



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

February 27, 2008
The Rouse Company Foundation Student
Services Hall - RCF400
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...

Value Employees





**Board of Trustees
Advanced Consent Agenda**

February 27, 2008

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

1. **Proposed New Hires**
2. **Grants and Scholarships**
3. **Colleague Advancement Implementation**
4. **Security Equipment Purchase for Parking Lots B, C, and E**
5. **Security Camera Installation for Parking Lots B, C, and E**
6. **Modular Classroom Lease**
7. **Cooling Tower Refurbishment Contract Additional Work**

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 January 3, 2008, through February 5, 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 February 2008 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

January 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Administrative Office Associate	Continuing Education	Existing Position Replacement	10	\$42,101-\$67,362	\$42,101	Lyon, Gina ⁴	1/16/08
Assistant Professor, Sociology	Social Sciences/Teacher Education	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$50,253	Hailu, Lensa	01/16/08
Career Programs Administrative Associate	Continuing Education	Existing Position Replacement	8	\$35,242-\$56,386	\$35,242	Roberts, Regina	1/22/08
Continuing Education Assistant I-B	Continuing Education	Existing Position Replacement	6	\$29,499-\$47,199	\$29,499	Johnson, Tara	1/24/08
BLS Program Manager (18.75 Hours)	Health Sciences	New Position	12	\$50,296-\$80,474	\$25,144	Cooper, Jon	1/26/08
Managing Director	Arts & Humanities-Rep Stage	Existing Position Replacement	14	\$60,086-\$96,138	\$60,086	Mikeska, Lee	1/28/08

February 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
ESL Program Assistant & Instructor (30 Hours) ⁵	English/World Languages	New Grant-funded position	11	\$46,017-\$73,627	\$31,033	Sharpe, Christine	2/1/08
Materials Handling Clerk	Plant Operations	Existing Position Replacement	4	\$26,330-\$42,136	\$26,330	Kukulies, Zack	2/18/08

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 – Grants and Scholarships

Background: The board of trustees' policies gives the college 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. The February report will also include the entirety of the previous fiscal year's non-competitive grants.

Purpose: To obtain board approval for grants and scholarships

Timeline: July – December 2007 for competitive grants and scholarships
FY07 for non-competitive grants

◆————— Recommendation —————◆

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

Amount: Non-competitive Grants: \$3,770,857.00 (detail follows)
Competitive Grants: \$1,544,021.00 (detail follows)
Scholarships: \$ 146,223.90 (detail follows)

Compliance: This request is in compliance with board policy: Governance Process – Board's Role, #8.

Non-Competitive Grants Awarded - July 1, 2006 - June 30, 2007

Project	Description	Grantor	Project Manager	Amount of Award	Start Date	End Date
English Second Language (ESL) Credit	State funding granted per FTE for English language classes.	Maryland Higher Education Commission	Jean Svacina	\$65,824	7/1/2006	6/30/2007
English Second Language (ESL) NonCredit	State funding granted per FTE for English language classes.	Maryland Higher Education Commission	Becky Lessey / Rebecca Price	\$294,653	7/1/2006	6/30/2007
Perkins/Vocational Education	Support for vocational education and state planning.	Maryland State Department of Education	Janice Marks / Margaret Garroway	\$180,353	7/1/2006	6/30/2007
Supplemental Educational Opportunity Grant (SEOG)	Federal grant funds for students who demonstrate financial need.	U.S. Department of Education	Katherine Allen	\$104,988	7/1/2006	6/30/2007
Federal Work Study	Federal funding to provide jobs for students with financial need.	U.S. Department of Education	Katherine Allen	\$184,092	7/1/2006	6/30/2007
Maryland State Scholarship-Part Time Student Grant	State funding for student scholarships.	Maryland Higher Education Commission	Katherine Allen	\$160,415	7/1/2006	6/30/2007
Pell Grant	Federal grant funds for FY07 for students who demonstrate financial need.	U.S. Department of Education	Katherine Allen	\$2,179,858	7/1/2006	6/30/2007
Pell Grant	Federal grant funds from end of FY06 for students who demonstrate financial need.	U.S. Department of Education	Katherine Allen	\$15,630	7/1/2006	9/30/2007
Academic Competitive Grant	Federal grant funds for FY07 for students who completed a rigorous high school program.	U.S. Department of Education	Katherine Allen	\$7,675	7/1/2006	9/30/2007
Campus-Based Educational Assistance Grant	Maryland State funding for new student scholarships.	Maryland Higher Education Commission	Katherine Allen	\$40,784	7/1/2006	6/30/2007
Maryland State Scholarships	Scholarships are granted to students from various sources (e.g., District 13, Senatorial Group, State Delegates.)	State of Maryland	Katherine Allen	\$536,585	7/1/2006	6/30/2007

