



HOWARD

COMMUNITY COLLEGE

*You Can Get There From Here.*

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

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November 19, 2008

6:00 pm

The Children's Learning Center

# 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...

**Create a nurturing environment that encourages people to grow, develop, thrive, and be successful**





**Board of Trustees  
Advanced Consent Agenda**

**November 19, 2008  
The Children's Learning Center**

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1. **Proposed New Hires**
2. **Fiscal Year 2010 Sabbatical Leave Recommendations**
3. **December 2008 Graduates**
4. **Proposed Fee Change**
5. **Standard Application Fee Waiver for Veterans of the Armed Forces and the Dependents of Disabled or Deceased Veterans**
6. **Year-end Items Approval Process**
7. **Nursing Lab Instructional Supplies**
8. **Legal Fees**
9. **Imaging Expenses for Scanning and Storing Documents**
10. **Belmont Fire Pump and Tank Engineering Design**
11. **Nursing Building Fire Alarm System Upgrade**

## 1 – Proposed New Hires

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

**Purpose:** To approve new hires

**Timeline:** New hires from the period of September 27, 2008, through October 29, 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 November 2008 Board Meeting**

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

**October 2008**

<b>Title</b>	<b>Department</b>	<b>Position Control Status</b>	<b>Grade</b>	<b>Range for Grade<sup>3</sup></b>	<b>Compensation<sup>2</sup></b>	<b>Name</b>	<b>Effective Date</b>
Facility Set-Up Supervisor	Plant Operations	Existing Position Replacement	8	\$37,083-\$61,575	\$37,083	Epps, Wendell <sup>4</sup>	10/01/08
Materials Handling Clerk (20 Hours)	Plant Operations	Existing Position Replacement	4	\$26,664-\$44,266	\$13,332	Green, Belinda	10/20/08

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

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

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

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

## 2 – Fiscal Year 2010 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. A sabbatical leave committee with membership consisting of one faculty member from each academic division reviews and rates sabbatical proposals. 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.

**Purpose:** To obtain board approval for proposed faculty sabbatical leave

**Timeline:** FY10

### ◆———— Recommendation —————◆

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

**Robin Bauer**, the lead Spanish instructor at Howard Community College (HCC), is requesting to take sabbatical leave during the spring 2010 semester in the Dominican Republic. Her project is directly related to HCC's initiatives to globalize curricula and to send faculty abroad on meaningful projects. Ms. Bauer has five objectives. Her first objective is to teach English at the pilot project Instituto Técnicos Superiores Comunitarios in eastern Santo Domingo. Her second objective is to work with faculty there to develop foreign language curricula, pedagogy, and projects to continue the work she began in June 2007 to assist in the development of a community college system in the Dominican Republic. This collaboration will take place at the invitation of the Dominican Government. Her third objective is to have full immersion in the Spanish language and Dominican culture, living and teaching in a Spanish-speaking country. Her fourth objective is to take a Spanish writing course or an applied Spanish grammar course to refresh her language skills and fluency. Finally, since her HCC students tutor Spanish speakers in English via the service learning program, Ms. Bauer hopes to gain insight into teaching English as a second language (ESL).

**Helen Buss Mitchell, Ph.D.**, the coordinator of philosophy and women's studies, is requesting to take sabbatical leave during the fall 2009 semester to create formal, written course delivery materials and an advising guide. Her first objective is to create course delivery materials for courses in the areas of philosophy and women's studies. For the majority of these courses, she has been the sole instructor. The

philosophy courses are: PHIL-104 introduction to religious studies; PHIL-110 introduction to Chinese taoism; PHIL-112 introduction to African philosophy; and two sections of PHIL-101 introduction to philosophy, the Rouse/honors seminar and the teleweb. The two sections of PHIL-101 are based on the HCC-produced telecourse "For the Love of Wisdom," which Dr. Mitchell created, scripted, and hosted. She also teaches the only section of PHIL-201 religions of the world. Additionally, in the women's studies area, she teaches SOCI/WMST-111 introduction to women's studies: women, gender, and society and FINE/WMST-193 introduction to women's studies: women, art, and culture. The institutional memory of these courses and programs needs to be preserved, so that when Dr. Mitchell retires they may continue uninterrupted. Her second objective is to create a discipline-specific advising guide for majors in philosophy and religious studies and majors in interdisciplinary studies with a concentration in women's studies. The guide will describe the programs in these areas at HCC's major transfer institutions, as well as trends in the fields of philosophy and women's studies.

