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. Proposed New Hires
2. Landscaping Management Services Contract
3. Athletic Fields Management Service Contract
4. Athletic Fields Phase IV Change Order
5. Painting Services Contract
6. Plumbing Services Contract
7. HVAC Services Contract
8. Carpentry Services Contract
9. Technical Support Service Contract
10. Howard County Fleet Services
11. Housekeeping and Engineering Supplies
12. Athletic Trainer Contract
13. Project Access Bus Service Contract
14. Candidates for Commencement
15. Fiscal Year 2007 Faculty Promotions
16. Nursing Lab Instructional Supplies
17. Fiscal Year 2008 Library Expenditures
18. Administrative Software Service Agreement
19. Geese Population Control
1 – Proposed New Hires

**Background:** The following list 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 8, 2007, through March 28, 2007

**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 April 26, 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.
BUDGETED HIRES (Position Control Positions)

March 2007

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor, Nursing</td>
<td>Health Sciences</td>
<td>Existing Position Replacement</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$42,780</td>
<td>Pyuza, Rita</td>
<td>3/19/07</td>
</tr>
<tr>
<td>Inventory/Grants Coordinator</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$45,778</td>
<td>Zhang, Qingling</td>
<td>3/26/07</td>
</tr>
</tbody>
</table>

April 2007

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director of Scholarships</td>
<td>Financial Aid Services</td>
<td>New Position</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$56,000</td>
<td>Janiszewski, Marie</td>
<td>4/18/07</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 employment of the core workforce who successfully competed for a vacant position within the college.
2 – Landscaping Management Services Contract

Background: The current contract for the college’s landscaping maintenance services has reached the three-year maximum extension. The administration advertised an invitation to bid (ITB) on March 1, 2007. The low bid was submitted by Brickman (see table below).

In addition to the standard campus-wide maintenance contract, the college has spent close to $7,000 so far for services not part of the contract in FY07, i.e., tree and limb removal after storms, clearing of several areas, watering, planting of annuals and repair of irrigation equipment after the winter season. The administration is asking the board of trustees to consent that additional landscaping items like quad irrigation system repairs, cut and drop dead trees, as well as bush hogging, may be considered proprietary to the Brickman landscaping contract for FY08 instead of having to solicit three quotes for items that clearly pertain to landscaping, for a separate purchase order not to exceed $10,000.

Brickman has had the college’s landscaping management contract for the last three years and the administration is satisfied with the services.

Purpose: To obtain board approval for the landscaping contract

Location: Campus-wide

Timeline: July 1, 2007 – June 30, 2008

Specifications: Landscaping management services to include mow and trim turf (24), turf care applications (one), monitoring and treatment (five); edging (twelve); quad irrigation start-up (three), summer system check (three) and winterization (one); shrub pruning (four), fertilization (one), shrub bed weed control; spring clean-up; mulch application (once); leaf removal (three).

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brickman</td>
<td>62,642</td>
</tr>
<tr>
<td>Environmental Maintenance</td>
<td>141,278</td>
</tr>
<tr>
<td>GCA Services Group, Inc.</td>
<td>147,831</td>
</tr>
<tr>
<td>H.F.Huber and Son, Inc.</td>
<td>108,825</td>
</tr>
<tr>
<td>TrueGreen Land Care</td>
<td>69,652</td>
</tr>
<tr>
<td>ValleyCrest Landscape</td>
<td>70,531</td>
</tr>
</tbody>
</table>
Recommendation

The administration requests that the board of trustees approve:

**Amount:** $62,642 for the contract and miscellaneous items not to exceed $10,000

**Vendor:** Brickman

**Source of funds:** FY08 operating budget – plant operations account

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
3 – Athletic Fields Maintenance Services Contract

Background: The current contract for the college’s athletic management services contract has reached the three-year maximum extension. The administration advertised an invitation to bid (ITB) on March 1, 2007. The low bid was submitted by Brickman. (see table below)

Brickman has had the college’s athletic fields management contract for the last three years and the administration is satisfied with the services.

