



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

November 28, 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...

**Gather, analyze, manage, and
improve data, information, and
knowledge assets**





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Board of Trustees
Advanced Consent Agenda**

November 28, 2007

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

1. **Proposed New Hires**
2. **Fiscal Year 2009 Sabbatical Leave Recommendations**
3. **December 2007 Graduates**
4. **Fiscal Year 2009 Proposed Fee Changes for Courses**
5. **Application Fees for the Clinical Radiologic Technology and Cardiovascular Technology Programs**
6. **Consulting Agreement for Rep Stage**
7. **Radiology Lab Equipment Purchase and Installation Contracted Services**
8. **Hickory Ridge and Science and Technology Building Re-flooring Projects**
9. **Nursing Supplies**
10. **Athletic Fields Phase IV, Change Order 6**
11. **Cooling Tower Refurbishment Contract**
12. **Science and Technology Building Lower Level Renovation Furniture for Lab "A", Lab "B" and Prep-room Change Order 1**
13. **Fiscal Year 2009 Capital Budget**

1 – Proposed New Hires

Background: The following item 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 October 3, 2007, through November 7, 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 November 2007 Board Meeting

BUDGETED HIRES (Position Control Positions)¹
October 2007

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
General Maintenance Mechanic	Plant Operations	New Position	7	\$34,389-\$55,019	\$35,058	Degen, John ⁴	10/08/07
Catering Manager	Belmont Conference Center	Existing Position Replacement	11	\$46,017-\$73,627	\$46,017*	Haught, Kelli	10/10/07
Gift Processor	Development, Alumni and Government Affairs	Existing Position Replacement	9	\$38,519-\$61,630	\$38,519	Tydings, J. Lee	10/22/07
Sous Chef	Belmont Conference Center	Existing Position Replacement	8	\$37,584-\$60,155	\$38,500	Nagowski, Sean	10/22/07
Laboratory Instructional Assistant (30 Hours)	Health Sciences	Existing Position Replacement	11	\$46,017-\$73,627	\$34,136	Dent, Iris ⁵	10/29/07

November 2007

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Groundskeeper	Plant Operations	New Position	3	\$24,116-\$38,565	\$24,116	Wilkes, Johnathan	11/01/07
Associate Professor, Radiologic Technology	Health Sciences	New Position	Associate Professor	\$62,770-\$92,695	\$84,520	Gary, Evelyn	11/05/07
Database/Systems Engineer	Student Computer Support	New Position	14	\$60,086-\$96,138	\$65,000	Livingston, Mary	11/14/07

*Commission Employee

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

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

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

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

⁵ Part Time, 10 month position

2 – Fiscal Year 2009 Sabbatical Leave Recommendations

Background: All full-time teaching faculty are eligible to apply for sabbatical leave. Eligible employees must have completed five years of continuous full-time service to the college to be eligible for sabbatical leave. The sabbatical leave committee, consisting of one faculty member from each academic division, reviews and rates sabbatical proposals.

Purpose: Sabbaticals should contribute to the attainment of the college's mission, goals, and objectives and substantially contribute to the professional growth of the faculty member, such as projects designed to improve teaching competencies.

Timeline: Sabbaticals are reviewed and recommended to the board of trustees in November for the following fiscal year.

◆———— Recommendation —————◆

The administration requests that the board of trustees approve the following sabbatical proposals:

Cheryl Berman is requesting a half-year sabbatical to be taken in spring 2009. She will achieve five objectives. The first three objectives will be completed at the Universidad Internacional, Cuernavaca, Mexico, where she will: (1) teach an English course to Mexican students to enrich her understanding of those students and their higher educational system; (2) work with faculty at Universidad Internacional to develop a web-based component for the SPAN-220, Cultures of Mexico course at Howard Community College (HCC) that connects Spanish learners with students in Mexico; and (3) take a course on Mexican politics and economics at the Universidad Internacional to further her education and to enhance her teaching. The other objectives of her leave are: (1) to research and gather materials to create a workbook for HCC's SPAN-220 Cultures of Mexico course that will include a chapter on best practices for teaching culture in general (interdisciplinary applications), that is critical to world languages program development; and (2) to pursue research toward future development of an interdisciplinary course on cross-cultural communication.

Valerie Lash is requesting a half-year sabbatical to be taken in spring 2009. The focus of her sabbatical leave is two-fold: the administration and management of the Horowitz Visual and Performing Arts Center and the planning and coordination of the curricula and arts/media activities and events that are housed within the complex.

Valerie will: (1) conduct research to identify colleges and universities that have quality arts centers, television studios, and arts/mass media curricula; (2) create and administer a survey to determine institutions with best practices of management and curricular integration; and (3) visit institutions that offer examples of high quality and successful arts/mass media programs and facilities. She will write a report with recommendations based on her research in areas such as administration, management structure, operational procedures, staffing, resources, marketing, technology, and curricular development.

