educational agencies in the United States and Canada. Through its combined leverage, NJPA purchasing contracts are competitively bid on the potential national volume. The NJPA is guided by the Uniform Municipal Contracting Law. W.W. Grainger has the contract with NJPA. The administration has been authorized by the board of trustees to piggyback on the NJPA contract with W.W. Grainger for FY08. The college has encumbered \$94,452 for equipment and supplies in FY08.

At this time, the administration has solicited a quote from W.W. Grainger for the purchase of 108 emergency messaging clocks at \$277.50 each for a total of \$29,970. The clocks have the capacity to not just display time, but also to display an emergency marquee programmed from a remote location by either plant operations or public relations. The clocks will also emit beeping sounds to alert persons in the area to look at the display. The clocks will be installed primarily in classrooms throughout the college to provide yet another method to alert students and faculty in case of a campus-wide emergency. The purchase will also serve to replace the clocks that are currently failing.

Purpose: To obtain board approval to purchase 108 emergency message clocks under the NJPA contract for W.W. Grainger

Location: College-wide

Timeline: February 2008

Specifications: Clocks with remote messaging program capability

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$29,970.00

Vendor: W.W. Grainger

Source of funds: Capital budget

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

8 – Shuttle Service Expenses

Background: One of the college's most critical concerns is the campus parking shortage. Even after the completion of the college's first parking garage containing 518 spaces, the college parking deficit remains at 1,576 spaces. With consideration of future infrastructure and campus expansion, the college must address its parking issues before its facility development and renewals. For this reason, the college included the parking garage project in the current capital budget request. Therefore, the FY09 capital budget includes construction funds for the second parking garage of 750 spaces, planned over two phases in FY10 and FY11.

In the meantime, to help alleviate the parking issues on campus, the college is offering shuttle service again this spring semester from The Mall in Columbia to the college's campus. Shuttle services will begin on Monday, January 28, 2008, from 7:00am to 7:00 p.m., Monday through Friday. Past experience with the shuttle showed these services were required during the first eight weeks of the semester. However, the college has the opportunity to extend these services longer into the semester as needed.

Approximately 100 volunteers are being recruited to park at The Mall in Columbia and ride the shuttle to campus. The president's team was asked to provide a specific number of volunteers based on the percentage of employees in their areas. As an incentive, employees were given a \$5 meal voucher for use at the Café on the Quad or the ILB Starbucks for five shuttle rides. In addition, the college is also promoting shuttle use by our student population if they desire this service. In previous years, student usage has varied from 10 percent to almost 25 percent; however, the majority of users is typically college employees. Fliers are being posted around campus and at the welcome centers, and information on the shuttle will appear on the campus monitors as well.

The college's security staff will collect parking statistics to assess parking lot usage and available spaces. Currently, the shuttle is scheduled to run for eight weeks beginning on Monday, January 28 and ending on Friday, March 28, excluding the week of spring break, however, the college has the opportunity to extend services as needed.

The total cost associated with the shuttle is 40 days at \$918 per day for a total of \$36,720. In addition, if 80 percent of the shuttle riders consistently ride for eight weeks and redeem their meal vouchers, the college will incur an additional \$3,200 expense.

Purpose: To obtain board approval for shuttle services during the spring semester 2008

Location: The college's main campus in Columbia, Maryland

Timeline: January 28, 2008 – March 28, 2008

Specifications: To provide shuttle services from The Mall in Columbia to the HCC main campus for employees and students

Bids: The college is procuring these services under Howard County Public School System's (HCPSS) contract. HCPSS competitively bids bus services and maintains contracts with various bus companies on an as-needed basis with the following companies:

Brown's Motor Tours	J.C. Bus Company
Chesapeake Charter	J. King Bus Shuttle Service
Corporate Transportation	Midway Tour and Travel
East Coast Transportation	US Coachways, Inc.
Flester's Bus Service	Woodlawn Motor Coach
Hubers Bus Service	

Quotes for shuttle services were solicited and the companies below responded. Woodlawn provided the lowest rate for the dates and times required.

Service Provider	Quote	Notes
Hubers Bus Service	\$728 per day	Not available all dates that are required
Woodlawn Motor	\$918 per day	Very flexible with ability to extend services as needed
A.S. Tours/Midway	\$918 per day	Extended services not guaranteed
US Coachway, Inc.	\$1,125 per day	

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$36,720 with a not-to-exceed amount of \$55,080

Vendor: Woodlawn Motor Coach, Inc.

Source of funds: FY08 unrestricted budget

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

9 – Furniture and Equipment for McCuan Hall and Smith Theatre

Background: As part of the furnishing and equipping related to the community college capital grant program, all capital projects receiving any percentage of state funding are required to use Maryland Correctional Enterprises (MCE), formerly known as State Use Industries. Under Section 14-103 of the Finance and Procurement Article, Annotated Code of Maryland, state-aided agencies are required to purchase from Maryland Correctional Enterprises all furniture and equipment it can provide. Any items that cannot be purchased through MCE can be obtained through the Baltimore Regional Cooperative Purchasing Contract or through competitive bids and solicited proposals. Due to the nature of this building, the majority of office furniture and equipment can be purchased through MCE; however, equipment related to the television studio and media arts area, will be purchased through a variety of vendors that provide the necessary specialized furniture and equipment. Following is a breakdown of all components of the building for board approval. The total furniture and equipment budget is \$1,580,000 plus \$450,000 for data communications, for a not-to-exceed amount of \$2,030,000.

a. General Furniture for Offices, Classrooms, Labs, and Study Areas

Purpose: To obtain board approval to award furniture purchases

Timeline: To be delivered and installed in FY08 and FY09

Amount: \$570,000

Vendor: Maryland Correctional Enterprises

b. Specialized Furniture - Government Contract

Purpose: To obtain board approval to award specialized furniture purchases not manufactured by MCE including chairs, files, racks, cabinets, podiums, credenzas, folding tables, panels, and shelving to School Specialty, Inc.

