



HOWARD

COMMUNITY COLLEGE

*You Can Get There From Here.*

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

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August 22, 2007  
The Rouse Company Foundation Student Services  
Hall – 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...

**Encourage International  
Initiatives**





**HOWARD**  
COMMUNITY COLLEGE

*You Can Get There From Here.*

**Board of Trustees  
Advanced Consent Agenda**

**August 22, 2007**

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

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1. Ratify and Confirm Long Term Disability Carrier Change
2. Ratify and Confirm Project Masters
3. Ratify and Confirm Increase in Fitch Blanket Purchase Order
4. Ratify and Confirm Change in Vendor from Riparius to Starbucks
5. Ratify and Confirm Heating Oil
6. Ratify and Confirm Gas and Electric Delivery Charges
7. Ratify and Confirm Truck and Snow Removal Equipment
8. Ratify and Confirm Science Labs in Lower Level of Science and Technology Building
9. Ratify and Confirm Wireless Contract
10. Ratify and Confirm Reese and Carney Legal Fees
11. Ratify and Confirm Construction Management at Risk for James Clark, Jr. Library Building Renovations
12. Ratify and Confirm Dues for the Maryland Association of Community Colleges
13. Ratify and Confirm Strategic Energy Cooperative
14. Ratify and Confirm Verizon Phone Service
15. Ratify and Confirm Belmont Lease Payment
16. Ratify and Confirm Children's Learning Center Mortgage
17. Ratify and Confirm Voicemail System
18. Ratify and Confirm Legal Fees
19. Ratify and Confirm Construction Management at Risk Services for the McCuan Hall and Smith Theatre Renovations
20. Proposed New Hires
21. Grants and Scholarships
22. Summer II and III Graduates
23. Athletic Fields Phase IV, Change Orders 2 and 3
24. WebCT License Renewal

## **F-1 Ratify and Confirm Long Term Disability Carrier Change**

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** The college currently provides all full-time budgeted employees term life insurance and accidental death and disability (AD&D) insurance through ING and long-term disability (LTD) insurance through Standard Insurance company. To ensure the college's best possible July 1, 2007, rate renewals, the office of human resources conducted a competitive bid process with the aid of RSM McGladrey Employer Services, a full services brokerage firm in Hunt Valley, Maryland. As a result of the bid process, the administration recommends keeping ING for term life insurance and AD&D insurance and recommends moving the college's long-term disability insurance to ING. This package approach offered the best rates plus enhanced benefits for college employees. Specifically, the college's estimated savings are \$83,546 per year for the next three years compared to current rates. This amount represents a total targeted savings of \$250,638 since ING has offered a three-year rate guarantee.

Upon review and as a result of the significant savings achieved in this proposal, the consulting firm and the administration recommend the following modest benefit improvements, since many employees are no longer covered adequately:

	<b>Current</b>	<b>Recommended</b>
Life/AD&D	Two times salary up to \$150,000	Two times salary up to \$200,000
LTD	60% of salary up to \$5,000 per month	60% of salary up to \$7,500 per month

By offering ING as carrier for both life and long-term disability insurance, several administrative advantages and process improvements will occur. Examples include: ease of billing for the finance department, an enhanced claims filing process for employees, and an enhanced waiver of claims process for employees that qualify for long-term disability benefits.

**Timeline:** July 1, 2007

**Bids:** The following chart shows each carrier's best and final rates based on current enrollments:

	<b>ING</b>	<b>Standard</b>	<b>CIGNA</b>	<b>Aetna</b>	<b>LincolnFinancial</b>
<b>Life/AD&amp;D</b>	\$70,222	\$73,148	\$89,533	\$109,915	\$96,816
<b>LTD</b>	\$78,720	\$88,560	\$68,494	\$79,502	\$80,725
<b>Total</b>	\$148,942	\$161,708	\$158,027	\$189,417	\$177,541

**Recommendation**

The administration requests that the board of trustees approve:

**Vendor:** ING

**Amount:** \$148,942

**Source of funds:** Operating Budget

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




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Patrick L. Huddle, Chair

Approved / May 30, 2007

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Approved / Rejected / Date

## F-2 Ratify and Confirm Project Masters

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** In November 2006, the board of trustees approved the use of Project Masters, Inc. in project management classes provided through continuing education. Project Masters, Inc. is a project management consulting and training firm and Project Management Institute (PMI) registered educational provider. HCC and Project Masters have a profit-sharing co-sponsorship agreement in which Project Masters provides PMI certified instructors and books for HCC project management classes. To date, this co-sponsorship arrangement has resulted in a net profit of \$40,000.

Enrollments in these courses have been higher than anticipated and now necessitate an increased reimbursement to Project Masters, Inc. Due to the popularity of these project management courses, it is necessary to increase the original FY07 approved amount of \$40,000 by \$7,000 for a total of \$47,000.

**Purpose:** To increase reimbursements to Project Masters by \$7,000 to cover expenses for project management series (books and profit-sharing).

**Location:** Charles I. Ecker Business Training Center

**Timeline:** FY07

**Bids:** This agreement is a pass-through contract and therefore is not required to go out to bid.

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** An increase of \$7,000 for a total of \$47,000 (\$40,000 originally approved in November 2006)

**Vendor:** Project Masters, Inc.

**Source of funds:** Incoming revenue for these courses cover the total expenses.

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



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Patrick L. Huddle, Chair

Approved - June 6, 2007

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Approved / Rejected / Date

## F-3 Ratify and Confirm Increase in Fitch Blanket Purchase Order

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** The administration has switched the college's housekeeping supply contract from Daycon to Fitch Company, which currently holds the housekeeping supply contract with Howard County. New dispensers will hold Green Seal certified products, consistent with the college's new sustainability initiative. The dispensers will be installed college-wide as a result of this transition. The board approved this change at the May 2007 board meeting.

As a result, the original blanket purchase order for Fitch Company needs to be increased to cover cost of paper products. A large amount of paper products will be purchased before the new fiscal year (FY08) in order to fill the new dispensers (which will be installed at no cost to the college during the summer). In order to accommodate these needs, the blanket purchase order needs to be increased from \$21,000 to \$46,000.

**Purpose:** To approve the increase to the blanket purchase order for Fitch Company

**Location:** Campus-wide

**Timeline:** June 2007

**Bids:** Piggyback on Howard County contract

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** Increase of \$25,000 (from \$21,000 to \$46,000)

**Vendor:** Fitch Co.

**Source of funds:** FY07 plant operations operating budget.

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



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Patrick Huddle

Approved / June 7, 2007

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Approved/Rejected / Date

## F-4 Ratify and Confirm Change in Vendor from Riparius to Starbucks

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** At the February board meeting, the board of trustees approved additional costs for the Rouse Company Foundation Student Services Hall. One of the costs was for the installation of the Starbucks kiosk in the new Café on the Quad. This cost was anticipated and had been budgeted as part of the project. Starbucks has specific materials and signage they require on all their outlets and, as a result, they provided all the materials for the kiosk.

