



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

August 27, 2008

6:00 pm

The Rouse Company Foundation Student Services Hall
RCF-400

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...

Provide Pathways to Success





**Board of Trustees
Advanced Consent Agenda**

August 27, 2008

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

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1. **Ratify and Confirm Increase to Cover Belmont Conference Center Propane Delivery Charges**
 2. **Ratify and Confirm Purchase of Disaster Recovery Services for College Website**
 3. **Ratify and Confirm Tuition Waiver for REACH program Pell-eligible Students**
 4. **Ratify and Confirm Increase to Cover Belmont Conference Center Heating Oil Delivery Charges**
 5. **Ratify and Confirm Increase in Blanket Purchase Order for Printing of Noncredit Schedule**
 6. **Ratify and Confirm Increase to Contract for Commencement and Nursing Pinning Expenses**
 7. **Ratify and Confirm Belmont Barn and Conference Center Renovation for Geothermal HVAC Engineering Design**
 8. **Ratify and Confirm Network Maintenance Support Service Contract Additional Funds**
 9. **Ratify and Confirm Strategic Energy Cooperative**
 10. **Ratify and Confirm FY09 Belmont Gas Delivery Charges - Amerigas**
 11. **Ratify and Confirm Increase to Cover Allied Barton Security Services**
 12. **Ratify and Confirm Belmont Lease Payment**
 13. **Ratify and Confirm Fire Alarm and Life Safety System Maintenance and Testing Contract**
 14. **Ratify and Confirm Children's Learning Center Mortgage**
 15. **Ratify and Confirm Americans with Disability Act (ADA) Improvements**
 16. **Ratify and Confirm Online Course Software License Renewal**
 17. **Ratify and Confirm James Clark, Jr. Library Renovation Contract Amendment 3 for Design Services (Supplemental Infrastructure Upgrade)**
 18. **Ratify and Confirm Hickory Ridge Modular Classroom Lease**
 19. **Ratify and Confirm Sodexo Management Agreement**
 20. **Ratify and Confirm Shuttle Services for Fall Semester 2008**
 21. **Ratify and Confirm Increase in Cost of Pool Repairs**
 22. **Proposed New Hires**
 23. **Grants and Scholarships**
 24. **Summer II and III Graduates**

1 – Ratify and Confirm Increase to Cover Belmont Conference Center Propane 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 27, 2008, meeting.

Background: Propane for Belmont Conference Center is supplied by Amerigas. Due to the increase in energy costs, charges in fiscal year FY08 will exceed \$24,999 and therefore, board approval is needed to cover these expenses. Based on expenses to date, the administration expects that total FY08 charges will be \$30,000.

Purpose: To obtain board approval for an increase to cover propane delivery charges for the remainder of FY08

Location: Belmont Conference Center

Timeline: FY08

Specifications: Propane

Bids: Representatives from the companies below were contacted and the following quotes were given:

<i>Vendor</i>	<i>Price per Gallon</i>
Amerigas	\$1.86
NPA Products	\$1.87
Roberts Oxygen	\$1.86

Recommendation

The administration requests that the board of trustees approve:

Amount: \$30,000 (an increase of \$5,001)

Vendor: Amerigas

Source of funds: FY08 Belmont Budget

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



Patrick L. Huddle, Chair

Approved / 6-2-08

Approved / Rejected / Date

2 – Ratify and Confirm Purchase of Disaster Recovery Services for College Website

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 27, 2008, meeting.

Background: In November 2006, the college launched its new website, which is managed through a content management system that was purchased from Systems Alliance. A service provided by Systems Alliance is disaster recovery managed web services. This service provides its clients with a means to establish a remote disaster recovery web presence of their current website within 24 hours. This service would enable the college to quickly recover business and academic services that are dependent on the campus web presence for access for an annual fee. The backup website would contain current content from the campus existing site for the college community's use. The need for a backup website off campus is particularly important with the renovation of the information technology area that is scheduled for the Clark Library building this summer.

Purpose: To obtain board approval to establish a backup HCC website

Location: Systems Alliance, Sparks Maryland

Timeline: June 2008 – June 2009

Specifications: Upon notification of an emergency, the contractor will launch a mirrored website for the college using concurrent backups within 24 hours.

Bids: No bids are required. This is a sole source provider since the college has purchased System Alliance's SiteExecutive content management system (CMS). The purchase of the CMS was done under a competitive bid process.

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$29,225

Vendor: Systems Alliance, Inc.

Source of funds: FY08 operating budget

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



Patrick L. Huddle, Chair

Approved / 5-29-08

Approved / Rejected / Date

3 – Ratify and Confirm Tuition Waiver for REACH program Pell-eligible Students

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 27, 2008, meeting.

Background: In the fall of 2007, HCC initiated the REACH program. The program is targeted at students whose English placement level is so low that they cannot profit by even HCC's lowest level of developmental English. The REACH program is a comprehensive and intensive continuing education course designed to bring these students up to the lowest level of developmental English. Though the course is subsidized to increase its affordability, the \$500 cost may be more than a student who qualifies for Pell federal financial aid can afford. Since REACH is a non-credit program, Pell-eligible students cannot receive financial aid to cover the cost. Therefore, the administration is proposing to waive the \$500 tuition for Pell-eligible students.

Purpose: To obtain board approval to waive tuition to assure that all HCC students, even those that place below college level, have access and a clear path to a college education

◆————— Recommendation —————◆

The administration requests that the board approve tuition waiver for Pell-eligible students in the REACH program.

Amount: The administration expects that 5 – 10 students per year may be enrolled in the REACH program. Many of those students may not be PELL-eligible, so it is anticipated that a waiver will not have a large financial impact. This past year, there were three students, none of which were Pell-eligible.

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



Patrick L. Huddie, Chair

Approved / 5-29-08

Approved / Rejected / Date

4 – Ratify and Confirm Increase to Cover Belmont Conference Center Heating Oil 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 27, 2008, meeting.

Background: Heating oil for Belmont Conference Center is supplied by Parker Fuel. Due to the increase in energy costs, charges in FY08 will exceed \$24,999. Therefore, board approval is needed to cover these expenses. Based on expenses to date, the administration expects that total FY08 charges will be \$30,000.

