Board of Trustees’ Consent Materials

August 26, 2009
6:00 pm
The Rouse Company Foundation Student Services Hall
RCF-400
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
1. Ratify and Confirm Purchase of Sustainable Floor-Cleaning Machines and Ice Melt
2. Ratify and Confirm Purchase of Moving Truck with a Lift Gate
3. Ratify and Confirm Purchase of John Deere Electric Gators
4. Ratify and Confirm Spending Allowance Increases (Washington Gas, PEPCO, Fitch, W.W. Grainger, Siemens, and Brickman)
5. Ratify and Confirm Vehicle Purchase for the Security Department
7. Ratify and Confirm Network Closet Switch Replacements
8. Ratify and Confirm Hickory Ridge Network Upgrade
9. Ratify and Confirm Websense
10. Ratify and Confirm Increase of MEEC Agreement Purchases for Technology Expenditures
11. Ratify and Confirm Purchase of Work Truck
12. Ratify and Confirm Parking Lot F Construction Contract
13. Ratify and Confirm Purchase of Starcraft Allstar Commercial Bus
14. Ratify and Confirm Print Shop Copiers – Request for Additional Funding
15. Ratify and Confirm Increase for Allied Security Services
16. Ratify and Confirm Summer II and III Graduates
17. Ratify and Confirm Spending Allowance Increase (Supreme Maintenance)
18. Ratify and Confirm Dues for the Maryland Association of Community Colleges
19. Ratify and Confirm Project Access Bus Service Bid
20. Ratify and Confirm Consulting and Training Services
22. Ratify and Confirm Sodexo Management Fees for Fiscal Year 2009
23. Ratify and Confirm Report to the Maryland Higher Education Commission on Improvement of Diversity Plan
24. Ratify and Confirm James Clark, Jr. Library Building Furniture and Equipment
25. Ratify and Confirm Children’s Learning Center Mortgage
26. Ratify and Confirm Network Load Balancer
27. Ratify and Confirm Amendment to the Laurel College Center Lease
28. Ratify and Confirm Online Course Software License Renewal
29. Ratify and Confirm Placement Tests Advance Purchase
30. Ratify and Confirm Shuttle Services for Fall Semester 2009
31. Ratify and Confirm Athletic Fields Phase V Change Order 1
32. Proposed New Hires
33. Grants and Scholarships
34. Print Shop Equipment Rental Charges
35. Continuing Education Advertising
1 – Ratify and Confirm Purchase of Sustainable Floor-Cleaning Machines and Ice Melt

Background: The plant operations department is requesting four floor-cleaning machines for the environmental services department. These particular machines use water instead of chemicals making them sustainable. Daycon is the sole source vendor for these machines.

The college has already spent $7,930 for Daycon brand ice melt. This particular product seems to work better with the finishes on interior floor surfaces, making them less slippery when foot traffic brings wetness into the buildings during snow conditions. The board would not normally approve the ice melt, but because the floor-cleaning machines are being requested, the total dollar amount is being submitted for approval with Daycon.

Purpose: To obtain board approval for the purchase of sustainable floor-cleaning machines and ice melt

Location: Main campus

Timeline: FY09

Specifications: Four floor-cleaning machines that use water instead of chemicals and ice melt

Bids: Sole source for the floor machines

Recommendation

The administration requests that the board of trustees approve:

Amount: $49,829 for floor machines
$  7,930 for ice melt
$57,759 = Total

Vendor: Daycon

Source of funds: FY09 plant operations budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
2 – Ratify and Confirm Purchase of Moving Truck with a Lift Gate

**Background:** The plant operations department is requesting a moving truck for the set-up /asset relocation crew. At this time, the college does not own a vehicle equipped with an enclosed compartment, which is needed to move furniture from one building to the other while being sheltered from the elements. Also, none of the fleet vehicles have a lift gate. Not having a lift gate is potentially dangerous for the crew since they have to lift heavy pieces of furniture and equipment up onto loading docks or into a pick-up truck by hand. The truck that is being requested has a lift gate.

Howard County bids various vehicles in order to obtain the best price on these vehicles. The college is allowed to buy the truck off the county contract in order to obtain the best price for the item. Bob Bell Pontiac GMC has the Howard County contract for trucks. The college is therefore requesting to purchase a moving truck under same contract pricing.

**Purpose:** To obtain board approval for the purchase of a moving truck

**Location:** Main campus

**Timeline:** FY09

**Specifications:** GMC W5500 truck, low cab forward with 16-foot van box body and 1,500 pound lift gate

**Bids:** N/A – county contract obtains the best pricing

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**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $43,363.39

**Vendor:** Bob Bell Pontiac GMC

**Source of funds:** FY09 plant operations budget

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

T. James Truby, Chair
June 4, 2009
Approved

Date
3 – Ratify and Confirm Purchase of John Deere Electric Gators

Background: The plant operations department is requesting two John Deere electric gators for the grounds department. Plant operations uses the gators on a daily basis to move men and equipment around campus for tasks such as ground maintenance, facilities repairs, and small renovations of facilities to accommodate new classroom or office needs. John Deere is the sole source for these electric gators. Finch Services Inc. is the authorized vendor for these John Deere electric gators and has the Maryland State contract.

Purpose: To obtain board approval to purchase two John Deere electric gators

Location: Main campus

Timeline: FY09

Specifications: John Deere Electric Gator with full cabs

Bids: Sole source vendor that provides John Deere equipment

--- Recommendation ---

The administration requests that the board of trustees approve:

Amount: $25,000 ($12,500 each for two Gators)

Vendor: Finch Services, Inc.

Source of funds: FY09 plant operations budget

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

T. James Truby, Chair
June 4, 2009

Approved
4 – Ratify and Confirm Spending Allowance Increases

**Background:** Several purchases and services identified in FY09 need increases to the previously approved spending allowance. The board of trustees previously approved these contracts with the noted vendors. This consent item will allow the college to complete the year with these vendors on the original contract at a higher dollar amount for the items noted. (See table below.) Overages occurred due to increasing costs as well as greater than anticipated enrollments that increased the need for certain housekeeping supplies.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>From / To</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Washington Gas</td>
<td>From $625,000.00 to $805,000.00</td>
<td>Increase by $180,000 to cover FY09 gas charges</td>
</tr>
<tr>
<td>Maryland State Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. PEPCO (Electricity)</td>
<td>From $1,392,000.00 to $1,492,000.00</td>
<td>Increase by $100,000 to cover FY09 electricity charges</td>
</tr>
<tr>
<td>Baltimore Regional Cooperative Purchasing Committee (BRCPC) Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Fitch Supplies - $12,070/Equipment - $29,000</td>
<td>From $70,000.00 To $111,070.00</td>
<td>Increase by $41,070 for FY09 cleaning supplies and equipment</td>
</tr>
<tr>
<td>Howard County Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. W.W. Grainger</td>
<td>From $120,000.00 to $156,000.00</td>
<td>Increase by $36,000 for FY09 to cover supplies, equipment and metal storage partitions</td>
</tr>
<tr>
<td>Supplies-$20,000/Equip. $10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal Storage Partitions $6,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Joint Power Alliance (NJPA) Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Siemens (Energy Metering/BAS System)-Sole Source Contract</td>
<td>From $152,333.12 To $177,333.12</td>
<td>Increase by $25,000 for FY09 building metering</td>
</tr>
<tr>
<td>6. Brickman</td>
<td>From $196,755.00 To $208,755.00</td>
<td>Increase by $12,000 for FY09 for various landscaping and irrigation projects</td>
</tr>
<tr>
<td>Has the college contract for landscaping and athletic field maintenance after competitive bid.</td>
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<td></td>
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</tbody>
</table>

**Purpose:** To obtain board approval to increase purchase order amounts on items listed in the table above

**Timeline:** FY09

**Recommendation**

The administration requests that the board of trustees approve increases to purchase orders from various vendor in the amounts listed in the above table.

**Source of funds:** FY09 plant operations budget

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

T. James Truby, Chair
5 – Ratify and Confirm Vehicle Purchase for the Security Department

**Background:** The security department is requesting the purchase of a security vehicle for patrol of the college campus. The security vehicle is used to prevent crime on the parking lots and responds to emergencies or motorist assists.

At this time, HCC has two vehicles, one of which is owned by Allied Barton Security, the contracted guard service, and the other is owned by the college. The college is billed $18,000 a year for the use of the Allied-owned vehicle. Purchasing a college-owned vehicle would eliminate this cost each year. A cost benefit of $18,000 would be experienced within 1 ½ years.

The college is allowed to purchase this vehicle under a Howard County contract in order to obtain the best price. Apple Ford has the county contract for Ford Escapes; however, the delivery date under this contract would not be until September 2009.

Apple Ford has agreed to give the college the contract price, $28,721 for an in-stock vehicle for immediate delivery. This vehicle would normally cost $30,400.

**Purpose:** To obtain board approval to purchase a vehicle for security

**Location:** Main campus

**Timeline:** FY09

**Specifications:**
- 2010 Ford Escape Hybrid
- 4-door / front wheel drive / 2.5 Liter engine,
- Automatic transmission / cloth interior, basic package

**Recommendation**

The administration requests that the board of trustees approve:

- **Amount:** $28,721
- **Vendor:** Apple Ford
- **Source of funds:** FY09 security budget
- **Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.

June 9, 2009

T. James Ruby, Chair
6 – Ratify and Confirm Professional Research Services for Continuity of Operations Planning

**Background:** The University of Maryland Center for Health and Homeland Security (CHHS) has developed a program approved by the U.S. Department of Homeland Security that enables governments and jurisdictions to preserve, maintain and/or reconstitute their capability to perform essential functions in the event of a threat or the occurrence of any disaster or emergency that could potentially disrupt operations and services. This program is in compliance with the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) and supports the objectives of the National Preparedness Goal and Target Capabilities List.

The Center for Health and Homeland Security’s Continuity of Operations (COOP) planning began with the publishing of the COOP planning manual in 2004 and was followed by the approved training program in 2008 entitled *Preparing the States: COOP Planning for State, Local and Tribal Governments*, which the college participated in last October 2008.

Several colleges, universities, and government agencies throughout Maryland, including Howard County Government, have contracted with CHHS to develop their COOP plans and provide training.

Although the college has extensive disaster recovery plans for its information technology areas and many other departments around the college have begun working on recovery plans, these internal department plans are not comprehensive nor are they fully integrated or consistent with each other.

In light of potential threats from natural disasters to domestic and international terrorism and now the anticipated risk of pandemic influenza, the college feels this plan is a critical component of its emergency preparedness and recovery efforts. The college proposes contracting with CHHS to assist in the development of a COOP plan. The plan will incorporate the greatest levels of detail possible and will:

- Ensure the continuous performance of the college’s essential functions and operations during any emergency;
- Protect essential facilities, equipment, records, and other assets;
- Reduce and mitigate disruptions to operations;
- Reduce the loss of life and minimize damages and losses;
- Identify succession plans and designate essential principals and employees;
- Facilitate decision-making for the execution of these plans and the subsequent conduct of operations; and
- Achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

In addition to the scope of work listed above, other services provided by CHHS include training and a tabletop exercise to test the completed COOP plan.
Purpose: To obtain board approval to award a contract for professional research services to develop the college’s COOP plan.

Timeline: Services are to commence upon receipt of Board approval and continue for approximately six months. Completion is estimated by early 2010.

Specifications: To provide professional research services to assist the college in developing a COOP plan that will enable the college to preserve, maintain, and/or reconstitute its capability to perform its essential functions in the event of a threat or the occurrence of any disaster or emergency that could potentially disrupt operations and services.

Bids: This item is a sole source procurement under a state government contract. An agreement in the form of a memorandum of understanding will be signed outlining the scope of services and terms of the contract.

Recommendation

The administration requests that the board of trustees approve:

Amount: $49,833

Vendor: University of Maryland Center for Health and Homeland Security, PO Box 41428, Baltimore, Maryland 21203.

Source of funds: FY09 year-end funds

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

T. James Truby, Chair

June 18, 2009

Approved/Rejected/Date
Board of Trustees  
August 26, 2009  
Consent Item 7

7 – Ratify and Confirm Network Closet Switch Replacements

**Background:** The college’s local area network (LAN) has data closets on every floor of every building. It is time to refresh the network infrastructure equipment in some of those closets. The closets in the student activities building, nursing building, Gateway, and the athletic and fitness center have the oldest network equipment on campus. By replacing this equipment these areas will have faster connection speed to the LAN and a higher reliability. The total cost of the equipment configured as needed is $71,952. This updated equipment will facilitate the use of the new teaching applications required for graphic arts and the nursing curriculum.