At the time of the February meeting, the board was asked to approve Riparius as the vendor on this expenditure. However, the college has now received the invoice directly from Starbucks. Therefore, the administration requests that the board of trustees approve Starbucks as the vendor on this item instead of Riparius.

**Purpose:** To change the vendor on the cost of the Starbucks kiosk from Riparius to Starbucks

**Location:** In the Café on the Quad located in the new Rouse Company Foundation Student Services Hall

**Timeline:** Immediately

**Specifications:** Cost for the materials and supplies for the new Starbucks in the Rouse Company Foundation Student Services Hall

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$119,219.29

**Vendor:** Starbucks

**Source of funds:** FY07 Capital Budget

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



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Patrick L. Huddie, Chair

Approved / June 7, 2007

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Approved / Rejected / Date

## F-5 Ratify and Confirm Heating Oil

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** During the summer months, the cost of heating oil is usually lower than during the winter season. In anticipation of the drop in cost of heating oil, the administration has reserved some funds in the plant operation budget to cover the filling of all the oil tanks on campus. On Monday May 11, 2007, the cost was \$2.25 per gallon for heating oil. At an estimate of 18,500 gallons to be purchased, approximately \$41,625 will be required to cover the cost. Since the rates are adjusted daily, the administration needs authorization of up to \$45,000 to compensate for rate fluctuation at the date of actual purchase. This purchase would piggyback on the existing Maryland state contract with Petroleum Traders.

**Purpose:** To obtain approval for the purchase of heating oil  
**Location:** Main campus  
**Timeline:** June 2007  
**Bids:** No bids were obtained since there is a state contract available

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$45,000  
**Vendor:** Petroleum Traders  
**Source of funds:** FY07 plant operations budget  
**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01



Patrick Huddie

Approved – 6/15/07

Approved/Rejected / Date

## F-6 Ratify and Confirm Gas and Electric Delivery Charges

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** The current purchase order for Baltimore Gas & Electric (BGE) delivery charges needs authorization to be increased by \$3,600 to cover the cost for June. The present purchase order of \$30,000 was approved by the board to be increased in March 2007 to \$50,000. Based on the bill the college received for May, the administration expects the bill through June to exceed the \$50,000 by \$3,600.

**Purpose:** To obtain board approval for an increase to cover gas delivery charges for June 2007

**Location:** Campus-wide

**Timeline:** June

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** increase of \$3,600 (from \$50,000 to \$53,600)

**Vendor:** BGE

**Source of funds:** FY07 Plant Operations Budget

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



Patrick Huddie

Approved 6/22/07

Approved/Rejected / Date

## F-7 Ratify and Confirm Truck and Snow Removal Equipment

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** At budget closeout, plant operations requested the purchase of a new truck to be used with snow removal equipment. The plant budget had enough funds to cover the item. A quote was obtained from Win Kelly Chevrolet for \$33,180. This amount includes the Chevy Silverado truck for \$25,750, snowplow for \$4,156, salt spreader for \$6,609, amber caution light for \$450, and other fees of \$115. In addition, there is a rebate for \$3,900 bringing the total to \$33,180. Win Kelly Chevrolet has the Howard County contract for trucks and cars. This purchase is a piggy-back on that contract.

**Purpose:** To obtain board approval to purchase a Chevy Silverado truck with snow removal equipment

**Timeline:** As soon as possible

**Bids:** Win Kelly Chevrolet has the Howard County Contract

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$33,180

**Vendor:** Win Kelly Chevrolet

**Source of funds:** FY07 Plant Operations Budget

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



Patrick Huddie

Approved 6/22/07

Approved/Rejected / Date

## F-8 Ratify and Confirm Science Labs in Lower Level of Science and Technology Building

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** As part of the science and technology building lower level renovation project, Struever Bros. Eccles & Rouse, Inc. (SBER), the design build contractor, had previously been selected to build the classrooms and complete the science labs through a public bid. Since the college did not have enough money to complete the science labs, the administration put that project on hold and requested funding from the county in the FY08 capital budget. Those funds were approved, but the college cannot encumber the money until August 1.

The original price assumed that work would begin as soon as the classroom renovations were wrapped up. The total cost of the lab construction is \$721,000. Since the administration would like to begin the project shortly, the college asked that the contractor break out from its proposal the design and demolition services for the lab "A," lab "B," and prep-room part of the program. This part is the former bookstore area. The design services quote for \$41,800.00 includes architectural, mechanical, and electrical design and construction documents, and pre-design phase, design development phase, construction document phase, and contract administration phase.

The demolition services quote for \$16,746.09 includes the removal and disposal of acoustical ceiling tile and grid and interior dividing partitions and carpet. All lights, doors and frames, and existing fire alarm and security system components are to be salvaged and returned to HCC.

The total for design and demolition services comes to \$58,546.09.

**Purpose:** To obtain board approval for design and demolition services for the science and technology building renovation project

**Location:** Science and technology building lower level

**Timeline:** Design to start in June 2007 and demolition to begin when the classrooms, presently under construction in the former galley area, are completed

**Specifications:** HCC drawings provided titled, *Conceptual Demolition and Conceptual Design, and Laboratory Design*

**Bids:** Struever Brothers has been awarded the design-build contract for the entire project.

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$41,800.00 for design services and  
\$16,746.09 for demolition services

**Vendor:** Struever Bros. Eccles & Rouse, Inc.

**Source of funds:** FY07 Plant Operations Budget

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



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Patrick Huddle

Approved 6/22/07

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Approved/Rejected / Date

## F-9 Ratify and Confirm Wireless Contract

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**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 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:** FY08

**Specifications:** Currently 65 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 \$40,000

**Vendor:** Verizon Wireless

**Source of funds:** Individual cost centers, with personal usage paid by the employee through payroll deduction

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



Patrick L. Huddie, Chair

Approved – 6/29/07

Approved / Rejected / Date

## F-10 Ratify and Confirm Reese and Carney Legal Fees

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** Reese and Carney, attorneys at law, handle various legal issues on behalf of Howard Community College. These issues include but are not limited to contract review, questions concerning Maryland statute, review of memorandums of understanding, employee issues, and disputes with students that continue after the college's internal processes have run their course.

In the past, the annual bills for these services have not exceeded \$25,000 and approval from the board of trustees was not necessary. However, in FY07, the extent of the work requested from Reese and Carney has exceeded \$25,000 and now requires approval from the board.

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

**Timeline:** FY07

**Bids:** Bids are not required for this service as it is a sole source item.

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** up to \$40,000

**Vendor:** Reese and Carney

**Source of funds:** Board of Trustees' FY07 Operating Budget

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



Patrick L. Huddle, Chair

Approved – 6/29/07

Approved / Rejected / Date

## **F-11 Ratify and Confirm Construction Management at Risk for James Clark, Jr. Library Building Renovations**

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** Proposals were solicited for construction management (CM) at risk services for the renovations to the James Clark, Jr. Library Building. The building, which consists of 55,225 net assignable square feet (NASF) and 77,159 gross square feet (GSF), was constructed in 1970 and is the oldest building on campus. The 37 year-old facility requires updating of its building systems and equipment including HVAC, electrical, lighting, telecommunications, ADA accessibility, security systems, restrooms, and elevator. The project renovation areas include information technology, library services, science and technology laboratories, and the Kaiser Permanente Wellness Center at HCC.

