



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

*Board of Trustees’
Consent Materials*

May 28, 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...

Support HCC's Strategic Goals





You Can Get There From Here

**Board of Trustees
Advanced Consent Agenda
May 28, 2008
The Rouse Company Foundation Student Services Hall
RCF-400**

1. Proposed New Hires
2. Sodexo Management Agreement
3. Security Services Contract
4. Office Supplies Contract
5. Laurel College Center Lease
6. Procurement Card Contract
7. Cellular Phone Service
8. Fiscal Year 2009 New Academic Programs
9. Maryland Educational Enterprise Consortium
10. Contract for Office Copiers
11. Contract for Print Shop Copiers
12. Internet Service
13. Network Maintenance Contract
14. Paper for Print Shop
15. Administrative Software Service Agreement
16. Athletic Trainer Contract
17. Project Access Bus Service
18. Summer I Graduates
19. Pool Repairs
20. Fiscal Year 2009 Credit and Non-Credit Schedule of Classes Printing
21. Legal Fees
22. Security Equipment Camera Installation Services Contract
23. Environmental Services Contract Providing Personnel for Third Shift Housekeeping Chief
24. Hickory Ridge Parking Deck Design Services
25. Furniture and Equipment for the Children's Learning Center
26. Furniture and Equipment for McCuan Hall and Smith Theatre
27. James Clark, Jr. Library Building Renovation Contract Amendment 2 for Design Services (Elevator Addition)
28. Continuing Education Furniture Purchase for the Ecker Business Training Center at Gateway
29. Ratify and Confirm Radiologic Technology Purchases
30. Authorization for Board Chair to Approve on Behalf of Board Until Next Regular Meeting

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: April 3, 2008, through May 7, 2008

◆————— Recommendation —————◆

There were no new hires for the board to approve during this time period.

2 – Sodexo Management Agreement

Background: Food service, which includes retail sales in the Café on the Quad, catering, and Starbucks, is provided by Sodexo through a management agreement signed May 24, 2000. Through the terms of the arrangement, Sodexo operates the food service under a management fee arrangement. The college pays Sodexo three percent of gross sales in general support services allowance, a management fee of \$20,000, and expenses in excess of sales. The administration has arranged for funds from the Coca-Cola commission and bookstore profits to cover the costs of operating food service under the management agreement. The administration seeks approval for a one-year extension. The last RFP in May 2000 resulted in some interest from a few companies, but produced only one proposal, from Sodexo.

Purpose: To obtain board approval to renew the contract for food service

Timeline: FY09

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$250,000

Vendor: Sodexo

Source of funds: FY09 Coca-Cola commission and bookstore profits

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

3 – Security Services Contract

Background: The contract for HCC’s security guard services was bid in June 2003. Allied Security was awarded the bid. Based on the contract, the entry-level rate will increase at the rate of the consumer price index on the date of contract renewal, July 1, 2008. The college will not know the consumer price index increases until summer. However, the administration is estimating this index increase to be approximately 3.9 to 4.3 percent. The administration also recommends the officers currently employed at the college receive a salary increase of 4.5 percent. Based on this rate, the services for FY09 are estimated to be \$1,085,000.

Purpose: To obtain board approval to extend the security contract

Location: Main campus

Timeline: FY09

Specifications: To provide security services for the main campus

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: up to \$1,085,000

Vendor: Allied Security

Source of funds: FY09 operating budget

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

4 – Office Supplies Contract

Background: The college currently piggybacks off the county contract for office supplies with Office Depot. The college was participating with the Howard County Government, Howard County Public School System, and the Howard County Library through the U.S. Communities purchasing contract. However, the group has expressed concerns with the service of Office Depot in the past and each has evaluated alternative solutions for office supplies. Corporate Express, Staples, and Office Max have all publicly bid contract agreements, which the college is eligible to use. In order to minimize cost and maximize service, the Howard County Government continues to stay with Office Depot, while, the Howard County Public School System converted to Staples under the National Joint Powers Alliance, (NJPA) agreement. The college conducted an analysis of all four office supply vendors and developed the following results based on core-purchased items:

Vendor	Corporate Express	Office Depot	Office Max	Staples
TOTAL (Core item cost):	\$93,807.67	\$119,872.37	\$94,483.81	\$111,455.50
Placement:	1	4	2	3
Contracts:	NIPA (National Intergovernmental Purchasing Alliance)	U.S. Communities	1. E&I	1. NJPA (National Joint Purchasing Alliance)
			2. Montgomery County Public Schools	2. State Contract (DGS BO-001B8900466)

The basis of this analysis was conducted on purchased items ordered more than seven times annually. The results above represent contract pricing from each office supply vendor for the 372 identified core items. The college spends approximately \$360,000 annually on office supplies, which includes all non-core purchases as well.