Digital Intelligence Systems Corporation (Disys) has been selected to supply this equipment. Disys holds a University of Maryland contract, on which the college can piggyback and which provides excellent pricing. The company specializes in this type of equipment and the college has historically received excellent customer service from Disys.

**Purpose:** To obtain board approval to purchase and install network closet upgrades.

**Timeline:** Obtain FY09 – install FY10

**Specifications:** Cisco Catalyst 3750 switches configured as per specs.

**Bids:** University of Maryland master contract number 83601-DJ

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**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $71,952

**Vendor:** Digital Intelligence Systems Corporation

**Source of funds:** End of year 2009 funds

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.01.01
8 – Ratify and Confirm Hickory Ridge Network Upgrade

Background: The college’s local area network (LAN) is designed with a high level of fault tolerance. This design includes a redundant ring of network switches at the core of the college’s LAN. The college needs to acquire the final core switch to complete the redundant ring. This core switch will be placed in the Hickory Ridge building. The total cost of the equipment configured as needed is $65,633.25. Once this switch is installed it will give the Hickory Ridge building and the college’s LAN a higher level of reliability.

Digital Intelligence Systems Corporation (Disys) has been selected to supply this equipment. Disys holds a University of Maryland contract, on which the college can piggyback and which provides excellent pricing. The company specializes in this type of equipment and the college has historically received excellent customer service from Disys.

Purpose: To obtain board approval to purchase and install a Hickory Ridge core switch

Timeline: Obtain FY09 / install FY10

Specifications: Cisco Catalyst 6500 switch configured as per specs

Bids: University of Maryland master contract number 83601-DJ

Recommendation

The administration requests that the board of trustees approve:

Amount: $65,633.25

Vendor: Digital Intelligence Systems Corporation

Source of funds: End of year 2009 funds

Compliance: This request is in compliance with college procedure, Purchasing – 62.01.01

T. James Truby, Chair

June 9, 2009

Approved / Rejected / Date
9 – Ratify and Confirm Websense

Background: Websense is the college’s web filtering software and service. Its primary function is to control what internet content is permitted to a user. Websense gives the college the ability to enforce multiple policies at the same time. This ability gives the college the flexibility it needs to allow content based on job function while maintaining a block on the most offensive of content.

The college has purchased this service in the past from K-Logix on an annual basis; however, this year, the college examined other vendors in an effort to save money. Patriot Technologies, Inc. offered a three-year purchase of the software, configured as needed, for $39,364. Previously, the college was charged approximately $20,000 per year. The offer from Patriot Technologies will effectively save the college approximately $20,000 over this period.

Patriot Technologies is supplying this application off the GSA Schedule under GS-35F-4363D with an expiration date of September 8, 2012.

Purpose: To obtain board approval to purchase Websense

Timeline: Obtain FY09 / install FY10

Specifications: Websense Enterprise Academic 36 Month Renewal Web Filter

Bids: Purchase off the GSA Schedule GS-35F-463D from Patriot Technologies, Inc.

Recommendation

The administration requests that the board of trustees approve:

Amount: $39,364

Vendor: Patriot Technologies, Inc.

Source of funds: End of Year 2009 funds

Compliance: This request is in compliance with college procedure, Purchasing – 62.01.01.

T. James Truby, Chair
June 10, 2009
Approved / Rejected / Date
10 – Ratify and Confirm Increase of MEEC Agreement Purchases for Technology Expenditures

Background: The board of trustees approved the expenditure of $1.85 million in technology purchases from the Maryland Educational Enterprise Consortium (MEEC) at its May 15, 2008, board meeting. The consent covered the cost for new and replacement computer equipment in classrooms and offices. The college has exceeded $1.85 million with the purchase of classroom equipment and computer technology for the Clark Building project at a cost of $305,631 and will need an additional $187,000 to cover year-end computer purchases that have not yet been made within the FY09 fiscal year for a total of $492,631.

The college purchased $305,631 in classroom equipment for the Clark Building project. The purchase was made to assure delivery and installation of equipment in classrooms prior to the start of classes in August 2009. The purchase was anticipated to be made through capital project funding, which has been approved by the board for the Clark Library building project. Instead, year-end funds were allocated to this purchase instead of capital funds to expedite the order and assure a commitment from the technology contractor of the delivery and installation of equipment in July 2009. Capital funds for this project will not become available until August 2009. This purchase, along with the year-end purchases that were being completed at the same time, resulted in the college exceeding the $1.85 million estimated expenditures for FY09.

Additionally, the college will be purchasing new and replacement computers for classrooms and offices with year-end funds before the close of the fiscal year. This process will require additional approval of $187,000. These year-end purchases include computers for the expansion of the test center to meet student growth and 117 replacement computers for faculty and staff offices that are over five years old.

The college is requesting the board approve the $305,631 purchase made for the Clark Library building, which exceeded the $1.85 million allocated in the May 2008 consent and an additional $187,000 in year-end purchases of computers. This requires the May 2008 approved consent to be increased by $492,631.

The MEEC agreement (RFP # USMSC 2001 – 006) provides competitive consortium discounts on Dell computers, Hewlett Packard, Gateway products, printers, servers, storage, peripherals, and classroom equipment. The agreement provides a base discount of 8 percent and further discounts of 20 percent or higher pending the type of equipment being purchased and the quantities.

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

Location: Information technology in the Clark Library building

Timeline: FY09
Recommendation

The administration requests that the board of trustees approve:

**Amount:** An additional $492,631 for a total of $2,342,631

**Vendor:** Dell Computers

**Source of funds:** FY09 year-end funds

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

T. James Truby, Chair

June 18, 2009

Approved / Rejected / Date
11 – Ratify and Confirm Purchase of Work Truck

Background: Belmont Conference Center is requesting a replacement work truck for use by the facility and grounds department. The truck that Belmont had was 13 years old and several months ago the steering went out. After having the steering repaired, a rod also blew on the truck and it has been in the county repair shop ever since. The county contacted the college the other day and said it would not recommend repairing the vehicle and recommended discontinuing use of the vehicle. While the vehicle has been out of service, Belmont staff has used their own vehicles to haul equipment and supplies since Belmont does not own another work truck.

The truck is necessary for the daily operations of Belmont. The truck is used for transportation of heavy equipment, furniture, grounds supplies, towing, plowing, etc. The truck was not on the year-end list because the college hoped it could be repaired.

Howard County bids various vehicles in order to obtain the best price. The college is allowed to buy the truck off the county contract in order to obtain the best price for the item. Apple Ford has a Howard County contract for this type of truck. The college is therefore requesting approval to purchase a work pickup truck under the same contract pricing. Since the vehicle is used for hauling and snow plowing, a hybrid truck is not available.

Purpose: To obtain board approval for the purchase of a work truck

Location: Belmont Conference Center

Timeline: FY09

Specifications: Ford F250 work truck, four-wheel drive with plow

Bids: The county contract obtains the best pricing

Recommendation

The administration requests that the board of trustees approve:

Amount: $34,175

Vendor: Apple Ford

Source of funds: FY09 year-end budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
12 – Ratify and Confirm Parking Lot F Construction Contract

**Background:** Having experienced an extreme parking shortage due to the exponential enrollment growth, along with the delay of the second parking garage at Hickory Ridge, the administration had requested the board of trustees authorize the design of the expansion of parking lot F, which was approved at the board’s May 27, 2009, meeting. The lot, located adjacent to the north entrance of the college and Little Patuxent Parkway, will bring some needed relief to the parking shortage. The expansion will provide approximately 300 additional gravel-based parking spaces. At this time, the administration requests the approval of the construction contract for this project. An invitation to bid (ITB) for construction service was posted in May 2009. Five construction companies submitted bids, with Dixie Construction offering the lowest bid.

According to the references provided, the administration deems the company reputable and capable of completing the work on time and within budget.

**Purpose:** To obtain board approval to award a contract for construction of parking lot F

**Location:** Main campus

**Timeline:** Completion no later than the end of August 2009 (pending weather conditions)

**Specifications:** Construction of a gravel parking lot for approximately 300 additional spaces

**Bids:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Base Bid $</th>
<th>Contingency</th>
<th>Contingency Amount $</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Builders Group</td>
<td>447,100</td>
<td>Not submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dixie Construction</td>
<td>379,305</td>
<td>5% based on $500,000 budget</td>
<td>25,000*</td>
<td>See note below</td>
</tr>
<tr>
<td>Farm &amp; Home Excavating, Inc.</td>
<td>425,000</td>
<td>10%</td>
<td>42,500</td>
<td>Rejected: The bid submission was non-compliant due to missing bid bond</td>
</tr>
<tr>
<td>Francis O Day Company, Inc.</td>
<td>425,000</td>
<td>10%</td>
<td>42,500</td>
<td></td>
</tr>
<tr>
<td>HTI Construction</td>
<td>463,250</td>
<td>10%</td>
<td>46,325</td>
<td></td>
</tr>
</tbody>
</table>

*Note: All bidders were told to include a 5 percent contingency for the contractor and a 5 percent contingency for the owner (the college). At the pre-bid meeting, the example of a $500,000 budget was used. The chart lists what was stated on the actual bid, but to be consistent, this amount should have been $37,931. The administration is requesting that this amount be listed in the project budget for the contract. The college
monitors and approves all expenditures from the owner's contingency and if the money is not needed, it will not be paid to the contractor.

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**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $379,305 base plus $37,931 contingency ($18,965.50 contractor / $18,965.50 college) $417,236 total

**Vendor:** Dixie Construction, Inc.

**Source of funds:** Systemic budget

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

_T. James Truby, Chair_

*June 23, 2009*

(Approved) / (Rejected) / Date
13 – Ratify and Confirm Purchase of Starcraft Allstar Commercial Bus

**Background:** The athletic and fitness center currently uses a fifteen-seat passenger van to transport athletic teams to various athletic events throughout the year. The van currently used is ten years old and has been experiencing frequent mechanical problems. Within the collegiate athletics field, replacement of the fifteen-seat passenger vans is recommended due to mounting safety concerns. In 2007, the college was able to replace one of the vans with a 14-passenger Starcraft bus. This bus was purchased after extensive research and review of a variety of bus models because of its ability to best accommodate college athletes and provide ease of operation for coaches and athletic and fitness center staff. The bus meets all federal and state motor vehicle safety standards.

The Starcraft bus is a sole source purchase from the Colonial Equipment Company, currently located in Frederick, Maryland. However, the company is re-locating to a site off Route 70 near the college, which will make it even more convenient for maintenance and repairs. The college did talk to Colonial about the potential for a hybrid vehicle; however, such a solution was price prohibitive as the cost would be over twice that of the standard vehicle. During its April 25, 2007, work session, the board supported paying 3 percent more for green products; however, this amount far exceeds that allowance.

**Purpose:** To obtain board approval to purchase a vehicle for transporting athletic teams to and from athletic events

**Location:** Athletic and Fitness Center

**Timeline:** The vehicle is delivered eight to ten weeks after receipt of order

**Specifications:** 2009 Ford E-350 Starcraft Allstar Commercial Bus

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**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $53,766, which includes tags and title fees

**Vendor:** Colonial Equipment Company

**Source of funds:** FY09 year-end funds

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

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T. James Truby, Chair

**June 30, 2009**

Approved / Rejected / Date
14 – Ratify and Confirm Print Shop Copiers – Request for Additional Funding

Background: On May 27, 2009, the board approved the award of a five-year lease with Canon Business Solutions for three high-speed digital copiers at an annual expense of $77,484. In completing the contract with Cannon after the board approval, the cost of maintenance was not included in the consent item. The additional cost required the college to work with Cannon to bring their cost down within competitive pricing of the other bids. The increased cost is $18,816 annually and is competitive to the other pricing provided within the bid process. The solution offered by Cannon includes three new high-end production copiers, maintenance, and an increase in the annual allotment of copies for the college. The new annual cost to the college will be $96,300, which is below the current annual cost of $112,608. Cannon is offering a competitive price and effective solution to meet the needs of the college’s print shop.

Purpose: To obtain board approval for additional funding for the Canon copier contract

Location: Howard Community College Print Shop

Timeline: FY10 – FY15 (with annual board approval of renewal)

Recommendation

The administration requests that the board of trustees approve:

Amount: $18,816 in addition to the $77,484 approved in May for a total of $96,300

Vendor: Canon Business Solutions

Source of funds: FY10 operating budget

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

T. James Truby, Chair

June 24, 2009

[Approved] [Rejected] / Date
15 – Ratify and Confirm Increase for Allied Security Services

Background: The contract for security services for FY09 was approved by the board on May 28, 2008, in the amount of $1,085,000. HCC’s security guard services were originally bid in June 2003. Allied Security was awarded the bid. Based on the contract, the entry-level rate increased at the rate of the consumer price index on the date of contract renewal of July 1, 2008. The administration also recommended the officers currently employed at the college receive a salary increase of 4.5 percent. Based on that rate, the services for FY09 were estimated to be $1,085,000.

