



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

April 23, 2008
Laurel College Center – 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...

**Inspire Students, Faculty, and
All Members of Our Learning
Community to Develop Their
Talents and Discover
Their Greatness!**





**Board of Trustees
Advanced Consent Agenda
April 23, 2008
Laurel College Center**

1. **Proposed New Hires**
2. **Fiscal Year 2009 Faculty Promotions**
3. **Candidates for Commencement**
4. **Housekeeping and Engineering Supplies**
5. **Landscaping Management Services**
6. **Athletic Fields Management**
7. **Extension of Trade Services Contracts for Carpentry, HVAC, Painting, and Plumbing**
8. **James Clark, Jr. Library Building Renovations
Guaranteed Maximum Price**
9. **Janitorial Supply Contract**
10. **Technical Support Service Contract**
11. **Telecommunications Services**
12. **Telephone System Software Upgrade**
13. **Waste Management Service Agreement**
14. **Elevator Maintenance Services Contract**
15. **Belmont Design Phase Change Order 1**
16. **Electricity Delivery and Supply Contract**
17. **Natural Gas Delivery and Supply Charges**
18. **Ratify and Confirm Hickory Ridge Modular Classroom
Civil Engineering Work and Belmont Parking Lot Design**

1 – Proposed New Hires

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

Purpose: To approve new hires

Timeline: New hires from the period of March 3, 2008, through April 2, 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 April 2008 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

March 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Office Associate III	Health/Social Sciences Division	Existing Position Replacement	5	\$26,989-\$43,183	\$26,989	Flint, Allie	3/05/08

April 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Continuing Education Assistant I - B	Continuing Education	Existing Position Replacement	6	\$29,499-\$47,199	\$29,499	Johnson, Tara	4/01/08

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

²Annual 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.

³Ranges 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.

2 – Fiscal Year 2009 Faculty Promotions

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

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

Purpose: To obtain board approval for faculty promotions

Timeline: FY09

◆————— Recommendation —————◆

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

1. Fred Campbell to assistant professor, history
2. Greg Fleisher to assistant professor, sociology
3. Joanne Kerns to assistant professor, office technology
4. Dale Schnepf to assistant professor, information technology
5. Dr. William Straube to assistant professor, biology
6. Dr. Loretta Tokoly to assistant professor, mathematics
7. Laura Yoo to assistant professor, English
8. Anjula Batra to associate professor, mathematics
9. Robin Bauer to associate professor, world languages
10. Dr. Judith Kizzie to associate professor, business
11. Dr. Benjamin Myers to associate professor, music
12. Dr. Andrea Dardello to professor, English
13. Jennifer Stanford to professor, nursing
14. Jean Straka to professor, nursing
15. Catherine Sutton to professor, office technology

Assistant Professor

Fred Campbell

Fred Campbell brings a great love of history and extraordinary drive to the classroom. Over the course of the past three years, he has embraced the multiple teaching strategies typical of Howard, including the use of portfolios and our online teaching platform, CE6. Fred has been a productive colleague—having taken the lead in textbook searches for both history survey courses and participated in two history faculty searches, and in Rouse Scholars retreats. He has also exhibited college-wide leadership, serving on the information literacy and globalization committees, helping to develop the African American Essay Contest, and chairing the Constitution Day panel. This summer, Fred is directing the study abroad program in Scotland and is investigating a similar program in Ireland for the summer of 2009.

Greg Fleischer

Greg Fleischer has been an outstanding classroom teacher and has given freely of his time to other division and college-wide initiatives. He has served on two division faculty search committees and a sociology outcomes assessment project, served as the division representative to the diversity committee, conducted two college-wide poverty simulation demonstrations, helped to develop the African American Essay project, and served as the faculty advisor for the Jack Kent Cooke Scholarship. In the summer of 2006, Greg co-directed the Rouse study abroad program in Scotland, and he will be Howard's lead instructor in the Turkey Troika program. In his role as the Assistant Director of the Rouse Scholars Program, Greg has helped to institute a new format for the Sophomore Seminar and has instituted service learning as a program component. He is well-respected both by the Rouse students and his teaching colleagues.

Joanne Kerns

Joanne Kerns has been an outstanding addition to the office technology area. She has excellent student evaluations and has also been a resource for adjunct faculty in that area. She has developed a very successful ENTR-154: introduction to eBay course and participated in the CMSY-110: software applications for micros outcomes assessment project. She has also been fully involved with teaching and improving three other office technology lab courses—CMSY-101: beginning spreadsheets, CMSY-117: advanced spreadsheets, and CMSY-127: Microsoft Outlook. Her proficiency in these courses is an important component in adjusting the instruction to fit into the just-in-time format of the office technology lab. In addition, she was instrumental this year in the conversion of the office technology software to Microsoft Office 2007.

Dale Schnepf

Dale was named the outstanding faculty from the business and computer systems division for 2007 – 2008 due to his excellent development of the ELB-310 lab for the network security program. This unique “hands-on” lab accommodates all of the network security courses and gives our students the opportunity to work in real time instead of only with simulations. To accomplish this complex project, Dale worked with a team of adjunct faculty volunteers and the college's IT staff. Dale has also been able to secure for the college's network security program the 4011 NSA

compliance certification. This certification is held by only a very few colleges and involved a tremendous amount of work for Dale. In addition to these and many other initiatives, Dale is an outstanding teacher with excellent reviews from students and the adjuncts with whom he works.

Dr. William Straube

William has completed his third year as an instructor of biology. He has performed at a meritorious level for that entire period. His classroom observations reveal an instructor with a positive approach who is responsive to students and excellent at building rapport. His strengths lie in stimulating intellectual effort and ideas in his discipline and at inspiring student success. His learning improvement project includes the formation of study groups and student learning communities as well as continuously developing the laboratory manuals for the courses he teaches. William has attended multiple professional development workshops and co-authored a paper for the *Journal of Environmental Science and Health*.

