Board of Trustees’ Consent Materials

August 23, 2006
Kittleman Room – 6:00 pm
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...

Fire It Up!
1. Ratify and Confirm Low-Productivity Degree Program Report 2006
2. Ratify and Confirm Gator Utility Vehicles Purchase
3. Ratify and Confirm Enhancement of the Contributory Pension System
4. Ratify and Confirm Construction Manager at Risk for the ‘A’-Building and Smith Theatre Renovations
5. Ratify and Confirm Baltimore Gas & Electric Delivery and Washington Gas Supply Increases
6. Ratify and Confirm Children’s Learning Center Mortgage
7. Ratify and Confirm Belmont Conference Center Lease
8. Ratify and Confirm Laurel College Center Lease
9. Ratify and Confirm Furniture and Equipment for Visual and Performing Arts Center
10. Ratify and Confirm Budget Revisions for Students Services Positions
11. Ratify and Confirm Auditor Contract with Clifton Gunderson
12. Ratify and Confirm Strategic Energy Cooperative
13. Ratify and Confirm WebCT License Renewal
14. Summer II and III Grads
15. Paper for Print Shop
16. Proposed New Hires
17. Grants and Scholarships
18. Donor Signage for Horowitz Visual and Performing Arts Center
1 – Ratify and Confirm Low-Productivity Degree Program Report 2006

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

Background: In the fall of 2000, the board of trustees, in a response to a Maryland Higher Education Commission (MHEC) low productivity report, requested an exemption for Howard Community College's electronics program because of its centrality to the mission of the college. It was noted at that time that the field of electronics was in transition because of quickly evolving computer, networking, and communications technology and that because of the nature of the businesses in this region it was critical that the college continue to maintain a program in this area. In the ensuing period, the college has developed first a telecommunications option and then a wireless communications option in the electronics program. This spring, HCC had five graduates in electronics, three of them in the new telecommunications option. The administration anticipates this area will continue to evolve rapidly and believe it is too soon to delete the program.

Purpose: To respond to MHEC's Low-Productivity Degree Program Report 2006

Timeline: A response due to MHEC by July 17, 2006

Recommendation

The administration requests that the board of trustees approve a continued exemption for the electronics program.

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

Roberta E. Dillow, Chair
June 13, 2006
Approved / Rejected / Date
2 – Ratify and Confirm Gator Utility Vehicles Purchase

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** As part of year-end purchases, plant operations plans to purchase two Gator utility vehicles. This purchase would piggyback on the state contract with Finch Services, Inc. The vehicles will be utilized for snow removal, cleaning of the parking garage, and various other ground maintenance jobs.

**Purpose:** To obtain approval by the board of trustees for the purchase of two Gator utility vehicles.

**Location:** Main campus

**Timeline:** Purchase upon approval by board of trustees

**Specifications:** Two 6X4 Gator utility vehicles

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $29,997.24

**Vendor:** Finch Services, Inc.

**Source of funds:** FY06 Plant Operations Budget

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

Roberta E. Dillow, Chair

June 13, 2006

Approved / Rejected / Date
3 – Ratify and Confirm Enhancement of the Contributory Pension System

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

Background: The 2006 General Assembly passed into law (House Bill 1737 and Senate Bill 1019) an enhanced alternative pension plan called the Alternate Contributory Pension Selection. This law applies to active members of the teachers' pension system and active members of the teachers’ retirement system who are in the bifurcated plan (a blend of the old retirement system pre-1980 and new pension system).

Active members who retire on or after July 1, 2006, will automatically receive an enhanced benefit for all years of service retroactive to July 1, 1998. The current formula of 1.4 percent of final average compensation for service credit from July 1, 1998, will be increased to 1.8 percent. This amount represents a 33 percent increase in the benefit for years after July 1, 1998. There will be an increase in the required employee contribution that will be implemented over a three-year period as follows:

- Three percent of the member’s base compensation from July 1, 2006, to June 30, 2007;
- Four percent of the member’s base compensation from July 1, 2007, to June 30, 2008; and
- Five percent of the member’s base compensation from July 1, 2008, forward.

No board action is needed to implement this change for Howard Community College (HCC) employees in the teachers pension plans – this adjustment is automatic due to the change in law and the fact that this system is totally funded by the state of Maryland with no college contribution.

However, a board resolution is needed to include HCC employee pension members in this enhancement. The employees in this plan are primarily the plant operations employees. An election form is also attached that will require board approval.

The plant operations employees are in a pension system that has traditionally been identical in all aspects (benefits and employee contribution rates) except that it requires funding from Howard Community College (with no state contribution), which is transparent to plant employees. The pension is an important recruitment and retention tool for all budgeted employees including the plant employees and the college has prided itself on treating employees in a like manner as compared to
teachers for pension benefit purposes. HCC was faced with this same situation in 1998 when the pension system was last enhanced and the board decided to enhance the employees’ pension system in the same manner the administration is now requesting.

This latest pension enhancement came up at the end of the 2006 legislative session. As a result, Maryland State Pension System officials did not provide full information to the college on this enhancement until May 31, 2006. Based on information received from the Maryland Pension System, it will not pass on any increased costs to governmental agencies such as Howard Community College until FY08. Therefore, this enhanced pension will not have any additional cost the college in FY07. The anticipated surcharge is only 1.76 percent of payroll for members of this plan, which is within the budget.

Most Maryland community colleges intend to make this enhancement effective on July 1, 2006, and are asking similar requests to their board of trustees this month.

The attached election form must be returned by mid June to implement the enhanced plan effective for July 1, 2006. Failure to set the plan up on or prior to July 1, 2006, results in deficiencies to employee accounts and a serious complication would be created to recoup the funds since employee deduction amounts must be paid retroactive to July 1, 2006.