Purpose: To obtain board approval to use the NIPA contract with Corporate Express for office supplies

Location: Campus-wide to include Belmont, Gateway, and Laurel

Timeline: FY09

Specifications: Office Supplies

Bids: Office Depot: U.S. Communities
 Corporate Express: (NIPA) National Intergovernmental Purchasing Alliance
 Office Max: E&I or Montgomery County Public Schools

Staples: (NJPA) National Joint Purchasing Alliance or State of Maryland (DGS BO-001B8900466)

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$360,000

Vendor: Corporate Express

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

5 – Laurel College Center Lease

Background: Effective June 2001, Prince George’s and Howard Community Colleges signed a memorandum of understanding entering into a partnership to provide educational programs at the Laurel College Center (LCC). A lease agreement was signed with 312 Marshall Avenue Limited Partnership. In June 2005, per section 3.04 of the lease, the college exercised its first five-year option to renew the lease through August 31, 2011. As the educational programs at the LCC evolved, articulation agreements developed and four-year educational partners were included. Currently, institutions offering classes at the LCC include HCC, Prince George’s Community College, Towson University, College of Notre Dame of Maryland, and University of Maryland University College. A partnership with Morgan State University is also in the works.

Purpose: To obtain board approval to renew the annual lease for the LCC

Location: 312 Marshall Avenue, Laurel, Maryland 20707

Timeline: FY09

Specifications: The annual lease amounts are based on 34,815 square feet. Both Howard and Prince George’s Community Colleges pay 50 percent of the total lease amount. The lease amount increases annually each September per the lease agreement. The payment schedule for fiscal year 2009 is as follows:

Months	Total Monthly Rental	50% Share of Rental	HCC Payment
July-August 2008	\$55,427.91	\$27,713.955 x 2 months	\$55,427.91
September-June 2009	\$57,090.74	\$28,545.37 x 10 months	\$285,453.70
Operating Expenses	\$3,690.83	\$1,845.415 x 12 months	\$22,144.98
Total for FY09			\$363,026.59

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$363,026.59

Vendor: 312 Marshall Avenue Limited Partnership

Source of funds: FY09 Operating Budget for Laurel College Center

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

6 – Procurement Card Contract

Background: The college currently has a contract with US Bank to provide procurement cards to employees for purchasing. This contract was renewed on May 25, 2007, with the opportunity for continued renewals, with board approval. No changes were made to the contract or the college's credit limit during the year.

Currently, 41 college employees have procurement cards. Of the original 30 employees, 11 opted to reduce their spending limits to allow others in their department use of a card.

During the past 12 months, \$430,754 has been charged on the procurements cards.

Purpose: To obtain board approval to renew the contract for procurement cards for employees to make purchases on behalf of the college

Timeline: May 2008 – May 2009

Specifications: Maintain current \$1,000,000 college-wide limit, with the possibility of reallocating current spending limit authority as needed. If card usage increases, the college will return to the board for approval to increase the limit.

Bids: County Bid – 17-02

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$1,000,000

Vendor: US Bank

Source of funds: College-wide – various accounts and items

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

7 – Cellular Phone Service

Background: The college currently uses Verizon as its wireless provider for cellular phone service and some internet access for certain employees. While a portion of this expense is paid by the employee, this item represents the total that the college may be billed for the year. Howard Community College is allowed to purchase wireless service at a discounted rate off of the GSA federal supply schedule contract.

Purpose: To obtain board approval for a wireless service contract

Timeline: FY09

Specifications: Currently, 69 units, with room to add another 10

Bids: No bids were necessary since the college can piggyback on the GSA federal supply schedule; contract number GS-35F-0119P

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: Not to exceed \$55,000

Vendor: Verizon Wireless

Source of funds: Individual cost centers, with personal usage paid by employees through payroll deduction and credited back to the cost center

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

8 – Fiscal Year 2009 New Academic Programs

Background: Each year, the curriculum and instruction committee reviews new course and program proposals to assure that each one is clearly and thoughtfully designed, addresses a clear student need, and is consistent with the mission of the college.

Purpose: To assure currency of existing programs offerings and provide a mechanism for the research, design, development, and approval of new programs

Timeline: effective July 1, 2008

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the following new programs:

1. Associate of Arts – Arabic
2. Associate of Arts – Film Studies
3. Associate of Arts in Teaching – Secondary Education / English
4. Associate of Applied Science – Architectural and Construction Management
5. Associate of Applied Science – Police Science

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

9 – Maryland Educational Enterprise Consortium

Background: The Maryland Educational Enterprise Consortium (MEEC) purchasing agreements provides consortium purchasing of software license agreements and computer technologies. MEEC is administered under the University System of Maryland offices, which formally complete all procurement procedures for the consortium. The consortium provides services to all eligible educational institutions, libraries, and museums in the state.

Howard Community College (HCC) uses the MEEC agreement to license its use of Microsoft operating systems business products and web applications for all computer desktop systems and file servers at all campus locations. The agreement is also used to purchase software licenses for McAfee and Adobe products. It is anticipated that the license renewals for Microsoft, McAfee, and Adobe products will be \$120,000.

Under the agreement, the consortium provides competitive discounts on Dell computers, Hewlett Packard, Gateway products, printers, servers, storage, peripherals, and classroom equipment. The agreement provides a base discount of 8 percent and further discounts of 20 percent or higher pending on the type of equipment being purchased and the quantities.