The board approved the contract for architectural and engineering services for the Clark Library at its December 13, 2006, meeting. The item was subsequently approved by the Board of Public Works on January 24, 2007. Since that time, the college has been working with the architectural/engineering (A/E) team on the design of this renovation project. The request for proposal (RFP) for CM at risk services was issued in April 2007. The technical proposal submission was required on May 11, 2007, followed by interviews on May 22, 2007, price proposal submission on June 11, 2007, and a best and final offer submission on June 28, 2007.

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

Atlantic Builders Group  
Gilbane Building Company  
Morgan Keller Construction  
Riparius Construction  
Struever Bros Eccles & Rouse  
Whiting-Turner Contracting Company

In addition to those six firms, two other firms responded to the RFP:

Lyons Construction  
Plano-Coudon, LLC

Consistent with the process the college used for other recent construction projects, the evaluation of proposals was based on a cumulative score over three phases. Each phase required a minimum score that was based on a percentage of total available points in order to proceed to the next phase. The points for each phase were totaled and weighted to yield a final value.

The three phases and weightings are listed below. The first two phases make up 70 percent of the total score with the price proposal at 30 percent.

<b>Phase</b>	<b>Category</b>	<b>Percentage of Final Score</b>	<b>Total Available Points</b>
<b>1</b>	Technical Proposal	45	692.5
<b>2</b>	Oral Presentation	25	384.72
<b>3</b>	Price Proposal	30	461.67

Phase 1 - Technical Proposals

Of the eight firms that participated in the pre-proposal conference, technical proposals were received from five. The technical phase was evaluated utilizing a point system for each of the following categories:

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

Following the technical proposal submission, the firms ranking from highest to lowest was as follows:

Atlantic Builders Group  
 Struever Bros. Eccles & Rouse  
 Morgan Keller Construction  
 Riparius Construction  
 Plano-Coudon, LLC

Plano-Coudon's score was under the minimum percent allowable to proceed to the next phase so that the top four firms were asked to participate in the interviews.

Phase 2 - Oral Presentations

The oral presentations were evaluated on the following criteria:

- 1) Responses to questions that each firm was asked to address concerning the project;
- 2) Strength of the proposed CM team;
- 3) Project experience with library buildings;
- 4) Project experience with information technology facilities;

- 5) Project experience with science and technology labs;
- 6) Experience with buildings of similar scope, size, and cost;
- 7) Higher education experience;
- 8) Experience with State funded projects;
- 9) Experience with Howard County funded projects; and
- 10) Construction management at risk experience

Following the oral presentations, Atlantic Builders Group and Struever Bros. were the only two firms that met the minimum score and were asked to submit price proposals.

Phase 3 – Price Proposals

The price proposals were evaluated based on five categories:

- 1) Preconstruction services;
- 2) Construction services;
- 3) General conditions personnel reimbursable expenses;
- 4) General conditions non-personnel; and
- 5) Construction contingency.

Points were awarded using pre-determined percentages of the construction budget and were based on the total price proposal. During the review of the price proposals, the college discovered inconsistencies with the submissions. College staff met with each firm and reviewed the categories and requirements of the price proposal. Afterwards, a best and final offer was requested from both firms. The maximum points possible for all three phases totaled 1538.9 and the cumulative scores were as follows:

Firm	Total Points	Percentage of Total Points
Atlantic Builders Group	1,269.5	82.5%
Struever Bros. Eccles & Rouse	1,177.1	76.5%

**Purpose:** To obtain board of trustees’ approval for CM at risk services for the renovations to the Clark Library building

**Location:** James Clark Jr. Library building

**Timeline:** Pre-construction services to begin July 23, 2007, and continue through the design phase. Construction services will commence immediately following approval of construction documents and guaranteed maximum price (GMP) with an eighteen-month construction schedule.

**Specifications:** To provide CM at risk services for the renovation to the Clark Library building project of 55,225 NASF and 77,159 GSF. Services will incorporate Leadership in Energy and Environmental Design (LEED) practices in the project consistent with priorities set by the board of trustees. Pre-construction management services will

commence immediately and include project design review, constructability review, value engineering, cost modeling, project schedule review, GMP preparation, and overall project management.

**Bids:** The best and final offers were received on June 28, 2007. The amounts below represent the total price for all categories. The current recommendation to the board of trustees is for pre-construction services. The remaining categories will be included as part of the GMP to be presented to the board of trustees for approval following completion of design and approval of the construction documents.

<b>Best and Final Offer</b>	<b>Atlantic</b>	<b>Struever</b>
<i>Pre-construction Services Fee</i>	\$46,120	\$130,000
Construction Management Fee	426,600	398,000
General Conditions Personnel	657,936	813,812
General Conditions Non-Personnel	890,550	867,900
College/CM-GMP Contingencies	355,500	355,500
<b>Total Best and Final Price Proposal</b>	<b>\$2,376,706</b>	<b>\$2,565,212</b>

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$46,120

**Vendor:** Atlantic Builders Group, 9635 Philadelphia Road, Baltimore, Maryland 21237

**Source of funds:** FY06 and FY07 Capital Budgets, Clark Library building

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



T. James Truby, Vice Chair

Approved – 7/9/07

Approved / Rejected / Date

## F-12 Ratify and Confirm Dues for the Maryland Association of Community Colleges

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** The Maryland Association of Community Colleges (MACC) was established in 1992 as an advocacy organization for Maryland's public community colleges. All 16 of Maryland's public community colleges are members of MACC and support the Association through an annual institutional dues assessment.

MACC's mission is to develop and to execute a strategic direction for Maryland's community colleges and to provide leadership on behalf of the community college segment.

MACC dues are based upon institutional size, which is classified as small, medium, or large depending on the number full-time equivalent students (FTEs) enrolled. The following chart includes dues from the last three years for each size category.

	2006 Dues	2007 Dues	2008 Dues
<b>Large Colleges</b>	\$34,980	\$37,429	\$40,423
<b>Medium Colleges</b>	\$27,308	\$29,220	\$31,557
<b>Small Colleges</b>	\$19,635	\$21,009	\$22,690

Howard Community College (HCC) is classified as a medium-sized community college. Therefore, its FY08 dues are \$31,557.

**Purpose:** To obtain approval from the board of trustees for dues for the Maryland Association of Community Colleges

**Timeline:** FY08

**Bids:** No bids are necessary, as this is a sole source item

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$31,559

**Vendor:** Maryland Association of Community Colleges

**Source of funds:** FY08 president's office operating budget

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



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Patrick L. Huddle, Chair

Approved / 7/6/07

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Approved / Rejected / Date

## F-13 Ratify and Confirm Strategic Energy Cooperative

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** Last year, the board approved Belmont's participation in the Strategic Energy cooperative. The college is satisfied with the arrangement and wishes to renew its participation for the coming year.