Dr. Loretta Tokoly

In addition to her outstanding work as a teacher of mathematics, Loretta Tokoly has been involved with a number of initiatives that impact the teaching of mathematics countywide and statewide. She has been involved with the local elementary and middle schools, giving math enrichment presentations to their gifted and talented math classes and with the Math League of the Howard County Public High Schools. She has also spoken at a number of Maryland Council of Teacher of Mathematics conferences and at our own Project Access conference in 2006. Her numerous contacts have allowed her to promote our NSF-STEM scholarships. In addition to serving on the scholarship committee, Loretta will be assisting with the development and management of our new STEM learning community.

Laura Yoo

In her efforts to become the best teacher possible, Laura Yoo participated in the First Year Experience and Faculty Learning Community initiatives. Laura has been extraordinarily reflective about the needs of students and what constitutes effective teaching and has implemented numerous changes in her thinking and practices—so much so that the act of teaching has been a transformative process for her. In FY06, in response to concerns about academic integrity, she co-presented a workshop called “Promoting Academic Integrity” that has proven to be valuable to many faculty. The following fall, she co-presented a professional development workshop on information literacy to introduce standards set by the Association of College and Research Libraries. Her ongoing concern to promote academic integrity led her to join the Ethics across the Curriculum Committee. Since then she has served multiple times as a panelist, presenter, or co-presenter on the topic. In addition, she has attended the annual conference of the Center for Academic Integrity presented by Clemson University, and completed a summer grant project on academic honesty.

Associate Professor

Anjula Batra

The primary purpose of Anjula’s associate professor promotion project was to move the online version of business calculus to a fully developed interactive experience.

To accomplish this, Anjula went on a personal educational journey exploring many types of software and becoming a proficient user of Flash, Adobe Captivate, Eluminate, and SoftChalk. After consulting with other members of her division, Anjula selected a textbook that is better aligned with the goals of the course, and she integrated the drill and practice work provided by the publisher. To complement this material, she has developed an extensive set of lessons in CE6, our online teaching platform. As the software capabilities continue to expand, Anjula will continue to refine and enhance these lessons. Anjula has also shared her software expertise in several professional development sessions. Her work has gone well beyond the original scope of the project. The redesign of the MATH-145: business calculus course is being used by all sections and the online lessons are used in both the blended CampusWeb and the online sections.

Robin Bauer

The focus of Robin's project has been work on the communities standard of the American Council on the Teaching of Foreign Language, which involves using world languages beyond the classroom and for one's personal enrichment. Though her original emphasis was on developing service learning initiatives for language students, in the process, she has also developed alternatives that involve students with real-life contact with the Spanish language. Service learning was a groundbreaking initiative for Robin; few colleges are implementing service learning into their introductory languages courses. Because not all students can participate in service learning, Robin developed an alternate journal project that involves students in language through media and personal contacts. Surveys reveal that students learned about culture, language, and the language-learning process; felt more motivated to learn Spanish; and started using Spanish in their personal lives.

Dr. Judith Kizzie

Judith Kizzie has completed a review of the both the business curriculum and the financial planning courses and identified areas of needed improvement. She has worked with the adjunct faculty in these areas on the development of course content, on the restructuring of the currently existing courses, and on planning a more complete curriculum revision to be phased in over time. She has also participated in the BMGT-100: introduction to business and management outcomes assessment project and the standardization of the content of this course and the upper level business management courses. In addition, she has initiated the re-development of the BMGT-100 and the FNPL-101: personal financial planning principles online courses. Judith also worked on the redesign of the entrepreneurship program—reviewing the course content and sequencing and defining the criteria for the hiring of adjuncts. Judith serves as the college's representative to the business management statewide discipline committee and provides workshops for first-year and adjunct faculty.

Dr. Benjamin Myers

The focus of Benjamin Myers' project was to research and develop a valid and reliable jury assessment instrument and process for Howard Community College's applied performance music majors. This was a formal, multi-year outcomes assessment project that made use of an external consultant, Dr. Nancy Barry. Although the assessment instrument that was designed was used for all music majors (except voice and percussion), only the piano department had enough

majors and faculty jurors for statistical analysis. Voice, the other area with a sufficient amount of majors, developed its own unique assessment instrument. Using the assessment instrument with all music majors allowed for formal and informal feedback from faculty even in those areas where there were not enough majors to derive empirical data. Now that Benjamin has completed this project and proven the relevancy of the model, the separate disciplines within the music department can develop specifically targeted assessment.

Professor

Dr. Andrea Dardello

Andrea Dardello used the principles of the Mayer-Salovey-Caruso Intelligence Test (MSCEIT) to teach developmental writing students to recognize, understand, use, and manage emotions. The goal of her project was to determine if acquisition of emotions skills would correspond with students' success in the course. Students also kept emotional intelligence journals wherein they identified emotions that aided and stifled their writing process. While no link was found between *teaching* emotional intelligence skills and student success, relationships were found between prior acquisition of emotional intelligence skills and student success. Additionally, specific classroom activities were linked to emotions that contributed to successful writing skills.

Jennifer Stanford

The focus of Jennifer's promotion project was the rewriting and modification of NURS-103: transition into nursing with the development of an individualized strategic remediation plan based on changes that have been made in the nursing curriculum. The course is now delivered via HCC's online platform, CE6, as a blended CampusWeb course. The project involved significant curriculum revision matching Maryland Board of Nursing requirements for courses like NURS-103, which are designed to transition LPNs to RN education. The project required the development of a course map and new online instruction modules, assessment, evaluation, and revision. Jennifer is also meeting with the directors of several proprietary practical nursing programs in Washington, D.C. that send a significant number of their graduate LPNs to HCC to transition to RNs. These graduates tend to be ESL immigrants from the west coast of Africa who have varying degrees of success in our transition program. She is exploring strategies to assist these students as they enter HCC. Jennifer is an excellent teacher who was named the health sciences division's outstanding faculty for 2008.