Purpose: To obtain board approval for an increase to cover fuel delivery charges for the remainder of FY08

Location: Belmont Conference Center

Timeline: FY08

Specifications: Heating Oil

Bids: Representatives from the companies below were contacted and the following quotes were given:

<i>Vendor</i>	<i>Heating Oil Price per Gallon</i>
Carroll Fuel	\$2.39
Laurel Fuel	\$2.39
Parker Fuel	\$2.34

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$30,000 (an increase of \$5,001)

Vendor: Parker Fuel

Source of funds: FY08 Belmont Budget

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



Patrick L. Huddle, Chair

Approved / 6-2-08

Approved / Rejected / Date

5 – Ratify and Confirm Increase in Blanket Purchase Order for Printing of Noncredit Schedule

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 27, 2008, meeting.

Background: On May 23, 2007, the board approved a bid for the printing of noncredit brochures for \$87,161.01, awarded to AFL Web Printing/AFL Quality, Inc. Because of increases in programming, the total number of pages for all four editions increased by four pages. There is an additional \$648.89 to be paid on the final invoices to cover the additional pages.

Purpose: To obtain board approval to increase the blanket purchase order for the printing of noncredit schedules by \$648.89

Timeline: FY08

Specifications: In addition to the original specifications, four additional pages were added to each edition of the noncredit schedule of classes.

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$87,161.01 + \$648.89 = \$87,809.90

Vendor: AFL Web Printing/AFL Quality, Inc.

Source of funds: Continuing education administrative cost center

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



Patrick L. Huddie, Chair

Approved / 6-6-08

Approved / Rejected / Date

6 – Ratify and Confirm Increase to Contract for Commencement and Nursing Pinning Expenses

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 27, 2008, meeting.

Background: In March 2008, the board of trustees approved the contract with Party Plus for the rental of the tent and other necessities for the May 2008 commencement. The board approved expenditures in the amount of \$73,129 based on anticipated needs. Because of unanticipated expenditures due to the weather, which required that flooring be placed in the disability accessible and special guest areas, additional charges were incurred in the amount of \$4,343.72 for a total of \$77,472.72. Due to the emergency nature of the situation, the administration proceeded with the additional work.

Purpose: To obtain board approval to for additional expenses incurred for commencement due to inclement weather

Specifications: To provide flooring for the disability accessible and special guest areas. Due to inclement weather, it was determined that flooring was necessary to prevent a hazardous situation.

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: an increase of \$4,343.72 plus the original amount of \$73,129 for a total of \$77,472.72

Vendor: PartyPlus

Source of funds: FY08 Commencement Cost Center from year-end funds

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



Patrick L. Huddie, Chair

Approved / 6-6-08

Approved / Rejected / Date

7 – Ratify and Confirm Belmont Barn and Conference Center Renovation for Geothermal HVAC Engineering Design

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 27, 2008, meeting.

Background: In August 2007, the board of trustees approved Ayers Saint Gross as the architect for the Belmont Barn renovation in the amount of \$378,800. In addition, the administration recently requested the company submit a proposal for the engineering design of the geothermal HVAC system, which is a green building initiative that was not part of the original design. Ayers Saint Gross submitted a proposal for this project of \$10,000. Reimbursables are estimated not to exceed \$1,000. The administration reviewed the proposal and found the pricing reasonable.

Purpose: To obtain board approval for the engineering design of the geothermal HVAC system as an additional service

Location: Belmont Barn and Conference Center

Timeline: To begin June 2008

Specifications: Provide mechanical and electrical design for the system, to include the interior components as well as the exterior geothermal wells

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$378,800 plus \$11,000 for a total of \$389,800

Vendor: Ayers Saint Gross

Source of funds: FY09 Capital Budget

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



Patrick L. Huddle, Chair

Approved / 6-10-08

Approved / Rejected / Date

8 – Ratify and Confirm Network Maintenance Support Service Contract Additional Funds

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 27, 2008, meeting.

Background: In 2006, the board of trustees approved a bid for a network maintenance contract with Network Concepts. The maintenance contract was for a 12-month period, with two one-year renewal options at an annual cost of \$80,906.40. The service contract provides 24-hour per day, 7-day per week technical support services for the college's network technology infrastructure.

The college required additional services from Network Concept for network projects in The Rouse Company Foundation Student Services Hall and at the Belmont Conference Center. These projects cost an additional \$11,425, which will bring the college's total expenditures with Network Solutions for FY08 to \$92,331.40.

Purpose: To obtain board approval for additional expenditure for network projects

Timeline: FY08

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: increase of \$11,425

Vendor: Network Concepts

Source of funds: FY08 Operating Budget

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



Patrick L. Huddie, Chair

Approved / 6-12-08

Approved / Rejected / Date

9 – 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 27, 2008, meeting.

Background: Two years ago, 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: FY09

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: up to \$40,000 based on .0992 KWh

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

Source of funds: Belmont Conference Center FY09 Utility Budget

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



T. James Truby, Chair

Approved – 07-09-08

Approved / Rejected / Date

10 – Ratify and Confirm FY09 Belmont Gas Delivery Charges - Amerigas

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 27, 2008, meeting.

Background: Propane gas for the Belmont Conference Center is supplied by Amerigas. Based on expenses for FY08, the administration expects that total FY09 charges will be approximately \$40,000. The tanks at Belmont were previously installed by Amerigas and if another vendor was contracted, new tanks would be required at an additional cost. Prior to the current tanks being installed, price estimates were requested and Amerigas had the lowest cost.

Purpose: To obtain board approval to cover gas delivery charges for FY09

Location: Belmont Conference Center

Timeline: FY09

Specifications: The cost is 2.499/Gal and is supplied by Amerigas with the use of their tanks stationed on Belmont property.

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$40,000

Vendor: Amerigas

Source of funds: FY09 Belmont Budget

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



T. James Truby, Chair

Approved – 07-17-08

Approved / Rejected / Date

11 – Ratify and Confirm Increase to Cover Allied Barton Security Services

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 27, 2008, meeting.

Background: Security services for Howard Community College are provided by Allied Barton. The board originally approved up to \$950,000 for these services in FY08; however, based on expenses to date, the administration expects that total FY08 charges will be \$956,988.98. These additional expenses are primarily due to the additional guards that were hired during the Rodin exhibit. This amount was not included in the original request.

Purpose: To obtain board approval for an increase to cover security service charges for the remainder of FY08.

Location: College wide

Timeline: FY08

Recommendation

The administration requests that the board of trustees approve:

Amount: \$950,000 + \$6,988.98 = \$956,988.98

Vendor: Allied Barton Security Services

Source of funds: FY08 Operating Budget

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



T. James Truby, Chair

Approved – 07-14-08

Approved / Rejected / Date

12 – 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 27, 2008, meeting.