**Andrea Dardello, Ph.D.**, is requesting to take sabbatical leave during the fall 2009 semester to take a coaching course, develop coaching practices for use in the classroom, and create a pilot program for an accelerated learning program for developmental writers. She will complete a six-month coaching program to become a certified coach and develop curricula that uses coaching strategies to foster student success. The fundamental backdrop of HCC's "Step Up" program is individual coaching and student achievement has been attributed to this technique. One of Dr. Dardello's objectives is to broaden success among students by using coaching strategies in the classroom where numerous students benefit at once. By becoming a certified coach, she will develop her expertise in coaching principles and their potential application in the classroom. She will share that knowledge with faculty by identifying and providing examples of effective coaching strategies and then facilitate future assessments of their effectiveness. In addition, Dr. Dardello will create an accelerated ENGL-097: fundamentals of writing course that would allow the highest-performing students to complete the course with college-level credit for ENGL-121 college composition I: expository writing. She would investigate current Fund for the Improvement of Postsecondary Education (FIPSE) participants' progress and other research on the implementation and success of these mainstreaming programs and provide a model course outline, calendar, and syllabus that could be used in a pilot program.

**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 – December 2008 Graduates

**Background:** The following item is a list of proposed candidates for graduation who are expected to complete degree/certificate requirements at the conclusion of the fall session. These candidates are being cleared by the office of records and registration. The faculty will review and approve the attached tentative list of 184 graduates prior to the conferring of these degrees and certificates.

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

**Timeline:** The expected date for the clearing of all fall graduates is January 15, 2009.

#### ◆———— Recommendation —————◆

The administration requests that the board of trustees approve the list of proposed graduates for the fall 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.

**Howard Community College  
Graduation Candidates  
Fall 2008**

**Associate of Arts**

**Arts and Sciences-Art-Graphic Design**

Jennifer Lee Dibble

**Arts and Sciences-Art-Studio Art**

Lindsay J. Cerimele

John Pickeval Duckworth

**Arts and Sciences-Criminal Justice**

Devin Thomas Gilmore  
Jenna Michelle Green

Rachel E. Palazzolo

**Arts and Sciences-English**

Amanda M. Kozlowski

**Arts and Sciences-Environmental Science**

Kimberly Lynn Reyes

**Arts and Sciences-Exercise Science**

Roxana Mendoza Berkheimer

Kevin R. Dassing

**Arts and Sciences-History**

Kevin A. Marsh

**Arts and Sciences-Human Services-Chemical Dependency**

Jason Garrett Adkins

**Arts and Sciences-Laboratory Science/Biotechnology**

Sunju Chi

**Arts and Sciences-Liberal Arts**

Nicole D. Welkner

**Arts and Sciences-Life Sciences**

Tara M. Sullivan

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

Stephen Gregory Bodden

Seth E. Grayson

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

Shannon Lee Eltzroth  
Eric David Meissner

Ryan T. Silcox

**Arts and Sciences-Music**

Mark Edward Benham  
Shelby Lee Kennedy

Mary Aleeshia Wise

**Arts and Sciences-Pre-Allied Health**

Ajita Pankajkumar Patel

**Arts and Sciences-Pre-Medicine**

Somaera Choudhary

**Arts and Sciences-Pre-Pharmacy**

Kailie Nga Chung

Ijeoma Victoria Okonkwo

**Arts and Sciences-Psychology**

Alison R. Golwick

**Arts and Sciences-Sociology**

Katharine Grace Blankman

**Arts and Sciences-Theatre/Performance**

William Gavin Shown

**Business Administration**

Helen S. Adu-Osei  
Michael W. Anderson  
David P. Ashcraft  
Natalia Bak  
John R. Bauer  
Barbara Elizabeth Bradley  
Ming-Shun Chen  
David L. Claburn  
Aline Cremonezi  
Travis Alexander Drown  
Lin Ling Gao