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

The energy purchasing cooperative pools the buying power of commercial customers to procure energy at the best available competitive market price. Members participating in the program also gain useful information on reducing consumption through the implementation of an energy management program. Strategic Energy will deliver electricity to the host utility (BGE) for delivery to the buyers facilities.

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

**Purpose:** To obtain board approval to allocate appropriate funding for the payment of energy bills

**Location:** Belmont Conference Center

**Timeline:** FY08

**Specifications:** The cooperative pricing is .0992 per KWh

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

**Recommendation**

The administration requests that the board of trustees approve:

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

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

**Source of funds:** Belmont Conference Center FY08 Utility Budget

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



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Patrick L. Huddle, Chair

Approved – 7/13/07

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Approved / Rejected / Date

## F-14 Ratify and Confirm Verizon Phone Service

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** The board approved the college's expenditures for local phone service with Verizon at its November 29, 2006, meeting. A blanket purchase order in the amount of \$68,000 was created to cover the annual expenses for FY07. The cost for phone service in FY07 exceeded the annual cost by \$5,455.92. This increase is due to the need to provide two additional T1 lines, one each for Gateway, and Belmont. These additional services were not part of the original blanket purchase order. The college is requesting that the board approve the additional expense for phone service charges for FY07.

**Purpose:** To obtain board approval to increase the blanket purchase order for FY07

**Timeline:** FY07

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$5,455.92

**Vendor:** Verizon Maryland Inc.

**Source of funds:** Funding for this service is within the FY07 operating budget of the Telecommunications Cost Center.

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



Patrick L. Huddle, Chair

Approved - July 23, 2007

Approved / Rejected / Date

## F-15 Ratify and Confirm Belmont Lease Payment

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** When the Howard Community College Educational Foundation, Inc. (HCCEF) purchased Belmont Conference Center, it entered into a lease with the college. As the lessee, the college agreed to make rental payments for Belmont that were equal to the debt service the HCCEF paid on the property. The debt service on the property currently is based on the 3-month LIBOR (London Interbank Offered Rate) and is an interest only payment. The interest only payment will end in December 2007 and the college will need to refinance the loan if the sale of Belmont is not finalized with the county prior to that time. It should be noted that the lease payments are made directly to Bank of America as opposed to HCCEF.

**Purpose:** To obtain board approval to allocate appropriate funding for the Belmont lease payments

**Location:** Belmont Conference Center

**Timeline:** Lease payments for the period July 1, 2007 – December 31, 2007

**Specifications:** Lease payments are based on the 3-month LIBOR. As of 7/10/07 this rate was 5.36 percent. The administration has budgeted funds sufficient to cover the rate rising to 8.0 percent

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$354,000

**Vendor:** Bank of America.

**Source of funds:** Howard Community College FY08 Auxiliary Budget - Belmont

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



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Patrick L. Huddle, Chair

Approved – 7/17/07

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Approved / Rejected / Date

## F-16 Ratify and Confirm Children's Learning Center Mortgage

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** In October 2000, construction was completed on the Children's Learning Center. It was opened for business that same month. Sandy Spring Bank holds the mortgage on the building.

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

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

**Purpose:** To obtain board approval to provide mortgage payments for the Children's Learning Center's building lease

**Location:** Children's Learning Center

**Timeline:** FY08

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$85,592.88 to be paid out on a monthly basis for FY08

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

**Source of funds:** Children's Learning Center cost center

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



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Patrick L. Huddle, Chair

Approved – 7/19/07

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Approved / Rejected / Date

## F-17 Ratify and Confirm Voicemail System

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** It is necessary to replace the college's existing voicemail enterprise server system. The current server system was installed in 2000 and is in need of technology and capacity upgrades to assure continued operations and reliability. The voicemail technology was submitted to the audit and finance committee in May as part of the item on year-end purchases. At this time, the administration informed the committee that it would bring back all items over \$25,000 to the board chair for approval over the summer. Due to the delay of the project by Verizon, approval is being requested for the installation cost from FY07 funding that will be transferred to year-end.

The new voicemail system is being purchased from Verizon Select Services, Inc. The equipment and installation services are being procured through Maryland state contract number PBX1 - 050R5800009.

**Purpose:** To obtain approval to procure a new voicemail system.

**Timeline:** Summer 2007

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$74,811.79 – voicemail system equipment  
\$20,400.00 – voicemail system installation and labor

**Vendor:** Verizon Select Services, Inc

**Source of funds:** FY07 year-end funds

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



Patrick L. Huddle, Chair

Approved – July 23, 2007

Approved / Rejected / Date

## F-18 Ratify and Confirm Legal Fees

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for ratification and confirmation at its August 22, 2007, meeting.

**Background:** Currently, both the college and the foundation are incurring legal costs directly related to the operation of the Belmont Inn and Conference Center that are expected to exceed the \$25,000 limit of presidential signature authority. The lease agreement between the Howard Community College Educational Foundation, Inc. (HCCEF) and Howard Community College (HCC) for Belmont indicates that, "the college shall be solely responsible for all costs including utilities, maintenance and repairs, incurred in the operation of the Belmont Inn and Conference Center." In accordance with this agreement, the college needs to reimburse the HCCEF for the aforementioned legal costs.

Based on these fees, the administration asks for board approval to reimburse the HCCEF and for funds to pay for the anticipated legal fees of Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC, the firm representing HCC.

**Purpose:** To pay for anticipated legal fees

**Timeline:** FY08

**Bids:** Sole source

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** HCCEF, Inc. - \$50,000  
Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC - \$50,000

**Vendor:** Howard Community College Educational Foundation, Inc and Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC

**Source of funds:** FY08 Unrestricted budget

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



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Patrick L. Huddle, Chair

Approved – 8/1/07

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Approved / Rejected / Date

## **F-19 Ratify and Confirm Construction Management at Risk Services for the McCuan Hall and Smith Theatre Renovations**

**Background:** Proposals were solicited for construction management at risk with guaranteed maximum price. The total project includes 32,916 net assignable square feet (NASF) and 50,956 gross assignable square feet (GASF), which includes a 562 NASF and 1,096 GASF area of the McCuan Hall/nursing building connector (currently the lower nursing lounge). The components of the project include: 1) expansion of the media arts areas; 2) renovation of the former arts and humanities instructional spaces that moved to the Horowitz Visual and Performing Arts Center (HVPA); 3) relocation and expansion of offices; 4) expansion, renovation, and tie-in of the Smith Theater to the HVPA Center; 5) and upgrades to the existing heating and chilling capacities, humidity control, mechanical equipment, electrical, and telecommunications systems. It should be noted that on the second floor of McCuan Hall, the construction will mainly be on the north side of the building and a few renovations will occur to the president's office, boardroom, and vice presidents' offices on the south side of the building. The major work that will be done on the south side of the building will be to replace the HVAC system, which will entail removing all the ceilings in the building.

