Board of Trustees’ Consent Materials

April 22, 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...

Strive for excellence in everything we do!
1. Proposed New Hires
2. Contract Renewals:
   a. Athletic Fields Maintenance Services
   b. Electricity Delivery and Supply
   c. Elevator Maintenance Services
   d. Landscaping Management Services
   e. Natural Gas Delivery and Supply
   f. Personnel for Third Shift Housekeeping
   g. Technical Support Service Contract
   h. Fire Alarm and Life Safety System Maintenance and Testing
   i. Project Access Bus Service
3. Athletic Fields Phase V
4. Nursing Building HVAC Renovation and Upgrade
5. Carpentry Contract Spending Allowance Increase
6. Belmont Change Order
7. Candidates for Commencement
8. Faculty Promotions for Fiscal Year 2010
9. Internet Service
10. Network Maintenance Contract
11. Security Equipment Camera Installation Services
1 – Proposed New Hires

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

**Purpose:** To approve new hires

**Timeline:** New hires from the period of March 5 – 25, 2009

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**Recommendation**

The administration requests that the board of trustees approve:

**Item:** List of new hires

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

**Compliance:** This request is in compliance with college procedure, Selection of Faculty and Staff – 63.02.03, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
# Howard Community College
## PROPOSED NEW HIRES
### For April 2009 Board Meeting

## BUDGETED HIRES (Position Control Positions)

### March 2009

<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>
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</thead>
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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.
2 – Contract Renewals

Background: All of the items listed below are one-year extensions of existing contracts that were previously bid and approved by the board with an option to renew.

2-a: Athletic Fields Maintenance Services Contract Renewal

Purpose: To obtain board approval to renew the athletic fields maintenance service contract for the third year of a 3-year contract and the spending allowance for miscellaneous items such as additional instances of leaf removal, turf care, or edging. The Soccer Association of Columbia currently pays 43 percent of the maintenance costs of the fields it uses and negotiations are currently underway to increase this percentage.

Location: Athletic fields area as delineated by fenced area

Timeline: FY10

Vendor: Brickman

Amount: $77,666 for annual contract and not to exceed $30,000 for miscellaneous items

2-b: Electricity Delivery and Supply Contract

Purpose: To obtain board approval to renew the contracts for electricity delivery and electricity supply through the Baltimore Regional Cooperative Purchasing Committee (BRCPC). The board approved membership in this consortium in October 2007 through FY10.

Location: Main campus

Timeline: FY10

Vendors: Baltimore Gas and Electric (BGE) and Potomac Electric Power Company (PEPCO)

Amount: $508,000 for BGE
       $1,392,000 for PEPCO
2-c: **Elevator Maintenance Services Contract**

**Purpose:** To obtain board approval for the third year of a 3-year contract for elevator maintenance services

**Location:** Main campus

**Timeline:** FY10

**Vendor:** ThyssenKrupp Elevators

**Amount:** $14,966

2-d: **Landscaping Management Services Contract**

**Purpose:** To obtain board approval for the third year of the 3-year contract for landscape management services and the additional spending allowance for miscellaneous items such as removal of trees damaged by storms, quad sprinkler systems repairs, additional watering due to drought conditions, and planting of flowers not covered by the contract

**Location:** Main campus (non-athletic field areas)

**Timeline:** FY10

**Vendor:** Brickman

**Amount:** $65,519 for landscaping and not to exceed $30,000 for miscellaneous items

2-e: **Natural Gas Delivery and Supply Charges**

**Purpose:** To obtain board approval for the natural gas delivery contract and supply contract renewals, which are based on a Maryland State contract and have consistently proven to be the most cost effective option due to the State’s ability to negotiate large-scale purchases

**Location:** Main campus

**Timeline:** FY10

**Vendors:** Baltimore Gas and Electric (BGE) and Washington Gas and Energy (WGE)

**Amount:** $55,000 estimated delivery charge (BGE), and $650,000 estimated supply charge (WGE) Estimates are dependant on usage and weather.
2-f: **Third Shift Housekeeping Chief**

**Purpose:** To obtain board approval for the third year of a 3-year contract for the third shift chief of housekeeping position

**Location:** Main campus and Gateway

**Timeline:** FY10

**Vendor:** H & H Industries

**Amount:** $59,400

2-g: **Technical Support Service Contract Renewal**

**Purpose:** To obtain board approval for renewal of the technical support sole source service contract. All building automation systems are Siemens, which increases building efficiency and safety. Therefore, this is a sole source contract.

**Location:** Main campus

**Timeline:** FY10

**Vendor:** Siemens Technologies, Landis Division

**Amount:** $63,663

2-h: **Fire Alarm and Life Safety System Maintenance and Testing**

**Purpose:** To obtain board approval to renew the sole source fire alarm service maintenance and testing contract. All building automation systems are Siemens, which increases building efficiency and safety. Therefore, this is a sole source contract.

**Location:** Main campus

**Timeline:** FY10

**Vendor:** Siemens

**Amount:** $36,828

2-i: **Project Access Bus Service**

**Purpose:** To obtain board approval to renew the contract for the bus services contract for the Project Access Summer Institute. In 2008, Howard Community College (HCC) solicited bids for bus service for its Project Access Summer Institute program. At that time, only one company responded, Jubb’s Bus Service, and
they included a three-year cost proposal. The board awarded the contract to Jubb’s in May 2008.

**Location:** To and from main campus and field trips

**Timeline:** July 2009

**Vendor:** Jubb’s Bus Service

**Amount:** $27,300

--- Recommendation ---

The administration requests that the board of trustees approve the above items.