Purpose: To obtain board approval for athletic field maintenance contract

Location: Athletic fields area as delineated by fenced area

Timeline: July 1, 2007 – June 30, 2008

Specifications: Athletic fields management services for playable turf area includes: mow and trim turf; solid tine aeration and slicing aeration; fertilization; over-seeding; weed control; grub control; fungicide; nutrient test; topdressing; irrigation start-up, system check, winterization; spring clean-up; leaf removal

Athletic fields management services non-playable area: includes mow and trim; turf care application #1 & 2, monitor & treat, application #3; edging; spring clean-up; leaf removal

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Playable Turf Area</th>
<th>Non-playable Area</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brickman</td>
<td>67,974</td>
<td>4,518</td>
<td>72,492</td>
</tr>
<tr>
<td>ValleyCrest Landscape</td>
<td>61,759</td>
<td>17,624</td>
<td>79,383</td>
</tr>
<tr>
<td>TrueGreen Land Care</td>
<td>69,252</td>
<td>12,176</td>
<td>81,428</td>
</tr>
<tr>
<td>GCA Services Group, Inc.</td>
<td>98,686</td>
<td>16,644</td>
<td>115,330</td>
</tr>
<tr>
<td>Environmental Maintenance</td>
<td>99,635</td>
<td>31,550</td>
<td>131,185</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:
Amount: $72,492

Vendor: Brickman

Source of funds: FY08 operating budget – plant operations account

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
4 – Athletic Fields Phase IV, Change Order #1

**Background:** The administration had awarded the contract for the athletic fields phase IV as authorized by the board of trustees to Hudak’s Construction Services, Inc. for $774,000. The bid was based on contract drawings and specifications provided by Patten Harris Rust & Associates. During a subsequent site visit on March 27, 2007, it was discovered that the removal of a substantial amount of specimen trees in the stock pile area had not been included in the contract drawings. Hudak’s Construction Services, Inc. submitted a proposal for the additional services of $24,700. Even with this addition, Hudak’s Construction Services, Inc. is still the low bidder at a total of $798,700. The next low bidder, MRC Construction, Inc., had submitted a proposal of $848,700 without the additional tree removal.

**Purpose:** To obtain board approval for the administration to proceed with change order #1 for additional tree removal

**Location:** Athletic Fields

**Timeline:** January – June 2008

**Specifications:** Cutting down of trees, excavating stumps and roots, clearing surrounding brush, hauling trees, and chain-sawing trees into manageable portions to be offered as firewood

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $24,700

**Vendor:** Hudak’s Construction, Inc.

**Source of funds:** FY07 Capital Budget

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

Background: In order to expedite small renovation projects, the administration has executed contracts with certain trades. The painting services contract was one of the trades advertised via an invitation to bid (ITB) on a time and material markup basis in January of 2006. Polizos Painting, Inc. was awarded the contract by the board of trustees in March 2006 (see table below). The administration is satisfied with the services provided in FY07.

Purpose: To obtain board approval for extension of the painting services contract

Location: College-wide

Timeline: July 1, 2007 – June 30, 2008, with a year-by-year optional extension for a total of three years. This is the second year of the contract.

Specifications: Painting services for all college areas as needed

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Year</th>
<th>Supervisor</th>
<th>Journeyman</th>
<th>Apprentice</th>
<th>Material Markup %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polizos Painting, Inc.</td>
<td>1</td>
<td>20.00</td>
<td>15.00</td>
<td>12.50</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>22.00</td>
<td>17.00</td>
<td>12.50</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>24.00</td>
<td>19.00</td>
<td>16.50</td>
<td>17</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:

Amount: $22 per hour supervisor, $17 per hour journeyman, $12.50 per hour apprentice, 17% material markup, not to exceed $50,000

Vendor: Polizos Painting, Inc.

Source of funds: FY08 operating budget – plant operations account

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
6 – Plumbing Services Contract

**Background:** In order to expedite small renovation projects, the administration has executed contracts with certain trades. The plumbing services contract was one of the trades advertised via an invitation to bid (ITB) on a time and material markup basis in January of 2006. Emjay was the only company responding to the ITB for plumbing services (see table below for detail of bid). The administration is satisfied with the services provided in FY07.

**Purpose:** To obtain board approval for extension of a plumbing services contract

**Timeline:** July 1, 2007 – June 30, 2008, with a year-by-year optional extension for a total of three years. This is the second year of the contract.