Previously, a public bid was performed and Riparius Construction, Inc. was awarded the construction manager at risk project. Riparius has now provided the college with the guaranteed maximum price (GMP) for approval. The price is within the budget previously approved by the board. There were several items that the college was unable to include in the GMP that the college would consider if the contingency is not fully utilized or if savings occur during the course of construction. These items are add alternates to the building and would be selected in the order listed on the following document.

**Purpose:** To obtain board approval for the construction price – GMP and add alternates for the McCuan Hall and Smith Theatre renovation project.

**Location:** Main campus

**Timeline:** Construction to start pending Board of Public Works approval on September 12, 2007. Duration approximately 14 months.

**Specifications:** To provide construction management at risk services for the McCuan Hall space and Smith Theater renovations projects including 32,916 NASF and 50,956 GASF. The components of the project include: 1) expansion of the media arts areas; 2) renovation

of the arts and humanities instructional spaces and offices that moved to the HVPA Center 3) relocation and expansion of offices; 4) expansion, renovation, and tie-in of the Smith Theater to HVPA; 5) and upgrades to the existing heating and chilling capacities, humidity control, mechanical equipment, electrical, and telecommunications systems.

**Bids:** After a competitive bid process, the board awarded the construction manager at risk contract to Riparius Construction, Inc. As part of the process, they have prepared the GMP and the add alternates on the project. Funds are available in the FY08 capital budget to cover both the GMP and add alternates

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$9,774,000 and  
\$ 490,000 for add alternates (see list)

**Vendor:** Riparius Construction, Inc.

**Source of funds:** FY08 Capital Budget

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



Patrick L. Huddle, Chair

Approved – 8/3/07

Approved / Rejected / Date

**Add Alternates Riparius Construction, Inc.**

Howard Community College McCuan Hall and Smith Theatre Renovation

1	TV studio camera package	190,000
2	Replace theatre seating – front of house and left rear of house	122,000
3	Replace theatre seating – right rear of house (drum section)	32,000
4	Upgrade corridor 217 finishes (Lyptus doors, wall panels, and ceiling)	42,000
5	Reconfigure McCuan Hall toilet room to add a shower	23,000
6	Point-up drywall and repaint section of McCuan Hall	21,000
7	Replace carpeting and base in section of McCuan Hall	23,000
8	Connect theatre front and rear catwalk sections	26,000
9	Add door and portal between back of house & wardrobe 156	11,000
	<b>Total:</b>	<b>\$490,000</b>

## F-20 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 May 4, 2007, through July 30, 2007

### ◆————— 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 August 2007 Board Meeting**

**BUDGETED HIRES (Position Control Positions)<sup>1</sup>**  
**May 2007**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Director of Development Research & Special Projects (30 hours)	Development, Alumni, and Government Affairs	Temporary with Benefits New Position	15	\$59,418-\$95,069	\$60,000	Emmerich, Linda	5/01/07
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	St. Hilaire, Marie	5/07/07
HVAC Mechanic	Plant Operations	New Position	10	\$38,473-\$61,556	\$52,200	Thomas, Clinton	5/14/07
Lead Groundskeeper	Belmont Conference Center	New Position	6	\$27,173-\$43,477	\$32,009	Fitzgibbon, Andrew	5/29/07

**June 2007**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Accounting & Customer Service Assistant	Belmont Conference Center	Existing Position Replacement	9	\$35,270-\$56,431	\$35,270	Brown, Erinn	6/01/07
Systems Administrator, Student Computer Support	Student Computer Support	Existing Position Replacement	12	\$45,778-\$73,245	\$60,000	Ely-Boyd, Jackie	6/25/07
Creative Services Coordinator	Public Relations & Marketing	Temporary with Benefits Existing Position	8	\$32,333-\$51,733	\$32,333	Sutton, Christi	6/25/07
Office Associate IV	Arts & Humanities	Existing Position Replacement	6	\$27,173-\$43,477	\$30,968	Anastasiadis, Grace	6/28/07

**July 2007**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Supervisor, Print Shop	Print Shop	Existing Position Replacement	8	\$37,584-\$60,155	\$46,938	Grim, Patricia <sup>4</sup>	7/01/07
Reprographics Technician	Print Shop	Existing Position Replacement	7	\$34,389-\$55,019	\$34,389	Anuszewski, Gerard	7/02/07
Instructional Technologist	English/World Languages Continuing Education	Existing Position Replacement	12	\$50,296-\$80,474	\$50,296	Deberry, Nanette	7/02/07
Basic Skills Workplace and Registration Coordinator (20 Hours)	Continuing Education	New Position	11	\$46,017-\$73,627	\$24,544	Evans, Linda	7/02/07
Master Electrician & Key Technician	Arts and Humanities	Temporary with Benefits New Position	9	\$38,519-\$61,630	\$38,519	Moore, Eric	7/02/07

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

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

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

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

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

**Howard Community College**  
**PROPOSED NEW HIRES**  
**For August 2007 Board Meeting**

**July 2007 (Continued)**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Production Coordinator	Arts and Humanities	Temporary with Benefits New Position	9	\$38,519-\$61,630	\$38,519	Smedley, Mark	7/02/07
Coordinator, Silas Craft Collegians Program	Academic Affairs	Temporary with Benefits Existing Position	12	\$50,296-\$80,474	\$50,296	Lawson, Carla	7/09/07
Associate Director of Admissions (Nursing & Allied Health)	Admissions & Advising	Existing Position Replacement	14	\$60,086-\$96,138	\$60,086	Owen, Emily <sup>4</sup>	7/09/07
Office Associate II	Teaching & Learning Services	Existing Position Replacement	4	\$24,693-\$39,509	\$24,693	Gonzalez, Megan	7/16/07
Co-op/Internship Manager (18.75 Hours)	Counseling & Career Services	Existing Position Replacement	12	\$50,296-\$80,474	\$25,144	Hawes, Sheri	7/16/07

**August 2007**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Vice President of Student Services	Student Services	Existing Position Replacement	19	\$93,730-\$149,967	\$121,000	Peterka, Cynthia	8/01/07
Instructor, Biology	Science & Technology	Existing Position Replacement	Instructor (10 month)	\$42,152-\$58,290	\$45,152	Bard, Lyudmila	8/06/07
Instructor, History	Science & Technology	Existing Position Replacement	Instructor (10 month)	\$42,152-\$58,290	\$42,902	Bianchi, Haneal	8/06/07
Assistant Professor, English	English & World Languages	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$55,600	Buck, David	8/06/07
Assistant Professor, Biology	Science & Technology	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$50,253	Chandran, Bhuvana	8/06/07
Assistant Professor, Nursing	Health Science	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$60,678	Davies, Valerie	8/06/07
Instructor, Business	Business & Computer Systems	New Position	Instructor (10 month)	\$42,152-\$58,290	\$56,777	Furst, Mary	8/06/07
Instructor, Mathematics	Mathematics	New Position	Instructor (10 month)	\$42,152-\$58,290	\$48,152	Kim, Sunhee	8/06/07
Assistant Professor, Mathematics	Mathematics	Existing Position Replacement	Asst. Prof. (10 month)	\$46,503-\$66,791	\$56,253	Lang, Frederic	8/06/07
Instructor, Music	Arts & Humanities	New Position	Instructor (10 month)	\$42,152-\$58,290	\$44,402	Meng, Hsien-Ann	8/06/07