Once approved by the board, the college will begin the set up process with the state and will give a series of information sessions with all affected employees. The employees have already received information about this plan through the Maryland Pension System.

**Purpose:** To obtain board approval to participate in the alternative contributory pension selection plan under Title 23 of the pensions article and for the college to begin withholding the higher member contributions for the pay period beginning July 1, 2006

**Location:** Collegewide

**Timeline:** Effective July 1, 2006

**Recommendation**
The administration requests that the board of trustees approve the college’s participation in the alternative contributory pension selection plan under Title 23 of the pensions article and for the college to begin withholding the higher member contributions for the pay period beginning July 1, 2006.

**Amount:** Estimated payments in FY07 are $108,000.

**Vendor:** State Retirement Agency of Maryland

**Source of funds:** FY07 Operating Budget
Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.

Roberta E. Dillow, Chair

June 13, 2006

Approved / Rejected / Date
4 – Ratify and Confirm Construction Manager at Risk for the ‘A’ Building and Smith Theatre Renovations

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

Background: The board approved the architectural and engineering services for the ‘A’ building and Smith Theatre renovations at its October 26, 2005, meeting awarding the contract to Murphy & Dittenhafer, Inc. Since that time, the college has been working with the architectural and engineering team on the design of this renovation project. The request for proposals (RFP) for construction management at risk was issued in April 2006, requiring the technical proposal submission on May 25, 2006, followed by interviews and the price proposal submission on June 13, 2006.

In addition to the public notice of the RFP, the college direct mailed packages to six firms:

- March-Westin
- J. Vinton Schafer & Sons
- James W. Ancel, Inc.
- Morgan-Keller Construction
- Oak Contracting Corporation
- Riparius Construction

Of those six firms, two responded with letters as unable to participate in the bid process and two were non-responsive. The only two firms responding to the RFP were Morgan-Keller Construction and Riparius Construction.

Similar to the process the college adopted several years ago, the evaluation of proposals is based on a cumulative score over three phases. Each phase requires 75 percent of the maximum total points to be achieved in order to proceed to the next phase. The points for each phase are totaled and weighted yielding a maximum value. The firm with the highest score ultimately produces the best evaluated proposal.

The three phases and weightings are as follows:

Phase 1 – the technical proposal consists of 692.5 maximum available points at 75 percent
Phase 2 – the oral presentation consists of 92.33 maximum available points at 10 percent
Phase 3 – the price proposal consists of 138.5 maximum available points at 15 percent

The technical proposals were evaluated utilizing a point system for each of the following categories:

1) Key personnel;
2) Firm experience and references;
3) Project specific background;
4) Profile of the proposer;
5) Economic benefit; and
6) Minority Business Enterprise participation.

Following the technical proposal submission, Morgan-Keller’s score was under the minimum 75 percent allowable to proceed to the next phase; however, an exception was made to adjust the minimum point requirements since the college only had two firms bidding on the project.

The oral presentations were evaluated on the following criteria:

1) Experience with buildings of similar scope, size, and cost;
2) Higher education experience;
3) Experience with State funded projects;
4) Experience with Howard County funded projects;
5) Construction management at risk experience; and
6) Strength of proposed team.

And the final price proposal was scored based on the percentage of the construction budget. The maximum points possible total 923.33 and the final scores were as follows:

Morgan-Keller Construction 661.37 points or 71.6 percent
Riparius Construction 763.57 points or 82.7 percent

Purpose: To obtain board of trustees approval to award the contract for construction manager at risk services for the ‘A’ building/Smith Theatre renovations

Location: Main campus

Timeline: Preconstruction services will commence immediately upon contract approval to assist the architects during the design phase. Construction is expected to begin late fall 2006
following the completion of construction documents and board of trustees approval of the guaranteed maximum price (GMP).

Specifications: To provide construction management at risk services for the ‘A’ building/Smith Theatre renovations with preconstruction services to commence immediately followed by constructions services after submission and approval of the GMP.

Bids: The preconstruction services fee was proposed as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan-Keller Construction</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Riparius Construction, Inc.</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:

Amount: $12,000.00

Vendor: Riparius Construction, Inc.

Source of funds: FY07 Capital Budget

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

Roberta E. Dillow, Chair

June 29, 2006

Approved / Rejected / Date
5 – Ratify and Confirm Baltimore Gas & Electric Delivery and Washington Gas Supply Increases

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** Due to increases in gas delivery and supply charges the blanket purchase orders for both Baltimore Gas & Electric (BGE) delivery charges and Washington Gas supply charges need to be increased to cover June billing. Both of the original contracts were approved by the board of trustees in May 2005 for FY06.

**Purpose:** To approve an increase to the FY06 BGE blanket purchase order by $5,000.00 and an increase to the Washington Gas blanket purchase order by $17,000.00.

**Location:** Campus-wide

**Timeline:** June 2006 billing cycle

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** Increases in the FY06 BGE blanket purchase order by $5,000 and the Washington Gas blanket purchase order by $17,000.

**Vendor:** BGE and Washington Gas

**Source of funds:** FY06 Plant Operations Budget

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

July 11, 2006

Approved / Rejected / Date
6 – Ratify and Confirm Children’s Learning Center Mortgage

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

Background: The Children’s Learning Center opened its doors in October, 2000. The mortgage on the building is held by Sandy Spring Bank and we are now entering the sixth year of the lease for the building.

A partnership has been developed between the Howard Community College Educational Foundation (HCCEF) and the college in order to better serve students with this much needed 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 (HCC) students in a safe, nurturing environment
- Improve student retention

Purpose: To provide mortgage payments for the Children’s Learning Center’s building lease.