The college anticipates the MEEC agreement will be used to purchase technology to replace computers in the Clark Library building, Laurel College Center, and Duncan Hall labs and offices. Under the contract, the college anticipates purchasing \$1.85 million in technology, which includes the \$120,000 for license renewals.

Purpose: To obtain board approval for use of the MEEC agreement consortium purchases

Timeline: FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$1.85 million for technology purchases

Vendor: MEEC University System of Maryland

Source of funds: FY09 information technology operational funds and capital projects

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

10 – Contract for Office Copiers

Background: In June 2004, the board of trustees approved a three-year contract with two optional years, to lease office copiers from Enoch Office Equipment. This year is the last renewal option year for the contract. A new competitive bid process will take place in February 2009. The current contract, from a competitive bid process, provides four categories of digital office copiers to meet the administrative and instructional needs of the college. Currently, the college has leased 36 office copiers with Enoch. Prior to the approval of the Enoch contract, the college had a variety of copier leases, purchases, and service agreements that were negotiated individually by college departments. A centralized contract improves managing these services and reduces overall costs through pooled copy allocations and fixed costs over the period of the contract.

Purpose: To obtain board approval to extend the lease for office copiers

Timeline: FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$62,280 (projected annual expenditure)

Vendor: Enoch Office Equipment

Source of funds: FY09 Operating Budget

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

11 – Contract for Print Shop Copiers

Background: The board of trustees approved funding for a new OCE copier lease in March 2004. The lease provides three high-speed digital copiers at an annual cost of \$112,608 with an annual printing allowance of 11,312,009 copies. Additional charges are incurred for overages of the allowance, which the college does exceed due to growth. The college estimates the overage cost to be up to \$15,000 in FY09. The contract period for the three high-speed copiers was 60 months, which will expire on April 30, 2009. A new competitive bid process will take place in January 2009.

The college also initiated a separate lease for a color copier from OCE in September 2005. The annual lease for the color copier is \$21,096 and provides an annual printing allowance of 168,000 copies. The contract for the color copier is also for 60 months, with yearly board approval, which will expire on September 1, 2010.

Purpose: To obtain board approval to extend the lease for high speed copying equipment

Timeline: FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: up to \$148,704

Vendor: OCE North America, Inc.

Source of funds: FY09 operating budget

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

12 – Internet Service

Background: In 2006, the board of trustees approved an internet services bid for a 36-month contract with Comcast Commercial Services, Inc. The contract provides a base high-speed network service of 30Mbps connection at an annual cost of \$47,000. The contract also provided pricing for increasing bandwidth when required by the college. Internet usage on campus has continued to increase, which makes it necessary to increase the college's internet capacity to 40Mbps at an annual cost of \$59,400. The original contract period with Comcast was for three years, with yearly board approval, which will expire on June 30, 2009.

Purpose: To obtain board approval to extend the existing internet services contract with increased bandwidth

Timeline: FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$59,400

Vendor: Comcast Commercial Services

Source of funds: FY09 operating budget

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

13 – Network Maintenance Contract

Background: In May 2006, the board of trustees approved a bid for network maintenance services contract for a 12-month period and two additional year renewals ending on June 30, 2009, with Network Concepts, Inc. The service contract provides 24-hour per day, 7-day per week telephone and onsite technical support for specific network equipment such as routers, switches, and security devices, as well as periodic on-site engineering support. The services provided by Network Concepts Inc. have been satisfactory and responsive to the needs of the college's technology and technical staff. The annual cost of the network maintenance service contract for FY09 is \$82,524.48.

Purpose: To obtain board approval to extend the network maintenance service contract

Timeline: FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$82,524.48

Vendor: Network Concepts, Inc.

Source of funds: FY09 operating budget

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

14 – Paper for Print Shop

Background: Annually, the college spends approximately \$70,000 on paper for printing. Wherever possible, the college procures paper from XPEDX, which is a supplier under a Howard County contract. However, XPEDX does not supply a higher-grade paper required for the efficient operation of HCC's high-speed digital OCE copiers. After testing several different paper brands, the print shop has determined that the *Navigator* brand paper works best with the OCE copiers, resulting in less waste due to paper misfeeds.

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

Navigator Brand Type 1: \$33.30 per carton
Navigator Brand Type 2: \$34.80 per carton

The contract period was for one year with an option for two additional years. This year is the second option year.

Purpose: To obtain board approval to continue contract purchases of Navigator brand copy paper

Timeline: FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$70,000

Vendor: Unisource Corporation

Source of funds: FY09 operating budget

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

15 – Administrative Software Services Agreement

Background: HCC uses Datatel's administrative software to support business processes and services. The administrative software has an integrated database and application modules that assist with electronic processing of student enrollment requirements, student records, finance transactions, payroll, facilities scheduling, reporting, human resource administration, and (new this year) Colleague Advancement. The college has an extended service agreement, which is renewed annually with Datatel, to support its products. The contract covers annual software license renewal fees, maintenance services, and upgrades. The college also prepays consulting, training, and custom programming service credits to Datatel, which is estimated from previous years' expenditures. The administrative software is supported by the administrative information systems department, which provides project assistance, staff training, operational integrity, and technical support.