Timeline: To be delivered and installed in FY08 and FY09

Amount: \$395,000

Vendor: Vendor(s) authorized on the Baltimore Regional Cooperative Purchasing Contract

c. Specialized Furniture – Non-government Contract

- Purpose:** To obtain board approval to award the specialty items not offered by MCE or on government contract including teaching studios, edit suites, and on-air studios.
- Timeline:** To be delivered and installed in FY08 and FY09
- Amount:** Not to exceed \$385,000
- Vendors:** These vendors include Efron Computerized Studios, Echolab, Avitech, Textronix, Mackie, Avid, Sharp, Sony, Panasonic, and Evertz.

d. IT and AV Equipment

- Purpose:** To obtain board approval to award computers, printers, sound systems, lighting and distribution systems, surveillance cameras, hearing impaired systems, intercom systems, public address system, telephones, and other required audio and visual equipment.
- Timeline:** To be delivered and installed in FY08 and FY09
- Amount:** Not to exceed \$680,000
- Vendors:** Dell, Verizon, CCS, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) Agreement

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the items and vendors listed under categories a-d above. If there are savings realized in one of the categories, the administration also requests approval to reallocate those funds within the furniture and equipment categories provided the total for all furniture and equipment purchases does not exceed \$2,030,000.

Source of funds: FY08 Capital Budget, McCuan Hall and Smith Theatre furniture and equipment

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

10 – Increase to Spending Allowance for Janitorial Supplies

Background: Fitch Co. has the janitorial supply contract with Howard County. The board of trustees approved Howard Community College to piggyback on the contract, which offers paper products that are certified by Green Seal, an independent certification agency for green products. The administration had requested \$30,000 for the contract. Due to the unexpected enrollment increase, the products purchased are depleting faster than estimated. The administration is requesting an increase to the janitorial supply spending allowance for the college contract with Fitch Co. Inc. in the amount of \$25,000.

Purpose: To obtain board approval to increase the spending allowance for the janitorial supply contract

Location: College-wide

Timeline: FY08

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$25,000

Vendor: Fitch Co., Inc.

Source of funds: FY08 operating budget – plant operations account

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

11 – Increase in Spending Allowance for Landscaping Management Services Miscellaneous Items

Background: The current contract for the college's landscaping maintenance services was approved by the board of trustees in April 2007 for \$62,642. In addition to the standard campus-wide maintenance contract, the administration had also stated that additional landscaping items like quad irrigation system repairs, cut and drop dead trees, clearing overgrown areas, etc., may be considered proprietary to the Brickman landscaping contract for FY08. Instead of having to solicit three quotes for items that clearly pertain to landscaping, the administration also requested a separate purchase order not to exceed \$10,000.00. At this time, the administration is requesting an increase of the spending allowance for miscellaneous landscaping items. Due to the severe drought conditions and the Howard County watering restrictions in 2007, the services for watering of shrubs and plantings for the newly established landscaping around the Horowitz Visual and Performing Arts Center, The Rouse Company Foundation Student Services Hall, the pond, and the quad, resulted in additional charges of approximately \$9,000. The administration estimates that \$15,000 in additional charges will accrue for the remainder of FY08 for items like quad sprinkler repairs, tree removal after storms, seasonal flowers in quad planters, and watering in the summer.

Purpose: To obtain board approval to increase the spending allowance of miscellaneous landscaping items by \$15,000 for a total of \$25,000

Location: Campus-wide

Timeline: FY08

Specifications: Watering, tree removal, quad sprinkler repairs, seasonal flowers for planters in quad

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: Increase of \$15,000 for a total of \$25,000

Vendor: Brickman

Source of funds: FY08 operating budget – plant operations account

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

12 – English as a Second Language / English Language Institute Class Materials

Background: Each fiscal year, the office of basic skills establishes a blanket purchase order to Pearson Education to place orders throughout the year for materials used in English as a second language (ESL) and English Language Institute (ELI) classes. Pearson is a major publisher of comprehensive second-language materials and a sole source for a great deal of what ESL/ELI uses. Students purchase all of their textbooks through the office of basic skills department; therefore, any increase in book order costs is offset by student payments for books. The book fees are included along with the registration and tuition expenses. Pearson has already been approved as a sole source provider; however, due to enrollment increases, the college needs to increase the amount of the blanket purchase order from \$23,500 to \$38,500, and requires board approval. The program continues to grow at a rate of approximately 20 percent per year; therefore, the need for additional textbooks increases as well.

Purpose: To obtain board approval to increase the established FY08 blanket purchase order for ESL/ELI materials

Timeline: FY08

Specifications: Texts, workbooks, audio programs, and instructor resources

Bids: Sole source for those materials exclusive to Pearson

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$38,500

Vendor: Pearson Education

Source of funds: FY08 operating budget - continuing education-ELI account

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