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

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

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

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

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

Howard Community College  
**PROPOSED NEW HIRES**  
**For August 2007 Board Meeting**

**August 2007 (Continued)**

<b>Title</b>	<b>Department</b>	<b>Position Control Status</b>	<b>Grade</b>	<b>Range for Grade<sup>3</sup></b>	<b>Compensation<sup>2</sup></b>	<b>Name</b>	<b>Effective Date</b>
Assistant Professor, Art History	Arts & Humanities	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$49,503	Mooney, Lynette	8/06/07
Instructor, Computer Science	Business & Computer Systems	New Position	Instructor (10 month)	\$42,152-\$58,290	\$45,502	Sadeghian, Pedram	8/06/07
Assistant Professor, Arabic	English/World Languages	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$50,373	Salih, Abdelrahim	8/06/07
Assistant Professor, ESL	English/World Languages	Existing Position Replacement	Asst. Prof. (10 month)	\$46,503-\$66,791	\$52,503	Saxer, Sarah	8/06/07
Assistant Professor, Psychology and Human Development	Social Sciences/Teacher Education	New Position	Asst. Prof. (10 month)	\$46,503-\$66,791	\$50,628	Schuler, Maureen	8/06/07
ESL Instructor <sup>5</sup>	Continuing Education & Workforce Development	Temporary with Benefits Existing Position	11	\$46,017-\$73,627	\$38,792	Hicks, Emily	8/15/07
Admissions & Recruitment Counselor	Admissions & Advising	Existing Position Replacement	11	\$46,017-\$73,627	\$46,017	Leyva, Robert	8/13/07
ESL Grant Program Coordinator/Instructor <sup>5</sup>	Continuing Education & Workforce Development	Temporary with Benefits New Position	12	\$50,296-\$80,474	\$45,355	Leite, Katherine <sup>4</sup>	8/15/07
Business and Technology Certification Program Administrator	Business and Computers	Existing Position Replacement	13	\$54,974-\$87,958	\$57,724	Gonzales, Annette	8/20/07
ESL Instructor <sup>5</sup>	Continuing Education & Workforce Development	Temporary with Benefits Existing Grant Funded Position Replacement	11	\$46,017-\$73,627	\$38,792	Witmer, Christine	8/20/07

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

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

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

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

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

## F-21 Grants and Scholarships

**Background:** The board of trustees' policies gives the college authority to "apply for and accept any gift or grant from the federal government or any other person." Every six months (August and February), the administration will bring scholarships and competitive grants awarded to the college to the board of trustees for its approval, and annually, non-competitive grants. Details on grants and scholarships follow this item.

**Purpose:** To obtain board approval for grants and scholarships received

**Timeline:** See below

### ◆———— Recommendation —————◆

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

<b>Amount:</b>	Non-competitive Grants:	\$3,674,113 (July 2005–July 2006)
	Competitive Grants:	\$ 765,941 (January–June 2007)
	Scholarships:	\$ 156,887 (January–June 2007)

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

## Non-Competitive Grants Awarded - July 1, 2005 - June 30, 2006

Project	Description	Grantor	Project Manager	Amount of Award	Start Date	End Date
Cable Administration	Howard County allocation to fund HCC's TV cable studio.	Howard County Government	Margaret Kahlor/Valerie Lash	\$236,357	7/1/2005	6/30/2006
English Second Language (ESL) Credit	State funding granted per FTE for English language classes.	Maryland Higher Education Commission	Jean Svacina	\$65,824	7/1/2005	6/30/2006
English Second Language (ESL) NonCredit	State funding granted per FTE for English language classes.	Maryland Higher Education Commission	Becky Lessey/Rebecca Price	\$294,653	7/1/2005	6/30/2006
Perkins/Vocational Education	Support for vocational education and state planning.	Maryland State Department of Education	Janice Marks/Margaret Garroway	\$171,420	7/1/2005	6/30/2006
Supplemental Educational Opportunity Grant (SEOG)	Federal grant funds for students who demonstrate financial need.	U.S. Department of Education	Katherine Allen	\$144,730	7/1/2005	6/30/2006
Federal Work Study	Federal funding to provide jobs for students with financial need.	U.S. Department of Education	Katherine Allen	\$148,086	7/1/2005	6/30/2006
Maryland State Scholarship-Part Time Student Grant	State funding for student scholarships.	Maryland Higher Education Commission	Katherine Allen	\$128,557	7/1/2005	6/30/2006
Pell Grant	Federal grant funds for FY2006 students who demonstrate financial need.	U.S. Department of Education	Katherine Allen	\$2,042,608	7/1/2005	6/30/2006
Pell Grant	Federal grant funds from end of FY2005 for students who demonstrate financial need.	U.S. Department of Education	Katherine Allen	\$4,791	7/1/2005	9/30/2005
Campus-Based Educational Assistance Grant	Maryland State funding for new student scholarships.	Maryland Higher Education Commission	Katherine Allen	\$41,938	7/1/2005	6/30/2006
Maryland State Scholarships	Scholarships are granted to students from various sources (e.g., District 13, Senatorial Group, State Delegates.	State of Maryland	Katherine Allen	\$395,149	7/1/2005	6/30/2006

**Total                    \$3,674,113**

## Competitive Grants Awarded - January 1, 2007 - June 30, 2007

Project	Description	Grantor	Project Manager	Amount of Award	Start Date	End Date
World Languages	STARTALK grant to provide 8-week summer language institutes in Chinese and Arabic to 60 county high school students.	National Foreign Language Center/University of Maryland	Cheryl Berman	\$118,495	2/1/2007	10/1/2007
Technology Assessment Program	To develop an experiential course on technology transfer as part of the Entrepreneur Studies degree program.	National Science Foundation	Ron Roberson	\$195,404	2/1/2007	1/31/2008
Innovative Technology Grant**	Matching grant from the State of Maryland.	State of Maryland	Tom Glaser	\$150,000	7/1/2006	6/30/2007
Employee Wellness Program*	To move HCC employees toward health by encouraging weightloss and supporting the employee wellness program	Horizon Foundation	Tara Rupp and Sharon Heckler	\$5,000	3/1/2007	2/28/2008
Nursing and Allied Health Continuing Education**	To provide annual Reproductive Health Update conferences 2006 - 2008 (total grant amount \$63,000)	Maryland Department of Health and Mental Hygiene/Family Health Administration	Kathleen Jones	\$41,000	2/1/2006	6/13/2007
Nursing and Allied Health Continuing Education**	Grant to support Epidemiology and Disease Control Prevention Training Programs (three year grant total \$150,000)	Maryland Department of Health and Mental Hygiene/Community Health Administration	Kathleen Jones	\$50,000	7/1/2006	6/30/2007
Nursing and Allied Health Continuing Education**	Annual Fetal and Infant Mortality Review Conference	Maryland Department of Health and Mental Hygiene/Family Health Administration	Kathleen Jones	\$6,042	10/6/2006	12/15/2006
Nursing and Allied Health Continuing Education	Public Health Training	Maryland Department of Health and Mental Hygiene/Office of Preparedness and Response	Kathleen Jones	\$ 200,000	4/16/2007	8/30/2007