During the fiscal year, it was necessary to hire additional security officers to assist with parking and campus traffic. At the start of each semester, additional guards were placed strategically around campus and at parking lots and entrances to the college. The guards directed people to available parking as well as the shuttle parking locations when campus lots were full. In addition, additional guards were hired for special events including commencement and the costs for the additional guards are funded through the security budget and not billed back to the area hosting the event. Due to the increased security needs, additional funds are needed to cover the FY09 actual costs. This item is to request an increase to the original contract amount by $38,000 from $1,085,000 to $1,123,000 for FY09.

Purpose: To obtain board approval to increase the amount for security services

Location: Main campus

Timeline: FY09

Specifications: To provide security services for the main campus

Recommendation

The administration requests that the board of trustees approve:

Amount: $38,000

Vendor: Allied Security

Source of funds: FY09 operating budget

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

T. James Truby, Chair

June 26, 2009

Approved / Rejected / Date
16 – Ratify and Confirm Summer II and III Graduates

Background: The following list contains the 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 89 graduates prior to the conferring of these degrees and certificates.

Purpose: To obtain board approval to enable eligible students to graduate

Timeline: Effective August 20, 2009. This is the expected date for the clearing of all summer II and III candidates for graduation.

Recommendation

It is requested that the Board of Trustees approve the list of proposed graduates for summer II and III, 2009, 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.

T. James Truby, Chair

June 25, 2009

Approved / Rejected / Date
ASSOCIATE OF ARTS

Arts and Sciences - Communication Studies
Richard M. Devens

Arts and Sciences - Arabic
Corinne Veronica Frank

Arts and Sciences - Art - Graphic Design
Andrea Hanna Kim

Arts and Sciences - Criminal Justice
Natalia Anna Goraj

Arts and Sciences - English
Jessica Baker Parsells

Arts and Sciences - Journalism
Stephanie Marie Beall

Arts and Sciences - Pre-Medicine
Ikechukwu Valentine Mbonu

Arts and Sciences - Pre-Pharmacy
Julia Lim

Business Administration
Zachary Andrew Beaver
Angela Michelle N. Douty
Shanai Rose Jordan
Patrick Ryan Sweeney
William M. Terry

Computer Science
Brandon Michael Stepp

General Studies
A Ra Cho
Matthew J. Heilmann
Zeke Thomas Nunn

General Studies - Business and Technology
Alexander Paul Fay
Natalia Anna Goraj
Courtney May Hendon
Brian David Shipp
John Paul Townsend, III

General Studies for Certificate Students
Sara Tharpe Ehrlich
Robert Lemanski

General Studies - Science Emphasis
Robert Claydon Helvey
Desiree Regina Johnson
Information Systems Management
Xiao Jian Zhou

Information Technology-PC/Network Hardware/iNet
Dennis A. lexis Vasquez

Nursing
Theophilus Osei Amoh
Tina L. Buratty
Stephanie Ruth Burns
Julie Ann Clubb
Kelly F. Cwalina
Kathleen Marie Deiss
Michele Nacole Donaldson
Elissa Marie Earles
Tiffany Ann Hall
Amy Kathleen Johnson
Nicole Rene Lindner
Ana Mehnoush
Kendra D. Mitchell
Ethel G. Nkwanyuo
Jessica Phelps
Jacqueline Vivian Richardson
Stephanie W. Scurachio
Richard Scott Turner

Teacher Education-Elementary Education
Kathleen Michele Davis
Kimberly Nicole Smith

Teacher Education-Secondary Education-Social Sciences
Charles Alton Blum, Jr.

ASSOCIATE OF APPLIED SCIENCES
Business Management-Hospitality Management
Theodore Joseph Hartka

Computer Support Technology
Saah Forleh

Emergency Medical Technician/Paramedic
Heidi Rebecca Halterman
Matthew Rouse Touse

ASSOCIATE OF ARTS IN TEACHING
Teacher Education-Elementary Education
Tina Elizabeth Compofelice
Ryan M. Dysard
Ashleigh Nicole Rizzo
Eileen Fitzgerald Schaub
Sherry Lynn Smith

CERTIFICATE of PROFICIENCY
Biomedical Engineering Technology
Robert C. Sobus

Business Management-Advanced Financial Planning
Erick Smith
Cardiovascular Technology-Cardiac Monitoring and Analysis
Judith Mary Miles

Early Childhood Development
Christina L. Salla

Emergency Medical Technician/Paramedic
Andrew James Froom
Phil Conte Guzzetta
Andrew Russell Janosko

Licensed Practical Nursing
Alfreda Adams
Toni Michelle Bailum
Carolyn P. Benyarku
Coura Berrian
Lonita Elizabeth Broome
Doreen Bless Djan
Maurine Gabriels
Helene RoxAnn Hyde-Moore
Carlos Alberto Jaen
Hawa Peaches Jerry
Lonella Latonya Jones
Christina Gail Weisenborn

Gerald L. Kimble
Matthew David Rife

James Maingi Kyonda
Florence Ugochi Okezie
Ms. Betty Paintsil
Erika Elaine Pierce
Alvina R. Rice
Lisa Renee' Ridley
Heather L. Rowe
Diana Marie Smith
Dabbington O. Taylor
Bernardine M. Vanderslice
17 – Ratify and Confirm Spending Allowance Increase

**Background:** In order to expedite small renovation projects the administration has executed contracts with certain trades renewable on a year-to-year basis for a maximum of three years. Supreme Maintenance & Construction, Inc. was awarded the carpentry bid and this is the third year of the contract. A spending allowance of $175,000 for Supreme Maintenance & Construction, Inc. was approved for FY09. Since then, several projects are considered by the administration that will cause the spending allowance to be exceeded by an estimated $30,000. These projects are an addition to the RCF finance office and the RCF security office. The RCF finance office additional work entails adding transom windows, doors and frames, additional infrastructure work and carpet repairs. The RCF security office work entails establishing a dispatch and monitoring center. It is vital to get the work completed before fall registration. Supreme Maintenance is already working in the RCF finance office, which will cut down on the mobilization cost and time for the additional work there and the security office work.

**Purpose:** To obtain board approval to increase the spending allowance for carpentry work

**Location:** The Rouse Company Foundation Student Services Hall (RCF)

**Timeline:** FY09

**Specifications:** Addition to finance office renovation and security office changes

---

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $30,000

**Vendor:** Supreme Maintenance

**Source of funds:** FY09 capital budget

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

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T. James Truby, Chair

June 26, 2009

Approved / Rejected / Date
18 – Ratify and Confirm Dues for the Maryland Association of Community Colleges

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>2009 Dues</th>
<th>2010 Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Colleges</td>
<td>42,040</td>
<td>43,722</td>
</tr>
<tr>
<td>Medium Colleges</td>
<td>32,819</td>
<td>34,132</td>
</tr>
<tr>
<td>Small Colleges</td>
<td>23,598</td>
<td>24,542</td>
</tr>
</tbody>
</table>

Howard Community College (HCC) is classified as a medium-sized community college. Therefore, its FY10 dues are $34,132. Additionally, there are two additional charges. The first is for $358 for the National Student Clearing House and the second is for $1,089 for the Jacob France Institute. The charges are for peer data necessary for benchmarking and the Maryland Higher Education Accountability report. The sixteen community colleges save money by purchasing this data collectively rather than individually. The total charges for FY 2010 are $35,579.

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

Timeline: FY10

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

Recommendation

The administration requests that the board of trustees approve:

Amount: $35,579

Vendor: Maryland Association of Community Colleges

Source of funds: FY10 president’s office operating budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
19 – Ratify and Confirm Project Access Bus Service Bid

Background: In 2008, Howard Community College (HCC) solicited bids for bus service for its Project Access Summer Institute program. The original bid from Jubb’s Bus Service in summer 2008 was for $26,000 and for summer 2009 it was $27,300. However, HCC soon realized that an additional bus for field trips was needed and Jubb’s added this bus at a cost of $1,800 for a total of $27,800, which was approved by the board on May 28, 2008.

This year, in April, the board approved the original bid amount for summer 2009 for $27,300. However, the additional bus is again needed and Jubb’s has agreed to provide this additional bus for the same total amount as last year, $27,800.

Purpose: To obtain board approval for the additional $500 for cover Project Access bus summer bus service.

Location: The buses pick the students up at area schools in Howard County and return them to these destinations at the end of the school day.

Timeline: The bus service will provide buses to transport students Monday through Friday from Monday, July 06, 2009, through Thursday, July 30, 2009. In addition, the bus service will provide buses to take students on field trips on July 10, July 17, and July 24.

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

Bids: Not applicable. Bids were secured in May 2008 and approved by the board.

Recommendation

The administration requests that the board of trustees approve:

Amount: An additional $500 for a total of $27,800

Vendor: Jubb’s Bus Service

Source of funds: Project Access budget

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

July 10, 2009
T. James Truby, Chair
Approved / Rejected / Date
20 – Ratify and Confirm Consulting and Training Services

**Background:** Howard Community College has utilized Choice Consulting & Training Services, Inc. (Choice) since FY94. Choice support’s HCC’s compliance with federal financial aid regulations to ensure a clean A-133 audit. It also supports other regulatory compliance: the independent audit of financial aid files and administrative responsibilities; review of policies and procedures; assistance with the implementation of various required federal programs and regulatory changes; regulatory training sessions; and other services as needed.

Based on pending federal legislation, the college will be required to implement the William D. Ford Federal Direct Lending effective FY11. Choice will provide critical support to financial aid services and finance in developing and implementing direct lending, and maintaining compliance with regulations required for the direct lending program. Additionally, Choice will provide necessary training to both finance and financial aid services.

**Purpose:** To obtain board approval for consulting and training services

**Location:** Financial aid services and finance office

**Timeline:** FY10

**Specifications:** In FY10, the monthly cost for Choice will be $3,350, which includes 48 days of on-campus consulting. In addition to the monthly contract amount, all required travel expenses must be reimbursed, which is estimated at $1,200 per month. Twelve of these days are for the standard yearly contract and the remaining days will be focused on direct lending. The student application process for direct lending will need to be in place for students beginning April 2010.

**Bids:** Choice Consulting & Training Services, Inc. has been approved as a sole source vendor. Choice has been working with HCC since the early 1990's. This knowledge allows Choice to be considered in this category for the following reasons:

- Background and history with HCC;
- Consistency of Choice staff available;
- Focus of visits changes to fit HCC’s needs, including topical training on items such as the Fiscal Operations report and Application to Participate (FISAP); eApp, the federal electronic scholarship application; campus-based funding; Pell grant reconciliation; file review; and data analysis among others;
- Availability for phone and email consultations between visits occurs on a weekly basis, sometimes daily, depending on the issues;
Familiarity with HCC structure, programs, and culture provides consistent context for all questions and discussions; Newsletters highlighting upcoming changes in financial aid policies and administration; and Research of various issues by request.

Recommendation

The administration requests that the board of trustees approve:

**Amount:** Not to exceed $60,000

**Vendor:** Choice Consulting & Training Services, Inc.

**Source of funds:** FY10 unrestricted operating budget

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

T. James Truby, Chair

July 13, 2009

Approved / Rejected / Date
AGREEMENT FOR CONSULTING SERVICES

This agreement is between CHOICE CONSULTING & TRAINING SERVICES, INC. and HOWARD COMMUNITY COLLEGE. The term of this agreement is from July 1, 2009 through June 30, 2010.

SECTION I: CONSULTANT RESPONSIBILITIES

CHOICE CONSULTING will provide general financial aid consulting services to HOWARD COMMUNITY COLLEGE for the term of this agreement. Specifically, CHOICE CONSULTING will:

A. Assist and advise HOWARD COMMUNITY COLLEGE in the administration and management of the school's Financial Aid Office.

B. Provide telephone consultation, for the purpose of answering questions raised by the school staff and to discuss with school personnel other financial aid and related issues as they arise.

C. Conduct on-site visits to HOWARD COMMUNITY COLLEGE for the purposes listed below:

1. Consulting.

2. Review of student financial aid files and related information, to verify compliance with federal regulations and accuracy of calculations.

3. Review of school policies and procedures as they relate to financial aid.

4. Providing assistance to HOWARD COMMUNITY COLLEGE staff members with the management, organization and administration of the financial aid office.