Su Gyeong Kim  
Bhavin P. Mistry  
Erika S. Nadeau  
Daisuke Nitta  
Mu Pa Lu N. Sang  
Eun Joo Paik  
Raymond Omor Santiago  
Sadia Syed  
Nikki Vacek  
Neil Koji White

## **Engineering**

Santiago Abal  
Yi-Chen Chou  
Yin-Chiu Kan

Yi Peng Liu  
Nathaniel L. Nichols

## **General Studies**

Sara Baraghizadeh  
Angela Michelle Booker  
Sarah Carlson Brodine  
Eldridge E. Brown, II  
Harrison Grant Brownley  
Lindsay J. Cerimele  
Anne Katherine Evangelista Debevoise  
Laura Ann Easter  
Carla P. Fisanich  
Aileen Salita Floyd  
Bradley Joseph Fowler  
Kimberley Celestine Gurley  
John Glenn Hare  
Annra Elizabeth Harris  
Shannon Eileen Higgins  
Evan Christopher Hotto  
James C. Jackson  
Daniel H. Jaskulsky  
Van Johnson, Jr.  
Kyle Alexander Joynes  
Yves Robert Juste  
Susan Marie Kane  
Rajwant Kaur  
Han Na Kim  
Yun Chong Kim  
Hue L. Lam  
Jee Eun Lee HIG  
Minhwa Lee  
Katrina S. Letman  
Christopher Micheal Lhotsky

Kristen Elizabeth Machinski  
Kathleen Joy Manos ABG  
Emmanuel A. Etonga  
Jordan Michael Moneski  
Chelin Hyekyong Mun  
Gordon DeVon Murray, III  
Lucia Fatu Nimley  
Stephanie Dorothy Obaigbena  
Eric Perlman  
Sarah Jenann Reardon  
Donta Monroe Ridley  
Roger Wayne Rome Jr.  
Terry Lee Ross  
Quintessa Leandra Sagor  
Navdeep Singh Sarai  
Mahvish Shahid  
Joseph J. Sherrock  
Shruti Sindhi  
Marissa RoseTorres  
David Alan Tutko  
Scott Edward Van Stone  
Kathleen Allison Vance  
Jessica Alexandria Vencill  
Adrian Martin Villar  
Gordon A. Wall  
Xuedan Wang  
Tierra Keyona Wilkins  
Marci Kathleen Wiltison  
Matthew P. Wood  
Veronica M.Yates

## **Information Technology - Network Security**

James Ho

## **Information Technology-PC/Network Hardware/iNet**

Dominic Anthony Prunesti

## **Nursing**

Maame Esi Aggrey  
Eric Edward Boyer  
Colin M. Brown  
James Brown, Jr.  
Alicia Marie Congedo  
Krista Lou Cook  
Nadine Shelley-Ann Cole  
Anita Daniel  
Benita Daniel  
Kristina Nicole Dittman  
Sara Augusta Drudi  
Michele D. Ervin  
Laurie Ann Francis  
Angelique Charlene Graham  
Nisha Gupta  
Vanessa Hagan-Osei  
Ashley Brooke Holland  
Kymberlie Jane Hozhabri  
Carlos Alberto Jaen  
Indumeet Kaur  
Holly Nayeon Kim

Young Bin Kwon  
Sara Brooke Lockett  
Nadho Mohamed Mahad  
Celeste Rosemond McKay  
Tara Shea McMahan  
Helen B. Means  
Claudia C. Mendez  
Sandra L. Messina  
Wafa Nachifa  
Pamela Elizabeth Neuberth  
April Ann Ogle  
Sharon Melissa Riddle  
Kathleen Rodrigues Silva  
Tara R. Simpson-Oyinloye  
Brenda Arnetta Taft-Hall  
Lynda Michele Ulmer  
Fang Wang  
Doris James Williams  
Tiffani Jo Wilson  
Laura Nicole Wyman