Purpose: To obtain board approval to renew the software service agreement, purchase additional licenses, and prepay consulting services

Timeline: FY09

Specifications: License purchases, renewal, and service contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$332,000

Vendor: Datatel Incorporated

Source of funds: FY09 operating budget for the administrative information system department cost center

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

16 – Athletic Trainer Contract

Background: This item is a proposed contract to cover the costs associated with providing an athletic trainer at all home contests and team practices per the bylaws of the Maryland Junior Conference (MDJUCO) of which Howard Community College (HCC) is a participating member. To address the safety and liability concerns for all participating student athletes, the trainer should also be available for practices throughout the year. The number of hours will be 37.5 again this year to ensure trainer availability for student athletes. HCC once more has the opportunity to partner with MedStar Health Organization, which is willing to provide HCC with a certified athletic trainer. MedStar will pay for benefits and continued educational training of the athletic trainer while HCC pays the hourly wage.

Purpose: To obtain board approval to renew the contract to partner with MedStar Health for use of a certified athletic trainer during the school year for practices and games

Location: Athletic and fitness center building and fields

Timeline: FY09

Specifications: The total cost for the trainer is \$38,619, paid at the hourly rate of \$24.52 for 37.5 hours per week for 42 weeks. Payments will be made in 10 equal installments of \$3,861.90 each month

Bids: Howard Community College can use the Community College of Baltimore County – Catonsville bid, which is for one year with two one-year extension options and allows all other local community colleges to use the bid

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$38,619

Vendor: MedStar Health Organization

Source of funds: Funds to cover the hourly wages will come from two athletic administration sources – from the student fees account (\$35,619) and the sport program account (\$3,000)

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

17 – Project Access Bus Service

Background: Howard Community College (HCC) solicited one-year bids for bus service for its Project Access Summer Institute program. The bus service transports students in Howard County to and from the Project Access summer institute, held at HCC. In addition, the buses take the students on three weekly field trips to local four-year colleges. The buses pick up students at area schools in Howard County and returns them to these destinations at the end of the school day. The bus service will provide buses to transport students Monday through Friday in addition to student field trips on July 11, 18, and 25.

Purpose: To obtain board approval to award a contract for bus services

Timeline: July 2008

Specifications: The bus service will provide two buses, at least one of which will be equipped with a wheelchair lift, to pick students up from area schools and transport them to HCC’s main campus by 9:00 a.m. each day. On designated Fridays, the bus service will provide three buses, at least one of which will be equipped with a wheelchair lift, to transport students from HCC to specified four-year colleges in the Baltimore/Washington area and return them to HCC.

Bids: The college only received one bid from Jubbs Bus Service in the amount of \$27,800

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$27,800

Vendor: Jubbs Bus Service

Source of funds: FY09 Project Access program budget

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

18 – Summer I Graduates

Background: The following list of proposed candidates for graduation are expected to complete their degrees/certificates at the conclusion of the summer I session. These candidates are being cleared by the office of records and registration. The faculty will review and approve the following tentative list of 55 graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Degree Conferral – June 30, 2008

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the list of proposed graduates for June 2008 (Summer I) and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration and review and approval by the faculty.

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

ASSOCIATE OF ARTS

Arts and Sciences-Architecture

Reza Ghane
David Alan Rockwood

Steven M. Sherman

Arts and Sciences-Art-Graphic Design

Alexangel Estevez

Robert Matthew McFadyen

Arts and Sciences-Art-Studio Art

Alexangel Estevez

Sarah Renee Jugler

Arts and Sciences-Criminal Justice

Patrick Orock Agbortarh

Brittany Smith

Arts and Sciences-English

Amena Tahura Ali
Thomas James Cardaro

Melissa N. Di Martino
Ann S. Greyson

Arts and Sciences-Human Services-Chemical Dependency

Victoria O. Edafiogho

Arts and Sciences-Laboratory Science/Biotechnology

Ms. Julie M. Nyman

Arts and Sciences-Liberal Arts

Wendell Jerome Morris

Arts and Sciences-Philosophy and Religious Studies

Leo Conlon

Arts and Sciences-Pre-Medicine

Katharine Marie Lugo

Arts and Sciences-Sociology

Elizabeth Spalding White

Business Administration

Muhammad Farhan Choudhary
Kacie M. Dunn
Shiela Ann Guevara

Mu Pa Lu N. Sang
April Lee Waskey
Rachel F. Young

Business Management

Catherine Cecilia Sage

General Studies

Jason Garrett Adkins
Devidu Utta Chan
Andr'e William Cooper
Nhaomie Frances Douyon
Lindsey E. Ford

Tiffany C. Goins
Julia B. Hammett
Kyle Brice Hochreiter
LaJuan Anita McAteer
Claudia Janet Mitchell