Total **\$3,770,857**

Competitive Grants Awarded - July 1, 2007 - December 31, 2007

Project	Description	Grantor	Project Manager	Amount of Award	Start Date	End Date
Rep Stage *	To provide quality theatre for the Columbia community.	Maryland State Arts Council	Michael Stebbins	\$49,591	7/1/2007	6/30/2008
Rep Stage *	To provide quality theatre for the Columbia community.	Howard County Arts Council	Michael Stebbins	\$14,999	7/1/2007	6/30/2008
Child Care Tuition - Community Development Block Grant (CDBG) *	To provide child care tuition for low and moderate income students.	Howard County, Maryland	Kim Pins	\$40,000	7/1/2007	6/30/2008
Child Care Training - Community Development Block Grant (CDBG) *	To provide child care training program for senior staff and group leaders.	Howard County, Maryland	Marilyn Estes	\$63,530	7/1/2007	6/30/2008
Community Outreach - Community Development Block Grant (CDBG) *	For Pinnacle Career Resources, Inc. to provide intensive career coaching, career preparation training and employment referral services.	Howard County, Maryland	Becky Lessey	\$106,180	7/1/2007	6/30/2008
RENEW: A Nursing Career Ladder for Paraprofessionals - Community Development Block Grant (CDBG) *	To establish a RENEW: Nursing Career Ladder for Paraprofessional.	Howard County, Maryland	Genie Wessel	\$137,140	7/1/2007	6/30/2008
Children's Learning Center	Grant to enhance early care and educational studies at community college laboratory child care programs; two-year grant 2007-2009, total amount \$56,876.	Maryland State Department of Education/Office of Child Care	Kim Pins	\$26,402	8/1/2007	7/31/2009
Wellness Center	Grant to expand Wellness Center programs for HCC faculty and staff.	Horizon Foundation	Cindy Peterka	\$10,000	8/1/2007	7/31/2008
Infant and Toddler Direct Services	Two-year grant to provide child care through the CLC and staff development for child care workers through Continuing Education. Two-year grant total \$187,033.	Maryland State Department of Education/Office of Child Care	Marilyn Estes	\$94,941	10/1/2007	9/30/2008
Infant and Toddler Pre-school Pre-service Continuation Grant	Two-year grant to provide infant and toddler and preschool pre-service training as both credit and non-credit courses. Two-year grant total \$126,394.	Maryland State Department of Education/Office of Child Care	Marilyn Estes	\$63,197	7/1/2007	6/30/2009
Howard Community College Lecture and Cultural Series*	To provide guest speakers on various topics to the community (\$75,000 over three years).	Howard Bank	Randy Bengfort	\$25,000	7/1/2005	6/30/2008
Consolidated Adult Education and Literacy Services Continuation Grant	To teach adults the necessary skills for Adult Basic Education, GED and External Diploma.	Maryland State Department of Education	Becky Lessey	\$458,068	7/1/2007	6/30/2008