Location: Children’s Learning Center

Timeline: FY 2007

Recommendation

It is requested that the board of trustees approve:

Amount: $85,592.88 for all of FY2007 to be paid out on a monthly basis

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, Vice Chair

July 25, 2006
Approved / Rejected / Date
7 – Ratify and Confirm Belmont Lease Payment

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

Background: When the HCC Educational Foundation, Inc. (HCCEF) purchased Belmont Conference Center, they entered into a lease with the college. As the lessee, the college agreed to make rental payments for Belmont that were equal to the debt service the HCCEF paid on the property. The debt service on the property currently is based on the 3-month LIBOR (London Interbank Offered Rate) and is an interest only payment. When the budget was developed it was anticipated that the interest only payment would convert to a principal and interest payment in December 2006. However, the administration has requested that the bank extend the interest only payment until December 2007.

The administration had budgeted $400,000 for the debt service payment since it was to include interest and principal mid-year. Due to rising interest rates, the administration has set aside funds of $300,000 to cover the interest only payments in FY07.

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

Location: Belmont Conference Center

Timeline: Lease payments for the period July 1, 2006 – June 30, 2007

Specifications: Lease payments were based the 3-month LIBOR. As of 7/18/06 this rate was 5.49 percent. The administration has budgeted funds sufficient cover the rate rising to 6.7 percent

Bids: N/A – Bid previously done as part of original loan request

Recommendation

It is requested that the board of trustees approve the FY07 lease payments to the HCC Educational Foundation, Inc.

Amount: $300,000
Vendor: HCC Educational Foundation, Inc.

Source of funds: Howard Community College FY07 Auxiliary Budget - Belmont

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

T. James Truby, Vice Chair

July 25, 2006

Approved/Rejected/Date
8 – Ratify and Confirm Laurel College Center Lease

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** Effective June 2001, Prince George’s Community College and Howard Community College signed a Memorandum of Understanding entering into a partnership to provide educational programs at a site known as the Laurel College Center. A lease agreement was signed with 312 Marshall Avenue Limited Partnership. As the educational programs at the Center evolved, articulation agreements were developed and other four-year educational partners were included. Currently, institutions offering classes at the Laurel College Center include Howard Community College, Prince George’s Community College, Towson University, College of Notre Dame, and University of Maryland University College.

**Purpose:** To obtain board of trustees approval to renew the annual lease for the Laurel College Center for the period ending June 30, 2007 with 312 Marshall Avenue Limited Partnership, Beltsville, Maryland.

**Location:** Laurel College Center.

**Timeline:** July 1, 2006 through June 30, 2007.

**Specifications:** The annual lease amounts are based on 34,815 square feet. Both Howard and Prince George’s Community College pay 50 percent of the total lease amount. The lease amount increases annually each September per the lease agreement. The payment schedule for fiscal year 2007 is as follows:

<table>
<thead>
<tr>
<th>Months</th>
<th>Total Rental</th>
<th>50% Rental</th>
<th>HCC Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-August 2006</td>
<td>$52,246.12</td>
<td>$26,123.06 x 2 months</td>
<td>$52,246.12</td>
</tr>
<tr>
<td>September-June</td>
<td>$53,813.50</td>
<td>$26,906.75 x 10</td>
<td>$269,067.50</td>
</tr>
</tbody>
</table>
2007

<table>
<thead>
<tr>
<th>months</th>
<th>$321,313.62</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for FY 2007</td>
<td>$321,313.62</td>
</tr>
</tbody>
</table>

**Recommendation**

The administration requests that the board of trustees approve the renewal of the lease agreement with 312 Marshall Avenue Limited Partnership for the Laurel College Center.

**Amount:** $321,313.62

**Vendor:** 312 Marshall Avenue Limited Partnership, PO Box 800, Beltsville, Maryland 20704

**Source of funds:** FY 2007 Operating Budget for Laurel College Center.

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

T. James Truby, Vice Chair

July 26, 2006

Approved / Rejected / Date
9 – Ratify and Confirm Furniture and Equipment for Visual and Performing Arts Center

This item was submitted to the board vice chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

Background: On March 22, 2006, the college’s board approved the purchase of furniture and equipment for the new Peter and Elizabeth Horowitz Visual and Performing Arts Center. The consent item was broken down into categories such as art equipment, music equipment, photography equipment and included the associated vendors. During the procurement process, some of the vendors have changed due to changes in government contracts or because specific items are no longer carried by that particular vendor. Below are the categories that were impacted and the necessary vendor changes with an explanation.

Purpose: To obtain board of trustees’ approval to award the furniture and equipment purchases to the additional vendors noted below.

Location: Main Campus

Timeline: To be delivered and installed August and September 2006.

Specifications:

Arts Equipment – A.R.T. Supply, the vendor approved in the March consent item, is no longer on government contract and is replaced with School Specialty Supply currently on the state’s Baltimore Metro Contract.

Tables, Chairs and Standard Office Equipment – The vendor approved in March, Maryland Correctional Enterprises (MCE) could not supply specific products that were either discontinued or are no longer carried by MCE so that the remaining items not provided by MCE are being supplied through U.S. Business Interiors who is also on the state’s Baltimore Metro Contract.

AV and IT Equipment – This category also includes MAC computers, sound systems, surveillance, hearing impaired system, intercom system, public address system, and telephone equipment. Initially, it was expected that Dell and Theatre Service would provide the necessary products; however, as the project progressed it was decided to use MAC computers in the many of labs instead of...
PCs. MAC computers cost significantly more than PCs. As the specifications were further developed, additional vendors including Apple, Parlights, Verizon, and CVS (Contract Video Specialists) are required for the items that cannot be provided by Dell and Theatre Service.