**Specifications:** Plumbing services for all college areas as needed

**Bids:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Year</th>
<th>Supervisor</th>
<th>Journeyman</th>
<th>Apprentice</th>
<th>Material Markup %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emjay Engineering &amp; Construction Co.</td>
<td>1</td>
<td>44.75</td>
<td>42.78</td>
<td>29.05</td>
<td>11.5</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>46.32</td>
<td>44.28</td>
<td>30.07</td>
<td>11.5</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>47.94</td>
<td>45.83</td>
<td>31.12</td>
<td>11.5</td>
</tr>
</tbody>
</table>

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $46.32 per hour supervisor, $44.28 per hour journeyman, $30.07 per hour apprentice, 11.5% material markup, not to exceed $50,000

**Vendor:** Emjay Engineering & Construction Company, Inc.

**Source of funds:** FY08 plant operations operating budget

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

**Background:** In order to expedite small renovation projects, the administration has executed contracts with certain trades. The present HVAC services contract was one of the trades advertised via an invitation to bid (ITB) on a time and material markup basis in January of 2006. The board of trustees approved the contract with Emjay Engineering & Construction, Inc. in March 2006 (see table below for detail of bid). The administration is satisfied with the services provided in FY07.

**Purpose:** To obtain board approval for the extension of the HVAC services contract

**Timeline:** July 1, 2007 – June 30, 2008, with a year-by-year optional extension for a total of three years. This is the second year of the contract.

**Specifications:** HVAC services for all college areas as needed

**Bids:**

<table>
<thead>
<tr>
<th><strong>Company Name</strong></th>
<th>Year</th>
<th>Supervisor</th>
<th>Journeyman</th>
<th>Apprentice</th>
<th>Material Markup %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emjay Engineering &amp; Construction Company, Inc.</td>
<td>1</td>
<td>44.75</td>
<td>42.78</td>
<td>29.05</td>
<td>11.5</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>46.32</td>
<td>44.28</td>
<td>30.07</td>
<td>11.5</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>47.94</td>
<td>45.83</td>
<td>31.12</td>
<td>11.5</td>
</tr>
</tbody>
</table>

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $46.32 per hour supervisor, $44.28 per hour journeyman, $30.07 per hour apprentice, 11.5% material markup, not to exceed $50,000

**Vendor:** Emjay Engineering & Construction Company, Inc.

**Source of funds:** FY08 plant operations operating budget

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

Background: In order to expedite small renovation projects, the administration is proposing to execute contracts with certain trades. The carpentry services contract was one of the trades advertised via an invitation to bid (ITB) on a time and material markup basis in January of 2006. Colossal Contractors, Inc., Supreme Maintenance & Construction, Inc. and MACE Enterprises, Inc. were the three companies responding to the bid. Colossal Contractors, Inc. was the low bid and assigned for a project in the children’s learning center. However, the project was executed in such poor workmanship that college staff had to repair the work performed to make it acceptable. Additionally, Colossal was non-responsive to phone calls during and after the project. The administration then utilized the services of the second low bidder, Supreme Maintenance, Inc., for any projects following. The administration is satisfied with the workmanship of Supreme Maintenance, Inc.

Based on the administration’s analysis, it is requested that Supreme Maintenance, Inc., having submitted the second lowest bid in FY07, be awarded the services contract for the FY08 budget year, with a year-by-year optional extension for a total of three years. This is the second year of the contract.

Purpose: To obtain board approval of a carpentry services contract

Location: College-wide

Timeline: July 1, 2007 – June 30, 2008

Specifications: Carpentry services for all college areas as needed

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Year</th>
<th>Supervisor</th>
<th>Journeyman</th>
<th>Apprentice</th>
<th>Material Markup %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supreme Maintenance</td>
<td>1</td>
<td>45.00</td>
<td>40.00</td>
<td>38.00</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>47.25</td>
<td>42.00</td>
<td>39.00</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>49.50</td>
<td>44.10</td>
<td>41.90</td>
<td>20</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:
Amount: $47.25 per hour supervisor, $42.00 per hour journeyman, $39.90 per hour apprentice, 20% material markup, not to exceed $75,000

Vendor: Supreme Maintenance, Inc.