Competitive Grants Awarded - July 1, 2007 - December 31, 2007

Project	Description	Grantor	Project Manager	Amount of Award	Start Date	End Date
Wellness Center*	To expand the Wellness Center to enhance the academic curriculum of health science programs; three-year grant total is \$60,000.	Kaiser Permanente	Erin Yun	\$15,000	10/1/2007	9/30/2008
Nursing and Allied Health Continuing Education	To provide annual Reproductive Health Update conferences 2006 - 2008 (total grant amount \$63,000).	Maryland Department of Health and Mental Hygiene/Family Health Administration	Kathleen Jones	\$22,000	6/14/2007	6/13/2008
Nursing and Allied Health Continuing Education	Grant to support Epidemiology and Disease Control Prevention Training Programs (three year grant total \$150,000).	Maryland Department of Health and Mental Hygiene/Community Health Administration	Kathleen Jones	\$50,000	7/1/2007	6/30/2008
Student Support Services (TRIO)	Federal program to offer support to developmental students.	U. S. Department of Education	Janice Marks	\$325,734	9/1/2007	8/31/2008
Science and Technology Scholarship Program (S-STEM)	Five-year grant of \$549,272 (8/31/2012) to provide scholarships in computer science, engineering, biological and physical sciences and mathematics in order to expand enrollment, reduce economic barriers and increase student retention and transfer.	National Science Foundation	Dan Friedman	\$6,000	9/15/2007	8/31/2008
Mediation and Conflict Resolution Center	Grant will allow the MCRC to create a campus community mediation program to provide services to staff, faculty and students.	Maryland Mediation and Conflict Resolution Office (MACRO)	Kathy Rockefeller	\$27,000	10/1/2007	9/30/2008
Animal Care Aide*	To develop curriculum and pilot class for an Animal Care Aide course for adults with developmental disabilities.	Howard County Department of Citizen Services - Community Service partnership/Human Service Master Plan	Becky Lessey	\$9,239	12/1/2007	11/30/2008

Foundation Grants* \$470,679

College Grants \$1,073,342

TOTAL \$1,544,021

* Funds granted to HCC Educational Foundation, Inc.
All other funds granted to HCC

Howard Community College Educational Foundation Scholarships

Paid to

Howard Community College
July 1, 2007 - December 31, 2007

Almira Hart Lincoln Phelps Endowment	\$	1,500.00
Alumni & Friends Endowment	\$	721.00
Anonymous Nursing Scholarship	\$	2,046.40
Bruno Family Scholarship Fund	\$	700.00
Bruno Women's Studies Scholarship	\$	2,824.00
Camberley Homes Scholarship	\$	625.00
Cardoni Waddell Scholarship	\$	625.00
Carroll-Howard Association of Insurance & Financial Advisors Scholarship	\$	125.00
Colosseum Gym and Fitness Endowment Fund	\$	322.00
Columbia Association Endowment	\$	207.00
Columbia Flier Scholarship	\$	625.00
Columbia Patuxent Rotary Club Endowment	\$	354.00
Columbia Town Center Rotary Endowment	\$	500.00
Corridor Reznick, LLC Commercial Real Estate Scholarship	\$	1,000.00
Cross Country Settlements, LLC Scholarship	\$	625.00
Delta Sigma Theta Endowment	\$	325.00
Design Collective Scholarship	\$	2,225.00
Directors Endowment Fund	\$	862.00
Dorothy A. and Alva S. Baker, Jr. Endowment	\$	1,081.00
Dr. Delroy L. Cornick, Sr. Endowment	\$	272.00
Edith and Roe Burrill Endowment	\$	156.00
Ellicott City Kiwanis Club Endowment	\$	465.00
Ellicott City Lions Club Scholarship - Athletics	\$	3,700.00
Emerson and Celonia Walden Endowment	\$	432.00
Environmental Endowment	\$	309.00
Eugene Weiss Endowment	\$	470.00
Eyelyn and J.P. Bolduc Endowment	\$	6,776.00
General Endowment	\$	9,100.00
Gill Properties Scholarship	\$	1,250.00
Grand Prix - Rouse Scholars	\$	11,740.00
Grand Prix - Silas Craft Collegians	\$	12,228.00
Greenebaum and Rose Associates Scholarship	\$	1,500.00
Harkins Builders Scholarship	\$	2,500.00
HCC Trustees' Endowment	\$	969.00
Hoerichs Memorial Nursing Scholarship (in Honor of Alta Marie)	\$	5,000.00
Honeywell Endowment Fund	\$	1,500.00
Horowitz Endowment	\$	2,564.00
Howard County Medical Society Endowment	\$	310.00
International Studies Endowment	\$	1,026.00
Iran Thweatt Endowment	\$	145.00
James and Lillian Clark Endowment	\$	1,655.00
James W. Rouse Scholars Endowment	\$	4,534.00
Jamie S. Ball Endowment	\$	532.00
Jeanne Yudkin Endowment	\$	45.00
Jeffrey Taylor Memorial Endowment	\$	338.00
Jim & Patty Charitable Rouse Charitable Foundation Scholarship	\$	8,225.00
John G. Monteabaro Endowment	\$	767.00
John J. Leidy Foundation Scholarship	\$	1,100.00
John W. Sundstrom Endowment	\$	145.00
Joseph A. Hood Scholarship	\$	500.00