Vinitha Nithianandam is requesting a modified sabbatical to be taken in the academic year 2008-2009. The objectives of her sabbatical are to: (1) develop, with Patrick O'Guinn, a course outline and objectives for Introduction to E-Discovery; (2) develop, with Patrick O'Guinn, a course outline and objectives for Introduction to Video Forensics; (3) obtain training in electronic discovery, video forensics, and expert witness testimony; (4) obtain the Certified Computer Examiner (CCE) certification, provided in association with the International Society of Forensic Computer Examiners (ISFCE); and (5) gain hands-on experience in conducting computer forensic examinations in several cases so that practical hours may be documented for professional certifications. During the academic year, she will continue to teach two computer forensics courses during the fall 2008 and spring 2009 semesters, as well as supervise faculty in her discipline.

Patrick O'Guinn is requesting a modified sabbatical to be taken in the academic year 2008-2009. The objectives of his sabbatical are to: (1) develop, with Vinitha Nithianandam, a course outline and objectives for Introduction to E-Discovery; (2) develop, with Vinitha Nithianandam, a course outline and objectives for Introduction to Video Forensics; (3) obtain training in electronic discovery, video forensics, and expert witness testimony; (4) obtain the Certified Computer Examiner (CCE) certification, provided in association with the International Society of Forensic Computer Examiners (ISFCE); and (5) gain hands-on experience in conducting computer forensic examinations in several cases so that practical hours may be documented for professional certifications. During the academic year, he will continue to teach two computer forensics courses during the fall 2008 and spring 2009 semesters, as well as supervise faculty in his discipline.

Guy Bunyard is requesting a half-year sabbatical to be taken in the spring of 2009. His first objective is to complete four co-curricular units in which he will partner with faculty from outside the mathematics division to infuse mathematics across the curriculum; this will assist faculty by helping students to have a better understanding of the mathematics they use in their courses. His second objective is to conduct in-depth site visits to schools that have implemented math across the curriculum to learn about ways institutions are implementing quantitative literacy programs. These objectives will provide Guy with ideas about how to develop a successful team at HCC to advance math across the curriculum.

Amelia Yongue is requesting a half-year sabbatical to be taken in the fall of 2008. She will go to Cali, Columbia to take a Spanish composition course. She will teach English at Pontifica Universidad Javeriana in Cali or another institution there. Having taught writing at various levels to native speakers of Spanish, she would like to find out personally how it feels to face the challenges of studying writing in

Spanish at the college level. She will later apply that understanding to her own teaching of writing in her HCC courses for native and English as a second language (ESL) learners. She will also learn about the cultures of Latin America to enrich her teaching of and materials for the new literature course ENGL-213, Latin American Literature.

Amount: The minimum replacement cost for a faculty person on a one-semester sabbatical is \$9,750.

Compliance: This request is in compliance with college procedure, Sabbatical Leave – 63.08.13.

3 – Candidates for Commencement

Background: The following item is a list of proposed candidates for graduation who are being cleared by the office of records and registration. The faculty will review and approve the attached list of 185 graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Degree Conferral – December 17, 2007

◆———— Recommendation ———◆

The administration requests that the board of trustees approve the list of proposed graduates for December 2007, 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
Fall 2007**

Associate of Arts

Arts and Sciences-Anthropology

Amanda Lynn Eichelberger

Arts and Sciences-Art

Rebecca Laura Coe
Jonah S. Cohen
Scott Michael Bryan
Daphne K. Ingraham

Christopher Michael Judge
Jennifer Marie Parlette
Jeremy Derrell Kesler

Arts and Sciences-Criminal Justice

Guney S. Cakmakli
Julia K. Heidenreiter

Jennifer Lauren Schick
Harrison Matthew Zemel

Arts and Sciences-English

Karina Rose Fitzgerald
Shirley Jacquelyn Jackson
Jennifer Elaine Johnson

Melanie Marie Kittleman
Erin N. Wojcik

Arts and Sciences-Human Services

John Patrick Vogel

Arts and Sciences-Journalism

Joseph Daniel Mettle

Arts and Sciences-Life Sciences

Byung K. Moon

Arts and Sciences-Mass Media Design and Production

Christopher Brian Griffin
Megan Lee Fallin

Brandon A. Seese
Segyung Rho

Arts and Sciences-Pre-Medicine

Crystal Lynnette Melendez

Arts and Sciences-Pre-Pharmacy

Ami Pravin Bhalodia
Peter E. Sutter

Oladayo OlubunmiTaiwo

Arts and Sciences-Psychology

Tavon M. Evans

Arts and Sciences-Spanish

Allison M. Simpson

Business Administration

Jonathan L. Ober
Victoria E. Afram
Eric A. Allen
Adam Thomas Brasso
Erika Duarte
Christopher G. Ebeling
Curtis Victor Faustin
Patricia Rae Feldblum
Zachary R. Fratkin
Elizabeth A. Gavigan
Kimisha Natalee Hamilton
Jessica Lynn Harvey
Danielle Nichelle Johnson