Jean Straka

The focus of Jean's promotion project has been the development, implementation, evaluation, and revision of NURS-134: nursing care of families I, and the introduction of ambulatory community health experiences into the NURS-134 curriculum. However, due to changes in health care, as well as the expansion of the nursing education program, the project had to be modified. It was not possible to find appropriate community placements for 300 students. In response to this challenge, Jean developed and implemented an alternative means of providing an antepartum clinical experience—a virtual experience. Virtual experiences require a very significant amount of work, including curriculum development, scenario building,

programming, etc. There is a steep learning curve for faculty. Creation of the virtual experience requires an expert clinician and curriculum specialist. Jean has met this challenge and paved the way for other faculty.

Catherine Sutton

Catherine Sutton's promotion project involved the development of interactive online review and practice videos and quizzes to support the objectives of CMSY-103: beginning word processing. In addition, she has created and narrated interactive orientations for twenty online courses offered by the office technology department. She has also developed a series of email messages and reminders for students regarding the content of the course and the schedule of tests and assignments. Cathy has coordinated an outcomes assessment project on CMSY-110: software applications for micros that led to many changes in the course and has provided a standardized teaching methodology and new exams for Word, Excel, and Access. During her promotion project she has completed a twelve-credit post baccalaureate graduate certificate in instructional technology from the University of Maryland Baltimore County.

3 – Candidates for Commencement

Background: The following is a list of proposed candidates for graduation, who are being cleared by the office of records and registration. The attached list of 375 graduates will be reviewed and approved prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Commencement – May 16, 2008

◆———— Recommendation ———◆

The administration requests that the board of trustees approve the list of proposed graduates for May 2008 and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration.

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

ASSOCIATE OF ARTS

Arts and Sciences-Art-Graphic Design

Ipek A. Davaz
Carolina Neves Mendes

Heather M. Perrault

Arts and Sciences-Art-Photography

Lauren Marie Johnson
Erica Lauren Murray

Jaclyn Renee Sorbo

Arts and Sciences-Art-Studio Art

Kaitlyn Marie Brady
Erin M.N. Drum

Emma Kramer McDonnell
Stephen A. Steurer

Arts and Sciences-Athletic Training

Brian A. Phipps

Arts and Sciences-Criminal Justice

Bilal Ahmed
Jennifer Helene Burton
Gregory Scott Freed
Jenna Michelle Green

Erica A. Hall
Jennifer Lee Quattrone
Terence Dale Sutton, Jr.
Kinnard Cleveland Wright

Arts and Sciences-English

Ryan T. Bell
Jonathan Charles Gavazzi
Brittany Dawn Gerretson
Samantha Kathryn Higgins
Shannon R. Holden

Tyann Renee Jenks
Jennifer Elaine Johnson
Russell Lyons
Deborah Anne Ostdiek
Matthew Patrick Paris

Arts and Sciences-Exercise Science

Richard A. Brock
Ronald Devin Mann

Mario Javier Rodriguez

Arts and Sciences-History

Jocey Louise Correia
Kevin A. Marsh

Jesse Forest Myers
Gregory J. Philmon

Arts and Sciences-Interior Design

Adriele Farias Marques

Lorrie Ann Somerville

Arts and Sciences-International Studies

Brianna Michelle Frost

Arts and Sciences-Journalism

Amber Lynn Gillette

Arts and Sciences-Laboratory Science/Biotechnology

Soheila Salmassi

Arts and Sciences-Liberal Arts

Jessica Yvonne McElroy

Eileen Marie Will

Arts and Sciences-Life Sciences

Karin Louise Mock

Arts and Sciences-Mass Media Design and Production-Gaming & Simulation Design

Robert Joseph Donahue
Christopher Brian Griffin

Daniel Enrique Jorquera
Russell Lyons

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

Russell Lyons

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

Christopher Michael Maurer

Arts and Sciences-Mathematics

Stephen Andrew Lekarz

Arts and Sciences-Music

Bethany N. Kuehl

Candace D. Truitt

Arts and Sciences-Pre-Dentistry

Matama J. Ikangaa

Andrew Injae Park

Arts and Sciences-Pre-Medical Technology

Dawn Celeste Brown

Sang Hee Yoo

Arts and Sciences-Pre-Medicine

Emily V. Borsch
Somaera Choudhary

Jessica Enderiss Irvin

Arts and Sciences-Pre-Nuclear Medicine Technology

Alexa Justine Havrilko

Arts and Sciences-Pre-Optometry

An Na Kim

Arts and Sciences-Pre-Pharmacy

Joana Aforo Amponsah
Bih Mobano Awundaga
Ashley Melissa Davis
Matama Juma Ikangaa

An Na Kim
Kajal P. Patel
Jae Ah Song
Sahar Taghvaei

Arts and Sciences-Psychology

Ida Baraghizadeh

Kimberly Ann Savel

Arts and Sciences-Social Sciences

Max J. Barrere
Carla J. Downs

Rebecca W. Fleming

Arts and Sciences-Sociology

Katherine Grace Blankman

Arts and Sciences-Spanish

Emily K. Gaul

Arts and Sciences-Theatre/Performance

Madison Lindsey Bahr
Ellen R. Blasi
Laura Jane Blasi
Blake Henry Gershman

Keilyn Durrel Jones
Nichole Christine Ward
Olivia Daisy Wood

Arts and Sciences-Theatre/Technical

Lian K.M. French
Stuart Joseph Knazik

Nicole Christine Ward

Business Administration

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Victoria Elizabeth Zfram
Eric A. Allen
Jereme L. Artiga
Jeffrey William Baker
Saika F. Bhavnagari
Eric L. Bigger, Jr.
Alexa B. Brown
Karen W. Carr
Slinton P. Gibbs
Matthew Raymond Deyton
Chauncey Dececco Dockins, II
David Wesley Buckingham Dorsey
Michael Coleman Dowdy, Jr.
Carla S. Evans
Brianna Michelle Frost