Wesley E. Parlette
Brandon Michael Peterman
Christopher Norwood Potter

Shruti Sindhi
Adrian Martin Villar

General Studies-Business/Technology Emphasis

Eric L. Bigger, Jr.
Tabitha Merced

Jignesh K. Patel
Erik Leigh Segasser

General Studies-Science Emphasis

Sofia Ahmadi
Bo Mi Choi
Jerrica Jessica Diggs

Sara Michelle Kleinsteuber
Francisca Osei-Tutu

Information Systems Management

Evgeniya Kalmaeva

Teacher Education-Early Childhood Education

Melissa N. DiMartino

Bianca Lisa Douyon

ASSOCIATE OF APPLIED SCIENCES

Business Management

Amanda M. Rogers

Culinary Management

Dana Marie King

Emergency Medical Technician/Paramedic

Michael E. Bagozzi

Office Technology

Nancy Lynn Mullinix

CERTIFICATE OF PROFICIENCY

Culinary Management

Brian Chi Lee

19 – Pool Repairs

Background: The pool in the athletics and fitness center is over 30 years old. The pool tiles, gutter, and stairs need to be replaced and the pool finish needs to be repainted.

Purpose: To obtain board approval to award a contract to make repairs to the pool

Location: Main campus, athletic and fitness center

Timeline: July – August 2008

Specifications: The pool surface will be sandblasted and then cleaned and acid washed to remove all of the paint and residue. The pool will be resurfaced and tiled as required by code. The steps, and the gutter and tile decking around the perimeter of the pool will also be replaced.

Bids: The college received one bid for \$109,960 to complete the pool project from Patriot Pool Service, which has also satisfactorily completed pool projects at both Anne Arundel and Prince George's Community Colleges.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$109,960

Vendor: Patriot Pool Service

Source of funds: College year-end funds

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

20 – Fiscal Year 2009 Credit and Non-Credit Schedule of Classes Printing

Background: Each year, the college's public relations and marketing office solicits bids for the printing of the credit and noncredit class schedules (a total of eight editions). The schedules list and describe credit and noncredit classes that are offered during the semester and registration information. They are mailed to all Howard County residents prior to established registration and advising dates to assist students in registering and to market college programs and classes.

Purpose: To obtain board approval to award the printing of credit and noncredit schedules

Timeline: FY09 – the college will receive eight editions at dates specified in the bid. The specific dates ensure that schedules will be delivered prior to registration and advising dates.

Specifications: **Credit class schedules:**
112,000 for winter/spring, summer, revised fall editions; 15,000 advance fall edition, 8 x 10 ½", Cover, 50# white offset; text pages, 35# bright white newsprint, 4-color covers on all editions except advanced fall (2-color); text pages, black ink, Saddle stitch binding,
Number of pages: Winter/spring, 152 text pages, 4-page cover
Summer, 112 text pages, 4-page cover
Advanced fall, 104 text pages, 4-page cover
Revised fall, 148 pages, 4-page cover

Non-credit class schedules:
119,000 for each of four editions, 6 x 10 ½", Cover, 70# or greater coated stock, text pages, 35# Premium 80 bright white newsprint, cover 1 and 4 bleeds all sides, covers 2 and 3 and all text pages bleed at top of each page, covers 1 and 4, 4-color; covers 2 and 3, black ink. Text pages black ink, with 1 PMS spot color throughout all text pages, Saddle stitch binding,
Number of Pages: Fall, 88 text pages, plus 4-page cover
Winter, 80 text pages, plus 4-page cover
Spring, 68 pages, plus 4-page cover
Summer, 56 pages, plus 4-page cover

Bids: AFL Web Printing is the company that was lowest bidder for both credit and noncredit projects.

Company	Credit Bid	Non-credit Bid
AFL Web Printing	\$112,038.33	\$75,125.03
Bartash Printing	\$140,237.00	\$126,266.00
Creative Litho Systems	\$123,500.00	\$103,000.00
Engle Printing	\$136,420.00	\$96,954.00
Graphtec	\$215,000.00	\$178,475.00
Senoda	\$190,725.10	\$165,744.80
Walton Press	\$174,443.00	\$127,934.00

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$112,038.33 plus up to \$20,000 in additional funds to accommodate the printing of additional pages (credit schedules)

\$75,125.03 plus up to \$15,000 in additional funds to accommodate the printing of additional pages (non-credit schedules)

Total not to exceed \$222,163.36

Vendor: AFL Web Printing

Source of funds: Public relations and marketing budget (credit schedules)
Continuing education and workforce development budget (noncredit schedules)

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

21 – Legal Fees

Background: As the need for legal consultation on college operating issues arises, the most appropriate attorney is determined on a case-by-case basis in accordance with their areas of expertise. The college often uses Reese and Carney for items such as the review of contracts, Family Educational Rights and Privacy Act (FERPA) items, as well as issues concerning employees and students with which the college administration feels the need for legal assistance.

It appears that this year, Reese and Carney's legal fees will exceed the \$25,000 spending limit and requires the approval of the board of trustees.