Nancy K. Kablaoui
Dong Uk Kim
Marie Michelle Laliberte
Anna Christine Lekarz
Carson James Nickell
Elaine Rebucas Ortiz
Steven M. Regan
Kimberly Tamara Rivera
Sibel Sarioglu
Muhammad Azeem Vohra
Kenny Yang
So Rang Yi-Shryock

Computer Science

Hyung-Kyun Kim

Engineering

William James Hastie

Samuel Edward Rajakumar

General Studies for Certificate Students

Oluwafunmilayo Adebayo
Kevin C. Bull

Brandon D. Pabst
Thomas M. Stewart

General Studies

Robert James Barton
Jessica Lindsay Chapman
Renee Lyn Craft
Carol V. Crivelli
Raymond T. Curley
Kenneth W. Drummond
Ryan C. Evans
Dong Hoon Han
Jeremy Derrell Kesler
Heather Marie Marsh
Malcolm Timothy Nichols
Matthew Jordan Palewicz

Jonathan Michael Phipps
Matthew J. Powers
Jacquelyn Renee Pressau
Nicole Leigh Propst
Jared B. Snider
Andrea D. Souder
James H. Symanek
Stacie Lynn Tippet
Natalie Marie Vermillion
Adrian Martin Villar
Kathryn Mary Wenner

General Studies-Business/Technology Emphasis

Kevin Patrick Barton
Andrew L. Bryan
Joshua James Burchick
Kevin J. Hancock
Bruce Orphanas Hill, Jr.
Andrew Roy Hoesch
Paula Marie Lewis
Nikita A. Nazarenko

Ketrin Lee Nielsen
Jennifer R. Rager
Roger Wayne Rome Jr.
Daniel L. Rosenblum
Karen Capek Skochinski
Johanna Maria Teabo
Kevin Trendler

General Studies-Science Emphasis

Jesse Alan Bare
Opeyemi Elegbe-Holiday
Ji Yea Lee

Salman Tranam
Gillian Fien Jong

Nursing

Shahin R. Aliabadi
Helen Awelachew
Lindsay Elizabeth Baron
Nelly R. Bauss
Patricia A. Bernhard
Joanna Katherine Boales
Janet Gair Bouland
Lorie Anne Brewer
Sara Jean Brown
Amanda deWaard Bryant
Katharine Amanda Carta
Jennifer Nicole Chicca
Angelena Culmer Yeboah
Evelyn E. Dietrich-Knapo
Kristina Nicole Drew
Misty M. Escalona
Karen Jayne Fischer
Wendy Elise Fischer
Peggy L. Flanagan
Shannon E. Franco
Mary Bridget Frande
Cherie L. Franks
Stacey Faith Gaines

Katharine Rose Goble
Nicole Harvey
Shontay Nicole Hayes
Patricia Lee Hengel
Erin B. Hughes
Charlesetta A. Johnson
Sheryl A. Johnson
Bonnie Miller Keating
Linda G. Leek
Alexandra A. Matheny-Anderson
Kristy M. McNutt
Jamie Elisha Murphy
Jumoke A. Oladapo
Shelby Marie Orndoff
Karen Sue Paskor
Barbara Ann Potter
Olga Rayeva
Deise T. Souza
Mala Radha Sudama
Stephanie Nicole Thielen
Mary J. Toegar
Kimberly A. Tootle
Christina D. Walters

Teacher Education-Elementary Education

Deborah L. Brozyna

Nicole PlascenciaThornton

Teacher Education-Secondary Education

Peter Na'Shon Greer
Roxanne M. Massarelli

Zachary T. Conrad

Information Technology

Aimee Maree Amaro

Associates of Applied Sciences

Business Management

Eva M. Latham

Bryan M. Morgan

Adaiha Davina Murphy

Business Management-Hospitality Management

Todd C. Holmes

Computer-Aided Design Technology

Richard S. Scovitch

Howard E. Thompson, III

Early Childhood Development

Ashley Rae Hurst

Office Technology

Christopher Matthew Kornick

Associate Arts in Teaching

Teacher Education-Early Childhood Education

Ashely Noelle Cawley

Kristina Elizabeth Marr

Teacher Education-Elementary Education

Zaheed A. Adetoro

Marilyn M. Lepore

Dounia-Zed Bounoua

Tiffany Ann Miles

Michelle Ann Caldwell

Nogeong Park

Brandy Michele Grooms

Cortney Lynn Rhodes

Barbara J. Harrison

Ashleigh Nicole Rizzo

Certificate of Proficiency

Financial Planning

Marie Michelle Laliberte

Cardiac Monitoring and Analysis

Christina Danielle Collins

Megan J. Vogt

Computer-Aided Design Technology

Howard E. Thompson, III

Gaming & Simulation Design

Christopher Brian Griffin

Graphic Design

Dario Milana

Network Security Administration

Peter F. Alexander

Web Design

Jennifer Anne Garcia

4 – Fiscal Year 2009 Proposed Fee Changes for Courses

Background: Course level fees pay for materials and activities in courses for which there are no budgeted funds in the division. Course level fees are collected to simply cover actual costs and not to generate a surplus. Fees to pay the cost of photography chemicals, course specific software upgrades, lab aides, art models, or buses for field trips are typical course level fees.