Source of funds: FY08 operating budget – plant operations account

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
9 – Technical Support Service Contract

**Background:** Siemens Building Technologies, Landis Division, is the only provider for extensions, upgrades, or additions to the campus-wide technical support system since all the command and control devices are from their factory branch, making them a sole source. Siemens Building Technologies sole sourcing has been done at the federal, state, and county level at the following local institutions:

- The Community College of Baltimore County – Catonsville Campus
- The Community College of Baltimore County – Dundalk Campus
- The Community College of Baltimore County – Essex Campus
- Harford Community College
- Anne Arundel Community College
- Prince George’s Community college
- Baltimore County Public Schools
- Carroll County Public Schools
- Harford County Public Schools
- BWI Airport
- University of Maryland – College Park
- University of Maryland – Baltimore
- Maryland Correctional Institute for Women

The FY07 sole source technical support service contract with Siemens Building Technologies, Landis Division was for $46,818. In FY08 the cost of this contract will increase to $47,994 due to the Horowitz Visual and Performing Arts Center being added to the preventive maintenance program for the entire year. The administration is satisfied with the services and recommends the approval of the contract for the second year (see table below).

<table>
<thead>
<tr>
<th>Year</th>
<th>Duration</th>
<th>Price Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>7/1/2006 - 6/30/2007</td>
<td>$46,828</td>
</tr>
<tr>
<td>2**</td>
<td>7/1/2007 – 6/30/2008</td>
<td>$47,994</td>
</tr>
<tr>
<td>3***</td>
<td>7/1/2008 – 6/30/2009</td>
<td>$48,978</td>
</tr>
<tr>
<td>4***</td>
<td>7/1/2009 – 6/30/2010</td>
<td>$50,450</td>
</tr>
</tbody>
</table>

* Included the HVPA building from 9/06 – 6/7/07
** Includes the HVPA for the entire year
*** Excludes the student services building which is covered under a contract that is part of the construction contract
Purpose: To obtain board approval for renewal of the technical support sole source service contract

Location: College-wide (main campus only)

Timeline: July 1, 2007 – June 30, 2008

Recommendation

The administration requests that the board of trustees approve:

Amount: $ 47,994

Vendor: Siemens Building Technologies, Landis Division

Source of funds: FY08 Operating Budget

Compliance: This request is in compliance with college policy, Purchasing – 62.05.01.
10 – Howard County Fleet Services

**Background:** The college uses the Howard County Fleet Services for servicing and fueling of all vehicles used by plant operations, security services, athletic and fitness center, and Belmont. The college’s original budget for FY07 was not expected to exceed $13,130. The truck at Belmont was involved in an accident, which required extensive repairs. In addition, the cost of gas has gone up. The original blanket purchase order had to be increased to cover the cost of vehicle repair and gas, bringing the total to $24,967. With increased gas prices, the average expenditure per month is now running $3,000. This item is to request board approval to increase the blanket purchase order to $34,000 to cover the remainder of fiscal year 2007.

**Purpose:** To obtain board approval for the increase of the budgeted amount to $34,000 for fleet services

**Timeline:** July 1, 2006 – June 30, 2007

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** Increase to $34,000

**Vendor:** Director of Finance, Howard County Fleet Services

**Source of funds:** FY07 plant operations operating budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
11 – Housekeeping and Engineering Supplies

Background: At this time, the administration is participating in the National Joint Power Alliance (NJPA), which cooperatively serves all qualifying municipalities and educational agencies in the United States and Canada. Through the combined leverage the NJPA purchasing contracts are competitively bid on the potential national volume. The NJPA is guided by the Uniform Municipal Contracting Law. It is anticipated that the college will spend $65,000 in FY08 for housekeeping supplies and $30,000 for engineering supplies. W.W. Grainger has the contract with NJPA for such supplies. The administration proposes to piggyback on the NJPA contract with W.W. Grainger for FY08 for engineering and housekeeping supplies and for the remainder of FY07. Therefore, the administration requests not just the approval by the board of trustees for the piggyback in FY08 but also for an increase to the present W.W. Grainger supply blanket purchase order from $14,000 to $41,000 to cover purchasing of housekeeping and engineering supplies for the remainder of FY07.