D. Advise the school on the interpretation and implementation of federal regulations relating to financial aid.
SECTION II: SCHOOL RESPONSIBILITIES

HOWARD COMMUNITY COLLEGE will:

A. Provide CHOICE CONSULTING with the information, documents and access to files and school personnel necessary to perform the services listed.

B. Pay a consulting fee of $3350.00 per month. This fee includes on-site visits to HOWARD COMMUNITY COLLEGE, for a total of 48 visit days over the course of this agreement. Additional days, if so requested, would be billed at the standard per diem rate of $700.00.

C. Reimburse the consultant for travel expenses related to the on-site visits to HOWARD COMMUNITY COLLEGE. Travel expenses would normally include airfare, rental car, hotel, gas and tolls, and meals.

Invoices for consulting fees will be sent on or around the first of the month. Travel expenses will be added on to the next monthly invoice following the date of the on-site visit. Both fees and expense reimbursement are due and payable within 30 days of the invoice date.

D. Payment terms are as follows:

Total invoice amount due within 30 calendar days of invoice date.

CHOICE CONSULTING will discontinue services when an invoice is not paid within 60 days of the invoice date, until the account is brought current. Payments are credited first against the earliest charges still outstanding.
SECTION III: MUTUAL PROMISE AND COVENANT

By their signatures below, both parties agree:

A. To use their best efforts to carry out the terms of this agreement.

B. That any and all of the work performed by CHOICE CONSULTING in accordance with this agreement relies on information provided by HOWARD COMMUNITY COLLEGE, and that CHOICE CONSULTING and HOWARD COMMUNITY COLLEGE will hold each other harmless in the event that the inaccuracy of this data, whether willful or unintentional, results in any future liability adhering to the institution.

C. That either party to this agreement may cancel it at any time, without cause, with 60 days written notice to the other party. Consulting fees will be pro-rated for any portion of a month completed prior to such written notice.

For HOWARD COMMUNITY COLLEGE:  
For CHOICE CONSULTING & TRAINING SERVICES, INC.:

__________________________________________  
SIGNATURE

__________________________________________  
SIGNATURE

__________________________________________  
TITLE

__________________________________________  
TITLE

__________________________________________  
DATE

__________________________________________  
DATE
21 – Ratify and Confirm Nursing Building HVAC Renovation Change Order for Abatement of Hazardous Material

Background: The heating, ventilation, and air conditioning (HVAC) infrastructure in the nursing building is outdated and is not connected in the central college-wide monitoring system. Due to the age of the equipment it has become increasingly difficult to maintain a comfortable and balanced temperature in that building on all floors. The board of trustees approved a contract to be executed with Emjay, Inc. after a competitive bid process on April 22, 2009, for $548,600.

During the construction, it was discovered that hazardous materials were used in the mastic of the duct sealer and for the material covering the ductwork. The removal of this material and proper disposal of hazardous materials requires specialized processes not anticipated in the original request for proposals. The cost for this removal is $30,658.

In addition, the removal of the contaminated materials also requires that parts of the existing sprinkler piping will have to be removed and replaced to provide access to the ductwork. The cost for this work is $13,602.

A change order is needed to accommodate the additional costs of the abatement.

Purpose: To obtain board approval for the change order for the abatement of hazardous materials including the demolition and disposal of the contaminated ductwork, and removal and replacement of existing sprinkler piping to access the contaminated ductwork.

Location: Nursing building

Timeline: July 2009 to completion

Specifications: Abatement of hazardous materials including the demolition and disposal of the contaminated ductwork, and removal and replacement of existing sprinkler piping to access the contaminated ductwork.

Recommendation

The administration requests that the board of trustees approve:

Amount: $30,658 for abatement
$13,602 for sprinkler piping removal and replacement
$44,260 total increase for a grand total of $592,860 for this project

Vendor: Emjay
**Source of funds:** FY10 Systemic Budget

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

[Signature]

T. James Truby, Chair

July 17, 2009

Approved / Rejected / Date
22 – Ratify and Confirm Sodexo Management Fees for Fiscal Year 2009

**Background:** The management agreement with Sodexo for food service requires the college to pay a monthly management fee that includes expenses not covered by sales. In May 2008, the board of trustees approved a $250,000 purchase order to pay the monthly fees from the Coca-Cola vending commissions and bookstore profits for fiscal year 2009. With the final invoice that was received in July, the management fees for FY09 have exceeded the $250,000 purchase order by $14,307.68.

Dean Wuerfl, Sodexo’s district manager for the Mid Atlantic Region, cites the following reasons for the overage: food costs were up by 4.9 percent, and while retail sales were up 5.1 percent, catering sales were down 38.7 percent. Although they were able to reduce hourly labor costs, employee benefit costs have increased higher than anticipated. The college receives detailed monthly statements from Sodexo that show the revenues and expenses from the food service operation and those statements confirm these differences.

For future years, Sodexo recommends reducing evening hours of service during May and December when classes end. This action, along with the administration’s planned retail price increase for fall and catering price increase for January 2010, should help reduce the subsidy for FY10.

**Purpose:** To obtain board approval to increase the amount paid to Sodexo for the food service management fees for FY09

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $14,307.68 increase for a total of $264,307.68

**Vendor:** Sodexo, Inc. and Affiliates

**Source of funds:** Auxiliary funds using the Coca-Cola and Canteen vending commissions and bookstore profits

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
23 – Ratify and Confirm Report to the Maryland Higher Education Commission on Improvement of Diversity Plan

Background: Effective July 1, 2008, State Education Article §11-406 requires each public institution of higher education in Maryland to submit a plan regarding its program of cultural diversity to its governing body on or before May 1 of each year. If an institution already has a program in place, the institution of higher education shall develop and implement a plan for improving the program. The governing body, by August 1 of each year, must then submit a progress report regarding the institution’s implementation of its plan to the Maryland Higher Education Commission (MHEC).

In accordance with the statute, the board was presented with the college’s diversity plan and recommendations for improvements at its April 22, 2009, meeting. The April report contained six recommendations for improvement. Attachment 1 shows the progress report to be submitted to MHEC. Four of the six recommendations have already been implemented and the other two are being studied for feasibility. The revised diversity plan is shown in attachment 2.

Purpose: To obtain board approval to submit to MHEC the report that ensures that Howard Community College is adhering to Maryland State Education Article §11-406

Location: College-wide

Timeline: Progress report due to MHEC by August 1, 2009

Recommendation

The administration requests that the board of trustees approve the reports being submitted to MHEC.

Compliance: Maryland State Education Article §11-406

T. James Truby, Chair

July 24, 2009

Approved

Date
Howard Community College has had a Diversity Plan, formerly called Affirmative Action Plan, in place for over 20 years. The Diversity Plan sets forth guidelines for ensuring equal opportunity and improving cultural diversity in recruitment, employment, and academics at the college. It mandates that HCC’s diversity programs will reflect respect of differences in age, gender, sexual orientation, race, religion, ethnic backgrounds, and ability/disability, as well as the values of equal rights, equal access, and equal treatment. To oversee diversity activity, the plan calls for the college to continuously maintain a Diversity Committee appointed by the president. The committee is required to review and update the Diversity Plan as appropriate.

HCC is proud of its Diversity Plan and ongoing diversity programming on campus. Cultural diversity is addressed in a number of ways, including the following, among others:

- The offering of a multitude of diversity trainings and awareness events for employees and students throughout each year, including films, music, lectures, and discussions, culminating in an annual Diversity Week each spring;
- The requirement that each budgeted staff member and full-time faculty member participate in at least two diversity training sessions per year;
- The monitoring of recruitment efforts and personnel actions to ensure equal opportunity and non-discrimination;
- The inclusion of required diversity/culture-related courses in the general education core that must be taken by all students;
- Academic options within the interdisciplinary studies major in the subjects of diversity studies and women’s studies.
- The admissions/advising unit has close working relationships with schools, community organizations, and other institutions, and this enhances the college’s ability to attract diverse populations. The college works closely with groups such as Conexiones (a community-based organization that helps Hispanic students in Howard County towards academic achievement), high school clubs for Hispanic students, the Black Student Achievement Program, Alpha Achievers (a group for African-American males in Howard County Public Schools), and FIRN (a Howard County nonprofit that helps immigrants and refugees). The unit works with the college’s English Language Institute and credit-free ESL programs to enhance student access to HCC. The unit participates in many fairs for diverse populations, conducts its own fairs – for example, its recent HBCU (Historically Black Colleges and Universities) college fair - and forms partnerships with a broad range of colleges and universities to incorporate access to the next step following HCC into its outreach efforts.
- Innovative academic programs such as the Silas Craft Collegians Program, which provides a highly-supportive learning community for students whose past performance doesn’t reflect their true potential, and Step UP, a program where students are voluntarily paired with a faculty/staff coach who provides one-on-one support.
support for managing the challenges of college. Many students in these programs are
from underrepresented groups, often first-generation college students.

According to Education Article §11-406, an institution that already has a program of
cultural diversity must develop and implement a plan for improving the program. While
HCC feels that its Diversity Plan/Program is already very advanced, it has identified six
recommendations to improve the plan. These recommendations were submitted to the
Board of Trustees on April 22, 2009.

**Recommendations for Improving HCC’s Diversity Plan/Program by May 1, 2010:**

1) The plan as currently written does not specify the requirement that each budgeted
staff member and full-time faculty member participate in two diversity training
sessions per year; this requirement is only mentioned in HCC’s academic and
administrative policy, Diversity – 61.10. The language should be added to the
diversity plan as well.

2) While numerous diversity-related events and training sessions are offered
throughout the year, there have never been official guidelines to govern the
development and categorization of diversity events. The diversity committee
should develop such guidelines and review each proposed event on campus to
see if it meets the criteria for an employee to obtain “diversity credit” towards the
required two sessions per year; this will ensure that credit is only given for events
that offer true learning experiences.

3) The plan currently calls for the diversity committee to review and update the
diversity plan “as appropriate.” The language should be changed so that the plan
is reviewed and updated **annually each February**.

4) HCC personnel policy, Selection of Faculty and Staff – 63.02.03, states that any
recruitment of a full-time faculty member or staff position classified at grade 12 or
above requires the establishment of a search committee containing a past or
present diversity committee member. This language is not included in the diversity
plan but should be.

5) HCC currently requires all employees to complete a sexual harassment avoidance
training session on or before their first day of employment. The college should
explore the requirement of additional harassment avoidance training related to
race, religion, age, ethnic background, sexual orientation, gender, and disability.

6) The two annual campus-wide surveys, QUEST for employees and YESS for
students, collect very little data about diversity and equal employment from
participants. The possibility of revising those surveys to collect more information
on these subjects should be investigated. The feedback obtained can be used to
enhance cultural diversity on campus.

The first four of the recommendations have already been accomplished. The attached
Diversity Plan contains the new language described in the first four recommendations
(changes are highlighted) and the web page
[www.howardcc.edu/about_hcc/organizational_leadership/diversity/resources/qualifications.html](http://www.howardcc.edu/about_hcc/organizational_leadership/diversity/resources/qualifications.html)
shows the
“qualifications for a diversity event” referenced in recommendation #2. The final two
recommendations are being studied for feasibility now and will be implemented, if
possible.
Education Article §11-406 also requires the institution to describe its process for reporting campus-based hate crimes, as defined under Title 10, Subtitle 3 of the Criminal Law Article and consistent with federal requirements under 20 U.S.C. 1092(f), known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. HCC currently posts all campus crime statistics, including hate crimes, on its public webpage in its Campus Crime Report, which can be found at www.howardcc.edu/students/security/. The report shows the previous 3 years of data, during which time there were no reported hate crimes on campus.

Education Article §11-406 also asks each institution for a summary of any resources, including State grants, needed by the institution to effectively recruit and retain a culturally diverse student body. Following is a list of possible uses for grant money, which would help the college in its diversity initiatives:

- **More funds for early college awareness and preparedness programs** – Programs that prevent dropping out and/or promote persistence to postsecondary education are critical.
- **Programs and Scholarships that increase opportunities for under-represented students in the science, technology, engineering, math (STEM) and critical language programs.**
- **Assistive Technology** – Funding for educational technology that enhances learning and supports the access and success of students with disabilities.
- **Transition to college/employment for students with disabilities** – As mentioned in the previous bullet, HCC provides support to a large number of students with disabilities, including a summer enrichment/transition program for high school students with disabilities and a career series program geared specifically for employment opportunities for the disabled. Additional funding will be needed for the expansion of these programs as space is currently limited and the demand is rising consistently each year.
- **Additional funding for individualized, academic support for low-income, first-generation college students** – The college currently has a successful grant used to provide academic and personal support to low-income, first-generation college students, which has been flat-funded for the last 5 years. The college will need to secure additional funding to support increased staffing levels and/or long-term sustainability.
- **Childcare** – Additional funding will be needed to assist low-income and unemployed parents with supplementing the costs of childcare.