Purpose: To obtain board approval for legal fees for Reese and Carney

Timeline: FY08

Bids: These services are sole source so no bid is required.

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: Not to exceed \$35,000

Vendor: Reese and Carney

Source of funds: FY08 operating budget – Board of Trustees cost center

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

22 – Security Equipment Camera Installation Services Contract

Background: In order to expedite small facilities-related projects, the administration is proposing to execute agreements with certain specialty contractors. The security camera equipment installation was one of the specialty services advertised via an invitation to bid (ITB) on a time and material markup basis in April 2008. Several companies were also contacted via direct mail to provide a bid. Sirius Systems, Inc. was the only company submitting a bid for the security camera equipment installation. Based on the administration’s analysis, it is requested that Sirius Systems, Inc., be awarded the specialty services contract for the FY09 budget year, with a year-by-year optional extension for a total of three years.

Purpose: To obtain board approval to award a specialty service contract for security camera installation

Location: College-wide

Timeline: FY09

Specifications: Security camera installation services as needed

Bids:

<i>Company Name</i>	Year	Supervisor	Mechanic	Laborer/ Apprentice	Material Markup
Sirius Systems, Inc.	1	\$65/hour	\$65/ hour	\$40/ hour	20%
	2	\$68/ hour	\$68/ hour	\$43/ hour	20%
	3	\$70/ hour	\$70/ hour	\$45/ hour	20%

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: not to exceed \$40,000

Vendor: Sirius Systems, Inc.

Source of funds: FY09 operating budget – plant operations account

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

23 – Environmental Services Contract Providing Personnel for Third Shift Housekeeping Chief

Background: In October 2007, the board of trustees approved the contract with H&H Industries after a competitive bid process to provide the services of temporary employees and a contracted chief of housekeeping. The contract has a year-to-year renewal option for a maximum of three years. Since then, the temporary positions have been filled with temporary employees hired by the college. However, the chief of housekeeping position has continued through the contractor. The administration has evaluated the services of the contracted chief of housekeeping and would like to renew the contracted services for that position with H&H Industries. The monthly cost for the position will not increase in FY09.

Purpose: To obtain board approval to extend the contract to for a contracted chief of housekeeping

Timeline: FY09

Specifications: Environmental services contract to provide the personnel for one chief of housekeeping position. The chief of housekeeping position must have the ability to set up a housekeeping program that integrates the full-time and part-time budgeted employees on the third shift, including training.

Bids:

Vendor	Chief of Housekeeping 2008	2009, 1 st year extension	2010, 2 nd year extension
H & H Industries	\$4,950 monthly for a total of \$36,600 for the remainder of FY08	\$4,950 monthly for a total of \$59,400	\$4950 monthly for a total of \$59,400

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$59,400

Vendor: H & H industries

Source of funds: FY09 operating budget – plant operations account

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

24 – Hickory Ridge Parking Deck Design Services

Background: The college has lost roughly 150 parking spaces due to the construction of The Rouse Company Foundation Student Services Hall. There are limited areas available where additional surface parking may be constructed to offset this loss. Therefore, the administration investigated the construction of a second multi-level parking deck adjacent to the Hickory Ridge building. The proposed design would be for a 500+ space parking deck with future expansion capability to 750+ spaces. The college advertised the request for proposal (RFP) for parking deck design services in January 2008. Technical proposals were submitted by the following firms: Ayers Saint Gross, Murphy Dittenhafer, Tim Haas, SK& A, and Walker Parking Deck Consultants.

Ayers Saint Gross had the highest technical score and was invited to submit a price proposal accordingly. The price proposal of \$612,635 is within the available budget for design services. Funds for design of the garage were approved in the FY08 capital budget if the college funded the design. The college allocated student fees in the FY08 budget to complete the design.

Purpose: To obtain board approval to award a contract for parking deck design services

Location: Hickory Ridge parking lot

Timeline: Design to begin June 2008

Specifications: Design of a 500+ space parking deck with expansion capability to 750+ spaces

Bids:	<i>Company:</i>	<i>Technical Proposal Score</i>
	Ayers Saint Gross	275.0
	Murphy Dittenhafer	235.0
	SK&A	236.0
	Tim Haas	237.0
	Walker Parking Consultants	259.5

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$612,635

Vendor: Ayers Saint Gross

Source of funds: FY08 Capital Budget

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

25 – Furniture and Equipment for the Children’s Learning Center

Background: As the construction phase for the Children’s Learning Center is nearing completion, the college needs to procure furniture and equipment necessary for this facility. Since no state funds were received as part of this project, the college is not required to coordinate its furniture needs through Maryland Correctional Enterprises. Due to the nature of this building, the majority of furniture will be children’s classroom furniture as well as general furniture for instructional space and offices. The total furniture and equipment budget is \$100,000.

a. General Furniture for Classrooms, Offices, and Circulation Areas

Purpose: To obtain board approval to award items including tables, chairs, shelving, benches, cubbies, lockers, lobby items, awnings, and refrigerator to School Specialty, Inc., a vendor authorized under the Baltimore Regional Cooperative Purchasing Contract and Next Day Gourmet Commercial Equipment and Supplies, the authorized dealer for the Artic Air commercial refrigeration system.