<b>Foundation Grants*</b>	<b>\$5,000</b>
<b>College Grants</b>	<b>\$760,941</b>
<b>TOTAL</b>	<b>\$765,941</b>

\* Funds granted to HCC Educational Foundation, Inc. (all other funds granted to HCC).

\*\*These grants were omitted from the previous report to the board.

## HCCEF Scholarships Paid to HCC January 1, 2007 - June 30, 2007

2002 Grand Prix Chair Scholarship	\$ 1,424.00
Alumni & Friends Endowment	\$ 551.00
Anonymous Nursing Scholarship	\$ 3,598.51
Citizens National Bank Scholarship	\$ 1,750.00
Columbia Town Center Rotary Scholarship	\$ 1,950.00
Delta Sigma Theta Endowment	\$ 252.00
Dorothy A. and Alva S. Baker, Jr. Endowment	\$ 1,194.00
Dr. Delroy L. Cornick, Sr. Endowment	\$ 230.00
Ellen M. Cherry-Delawder Endowment	\$ 317.00
Ellicott City Lions Club Athletic Scholarship	\$ 4,200.00
Ellicott City Lions Club Business Scholarship	\$ 4,448.89
Emerson and Celonia Walden Endowment	\$ 300.00
Evelyn and J.P. Bolduc Endowment	\$ 3,877.00
General Endowment Endowment	\$ 7,443.00
Gerson L. and Frances P. Weinstein Endowment	\$ 1,300.00
Grand Prix Rouse Scholars	\$ 12,895.00
Grand Prix Credit-Free Scholarship	\$ 4,332.00
Grand Prix Silas Craft Collegians Scholarship	\$ 16,169.00
Grand Prix Study Abroad	\$ 7,000.00
Grand Prix Study Abroad - Turkey	\$ 3,700.00
Hallinan Nursing Scholarship	\$ 643.00
Hans Marchand Endowment	\$ 1,419.00
Harkins Builders Scholarship	\$ 1,175.87
HCC Trustees' Endowment Fund	\$ 532.00
HCCEF Directors Fund Endowment	\$ 1,475.00
Horowitz Endowment	\$ 1,634.00
Howard County Medical Society Endowment	\$ 221.00
James and Lillian Clark Endowment	\$ 738.00
James W. Rouse Scholars Endowment	\$ 1,897.00
Jamie Ball Endowment	\$ 297.00
Jeanne Yudkin Endowment	\$ 247.00
Jeffrey Taylor Memorial Endowment	\$ 144.00
Jim & Patty Rouse Charitable Foundation Scholarship	\$ 3,882.00
John G. Monteabaro Endowment	\$ 488.00
John W. Sundstrom Endowment	\$ 100.00
Judith L. Triebman Scholarship	\$ 1,500.00
K.L. Lim/Col. John F. Twombly Memorial Endowment	\$ 1,071.00
Kids on Campus Scholarship	\$ 100.00
Kiwanis Club of Ellicott City Endowment	\$ 149.00
Leidy Foundation Scholarship	\$ 1,300.00
Liveratos International Endowment	\$ 1,000.00
Lockheed Martin IT Scholarship	\$ 2,570.00
Marie K. Kittelberger Endowment	\$ 2,925.00
Marion Durkan Endowment	\$ 830.00
Math Aide Scholarship	\$ 1,475.00
Matthew Mihelcic Endowment	\$ 1,099.00
McCuan Family Trust Endowment	\$ 5,406.00
Meghan Coker Endowment	\$ 255.00

**HCCEF Scholarships Paid to HCC  
January 1, 2007 - June 30, 2007**

Mildred Casway Endowment	\$ 88.00
Northrup Grumman Scholarship	\$ 3,000.00
Paul E. Reynolds Endowment	\$ 165.00
Phi Theta Kappa Endowment	\$ 299.00
PlayWiseKids Scholarship	\$ 900.00
Project Access Endowment	\$ 1,000.00
Real Estate Endowment	\$ 1,805.40
Riparius Construction Scholarship	\$ 2,900.00
Roger and Patti Caplan/Faye Miller Teacher Education Scholarship	\$ 250.00
Rosann Smith Simberloff Endowment	\$ 148.00
Rosie Mae Bumphus Endowment	\$ 254.00
Rotary Club of Columbia, Inc. Scholarship	\$ 1,725.00
Rotary Club of Columbia-Patuxent Endowment	\$ 398.00
Rotary Club of Columbia-Patuxent Scholarship	\$ 1,500.00
Ruth Keeton Endowment	\$ 673.00
Schulte Travel Scholarship	\$ 11,900.00
Science/Math/Engineering/Technology Endowment	\$ 237.00
Silas Craft Collegians Endowment	\$ 1,314.00
Sophia Jackson Endowment	\$ 222.00
Student Government Association Endowment	\$ 125.00
Sun for Howard County Literacy Endowment	\$ 299.00
The Humphrey Companies HCC Scholarship Fund	\$ 5,000.00
The Links, Inc. Scholarship Endowment	\$ 400.00
Turf Valley Resort Hospitality Scholarship	\$ 3,000.00
Virginia Worthington Schardt Endowment	\$ 632.00
Walter and Caroline Eng Scholarship	\$ 25.00
William T. Manning Endowment	\$ 359.00
Women's Giving Circle of Howard County Scholarship	\$ 5,259.00
	<u>\$156,887.03</u>

## F-22 Summer II and III 2007 Graduates

**Background:** The following item is a list of proposed candidates for graduation, who are expected to complete their degrees/certificates at the conclusion of the summer II and III sessions. These candidates are being cleared by the office of records and registration. The faculty will review and approve the attached tentative list of 105 graduates prior to the conferring of these degrees and certificates.

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

**Timeline:** Effective August 31, 2007. This is the expected date for the clearing of all summer II and summer III graduates.

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the list of proposed graduates for the summer II and III 2007 sessions and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration and review and approval by the faculty.