**Compliance:** These items are in compliance with college procedure, Purchasing – 62.05.01.
3 – Athletic Fields Phase V

Background: Phase V is the final phase of the athletic fields project. The project was broken into five phases in order to accommodate the availability of county and state funding. Athletic fields phase I addressed the renovation needs to the athletic and fitness building. Phase II was the renovation of four athletic fields, including removal of old track, providing an access road, extension of utility, water and sanitary sewer lines. Phase III consisted of the installation of a new 400 meter track, high jump, shot put, and long jump areas, installation of fencing, and additional field grading. Phase IV was the installation of ADA path for access to fields and ambulance service; installation of handicapped parking areas; and correction of drainage issues.

Phase V, which has a budget of $800,000 ($400,000 state and $400,000 county) addresses an existing athletic field that needs to be upgraded to meet Title IX standards. The field has rocks, holes, and dips which are safety hazards. The scope of this project is the design/build services for the installation of a synthetic turf multi-purpose athletic field, which includes soccer, lacrosse, and future baseball.

The college previously bid this project as a baseball field, but the costs came in over budget at $1,500,000. After the administration realized this cost was not within its budget, HCC considered the Pennsylvania Education Joint Purchasing Council (PAEJPC) program. PAEJPC is a buying co-op that provides predetermined preferential pricing by approved vendors. Since the product has already been bid at the national level, individual educational institutions do not have to duplicate the formal bid process. Howard Community College is a member of PAEJPC. The college discussed the use of this contract with the Department of Budget and Management and were told that the state would accept this bid as other educational institutions in the state have also used it. The college priced the previously bid baseball field using this contract and that contract would have come in at $1,200,000, had this method been used.

The administration requested a price proposal for the renovation of the field for design/built services from Atlas Track & Tennis, Inc. Atlas Track & Tennis, Inc. is a company that specializes in the installation of such fields. The price proposal is based on the Pennsylvania Education Joint Purchasing Council (PAEJPC) program.

Based on the pricing for a design/build contract with Atlas Track & Tennis, Inc., the cost was determined to be $8.50 per square foot for a 90,000 square foot multi-use field. This cost was $765,000 under the PAEJPC pricing. In addition, the contract includes design, permits, and engineering fees for a total lump sum of $799,983.

The administration is requesting board approval of the lump sum fee of $799,983 with Atlas Track & Tennis, Inc. This project will also be forwarded to the Department
of General Services (DGS) for a 50 percent funding participation request. The county will fund the other 50 percent.

**Purpose:** To obtain board approval to proceed with the athletic fields phase V project and the design/build contract accordingly

**Location:** Athletic fields

**Timeline:** To begin in May 2009 and continue until completion

**Specifications:** The installation of the FieldTurf synthetic turf field, including design, permits, and engineering of same, at Howard Community College.

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**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $799,983

**Vendor:** Atlas Track & Tennis, Inc.

**Source of funds:** FY09 capital budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
4 – Nursing Building HVAC Renovation and Upgrade

**Background:** The 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 HVAC equipment, it has become increasingly difficult to maintain a comfortably balanced environment in that building on all floors. Many complaints related to the temperature are generated as a result of this issue. Therefore, the administration advertised an invitation to bid for design/build services for the HVAC renovation and upgrade of the nursing building. The bid was received in March and after a bid evaluation, not only based on price but also other relevant factors like experience, previous performance of firm with completing projects with minimum change orders, team members, special qualifications, and minority participation, Emjay, Inc. was the company deemed the most qualified for the project. (See bid table and point evaluation in table below).

The administration requests the board of trustees approve the execution of a contract with Emjay, Inc. for the nursing building HVAC renovation and upgrade.

**Purpose:** To obtain board approval for the design/build contract for the nursing building HVAC renovation and upgrade

**Location:** Nursing building

**Timeline:** May 2009 to completion

**Specifications:** Design/build the nursing building HVAC renovation and upgrade. The design shall be based on the nursing building HVAC systems upgrade feasibility study provided by the college. The following add alternatives were also priced:

- Add/ Alternate #1: Duct cleaning
- Add/ Alternate #2: Floor sealing and water proofing
- Add/ Alternate #3: Southside perimeter heat 1st and 2nd floor
- Add/ Alternate #4: Relighting of penthouse

**Bids:**

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<td>Add/Alternate #3</td>
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<td>Add/Alternate #4</td>
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<td>$2,760</td>
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<td><strong>Total:</strong></td>
<td><strong>$548,600</strong></td>
<td><strong>$581,832</strong></td>
<td><strong>$636,082</strong></td>
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**Qualification Points:**

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<tr>
<th>Emjay, Inc.</th>
<th>L.J.Brossoit &amp; Sons</th>
<th>Phillips Way, Inc.</th>
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<td>341.5</td>
<td>304.5</td>
<td>274.5</td>
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</table>
Recommendation

The administration requests that the board of trustees approve:

Amount: $548,600

Vendor: Emjay, Inc.

Source of funds: Systemic budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
5 – Carpentry Contract 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 year is the third year of the contract. A spending allowance of $75,000 for Supreme Maintenance & Construction, Inc. was approved for FY09. Since then, several projects are being considered by the administration, which will cause the spending allowance to be exceeded by an estimated $100,000. These projects are the renovation of the men and women’s bathrooms on the first floor of the science and technology building, the renovation of the men’s bathroom on the second floor of the nursing building, and the audio-visual support area renovation on the first floor of the nursing building. Each of these renovations is estimated at $25,000 for a total of $100,000.