Timeline: To be delivered and installed in FY09

Amount: \$37,000

b. Specialized Children’s Furniture and Equipment

Purpose: To obtain board approval to award children’s classroom furniture and equipment to Constructive Playthings, Kaplan Early Learning Company, Childcraft, Lakeshore Learning Materials, and Discount School Supply

Timeline: To be delivered and installed in FY09

Amount: \$42,000

c. Information Technology and Audiovisual Equipment

Purpose: To obtain board approval to award intelligent classroom equipment, ceiling mounted data projector, smart podium and accessories, intercom systems, telephones, and other required audio and visual

equipment to Dell, Verizon, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) Agreement.

Timeline: To be delivered and installed in FY09

Amount: Not to exceed \$21,000

◆————— **Recommendation** —————◆

The administration requests that the board of trustees approve the items and vendors listed under categories a-c 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 as long as the grand total for all furniture and equipment purchases does not exceed the total budget.

Amount: \$100,000

Source of funds: FY08 capital budget – CLC furniture and equipment

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

26 – Furniture and Equipment for McCuan Hall and Smith Theatre

Background: On January 30, 2008, the college's board approved the consent item for furniture and equipment for McCuan Hall and the Smith Theatre. The consent item was broken down into categories as follows:

- a. General furniture
- b. Specialized furniture – government contract
- c. Specialized furniture – non-government contract
- d. Information technology and audiovisual equipment

During the procurement and bid process, the college discovered that the vendor status on certain government contracts had changed impacting category d as indicated below. 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.

d. Information Technology and Audiovisual 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 to Dell, Verizon, CCS, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) agreement.

In addition to the original requested vendors, Maryland Sound and Image and Parlights need to be added as vendors to complete the sound system and lighting requirements for the Smith Theatre.

Timeline: To be delivered and installed in FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the items and vendors listed under category d above. As previously requested, 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 as long as the grand total for all furniture and equipment purchases does not exceed the total budget of \$2,030,000.

Amount: not to exceed \$680,000

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.

27 – James Clark, Jr. Library Building Renovation Contract Amendment 2 for Design Services (Elevator Addition)

Background: On December 12, 2006, the board of trustees approved the awarding of the contract for professional architectural and engineering services for the design of the James Clark, Jr. Library building renovation to Murphy & Dittenhafer, Inc. At the time, design services for exterior improvements to the building were not included in the contract. During the design development phase, Murphy & Dittenhafer demonstrated, and the college agreed, that the project would greatly benefit by improvement of the building's presence on the quad through the addition of prominent entrances and related improvements. This first amendment to the contract, with an additional design fee of \$34,779, was approved by the board in December 2007.

After careful evaluation, the administration requests a second amendment to the original design contract for the design of a new elevator as part of the James Clark Jr. Library building project. The only other elevator servicing this area is located in the Burrill Galleria. The Burrill Galleria elevator is in a high-volume usage zone, used by students attending classes in the science and technology building labs, the student life center, culinary arts program, the Clark Library, and interior and exterior deliveries. Another major concern is that the Burrill Galleria elevator is frequently out of service, making it very difficult for persons with disabilities to travel between the different floors. The construction cost for the new elevator was addressed in the April 23, 2008, consent item for the guaranteed maximum price (GMP), ad-alternate item 4 with a spending allowance of \$385,000. This consent item is for the additional design cost of \$26,640.

Purpose: To obtain board approval for amendment 2 to the design contract for the Clark Library renovations

Location: James Clark, Jr. Library

Timeline: FY08

Specifications: Design and engineer one personnel elevator

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$26,640

Vendor: Murphy & Dittenhafer, Inc.

Source of funds: Capital Budgets – FY08 and FY09

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

28 – Continuing Education Furniture Purchase for the Ecker Business Training Center at Gateway

Background: The furniture in the boardroom of the Ecker Business Training Center at Gateway was acquired in the original Gateway purchase and is nearly fourteen years old. The chairs are discolored and worn. The wood armrests have been refinished twice and are once again badly scratched. The college would also like to increase the number of chairs in this room from 18 to 20. The college has a possibility to receive a contract with the U.S. Department of Defense and improvements in this space will help support its negotiations. The college would also like to add two computer workstations in lab B increasing the capacity to 20, which will facilitate accommodating clients that need larger labs.

The furniture upgrades in this request will allow Gateway to continue to meet the quality standards that its clients expect.

While this purchase only totals \$13,526.64, the college has made previous purchases from Douron of \$31,502.79, which received board approval. The total of \$45,029.43 is now coming to the board for approval.

Purpose: To obtain board approval to replace chairs in the Gateway boardroom and to add two workstations with task chairs to lab B

Location: Ecker Business Training Center at Gateway

Timeline: June 30, 2008

Specifications: Boardroom: StyleX chairs – upholstered back, seat with glides, adjustable arms with urethane arm caps and seat slider
Twenty chairs at \$559.51 each for a total of \$11,190.20.