Recommendation:
The administration requests that the board of trustees approve the additional aforementioned vendors. Due to the change in vendors and associated escalation costs, there is an increase in the original proposed budget for the furniture and equipment, from $2,271,505 to $2,625,200 – a difference of $353,695. Almost $250,000 of this increase is due to the change from PCs to MACs.

Similar to the approved March 2006 consent item, the administration requests that the board continue to allow and approve the reallocation of funds within the furniture and equipment categories as long as the grand total does not exceed the total budget of $2,625,200.

Amount: Not to exceed $2,625,200.00


Source of funds: FY05 and FY07 Capital Budgets, Visual and Performing Arts Building Furniture and Equipment. The FY2007 budget will cover the increase in costs due to change in vendors, escalation costs, and the addition of the MAC computers.

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

T. James Truby, Vice Chair

July 28, 2006

Approved / Rejected / Date
10 – Ratify and Confirm Budget Revision for Student Services Positions

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

Background: The college has several student services positions being paid from the auxiliary fund. At close out, sufficient funds were available from excess revenue to pay for these costs from the operating budget. At year end, the salaries and benefits were moved from auxiliary to the student services function.

Purpose: To transfer funds from the reserve accounts to the appropriate cost centers.

Timeline: FY06 budget close out transfer

Recommendation

The administration requests that the board of trustees approve:

Amount: $119,866

Source of funds: Excess revenues

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

Patrick L. Huddie, Chair
August 1, 2006
Approved / Rejected / Date
11 - Auditor Contract with Clifton Gunderson

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** Previously, the administration had sought board approval for the auditor contract with Clifton Gunderson for FY06. The auditor contract had been previously bid and the original bid listed the cost of services through the FY07 audit. Subsequent to the original RFP, the college learned that the state was requiring an audit of the college’s Innovative Partnerships for Technology Program (IPT), which is a state-matching program for technology funds. Based on this new audit requirement, the original proposed contract for FY06 was erroneously reported to increase $600. However, the actual cost of this audit is actually $1,900. The $1,900 is consistent with other special audits required such as the College of the Air. This additional cost will increase the proposed audit price for the college to $44,775 a difference of $1,300. The administration is now asking the board to increase the contract accordingly.

It should also be noted that the Maryland Higher Education Commission has now requested a special audit of all Regional Higher Education Centers. Since the accounting for Laurel College Center is jointly handled with Prince George’s Community College we are working with Prince George’s Community College to determine how this will be handled. There will be an additional charge for this audit and we will come to the board for this additional amount at that time.

**Purpose:** To increase the audit contract to the correct amount

**Location:** Collegewide

**Timeline:** Audit for the period July 1, 2005 thru June 30, 2006

**Specifications:** IPT Program Audit of the state-matching donor program for technology funds.

**Bids:** A request for proposals for a five-year contract was done in FY03.

**Recommendation**

It is requested that the board of trustees approve the revision to the FY06 auditor contract.
Amount: Increase of $1,300 for a total contract amount of $44,775

Vendor: Clifton Gunderson, LLP.

Source of funds: Howard Community College FY07 Operating Budget - Belmont

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

Patrick L. Huddie, Chair
August 8, 2006

Approved / Rejected / Date
12 - Strategic Energy Cooperative

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** The Baltimore-Washington Corridor Chamber of Commerce has developed an energy cooperative and has gained significant experience in assisting Chamber members in purchasing electricity in a deregulated market. The cooperative works by providing participants electricity at rates lower than market standard. Increased purchasing power and a competitive bid process help members save money and enjoy long-term budget stability.

The Energy Purchasing Cooperative pools the buying power of commercial customers to procure energy at the best available competitive market price. Members participating in the program also gain useful information on reducing consumption through the implementation of an energy management program.

CQI Associates LLC-a Columbia based consulting firm received competitive bids from different energy companies and choose one that provided a low group rate for its customers. Strategic Energy will deliver Electricity to the Host Utility (BGE) for delivery to the Buyers Facilities.

The Baltimore-Washington Corridor Chamber of Commerce currently has 105 members participating in this energy cooperative.

**Purpose:** To obtain board of trustees approval to allocate appropriate funding for the payment of energy bills through Strategic Energy Cooperative.

**Location:** Belmont Conference Center

**Timeline:** Payments for the period of July 1, 2006 – June 30, 2007

**Specifications:** The current rate is .01101 per KWh-cooperative pricing are .0992 per KWh.

**Bids:** CQI Associates bid the energy on behalf of the consortium.
Recommendation:

It is requested that the board of trustees approve the FY07 payments to Strategic Energy as the electric supply services contractor.

Amount: $40,000 based on .0992 KWh

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

Source of funds: Belmont Conference Center FY07 Utility Budget

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

Patrick L. Huddie, Chair

August 8, 2006

Approved / Rejected / Date
13 - WebCT License Renewal

This item was submitted to the board chair for summer approval and is being brought to the board of trustees for confirmation and ratification at its August 23, 2006, meeting.

**Background:** More than 10 years ago, the college selected WebCT as its online course software from a broad field of competitors. Since then Blackboard and WebCT, which recently merged, have emerged as the major providers for such software. During this time the college has developed dozens of online courses and three online degrees using the WebCT courseware. We have roughly 2,000 enrollments per year in online courses. Last year we reached the maximum number of users allowed under our prior license, so we have had to upgrade to the Campus Edition of WebCT that allows unlimited users. In anticipation of this change, an additional $20,000 was budgeted to Distance and Alternative Learning for FY2007 in the budget development process. Since the use of supplemental online courses is one of our strategies to continue to operate in case of a pandemic, we are encouraging all of our faculty to develop a supplemental online course site whether or not they teach online. In connection with this initiative, the college is paying an additional $5,000 to allow our ConEd division to also have unlimited use of WebCT.