**Purpose:** To obtain board approval of the increase in spending allowance by $100,000

**Location:** Science and technology and nursing buildings

**Timeline:** FY09

**Specifications:** Renovation of the men and women’s bathrooms on the first floor of the science and technology building; the renovation of the men’s bathroom on the second floor of the nursing building, and the audio-visual support area renovation also in the nursing building.

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $100,000 in addition to the original $75,000 for a not to exceed total of $175,000

**Vendor:** Supreme Maintenance & Construction, Inc.

**Source of funds:** FY09 Capital Systemic Budget

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

**Background:** The construction management at risk contract for the Belmont barn renovation was awarded by the board of trustees to Struver Bros. Eccles & Rouse, Inc. on September 19, 2007. Only the preconstruction services were awarded in the amount of $38,352, which is typically followed by the award of construction services and the guaranteed maximum price (GMP).

At the March 25, 2009, meeting, the board of trustees approved additional services and their associated cost that arose due to Howard County Health Department and MDE requirements including the cost for a complete survey of the existing septic system presented as change order 7 for $11,100. Change order 7 includes a survey to locate all existing septic areas on the entire Belmont property in addition to the barn, and the development of a preliminary septic site plan to be used for the design of the reserve systems for the entire property. It also includes the stakeout of water table and percolation test locations. The additional spending allowance for any required perc tests was also approved at not to exceed $8,000.

In addition to the above-approved charges, the construction manager at risk has submitted his proposal covering the oversight of change order 7. Because the scope of work is determined by future health department testing and cannot be estimated, the project manager’s time shall be tracked at a rate of $75 per hour with a not to exceed amount of 80 hours for a total of $6,000. The original construction manager services were only for the barn and did not include other areas on the property. This survey will determine the septic requirements that are needed for the entire property.

**Purpose:** To obtain board approval of $6,000 for change order 7 construction management services

**Location:** Belmont Conference Center

**Timeline:** April 2009

**Specifications:** Construction management of change order 7

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**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $6,000

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

**Source of funds:** FY09 capital budget, Belmont Conference Center

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

**Background**: The following item is a list of proposed candidates for graduation, who are being cleared by the office of records and registration. The attached list of 404 graduates will be reviewed and approved prior to the conferring of these degrees and certificates.

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

**Timeline**: Degree Conferral – May 22, 2009

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**Recommendation**

The administration requests that the board of trustees approve the list of proposed graduates for May 2009 and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration.

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

Arts and Sciences - Anthropology

Arthur James Harmon

Arts and Sciences - Art

Elizabeth Baytler
Judith Ann Caracofe
Morgan B. Cole
Shelagh Jean Cully

Arts and Sciences - Athletic Training

Tristan Thomas Jackson

Arts and Sciences - Communication Studies

Mitchell Brendan Case

Arts and Sciences - Criminal Justice

Tiffany Nicole Haynes
Eva D. Kiourkas

Arts and Sciences - English

Mary Anderson
Kathryn Eileen Barrow
Thomasina Mary Bellofatto
Brett Jason Gailey
Nicole Christine Jacobs

Arts and Sciences - Environmental Science

Lauren T. Colbourn

Arts and Sciences - History

Stephen Robert Cox
Andrew E. Kent

Arts and Sciences - Human Services

Maria Desamparados Guillem Osorio
Naeema Eureece Sandy

Arts and Sciences - Interior Design

Athena M. Fochios

Arts and Sciences - Journalism

Nicole Christine Jacobs

Arts and Sciences - Laboratory Science/Biotechnology

Chilubya Natala

Arts and Sciences - Mass Media Design and Production

Thomas Stephen Carmody
Kamau Agyei Collins
Aarone T. Huggins
Andrew C. Lee

Matthew J. Henry
Jeremy Michael Rimpo
Patricia Louise Roby
Sylwia Surowiec

Cara Kristin Lombardo
Dana Elizabeth Miller
Lori J. Schlesinger
Johnnie L. Simpson, Jr.
Hattie Sara Yoo

Lauren Alesca Lehman

Rosemary Alice Klapac

Antoinette Seesz

Yesim Kangal

Matthew Allen Stovall
William Ben Webber
Arts and Sciences - Mathematics
Samantha Danielle Daugherty     Thi Boi Phung

Arts and Sciences - Music
Reid Baran Erbe                     Patrick A. Kelser
Kim Sumni Hokanson                 Oscar Donnell Walters, Jr

Arts and Sciences - Pre-Dentistry
Hyosung Kim

Arts and Sciences - Pre-Medicine
Jennifer Suzsanne Cappelletti

Arts and Sciences - Pre-Nuclear Medicine Technology
Claudia Hentes Zafari

Arts and Sciences - Pre-Pharmacy
Tessa Marie Smith

Arts and Sciences - Psychology
Jeffrey Michael Nash, Jr.            Meghan Michele Peters
Tracy Adaku Ojukwu                   Laci Kathleen Radford
Ramona Patrick                      Carolina Patricia Villegas

Arts and Sciences - Social Sciences
Amber Nicole Golden                 Michael R. Sims, Sr.
Shirley Jacquelyn Jackson           Christy T. Zillmer