Any consideration of State grant money for these purposes would be extremely useful in improving the Diversity Program on the Howard Community College campus.
DIVERSITY PLAN

Effective July 2009
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MESSAGE FROM THE PRESIDENT

Picture a world in which music had just one note. Art had just one color. Food had just one flavor. That world would be very boring!

Fortunately, our world is rich with diverse sights, sounds, and sensations. And as more new Americans come to live in our area, Howard County is fortunate to have an ever-growing vibrancy of global and cultural perspectives that expands our view of the world.

Howard Community College places great value on this richness of diversity. Students and employees grow both professionally and personally as they understand and enjoy varying views and cultures.

The Diversity Plan seeks to foster that growth through a wide range of efforts from hiring practices to diversity celebrations. Your support and participation in the plan is welcomed and appreciated.

Kathleen Hetherington, Ed.D.
President
Howard Community College
II. INTRODUCTION

The board of trustees of Howard Community College has committed the college to an ongoing diversity program and to regularly review progress toward the objectives of the diversity plan. The college president has appointed the diversity committee to lead, oversee and manage this plan. HCC’s diversity programs will reflect respect of differences in age, gender, sexual orientation, race, religion, ethnic backgrounds, and ability/disability as well as the values of equal rights, equal access, and equal treatment. In order to assure success, all members of the college community must vigorously accept their responsibility of supporting the college’s strategic priority to incorporate diversity into the fabric of the institution. Diversity and affirmative action commitment originates with the board of trustees and filters throughout every facet of the institution.

The diversity committee consists of representatives from all college constituencies to promote diversity throughout Howard Community College. Specifically, membership must include, but is not limited to:

- Two faculty members;
- Two support staff employees;
- Two professional / technical employees;
- One administrative employee;
- One student;
- Two at-large employees;
- Associate Vice President of human resources (ex officio);
- Coordinator of the institution’s compliance with Section 504 of the Rehabilitation Act of 1973 (ex officio);
- Director of student life (ex officio); and
- Other members as needed to carry out the duties of the committee.

Membership is by appointment of the college president. Of those appointed, the president will select the chairperson(s). Diversity committee members will serve for a period of two years. Student representatives will serve one-year terms. The chairperson will recommend members for reappointment prior to the last meeting of the fiscal year. If any member misses more than fifty percent of the diversity committee meetings held in a fiscal year, that member’s term is automatically ended and a new member shall be appointed. Replacements will fill the unexpired term of the original member. At the end of each academic year, the chairperson will recruit new members to fill potential vacancies. Any member of the college community wishing to serve on this committee should send a written request to the diversity chairperson.

Additional details can be found in Administrative Policy 61.10.01 and related personnel policies and procedures made publicly available through the college website.
III. DIVERSITY PLAN AND COMMITTEE OBJECTIVES

A. Recommend, review, communicate and clarify the diversity plan and all policies which serve as guidelines for the achievement of equal employment opportunity at the college;

B. Assure that each recruitment makes a reasonable effort to seek out applicants from underrepresented groups in order to provide a diverse applicant pool;

C. Monitor all personnel actions at the college in order to ensure that no decisions are or have been made which might discriminate on the basis of race, color, religion, gender, age, national origin, sexual orientation, disability, veterans status, marital status, or political opinion, and ensure vigilance in eliminating any such discrimination;

D. Develop recommendations to identify areas in which programs and services may be needed to enable the college to better meet the educational needs of affected groups;

E. Provide and encourage the use of an internal complaint resolution mechanism whereby any complainant can internally resolve grievances (see policy 63.01.01 for additional details);

F. Provide regular training for the college community to promote sensitivity to diversity and proactive valuing of diversity; (training shall be open to employees and students as appropriate); and

G. Encourage the development and continual improvement of a curriculum of inclusion.

IV. DISSEMINATION OF THE DIVERSITY PLAN

The college’s diversity plan and related administrative and personnel policies are publicly available via the college website. In addition, regular communications will be sent to college employees via e-mail, president’s update, employee orientations and training programs, constituency group meetings, and posted in various areas around the college campus. Additionally, the equal opportunity clause shall be incorporated in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, when applicable, and all implementing regulations.

V. RESPONSIBILITY FOR IMPLEMENTATION

All employees have an important role in the implementation of this plan. While additional responsibilities may be outlined in annual strategic planning, core work and individual job descriptions, several notable accountabilities include the following:

A. President –
   The president has ultimate authority for the implementation of this plan and has chosen to delegate key implementation roles to the diversity committee and the
associate vice president of human resources. The president provides direction to these key units, the president’s team, and others involved with supporting diversity plan goals to comply with the college’s commitment.

B. Diversity Committee –
The diversity committee will:

1. Promote and advocate diversity within the college;

2. Review and update the diversity plan, diversity committee core work, and college policies annually each February;

3. Recommend reasonable and realistic goals for areas of the college where disparity exists in the workforce, academic affairs, and/or student services, when applicable;

4. Monitor all selection committees to ensure diverse representation in accordance with policy 63.02.03;

5. Plan and implement diversity training/assessment for all faculty and staff (the college will provide a budget for this purpose);

6. Plan and/or sponsor diversity programming for the college community, including the maintenance of standards for identifying a program as appropriate for diversity credit;

6. Review annually the college employee and student survey data pertaining to diversity climate; and,

7. Prepare an annual report on its operations, accomplishments and recommendations to the college president and make it available to the college community.

C. Office of human resources and Associate Vice President of human resources –
The Associate Vice President of human resources will:

1. Serve as a resource on affirmative action to the college community;

2. Serve as an advisor in matters of affirmative action to all college employees with supervisory and hiring responsibilities and equal employment opportunity;

3. Develop reports on an annual basis, which statistically analyze HCC’s recruitments,hirings, promotions, terminations and progress toward our valuing diversity priority and affirmative action goals (where applicable), for the college president and the diversity committee;
4. Keep the college administration and diversity committee informed of the latest developments in the equal opportunity/affirmative action area; and,

5. Notify the diversity committee of all job announcements prior to recruitment, ensure that search committees for all full-time faculty and staff positions classified at grade 12 level and above include a current or past member of the diversity committee, and monitor all selection committees to ensure diverse representation.

D. All employees with hiring involvement and/or supervisory responsibility have responsibility to:

1. Ensure that all employment practices are conducted in a lawful nondiscriminatory manner;

2. Monitor the progress toward equal employment opportunity and affirmative action of all units under their supervision;

3. Conduct regular discussions with their staff to assure the college’s policies are implemented. This responsibility should be seen as an integral part of their duties and evaluation;

4. Establish an atmosphere which is conducive to implementing the directives of the president and the board of trustees;

5. Familiarize themselves with and adhere to all related college policies and procedures and will consult with the Associate Vice President of human resources if clarification or interpretation is required;

6. Attend required training sessions prior to or concurrent with serving on a search committee, including but not limited to the required diversity training; and

7. Accept the responsibility of creating through their work environments and contacts with the community, a campus that upholds the concepts outlined in this plan and provides equal opportunity for all.

E. Howard Community College Employees

1. Each budgeted staff member and full-time faculty member must participate in two diversity training sessions per year.

2. All college employees must treat other employees, students, vendors, visitors, and any other individuals on campus with respect and dignity at all times, in accordance with college policies on discrimination and diversity.

F. Students – Howard Community College recognizes the critical role of an educational institution in preparing its students to become contributing members and leaders
within a global community. To this end, the college will, through its instructional and/or co-curricular programs, encourage students to:

1. Be respectful of all people and become advocates for the respectful treatment of others;

2. Cultivate an appreciation for the differences of others;

3. Explore and seek out opportunities to learn about different points of view and human experiences;

4. Develop a set of communication competencies to help improve interactions with people of diverse backgrounds; and

5. Attend college sponsored and community diversity events and activities.
APPENDIX A
SUMMARY OF APPLICABLE LAWS

The following laws, regulations, and orders constitute some of the legal requirements for equal employment, educational opportunities and affirmative action:

Age Discrimination Act of 1975:

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. While the Department of Health and Human Services is the lead agency for developing general regulations, any Federal agency which extends Federal financial assistance shall seek to achieve compliance with the agency’s regulations.

Age Discrimination in Employment Act of 1967:

The Age Discrimination in Employment Act prohibits discrimination for persons age 40 and over except where age is a BFOQ (bona fide occupational qualification). It is very rare for age to ever be a BFOQ at Howard Community College, however, there may be a few exceptions such as related to the hiring of an actor or actress for a college play where age may be allowed to factor into the selection criteria but will never be a sole factor in the selection process. The Equal Employment Opportunity Commission enforces this law.

Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008:

Howard Community College will ensure that no qualified person with a disability shall, on the basis of the disability, be subjected to discrimination in employment, recruitment, training, admissions, testing, program of study, student activities, etc.

As a part of the college’s plan, we will implement an awareness program that will educate potential supervisors, faculty and other HCC staff about the contributions, capabilities and needs of persons with disabilities in the work force and in postsecondary education. Information regarding appropriate, reasonable accommodations is provided on a continuing basis. The Associate Vice President of human resources and the 504/ADA coordinator will be consulted on matters of reasonable accommodation, as necessary.

Identification is an important part of the college’s plan. All HCC applicants are given the opportunity to voluntarily identify themselves as disabled at the time of application on the HCC voluntary self disclosure form. Employees and applicants also may self disclose to either the 504/ADA coordinator or Associate Vice President of human resources if a reasonable accommodation is to be requested. Students can volunteer this information either through the admissions office, the test center, or by contacting the student support services program.

The object of HCC’s recruitment program is to recruit qualified persons with a disability for both admission into the college as well as for employment. The college ensures that all admission
selection criteria and employment selection criteria are free from discrimination against persons with disabilities.

**The Equal Pay Act of 1963 and Lily Ledbetter Fair Pay Act of 2009:**

The Equal Pay Act, amended by the Education Amendments of 1972, covers all employers who are covered by the Fair Labor Standards Act of which it is a part. This act forbids pay differentials on the basis of sex; it is enforced by the Equal Employment Opportunity Commission. The Lily Ledbetter Fair Pay Act of 2009 changes the statute of limitations for filing a pay discrimination claim.

**Executive Order 11246 (1965)**

Executive Order 11246 covers all employers with government contracts or subcontracts of more than $10,000, with some rare exceptions. It also applies to contractors and subcontractors of construction projects financed in whole or in part by Federal funds. It required that every contract contain a clause against discrimination because of race, color, religion, sex or national origin. In addition, Revised Order No. 4, based on Executive Order 11246, requires contractors and subcontractors with 50 or more employees and contracts totaling $50,000 or more to develop and carry out a written Affirmative Action Program. As of October 1, 1978, this executive order is enforced by the Office of Federal Contract Compliance of the Department of Labor for all Federal contracting agencies.

**Maryland Fair Employment Practices Act**

The Maryland Fair Employment Practices Act (Article 49B, Annotated Code of Maryland) prohibits discrimination in employment on the basis of race, color, religion, age, national origin, marital status, sexual orientation, genetic information, or physical or mental disability. The Maryland Commission on Human Relations has enforcement authority.

**Pregnancy Discrimination Act:**

Amends Title 7 to prohibit discrimination based on pregnancy, childbirth or related conditions; requires employers to treat pregnancy the same as any other temporary disability.

**Rehabilitation Act of 1973:**

The Rehabilitation Act of 1973, amended by the Rehabilitation Act Amendments of 1974, prohibits discrimination on the basis of disability in employment by Federal contractors with contracts of $10,000 and in programs and activities receiving Federal financial assistance. This Act is administered by the U.S. Department of Labor.

**Title IX of the Education Amendment of 1972**

Title IX prohibits sex discrimination in education programs or activities that receive Federal financial assistance. The law is enforced by the Office for Civil Rights, Department of Education.
**Titles VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991**

Title VI prohibits discrimination on the basis of race, color or national origin and gender in programs or activities receiving Federal financial assistance. The law is enforced by the Office for Civil Rights, Department of Education. Title VII of the Civil Rights Act of 1964, amended by the Equal Employment Opportunity Act of 1972, with some very limited exceptions, applies to all employers with 15 or more employees. It bans all discrimination in employment because of race, color, religion, gender or national origin. It covers all terms and conditions of employment, including but not limited to hiring, transfers, promotions, compensation, access to training. This law also prohibits sexual harassment and harassment based on other protected categories. Title VII is administered and enforced by the Equal Employment Opportunity Commission.