**Purpose:** To obtain approval for the payment for renewal and upgrade of the college’s WebCT license.

**Location:** The WebCT course software resides on its own server in the information technology area.

**Timeline:** Current license expires on August 22, 2006

**Specifications:** WebCT Campus Edition

**Bids:** Sole Source

**Recommendation**

The administration requests that the board of trustees approve the payment for renewal of our WebCT license for FY2007.

**Amount:** $29,925.00
Vendor: WebCT, Inc.; Lynnfield, MA 01940

Source of funds: Distance and Alternative Learning Fund 10 budget

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

Patrick L. Huddie, Chair

August 8, 2006

Approved / Rejected / Date
14 - Summer II and III Graduates

Background: The following is a list of proposed candidates for graduation who are expected to complete their degrees/certificates at the conclusion of the summer II and III sessions. These candidates are being cleared by the office of records and registration. The faculty will review and approve the attached tentative list of 84 graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Effective August 26, 2006. 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, 2006 and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration and review and approval by the faculty.

Compliance: This request is in compliance with college procedure, Graduation Requirements – 10.04.01.
Associate of Arts Degree

Anthropology

Terra D. Russom
Alex Z. Sabra

Liberal Arts

Jillian Jacqueline Roberts
Erin I. Travis
Anthony Raymond Tringali

Art

Jillian Jacqueline Roberts
Erin I. Travis
Anthony Raymond Tringali

Business Administration

Buthekile Kelley
Sandra Stankeviciute
Tanya Swire

Music

Chi. M. Cheng
Matthew Alan Johnson
Fred Pewu Mulbah
Jason Manuel Vidal

Criminal Justice

Buthekile Kelley
Sandra Stankeviciute
Tanya Swire

Nursing

Chi. M. Cheng
Matthew Alan Johnson
Fred Pewu Mulbah
Jason Manuel Vidal

General Studies

Adeola Yetunde Adebosoye
Foluke Olufunbi Ajuwon
Mary Morgan Arnett
Christopher Michael Collier
Teri L. Deuel
Margaret Marie Emrich
Kari A. Filipowicz
Inenyo Oluranti-Clara Francis
Caryn Louise Giltrud
Erin Elizabeth Hammes
Fiona Nzole Mbulle
Kerry Lynn McPherson
Sandra Stankeviciute
Tanya Swire

General Studies – Business Technology

Jeffrey A. Borakove
Nikki Lynn Corder
Evan Andrew Costello
Christine Walker
Psychology
Stephen D. Hepple

Social Sciences
Angela Beth Taube-Wise

Associate of Applied Science Degree

Early Childhood Education
Amy Elizabeth Van Sant

Associate of Applied Science Degree

Cardiovascular Technology
Cassandra B. Stephens

Computer Support Technology
Bryan L. Robinson
Matthew W. Shulse

Certificate of Proficiency

Cardiac Monitoring and Analysis
Annet Anita Mwalui

Graphic Design
Allison Lynette Davis

Licensed Practical Nursing
Candice Marie Arauzo
Patricia Nicole Balko
Christina Renee Boyd
Harriet Agyeiwaa Britwum
Bernette R. Brooks
Simone Monique Byrd
Nancy L. Cavallaro
Thandi L. Forbes
Tamelle Louise Hammond
Shontay Nicole Hayes

Renata F. James-Rollins
Angela V. Keyes
Tamiko Melody Leverette
Clarenth Junique Miles
Beatrice Ann Neitzey
Sandra Ann Nicholas
Solange A. Nju
Ijeoma U. Onukwugha
Australia Cheronetta Patterson
Barbara Ann Potter
Kathleen Elizabeth Reightler
Melissa Gwynne Shrader
Kelli B. Smith
Anne K. Weisweaver
Kimberly A. Wells

Network Security Administration
Peter F. Alexander
Martin K. Lee
15 - Paper for Print Shop Copiers

**Background:** Annually, the college spends approximately $60,000 on paper for printing. Wherever possible, the college procures paper from XPEDX, which is a supplier under Howard County Contract M3104. However, XPEDX does not supply a higher-grade paper required for the efficient operation of our high-speed digital OCE copiers. After testing several different paper brands, the print shop has determined that the *Navigator* brand paper works best with the OCE copiers, resulting in less waste due to paper misfeeds.

In July 2006, the college issued an invitation to solicit price quotes for the *Navigator* brand paper. The invitation to bid was published in the local paper and sent to six paper distributors. Only the Unisource Corporation responded. Unisource offers the following competitive pricing:

- **Navigator Brand Type 1:** $31 per carton
- **Navigator Brand Type 2:** $32.50 per carton

**Purpose:** To obtain approval to purchase copy paper from Unisource Corporation.

**Timeline:** The contract period is for one year with an option for two additional years.

**Recommendation:**

It is requested that the board of trustees approve:

**Amount:** $45,000 (annual expenditure)

**Vendor:** Unisource Corporation

**Source of funds:** FY07 Operating Budget with yearly board endorsement

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
16 – 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. All reclassifications that went into effect as of July 1, 2006, are part of the FY07 budget process.