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

Tracey Faith Greenbaum

## **Teacher Education-Elementary Education**

Jennifer Joan Anderson

Kevin W. Ridgley

## **Teacher Education-Secondary Education**

Susan Marie Kane

## **Associate of Applied Sciences**

### **Business Management**

Lindsay Renee Halterman  
Tonia D. Johnson

Leidy N. Navarro-Aviles  
Daniel Caleb Stevens

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

Megan Marie Bates

Kyung In Kang

### **Computer Support Technology**

Christopher Justin Body

### **Early Childhood Development**

Sophia Latrice Downtin

**Emergency Medical Technician/Paramedic**

Heather Fawn Goddard

**Health Care for the Professional-Massage Therapy**

Christina Ann Desormeaux

**Associate of Arts in Teaching**

**Teacher Education-Early Childhood Education**

Phuong N. Van

**Teacher Education-Elementary Education**

Katie Marie Cullen  
Amy Estelle Meadows

Kristen B. Reccardi  
Bridget M. Walsh

**Certificate of Proficiency**

**Communication Studies**

Clarissa Bermudez

**Early Childhood Development**

Wandra Rochele McKenzie

**Emergency Medical Technician/Paramedic**

Alice C. Burnett

**Graphic Design**

Jennifer Lee Dibble

**Licensed Practical Nursing**

Kerenhappuch Akumah

**Transfer Studies**

Stephen M. McCarthy

## 4 – Fiscal Year 2010 Proposed Fee Change

**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 change:

### Silas Craft Collegians Program

The current seminar fee of \$150 has not been changed since the program's inception. The seminar fee is designed to cover the cost of important programs that are very highly rated by students activities, like the summer retreat and the New York trip. The cost of these activities has increased significantly since the program started in the fall of 2000. The fee does not currently cover the cost of the activities, and in FY08, the program experienced a budget deficit despite the fact that no new activities/programs were added. The same deficit could occur in FY09 not only due to rising costs for the same services, but also due to increased program enrollment. The administration is proposing a \$25 increase in the fee to \$175.

**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, 2009

## ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the proposed fee increase as recommended by the audit and finance committee at its November 5, 2008, meeting.

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

## **5 – Standard Application Fee Waiver for Veterans of the Armed Forces and the Dependents of Disabled or Deceased Veterans**

**Background:** Howard Community College has long had a practice of waiving the standard application fee for active duty military and their dependents. The college has recently launched an initiative to provide comprehensive service to veterans of the armed forces and the dependents of disabled or deceased veterans (disabled or deceased as a result of military service). There are several important reasons for reaching out to this population of current and prospective students:

- a) significant outreach to this group is occurring at the state level;
- b) public institutions have an important role in assisting veterans (and their qualified dependents) with the transition back into civilian life, especially in the case of veterans with injuries and/or disabilities related to their service; and
- c) service members returning from Iraq and Afghanistan present the college with an opportunity to attract an important group of prospective students.

HCC has already implemented several initiatives to reach out to veterans to help them transition to civilian life and achieve their academic and career goals. A veterans deferred payment plan has recently been established to serve this population in managing college costs.

To determine the possible impact of an application waiver, the fall 2008 term veterans enrollment of 186 was used. This method represents a high estimate, but was chosen because it has been a fairly constant number over the past three major terms and many of the current students paid an application fee. It may be an overestimate of the impact, but using this figure also accounts for veterans who apply, but do not subsequently enroll. The estimated amount is \$4,650 (186 x \$25).

Data regarding qualified dependents is not collected by HCC (it is not an MHEC required item). Therefore, the number 91 was estimated based on active duty dependents enrolled during the fall 2008 term. This amount is \$2,275 (91 x \$25). The total amount is estimated at approximately \$6,925 per year.