**Vietnam Era Veteran’s Readjustment Assistance Act of 1972** *(amended in 2002 by the Jobs For Veterans Act):*

The Vietnam Era Veteran’s Readjustment Assistance Act of 1972 *(and subsequent amendments)* requires government contractors with contracts of $100,000 or more to take affirmative action to employ and advance in employment disabled veterans of the Vietnam Era. Responsibility for administration and enforcement of the Act is delegated to the U.S. Department of Labor. Contractors with federal contracts of $100,000 or more must file a supplemental report, titled VETS-100 by September 30 of each year.

**Vocational Education Act of 1963**

The Vocational Education Act of 1963, revised by Title II of the Education Amendments of 1976, provides direction for state and national vocational education programs. One of the purposes of the state programs is to develop and carry out programs of vocational education so as to overcome sex discrimination and sex stereotyping, and thereby furnish equal educational opportunities in vocational education to persons of both sexes. This law is administered by the Office for Civil Rights of the Department of Education.
24 – Ratify and Confirm James Clark, Jr. Library Building Furniture and Equipment

Background: As part of the completion of the renovations to the James Clark, Jr. Library building, the college needs to provide furniture and equipment. Previously, the college was required to use Maryland Correctional Enterprises (MCE) on a capital project receiving state funds for furnishings as mandated under Section 14-103 of the Finance and Procurement Article, Annotated Code of Maryland. Since this project did not receive state funds, the college is able to procure its furniture and equipment through other vendors. Therefore, the college would like to use vendors who already bid under the state’s current agreement and specifically through the Baltimore Regional Cooperative Purchasing Contract in order to ensure the highest quality furniture and equipment at the most competitive costs. Any items that cannot be purchased through this contract will be competitively bid. Items listed under categories a-c below are a breakdown of all components of the building for board approval. The furniture and equipment has been listed in categories to cover the general and specialized needs. The total furniture and equipment budget is $2,080,000, which was approved in the FY10 capital budget.

a. General Furniture for Offices, Classrooms, Labs, and Study Areas

Purpose: To obtain board approval to award this furniture to School Specialty, Inc.

Timeline: FY10

Amount: $1,050,000

b. Specialized Furniture for Science and Technology Labs

Purpose: To obtain board approval for specialty purchase items including files, racks, cabinets, panels, refrigerator, dishwasher, microwave, autoclaves, microscopes, models, milling machine, robot arm, robotics, accessories and other scientific equipment through Sears, Home Depot, VWR Lab, Aesicolabs, Daigger, ScienceLab, LabX, and vendors authorized under the Laboratory Scientific Equipment Agreement

Timeline: FY10

Amount: $240,000

c. Information Technology and Audio Visual Equipment

Purpose: To obtain board approval to purchase computers, printers, sound systems, lighting and distribution systems, surveillance

...
cameras, hearing impaired systems, intercom systems, public address system, telephones, and other required audio and visual equipment through Dell, Verizon, CCS, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) Agreement

**Timeline:** FY10

**Amount:** $790,000

**Bids:** Not applicable - All items listed are being purchased through vendors that are currently on the state’s competitively bid government contracts.

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**Recommendation**

The administration requests that the board of trustees approve the items and vendors listed under categories a-c above. If there are savings realized in one of the categories, the administration also requests approval to reallocate those funds within the furniture and equipment categories as long as the grand total for all furniture and equipment purchases does not exceed the total budget.

**Amount:** Not to exceed $2,080,000

**Source of funds:** FY10 capital budget, Clark Library building furniture and equipment.

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

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T. James Truby, Chair

July 24, 2009

[Approved / Rejected / Date]
25 – Ratify and Confirm Children’s Learning Center Mortgage

**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. The mortgage will be paid full on March 3, 2011, and there is current balance of $140,679.32.

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:** FY10

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**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $85,595 to be paid out on a monthly basis for FY10

**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

July 24, 2009

[Approval/Rejection]
26 – Ratify and Confirm Network Load Balancer

Background: Convergence Technology Consulting is a preferred vendor for the college’s server virtualization and storage area network and load balance system because of its excellent service record and its partnership with VMware, Citrix, and others. Through the Convergence Technologies partnership with these companies, the college receives discounted educational pricing on their hardware and software applications.

Because the college uses Convergence Technologies for multiple services during the fiscal year, their business with the college exceeds $25,000. Since July 1, 2009, the college has spent $12,000 with Convergence Technology for technical services for the college’s web infrastructure. The college wants to engage their services to purchase a Citrix network load balancer device for Blackboard CE6 servers that support online classes and instructional resources for students and faculty. The load balancer will allow the college to spread the usage of CE6 Blackboard by faculty and staff over two servers instead of one, making it run more quickly and efficiently as the number of users grows. The load balancer will cost $18,000.

Convergence Technologies services are also retained to provide VMware licenses for the college’s virtual server environment, which ensures server redundancy and reduces the need for actual servers. The VMware licenses will cost $19,000. Each of these is a separate service purchased from Convergence, which has a combined cost of $49,000 ($12,000 for the web infrastructure, $18,000 for the load balancer, and $19,000 for the VMware licenses).

Convergence provides competitive pricing for each of its services and the college does seek quotes from other vendors to confirm pricing offerings from Convergence Technologies. Convergence has also been an excellent and dependable partner to the college in responding to calls for major technical issues and providing remedies and services at times with no cost to the college.

Convergence Technologies participates in the GSA (General Service Administration) pricing. GSA contracts provide professional services and products to federal government agencies. The GSA contract number for Convergence Technology is GS-35F-0408R and its expiration date is March 2010. These services will be purchased under this contract.

Purpose: To obtain board approval for technology hardware purchases

Timeline: July 16, 2009 - June 30, 2010

Recommendation: The administration requests that the board of trustees approve:

Amount: $49,000
Vendor: Convergence Technology Consulting

Source of funds: Information Technology’s FY10 operating budget

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

_____________________________
T. James Truby, Chair

July 31, 2009
27 – Ratify and Confirm Amendment to the Laurel College Center Lease

Background: The Laurel College Center (LCC) received a Base Realignment and Closure (BRAC) grant from the Maryland Higher Education Commission (MHEC) to develop a microbiology lab at the center. Currently, leased space at LCC is being utilized for classes so the landlord was asked about additional space in the building for the lab. There currently is 1,848 square feet available on the first floor so the colleges are jointly requesting to amend the lease to add this space.

With this amendment, LCC will be responsible for the electrical work, the plumbing and painting of the renovated space (if necessary). The landlord will remove the current carpet and either install floor tile or paint the floor, which will be determined mutually by the landlord and the tenant. The landlord has agreed to abate the rent for this space until December 31, 2010. The increased annual cost to the lease will be approximately $26,500 from January through August 2011 and, in addition, LCC would pay its normal electricity usage and common area charges. The annual cost of the lease is $39,750. All charges at LCC are split between Howard Community College (HCC) and Prince George’s Community College (PGCC). The current lease for LCC ends August 31, 2011. It is anticipated that the grant will cover most of the construction costs; however, the colleges are still in the process of estimating all expenses for construction and lab equipment.

The labs on both the Howard and Prince George’s main campuses are the first classes to fill. Since receiving the federal grant for the LCC biology lab, which opened in 2005, the biology lab classes have filled quickly and we anticipate that the microbiology lab classes will fill rapidly. The lab would open in the spring of 2010.

Purpose: To obtain board approval to amend the Laurel College Center lease to increase the current space for a microbiology lab.

Location: Laurel College Center

Timeline: Amend the lease immediately

Specifications: An additional 1,848 square feet at Laurel College Center. Rent would be abated until December 31, 2010 and the cost for the additional rent from January through August 2011 would be $26,500 and the annual cost is $39,750. LCC would be responsible for electricity usage and common area charges.

Recommendation

The administration requests that the board of trustees approve:

Amount: Rent would be abated until December 31, 2010 and the cost for the additional rent from January through August 2011 would be $26,500 and the annual cost is $39,750. LCC would be
responsible for electricity usage and common area charges. These costs would be split with PGCC.

Vendor: 312 Marshall Limited Partnership

Source of funds: Operating Budgets for HCC and PGCC.

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

T. James Truby, Chair

July 31, 2009

[Approved] [Rejected] / Date
This amendment is made this ________ day of ________, 2009, by and between 312 Marshall Avenue Limited Partnership (Landlord) and The Board of Trustees of Prince George’s Community College and the Board of Trustees of Howard Community College, (together hereinafter referred to as “Tenant”).

WITNESSETH:

Whereas Landlord and Tenant are parties to that certain lease dated July 30, 2001 and the Amendment No. 1 dated June 30, 2005.

Effective September 1, 2009, Tenant agrees to expand into the Suite on the 1st floor consisting of 1,848 square feet through the remainder of the current lease term. The rent shall be at the same rental rate as the current occupied space; however the rent for the expansion space shall be abated through December 31, 2010. The new total leased area is 36,663 square feet.

Landlord shall incur the cost to remove the carpet from the 1st floor Suite and either install floor tile or paint the floor, to be determined, mutually, by Landlord and Tenant. Tenant shall pay for its electric usage, which shall be separately metered.

Please indicate your agreement with these terms by signing below.

312 Marshall Limited Partnership                  The Board of Trustees of Prince Georges Community College

By: ____________________                    By: ____________________
    Ira Bormel
    Chief Financial Officer

                                     The Board of Trustees of Howard Community College

By: ____________________
28 – Ratify and Confirm Online Course Software License Renewal

Background: More than 13 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 Campus Edition (CE). The college delivers over 100 online courses and three online degrees using the CE software. The college has roughly 3,500 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 CE.

Purpose: To obtain board approval to renew the college’s unlimited use CE license

Timeline: August 22, 2009 – August 22, 2010

Specifications: Blackboard Learning Systems CE™ Enterprise Ltd.

Bids: Sole source

Recommendation

The administration requests that the board of trustees approve:

Amount: $35,600

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.
29 – Ratify and Confirm Placement Tests Advance Purchase

Background: Howard Community College utilizes the College Board’s untimed ACCUPLACER placement test. ACCUPLACER assists with the determination of course placements that are appropriate for students in reading, writing, and mathematics. The ACCUPLACER system includes nine computer-adaptive, multiple-choice tests. The five core tests include reading comprehension, sentence skills, arithmetic, elementary algebra, and college-level math. There are four English as a Second Language (ESL) tests, which are designed to assess the English skills of students whose first language is not English.

The college's test center administers ACCUPLACER to all prospective credit students (native and non-native speakers) who have not met the required college-level scores on the Scholastic Aptitude Test (SAT) or American College Test (ACT) and have not earned college credit via Advanced Placement (AP) exams, International Baccalaureate (IB) enrollment, or other means of non-traditional assessment.

The English Language Institute (ELI), a unit of Howard Community College's continuing education division, administers the ACCUPLACER ESL test to all non-credit ESL students.

For the past four fiscal years, the mathematics division has administered the ACCUPLACER in Howard County Public High Schools to assess student readiness for college and offer early intervention to those who may benefit from enrichment. The English division began the same practice during the past year.

At the late June 2009 ACCUPLACER conference, attendees were informed that there was a strong possibility of a 10 percent increase being implemented towards the end of the summer. Ordering units in advance with this approval will save the college approximately $12,000 in FY10.

In FY09 Howard Community College spent approximately $65,000 on ACCUPLACER units. However, because of increased enrollment, it is projected that in FY10 up to $80,000 will be needed to meet all pending initiatives.

Purpose: To obtain board approval to purchase additional ACCUPLACER units in advance of a price increase

Timeline: FY10

Bids: The College Board is the sole source vendor for ACCUPLACER

Recommendation

The administration requests that the board of trustees approve:
Amount: Not to exceed $80,000
Vendor: College Board
Source of funds: Year-end funds as well as FY10 operating and program funds
Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

T. James Truby, Chair
August 6, 2009
Approved / Rejected / Date
30 – Ratify and Confirm Shuttle Services for Fall Semester 2009

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

The college has been offering shuttle services at the beginning of major semesters to faculty, staff, and students since 2006 and would like to do so once again this fall semester. The shuttle service would run from the Wilde Lake Village Center to the college’s main campus. Service would begin on August 24, 2009, from 7:00 am to 7:00 pm, Monday through Friday, through October 16, 2009. Past experience with the shuttle shows this service was required during the first eight weeks of the semester. However, the college has the opportunity to extend service longer into the semester as needed.