Background: When the HCC Educational Foundation, Inc. (HCCEF) purchased the 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. It is the college's plan to purchase Belmont this fall, but the lease payment will need to continue until the sale is finalized. The college cannot finalize the sale until the liquor license transfer has been approved by the Liquor Board. Therefore, the administration requests the authority to continue payments through November 2008 to insure this process is complete. Reese and Carney is currently working with the administration on the license transfer.

It should be noted that the lease payments are made directly to Bank of America as opposed to the HCC Educational Foundation, Inc. and the loan agreement will end in December 2008.

Purpose: To allocate appropriate funding for the Belmont lease payments.

Location: Belmont Conference Center

Timeline: Lease payments for the period July 1, 2008 – November 30, 2008

Specifications: Lease payments were based the 3-month LIBOR. As of 7/8/08 this rate was 2.7912 percent. The administration has budgeted funds sufficient to cover the rate rising to 4.0 percent

◆————— Recommendation —————◆

It is requested that the board of trustees approve the lease payments to Bank of America for the HCC Educational Foundation, Inc for the period July 1, 2008 – November 30, 2008

Amount: \$69,401

Vendor: Bank of America.

Source of funds: Howard Community College FY09 Auxiliary Budget - Belmont

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



T. James Truby, Chair

Approved – 07-14-08

Approved / Rejected / Date

13 – Ratify and Confirm Fire Alarm and Life Safety System Maintenance and Testing 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 27, 2008, meeting.

Background: Siemens Building Technologies, Landis Division, is the sole source for the main campus fire alarm life safety system since the command and control devices, including the software to monitor and operate the system, are all manufactured and provided by Siemens. The FY09 sole source fire alarm maintenance services, and testing contract with Siemens Building Technologies, Landis Division will be for \$35,064 for year one.

Year	Duration	Annual Price
1	7/1/2008 – 6/30/2009	\$35,064
2	7/1/2009 – 6/30/2010	\$36,828
3	7/1/2010 – 6/30/2011	\$38,676

Purpose: To obtain approval to award a fire alarm service maintenance and testing contract

Location: Main campus

Timeline: FY09

Specifications: Fire alarm system maintenance and testing in compliance with the National Fire Prevention Association (NFPA).

Bids: Sole Source

Recommendation

The administration requests that the board of trustees approve:

Amount: \$35,064

Vendor: Siemens Building Technologies

Source of funds: FY09 plant operations budget

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



T. James Truby, Chair

Approved – 07-28-08

Approved / Rejected / Date

14 – 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 27, 2008, 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: FY09

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$85,595 to be paid out on a monthly basis for FY09

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.



T. James Truby, Chair

Approved – 07-24-08

Approved / Rejected / Date

15 – Ratify and Confirm Americans with Disability Act (ADA) Improvements

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 27, 2008, meeting.

Background: An independent ADA study was completed in FY08 by a company specializing in such assessments. The study recommended twenty-seven (27) projects that needed to occur such as additions to sidewalks, re-grading, and curb cuts, which would provide ADA access throughout the main college campus. A proposal was solicited from Highland Turf, Inc., a vendor that has the Howard County contract to complete this work. The proposal was for a total of \$101,600.

Purpose: To obtain approval to proceed with construction of ADA improvements as recommended by the independent study and to piggyback on the Howard County contract

Location: Main campus

Timeline: July through August 2008

Specifications: ADA paving projects

Bids: Piggyback on Howard County contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$101,600

Vendor: Highland Turf, Inc. t/a HTI Contractors

Source of funds: Systemic budget

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



T. James Truby, Chair

Approved / 08-05-2008

Approved / Rejected / Date

16 – Ratify and Confirm Online Course Software License Renewal

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 27, 2008, meeting.

Background: More than 12 years ago, the college selected WebCT as its online course software from what was then a broad field of competitors. Since then, Blackboard and WebCT merged and became one of the major providers of such software. Blackboard changed the name of the product to CE6. The college has developed dozens of online courses and three online degrees using the CE6 software. The college has roughly 2,700 enrollments per year in online courses. Since the use of online courses is one of HCC's strategies to continue to operate in case of a pandemic, the administration is encouraging faculty who do not teach online to develop supplemental websites in CE6.

Purpose: To obtain board approval to renew the college's unlimited use CE6 license

Timeline: August 22, 2008 – August 22, 2009

Specifications: Blackboard Learning Systems CE™ Enterprise Ltd.

Bids: Sole source

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$32,400

Vendor: Blackboard, Inc.

Source of funds: Distance and alternative learning cost center

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



T. James Truby, Chair

Approved – 07-29-08

Approved / Rejected / Date

17 – Ratify and Confirm James Clark, Jr. Library Renovation Contract Amendment 3 for Design Services (Supplemental Infrastructure Upgrade)

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 27, 2008, meeting.

Background: On December 12, 2006, the board approved the award of the contract for professional architectural and engineering services for the design of the James Clark, Jr. Library Renovation to Murphy & Dittenhafer, Inc. Amendment 1, an additional design fee of \$34,779, was for the addition of prominent entrances and related improvements to the 37-year-old building envelope, and was approved by the board of trustees in December 2007. Amendment 2, for \$26,640, was for the additional design cost for a new elevator. Amendment 3 is for design of supplemental infrastructure items listed below totaling \$65,000:

Specific Service	Design Phase	Construction Phase Administration
Emergency generator to serve the Network Operations Closet (NOC)	\$14,700	\$5,600
New summer boiler/s for those mechanical systems requiring year-round hot water generation	\$32,250	\$10,250
HVAC water pump replacements, preferably with variable frequency drives	\$10,450	\$2,750
FM-200 fire suppression system (a dry chemical system) for the NOC	\$ 7,600	\$2,600
Total:	\$65,000	\$21,200

The college had money budgeted in the construction guaranteed maximum price to complete these projects, but the design funds were not originally budgeted. Hence, the design needs to be done in order for the construction to occur. Funds are available in the capital budget to cover these costs.