The academic affairs area recommends the following fee changes:

Radiologic Technology

Radiologic technology (RadTech) is a new program. Like other allied health programs, the RadTech clinical courses will require fees to cover the cost of radiologic film, chemicals, other disposable supplies, and instructional lab aides. The RadTech proposed fee schedule is similar to that of nursing, cardiovascular technology, and emergency medical technology-paramedic. Lecture courses in the program will have no fees attached.

RADT-101	Introduction to Procedures	\$ 50
RADT-111	Radiographic Procedures 1	\$ 50
RADT-112	Clinical Radiography 1	\$100
RADT-121	Radiographic Procedures 2	\$ 50
RADT-122	Clinical Radiography 2	\$100
RADT-211	Radiographic Procedures 3	\$ 50
RADT-212	Clinical Radiography 3	\$100
RADT-231	Radiographic Procedures 4	\$ 50
RADT-232	Clinical Radiography 4	\$100
RADT-251	Radiation Biology and Protection	\$ 50
RADT-252	Clinical Radiology 5	\$100

Nursing

In 2001, the Howard Community College (HCC) National Council Licensure Examination (NCLEX)-RN first-time candidate pass rate was below the state and national average. As a part of the action plan to improve NCLEX-RN licensure results, HCC began offering mandatory NCLEX review courses at the end of the semester for students preparing to graduate. These review courses have been grant-funded. Since implementation, HCC's NCLEX first-time candidate pass rates have exceeded both state and national averages. Due to the expansion of the nursing program, the grant funds are no longer sufficient to cover the cost of the review courses. The nursing department is proposing a \$25 fee increase in the clinical nursing courses to cover the funding shortfall for the NCLEX review course in order to maintain the college's success rates. This \$25 increase would move the fee on eleven nursing clinical courses from \$75 to \$100.

Arts and Humanities

The arts and humanities division is requesting the following fee increases:

Keyboard Skills Courses – increase fee from \$10 to \$20 to cover increased costs for sheet music and open lab aides.

Pastel Drawing, Sculpture I & II – add \$30 fee to cover the cost of live models. This fee is identical to that of other courses at the college that use live models.

Modern Drama; Shakespeare – increase fee from \$20 to \$25 to cover increased cost of purchasing group rate tickets for students.

Music Lecture Courses (American Popular Music, African American Popular Music, Music Literature in Context I, Music Literature in Context II) – increase fee from \$10 to \$20 to cover increased costs for CDs, DVDs, and guest speakers.

Purpose: The purpose of fee revisions is to insure that academic courses that have unique needs continue to generate sufficient revenue to cover cost of operation.

Timeline: Effective July 1, 2008

◆————— Recommendation —————◆

The administration requests that the board approve the fee changes as recommended by the audit and finance committee at its November 14, 2007, meeting.

Compliance: This request is in compliance with college administrative policy, Tuition, Fees and Waivers – 50.06.01.

5 – Application Fees for the Clinical Radiologic Technology and Cardiovascular Technology Programs

Background: Several years ago, the office of admissions and advising received consent from the board to assess a \$25 supplemental application fee for the various clinical nursing admissions options (i.e., Accelerated; Licensed Practical Nursing (LPN); LPN Pathways; and Traditional Registered Nurse (RN)). The main purpose of the fee was to offset the significant mailing and processing costs related to the applicant pools for these programs and to pay for some of the hourly costs involved in processing the applications (including data entry, tracking, reporting, and scanning). Another important purpose was to reduce frivolous applications to multiple programs, an objective that has been achieved. The fee is waived for financial aid recipients and others with demonstrated financial need, as well as for students reapplying to clinical coursework for various reasons. The fee has proven acceptable by applicants and there have been no known complaints.

Purpose: The purpose of this fee request is to establish a supplemental application fee for the cardiovascular technology (CVT) and for the radiologic technology clinical admissions programs for the same reasons this type of fee was established for the various clinical nursing programs.

Timeline: Beginning fall 2008

Specifications: These fees would be credited to the Admissions Fund fee account 10-5-55000-42605 (and expended from the unit's 10-5-55000-61099 account).

◆————— Recommendation —————◆

The administration requests that the board approve the application fees as recommended by the audit and finance committee at its November 14, 2007, meeting.