The following considerations should be taken into account:

- a) the enrollment of veterans may increase as the Maryland National Guard and other military personnel return from the present conflicts;
- b) the college's initiatives for this population may result in an increase.

**Purpose:** To obtain board approval to waive the \$25 standard application fee for veterans of the armed forces and the dependents of veterans disabled or deceased as a result of their military service

**Timeline:** Beginning fall 2009

## ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the waiver of the \$25 standard application fee for veterans of the armed forces and the dependents of veterans disabled or deceased as a result of their military service as recommended by the audit and finance committee at its November 5, 2008, meeting.

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

## 6 – Year-end Items Approval Process

**Background:** Each year, the college reserves funds for furniture and equipment purchases to insure adequate funds are available in the budget. These purchases are normally made in May once the administration knows the final spring enrollment figures and the year-end projections. It is the college's practice to give a list of "*Year-end Purchases*" to the audit and finance committee in May prior to making any purchases.

Under the current purchasing procedure, all items over \$25,000 are currently approved by the board. If an item has already been publicly bid by a federal, state, or local government, or local college contract, the college does not incur the costs to bid the item again and uses the price that was obtained by the public entity that originally bid the item.

Sometimes there are items on the year-end list that the administration does not plan to bid, as it knows that the items have already gone through the public bid process and the price of the federal, state, local government, or local college contract is a valid low bid. In those instances, it is the college's practice to ask the board, through a consent item, to then approve these items and it notes that these items do not need to be publicly bid again.

To streamline the year-end approval process, the administration requests having the audit and finance committee review the year-end list in May and then take it to the May full board meeting. The list would be reviewed by the full board and any items on the list \$25,000 or over where the price was already obtained from a federal, state, local government, or local college contract would receive board approval at that time and not be brought back individually to the board for approval. However, any item that needs to go through a public bid process conducted by the college would still be sent to the board for approval.

For each item on the year-end list, the administration would separate the items and note whether a public bid had already occurred for the item or if it plans to go out for bid on the item. This way, the board would know exactly which items they would be approving at the time they approved the list. This procedure would only apply to year-end items and not items that are purchased during the year.

**Purpose:** The purpose of this change in procedure is to reduce the number of consent items that the board chair would have to approve over the summer.

**Timeline:** Year-end lists reviewed at audit and finance committee meetings each May

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve the year-end purchasing recommendation as described above as recommended by the audit and finance committee at its November 5, 2008, meeting.

**Source of funds:** Operating budget and capital funds

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

## **7 – Nursing Lab Instructional 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 accordance with college policy and in anticipation that purchases may exceed \$25,000 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 obtain board approval to select a vendor for nursing supplies

**Location:** Health sciences division – main campus

**Timeline:** FY09

**Specifications:** The college requested quotes for 98 items routinely ordered for HCC’s nursing lab from three companies, PSS, Moore Medical and BoundTree Medical. The three companies only have 35 of the 98 items in common. PSS offers the best pricing for those 35 items. PSS can supply 76 percent of the supplies that are needed, Moore Medical 65 percent and BoundTree Medical 56 percent. When comparing prices for the supplies that both PSS and Moore Medical can provide (53 out of 98 items) for the year, in the price comparison for single packages, multiple items in a single container, Moore Medical’s price is \$36.86 less, but can only meet 65 percent of the college’s needs. The college is requesting that it continue to purchase most of the supplies from PSS and begin to purchase the less expensive single package supplies from Moore Medical. It will be a new supplier since HCC has never done business with that company. PSS has a record of providing great service.

**Bids:**

<b>35 Common Item Comparison Costs</b>	
BoundTree Medical	\$8,466.52
Moore Medical	\$4,928.24
PSS	\$4,615.02

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

**Amount:** Not to exceed \$30,000 per year

**Vendor:** Physician's Sales and Services

**Source of funds:** FY09 operating funds – nursing department budget

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

## 8 – Legal Fees

**Background:** Currently, the college's legal costs for FY09 are expected to exceed the \$24,999 limit of presidential signature authority. Based on these projections, the administration asks for board approval to pay for the anticipated legal fees of Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC and Carney, Kelehan, Bresler, Bennett, & Scherr, LLP (formerly Reese and Carney).