**Purpose:** To approve new hires.

**Timeline:** New hires from the period of May 15, 2006, through September 18, 2006.

**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 FY07 budget as approved by the board at its August 23, 2006, 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.
<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>Executive Director of Capital Projects and Facilities</td>
<td>Plant Operations</td>
<td>Existing Position Replacement</td>
<td>17</td>
<td>$70,701-$113,121</td>
<td>$80,000</td>
<td>Nightingale, Charles</td>
<td>5/22/06</td>
</tr>
<tr>
<td>Inventory/Finance Coordinator</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>8</td>
<td>$32,333-$51,733</td>
<td>$35,000</td>
<td>Weems, Terry</td>
<td>5/15/06</td>
</tr>
<tr>
<td>Research Associate</td>
<td>Planning, Research &amp; Organizational</td>
<td>Existing Position Replacement</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$45,778</td>
<td>Mellies, Carie</td>
<td>6/05/06</td>
</tr>
<tr>
<td>Admissions &amp; Advising Information Specialist (Transfer Advising &amp; Articulation)</td>
<td>Admissions &amp; Advising</td>
<td>Existing Position Replacement</td>
<td>8</td>
<td>$32,333-$51,733</td>
<td>$32,333</td>
<td>Ryan, Kimberly</td>
<td>6/06/06</td>
</tr>
<tr>
<td>Sales Manager</td>
<td>Belmont Conference Center</td>
<td>Existing Position Replacement</td>
<td>10</td>
<td>$38,473-$61,556</td>
<td>$38,473*</td>
<td>Newhouse, Julie</td>
<td>7/01/06</td>
</tr>
<tr>
<td>Production Manager</td>
<td>Arts &amp; Humanities</td>
<td>Existing Position Replacement</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$50,000</td>
<td>Crawford, Brett</td>
<td>7/01/06</td>
</tr>
<tr>
<td>Basic Skills Data Entry &amp; Registration Assistant</td>
<td>Continuing Education</td>
<td>(Temporary with Benefits) New Position</td>
<td>6</td>
<td>$27,173-$43,477</td>
<td>$27,173</td>
<td>Swick, Rebecca</td>
<td>7/05/06</td>
</tr>
<tr>
<td>Continuing Education Assistant</td>
<td>Continuing Education</td>
<td>Existing Position Replacement</td>
<td>6</td>
<td>$27,173-$43,477</td>
<td>$27,173</td>
<td>Eichhorn, Ruth</td>
<td>7/17/06</td>
</tr>
<tr>
<td>Coordinator, Silas Craft Collegians Program</td>
<td>Academic Affairs</td>
<td>(Temporary with Benefits) Existing Position</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$45,778</td>
<td>Nada, Nuzhat</td>
<td>7/17/06</td>
</tr>
<tr>
<td>Materials Handling Clerk (20 hours)</td>
<td>Plant Operations</td>
<td>Existing Position Replacement</td>
<td>4</td>
<td>$24,367-$38,983</td>
<td>$12,183</td>
<td>Durham, Cermontine</td>
<td>7/24/06</td>
</tr>
<tr>
<td>Office Associate IV</td>
<td>Math &amp; Distancing Learning</td>
<td>Existing Position Replacement</td>
<td>6</td>
<td>$27,173-$43,477</td>
<td>$27,173</td>
<td>Beachum, Yvonne</td>
<td>7/31/06</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 Full Time, 10 month position.

Howard Community College
PROPOSED NEW HIRES
For August 2006 Board Meeting
# Howard Community College
## PROPOSED NEW HIRES
### For August 2006 Board Meeting