Amount: \$25 supplemental application fee for the CVT clinical program and \$25 supplemental application fee for the radiologic technology clinical program

Compliance: This request is in compliance with college administrative policy, Tuition, Fees and Waivers – 50.06.01.

6 – Consulting Services for Rep Stage

Background: The college administration contracted with Clair Zamoiski Segal, LLC from July 1 through December 31, 2007, to provide fundraising services for Rep Stage. The college administration would like to extend this contract through March 2008 with an option for a further extension through the end of the fiscal year.

Prior to Ms. Segal's work with Rep Stage, she was instrumental in the completion of Howard Community College's (HCC) capital campaign and connecting college staff with several foundations and corporations in the region. Ms. Segal has also worked with the Baltimore Opera Company, Hippodrome Theater at the France-Merrick Performing Arts Center, and the Lyric Opera House.

Because of her experience in these areas, this contract is considered sole source and bids are not required.

Purpose: To obtain board approval to extend the contract for fundraising services for Rep Stage

Timeline: July 2007 through March 2008 (with an option for a further extension through June 2008)

Specifications: The consultant will work with Rep Stage to develop and implement a fundraising plan, including focusing on Rep Stage's annual fund, the developing of a corporate sponsorship campaign, and planning of fundraising events.

Bids: No bids are necessary, as this contract is a sole source.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$29,250 (\$3,250 per month) with an option to extend the contract for another three months for a total of \$39,000

Vendor: Clair Zamoiski Segal, LLC

Source of funds: FY08 auxiliary budget

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

7 – Radiology Lab Equipment Purchase and Installation Contracted Services

Background: Radiologic technicians and technologists are in high demand in Maryland. The Department of Labor, Licensing, and Regulation (DLLR) projects 2,035 job openings in the field of radiologic technology (radiological technicians, radiographers, and sonographers) across the state through 2010. In the Mid-Maryland Workforce Investment Area, comprised of Howard and Carroll Counties, 280 radiologic technology job openings are projected for the same period. Maryland healthcare providers complain of high vacancy rates for radiology positions. Howard Community College has 16 students on its radiologic technology waiting list who have completed the pre-requisite courses and are ready for clinical experience. Nearly 100 students have declared radiologic technology as their major but are still working to satisfy the minimum requirements. Industry demand and student supply clearly justify a new A.A.S. degree program to serve Howard County and surrounding jurisdictions. An energized radiologic technology skills lab is critical to the success of this program. Radiology is rapidly being transformed by technologies and innovations that improve quality of diagnosis and treatment, but many traditional procedures remain in practice. For example, digital X-ray computing is replacing X-ray film and processing; however, 50 percent of providers still use film. As a result, radiographers must master both applications.

The administration advertised an invitation to bid in October 2007 for a company to provide the equipment including the installation for a radiology lab. The criteria for vendor selection included higher education experience. Two firms bid: Chesapeake Medical Systems, Inc. and Reliant Medical Systems. Chesapeake Medical Systems, Inc. was able to document experience with radiologic technology skills lab equipment in several educational settings, as well as industry. Reliant did not; all of the experience it documented was with industry.

The criterion of higher education experience speaks directly to the quality of service each organization can provide during and, most importantly, after installation. The experience of having worked with educational labs is an important factor. Educational labs do not generate future or related business opportunities like those found in industry settings. Companies that work with educational labs must be prepared to provide the same level of service as they would an industry lab, without the financial incentive. Chesapeake's references indicate experience and dependability for providing this level of service.

Chesapeake Medical Systems, Inc. is the preferred contractor even though they did not submit the lowest bid. Chesapeake was chosen for its proven track record of working

with education institution facilities and labs. In addition Chesapeake Medical Systems can provide the following expertise and technical assistance: licensed electrician, FUGI manufacturer's specific certification on digital products, and Konica Minolta Digital Imaging Processing. Chesapeake's applicable licensure and manufacturer certification will allow the company to provide a high level of application training specific to the equipment.

Location: Nursing building, room N200.

Timeline: To begin December 2007

Specifications: Provide and install a digital medical imaging system and radiographic equipment.

Bids:

Company Name	Amount (Total)
Reliant Medical Systems	\$ 97,013.00
Chesapeake Medical Systems	\$ 98,495.00

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$98,495

Vendor: Chesapeake Medical Systems Inc.

Source of funds: FY08 Capital Budget

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

8 – Hickory Ridge and Science and Technology Building Re-flooring Projects

Background: Due to the age of the carpet in the Hickory Ridge building and in the science and technology building, it has become very difficult to clean the carpet and maintain a healthy environment. In some areas the carpet is frayed and a trip hazard. The administration solicited quotes from Interface America, Inc. for carpet tiles that the college is already using in all of the new buildings. Interface America, Inc. provides carpet tiles that are made from recycled materials and are recycled when replacement is necessary. Interface America is also one of the contracts the college can piggy-back on due to the college's membership with the National Joint Powers Alliance (NJPA). NJPA serves all qualifying municipal and educational agencies in the United States and Canada. NJPA contracts are competitive bids based on the potential national volume, with the goal of providing its members the very best purchasing value through contract purchasing.