Purpose: To obtain board approval for amendment 3 of the design contract with Murphy & Dittenhafer

Location: James Clark Jr. Library Building

Timeline: To begin July 2008

Specifications: Design and engineer a new emergency generator to serve the Network Operations Closet (NOC), a new summer boiler/s for those mechanical systems requiring year-round hot water generation, HVAC water pump replacements, preferably with variable frequency drives, and a FM-200 fire suppression system (a dry chemical system) for the NOC

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: 65,000 + 21,200 = \$86,200

Vendor: Murphy Dittenhafer

Source of funds: Capital Budget

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



T. James Truby, Chair

Approved – 07-29-08

Approved / Rejected / Date

18 – Ratify and Confirm Hickory Ridge Modular Classroom Lease

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 27, 2008, meeting.

Background: The renovation of the James Clark Jr. Library building will result in the temporary loss of several classrooms. In order to alleviate this shortage of classrooms, the administration examined the possibility of leasing two modular classrooms to be placed in the Hickory Ridge parking lot by piggybacking on the National Joint Power Alliance (NJPA) contract with William Scotsman. This item was originally brought to the board at its February 27, 2008, meeting and because price negotiations were still in progress, the administration requested that the board chair be authorized to approve the lease and installation of the modular classrooms. Since that time, the administration learned that a zoning variance was required by the county to place the modular classrooms and, as a result, the lease could not be signed. The zoning variance has now been secured and the administration is prepared to move forward with the lease and the placement of the two modular classrooms. The lease agreement would include an initial set-up fee of \$18,696.10, a one-year lease of \$1,262 per month, and the knockdown fee at lease termination of \$4,605 for a total of \$38,445.10.

Purpose: To obtain board approval for the lease of modular classrooms

Location: Hickory Ridge

Timeline: Academic Year 2009-2010 – installation to begin August 19, 2008

Specifications: Lease of 68-foot by 24-foot modular classroom unit including steps, and ADA ramps

Bids: HCC can piggyback off of the NJPA contract

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$38,445.10

Vendor: Williams Scotsman

Source of funds: FY09 Plant Operations budget

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



T. James Truby, Chair

Approved / 08-05-2008

Approved / Rejected / Date

19 – Ratify and Confirm Sodexo Management Agreement

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 27, 2008, meeting.

Background: The administration annually requests the board of trustees to renew the Sodexo Inc. & Affiliates contract for food service, and to approve a purchase order for the monthly management fee. When the final bills for the last quarter were received this month, the management fees for FY08 exceeded the approved purchase order of \$250,000 by \$61,086.25. The overage is due to increased labor costs, fuel and delivery charge increases, and food cost increases. Labor costs increased with the hiring of a new manager in January and with filling two open cashier positions this spring to offset additional traffic. The college has discussed these costs extensively with Sodexo. The administration is planning to increase food prices in the Café on the Quad this fall to offset the increases in labor, fuel and delivery charges, and food costs.

Purpose: To obtain board approval to increase the FY08 purchase order for food service management fees by \$61,086.25

Timeline: FY08

◆ Recommendation ◆

The administration requests that the board of trustees approve:

Amount: \$61,086.25

Vendor: Sodexo Inc., and Affiliates

Source of funds: FY08 Coca-Cola commission and bookstore profits

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



T. James Truby, Chair

Approved / 08-06-08

Approved / Rejected / Date

20 – Ratify and Confirm Shuttle Services for Fall Semester 2008

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 27, 2008, meeting.

Background: 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. While the college is currently in the planning phase for a second parking garage, some immediate actions must take place in order to accommodate our students and employees and help alleviate the parking issues on campus.

Therefore, the college is offering shuttle service again this fall semester from the Mall in Columbia to the college's campus. Shuttle services will begin on Monday, August 25, 2008 from 7:00am to 7:00pm, Monday through Friday. Past experience with the shuttle showed these services were required during the first eight weeks of the semester. However, the college has the opportunity to extend these services longer into the semester as needed.

Approximately 100 volunteers will be recruited to park at the Mall and ride the shuttle to campus. Each vice president was asked to provide a specific number of volunteers based on the percentage of employees in their areas. As an incentive, employees were given one \$5 meal voucher for use at the Café on the Quad or Starbucks for five shuttle rides. In addition, the college is also promoting shuttle use by our student population if they desire to use this service. In previous years, student usage has varied from 10 percent to almost 25 percent, however the majority of users are typically college employees. Fliers are being posted around campus, at the welcome centers, and will appear on the campus monitors.

The college is procuring these services under Howard County Public School System's (HCPSS) contract. HCPSS competitively bids bus services and maintains contracts with various bus companies on an as-needed basis with the following companies:

Brown's Motor Tours
Chesapeake Charter
Corporate Transportation
East Coast Transportation
Flester's Bus Service
Hubers Bus Service
J.C. Bus Company
J. King Bus Shuttle Service
Midway Tour and Travel
US Coachways, Inc.
Woodlawn Motor Coach

Recent quotes for shuttle services were solicited and the companies below responded. Woodlawn provided the lowest rate and met all the criteria required for selection:

- Guaranteed services August 25 through October 17 (eight weeks)

- Extended services available past eight weeks as needed
- 28 passenger coach available
- Ability to terminate services early if rider usage is low

Service Provider	Quote	Notes
Hubers Bus Service	\$828 per day	Not available all required dates; 24 passenger coach
Woodlawn Motor	\$960 per day	Extend services available; 28 passenger coach
A.S. Tours/Midway	\$980 per day	Extended services not guaranteed; 28 passenger
US Coachway, Inc.	\$1,125 per day	Extended services available; 28 passenger coach

The college's security staff will collect parking statistics to access parking lot usage and available spaces. Currently, the shuttle is scheduled to run for eight weeks beginning on Monday, August 25 through October 17 for eight weeks with the opportunity to extend services for up to an additional four weeks as needed.

The total cost associated with the shuttle is 39 days (excludes Labor Day) at \$960 per day for a total of \$37,440. In addition, if 80 percent of the shuttle riders consistently ride for eight weeks and redeem their meal vouchers, the college will incur an additional \$3,200.

Purpose: To obtain board of trustees approval for shuttle services through Woodlawn Motor Coach, Inc. during the fall semester 2008.

Location: The college's main campus in Columbia, Maryland.

Timeline: Fall semester August 25, 2008 through October 17, 2008.

Specifications: To provide shuttle services from the Mall in Columbia to the HCC campus for employees and students.

Bids: Quotes for shuttle services were solicited with four companies responding to the request for services. These services are part of the HCPSS contract. Woodlawn Motor Coach provided the lowest bid for the dates and times specified.