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

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

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

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

**5 Full Time, 10 month position**

### August 2006

<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>Wellness Coordinator</td>
<td>Student Life</td>
<td>New Position</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$43,000</td>
<td>Rupp, Tara</td>
<td>8/01/06</td>
</tr>
<tr>
<td>Continuing Education/Workforce Development Child Care Specialist</td>
<td>Continuing Education</td>
<td>New Position</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$31,745</td>
<td>Navarro, Kristen</td>
<td>8/01/06</td>
</tr>
<tr>
<td>Public Services Librarian/Assistant Director of the Library</td>
<td>Teaching &amp; Learning Services</td>
<td>Existing Position</td>
<td>13</td>
<td>$49,936-$79,897</td>
<td>$49,936</td>
<td>Krug, Amy</td>
<td>8/02/06</td>
</tr>
<tr>
<td>Assistant Professor, Art; Director, Art Gallery</td>
<td>Arts &amp; Humanities</td>
<td>New Position</td>
<td>Asst. Prof. (10 month)</td>
<td>$43,058-$61,844</td>
<td>$54,000</td>
<td>Bafford, Rebecca</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Instructor, Nursing</td>
<td>Health Science</td>
<td>Existing Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$55,530</td>
<td>Reynolds, Frances</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Assistant Professor, English</td>
<td>English/World Languages</td>
<td>New Position</td>
<td>Asst. Prof. (10 month)</td>
<td>$43,058-$61,844</td>
<td>$53,784</td>
<td>Conn, Alice</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Assistant Professor, Chemistry</td>
<td>Science &amp; Technology</td>
<td>New Position</td>
<td>Asst. Prof. (10 month)</td>
<td>$43,058-$61,844</td>
<td>$49,058</td>
<td>Morgan, Susan</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Instructor, Dance and Theatre; Coordinator of Dance</td>
<td>Arts &amp; Humanities</td>
<td>New Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$41,280</td>
<td>Male, Jennifer</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Assistant Professor, Accounting</td>
<td>Business &amp; Computers</td>
<td>Existing Position</td>
<td>Asst. Prof. (10 month)</td>
<td>$43,058-$61,844</td>
<td>$55,808</td>
<td>Vermeer, Beth</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Instructor, Mathematics</td>
<td>Mathematics</td>
<td>New Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$47,280</td>
<td>Torcaso, Caroline</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Instructor, Mathematics</td>
<td>Mathematics</td>
<td>New Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$41,178</td>
<td>O’Roark, Jeremy</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Instructor, English</td>
<td>English/World Languages</td>
<td>New Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$41,553</td>
<td>May, Ryna</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Assistant Professor, English</td>
<td>English/World Languages</td>
<td>New Position</td>
<td>Asst. Prof. (10 month)</td>
<td>$43,058-$61,844</td>
<td>$46,058</td>
<td>York, Aimee</td>
<td>8/07/06</td>
</tr>
<tr>
<td>Assistant Professor, English</td>
<td>English/World Languages</td>
<td>Existing Position</td>
<td>Asst. Prof. (10 month)</td>
<td>$43,058-$61,844</td>
<td>$47,766</td>
<td>Wood, Angela</td>
<td>8/07/06</td>
</tr>
<tr>
<td>ESL Instructor</td>
<td>Continuing Education</td>
<td>(Temporary with Benefits)</td>
<td>New Position</td>
<td>$41,967-$67,147</td>
<td>$35,376</td>
<td>French, Sandra</td>
<td>8/15/06</td>
</tr>
<tr>
<td>ESL Instructor</td>
<td>Continuing Education</td>
<td>(Temporary with Benefits)</td>
<td>New Position</td>
<td>$41,967-$67,147</td>
<td>$35,376</td>
<td>Leite, Katherine</td>
<td>8/15/06</td>
</tr>
<tr>
<td>Research Associate</td>
<td>Planning, Research &amp; Development</td>
<td>Existing Position</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$45,778</td>
<td>Srivastava, Nidhi</td>
<td>8/15/06</td>
</tr>
</tbody>
</table>
### August 2006 (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>ESL Instructor(^5)</td>
<td>Continuing Education</td>
<td>(Temporary with Benefits) New Position</td>
<td>11</td>
<td>$41,967-$67,147</td>
<td>$35,376</td>
<td>Stato, Joanne</td>
<td>8/15/06</td>
</tr>
<tr>
<td>Educational Technology/Computer Technician</td>
<td>Educational Technology</td>
<td>Existing Position</td>
<td>8</td>
<td>$32,333-$51,733</td>
<td>$32,333</td>
<td>Yerrid, Brandon</td>
<td>8/16/06</td>
</tr>
<tr>
<td>Personal Counselor (20 hours)</td>
<td>Counseling &amp; Career Service</td>
<td>(Temporary with Benefits) Existing Position</td>
<td>13</td>
<td>$49,936-$79,897</td>
<td>$26,632</td>
<td>Freedman, Rachel</td>
<td>8/28/06</td>
</tr>
<tr>
<td>Interim Instructor, Nursing*</td>
<td>Health Science</td>
<td>(Temporary with Benefits) New Position (10 month)</td>
<td></td>
<td>$39,030-$53,972</td>
<td>$24,000</td>
<td>Nichols, Ellen</td>
<td>8/07/06</td>
</tr>
</tbody>
</table>

\(^*\) Fall semester only

### September 2006

<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>Programmer/Analyst</td>
<td>Administrative Information System</td>
<td>Existing Position</td>
<td>11</td>
<td>$41,967-$67,147</td>
<td>$50,000</td>
<td>Egan, Carol(^4)</td>
<td>9/18/06</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.
17 – Grants and Scholarships

**Background:** The board of trustees’ policies gives the board 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.

**Purpose:** To obtain board of trustees’ approval for all grants and scholarships received from January through June 2006.

**Timeline:** January – June 2006

**Recommendation:**

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

**Amount:**
- Grants (Competitive Only): $530,806 (detail follows)
- Scholarships: $128,571.62 (detail follows)

**Compliance:** This request is in compliance with board policy: governance process – board’s role, #8.
## Competitive Grants Awarded - January 1, 2006 - June 30, 2006

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Grantor</th>
<th>Project Manager</th>
<th>Amount of Award</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Outside Scholarships</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>$12,726</td>
<td>1/1/2006</td>
<td>6/30/2006</td>
</tr>
<tr>
<td>Teach for the Health of It</td>
<td>Received in conjunction with Howard County General Hospital to fund the expansion of the nursing program including student scholarships and to send nursing faculty for necessary credentials.</td>
<td>Maryland State Department of Education</td>
<td>Sharon Pierce and Erin Yun</td>
<td>$23,790</td>
<td>1/1/2006</td>
<td>6/30/2006</td>
</tr>
<tr>
<td>Consolidated Adult Education and Literacy Services Continuation Grant</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>$36,434</td>
<td>1/1/2006</td>
<td>6/30/2006</td>
</tr>
<tr>
<td>Belmont Conference Center*</td>
<td>For the restoration of the Belmont Conference Center Barn</td>
<td>The Howard Heritage Fund at the Columbia Foundation</td>
<td>Anne Johnson</td>
<td>$1,000</td>
<td>1/1/2006</td>
<td>6/30/2006</td>
</tr>
<tr>
<td>Technology Assessment Program</td>
<td>To develop an experiential course on technology transfer as part of the Entrepreneur Studies degree program.</td>
<td>National Science Foundation</td>
<td>Ron Roberson and Victor Hess**</td>
<td>$230,418</td>
<td>2/1/2006</td>
<td>1/31/2007</td>
</tr>
<tr>
<td>Health Sciences Program</td>
<td>To expand or enhance RN, LPN, and EMT/Paramedic programs.</td>
<td>MHEC/Health Personnel Shortage Incentive Grant</td>
<td>Sharon Pierce</td>
<td>$8,038</td>
<td>2/1/2006</td>
<td>9/30/2006</td>
</tr>
<tr>
<td>Laurel College Center</td>
<td>For the renovation and expansion of laboratory space for nursing and allied health instruction.***</td>
<td>U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA)</td>
<td>Dan Friedman</td>
<td>$198,400</td>
<td>8/1/2005</td>
<td>6/30/2006</td>
</tr>
<tr>
<td>Radiologic Technology*</td>
<td>For start up costs or equipment purchase for a Rad Tech program; $40,000 total grant over two years</td>
<td>CareFirst Blue Cross Blue Shield</td>
<td>Sharon Pierce</td>
<td>$20,000</td>
<td>6/1/2006</td>
<td>5/31/2007</td>
</tr>
</tbody>
</table>

**Victor Hess is with the Howard County Economic Development Authority and is serving as a PI for this grant

**Awarded jointly to HCC and PGCC

* Funds granted to HCC Educational Foundation, Inc.