Purpose: To obtain board of trustees approval to piggyback on the NJPA contract for FY08 and to increase the FY07 purchase order

Location: College-wide

Timeline: July 1, 2007 – June 30, 2008

Recommendation

The administration requests that the board of trustees approve:

Amount: Estimated expenditures:
$65,000 for housekeeping plus
$30,000 for engineering supplies for FY08 and
increase of purchase order to $41,000 for FY07

Vendor: W.W. Grainger

Source of funds: Plant operations budget, FY07 and FY08

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01
12 – Athletic Trainer Contract

Background: The following item is a proposed contract extension to cover the costs associated with providing an athletic trainer at all home contests and team practices per the bylaws of the Maryland Junior Conference (MDJUCO) of which Howard Community College (HCC) is a participating member. To address the safety and liability concerns for all participating student athletes, the trainer should also be available for practices throughout the year. HCC has the opportunity to partner once again with MedStar Health Organization, which is willing to provide HCC with a certified athletic trainer. MedStar would pay the benefits and continued educational training of the athletic trainer in exchange for HCC paying an hourly wage.

Purpose: To allow HCC’s athletic department to enter into a renewal of this contract to partner with the MedStar Health Organization for the use of a certified athletic trainer during the school year for practices, games, and camps. (Camps will be a separate contract.)

Timeline: August 1, 2007 - May 31, 2008

Specifications: The total cost for the trainer is $37,570 and shall be paid hourly at $23.81 per hour for 37.5 hours per week for the specified time frame. Payment will be in ten equal installments of $3,757 on the first of each month (adjusted for actual hours worked).

Bids: HCC will utilize Community College of Baltimore County - Catonsville Bid #041504A, dated 3/25/2004, which is a one-year contract, with one-year renewable options, which allows other local community colleges to use its purchase orders/bids.

Recommendation

The administration requests that the board of trustees approve:

Amount: $37,570

Vendor: MedStar Health Organization

Source of funds: Funds to cover the hourly wages will come from two athletic administration sources – from the student fees account ($34,570) and the sport program account ($3,000.00)

Compliance: This request is in compliance with college procedure Purchasing-62.05.01
13 – Project Access Bus Service Contract

Background: Howard Community College (HCC) solicited three-year bids for bus service for its Project Access summer institute program in 2005. The board of trustees approved the current Project Access summer institute bus service contract to Jubb’s Bus Service for FY06 on May 25, 2005, for $20,000. This contract has an option to extend for two one-year periods (FY07 and FY08). The bus service transports students in Howard County to and from the Project Access summer institute, held at HCC. In addition, the buses take the students on three weekly field trips to local four-year colleges.

Due to increased gas prices, in 2006 Jubb’s Bus Service requested an increase of $1,050 for field trips. This increase was approved by the board. The cost for FY08 will remain constant at $21,050. The college is satisfied with the services provided by Jubb’s and would like to renew the contract for FY08.

Purpose: To obtain board approval for a bus service contract

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

Timeline: July 9 – August 2, 2007 (FY08)

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

Bids: Not applicable. This item is a renewal of a contract that was previously bid in FY06 and approved by the board.

Recommendation

The administration requests that the board of trustees approve:

Amount: $20,000 for transportation plus $1,050 to cover gas increases

Vendor: Jubb’s Bus Service
Source of funds: Funds to cover the costs of the bus service will come from the college’s operating budget and student fees for the program.

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

**Background:** The following is a list of proposed candidates for graduation, who are being cleared by the Office of Records and Registration. The attached list of 309 graduates will be reviewed and approved prior to the conferring of these degrees and certificates.

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

**Timeline:** Commencement – May 18, 2007

**Recommendation**

It is requested that the board of trustees approve the list of proposed graduates for May 2007 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.
Howard Community College
Graduation Candidates-May 2007
Associate of Arts

Arts and Sciences-Anthropology
Ashley L. Walther

Arts and Sciences-Art
Bryan A. Sirotkin

Arts and Sciences-Art-Photography
Claire Emilese Brown

Arts and Sciences-Art-Video/Multimedia Design
Francisco Adolfo Orellana

Arts and Sciences-Athletic Training
Brendan Alan O'Donnell

Arts and Sciences-Criminal Justice
Nina N. Gilmore-Smith
Rocio Irene Toledo
Kristy Marie Wilson

Arts and Sciences-Dance Performance
Heather Diane Dixon

Arts and Sciences-English
Lauren Meredith Bauman
Carol A. Blattau
Kristina Jean Shinn
Danielle L. Skinner
Noah Rennell Schoch Smith
Michael Craig Williams, Jr.
Alison Patricia Zahn