◆———— Recommendation ———◆

It is requested that the board of trustees approve the costs associated with shuttle services for employees and students for the first eight weeks of the 2008 fall semester. The administration requests that it can procure up to an additional four weeks of service as needed depending on the assessed parking situation at the end of the first eight weeks. The original contracted amount for eight weeks of service is \$37,440 plus an optional four weeks of service at \$19,200 totaling a not-to-exceed amount of \$56,640.

Amount: \$37,440 with a not-to-exceed amount of \$56,640.

Vendor: Woodlawn Motor Coach, Inc., 6523 Baltimore National Pike, Catonsville, Maryland 21228.

Source of funds: FY 2009 Unrestricted Budget.

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



T. James Truby, Chair

Approved / 08-06-08

Approved / Rejected / Date

21 – Ratify and Confirm Increase in Cost of Pool Repairs

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 27, 2008, meeting.

Background: The pool in the athletics and fitness center is over 30 years old. The pool tiles, gutter, and stairs need to be replaced and the pool finish needs to be repainted. The board of trustees approved the repairs at the May 21, 2008, meeting. While working on the pool, the vendor has identified other areas in need of repairs, including a crumbling beam and repair of mud beds, which need to be built up in order to install gutters.

Purpose: To increase the amount of the purchase requisition in order to complete the pool repairs. Repairs are needed to reduce the risk of injury on items which have deteriorated over time and to improve the look of the pool facility.

Location: Howard Community College (HCC) Athletics and Fitness Center.

Timeline: The project is scheduled to be completed by August 14, 2008

Specifications: The pool surface will be sandblasted and then cleaned and acid washed to remove all of the paint and residue. The large crack in the pool will then be repaired and light rings removed before the pool is resurfaced and tiled as required by code. The beams, steps, mud beds and the gutter and tile decking around the perimeter of the pool will also be replaced. The pool windows will also be caulked. The total cost of the additional repairs is \$2,340.00 over the initial approved amount of \$109,960.00.

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

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$2,340.00 additional funds, for a total cost of \$112,300.00

Vendor: Patriot Pool Service

Source of funds: College year-end funds

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



T. James Truby, Chair

Approved – 08-06-08
Approved / Rejected / Date

22 – 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 8, 2008, through August 4, 2008

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Item: List of new hires

Source of funds: The position and/or the funds are in the FY09 budget as approved by the board at its April 23, 2008, 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 2008 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

June 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Facility Services Manager	Plant Operations	Existing Position Replacement	13	\$54,974-\$87,958	\$63,650	Wright, Andre ⁴	6/02/08

July 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Continuing Education Operations Analyst	Continuing Education	Existing Position Replacement	14	\$57,039-\$94,685	\$60,864	Graham, Terri ⁴	7/01/08
Interim Admissions Counselor (25 Hours - Effective 7/1/08 through 11/30/08)	Admissions & Advising	Existing Position Replacement	13	\$52,522-\$87,187	\$35,013	Johnson, Danielle	7/01/08
Television Technician/Audio Visual Engineer	Arts and Humanities – TV Studio	Temporary with Benefits Grant Funded - New Position	11	\$44,533-\$73,925	\$44,533	Mortensen, Geren	7/01/08
Senior Testing Specialist	Test Center	New Position	11	\$44,533-\$73,925	\$46,760	Setter, Paul	7/01/08
ESL Information Specialist	Continuing Education	Temporary with Benefits New Position	11	\$44,533-\$73,925	\$47,525	Wang, Chun-I ⁴	7/01/08
ESL Instructor ⁵	Continuing Education	Existing Position Replacement	11	\$44,533-\$73,925	\$38,664	Bui, Kim-Lan	7/07/08
Data Evaluation & Report Specialist	Continuing Education	Grant Funded - Existing Position Replacement	12	\$48,363-\$80,283	\$50,425	Lemghari, Stephanie ⁴	7/14/08
ESL Data & Registration Assistant	Continuing Education	New Position	7	\$32,016-\$53,146	\$32,016	Pak, Jean	7/14/08
Lead Housekeeper	Belmont Conference Center	New Position	6	\$31,445-\$52,200	\$31,445	Shultz, Lois	7/21/08
Retention Specialist	Academic Student Support & Career Services	New Position	13	\$52,522-\$87,187	\$54,522	Bauer, Pamela	7/24/08
Senior Producer/Director	Arts and Humanities – TV Studio	Temporary with Benefits Grant Funded - New Position	13	\$52,522-\$87,187	\$52,522	Hoffman, Ray	7/28/08

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

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

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

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

⁵ Full Time, 10 month position

⁶ Part Time, 10 month position

Howard Community College
PROPOSED NEW HIRES
For August 2008 Board Meeting

August 2008

Title	Department	Position Control Status	Grade	Range for Grade³	Compensation²	Name	Effective Date
Office Supervisor	Business & Computers/ English & World Languages	Existing Position Replacement	10	\$41,007-\$68,071	\$41,007	Eitemiller, Erin ⁴	8/01/08
Instructor, Dance; Coordinator of Dance	Arts & Humanities	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$46,890	Barger, Renee	8/04/08
SCS Computer/Network Support Technician	Student Computer Support	Existing Position Replacement	9	\$37,759-\$62,681	\$42,497	Casey, Clara	8/04/08
Interim Academic Advisor (25 Hours)	Admissions & Advising	Temporary with Benefits New Position	12	\$48,363-\$80,283	\$32,247	Cripps, Laura	8/04/08
Instructor, Criminal Justice	Social Sciences & Teacher Education	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$48,015	Del Rosario, Evelyn	8/04/08
Instructor, Nursing	Health Sciences	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$50,000	Farrell, Rachael	8/04/08
Executive Director of Public Relations	Public Relations & Marketing	New Position	19	\$86,163-\$143,031	\$110,000	Gainer, Nancy	8/04/08
Instructor, English	English & World Languages	Existing Position Replacement	Instructor (10 Month)	\$45,390-\$65,816	\$46,140	Garner, Jennifer	8/04/08
Assistant Professor, English	English & World Languages	Existing Position Replacement	Asst. Prof. (10 Month)	\$46,503-\$74,237	\$77,294	Garroway, Margaret ⁴	8/04/08
Instructor, Accounting	Business & Computer Systems	Existing Position Replacement	Instructor (10 Month)	\$45,390-\$65,816	\$62,640	Kelley, Brian	8/04/08
Instructor, English	English & World Languages	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$46,890	Korbelak, Stacy	8/04/08
Assistant Professor, Mathematics	Mathematics	New Position	Asst. Prof. (10 Month)	\$46,503-\$74,237	\$59,253	Kraft, James	8/04/08
Interim Assistant Professor, English	English & World Languages	Existing Position Replacement	Asst. Prof. (10 Month)	\$46,503-\$74,237	\$48,690	Leith, Richard	8/04/08
Instructor, Physical Science	Science & Technology	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$51,765	Stott, Jennifer	8/04/08
Instructor, Culinary Arts	Business & Computer Systems	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$58,890	Wentz, Gregory	8/04/08
Acting Instructor, Nursing (Fall 2008 Semester Only)	Health Sciences	Temporary with Benefits Existing Position Replacement	Instructor (10 Month)	\$45,390-\$65,816	\$32,583	Wong, Dianne	8/04/08
ESL Instructor	Continuing Education	Temporary with Benefits Grant Funded – New Position	11	\$44,533-\$73,925	\$45,869	Weber, Whitney	8/08/08
Student Life Associate	Student Life	New Position	7	\$32,016-\$53,146	\$32,016	Barrett, Chelsey	8/11/08
Teacher II	Children's Learning Center	New Position	8	\$34,769-\$57,717	\$34,769	Toledo, Rocio	8/11/08
Research Support Assistant	Planning, Research & Organizational Development	Temporary with Benefits New Position	8	\$34,769-\$57,717	\$34,769	Zilberman, Jossef	8/11/08