Aye L. Htway
Tung Thanh Huynh
Danielle Nichelle Johnson
Emily Joo
David Bryan Lee
Bridget Villegas Johnson
Derek R. Maughan
David Andrew McMahon
Stephanie R. Meshberger
Marcia Reiher
Svetlana O. Reshetova
Kimberly Tamara Rivera
Allyson Kayla Selitto
Joseph A. Taylor
Kristen R. Williams
Diane Elizabeth Zagorski

Business Administration-International Business

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Crystal Michelle Schmoeger

Computer Science

Charles Henry Berlin
Austin G. Dress

Scott Paul Norman
Brandon Michael Stepp

Engineering

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Joshua Allan Edler
Chanel Prophete

General Studies

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Melanie Ann Bobinski

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Jennifer Helene Burton
Alexandra Rosalind Calvin
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Gwendolyn Green
Alyssa Nicol Gutierrez
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Charles Tucker Herbert
Jennifer Marie Hignite
Brianna Lynn Honey
Ho Kyoung Jang
Joshua T. Judkins
Susan Marie Kane
Jonathan C. Kemper
Anna May Kiefer
Ian Scott Konigsdorffer
Michelle Mew Wun Kwock
Samuel Ayooluwa Lawoyin
Cory D. Leonard
Jessica M. Linnenkamp

Michael A. Lynch
Gina Michelle Lyon
Kerry Ellen Maier
Rebecca Kristin Mesa
Daniel Webster Montague
Amanda Jean Moore
Karlie A. Moore
Geoffrey Spencer Nye
Michael R. O'Brien, Jr.
Roger G. Pierce
James Lee Poulos
Jordan Philip Shea
Bryan Anthony Shine
Carly Anne Sutton
Kyle Young Swisher
James H. Symanek
Rachel Elizabeth Tanner
Candice Matisse Turnage
Jonathan Andrew Upshur
Tierra Keyona Wilkins
Thomas Edward Williams
Brendan Joesph Willis
Karin Wuertz-Schaefer
Benjamin Jacob Zweig

General Studies-Business/Technology Emphasis

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Bruce A. Bauss
Amanda Leigh Bintz
Ms. Darcel E. Cox
Jonathan Thomas Cullison
Allison Marie Glascock
Andrew W. Golden
John Erick Gonzales
Darrick George Granai
Consuelo L. Green
Brandon Charles Hartsell
Bruce Orphanas Hill, Jr.
Joshua Scott Isaacs
Young-Ju Jin
Eleutheria Georgia Karadimas

Han J. Kim
Tara Yvonne Kittrell
Hye Ry Lee
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April Diane Logan
Leslie A. Martinelli
Meghan L. McCarthy
Lauren Noel Morreale
Robert M. Rawlings
Roger Wayne Rome Jr.
Ryan Daniel Shinholt
Julian Aaron Teston
Shari S. Watts
Nicholas James Young
Ritta Zeilah

General Studies-Science Emphasis

Bruce A. Bauss
Richard Nmi Boateng
Jennifer Jane Burnham
Martha Christine Dell
Nobuhle Dedani Dlodlo
Kesena P. Eroraha
Farangis Kaviani-Gohari
Un Mi Kim
Se Ran Lee

Brandon Lee Mariner
Andrea Lilian Martinez
Julie Ann Napolitano
Leslie E. Ogbemor
Joshua Kyle Riggin
Thomas Michael Swanson
Jennifer M. Tippet
Jillian Whitney Vanderland
Karuna Ajit Warriar

Information Systems Management - Office Systems

Brandon L. Bush

Information Technology - Network Security

James K. Czaplicki

Information Technology - Web Development

Cheryl Elizabeth Bailey

David J. Harriman

Information Technology-Internet Technologies

Gerard John Anuszewski

Nursing

Essi Nisa Abassa
Lia C. Arbaugh
Jennifer Jane Early Bambach
Shontell N. Berryman
Riema C. Broesamle
Erin Leigh Campbell
Margot Arden Carroll
Lena Marie Clement
Jessica A. Conner
Terry W. Crawford
Marlene D. Cunningham
Keri Fame Cutler
Eliseo Joel A. Dela Cruz
Aiysha I. Dickens
Andrew Jacob Dunn
Sabrina Michelle Fly-Ayres
Gloria Aniela Franklin
Faith Lavina Freeman
Morgan R. Gale
Victoria Miatta Grant
Angela Beth Greenfield
Erin E. Guest
Lindsay Ann Hall
Brooke Elizabeth Harris
Robin L. Huett
Susan E. Huppmann
Rachel J. Ives
Jennifer Eileen Johns
Alie Osanda Kamara
Jennifer Y. Kim
Kateryna Koshlaba
Kristie Joyce Kovacs
Gbornyenoh Kweme

Carol Marie Laing
Esther Eunsil Lee
Victoria N. Leek
Angela Lum
Jenna Elizabeth Manzione
Natasha McLaren
Tracia Viola Miller
Zakayo E. Mmari
Amanda Lynn Moorehead
Amanda Z. Nogle
Ijeoma Tina Nwosu
Michelle A. Palmeiro
Melissa K. Park
Chantal M.G. Barbot Paul-Blanc
Amy Corinne Pohlman
Shawnte Evette Porter
Brandon Reese Queen
Jessica Elizabeth Reddick
Lydia Ann Romero-Johnson
Tamieko Angela Ross
Andrea J. Rowan
Henrietta Sagoe
Mercy A. Sarkodie
Melanie Anne Sinnette
Kaday M. Smart
David J. Snee
Gretchen E. Thielz
Michele A. Welk
Deirdre Wiederrecht
Nancy Anne Willis
Ms. Kelley M. Wilson
Patricia Ann York
Kellyanne Zablocki