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

**Howard Community College  
Graduation Candidates  
Summer II and III, 2007**

**Associate of Arts**

**Arts and Sciences-Criminal Justice**

Nina N. Gilmore-Smith

Toby Justin King

**Arts and Sciences-English**

Richard Christopher White

Michael Craig Williams

**Arts and Sciences-Life Sciences**

Margot Arden Carroll

**Arts and Sciences-Social Sciences**

Rebecca W. Fleming

Cory Thomas Sumter

**Business Administration - Accounting, Business Administration, Fashion  
Merchandising**

Curtis Victor Faustin  
Michael J. Gutierrez

Justin R. Masket  
Michael Craig Williams

**Engineering**

John Wayne Lapoint

**General Studies**

Douglas Scott Beers  
Rochelle J. Cross  
Tiffany Nicole Cross  
Brandon Ricky Hawkes  
Mary N. Isacco  
Michele G. Kates

Danny Earl Jones  
Joshua Timothy Judkins  
Mason Chandler Pfau  
Eric Wade Robillard  
Jessica A. Vencill

**General Studies for Certificate Students**

Tiffany Nicole Cross

Christopher Patrick Crowe

**General Studies-Business/Technology Emphasis**

Jason Michael Carey  
Minwook Choi  
Rachel Espinoza  
Brittany C. Evans

John Erick Gonzales  
Suzanne Elyse Jackson  
Justin M. Smith  
Millie M. Thomas

## **General Studies-Science Emphasis**

Allison M. Amara  
Madiha Yaqoob Naroo  
Syeda Naila Sultana

Colin Edward Toole  
Audrey E. Travitz

## **Information Technology-Cisco**

Benjamin Carl Nowak

## **Information Technology-Internet Technologies-Webmaster**

Albert Sung Jun

## **Nursing**

Mahsa Akhlaghi  
Adejumoke Adetokunbo Ayoola  
Jessica Lauren Boyd  
Bernadett M. Campbell  
Rebecca Ann Cohen  
Danette L. Collick  
Christopher E. Fioravante  
Georgeta Manuela Georgescu  
Derrica Patrice Hall  
Yoon Sun Hwang  
Devon G. Kelly

Jennifer Beth Kerstetter  
Kristin Ann Lederman  
Susan Sanchez Moody  
Mark A. Neumann  
Marissa Ariana Popkin  
Elizabeth Estermay Riordon  
Rozmin Ikbal Shaikh  
Pamela D. Watford  
Madelene Inga White  
Meghan Campbell Wyman

## **Spanish**

Derek Ammons

## **Teacher Education-Secondary Education-Humanities/Arts**

Amanda J. Norcutt

## **Teacher Education-Secondary Education-Social Sciences**

Scott Matthew Bryant

## **Associate of Applied Science**

### **Biomedical Engineering**

Andrew Scott Horsman

Christopher Nathan Horsman

### **Business Management-Hospitality Management**

Jennifer A. Heigh

### **Computer Support Technology**

Timothy B. Roudebush

## **Electronics Technology-Telecommunications Technology**

Grace Adriane Smith

## **Emergency Medical Services-Paramedic/Firefighter**

Matthew Ryan Whalen

## **Emergency Medical Technician/Paramedic**

Robert Todd Deremer  
Heather Fawn Goddard

William Rosebrough  
Amanda L. Squires

## **Associate of Arts in Teaching**

### **Teacher Education-Early Childhood Education**

Erin Jayne Tiamson

Amber Marie Wensien

### **Teacher Education-Elementary Education**

Kristin L. Stephanos

## **Certificate of Proficiency**

### **Early Childhood Development**

Christina L. Salla

## **Emergency Medical Technician/Paramedic**

Eric Jacob Hassani  
Kristie Lynne Krob  
Alexis Carole Ptak

Amanda L. Squires  
Philip T. Wolowicz

## **Licensed Practical Nursing**

Heidi Malika Abdur-Rahman  
Mercy Addai  
Rosemary Unomar Ademiluyi  
Michael D. Austin  
Jennifer Elizabeth Brown  
Leila Collick-Butler  
Gloria Aniela Franklin  
Faith Lavina Freeman  
Raphicah Shannell Hardman  
Grace Elizabeth Henry  
Christine E. Hester

LaShawn Ellen Hopkins  
Nicole Deneen Johnson  
Kathleen Vitug Lacsamana  
Ijeoma Tina Nwosu  
Yvonne Obenaffar Obenson  
Jessica E. Reddick  
Walter G. Schmidt  
Samuel Lu Shen  
Thomas Edward Shields  
Michele A. Welk  
Dawn Marie Woltemath

## 23 – Athletic Fields Phase IV, Change Orders 2 and 3

**Background:** The administration had awarded the contract for the athletic fields phase IV, as authorized by the board of trustees in January 2007, to Hudak's Construction Services, Inc. for \$774,000. Phase IV is composed of site improvements such as the expansion of field storm water management into a pond, handicapped access, landscaping, installation of storm sewer drains, removal of specimen trees, excavating of stumps, and clearing of brush. The bid was based on contract drawings and specifications provided by Patten, Harris, Rust, & Associates, civil engineers. The first change order was approved by the board of trustees in April 2007 for additional tree removal services for \$24,700.

The second change order, in the amount of \$28,636, is requested because a water line was discovered during construction. The change order includes test pitting and relocating of the proposed storm drain line to accommodate the water line. It should be noted that these change orders were not noted by Patten, Harris, Rust, and Associates on the original construction documents on which Hudak bid.

In addition, the county is now requiring a third change order for the installation of soil stabilization matting for erosion control at the northern soccer field's slope. The amount quoted for the third change order is \$14,678. This addition will bring the total cost of the project to \$842,014.

Even with these additional change orders, Hudak's Construction Services, Inc. is still lower than the next low bidder, MRC Construction, Inc., which had submitted a proposal of \$848,700. Funds are available in the capital budget to cover this project.

**Purpose:** To obtain board approval for the administration to proceed with change order 2, relocation of a storm drain line, and for change order 3, erosion control at the slope of the soccer field

**Location:** Athletic fields

**Timeline:** January through June 2008

**Specifications:** Test pitting and relocation of storm drain line for change order 2 and installation of soil stabilization matting for erosion control at the northern soccer field's slope for change order 3

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

**Amount:** \$28,636 for change order 2 and  
\$14,678 for change order 3

**Vendor:** Hudak's Construction, Inc.

**Source of funds:** FY08 Capital Budget

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

## **24 - WebCT License Renewal**

**Background:** More than 10 years ago, the college selected WebCT as its online course software from a broad field of competitors. Since then, Blackboard and WebCT merged and emerged as the major providers for such software. The college has developed dozens of online courses and three online degrees using the WebCT courseware. The college has roughly 2,000 enrollments per year in online courses. Since the use of supplemental online courses is one of HCC's strategies to continue to operate in case of a pandemic, HCC is encouraging its entire faculty to develop a supplemental online course site whether or not they teach online.

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

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

**Timeline:** FY08

**Specifications:** WebCT Campus Edition, version 6

**Bids:** Sole source

### **◆————— Recommendation —————◆**

The administration requests that the board of trustees approve:

**Amount:** \$31,400

**Vendor:** Blackboard, Inc.

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

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