Howard Community College Educational Foundation Scholarships

Paid to

Howard Community College July 1, 2007 - December 31, 2007

K.L. Lim/Col. John F. Twombly Memorial Endowment	\$	1,071.00
Kevin L. Francis Endowment	\$	132.00
L. Earl and Mary T. Armiger Endowment	\$	844.50
L. Todd Allen Human Resource Management	\$	250.00
Leadership Howard County Endowment	\$	792.00
Legg Mason Investment Counsel Scholarship	\$	625.00
Leola Dorsey Endowment	\$	120.00
Livieratos International Endowment	\$	750.00
Lockheed Martin IT Scholarship	\$	2,250.00
M. Nelson Barnes & Sons, Inc. Scholarship	\$	625.00
Marie K. Kittelberger Endowment	\$	1,025.50
Marion Durkan Memorial Endowment	\$	600.00
Mary and Kingdon Gould Endowment	\$	475.00
Mathew Mihelcic Endowment	\$	810.00
McCuan Family Foundation Endowment	\$	6,179.00
Meghan Coker Endowment	\$	303.00
Mildred Casway Endowment	\$	438.00
Nancy Adams Personnel Scholarship	\$	500.00
National Association of Negro Business and Professional Women's Endowment	\$	357.50
Nick and Mary Mangione Hospitality Scholarship	\$	2,575.00
Paul E. Reynolds Endowment	\$	246.00
Pearson Custom Publishing Textbook Scholarship	\$	500.00
Phi Theta Kappa Endowment	\$	234.00
PNC Bank Scholarship	\$	1,750.00
Riparius Construction Scholarship	\$	1,875.00
Rosann Smith Simberloff Endowment	\$	493.00
Rosie Mae Bumphus Endowment	\$	397.00
Rotary Club of Columbia, Inc. Scholarship	\$	1,750.00
Rotary Club of Columbia-Patuxent Scholarship	\$	1,750.00
Ruth Keeton Endowment	\$	1,001.00
Ryland Homes Scholarship	\$	1,750.00
Science/Math/Engineering/Technology Endowment	\$	555.00
Security Development Corporation Endowment	\$	142.00
Silas Craft Collegians Endowment	\$	5,202.00
Student Life Endowment	\$	329.00
Sun for Howard County Literacy Endowment	\$	300.00
The Hans Marchand Endowment	\$	1,770.00
The K Bank Power of EduKation Fund Scholarship	\$	625.00
The Links, Inc. Scholarship Endowment	\$	439.00
Verizon "Technology that Touches Lives" Scholarship	\$	1,750.00
Virginia Worthington Schardt Endowment	\$	586.00
Wachovia Scholarship	\$	3,500.00
Walter and Caroline Eng Nursing Scholarship	\$	500.00
William T. Manning Endowment	\$	189.00
Williams Endowment	\$	323.00
	\$	146,223.90