**Purpose:** To obtain board approval to pay for anticipated legal fees

**Timeline:** FY09

**Bids:** Sole source

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** Not to exceed \$150,000

**Vendors:** Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC and Carney, Kelehan, Bresler, Bennett, & Scherr, LLP

**Source of funds:** FY09 Unrestricted budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.02

## 9 – Imaging Expenses for Scanning and Storing Documents

**Background:** In 2003, HCC reviewed multiple imaging vendors and chose Perceptive Software's ImageNow product as the best fit for its needs. This product allows users to scan documents and store them electronically, which in turn has saved the college money on storage space and paper usage. HCC uses ImageNow to scan and store documents related to students, employees, vendors, and other college materials. These documents can also be linked to the college's administrative system, Colleague. Due to the expanded use of this product, new scanners and additional licensing need to be added. It is also necessary to keep current with the system's upgrade schedule, so vendor support will be required during the upgrade process planned for FY09. Additionally, there are new software features that will continue to improve the college's business processes.

**Purpose:** To obtain board approval to purchase additional products and services for ImageNow

**Timeline:** FY09

**Specifications:** ImageNow licenses, scanners, software, upgrade support, and annual maintenance fees

**Bids:** No bids were done since Perceptive Software is a sole source vendor for ImageNow related products and ongoing technical support.

### ◆ Recommendation ◆

The administration requests that the board of trustees approve:

**Amount:** \$125,000

**Vendor:** Perceptive Software

**Source of funds:** FY09 capital budget

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

## 10 – Belmont Fire Pump and Tank Engineering Design

**Background:** Ayers Saint Gross is the architect for the Belmont Barn and Conference Center renovation project. When the preliminary plans were taken to the county for review, the county determined that due to the occupancy loads that a special pump and tank for the fire suppression system needed to be included in the project. The architects at Ayers Saint Gross spent a number of hours reviewing various options for this fire suppression system and after an extensive review, it was determined that an underground storage tank and pump needs to be designed. This complex system was not anticipated in the original project design. A specialist will now be needed for the engineering design. The lump sum cost for the specialist requested is \$17,250. In addition, reimbursables are estimated at \$1,725 bringing the total to \$18,975.

**Purpose:** To obtain board approval for the engineering design of the fire pump and tank as an additional service at Belmont

**Location:** Belmont Conference Center

**Timeline:** To begin as soon as possible

**Specifications:** Design an 18,000-gallon underground fire service storage tank and associated fire pump.

### ◆ Recommendation ◆

The administration requests that the board of trustees approve:

**Amount:** \$18,975

**Vendor:** Ayers Saint Gross

**Source of funds:** FY08 capital budget

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

## 11 – Nursing Building Fire Alarm System Upgrade

**Background:** The current Simplex fire alarm system in the nursing building is not part of the campus network. During the campus facility assessment study, the system was deemed outdated and insufficient. The system is also incompatible with the college-wide Siemens fire technology system, which was bid several years ago, and can therefore not be integrated. The proposed new system will be a part of the campus-wide fire safety network and be monitored from the plant operations fire safety station, drastically reducing delays in response time. The proposal for the equipment and installation of a new fire safety system, including integration into the existing fire safety network, is in the amount of \$68,240.

**Purpose:** To obtain board approval to award a contract to provide and install a new fire alarm system in the nursing building

**Location:** Nursing building

**Timeline:** To begin January 2009

**Specifications:** Provide and install replacement devices for the existing Simplex fire alarm system in the nursing building, and connect the new devices to the existing campus-wide network.

**Bids:** Siemens Building Technologies, Inc. is the sole source vendor for the Simplex fire alarm system.

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** \$68,240

**Vendor:** Siemens Building Technologies, Inc.

**Source of funds:** Systemic budget

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