Teacher Education-Early Childhood Education

Ashely N. Cawley

Christina Erin Conran

Teacher Education-Early Childhood/Elementary Education

Meenakshi Das

Teacher Education-Elementary Education

Ruth M. Hemler
Michele Rose Meier

Tonya S. Parker
Amy Josephine Wilhelm

Teacher Education-Secondary Education-Humanities/Arts

Brittany Dawn Gerretson

Susan S. Hade

Teacher Education-Secondary Education-Social Sciences

Sarah E. Corcoran

ASSOCIATE OF APPLIED SCIENCES

Biomedical Engineering

Ejigayehu M. Beyene

Arthur H. Waldron, III

Business Management

Shelly Lynn Cooper
Shonta N. Cummins
Lori Michelle Lawler

Laurel Lynn Saulsbury
April Lee Waskey

Business Management-Hospitality Management

Micayla Sharon Diener

Keenan Christopher Smith

Cardiovascular Technology-Invasive Technologist

Nedy Monilar Combatir
Christopher G. Cruz
Sunny Cyriac
Valerie A. Fowler
Samule Digafie Gebeyeu
Erin R. Hill
Kristin Elizabeth Honecker

Erick Nathan Manricks
Tadesse Muluadam
Annet Anita Mwalu
Kelly Elizabeth Scible
Grace Marie Sevison
Kohei Sumihara
Tamika Latrease Wright

Computer Support Technology

Timothy J. McLaren

Computer-Aided Design Technology

John Gregory Giganti
Marie Annette Porta

Richard S. Scovitch

Culinary Management

Grace Gigi Choy

Armand J. Volta, III

Early Childhood Development

Ms. Yvette M. McNeill

Emergency Medical Technician/Paramedic

Philip T. Wolowicz

Health Care for the Professional-Massage Therapy

Christina Ann Desormeaux

ASSOCIATE OF ARTS IN TEACHING

Teacher Education-Early Childhood Education

Crista Helene Campbell
Kathleen Fay Daley
Amanda Leigh Jennings

Nytasha R. Jones
Ashley Marie Miller
Phuong N. Van

Teacher Education-Elementary Education

Julie Lynn Bayer
Aron W. Hansen
Amanda Leigh Jennings

Melissa Audrey Wypych
Jennifer Rae Weathers

CERTIFICATE OF PROFICIENCY

Biomedical Engineering-Biomedical Engineer Specialist

Eligayehu M. Beyene

Business Management-Hospitality Management

Candice Michele Carrington

Janine Sabrina Klaus

Business Management-Professional Practice Manager

Vishalakshi Anantrao Jadhav

Cardiovascular Technology-Accelerated Cardiovascular Program for Hospital Trainees

Lala A. Chonai
James E. Long

Pooja Manan Patel

Cardiovascular Technology-Cardiac Monitoring and Analysis

Christopher G. Cruz

Computer-Aided Design Technology

Kajal Gharib

Early Childhood Development

Meltem Meral

Graphic Design

Jennifer Anne Garcia

Human Services-Chemical Dependency

Naeema Eureece Sandy

Human Services-Mental Health

Naeema Eureece Sandy

Transfer Studies

Stephen M. McCarthy

Web Design

Christopher Brian Griffin

4 – Housekeeping and Engineering Supplies

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 combined leverage, the NJPA purchasing contracts are competitively bid on the potential national volume. The NJPA is guided by the Uniform Municipal Contracting Law. It is anticipated that the college will spend \$75,000 in FY09 for housekeeping purchases and \$45,000 for engineering purchases. W.W. Grainger has the contract with NJPA for such items. The administration would like to continue to piggyback on the NJPA contract with W.W. Grainger for FY09 for engineering and housekeeping purchases.

In addition, the college has experienced the need for unanticipated repairs to equipment, due to the age of several buildings, which has exhausted the previously approved spending limit for FY08. Therefore, the administration requests an increase of \$10,000 for the W.W. Grainger engineering purchasing limit, from \$30,000 to \$40,000, to cover expenses for the remainder of FY08.

Purpose: To obtain board approval to continue to piggyback on the NJPA contract for housekeeping and engineering supplies for FY09 and to increase the purchasing limit for engineering purchases for FY08

Timeline: April 23, 2008 – June 30, 2009

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$75,000 for housekeeping supplies for FY09
\$45,000 for engineering supplies for FY09
\$10,000 increase to the engineering supplies and equipment spending limit for FY08

Vendor: W.W. Grainger

Source of funds: FY09 operating budget - plant operations account and FY08 plant operations account for increase

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

5 – Landscaping Management Services

Background: The current contract for the college's landscaping management services contract was awarded to Brickman in FY08 after a competitive bid process. The bid included a year-to-year extension option for a maximum of three years. This year is the first extension request. There is no increase in the amount from the original contract this year; therefore, the contract cost is \$62,642.

Not included in the annual contract are miscellaneous expenses covered under a separate purchase order with costs based on labor and material markup as per optional bid items, also requested for approval in this consent item. The purchase order for miscellaneous items is not to exceed \$24,000.

The administration was satisfied with the services provided by Brickman in previous years.

Purpose: To obtain board approval to extend the contract for landscape management services for FY09 and to purchase miscellaneous services not included in the contract

Location: Main campus

Timeline: FY09

Specifications: Landscaping management services to include mow and trim turf (24), turf care applications (1), monitoring and treatment (5); edging (12); quad irrigation start-up (3), summer system check (3), winterization (1), shrub pruning (4), fertilization (1), shrub bed weed control, spring clean-up, mulch application (1), and leaf removal (1). The number in parentheses represents the number of times each service is covered under the contract.