3 – Colleague Advancement Implementation

Background: The college uses the Datatel Colleague computer system for its administrative computing requirements. Colleague is a consolidated database system that manages the campus' business processes, student records, and human resources. Datatel has released a new product that will manage and consolidate the campus foundation business activities and the processing of gifts. The new product is called Colleague Advancement, which will allow various offices involved with fundraising and advancement activities to further automate and coordinate communication management, financial transactions, administrative reports, and database management. Currently, these activities are being completed on multiple databases and management systems. The Colleague Advancement software licenses were purchased in December 2007, as part of the yearly Administrative Software Service Agreement contract consent item approved by the board at its April 25, 2007, meeting. Datatel is a sole source provider for its products and the cost for implementation includes installing the product, transferring existing data, consulting, and training of college staff.

Purpose: To obtain board approval to purchase Datatel services for the implementation of Colleague Advancement

Timeline: Implementation starting March 2008

Specifications: Purchase of Datatel support services for Colleague Advancement implementation and training

Bids: Sole source purchase

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$164,800

Vendor: Datatel, Inc.

Source of funds: Information Technology accounts

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

4 – Security Equipment Purchase for Parking Lots B, C, and E

Background: To enhance security on campus, the administration had developed a phased campus-wide security camera system installation project beginning in March 2006. The board of trustees approved phase I of the project, which included purchase and installation of security cameras and digital video recorders (DVR's), for parking lot "I." Phase I also included equipment for the Children's Learning Center, the athletic and fitness center, the Hickory Ridge building, McCuan Hall, the science and technology building, the nursing building, the student activities building, Clark Library and Duncan Hall. Phase I was funded by the FY06 systemic budget and was approved by the board for \$200,546.57 on March 22, 2006.

Phase II included the purchase and installation of the camera system for parking lot "A." Phase II, parking lot "A," was funded by the FY07 systemic budget and was approved by the board on December 12, 2006, for \$129,500.

To continue the security camera project for lots "B," "C," and "E," the administration advertised two bids in January 2008 – one for the equipment and another for the installation of the equipment. TAC-Critical, Inc. submitted the lowest bid for the equipment at \$115,087.56 and Cutting Edge Builders, Inc, D.B.A. Sirius Systems, submitted the lowest bid for the installation at \$98,600.

This consent item is for approval of the equipment purchase. The consent item for the installation is being submitted as a separate write-up (Consent Item 6).

Purpose: To obtain board approval for the continuance of the security camera project by approving an equipment purchase contract

Location: Parking lots "B," "C," and "E"

Timeline: Installation to begin March 2008

Specifications: Equipment for digital fiber security cameras

Bids:

Vendor Name	LUMP SUM
SigNet Technologies, Inc.	\$134,178.61
SST-Security Services and Technologies	\$119,994.16
TAC-Capital, Inc.	\$115,087.56
Unilux Ltd.	\$129,617.13

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$115,087.56

Vendor: TAC-Capital, Inc.

Source of funds: FY08 systemic budget

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

5 – Security Camera Installation for Parking Lots B, C, and E

Background: To enhance security on campus, the administration had developed a phased campus-wide security camera system installation project beginning in March 2006. The board of trustees approved phase I of the project, which included purchase and installation of security cameras and digital video recorders (DVR's), for parking lot "I." Phase I also included equipment for the Children's Learning Center, the athletic and fitness center, the Hickory Ridge building, McCuan Hall, the science and technology building, the nursing building, the student activities building, Clark Library and Duncan Hall. Phase I was funded by the FY06 systemic budget and was approved by the board for \$200,546.57 on March 22, 2006.

Phase II included the purchase and installation of the camera system for parking lot "A." Phase II, parking lot "A," was funded by the FY07 systemic budget and was approved by the board on December 12, 2006, for \$129,500.