The quotes solicited from Interface Americas, Inc. for the flooring replacements are as follows:

Hickory Ridge rooms (240,242,244, 246, 248, 250)	\$20,165.52
Hickory Ridge 2 nd and 3 rd floor corridors	\$35,045.37
Science and technology building rooms (149, 249)	\$18,824.67
Science and technology building - 40 offices	\$17,360.99
Total	\$91,396.55

Purpose: To obtain board approval for the re-flooring projects under the NJPA contract with Interface Americas, Inc.

Location: Science and technology building and Hickory Ridge building

Timeline: To begin December 2007

Specifications: Removal of existing flooring material and installation of carpet tile.

Bids: NJPA contract

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$91,396.55

Vendor: Interface Americas, Inc.

Source of funds: Systemic Budget

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

9 – Nursing Supplies

Background: The nursing department has been using Physician’s Sales and Services (PSS) to supply its nursing lab with instructional supplies for the last 10 years. Physician’s Sales and Services is a local company with competitive prices. The company delivers within two days for free. In FY07, because of the growth in the nursing program, expenditures on nursing supplies in the aggregate over the course of the year exceeded \$25,000. In accordance with college policy and in anticipation that purchases may exceed \$25,000 again this year, the nursing department has asked three major suppliers to provide quotes on a list of common items ordered each year.

The nursing lab is consistent with the college’s philosophy on sustainability, therefore, supplies that can be repackaged will be used again before being thrown away.

Purpose: To select a vendor for nursing supplies

Location: Health Sciences Division – Main Campus

Timeline: FY08

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

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

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

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: Not to exceed \$25,000 per year

Vendor: Physician's Sales and Services

Source of funds: Nursing Budget

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

10 – Athletic Fields Phase IV, Change Order 6

Background: The administration awarded the contract for the Athletic Fields Phase IV, as authorized by the board of trustees, to Hudak’s Construction Services, Inc. for \$774,000. The bid was based on contract drawings and specifications provided by Patten Harris Rust & Associates, civil engineers.

Over time, there have been several change orders to the project. The first change order was approved by the board of trustees in April 2007 for the additional services of tree removal at \$24,700. A second change order, which was approved by the board in August 2007, was requested because a water line was discovered during construction. This change order, for \$28,636, included test pitting and relocating 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 on the construction documents on which Hudak bid.

Additionally, the county required the installation of soil stabilization matting for erosion control at the northern soccer field’s slope resulting in a third change order. The charge for the third change order was \$14,678, which was board-approved in August 2007.

Change order 4 was an additional requirement by Howard County to stabilize the soil at the northern side of the storm water management pond through soil stabilization matting in the amount of \$8,693. The fourth change order was approved by the board in October 2007.

Change order 5 was submitted due to the discovery of a previously unidentified fiber optic line uncovered during excavations for the new sidewalk. The fiber optic line had to be lowered beneath the new pavement subgrade. The cost of the change order #5 was \$11,215 and was approved by the board in October 2007.

The administration is now requesting board approval for change order 6, which is for the relocation of 320 linear feet of existing chain link fence and gate at a cost of \$4,460. After reviewing the layout of the fields, the athletic department requested this change to provide a larger field.

The six change orders have brought the cost of the project total to \$866,382. Funds are available in the capital budget to cover this cost.

Purpose: To obtain board approval for change order 6

Location: Athletic fields

Timeline: January through June 2008

Specifications: Relocation of 320 linear feet of existing chain link fence and gate

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$4,460

Vendor: Hudak's Construction, Inc.

Source of funds: FY08 Capital Budget

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

11 – Cooling Tower Refurbishment Contract

Background: The college’s cooling tower requires refurbishing resulting from heat transfer media deterioration and scale build up in the tank due to age of the equipment. The cooling tower needs heater elements installed to insure safe operation in cold temperatures and to prevent damage to cooling tower components.

In October 2007, the administration advertised an invitation to bid (ITB) for refurbishing of the cooling tower. Heritage Mechanical Corporation and CTHX Engineering Repair Services were forwarded a direct mailing of the ITB by the college’s contract administrator. CTHX Engineered Repair Services, Inc. was the only bid received. The company is well-qualified to provide the refurbishing service as it was also the original installer.

Purpose: To obtain board approval to award a contract for the cooling tower refurbishing project

Location: Campus Central Plant

Timeline: Begin December 2007

Specifications: Replace the heat transfer surface and freeze protect the piping and cooling tower basin.