Arts and Sciences-Exercise Science
Justin Michael Mabe

Arts and Sciences-Health & Fitness Education
Frances Terry Meyerson
Colleen C. Rolla

Arts and Sciences-Health Education
Crystal Lee Tyree

Arts and Sciences-Human Services-Developmental Disabilities
Debra Baughn Stanley

Arts and Sciences-Human Services-Mental Health
Marie Dominique Gibson

Arts and Sciences-Interdisciplinary Studies-Women's Studies
Teresa Bass Foster

Arts and Sciences-Interior Design
James Sheridan Goldsmith
Kristina M. Russell

Arts and Sciences-Journalism
Geoffrey Nicholas Gautieri

Arts and Sciences-Laboratory Science/Biotechnology
Trisha D. Rice

Arts and Sciences-Liberal Arts
Nicole Deneene Hines
Mi K. Kim
Stephanie Anne Maselko
John Min Wilkie

Arts and Sciences-Life Sciences
Joshua Allan Johnson

Arts and Sciences- Mass Media Design and Production-Multimedia Design
Brendan Stephen Huza

Arts and Sciences- Mass Media Design and Production-Television Production
Gregory Tyler Almond

Arts and Sciences- Mass Media Design and Production-Web Design
Cynthia Marie Gage
Flavia Leal Oleniewski

Arts and Sciences-Mathematics
Paul B. Bikoi
Molly Kathryn Lamb

Arts and Sciences-Music
Patrick A. Kelser
Keith S. Northover
Arts and Sciences-Music Therapy
Patrick Jon Henry

Arts and Sciences-Pre-Dentistry
Andrew Injae Park

Arts and Sciences-Pre-Medical Technology
Bo Lam An

Arts and Sciences-Pre-Optometry
Rachna H. Pancholi
Michele Thien Nga Phan

Arts and Sciences-Pre-Pharmacy
Mobolaji Adeola
Bo Lam An
Jee Young Choi
Charity Danquah
Desiree Michelle Kelly
David Nkuidjeu
Janet Elaine Shaw
Pomi Shin
Loi Tran

Arts and Sciences-Psychology
Jessica Lynn DiBenedetto
Amanda C. Weir

Arts and Sciences-Social Sciences
Douglas Charles Arseneault

Business Administration-Accounting, Business Administration, Fashion Merchandising
Mahmoud Adnan Abouelrous
Yasmeen Bano
Kari Ann Barrack
Cheria LaVonne Blomme
Brandon Kevin Broderick
Amy E. Brown
Priscilla R. Carneiro
Marc Wayne Clay, Jr.
Daniel A. Edlow
Curtis Victor Faustin
James Christopher Fox
Dennis Golubinko
Mark James Gradvahil
Taryn Lee Gray
Rebecca Nicole Harden
Nancy K. Kablaoui
Jin Hee Kim
Lorenzo Leon
Richard B. McGinnis
Kelly Nicole McKay
David Andrew McMahon
Robert W. Morris
Rieka Naomi Plugge
Nicholas Ryan Price
Yekaterina Vadimovna Radchenko
David Joseph Scallion
Rahul Sharma
Stephen Thomas Shurgalla
Nancy Rebecca Stevens
Jason George Tucker
Lauren E. Tutko
Christopher D. Warner
Michael Craig Williams
Virgil Lee Williams
Jennifer Lynne Wyant

Business Administration-Information Systems Management
Alanna Mo Bradley
John Emil Rokos

Business Administration-International Business
Tamara Sonja Broghammer
Jeong H. Kim