Lab B: Trooper chairs – task chair, mid back armless, adjustable
Two at \$265.59 each totaling \$531.18

Tables – computer tables, 40-inch with glides, grey laminate tops and metal legs
Two at \$591.17 each totaling \$1,182.34

Modesty panel – 40-inch
Two at \$256.65 each totaling \$513.30.

CPU hammock-fixed position
Two at \$54.81 each totaling \$109.62

Bids: No bid necessary; using college-approved Baltimore Regional Cooperative Purchasing Committee (BRCPC) state contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$31,502.79 + \$13,526.64 for a total of \$45,029.43

Vendor: Douron

Source of funds: FY08 continuing education, Gateway budget

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

29 – Ratify and Confirm Radiologic Technology Purchases

Background: On November 28, 2007, the board of trustees approved a bid from Chesapeake Medical Systems, Inc. for the purchased of radiologic lab equipment and installation. Digital x-ray computing is replacing x-ray film and processing. Radiographers must master both applications. Digital x-ray computing requires the addition of the miniPACS digital radiographic equipment. The miniPacs were not included in the original bid for the equipment. However, this item must be ordered from the same company to match programming and equipment. MiniPACS are not in themselves from a sole source vendor, but the miniPacs HCC purchases must be compatible with and read the programming software installed by Chesapeake.

An additional issue involves the purchase of phantoms, which are simulated human beings, to be used with energized x-ray equipment. The college could not make purchases until permission was received from the federal government to spend the earmark early, which has created urgency because of the timing of the start of the radiologic technology (RadTech) program on July 1, 2008. All of the whole body phantoms are manufactured by the same company, but there are multiple distributors. The phantoms are not stock items, but rather take 8 – 12 weeks to manufacture. SuperTech has the lowest price for a whole body phantom at \$19,534, but it does not have any in stock and would need to manufacture the order. Chesapeake has one full body phantom in stock for \$20,600, and could deliver it right away.

For the additional needed phantoms, the *Wounded Willy* and *Damaged Debbie* set, the college has received the following quotes:

Pacific Northwest X-Ray, Inc.....	\$44,706
RSD Alderson.....	\$47,500
SuperTech.....	\$38,800

The bid process would prevent these items from being on campus for the entire first semester of the radiological technology program. Therefore, the administration made an exception to the formal bid process and moved forward with the purchase as an emergency procurement as allowed in the college's purchasing procedure. The board chair was informed of this action and it is now being brought to the full board for ratification.

Purpose: Since the miniPACS must be purchased from this specific vendor, the administration requests ratification of its decision to make an exception to the usual formal bid process and purchase of the miniPACS digital radiographic equipment from Chesapeake Medical Systems, Inc. for \$26,300 (including complete installation, 2-day applications training, 3-year warranty on equipment, 1-year

warranty on labor). In addition, installation of the equipment must be coordinated with installation of the energized radiographic unit, requires approximately 2 weeks, and must be coordinated with the information technology (IT) department, the college is requesting emergency approval for purchase. The radiologic technology program director, IT personnel, and instructional lab staff must complete training and practice prior to the arrival of students July 1, 2008. The timing of the installation is critical.

Similarly, ordering the Opaque Pixy full-body phantom from any other company than Chesapeake and entering the bidding process for the *Wounded Willy* and *Damaged Debbie* set, would mean a significant delay in the start of the program. RadTech majors have already waited a year. Another significant delay in the program would have serious implications on these majors, who have put their careers on hold for a year, and for the credibility of the program.

Location: Health and social sciences division – main campus

Timeline: FY08

Specifications:

Chesapeake Medical	Item	Price
	MiniPACs	\$26,300
	Opaque Pixy phantom	\$21,150
	Variety of lab accessories & small instructional supplies	\$5,476
	Total	\$52,926
SuperTech	Variety of phantom body parts*	\$22,651
	Wounded Willie and Damaged Debbie set	\$38,800
	Total	\$61,451

◆————— Recommendation —————◆

The administration requests that the board of trustees ratify and confirm:

Amount/Vendor: \$52,926 — Chesapeake Medical Systems, Inc.
\$61,451 — SuperTech

Source of funds: Radiologic technology earmark

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

30 – Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

Background: The next regular meeting of the board of trustees will be held on August 27, 2008. Sometimes business transactions may require board approval during the summer when the trustees do not hold regular meetings. Rather than call a special board meeting to obtain a vote on items requiring board approval, it facilitates college business when the chair is authorized to act on behalf of the board of trustees.

Purpose: To facilitate college business without calling special board meetings

Timeline: May 29 – August 13, 2008

◆———— Recommendation ———◆

The administration requests that the board of trustees authorize the chair to act on behalf of the board and execute any documents necessary to authorize any contracts and purchases until the next regular meeting in August. All action taken by the board chair during the summer will be ratified and confirmed at the August meeting of the board.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01 and supported by board of trustees' bylaws Article IV, Officers and their Duties and Article V, Meetings and Procedures.