Arts and Sciences - Theatre/Performance
Rytesha La'Wan Roberts

Arts and Sciences - Theatre/Technical
Daniel J. Brennan

Business Administration
Ashley Marie Allen                 Walquidia Selman
Lucia M. Articola                  Nakeisha St. Margaret Henry
Melissa M. Barbagallo              Jeremy Bryan Howard
Matthew Daniel Buleza              Naquena Lanniaea Howell
Steven Michael Chaconas            Robert E. Jackson
Ming-Shun Chen                     Hae Kyoung Joung
Angelica M. Cifuentes              Jae Hoon Jung
Justin A. Crook                    Samuel A. Katz
Kervin Patrick R. Cunanan          Meagan M. Keller
Adam Nicholas Dolch                Andrew Steven Kelly
Christopher David Edson             Ki Hyun Kim
Christopher David Edwards          Seung Su Kim
Paul R. Frosell, III               Krystle Lyn Larkins
Arlette Yadira Garcia Gill         Philip Bo Lee
Ashley Victoria Geiser             Ling Li
<table>
<thead>
<tr>
<th>Name</th>
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<td>Ethan Chao Ma</td>
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<td>Gerald Thomas Grahe, Jr.</td>
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Ramona Patrick
Sheri Anne Penn
Alexandru Petrescu
Lubabah Rahman
Rachel Renee Rainville
Carolyn La'chelle Reddick-Hooker
David Bruce Rhodes
David Bruce Riegel
Michelle Lynn Ruhf

Kassandra Marie Sandacz
Sung Ho Shin
Shawn A. Sokoloski
Allison Nicole Stanley
Russell E. Tedeschi
Nicholas D. Vespucci
Neal Arthur Willoughby
Ji H. Yeom

General Studies - Business/Technology Emphasis

Diane B. Baltz
Linda L. Barnett
Jamie Lynn Beadel
Kenneth Shane Burch
Lisa Hart Caton
Roland W. Charles
William Thomas Collins
Christopher Michael Dicea
Lauren Alexandra Ertz
Athena M. Fochios
Andrea Stephanie Hairfield
Darlena Joice Hammond
Dustin Andrew Harmon
Karin Lucretia Kemper
Su Gyeong Kim

Ryan P. King
Jason Brian Lapp
Gabriel R. Lockett
Sean Musgrove
Hojun Na
Minji Park
Thomas Michael Perkins
Eric R. Reinhardt
Barry R. Reynolds
Emily Nami Kim Sulerud
Ata M. Tabesh
Ryan Scott Tompkins
Victor John Vilece, Jr.
David Arthur Watson

General Studies - Science Emphasis

Penelope Jean Bohning
Anya Chizhova
Christina Danielle Clark
Cheryl Lynn Gavigan
Dominique Nicole Jerry
Ji Hye Lee
Yun Hee Lee
Jaclyn A. Mays

Lucia Fatu Nimley
Lisa Renee' Ridley
Jennifer Naomy Rivera
Sacha Monique Stewart
John Lawrence Sullivan, Jr.
Amanda Bhagya Thompson
Yu Wang

Information Systems

Robert Andrew Charles
Ruth M. Limberg

Information Systems Management - Office Systems

Michael Kenneth Jenkins

Information Technology - Network Security

Steven Ted Bochniewicz, Jr.
Andrew J. Dorsey

Information Technology - Web Development

Joshua Frederick Haynes

Information Technology - Cisco

Colleen Kay Collins

Brian J. Neumaier
Information Technology - Programming

Beatriz A. Vieira

Nursing

Michele Tara Alexander  
Julie E. Allen  
Abena D. Asamoah  
Amanda Christine Barnett  
Julie M. Baty  
Nathan Andrew Beall  
Krista Mae Beirne  
Jo-Ann C. Benedict-Pendorf  
Lakesha Lee Bradford  
Vernita Lorraine Broomfield  
Crystal Michelle Carey  
Elizabeth C. Reese  
Mariama N’Gadie Coker  
Megan Monne’ Davis  
Myriam Diatta  
Stephanie Raye Donnelly  
Sara Augusta Drudi  
Melissa R. Faust  
Danuwelli K. Gordon  
Winifred Ama Gyamea  
Alycia H. Hansen  
Lisa Vanessa Herring  
Shannon E. Hill  
Theresa Michelle Holland  
Dhvani A. Jackson  
Tenni Ose John-Idiagbonya  
Marion P. Johnson  
Mahrukh Khan  
Jennifer Paige Kolsky  
C. Virginia Lockatell  
Joy L. Lugalia  
Grace H.M. Ly  
Andy Magwizi-Odiewuor  
Angela Elizabeth McNeece  
Linda Sachiko Morris  
Whitney Ann Mour  
Pamela Elizabeth Neuberth  
Rachel Omema  
Ijeoma Onukwugha  
Kenya Ashana Petway  
Harris Conrad Pfau  
Diana Pietersen  
Andrea K. Pinheiro  
Kimberly Lynn Ponder  
Stephanie Marie Powers  
Nicole L. Roberts  
Colleen Courtney Rolla  
Cinderella Samandi  
Hina Z. Sayed  
Amanda J. Schuh  
Michelle Leigh Simon  
Aimie Michelle Smith  
Olatokunbo D. Sofidiya  
Lauren Elizabeth Stim  
Flor N. Stirling

Teacher Education - Early Childhood Education

Stephany N. Bartz  
Christine Elizabeth Conover

Teacher Education - Elementary Education

Stephany N. Bartz  
Jessica Nicole Livolsi

Teacher Education - Secondary Education-Humanities/Arts

Blair E. Barnes  
Dechar M. Griffin

Teacher Education - Secondary Education-Social Sciences

Kyle Young Swisher, IV

Theatre - Technical

Benjamin James Walsh
ASSOCIATE OF APPLIED SCIENCES

Business Management
Todd Alan Duvall  Andrew David Porter
Latanya D. Hill  Yana Vitalivno Shamp
Leidy N. Navarro-Aviles