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

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

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

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

⁵ Full Time, 10 month position

⁶ Part Time, 10 month position

Howard Community College
PROPOSED NEW HIRES
For August 2008 Board Meeting

August 2008 (Continued)

Title	Department	Position Control Status	Grade	Range for Grade³	Compensation²	Name	Effective Date
Teacher III	Children's Learning Center	New Position	10	\$41,007-\$68,071	\$41,007	Prinz, Melissa	8/12/08
Purchasing/Work Order Clerk (22.5 Hours)	Plant Operations	New Position	8	\$37,083-\$61,575	\$20,859	Bradsher, David ⁴	8/18/08
Assistant Manager, Nursing&Health Laboratories ⁶ (25 Hours- 45 weeks)	Health Sciences	Existing Position Replacement	11	\$44,533-\$73,925	\$33,750	Ferraro, Christine	8/18/08
Teacher I	Children's Learning Center	Grant Funded - Existing Position Replacement	7	\$32,016-\$53,146	\$32,016	Gulliford, Gina	8/18/08
Curriculum Specialist	Children's Learning Center	Grant Funded - New Position	10	\$41,007-\$68,071	\$45,108	Haflett, Amy	8/25/08
Research Support Assistant	Planning, Research & Organizational Development	Temporary with Benefits Existing Position Replacement	8	\$34,769-\$57,717	\$34,769	Johnson, Rachel	8/25/08

September 2008

Title	Department	Position Control Status	Grade	Range for Grade³	Compensation²	Name	Effective Date
Director of Accounting for Capital, Payroll & Accounts Payable	Finance	New Position	16	\$67,272-\$111,671	\$83,500	Burton, Katrina	9/02/08
Director, Academic Support Services	Academic Student Support & Career Services	Existing Position Replacement	16	\$67,272-\$111,671	\$78,750	Greene, Debra	9/03/08

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

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

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

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

⁵ Full Time, 10 month position

⁶ Part Time, 10 month position

23 – Grants and Scholarships

Background: The board of trustees' policies gives the college authority to "apply for and accept any gift or grant from the federal government or any other person." Every six months (August and February), the administration will bring grants awarded to the college to the board of trustees for its approval. The February report will also include the entirety of the previous fiscal year's non-competitive grants.

Purpose: To obtain board approval for grants and scholarships

Timeline: January – June 2008

◆————— Recommendation —————◆

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

Amount:	Competitive Grants:	\$748,005.00 (detail follows)
	Scholarships:	\$199,049.10 (detail follows)

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

Competitive Grants Awarded - January 1, 2008 - June 30, 2008

Project	Description	Grantor	Project Manager	Amount of Award	Start Date	End Date
Continuing Education/Adult Literacy*	Grant will support the Distance Learning Opportunities for Adult Learners in Reading and Writing project.	Verizon - Check Into Literacy	Becky Lessey	\$4,375	1/1/2008	12/31/2008
Support Services for Students with Learning Disabilities	Funding through the Governor's Community College Initiative for Students with Learning Disabilities will support a variety of support services for 20+ students with learning disabilities. Three-year grant.	MHEC/Maryland Department of Disabilities	Janice Marks	\$55,000	1/1/2008	12/31/2008
Rep Stage *	To provide quality theatre for the Columbia community.	Columbia Foundation	Michael Stebbins	\$5,000	1/1/2008	12/31/2008
Health Sciences Program	To expand or enhance RN, LPN, and EMT/Paramedic programs.	MHEC/Health Personnel Shortage Incentive Grant	Sharon Pierce	\$11,228	1/1/2008	9/30/2008
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	\$120,000	2/1/2008	10/1/2008
Radiologic Technology	Federal earmark for equipment to start the Rad Tech program.	U.S. Department of Health and Human Services - HRSA	Sharon Pierce	\$284,030	4/8/2008	6/30/2009
Innovative Technology Grant	Matching grant from the State of Maryland.	State of Maryland	Tom Glaser	\$106,920	7/1/2007	6/30/2008
BIGSTEP (subgrant)	To conduct a three-year formative and summative evaluation that will provide semi-annual feedback to the BIGSTEP constituents.	Johns Hopkins University/NSF	Zoe Irvin	\$48,521	7/1/2007	6/30/2008
Private Outside Scholarships	To provide scholarships to designated students. Funds indicated are sum of scholarships provided by various groups.	Various businesses in the area. Groups include community organizations such as Kiwanis, Rotary, Lions, as well as individuals and businesses.	Katherine Allen	\$62,931	7/1/2007	6/30/2008
Radiologic Technology*	Grant to support purchase of equipment for Radiologic Technology lab.	Carefirst Blue Cross Blue Shield	Sharon Pierce, Evelyn Gary	\$50,000	6/1/2008	5/31/2009

Foundation Grants* \$59,375

College Grants \$688,630

TOTAL \$748,005

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

**Howard Community College Educational Foundation
Scholarships Paid to Howard Community College
January 1, 2008 - June 30, 2008**