Bids:

Company Name	Replace Heat Transfer Surface	Freeze Protect Piping and Tower Basin
CTHX Engineered Repair Services, Inc.	\$75,835	\$48,238
Total:	\$124,073	

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$ 124,073

Vendor: CTHX Engineered Repair Services, Inc.

Source of funds: FY08 Capital Budget

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

12 – Science and Technology Building Lower Level Renovation Furniture for Lab “A”, Lab “B” and Prep-room Change Order 1

Background: The college is in the process of constructing two biology labs laboratories with a prep-room in the lower level of the science and technology building where the bookstore was previously located. These labs require specialized furniture. The college identified a vendor that is familiar with providing scientific furniture and equipment. The college procured this equipment through the National Association of Educational Procurement (NAEP) contract with Prince George’s Community College and VWR International was selected. VWR International will design, construct and install laboratory furniture for the renovation of the vacated space. VWR International had submitted its price proposal for this phase at \$127,140.25 and it was approved by the board of trustees on September 19, 2007. Since then, some changes have been requested by the college, which result in an additional cost of \$1,593.74.

Purpose: To obtain board approval for change order 1 - furniture and installation contract for \$1,593.74

Location: Science and technology building lower level lab “A,” lab “B” and prep-room

Timeline: Estimated completion - spring 2008

Specifications: Deletion of several items totaling \$1,001.55 and addition of equipment for \$2,595.29, resulting in a difference of \$1,593.74

Bids: Piggy-back through Prince George’s Community College NAEP contract with VWR International.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$1,593.74 for change order 1 - furniture and installation contract

Vendor: VWR International

Source of funds: Systemic Budget

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

13 – Fiscal Year 2009 Capital Budget

Background: The following document is the final draft of Howard Community College's proposed FY09 capital budget. The draft budget was presented to the audit and finance committee on September 5, 2007. Following review, recommendations from the committee were incorporated in the document and presented to the full board at its meeting on September 19, 2007. Due to the thorough review by the audit and finance committee, there were no changes recommended at the September 19, 2007, board meeting or the October 24, 2007, board meeting. However, since that time it has been determined that the critical parking situation on campus warrants a change to the capital budget. Severe parking shortages force the college to reinstitute a shuttle service from the Columbia Mall to the main campus at the start of the spring and fall semesters. Even after the completion of the first parking deck, the parking deficit remains at an astounding 1,576 spaces. Therefore, it is recommended that the FY09 capital budget request include construction funds for the second parking garage of 750 spaces, previously planned over two phases in FY10 and FY11. The revision to the proposed budget is provided to the board of trustees for final approval as a consent item. The final document will be submitted to the County Executive following board approval.

Purpose: To obtain approval of revision to the FY09 capital budget

Timeline: July 1, 2008 – June 30, 2009

◆———— Recommendation —————◆

The administration requests that the board of trustees approve the following document included in the FY09 proposed capital budget.

Source of funds: FY09 Capital Budget

Compliance: This request is in support of the board of trustees' policies and Governance Process: Board's Role and Presidential Boundaries: Budgeting/Forecasting.

Proposed FY 2009 Capital Budget—Final Board Review Version

Changes Since Board Review on October 24, 2007

Location of Change	Change																																												
Page 10 – Changes Since FY08	Two sentences were added to explain why the parking garage is being requested in FY09 instead of in FY10 and FY11 as previously scheduled. The sentences are in BLUE below and appear between two existing sentences as follows: <i>“With consideration of future infrastructure and campus expansion, the college must address its parking issues before its facility development and renewals. The critical parking situation on campus warrants the inclusion of the parking garage project in the current capital budget request. Therefore, the FY09 capital budget request includes construction funds for the second parking garage of 750 spaces, previously planned over two phases in FY10 and FY11. Discussions with the county regarding funding of the parking deck have taken place...”</i>																																												
Page 10 – Project Schedule and Cost Summary	Last sentence was edited to include the entire amount of the first parking garage at \$7,556,000 instead of what was funded in only FY06 at \$7,231,000.																																												
Page 11 – Project Schedule and Cost Summary	<p>The amount previously listed for FY10 (550 spaces) and FY11 (200 spaces) for the construction phase of the garage totaled \$15,900,000. By not phasing the project over two years, the construction cost for all 750 spaces has decreased by \$900,000. In addition, the entire amount is being requested for county funding.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="text-align: center;"><u>Previous Version</u></th> </tr> <tr> <th></th> <th style="text-align: center;">County</th> <th style="text-align: center;">CC Bonds</th> <th style="text-align: center;">Total Request</th> </tr> </thead> <tbody> <tr> <td>FY10</td> <td style="text-align: right;">5,830,000</td> <td style="text-align: right;">5,830,000</td> <td style="text-align: right;">\$11,660,000</td> </tr> <tr> <td>FY11</td> <td style="text-align: right;">2,120,000</td> <td style="text-align: right;">2,120,000</td> <td style="text-align: right;">\$ 4,240,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">7,950,000</td> <td style="text-align: right;">7,950,000</td> <td style="text-align: right;">\$15,900,000</td> </tr> </tbody> </table> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="text-align: center;"><u>Revised Version</u></th> </tr> <tr> <th></th> <th style="text-align: center;">County</th> <th style="text-align: center;">CC Bonds</th> <th style="text-align: center;">Total Request</th> </tr> </thead> <tbody> <tr> <td>FY09</td> <td style="text-align: right;">15,000,000</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$15,000,000</td> </tr> <tr> <td>FY10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">\$ 0</td> </tr> <tr> <td>FY11</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">\$ 0</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">15,000,000</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$15,000,000</td> </tr> </tbody> </table>	<u>Previous Version</u>					County	CC Bonds	Total Request	FY10	5,830,000	5,830,000	\$11,660,000	FY11	2,120,000	2,120,000	\$ 4,240,000	Total	7,950,000	7,950,000	\$15,900,000	<u>Revised Version</u>					County	CC Bonds	Total Request	FY09	15,000,000	0	\$15,000,000	FY10	0	0	\$ 0	FY11	0	0	\$ 0	Total	15,000,000	0	\$15,000,000
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FY06 PARKING GARAGES (PROJECT NUMBERS M-0529 and M-0526)