Business Management - Financial Planning
Erick Smith

Cardiovascular Technology - Invasive Technologist
Mekisha Tynell Handy  Shana Michelle Thomas
Ralph Pantaleon  Derrick Williams
Humaira Sarabi

Computer Support Technology
Roger L. Howard  William Gavin Shown

Computer-Aided Design Technology
Brian Christopher Burns  Charles Ashton Cramer

Culinary Management
Sarah Faith Pelowski  Kerline Renois

Early Childhood Development
Gena Patrice Jones  Anna D. Vianna
Kyong Y. Kim

Electronics Technology
Charles Stanely Whitehead

Emergency Medical Technician/Paramedic
Carol Lynn Ashelford

Office Technology - Office Assistant
Patricia Anne Van Alstine

Police Science
Jonathan Campbell  Charles Reed
James Lentscher  Andrew Williams

ASSOCIATE OF ARTS IN TEACHING

Teacher Education - Early Childhood Education
Michelle Jennifer Bone  Stephanie Rachel Pazornick
India M. High  Amanda Nicole Rooney
Hillary L. Huza  Katherine Paola Torres
Petroula R. Koumides  Kimberly M. Traino
Taiina Jeanne Paul
Teacher Education - Elementary Education
Ilona Druzynska
Michelle C. Kohler
Amy Estelle Meadows
Kimberly E. Rodriguez
Kelsey Anne Schluth
Timothy Kee-Yan Shu

ADVANCED CERTIFICATE
Biomedical Engineering Technology
Ralph J. Barthine

CERTIFICATE OF PROFIENCY
Biomedical Engineering Technology
Ralph J. Barthine
Calvin E. Reid

Business Management - Advanced Financial Planning
Erick Smith

Business Management - Financial Planning
Ashley M. Allen

Business Management - Hospitality Management
Danielle Patricia Betz
Penelope Ann Freire
Janine Sabrina Klaus
Donna M. Wallace

Cardiovascular Technology
Alemayehu Amera Ayalew
Christina Danielle Clark
Quiana Christine Coleman
Rico D'Nard Graham
Patricia Margarita Pereira

Communication Studies
Clarissa B. Bermudez

Computer-Aided Design Technology
Nobutaka Otsuki
Diana Vizgirdaite

Culinary Management
Robert Leslie Jacobs
Joseph E. Thompson
Henriette Sveigaaro Vammen
Charity Noblett Watkins

Early Childhood Development
Shayla-Rene Elizabeth Little

Electronics Technology
Melissa C. Sandlin
Gaming and Simulation Design

Shane R. Hinkle

Internet Professional

Terry V. Dixon

Network Administration - Network Security Administration

Ryan Wayne London

Transfer Studies

Crystal Monique Johnson
8 – Faculty Promotions for Fiscal Year 2010

Background: The faculty promotion system promotes continuous improvement through professional development, teaching improvement, learning outcomes assessment and curriculum development. Promotion projects are used to move forward major instructional initiatives.

The college shall provide professional recognition and reward for faculty members who have achieved a prescribed level of self and instructional development in accordance with college procedure 63.03.03 – Promotion (Faculty), which describes the requirements for promotion for each faculty rank, including:

- length of service;
- yearly meritorious performance in the areas of teaching, college responsibilities, and instructional improvement;
- course or program development;
- projects required for promotion;
- evidence of quality teaching during the promotion period;
- special professional development activities when required for promotion; and
- educational qualifications.

Purpose: To obtain board approval for faculty promotions

Timeline: FY10

Recommendation

The administration requests that the board of trustees approve promotions for the following faculty members. A summary of the projects for faculty meeting the criteria for promotion follows.

1. Ella Angell to assistant professor, nursing
2. Darrin Berkley to assistant professor, mathematics
3. Jennifer Male to assistant professor, theatre and stage movement
4. Ryna May to assistant professor, English
5. Jeremy O’Roark to assistant professor, English
6. Frances Reynolds to assistant professor, nursing
7. Dr. Caroline Torcaso to assistant professor, English
8. David Beaudoin to associate professor, mass media
9. Marie Westhaver to associate professor, arts and humanities
10. Angela Wood to associate professor, English
11. James Adkins to professor, art
12. Dr. Tara Hart to professor, English
13. Dr. Michael Heffren to professor, social sciences
14. Dr. Deborah Kent to professor, music
15. Sharon Lyon to professor, physical science
16. Dr. Jean Svacina to professor, English as a second language
17. Dr. Philip Vilardo to professor, sociology
18. Rose Volynskiy to professor, computer science

**Assistant Professor**

**Ella Kit Angell**
Ella Angell’s teaching improvement projects have focused on producing learning aids, integrating evidence-based practice, and providing the most up-to-date curriculum. She chose the National League for Nursing Core Competencies for Nurse Educators as an organizing framework for her work. Since Kit joined the nursing faculty at a time of revision and restructuring, her expertise in mental, community, and public health greatly enriched the curriculum. She is dedicated to facilitating student success and meeting course objectives and program outcomes.

**Darren Berkley**
Darrin has developed a teaching style that has two major focus areas. He uses journal writing extensively in his classes as an informal method of assessing student issues including math anxiety levels, the effects of job and family conflicts, and the students' understanding of course concepts. His second focus is the development of critical thinking skills, particularly through the use of game strategies as it applies to mathematics. Darrin has blended game theory with the content of *MATH-122: Ideas in Mathematics*, which is a liberal arts mathematics course that includes set theory, probability, statistics, exponential growth problems, and logarithmic functions.