Almira Hart Lincoln Phelps Endowment	\$ 500.00
Alumni & Friends Endowment	\$ 721.00
Anonymous Nursing Scholarship	\$ 3,345.30
Apple Ford Future Business Leader Scholarship	\$ 3,500.00
Art Monroe Memorial Endowment	\$ 456.00
Brasher Endowment	\$ 273.00
Bruno Family Scholarship Fund	\$ 374.00
Bruno Career Links Scholarship	\$ 2,500.00
Bruno Women's Studies Scholarship	\$ 1,263.00
Camberley Homes Scholarship	\$ 625.00
Cardoni Waddell Scholarship	\$ 625.00
Carroll-Howard Association of Insurance & Financial Advisors Scholarship	\$ 125.00
Carvell Photography Endowment	\$ 644.00
Columbia Association Endowment	\$ 208.00
Columbia Film Society	\$ 389.00
Columbia Flier Scholarship	\$ 625.00
Columbia Patuxent Rotary Club Endowment	\$ 225.00
Columbia Town Center Rotary Endowment	\$ 519.00
Corridor Reznick, LLC Commercial Real Estate Scholarship	\$ 500.00
Cross Country Settlements, LLC Scholarship	\$ 625.00
Delta Sigma Theta Endowment	\$ 325.00
Design Collective Scholarship	\$ 1,275.00
Dorothy A. and Alva S. Baker, Jr. Endowment	\$ 1,082.00
Dr. Delroy L. Cornick, Sr. Endowment	\$ 403.00
Edith and Roe Burrill Endowment	\$ 156.00
Ellen M. Cherry-Delawder Memorial Endowment	\$ 272.00
Ellicott City Kiwanis Club Endowment	\$ 466.00
Ellicott City Lions Club Scholarship - Athletics	\$ 5,900.00
Ellicott City Lions Club Scholarship - Business	\$ 2,799.30
Emerson and Celonia Walden Endowment	\$ 433.00
Evelyn and J.P. Bolduc Endowment	\$ 6,959.00
General Endowment	\$ 9,179.00
Gerson L. and Frances P. Weinstein Endowment	\$ 1,500.00
Gill Properties Scholarship	\$ 1,250.00
Grand Prix - Rouse Scholars	\$ 13,428.00
Grand Prix - Silas Craft Collegians	\$ 11,027.00
Grand Prix - Study Abroad	\$ 5,000.00
Grand Prix - Turkey Study Abroad	\$ 4,000.00
Greenebaum and Rose Associates Scholarship	\$ 5,500.00
Hallinan Nursing Scholarship	\$ 300.00
Harkins Builders Scholarship	\$ 1,500.00
HCC Trustees' Endowment	\$ 969.00
HCCEF Directors Endowment Fund	\$ 863.00
Hoerichs Memorial Nursing Scholarship (in Honor of Alta Marie)	\$ 5,000.00
Honeywell Endowment Fund	\$ 94.00
Horowitz Endowment	\$ 800.00
Howard Bank Scholarship	\$ 1,250.00
Howard County General Hospital Scholarship	\$ 3,500.00
Howard County Medical Society Endowment	\$ 310.00
Humphrey Companies HCC Scholarship Fund	\$ 1,000.00
Iran Thweatt Endowment	\$ 149.00
James and Lillian Clark Endowment	\$ 1,400.00
James W. Rouse Scholars Endowment	\$ 5,482.00
Jamie S. Ball Endowment	\$ 532.00
Jeanne Yudkin Endowment	\$ 399.00

Jeffrey Taylor Memorial Endowment	\$ 338.00
Jim & Patty Rouse Charitable Foundation Scholarship	\$ 8,225.00
John J. Leidy Foundation Scholarship	\$ 1,100.00
John W. Sundstrom Endowment	\$ 147.00
Johns Hopkins Biomedical Engineering Technology Endowment	\$ 500.00
Jordan's Steakhouse International Hospitality Internship Scholarship	\$ 4,000.00
Kaiser Permanente Endowment	\$ 871.00
Kevin L. Francis Endowment	\$ 135.00
Kids on Campus	\$ 100.00
L. Earl and Mary T. Armiger Endowment	\$ 844.50
L. Todd Allen Human Resource Management	\$ 250.00
Leadership Howard County Endowment	\$ 796.00
Legg Mason Investment Counsel Scholarship	\$ 625.00
Leola Dorsey Endowment	\$ 123.00
Lifetime Fitness Scholarship	\$ 1,250.00
Livieratos International Endowment	\$ 750.00
Lockheed Martin IT Scholarship	\$ 2,375.00
M. Nelson Barnes & Sons, Inc. Scholarship	\$ 625.00
Maria Anastacia Hernandez-Amaya Endowment	\$ 320.00
Marie K. Kittelberger Endowment	\$ 1,025.50
Marion Durkan Memorial Endowment	\$ 600.00
Mary and Kingdon Gould Endowment	\$ 475.00
Mathew Mihelcic Endowment	\$ 811.00
McCuan Family Foundation Endowment	\$ 5,375.00
Nancy Adams Personnel Scholarship	\$ 750.00
National Association of Negro Business and Professional Women's Endowment	\$ 358.50
Nick and Mary Mangione Hospitality Scholarship	\$ 2,375.00
Northrup Grumman Scholarship	\$ 2,000.00
Nursing Scholarship	\$ 400.00
Paul E. Reynolds Endowment	\$ 246.00
Pearson Custom Publishing Textbook Scholarship	\$ 500.00
Phi Theta Kappa Endowment	\$ 235.00
PNC Bank Scholarship	\$ 1,500.00
Real Estate Endowment	\$ 1,140.00
Riparius Construction Scholarship	\$ 2,375.00
Roger & Patti Caplan/Faye Miller Teacher Education Scholarship	\$ 600.00
Rosann Smith Simberloff Endowment	\$ 494.00
Rose Buck-Lew Endowment	\$ 472.00
Rosie Mae Bumphus Endowment	\$ 398.00
Rotary Club of Columbia, Inc. Scholarship	\$ 1,750.00
Rotary Club of Columbia-Patuxent Scholarship	\$ 1,750.00
Ruth Keeton Endowment	\$ 1,001.00
Ryland Homes Scholarship	\$ 1,750.00
Schulte Travel Scholarship	\$ 15,500.00
Science/Math/Engineering/Technology Endowment	\$ 557.00
Security Development Corporation Endowment	\$ 145.00
Silas Craft Collegians Endowment	\$ 5,199.00
Sophia Jackson Endowment	\$ 474.00
Sun for Howard County Literacy Endowment	\$ 299.00
The K Bank Power of EduKation Fund Scholarship	\$ 625.00
The Links, Inc. Scholarship Endowment	\$ 440.00
Verizon "Technology that Touches Lives" Scholarship	\$ 1,750.00
Virginia Worthington Schardt Endowment	\$ 586.00
Wachovia Scholarship	\$ 3,250.00
Walter and Caroline Eng Nursing Scholarship	\$ 2,100.00
Williams Endowment	\$ 324.00
Zonta Club of Howard County	\$ 3,500.00

Total \$ 199,049.10

24 – Summer II and III Graduates

Background: The following 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 120 graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Effective August 31, 2008. 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 2008 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.