Bids: Extension from FY08 multi-year contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$62,642 for contract and
\$24,000 for miscellaneous items not included in contract

Vendor: Brickman

Source of funds: FY09 operating budget – plant operations account

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

6 – Athletic Fields Management

Background: The current contract for the college's athletic management services contract was awarded to Brickman in FY08 after a competitive bid process. The bid included a year-to-year extension option for a maximum of three years. This year is the first extension request. There is no increase in the amount from the original contract this year; therefore, the contract cost is \$72,492.

Not included in the annual contract are miscellaneous expenses covered under a separate purchase order with costs based on labor and material markup as per optional bid items, also requested for approval in this consent item. The purchase order for miscellaneous items is not to exceed \$24,000.

The administration was satisfied with the services provided by Brickman in previous years.

Purpose: To obtain board approval to extend the contract for athletic fields management services for FY09 and to purchase miscellaneous services not included in the contract

Location: Athletic fields area as delineated by fenced area

Timeline: FY09

Specifications: Athletic fields management services for playable turf area includes: mow and trim turf (64); solid tine aeration (3) and slicing aeration (3); fertilization (8); over-seeding (3); weed control (3); grub control (1); fungicide (4); nutrient test (2); topdressing (2); irrigation start-up (1), system check (3), winterization (1); spring clean-up (1); leaf removal (3). Athletic fields management services non-playable area: includes mow and trim (24); turf care application #1 and 2 (1), monitor and treat (5), application #3 (1); edging (12); spring clean-up (1); leaf removal (3). The number in parentheses represents the number of times each service is covered under the contract.

Bids: Extension from FY08 multi-year contract.

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$72,492 for annual contract and
\$25,000 for miscellaneous items

Vendor: Brickman

Source of funds: FY09 operating budget – plant operations account

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

7 – Extension of Trade Services Contracts for Carpentry, HVAC, Painting, and Plumbing

Background: In order to expedite small renovation projects, the administration has executed contracts with certain trades renewable on a year-to-year basis for a maximum of three years. The invitations to bid in January of 2006 were based on time and material markup. The following trades and companies were awarded the initial contracts and are recommended for a third year extension. These contracts will be re-bid for FY10.

Carpentry: Supreme Maintenance
 HVAC: Emjay
 Painting: Polyzos
 Plumbing: Emjay

The administration's was satisfied with the workmanship and timely execution of services performed under these contracts.

Purpose: To obtain board approval to award a third year extension of contracts for carpentry, HVAC, painting, and plumbing services

Timeline: FY09

Specifications: Trade services for all college areas as needed

Bids:

<i>Service / Company Name</i>	Supervisor	Journeyman	Apprentice	Material Markup %	Year
Carpentry / Supreme Maintenance	\$49.50	\$44.10	\$41.90	20	3
HVAC / Emjay	\$47.94	\$45.83	\$31.12	11.5	3
Painting / Polyzos	\$24.00	\$17.00	\$12.50	17	3
Plumbing - Emjay	\$47.94	\$45.83	\$31.12	11.5	3

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: Carpentry (Supreme Maintenance): not to exceed \$75,000
 HVAC (Emjay): not to exceed \$50,000
 Painting (Polizos): not to exceed \$50,000
 Plumbing (Emjay): not to exceed \$50,000

Vendors: Emjay (Plumbing), Emjay (HVAC), Polyzos (Painting), and Supreme Maintenance (Carpentry)

Source of funds: FY09 operating budget – plant operations account

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

8 – James Clark, Jr. Library Building Renovations Guaranteed Maximum Price

Background: The board approved the contract for construction management at-risk services with Atlantic Builders Group in August 2007. The construction management at-risk services includes project design review, constructability review, value engineering, cost modeling, project schedule review, guaranteed maximum price (GMP) preparation, and overall project management. The design has been approved by the department of general services, and Atlantic Builders Group, Inc. has submitted the GMP for construction for \$14,856,000. The budget for the project is currently \$15,782,000 so the college will only be able to spend funds up to this amount. There are several add-alternates (possible additional items) that the administration would like to add if funds allow. These add alternates are priced as follows.

Alternate A – quad entrance improvements and trellis	\$115,000
Alternate B – exterior soffit closure	\$ 90,000
Alternate C – operable windows (specific elevations only)	\$ 104,000
Alternate D – new passenger elevator (adjacent southwest stair tower) This is an allowance only.	\$ 385,000
Alternate E – freight elevator (convert existing passenger elevator) This is an allowance only.	\$ 285,000
Alternate F – building humidification	\$ 82,000

The administration will be meeting with the contractor and architect on April 21, 2008, to prioritize these add-alternates prior to sending the request to the state. The state requires that the college take the add alternates in order.

Purpose: To obtain board approval for the GMP and possible add-alternates for the James Clark, Jr. Library Building

Location: Main campus

Timeline: Construction to start pending Board of Public Works approval on June 11, 2008. Duration is estimated at approximately 18 months.

Specifications: To provide construction management at-risk services for the renovation of the James Clark, Jr. Library building after submission and approval of the GMP

Bids: After a competitive bid process, the board awarded the construction manager at-risk contract to Atlantic Builders Group, Inc. As part of the process, it has prepared the GMP and the add-alternates on the project. Funds are available in the FY09 capital budget to cover both the GMP and some of the add-alternates. Add-alternates will only be incurred if the cost is within the budgeted limits.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$15,782,000

Vendor: Atlantic Builders Group

Source of funds: FY09 capital budget - Clark Library Building

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

9 – Janitorial Supply Contract

Background: Fitch Co. has the janitorial supply contract with Howard County. Fitch Co. offers paper products that are certified by Green Seal, an independent certification agency for green products. Fitch Co. is the only company offering Green Seal certified products. The administration estimates that \$55,000 will be spent in janitorial paper products alone in FY09.