**Jennifer Male**
Jennifer has served as coordinator of the dance program and director of HCC’s improvisation group *Yo’ Mama’s Cookin’*. She developed the college’s new musical theatre performance program for which she also serves as coordinator. She has implemented many changes in the dance program, including the development of four new dance courses, to give dance majors a more balanced curriculum and more performance opportunities and to provide new course options for non-majors. She has also created HCC’s first student dance company. Jennifer, who has a background in stage combat, serves as coach for Rep Stage productions that have combat scenes.

**Ryna May**
Ryna has taught a variety of different English courses and has focused her energy on teaching improvement and the integration of more technical media like CE6 and podcasts. She has served in a variety of leadership and service roles including literature coordinator, student advisor, co-producer of a video on the mission and values of her division, teaching in the Silas Craft Collegians program, being an advisor to Phi Theta Kappa, and filling the role of assistant director of the Schoenbrodt Honors Program. Most recently, she has been teaching English at the Howard County Police Academy for HCC’s police science program.
Jeremy O’Roark
In addition to reflecting on feedback from IDEA surveys, student comments, and faculty observations, Jeremy has also reviewed his instructional materials and articulated seven values or goals that inform his teaching: 1) teaching composition competence through demystifying the skills and steps of the writing process; 2) bridging the gap between student’s existing knowledge and experiences and a broader global citizenship; 3) fostering an academic identity in first-year students; 4) creating an engaging, brain-capable classroom based upon an understanding of students’ first-year experience; 5) creating opportunities for students to create and generate knowledge themselves rather than “giving” it; 6) building classes as learning communities; and 7) reflecting an awareness of the impact of the students’ emotional states on learning. Jeremy has focused on these seven “bridges to success” in his teaching assessment project.

Frances Reynolds
In a very demanding nursing program, Frances has been diligent in meeting her teaching and course development responsibilities. She has taught in the regular associate degree program, the accelerated program, and the licensed practical nurse program. In addition to teaching NURS-134: Family Centered Nursing, she also serves as coordinator for NURS-140: Advanced Concepts in Practical Nursing, the practical nursing completion course. In addition to meeting all the requirements for full-time faculty at HCC, she has also met the requirements for maintaining her RNC-OB (patient obstetrics) certification.

Dr. Caroline Torcaso
Dr. Caroline Torcaso has assisted in editing the electronic homework assignments in the developmental algebra program and has assisted in editing the video materials for MATH-131: College Algebra. In addition, she is working on a learning outcomes assessment project for MATH-121: Finite Mathematics. She works with the Silas Craft Collegian students and has assumed the role of coordinator of the computer-based elementary algebra program.

Associate Professor
David Beaudoin
For his promotion project, David Beaudoin updated and enhanced the curriculum for the associate of arts degree in mass media design to better prepare graduates for professional environments and transfer programs. Significant changes were made to the multimedia authoring and design and the web design and production options. The course outlines and learning objectives have been expanded and updated. Macromedia Flash has replaced Macromedia Director as a production tool. Based on his research, Dave will be proposing that the digital arts majors be combined under a new AA degree in communication arts. He initiated an outcomes assessment project in digital arts using a rubric that rates the development of students’ skills in typography, color, imagery, video and sound, message and concept, and layout for a cohort of students tracked from entry level through advanced courses. Dave serves as associate chair of the arts and humanities division.
Marie Westhaver
For her promotion project, Marie has developed a new program in film studies. Marie developed twelve new film courses, three of which are cross-listed with the world languages department and seven of which have been approved as general education core courses. In addition, Marie has co-developed seven other interdisciplinary film courses working with faculty from other disciplines. The new film studies program has already been approved by the curriculum and instruction committee and is in the current HCC catalog. Marie has also organized over the course of her project an African film festival, two international film festivals, a Mexican film festival, and the Trumbo film festival. This year, she has taken on the responsibility of director of fine arts and humanities for the arts and humanities division overseeing the art history, arts administration, film studies, interdisciplinary studies, liberal arts, and philosophy and religious studies programs.

Angela Wood
Angela Wood has developed a supplemental CE6 website for use in all ENGL-096: Fundamentals of Academic Reading classes. This website connects over 700 students each year to their reading course materials and to their instructors. All course introductory materials and HCC resource links are embedded into the site, available to students 24 hours a day throughout the semester. Reading students take weekly quizzes using the website and receive immediate feedback. Both full-time and adjunct ENGL-096 faculty use the site and integrate course instruction with technology resources to enhance learning.

Professor

James Adkins
The Collection-Analyzing-Modification-Plan designed by James Adkins is an approach to organizing a college-level arts program. In his plan, the interactions with stakeholders and the collection of student data influences the operations and modifications necessary to accomplish the vision of the department. The essence of the plan includes the systematic collection of department concerns, the recording of data on students in that art major option, and regular long-term planning. Over the course of his project, Jim has supervised many course revisions and the development of multiple new courses in areas as diverse as gallery management, art appreciation, throwing ceramics on the wheel, interior design, and Chinese brush painting. In addition, Jim developed a new interior design program. Jim has also been involved in several outcomes assessment projects. In addition to playing an integral role in the opening of the Horowitz Center, Jim played a central role in the organization of major new art gallery exhibits on Russian Realism and Rodin. Jim’s portrait of Peter and Beth Horowitz graces the entrance of the Horowitz Center.