Description

This project originally began as part of the Peter and Elizabeth Horowitz Visual and Performing Arts Center project number M-0529, but was broken out as a separate line item for tracking purposes and future garage projects. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, the college determined that construction of a parking deck was more feasible than additional surface parking lots.

In addition to the garage noted above, the college is proposing the construction of two more parking facilities. These have been identified as immediate needs in the revised facilities master plan. The second garage will be adjacent to the Hickory Ridge Building, and the third garage will be adjacent to the English, Language, Business (ELB) Building.

Justification

Even with the completion of the first parking garage on campus, the college is experiencing significant parking shortages. With the construction of the Peter and Elizabeth Horowitz Visual and Performing Arts Center and now the Rouse Company Foundation Student Services Hall, the parking deficit is compounding. With consideration to future development on campus, the most feasible solution is to construct more parking decks. After extensive discussions regarding innovative funding alternatives, the county agreed to float bonds for the college on this project. The college will repay the county with the revenue from student fees. The revised building fee for students was increased to cover facilities.

Changes Since FY08

As previously noted, one of the most critical areas on campus is the parking shortage. Even after the completion of the college's first parking garage containing 518 spaces, the college parking deficit remains at 1,576 spaces. With consideration of future infrastructure and campus expansion, the college must address its parking issues before its facility development and renewals. The critical parking situation on campus warrants the inclusion of the parking garage project in the current capital budget request. Therefore, the FY09 capital budget request includes construction funds for the second parking garage of 750 spaces, previously planned over two phases in FY10 and FY11. Discussions with the county regarding funding of the parking deck have taken place and the college will continue to pursue alternative funding options to help alleviate this on-going problem by utilizing a proposed county redevelopment authority or a private developer.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. The college will provide funds listed under the "Other" column, initially. The county has agreed to float the bonds on this project with the college repaying the county for the cost of construction. The first parking garage associated with the Peter and Elizabeth Horowitz Visual and Performing Arts Center was funded in the amount of \$7,556,000. Future requests are identified below.

Year	Description	County	State	Other	CC Bonds	Total
FY04	Design – parking garage	\$0	\$0	\$263,000		\$263,000
FY05	Construction – parking garage	0	450,000	0		450,000
FY06	Design – additional funds garage	0	0	44,500		44,500
FY06	Design – addt'l funds ped bridge	0	0	11,500		11,500
FY06	Construction – parking garage	0	0	0	7,231,000	7,231,000
FY07	Construction – parking garage	0	0	0	700,000	700,000
FY07	Construction – parking garage	0	0	0	(375,000)	(375,000)
Total for HVPA Garage M-0529		\$0	\$450,000	\$319,000	\$7,556,000	\$8,325,000
FY07	Design – 750 space garage HR	0	0	0	1,213,000	1,213,000
FY09	Construction Phase 1 – 550sp HR	15,000,000	0	0	0	15,000,000
	<i>Subtotal Garage at Hickory Ridge</i>	<i>15,000,000</i>	<i>0</i>	<i>0</i>	<i>1,213,000</i>	<i>16,213,000</i>
FY13	Design – 750 space garage ELB	475,000	0	0	475,000	950,000
FY14	Construction – 750sp garage ELB	7,835,000	0	0	7,835,000	15,670,000
	<i>Subtotal for Garage at ELB</i>	<i>8,310,000</i>	<i>0</i>	<i>0</i>	<i>8,310,000</i>	<i>16,620,000</i>
Total for Parking Garages M-0526		\$23,310,000	\$0	\$0	\$9,523,000	\$32,833,000