Purpose: To obtain board approval to piggyback on the Howard County janitorial supply contract for FY09

Location: College-wide

Timeline: FY09

Specifications: Certified green product janitorial supplies

Bids: Piggyback on the Howard County contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$55,000

Vendor: Fitch Co.

Source of funds: FY09 Operating Budget – plant operations account

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

10 – Technical Support Service Contract

Background: Siemens Building Technologies Landis Division is the only provider for extensions, upgrades, or additions to the campus-wide technical support system since all the command and control devices are from its factory branch, making it a sole source provider. Siemens Building Technologies sole sourcing has been done at the federal, state, and county level at the following local institutions:

- The Community Colleges of Baltimore County – Catonsville Campus
- The Community Colleges of Baltimore County – Dundalk Campus
- The Community Colleges of Baltimore County – Essex Campus
- Harford Community College
- Anne Arundel Community College
- Prince George's Community college
- Baltimore County Public Schools
- Carroll County Public Schools
- Harford County Public Schools
- BWI Airport
- University of Maryland, College Park
- University of Maryland, Baltimore
- Maryland Correctional Institute for Women

The FY09 sole source technical support contract with Siemens Building Technologies, Landis Division will be for \$48,978. The administration is satisfied with the services and recommends the approval of the contract for the third year (see table below). This service contract does not include the Rouse Company Foundation Student Services Hall (RCF). The RCF technical support contract was negotiated under the building contract for the first two years of occupancy.

Year	Duration	Price Annually
1	7/1/2006 – 6/30/2007	\$46,828
2	7/1/2007 – 6/30/2008	\$47,994
3	7/1/2008 – 6/30/2009	\$48,978

Purpose: To obtain board approval for renewal of the technical support sole source service contract

Location: Main campus

Timeline: FY09

Bids: Sole source

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$ 48,978

Vendor: Siemens Building Technologies Landis Division

Source of funds: FY09 operating budget

Compliance: This request is in compliance with college policy, Purchasing-62.05.01.

11 – Telecommunications Services

Background: Verizon’s local services are competitively priced and purchased through the contract awarded to Verizon as a result of the Howard Community College bid process. This contract was awarded in FY06 for a period of 36 months. Long distance service is provided by Verizon through a Maryland state contract (050R5800079). The annual charges and fees are outlined below:

Service/Fee	Cost	Rate
Belmont POTS* lines	\$ 10,800	
Phone line services** including local calls	\$ 55,000	\$.016 per minute if over 80,000 minutes per month
Intra-lata calls**	\$ 8,000	\$.055 per minute
Directory assistance and service fees**	\$ 800	\$.75 local and \$1.25 national
Directory Listings**	\$ 2,800	
Belmont T1 connection**	\$ 12,600	
Laurel T1 connection	\$ 6,200	
Gateway T1 connection	\$ 7,200	
Long Distance	\$ 7,500	.018 per minute
Pay Phones – main campus/Laurel	\$ 4,500	
Projected Belmont/main campus PBX service	\$ 50,000	
Projected increase due to usage	\$ 2,500	
The total cost for all services	\$167,900	

*POTS=plain old telephone service (voice-grade service)

**local services

Purpose: To obtain board approval to renew the above phone service contracts

Location: Campus-wide

Timeline: FY09

Bids: Local services - no bid process is required since the purchase is under a college contract. Long distance and Laurel T1 – no bid process is required since the purchases are under Maryland state contract 050R5800079. Gateway T1 purchased on Maryland state contract DBM-0302-HCCS.

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$167,900

Vendor: Verizon Maryland Inc.

Source of funds: FY09 operating budget – telecommunications

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

12 – Telephone System Software/Firmware Upgrade

Background: The college's private branch exchange (PBX) telephone system requires a manufacturer's software upgrade of its firmware (computer program that is embedded in the hardware device). The NEC PBX telephone system upgrade is required because the current firmware will no longer be supported by the manufacturer after June 2008. This software upgrade will extend the serviceable life of the PBX and assure optimal performance of the phone system.

Verizon Select Services can install and configure the upgrade. It can also provide technical training on the phone system's maintenance and operation for HCC's telecom technicians.

Purpose: To obtain board approval to purchase and install the PBX upgrade

Timeline: May 2008

Specifications: NEC PBX telephone system firmware upgrade and technical training for telecom technicians

Bids: No bids were necessary since Verizon Select Services, Inc. holds a Maryland state contract to supply this type of equipment. Contract number PBX1 - 050R5800009.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$46,456.60

Vendor: Verizon Select Services, Inc

Source of funds: FY08 operating funds

Compliance: This request is in compliance with college procedure, Purchasing – 62.01.01

13 – Waste Management Service Agreement

Background: Waste Management has the State of Maryland contract for trash removal service. The administration would like to continue to piggyback on the state contract. The contract includes the lease of a trash compactor, trash containers at the science and technology building, the Hickory Ridge building, the Horowitz Visual and Performing Arts Center, and The Rouse Company Foundation Student Services Hall, as well as the hauling of trash. The estimated expenditure for FY09 is \$50,000.

The administration also requests an increase of \$10,000 to the present spending allowance for trash removal, from \$40,000 to \$50,000, to cover expenses for the remainder of FY08.