Dr. Tara Hart
Dr. Tara Hart focused on finding ways to help enrich and sustain the positive organizational culture of leadership among HCC faculty, staff, and students and on enhancing learning opportunities for students in the literary arts. She has presented approximately thirty workshops focusing on servant leadership and diversity appreciation, formed a leadership support group, and is collaborating on a plan for an
advanced leadership program for Howard Community College EXCEL program graduates. She has developed a thriving literature honors seminar and strengthened partnerships with community organizations and public schools to increase the scope of opportunities for students to share their creative work and to meet distinguished writers.

Dr. Michael Heffren
Dr. Michael Heffren has produced reader-workbooks for the POLI-201: Comparative Government and POLI-202: International Relations courses. In addition to assembled and edited articles, the reader-workbooks include writing exercises and critical thinking problems. Among many other leadership and service roles at the college, Dr. Heffren has served on the faculty executive committee for six years, served as president of faculty forum for two years, and currently is serving as co-chair of the Middle States accreditation self-study.

Dr. Deborah Kent
Dr. Deborah Kent’s plan involved positioning the music department to seek accreditation by the National Association of Schools of Music (NASM). In support of this end, she has restructured the curriculum to improve music students’ exit competency. A music theory outcomes assessment project and an applied music outcomes assessment project led to important program changes. Course offerings were greatly expanded to include music education requirements and music performance electives. Dr. Kent also added new coursework for jazz studies and piano pedagogy. The applied music program for music majors requires students to enroll in a lab so that they will participate in music forums, providing them with the needed performance experience. The faculty recital series in the Monteabaro Recital Hall has raised the profile of the music department in the community and partnerships with the Columbia Orchestra and Candlelight Concerts provide performance opportunities and master classes for students. This year, Dr. Kent has completed the NASM self study for consideration by the NASM Commission on Community/Junior College Accreditation. The accreditation team visit is scheduled for the 20th and 21st of April.

Sharon Lyon
For the first part of her project, Sharon converted PHYS-106: Earth and Space Science to an online course, addressing the need to provide students alternative modes of instruction. A new textbook, study guide, and lab manual were selected, and PowerPoint presentations rewritten to mesh with the new textbook—with lectures notes and narration added. All the labs were rewritten to incorporate the new lab manual. Other supporting materials such as review sheets, rock and mineral keys, and study sets of mineral and rock boxes for the library were developed. For the second part of her project, Sharon developed two new courses — GEOL-108: Historical Geology and GEOL-118: Historical Geology Laboratory. All of the supporting materials above were also developed for these new courses along with eight new labs and two new field trips.

Dr. Jean Svacina
Aligning her objectives with recommendations made by the Commission on the Future, Dr. Jean Svacina focused her efforts on increasing the college’s international competency in the areas of teaching, learning, and leading. Specifically, Jean addressed the need to prepare teachers as globally competent citizens by investigating
and designing ways of incorporating a new set of global competencies into the curriculum. As a part of her project, she produced a rubric for assessing the degree of globalism in programs and a set of global objectives for divisions to consider. A second part of Jean’s project included the development of her own leadership skills so that she would be better prepared to engage faculty and staff in the college’s global programs and other college initiatives. Jean completed an 18-month leadership training program and has put this new knowledge to work furthering strategic initiatives for curricula and innovation.

**Dr. Philip Vilardo**
The central focus of Dr. Philip Vilardo’s promotion plan was to incorporate global education and critical thinking into all of his sociology courses. He has selected a new *SOCI-101: Introduction to Sociology* textbook that reflects this change in emphasis. These modifications coincided with the college’s expansion of study abroad programs, including the Turkey Troika program for which Philip served as the lead faculty for HCC. The course that Dr. Vilardo taught in Turkey was *SOCI-102: Social Problems*. After identifying appropriate and challenging materials, Philip developed a thematic framework for his social problems reader-workbook. Utilizing electronic databases from the library, Dr. Vilardo assembled and edited articles for his reader. The materials are available free to his students and as an E-reserve from the library website. A supplemental CE-6 course website was also developed to host these materials. Phil has also incorporated service learning activities into the course and set up an ongoing assessment and feedback process for his project.

**Rozaliya Volynskiy**
Rozaliya Volynskiy has developed several new courses including *BMFT-200: Introduction to Bioinformatics* with the science department, a new internet technology course *CMSY-911: Ajax*, and an online version of *CMSY-148: Advanced HTML* course using Elluminate Live. This virtual classroom allowed for live web conferencing with voice, video, chat, and desktop sharing for students. Rose also piloted the use of this software for virtual office hours, lectures, instructions, questions, discussions, and code debugging. Rose has also developed a six-course program option titled the *Virtual Manager* that will be fully delivered in fall 2009. One of the most unique courses that Rose has developed is the *BMGT-204: Taking Your Business Mobile*. This course will be taught on a mobile phone. She has developed a mobile website to support instructional delivery. Rose has developed curricula around the use of Amazon Kindles in the classroom and has worked with various faculty within the division to utilize Kindles as a technology tool to teach, and to have students use for group work. Rose helped to lead the significant curriculum transition to Microsoft Office 2007. This effort included a major course development and deployment that had to be done in a very tight timeframe. Rose’s leadership as the CE6 liaison has been demonstrated with her work with both adjunct and full-time faculty in the division to secure supplemental sites for all sections of courses in the division.
9 – Internet Service

Background: In 2006, the board of trustees approved an internet services contract for a 36-month period to Comcast Commercial Services, Inc., which was selected through a RFP process. Under the current contract services with Comcast, the college receives high-speed, dedicated Internet access for the college’s main campus, Gateway, Laurel and Belmont. The services by Comcast under this contract have been of high quality and very reliable. The college is dependent on its internet connectivity to support communication, academic programs, student services, and business transaction. There has been a high level of satisfaction with Comcast internet services in meeting these needs.