ASSOCIATE OF ARTS

Arts and Sciences-Art-Graphic Design

Stephen Wade Coffey

Alexangel Estevez

Arts and Sciences-Art-Studio Art

Alexangel Estevez

Juan C. Spearman

Arts and Sciences-Criminal Justice

Luciana Cunha Mendes HONOR PTK
Terence Dale Sutton, Jr.

Amanda Marie Topp

Arts and Sciences- Computer Science

Afsheen Khosravian

Arts and Sciences-Interdisciplinary Studies

Jessica Kate Martinez PTK

Arts and Sciences- History

Dorothy Marie Beyer HIGH PTK

Arts and Sciences-Life Sciences

Kimberly Lynn Reyes

Arts and Sciences-Mass Media Design and Production

Joshua C. Sturgill

Arts and Sciences-Mathematics

Samuel Ayooluwa Lawoyin HONOR PTK

Arts and Sciences-Music

Candace D. Truitt HONOR PTK

Arts and Sciences-Pre-Medicine

Ornella M. Gill HONOR PTK

Arts and Sciences-Social Sciences

Melissa Lauren Graybeal HONOR PTK ROUSE

Business Administration

Eric L. Bigger, Jr.

Justin M. Marcus

Michael P. Carey

Matthew Sean McKenna

Matthew Richard Henry

Sahar Ahmad Qureshi

Colin N. Lisk

Rachel F. Young

Computer Science

Afsheen Khosravian

General Studies

Harrison Grant Brownley

Kyle R. Sacks

Emily M. Donschikowski

Brandon D. Sillaman

Ufuoma Edafigho

Sara Beth Sirotkin

Julia B. Hammett

Kelly Elizabeth Sutter

Tenly R. James

Ronnie L. Whittington, Jr.

James Leverty Kelly III

Tierra Keyona Wilkins

Rebecca Kristin Mesa

Samantha Victoria Yee

Krystal Autumn Otten

General Studies for Certificate Students

Jenna Nicole Desaulniers

Kyle Brice Hochreiter

General Studies-Business/Technology Emphasis

Jason Thomas Austin
Andrew Ross Finamore

Jonathan Anthony Nedik

General Studies-Science Emphasis

Joo H. Lee
Lucia Fatu Nimley
Hedyeh Rousta

Yesenia Elizabeth Ruano HIGH
Rebekah Elaine Suvall
Michelle Kathleen Wilson

Information Systems Management - Office Systems

Shawn R. Strauss

Information Technology - Network Security

James K. Czaplicki

Information Technology - Web Development

Jin Heung Lee

Nursing

Modupe Olamide Agbeyo
Christina Lynn Bourg HIGH
Regina R. Bryant
Amy Marie Gentsch
Yvette Marie Harris PTK
April Christine Hiller
Meira Tziona Kahn
David Ndungi Kamuiru HONOR
Linden Charles Kilby HONOR PTK
Jennifer Lukambuzi HONOR PTK
Michelle B. Malnik HONOR PTK

Antoinette M. Messina
Hakim Ogum Olajide PTK
Patricia Jean Payne PTK
Erin Lynn Reedy HONOR
Barbara Hudson Rescott PTK
Janice D. Santiago HONOR PTK
Anna N. Tomdio
Joshua M. Vanderwagen
Eileen E. Wagner
Diana S. White
Teresia K. Wilmore

Teacher Education-Early Childhood Education

Teresa LuEllen Carrasquillo HONOR

Danielle M. Helwig PTK

Teacher Education-Secondary Education-Social Sciences

Christian Frederick Solliday

ASSOCIATE OF APPLIED SCIENCES

Biomedical Engineering

Adrian Stevaun McKain HIGH

Cardiovascular Technology-Invasive Technologist

Erick Nathan Manricks

Computer Support Technology

Timothy J. McLaren

Chris Clayton Pond

Culinary Management

Jessica V. Schick

Early Childhood Development

Sophia Latrice Downtin HONOR PTK

Emergency Medical Technician/Paramedic

Chris A. Adkins
Nicole Diane Dunlap

Ashley Ragland Ekpo

CERTIFICATE OF PROFICIENCY

Biomedical Engineering Technology

Felix Nderi Gaita

Business Management-Hospitality Management

Mala Sardana HIGH

Computer Support Technology-Network Emphasis

Jegbeh Jeremiah Koliego

David Andrew Strats

Emergency Medical Technician/Paramedic

Jana Lyn McAtee

Licensed Practical Nursing

Alfreda Adams
Mercy Addai
Rosemary Unoma Ademiluyi
Chante Renee Briscoe
Sherlita E. Broomfield
Takiyah T. Burrell
Chasity Chenelle Caldwell
Jaclyn Brittany Collier
Victoria Day
Jessie Alexis Espinoza
Calisa Goode
Tia DeShanna Greene

Winifred Ama Gyamea
Pamela Johnson
Joy L. Lugalía
Kimberly Ann Moulden
Gerry Dion Ottley
Elizabeth M. Pierson
Amy Alexandra Siltanen
Rose M. Smith
Sheila Joy Sta.Ana-Tabligan
Brenda A. Taft-Hall
Karin Elizabeth Thompson HONOR
Lisa A. Zovko

Network Administration-Network Security Administration

Elvis C. Mendoza HONOR

Derrick R. Pendleton

Transfer Studies

Stephen M. McCarthy

Key:

HIGH = high honors graduate with a grade point average of 3.75 and above

HONOR = honors graduates with a grade point average of 3.5 or above

PTK = member of Phi Theta Kappa

ROUSE = Rouse Scholar