To continue the security camera project for lots "B," "C," and "E," the administration advertised two bids in January 2008 – one for the equipment and another for the installation of the equipment. TAC-Critical, Inc. submitted the lowest bid for the equipment at \$115,087.56 and Cutting Edge Builders, Inc, D.B.A. Sirius Systems, submitted the lowest bid for the installation at \$98,600.

This consent item is for approval of the installation cost. The consent item for the equipment is being submitted as a separate write-up (Consent Item 5).

Purpose: To obtain board approval for the continuance of the security camera project by approving an installation contract

Location: Parking lots "B," "C," and "E"

Timeline: Installation to begin March 2008

Specifications: Installation of digital fiber security camera equipment

Bids:	Vendor Name	LUMP SUM
	Cutting Edge Builders, Inc, D.B.A. Sirius Systems	\$ 98,600.00
	Plexus Installations, Inc.	\$ 198,732.22
	Security Services & Technologies (SST)	\$ 106,996.00

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$98,600

Vendor: Cutting Edge Builders, Inc, D.B.A. Sirius Systems

Source of funds: FY08 systemic budget

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

6 – Modular Classroom Lease

Background: The renovation of the James Clark Jr. Library Building will result in the temporary loss of several classrooms. To help alleviate this loss of classroom space, the administration plans to have a modular unit that would house two classrooms placed in the Hickory Ridge building parking lot.

Howard Community College participates in the National Joint Power Alliance (NJPA), which cooperatively serves all qualifying municipalities and educational agencies in the United States and Canada. William Scottsman Company has the NJPA contract for modular units. The college is currently negotiating with William Scottsman Company to determine the cost of lease and installation of one modular unit for two classrooms. The administration expects to receive the final cost quote from William Scottsman Company some time after the February board meeting, but prior to the March board meeting.

Due to the time sensitive nature of establishing classroom space for use by HCC students in May 2008, coupled with the lead time necessary to obtain the permit for and installation of a modular building, the administration anticipates it will need to move forward with the order to proceed on the lease and installation before the March meeting of the board of trustees.

The administration is, therefore, requesting that the board chair be authorized by the board of trustees to approve the quote for the lease and installation of the modular classroom. The action taken by the board chair will be ratified and confirmed at the trustees' March 26, 2008, meeting.

Purpose: To obtain board approval to authorize the board chair to approve the quote for the lease and installation of a modular classroom that the administration is currently negotiating with William Scottsman

Location: Hickory Ridge building parking lot

Timeline: May 2008

Specifications: Lease and installation of a modular unit for two classrooms

Bids: National Joint Power Alliance (NJPA)

◆————— Recommendation —————◆

The administration requests that the board of trustees authorize the board chair to approve the quote for the lease and installation of a modular classroom currently being negotiating with William Scottsman. The action taken by the board chair will be ratified and confirmed at the trustees' March 26, 2008, meeting.

7 – Cooling Tower Refurbishment Contract Additional Work

Background: At its November 28, 2007, meeting, the board of trustees approved award of the cooling tower refurbishing contract to CT/HX Engineering Repair Services, Inc. in the amount of \$124,073. During the refurbishing work, it was discovered that additional work on the cooling tower was necessary, including replacing belts and bearings in both cells (\$6,778) and replacing the boots on both balance chambers (\$2,834). The additional refurbishment work cost \$9,612, bringing the total project price to \$133,685.

Since the cooling tower refurbishment was already underway, and due to climate constraints, the administration authorized CT/HX to proceed with the additional work.

Purpose: To inform the board of trustees and seek board approval of the additional cooler tower refurbishing work done by CT/HX Engineering Repair Services, Inc. that was authorized by the administration at an additional cost of \$9,612

Location: Main campus

Timeline: FY08

Specifications: Replace belts and bearings in both cells and replace the boots on both balance clean chambers.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$9,612 in addition to the previously approved amount of \$124,073 for a total of \$133,685

Vendor: CT/HX Engineered Repair Services, Inc.

Source of funds: FY08 Capital Budget

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