Approximately 100 volunteers will be recruited to park at the Wilde Lake Village Center and ride the shuttle to campus. Each vice president will be asked to provide a specific number of volunteers based on the percentage of employees in their areas. As an incentive, employees will be 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 its student population. In previous years, student usage has varied from 10 percent to almost 25 percent; however, the majority of users are typically college employees. Fliers will be posted around campus and the information will appear on the campus monitors. In addition, directional signage will be installed to assist people in locating the parking area. Security will also be provided to enhance safety and help monitor the parking lot.

The college can procure these services under the 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, including:

- 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 that also met all the criteria required for selection:

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

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Quote</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.S. Tours/Midway</td>
<td>$980 per day</td>
<td>Extended services not guaranteed; 28 passenger</td>
</tr>
<tr>
<td>Hubers Bus Service</td>
<td>$950 per day</td>
<td>Extended services not guaranteed; 24 passenger coach</td>
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<tr>
<td>US Coachway, Inc.</td>
<td>$1,125 per day</td>
<td>Extended services available; 28 passenger coach</td>
</tr>
<tr>
<td>Woodlawn Motor</td>
<td>$960 per day</td>
<td>Extend services available; 28 passenger coach</td>
</tr>
</tbody>
</table>

The college’s security staff will collect parking statistics to assess parking lot usage and available spaces in order to assess if shuttle service needs to be extended. 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.

**Purpose:**
To obtain board approval for shuttle services during the fall semester 2009

**Location:**
Main campus

**Timeline:**
Fall semester (August 24 - October 16, 2009)

**Specifications:**
To provide shuttle services from the Wilde Lake Village Center 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 responsive bid for the dates and times specified.

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**Recommendation**

The administration requests that the board of trustees approve:

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

**Vendor:** Woodlawn Motor Coach, Inc.

**Source of funds:** FY10 unrestricted budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
31 – Ratify and Confirm Athletic Fields Phase V Change Order 1

Background: In April of 2009, the board of trustees awarded the contract for phase V of the athletic fields to Atlas Track & Tennis, Inc. for the amount of $799,982.25. This project includes upgrading an existing athletic field to meet Title IX standards. The field has rocks, holes, and dips that are safety hazards. The project includes the design/build services for the installation of a synthetic turf multi-purpose athletic field, which includes soccer, lacrosse, and baseball. When the project was originally bid, it included the inlaid permanent soccer lines; men’s and women’s lacrosse lines as well as baseball lines were not included because the college has existing fields dedicated to these sports and based on the size of those programs permanent lines were not necessary.

Since this project was originally bid, it has become apparent that the growth of the college’s lacrosse teams merit adding permanent inlaid lines for the men’s and women’s lacrosse. Over the past year, both teams have increased by over 25 percent. The cost of adding these additional markings is $8,190.66.

Purpose: To obtain board approval to proceed with the Athletic Fields Phase V, change order 1

Location: Main campus athletic fields

Timeline: Began in May 2009

Specifications: The installation of the FieldTurf synthetic turf field, including the additional inlaid men’s and women’s lacrosse markings, at Howard Community College

Recommendation

The administration requests that the board of trustees approve:

Amount: $8,190.66 for change order 1
$799,982.25 original contract amount
Total: $808,172.91

Vendor: Atlas Track & Tennis, Inc.

Source of funds: FY10 capital budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
32 – Proposed New Hires

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

**Purpose:** To obtain board approval for new hires

**Timeline:** May 5, 2009 – August 5, 2009

**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 FY10 budget as approved by the board at its April 22, 2009, 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.
### BUDGETED HIRES (Position Control Positions)\(^1\)

#### May 2009

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew Chief/Audio Visual Engineer</td>
<td>Arts &amp; Humanities-TV Studio</td>
<td>(Temporary with Benefits)</td>
<td>11</td>
<td>$32,016-$53,146</td>
<td>$44,533</td>
<td>Mortensen, Geren(^4)</td>
<td>5/11/09</td>
</tr>
</tbody>
</table>

#### June 2009

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reprographics Technician</td>
<td>Print Shop</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$34,160-$56,689</td>
<td>$34,160</td>
<td>Baines, Charles</td>
<td>6/16/09</td>
</tr>
</tbody>
</table>

#### July 2009

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics/Technology Laboratory Manager</td>
<td>Science and Technology</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$52,522-$87,187</td>
<td>$52,522</td>
<td>Neal, Keith</td>
<td>7/01/09</td>
</tr>
<tr>
<td>Environmental Services Manager</td>
<td>Plant Operations</td>
<td>Existing Position Replacement</td>
<td>12</td>
<td>$48,363-$80,283</td>
<td>$48,363</td>
<td>Riggins, Phillip</td>
<td>7/01/09</td>
</tr>
<tr>
<td>Office Associate IV</td>
<td>Arts &amp; Humanities Division Office</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$32,016-$53,146</td>
<td>$32,016</td>
<td>Vaughan, Heather</td>
<td>7/01/09</td>
</tr>
</tbody>
</table>

#### August 2009

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor, Mathematics</td>
<td>Mathematics</td>
<td>Existing Position Replacement</td>
<td>Asst. Prof. (10 month)</td>
<td>$46,503-$74,237</td>
<td>$50,253</td>
<td>Blocklin, Kristy Vernille</td>
<td>8/03/09</td>
</tr>
<tr>
<td>Interim Instructor, English</td>
<td>English/World Languages</td>
<td>Existing Position Replacement</td>
<td>Instructor (10 month)</td>
<td>$45,390-$65,816</td>
<td>$50,000</td>
<td>Dzubak, Jacqueline</td>
<td>8/03/09</td>
</tr>
<tr>
<td>Instructor, Radiologic Technology</td>
<td>Health Sciences</td>
<td>New Position</td>
<td>Instructor (10 month)</td>
<td>$45,390-$65,816</td>
<td>$50,000</td>
<td>Fisseha, Assefa</td>
<td>8/03/09</td>
</tr>
</tbody>
</table>

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

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

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

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

\(^5\) Part-Time, 10 month position
# Howard Community College

## PROPOSED NEW HIRES

### For August 2009 Board Meeting

### August 2009 (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor, Nursing</td>
<td>Health Sciences</td>
<td>New Position Grant Funded</td>
<td>Instructor (10 month)</td>
<td>$45,390-$65,816</td>
<td>$53,000</td>
<td>Gambo, Jean</td>
<td>8/03/09</td>
</tr>
<tr>
<td>Admissions &amp; Advising Information Specialist (Intake)</td>
<td>Admissions &amp; Advising</td>
<td>New Position</td>
<td>9</td>
<td>$37,759-$62,681</td>
<td>$39,639</td>
<td>Maffey, Kevin</td>
<td>8/03/09</td>
</tr>
<tr>
<td>Interim Director, Purchasing, Inventory &amp; Contract Administration</td>
<td>Finance</td>
<td>(Temporary with Benefits) Existing Position Replacement</td>
<td>15</td>
<td>$61,945-$102,828</td>
<td>$75,000</td>
<td>Moss, Elizabeth</td>
<td>8/10/09</td>
</tr>
<tr>
<td>Laboratory Instructional Assistant(^5) (30 Hours)</td>
<td>Health Sciences</td>
<td>Existing Position Replacement</td>
<td>12</td>
<td>$48,363-$80,283</td>
<td>$32,617</td>
<td>Abel, Joan</td>
<td>8/13/09</td>
</tr>
</tbody>
</table>

---

1. Position Control position hires are those employees hired who are budgeted employees of the core workforce.
2. Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee’s salary may reflect part-time or ten-month employment.
3. Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.
4. Current employee of the core workforce who successfully competed for a vacant position within the college.

\(^5\) Part-Time, 10 month position
33 – 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 2009

Recommendation

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

Amount: Competitive Grants: $723,299.00 (detail follows)
Scholarships: $205,699.54 (detail follows)

Compliance: This request is in compliance with board policy: Governance Process – Board’s Role, #8.
## Competitive Grants - January 1, 2009 - June 30, 2009

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Grantor</th>
<th>Project Manager</th>
<th>Award Amount**</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consolidated Adult Education and Literacy Services Continuation Grant</strong></td>
<td>To teach adults the necessary skills for Adult Basic Education, GED and External Diploma.</td>
<td>Maryland State Department of Education</td>
<td>Becky Lessey</td>
<td>$17,402</td>
<td>7/1/2008</td>
<td>6/30/2009</td>
</tr>
<tr>
<td><strong>Private Outside Scholarships</strong></td>
<td>To provide scholarships to designated students. Funds indicated are sum of scholarships provided by various groups.</td>
<td>Various businesses in the area. Groups include community organizations such as Kiwanis, Rotary, Lions, as well as individuals and businesses.</td>
<td>Katherine Allen</td>
<td>$91,094</td>
<td>7/1/2008</td>
<td>6/30/2009</td>
</tr>
<tr>
<td><strong>Laurel College Center - Microbiology Lab</strong></td>
<td>Regional Higher Education Center BRAC grant to purchase equipment to install a microbiology lab at Laurel College Center.</td>
<td>Maryland Higher Education Commission</td>
<td>Nancy Grinberg, Ron Roberson, Dan Friedman</td>
<td>$44,400</td>
<td>1/1/2009</td>
<td>12/31/2009</td>
</tr>
<tr>
<td><strong>Nursing and Allied Health</strong></td>
<td>Two-year grant to support a part-time adjunct faculty coordinator to provide mentoring and support for adjunct faculty at clinical locations and a full-time nursing faculty member. Two-year grant total is $190,000.</td>
<td>MedStar Health</td>
<td>Sharon Pierce</td>
<td>$140,000</td>
<td>2/10/2009</td>
<td>6/30/2010</td>
</tr>
<tr>
<td><strong>Rain Garden</strong></td>
<td>Grant to install a rain garden on the quad as part of the GreenFest event.</td>
<td>Howard County Department of Public Works</td>
<td>Bob Marietta</td>
<td>$5,000</td>
<td>3/1/2009</td>
<td>6/30/2009</td>
</tr>
<tr>
<td><strong>Teaching Parents to Teach Young Drivers</strong></td>
<td>Grant to develop a course for the parents of new drivers in order to reduce the number of crashes, deaths and associated injuries.</td>
<td>Maryland State Highway Administration</td>
<td>Jim Schmidt</td>
<td>$45,600</td>
<td>10/1/2008</td>
<td>9/30/2009</td>
</tr>
<tr>
<td><strong>World Languages</strong></td>
<td>STARTALK grant to provide 6-week summer language institutes in Chinese, Hindi and Arabic to 60 county high school students.</td>
<td>National Foreign Language Center/University of Maryland</td>
<td>Cheryl Berman</td>
<td>$119,723</td>
<td>5/1/2009</td>
<td>12/1/2009</td>
</tr>
<tr>
<td><strong>Support Services for Students with Learning Disabilities</strong></td>
<td>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.</td>
<td>MHEC/Maryland Department of Disabilities</td>
<td>Janice Marks</td>
<td>$26,950</td>
<td>1/1/2009</td>
<td>12/31/2009</td>
</tr>
<tr>
<td><strong>Innovative Technology Grant</strong></td>
<td>Final payment on matching grant from the State of Maryland.</td>
<td>State of Maryland</td>
<td>Tom Glaser</td>
<td>$43,080</td>
<td>7/1/2008</td>
<td>6/30/2009</td>
</tr>
<tr>
<td><strong>BIGSTEP (subgrant)</strong></td>
<td>To conduct a formative and summative evaluation that will provide semi-annual feedback to the BIGSTEP constituents.</td>
<td>Johns Hopkins University/NSF</td>
<td>Zoe Irvin</td>
<td>$5,050</td>
<td>7/1/2008</td>
<td>6/30/2009</td>
</tr>
</tbody>
</table>

* Funds granted to HCC Educational Foundation, Inc.  
All other funds granted to HCC
### Competitive Grants - January 1, 2009 - June 30, 2009

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Grantor</th>
<th>Project Manager</th>
<th>Award Amount**</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing and Allied Health Continuing Education</td>
<td>To provide annual Reproductive Health Update conferences 2009 - 2011 (total grant amount $79,500)</td>
<td>Maryland Department of Health and Mental Hygiene/Family Health Administration</td>
<td>Kathleen Jones</td>
<td>$25,000</td>
<td>6/14/2008</td>
<td>6/13/2009</td>
</tr>
<tr>
<td>Nursing and Allied Health Continuing Education</td>
<td>Public Health Training</td>
<td>Maryland Department of Health and Mental Hygiene/Office of Preparedness and</td>
<td>Kathleen Jones</td>
<td>$160,000</td>
<td>4/16/2008</td>
<td>8/30/2009</td>
</tr>
</tbody>
</table>

**Foundation Grants** $145,000  
**College Grants** $578,299  
**Total Grants January - June 2009** $723,299  
**Previously reported** $1,945,279  
**TOTAL for FY09** $2,668,578  
**FY09 Goal** $2,500,000  
**% towards goal** 107%