The college requested that Comcast extend its current contract with HCC for an additional year at the pricing agreed upon in 2006. Comcast is willing to extend this pricing under the current 2006 contract to the college for FY10. The extension of the current pricing provides the college with an $8,900 savings. Comcast has also agreed to an extension of the current 2006 pricing for the purchase of additional bandwidth, if required. The college had asked Comcast for an extension of the current contract to hold down contractual cost for the FY10 budget process.

Purpose: To obtain board approval to renew the contract for internet service

Timeline: FY10

Recommendation

The administration requests that the board of trustees approve the extension of this agreement at the current rate with the ability to grow if needed:

Amount: $59,400

Vendor: Comcast Commercial Services, Inc.

Source of funds: FY10 operating budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01
10 – Network Maintenance Contract

**Background:** In May 2006, the board of trustees approved a network contract for a 12-month period, with two 1-year renewal options to Network Concepts, Inc. This contract expires on June 30, 2009. Networking Concepts, Inc. provides 24/7 technical support for specific network equipment, such as routers, switches, and security devices as well as periodic on-site engineering support. The costs associated with these services are below:

Year 1 = $79,320.00 (7/1/2006 – 6/30/2007)
Year 2 = $80,906.40 (option year 1 – 7/1/2007 – 6/30/2008)
Year 3 = $82,524.48 (option year 2 – 7/1/2008 – 6/30/2009)

The college has received high-quality and dependable services under the contract from NCI. The college asked the vendor to extend the current contract for an additional year at the current pricing, which was agreed upon in 2006. The vendor has agreed to provide the college the same pricing under the current contract at $82,524.48, which is a savings of $3,300. The vendor has also agreed to provide maintenance coverage of additional network equipment not covered under the current contract that has been purchased by the college for the McCuan Hall project and network upgrades in other buildings, which provides a savings of $28,000. This request for the extension of the current contract with NCI was made as part of the budget process to maintain and lower cost on current contracts.

**Purpose:** To obtain board approval to extend the network maintenance agreement in FY10 at FY09 pricing

**Timeline:** FY10

The administration requests that the board of trustees approve:

**Amount:** $82,524.48

**Vendor:** Network Concepts, Inc.

**Source of funds:** FY10 operating budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01
11 – Security Equipment Camera Installation Services

Background: In order to expedite small facilities related projects the administration executed agreements with certain specialty contractors. The security camera equipment installation was one of the specialty services advertised via an invitation to bid (ITB) on a time and material markup basis in April 2008. Sirus Systems, Inc. was awarded the specialty services contract for the FY09 budget year, with a year-by-year optional extension for a total of three years. The administration is satisfied with the quality and timeliness of these contracted services provided over the past year and would like to extend the contract for FY10. This year will mark the second of a 3-year contract.

In addition, an increase to the spending allowance from $40,000 to $80,000 for FY09 is requested, since the administration would like to proceed with several systemic projects not anticipated when the initial $40,000 spending allowance was requested. (See table below for projects)

<table>
<thead>
<tr>
<th>Special Security Services Projects in FY09</th>
<th>Quotes &amp; Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drier Stage Installation of Code Blue (emergency phones)</td>
<td>$ 9,200</td>
</tr>
<tr>
<td>Children’s Learning Center parking lot J for labor and material for installation of Code Blue units and CCTV (closed captioned camera system).</td>
<td>$22,495</td>
</tr>
<tr>
<td>CCTV installation at college exits</td>
<td>$19,200</td>
</tr>
<tr>
<td>Nursing building card readers and CCTV equipment installation</td>
<td>$ 6,000</td>
</tr>
<tr>
<td>Code blue units at athletic fields score board area</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>Fiber installation from the network operations closet to basement of James Clark Jr. Library building.</td>
<td>$ 4,280</td>
</tr>
<tr>
<td>Code blue units installation at Hickory Ridge parking lots H and I</td>
<td>$ 1,560</td>
</tr>
<tr>
<td>President’s area access control equipment</td>
<td>$ 1,200</td>
</tr>
<tr>
<td>I-Star Panel (access control panel) installation</td>
<td>$ 8,565</td>
</tr>
<tr>
<td>Miscellaneous projects not yet assessed</td>
<td>$ 5,000</td>
</tr>
<tr>
<td></td>
<td>$80,000</td>
</tr>
</tbody>
</table>

Purpose: To obtain board approval of the first year extension of the specialty service contract for security camera installation with a spending allowance of $90,000 in FY10, and for a spending allowance increase of $40,000 for a total of $80,000 for FY09

Location: College-wide

Timeline: FY10
Specifications: Security camera installation services, as needed

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Supervisor</th>
<th>Mechanic</th>
<th>Laborer/ Apprentice</th>
<th>Material Markup</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security camera equipment installation</td>
<td>$/hour</td>
<td>$/hour</td>
<td>$/hour</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>Sirius Systems, Inc.</td>
<td>65.00</td>
<td>65.00</td>
<td>40.00</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>68.00</td>
<td>68.00</td>
<td>43.00</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>70.00</td>
<td>70.00</td>
<td>45.00</td>
<td>20</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:

Amount: $90,000.00 for FY10 increase of $40,000 for a total of $80,000 for FY09

Vendor: Sirius Systems, Inc.

Source of funds: FY10 operating budget and capital systemic budget FY09 capital systemic budget

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