Purpose: To obtain board approval to continue to piggyback on the State of Maryland trash removal services contract for FY09 and to increase the current spending allowance for FY08

Location: Main campus

Timeline: April 23, 2008 – June 30, 2009

Specifications: Lease of a trash compactor, trash containers, and the hauling of trash

Bids: Piggyback on State of Maryland contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$50,000 in FY09
\$10,000 increase of spending allowance for FY08

Vendor: Waste Management of Maryland

Source of funds: FY09 operating budget – plant operations account and
FY08 operating budget – plant operations account

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

14 – Elevator Maintenance Services Contract

Background: ThyssenKrupp Elevator has the college's current elevator maintenance contract, which was awarded after a bid process in FY08 for the first year. The administration is satisfied with the services provided and recommends that the contract be continued for the first extension for FY09.

Purpose: To obtain board approval for the first extension of the elevator maintenance services contract

Location: Main campus

Timeline: FY09

Specifications: The contract is to service 12 hydro elevators in various buildings on campus with terms

Bids: Extension of original bid (multi-year contract)

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$12,942.60

Vendor: ThyssenKrupp Elevator

Source of funds: FY09 operating budget – plant operations account

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

15 – Belmont Design Phase Change Order 1

Background: The construction management at-risk contract for the Belmont barn renovation was awarded by the board of trustees to Struever Bros. Eccles & Rouse, Inc. after a competitive bid process in September 2007. The pre-construction services were approved for \$38,352. Since then, additional civil engineering support services have become necessary. Included in the support are surveying and geotechnical services. Struever Bros. Eccles & Rouse will provide these services for an additional lump sum fee of \$9,695. The geotechnical work will provide the design team with drilled boring samples needed for development of pavement design recommendations. Funds are currently available in the Belmont barn budget for this request.

Purpose: To obtain board approval for additional civil engineering work

Location: Belmont

Timeline: May 2008

Specifications: The boring samples will be done via a truck mounted rig. The drilling will include four soil test borings, with an estimated total depth of 60 linear feet. The borings will be drilled at the proposed alignment to a depth of approximately 15-feet below the existing ground elevation. Soil samples will be obtained at 2.5-foot intervals to a depth of 15 feet.

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$9,695

Vendor: Struever Bros. Eccles & Rouse, Inc.

Source of funds: FY08 Capital Budget, Belmont Conference Center

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

16 – Electricity Delivery and Supply Contract

Background: Presently, the college is under electricity supply contract with PEPCO as negotiated through the Baltimore Regional Cooperative Purchasing Committee (BRCPC). The contract came into effect in October 2007.

The administration estimated \$1,900,000 for FY08 electricity delivery and supply with the Horowitz Visual and Performing Arts Center and The Rouse Company Foundation Student Services Hall being on line for the entire year. After analyzing the actual electricity demands in FY08, the administration concluded that the same budget would be sufficient for FY09. Therefore, costs for Baltimore Gas and Electric (BGE) as delivery agent should be set at \$508,000 and Potomac Electric Power Company (PEPCO) as supplier at \$1,392,000.

Purpose: To obtain board approval for the electricity delivery and supply contract through BRCPC

Location: Main campus

Timeline: FY09

Bids: BRCPC multi-year contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$ 508,000 for BGE
\$1,392,000 for PEPCO

Vendor: BGE and PEPCO

Source of funds: FY09 Operating Budget – Plant Operations account

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

17 – Natural Gas Delivery and Supply Charges

Background: Baltimore Gas and Electric (BGE) is the sole source company delivering natural gas to the college. BGE charges a percentage of the supply charges. The college piggybacks on the gas supply contract through the State of Maryland with Washington Gas and Energy Services. In FY08, the administration requested a budget of \$50,000 for delivery charges and \$600,000 for supply charges. Due to rising utility costs, the administration requests the budget for FY09 to be approved for \$55,000 for delivery, and \$625,000 for supply with the continuance of the piggyback contract with Washington Gas and Energy.

Purpose: To obtain board approval to award the natural gas delivery and supply contract renewal for FY09

Location: Main campus

Timeline: FY09

Bids: Sole Source / piggyback on State of Maryland contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$ 55,000 estimated delivery charge, and
\$625,000 estimated supply charge

Vendor: BGE (delivery) and
Washington Gas and Energy (supply)

Source of funds: FY09 Operating Budget

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

18 – Ratify and Confirm Hickory Ridge Modular Classroom Civil Engineering Work and Belmont Parking Lot Design

Background: The renovation to the James Clark Jr. Library will result in the temporary loss of several classrooms. The administration executed a lease agreement with William Scottsman Company, a company under NJPA (National Joint Power Alliance) contract, for two modular classrooms at the Hickory Ridge building parking lot. The Howard County permit process requires the civil engineering work noted in the specifications below. Since KCI Technologies, Inc. was already under contract for the Belmont parking lot design and time was of the essence, the administration requested KCI Technologies to submit a proposal for the permit work. The proposal came in at \$3,000 with KCI Technologies guaranteeing the work to be completed in accordance with permit requirements and in time for the set-up, scheduled for April 22, 2008.

Because KCI Technologies, Inc. already has the parking lot design contract for Belmont for \$24,805, the added \$3,000 for the Hickory Ridge Modular Classroom civil engineering work totals \$27,805 and requires board approval. Because of the time constraints, the college proceeded with the purchase as an emergency procurement as allowed in the college's purchasing procedure. The administration is now bringing the item to the trustees to ratify and confirm.

- Purpose:** To obtain board ratification and confirmation of the civil engineering work for the Hickory Ridge modular classroom permit process and the Belmont parking lot design
- Location:** Hickory Ridge and Belmont
- Timeline:** FY08
- Specifications:** Engineering work required for permitting: Prepare waiver petition application section 16.155(a) of the subdivision and land development regulations for Howard County along with necessary redline revisions to the existing subdivision plat

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$24,805 – Belmont parking lot design

\$ 3,000 – Hickory Ridge modular classrooms for a total of
\$27,805

Vendor: KCI Technologies, Inc

Source of funds: FY08 plant operations budget and
Belmont barn project capital budget

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