**Total amounts for multi-year grants are noted in the description field. Amounts in this column reflect the grant amount for this fiscal year only.**
<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander Charles Gardner Endowment</td>
<td>$289.00</td>
</tr>
<tr>
<td>Alumni &amp; Friends Endowment</td>
<td>$880.00</td>
</tr>
<tr>
<td>Angel Dental Care Endowment</td>
<td>$343.00</td>
</tr>
<tr>
<td>Art Monroe Memorial Endowment</td>
<td>$493.00</td>
</tr>
<tr>
<td>Ascend One Corporation Scholarship</td>
<td>$1,544.50</td>
</tr>
<tr>
<td>Ayers Saint Gross Architects and Planners Scholarship</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Beverly White-Seals Scholarship</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Brasher Endowment</td>
<td>$160.00</td>
</tr>
<tr>
<td>Bruce A. Pfeiffer Foundation Piano and Theater Scholarship</td>
<td>$500.00</td>
</tr>
<tr>
<td>Bruno Family Scholarship Fund</td>
<td>$515.00</td>
</tr>
<tr>
<td>Carvell Photography Endowment</td>
<td>$756.00</td>
</tr>
<tr>
<td>Charles and Dolores Klein Memorial Scholarship</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>COGS Caregiver Scholarship</td>
<td>$792.00</td>
</tr>
<tr>
<td>Colosseum Gym and Fitness Endowment Fund</td>
<td>$364.00</td>
</tr>
<tr>
<td>Columbia Association Endowment</td>
<td>$239.00</td>
</tr>
<tr>
<td>Columbia Film Society Endowment</td>
<td>$338.00</td>
</tr>
<tr>
<td>Columbia Flier Scholarship</td>
<td>$600.00</td>
</tr>
<tr>
<td>Columbia Patuxent Rotary Club Endowment</td>
<td>$400.00</td>
</tr>
<tr>
<td>Columbia Town Center Rotary Endowment</td>
<td>$1,722.34</td>
</tr>
<tr>
<td>Constellation Energy Scholarship</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Continuing Education Scholarship</td>
<td>$100.00</td>
</tr>
<tr>
<td>Corridor Reznick, LLC Commercial Real Estate Scholarship</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Delta Sigma Theta Endowment</td>
<td>$369.00</td>
</tr>
<tr>
<td>Design Collective Scholarship</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Dorothy A. and Alva S. Baker, Jr. Endowment</td>
<td>$2,547.00</td>
</tr>
<tr>
<td>Edith and Roe Burrill Endowment</td>
<td>$179.00</td>
</tr>
<tr>
<td>Ellicott City Lions Club Scholarship - Athletics</td>
<td>$8,500.00</td>
</tr>
<tr>
<td>Ellicott City Lions Club Scholarship - Business</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Emerson and Celonia Walden Endowment</td>
<td>$492.00</td>
</tr>
<tr>
<td>Engineering Honors Learning Community Scholarship</td>
<td>$4,900.00</td>
</tr>
<tr>
<td>Eugene Weiss Endowment</td>
<td>$542.00</td>
</tr>
<tr>
<td>Evelyn and J.P. Bolduc Endowment</td>
<td>$7,690.00</td>
</tr>
<tr>
<td>General Endowment</td>
<td>$8,600.00</td>
</tr>
<tr>
<td>General Growth Properties Scholarship</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Gerson L. and Frances P. Weinstein Endowment</td>
<td>$2,127.00</td>
</tr>
<tr>
<td>Pamela Makowski Goresh Memorial Scholarship</td>
<td>$500.00</td>
</tr>
<tr>
<td>Grand Prix - Rouse Scholars</td>
<td>$9,233.00</td>
</tr>
<tr>
<td>Grand Prix - Silas Craft Collegians</td>
<td>$17,977.00</td>
</tr>
<tr>
<td>Grand Prix - Study Abroad</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>HCC Trustees' Endowment</td>
<td>$634.00</td>
</tr>
<tr>
<td>HCCEF Directors' Endowment Fund</td>
<td>$863.00</td>
</tr>
<tr>
<td>Hans Marchand Endowment</td>
<td>$960.00</td>
</tr>
<tr>
<td>Hoerichs Memorial Nursing Scholarship (in Honor of Alta Marie)</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Honeywell Endowment Fund</td>
<td>$902.00</td>
</tr>
<tr>
<td>Horowitz Endowment</td>
<td>$1,506.00</td>
</tr>
<tr>
<td>Howard County Medical Society Endowment</td>
<td>$352.00</td>
</tr>
<tr>
<td>Humphrey Companies HCC Scholarship Fund</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Jamie S. Ball Endowment</td>
<td>$920.00</td>
</tr>
<tr>
<td>James and Lillian Clark Endowment</td>
<td>$1,562.00</td>
</tr>
<tr>
<td>James W. Rouse Scholars Endowment</td>
<td>$7,021.00</td>
</tr>
<tr>
<td>Jeanne Yudkin Endowment</td>
<td>$400.00</td>
</tr>
<tr>
<td>Jeffrey Taylor Memorial Endowment</td>
<td>$386.50</td>
</tr>
<tr>
<td>Jim &amp; Patty Rouse Charitable Foundation Scholarship</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>John J. Leidy Foundation Scholarship</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Endowment</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>John G. Monteabaro Endowment</td>
<td>$1,866.00</td>
</tr>
<tr>
<td>John W. Sundstrom Endowment</td>
<td>$331.00</td>
</tr>
<tr>
<td>Johns Hopkins Biomedical Engineering Technology Endowment</td>
<td>$3,050.00</td>
</tr>
<tr>
<td>Kaiser Permanente Endowment</td>
<td>$900.34</td>
</tr>
<tr>
<td>Kennedy Scholarship Endowment</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Kiwanis Club of Ellicott City Endowment</td>
<td>$601.00</td>
</tr>
<tr>
<td>K. L. Lim/Col. John F. Twombly Memorial Endowment</td>
<td>$536.00</td>
</tr>
<tr>
<td>L. Earl and Mary T. Arminger Endowment</td>
<td>$1,168.50</td>
</tr>
<tr>
<td>L. Todd Allen Human Resource Management Scholarship</td>
<td>$500.00</td>
</tr>
<tr>
<td>Leadership Howard County Endowment</td>
<td>$732.00</td>
</tr>
<tr>
<td>Livieratos International Endowment</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Lockheed Martin IT Scholarship</td>
<td>$2,387.00</td>
</tr>
<tr>
<td>Marie K. Kittelberger Endowment</td>
<td>$446.00</td>
</tr>
<tr>
<td>Marion Durkan Memorial Endowment</td>
<td>$1,375.00</td>
</tr>
<tr>
<td>Mary and Kingdon Gould Endowment</td>
<td>$543.00</td>
</tr>
<tr>
<td>Mary Ellen Duncan Presidential Scholarship Endowment</td>
<td>$700.00</td>
</tr>
<tr>
<td>Math Aide II Scholarship</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Mathew J. Mihelcic Endowment</td>
<td>$750.00</td>
</tr>
<tr>
<td>McCuan Family Foundation Endowment</td>
<td>$10,188.00</td>
</tr>
<tr>
<td>MedStar Health Scholarship Fund</td>
<td>$2,300.00</td>
</tr>
<tr>
<td>Meghan Coker Endowment</td>
<td>$265.00</td>
</tr>
<tr>
<td>National Association of Negro Business and Professional Women's Endowrn</td>
<td>$358.00</td>
</tr>
<tr>
<td>Nick and Mary Mangione Hospitality Scholarship</td>
<td>$1,500.00</td>
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<tr>
<td>NiiSwa Scholarship Fund</td>
<td>$100.00</td>
</tr>
<tr>
<td>Northrop Grumman Scholarship</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Pamela Makowski Goresh Memorial Scholarship</td>
<td>$500.00</td>
</tr>
<tr>
<td>Paul E. Reynolds Endowment</td>
<td>$296.00</td>
</tr>
<tr>
<td>PNC Bank Scholarship</td>
<td>$1,875.00</td>
</tr>
<tr>
<td>Real Estate Endowment</td>
<td>$1,218.76</td>
</tr>
<tr>
<td>Riparius Construction Scholarship</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Roger &amp; Patti Caplan/Faye Miller Teacher Education Scholarship</td>
<td>$250.00</td>
</tr>
<tr>
<td>Rosann Smith Simberloff Endowment</td>
<td>$566.00</td>
</tr>
<tr>
<td>Rosie Mae Bumphus Endowment</td>
<td>$454.00</td>
</tr>
<tr>
<td>Rotary Club of Columbia, Inc. Scholarship</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Rotary Club of Columbia-Patuxent Scholarship</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Ruth Keeton Endowment</td>
<td>$749.00</td>
</tr>
<tr>
<td>Ryland Homes Scholarship</td>
<td>$625.00</td>
</tr>
<tr>
<td>Scott E. Caplan Entrepreneurial Endowment</td>
<td>$898.60</td>
</tr>
<tr>
<td>Schulte Travel Fellowship</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>Silas Craft Collegians Endowment</td>
<td>$6,060.00</td>
</tr>
<tr>
<td>Sophia Jackson Endowment</td>
<td>$400.00</td>
</tr>
<tr>
<td>Sun for Howard County Literacy Endowment</td>
<td>$303.00</td>
</tr>
<tr>
<td>The Links, Inc. Endowment</td>
<td>$913.00</td>
</tr>
<tr>
<td>The Rose Buck-Lew Family Piano Scholarship Fund</td>
<td>$558.00</td>
</tr>
<tr>
<td>Virginia Worthington Schardt Endowment</td>
<td>$699.00</td>
</tr>
<tr>
<td>Wachovia Scholarship</td>
<td>$2,050.00</td>
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<tr>
<td>We Care Private Duty Nurses Scholarship</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Williams Endowment</td>
<td>$373.00</td>
</tr>
<tr>
<td>Women's Giving Circle of Howard County</td>
<td>$1,416.00</td>
</tr>
<tr>
<td>Zonta Club of Howard County Scholarship</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Total:** $205,699.54
34 – Print Shop Copiers

**Background:** The print shop has a five-year rental agreement for a high-speed, color copier from OCE North America. The college produces approximately 160,000 color copies at an annual cost of $24,648. However, OCE does charge a surcharge of .09 for every copy produced over the annual allowance of 168,000 copies. It is anticipated that the college may exceed its annual allowance by 12,000 copies at an additional cost of $1,080. The rental agreement with OCE for the color copier will expire on August 7, 2010.

The print shop has also incurred a separate cost of $4,390 from OCE for the removal of rented production copiers under a different contract that expired July 31, 2009. This equipment was replaced with Canon copiers under a new contract that the board approved in May 2009.

The combine annual cost of the OCE color copier rental and the removal fee of production copiers is $30,118.

**Purpose:** To obtain board approval for payment associated with the continuation of the color copier agreement and a one-time fee for removal of production copiers

**Location:** Main campus print shop

**Timeline:** August 2009 through August 2010

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**Recommendation**

The administration requests that the board of trustees approve:

- **Amount:** $30,118
- **Vendor:** OCE North America, Inc.
- **Source of funds:** FY10 operating budget
- **Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
35 – Continuing Education Advertising

Background: Since the number of print publications, such as newspapers and magazines, have declined in the past year, the continuing education department finds it necessary to increase the volume of advertising in the remaining publications by forty percent. This request is for 10 months of large ads that would appear in the Columbia Flier, Howard County Times, Laurel Leader, and Howard Magazine. The college formerly advertised in the Baltimore Examiner, Washington Post, and Baltimore Sun but no longer places ads in those publications because the Examiner folded and the college did not receive any responses from ads in the Post and Sun; therefore, funds were channeled from those former expenditures into Patuxent and Corridor. These papers cover the zip code areas from which the college receives its primary cohort of students. People who read these papers are community-minded, interested in local activities, and value information, which makes them marketing prospects. The college is moving more funds this year into online advertising, but is still in a transition time, so it is important to maintain a presence in the local papers. Although Generation-Y is web-oriented, the primary continuing education customers are of ages 35-45, and that group is using both web and print media.

Purpose: To obtain board approval to issue a blanket purchase order for $30,400 for noncredit advertising in the four publications listed above

Timeline: FY10

Specifications: Specifications will be detailed when ads are placed

Bids: No bids are required. This purchase is a sole source. There are no other location print publications of this quality that cover the market.

Recommendation

The administration requests that the board of trustees approve:

Amount: $30,400

Vendor: Patuxent Publishing

Source of funds: FY10 budget continuing education general operating budget

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