All other funds granted to HCC

<p>| Foundation Grants* | $21,000 |
| College Grants | $509,806 |
| <strong>TOTAL</strong> | <strong>$530,806</strong> |</p>
<table>
<thead>
<tr>
<th>Scholarship Endowment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002 Grand Prix Chair Scholarship</td>
<td>750.00</td>
</tr>
<tr>
<td>Thomas H. Akins/Gallerie Elan Endowment</td>
<td>687.00</td>
</tr>
<tr>
<td>Honeywell (Allied Signal) Endowment</td>
<td>1,165.00</td>
</tr>
<tr>
<td>Almira Hart Lincoln Phelps Endowment</td>
<td>431.00</td>
</tr>
<tr>
<td>Alva S. Baker, Jr. Endowment</td>
<td>1,384.00</td>
</tr>
<tr>
<td>American Business Women's Scholarship</td>
<td>250.00</td>
</tr>
<tr>
<td>Brasher Endowment</td>
<td>102.00</td>
</tr>
<tr>
<td>Carvell Photography Endowment</td>
<td>472.02</td>
</tr>
<tr>
<td>Citizen's National Bank Scholarship</td>
<td>2,599.99</td>
</tr>
<tr>
<td>Columbia Association Endowment</td>
<td>316.00</td>
</tr>
<tr>
<td>Columbia Patuxent Rotary Club Endowment</td>
<td>212.00</td>
</tr>
<tr>
<td>Dr. Delroy L. Cornick, Sr. Endowment</td>
<td>213.36</td>
</tr>
<tr>
<td>Delta Sigma Theta Scholarship Endowment</td>
<td>486.00</td>
</tr>
<tr>
<td>Directors Endowment</td>
<td>985.00</td>
</tr>
<tr>
<td>Edith and Roe Bunnill Endowment</td>
<td>236.00</td>
</tr>
<tr>
<td>Ellen M. Cherry-Delawder Memorial Scholarship Endowment</td>
<td>367.00</td>
</tr>
<tr>
<td>Ellicott City Kiwanis Club Endowment</td>
<td>426.00</td>
</tr>
<tr>
<td>Ellicott City Lions Club - Athletics</td>
<td>2,247.00</td>
</tr>
<tr>
<td>Ellicott City Lions Club - Business</td>
<td>8,594.36</td>
</tr>
<tr>
<td>Emerson and Celonia Walden Endowment</td>
<td>321.00</td>
</tr>
<tr>
<td>Eugene Weiss Endowment</td>
<td>352.00</td>
</tr>
<tr>
<td>Evelyn and J.P. Bolduc Scholarship Endowment</td>
<td>5,016.00</td>
</tr>
<tr>
<td>FACTS Tuition Scholarship</td>
<td>250.00</td>
</tr>
<tr>
<td>General Endowment</td>
<td>7,261.00</td>
</tr>
<tr>
<td>General Endowment - Credit Free</td>
<td>4,687.00</td>
</tr>
<tr>
<td>General Endowment - Includes Turkey Trip</td>
<td>4,520.00</td>
</tr>
<tr>
<td>Gerson L. and Frances P. Weinstein Endowment</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Grand Prix - Rouse Scholars</td>
<td>11,238.50</td>
</tr>
<tr>
<td>Grand Prix - Silas Craft Scholarship</td>
<td>11,752.00</td>
</tr>
<tr>
<td>Grand Prix - Credit Free</td>
<td>317.50</td>
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<td>Hallinan Nursing Scholarship</td>
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18 - Donor Signage for the Horowitz Visual and Performing Arts Center

**Background:** When the price for the Peter and Elizabeth Horowitz Visual and Performing Arts Center signage was determined as part of the Guaranteed Maximum Price (GMP), it was priced as regular signage similar to the signage in the English, languages, and business (ELB) building. However, because many of the spaces in the building were gifts from donors, the administration knew that additional signage would need to be specified that designated the donor and the room. After several meetings between the administration, the architects, and Riparius, the final signs were selected. The signs have a wood laminate backing and are 20” high and 14” wide. The plaque where the donor information is written is 10” high and 12” wide. The donor or benefactor information is on glass that is attached to the sign with a metallic backing. The base GMP had $26,175 for signage. However, with the special donor signs the total cost is $76,475 - an additional amount of $50,300. Additional funds were allocated at year end to cover this cost.

**Purpose:** To obtain approval for donor signage

**Location:** Peter and Elizabeth Horowitz Visual and Performing Arts Center

**Timeline:** The signage will be ordered as soon as possible.

**Specifications:** The signs have a wood laminate backing and are 20” high and 14” wide. The plaque where the donor information is written is 10” high and 12” wide. The donor or benefactor information is on glass which is attached to the sign with a metallic backing.

**Recommendation**

It is requested that the board of trustees approve the donor signage cost:

- **Amount:** $50,300
- **Vendor:** Riparius Construction, Inc.
- **Source of funds:** FY06 year end funds allocated to the Horowitz Visual and Performing Arts Center
- **Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.