Computer Science
Mario G. Fusco
Brent Don Simon

Engineering
Nathaniel P.E. Niles
Caroline Esther Scheck

General Studies
Junaid H. Ali
Evelyn S. Barrenechea
Douglas Scott Beers
Melanie A. Beers
Lindsay Anne Behringer
Melissa Marie Brown
Christopher Patrick Crowe
Erin Diane Earles
Antoinette Lavonne Edwards
Benjamin Nathan Engelberg
Elizabeth Anne Fanske
Christy Anne Farrell
Faith Victoria Happel
Babojide O. Igun
Julia Bih Igwacho
Michel A. Jepsen
Jeronimo Miquel Jimenez
Elizabeth Ann Kudirka
Shakoo Sandju Lanz
Ms. Ashley N. Leakan
Biljana Maletic
Rachel Lee Marlow
Megan McCormack
Patricia Lea O’Rafferty
David Wayne Redfern, Jr.
Alexandra Lee Hamel Sekscenski
General Studies-Business/Technology Emphasis
Christopher J. Basso
Katherine S. Brandenburg
Adam Thomas Brasso
Jason Michael Carey
Marcos A. Castillo, Jr.
Megan R. Eskey
Rachel Espinoza
John Gonzales
Keshia J. Henderson
Kyler Marc Hutz
JooJin Kim
Jamie Elizabeth Knight
Justin M. Smith
Samantha Mae Smith
Daniel Michael Snell
Mr. Chang Kun Song
Jonathan M. Stahl
Elaine Marie Vandenburgh
Lindsay Darlene Verville
Christine Walker
Giovonni Nicole Walker
KeWei Xu

General Studies-Science Emphasis
Amanda Christine Barnett
Sarah Renee Bennett
Raenel S. Cotton
Charlene Luvon Evans-Smith
Chad Robert Finneran
Mandy Holt Forrest
Kanchan Gurung
Courtney A. Hyatte
Stephen Michael Jacobsen
Jae Han Kim
Ashley Lynn Lorusso
Jennifer Lynn Mayer
Kelly Kelly McGivern
David Nkuidjieu
Emily Rose Sherwood
Eileen E. Wagner

Information Technology-Internet Technologies
Debra J. Simpson-Beckman

Information Technology-Internet Technologies-Web Developer
Bhavin Patel
Kristin L. Rutkowski

Information Technology-PC/Network Hardware/iNet
Gregory Gooden
Klodian Ilia Vasho

Information Technology-Programming
Drew B. Lytle

Information Technology-Web Design
Gregg Alan Friedman

Nursing
Mahsa Akhlaghi
Olanike Akindele
Autumn B. Ambrose
Rachel Allison Angeline
Patricia Nicole Ballo
Penelope Winter Beatty
Tereza Girma Berhane
Damesia Booze
Asher Anne Borradaile
Carol L. Brandow
Krystal C.D.S. Brock
Kenyatta Adams Cline
Patricia A. Fato
Jennifer Anne Fields
Thandi Latoya Forbes
Elizabeth Ann Gerst
Julie Ann Glover
Jennifer Nicole Hammond
Pamela Smith Humeston
Marie Abvez Ilamni
Priscilla O. Izuchukwu
Ms. Sara A. Joh
Eun-Young Jun
Lucretia Ukarapo Kamukuenjandje
Diana K. Karl
Catherine Janine Kirchner
Sheena HaeYong Kwon
Katherine O. Lee-Wisdom
Amanda Jeanne Leise
Adrienne R. Mabee
Kristen M. Mackin
Katarzyna Salomea Malas
Margaret Elizabeth McChesney
Kelly R. McConnell
Beatrice Bih Muma
Joseph A. Musico
Aderonke Oladunni Oluseye
Austrania Cheronetta Patterson
Kristen Anne Phillips
Barbara Ann Potter
Kathleen Elizabeth Reightler
Christina M. Reilly
Rozmin Ikbal Shaikh
Michelle M. Sittig
Kristin Rae Slavotinek
Channon R. Snider
Liam Andrew St. John
Carole A. Taylor
Jennifer Michelle Terzi
Roxana Antoinette Thorpe
Hiwot D. Tilahun
Maria S. Tkaczuk
Serena C. Tolson
Ayaba P. Tossah-Accolley
Kimberly Ann Wilmer
Marci La-Nee’ Young

Teacher Education-Early Childhood Education
Melanie Naoe Britton

Associate of Applied Science
Saba Wondifraw

Biomedical Engineering
Steve Baron
Paolo Cruz
Rotimi Onaghise
Craig David Thomas

Business Management
David J. Jaffa
David C. Turnbull

Business Management-Hospitality Management
Bola Babarinsa
Cielle E. Barrett-Ray
Lori Ann Paddy

Cardiovascular Technology-Invasive Technologist
Eva Ahmed
Jennifer Lynn Borosky
Darrell E. Johnson
Amy Marie Leimbach
Susan Areil Weber

Culinary Management
Nona Turner

Electronics Technology-Wireless Communications Technology
John S. Sison

Emergency Medical Technician/Paramedic
Liza L. Naipaul

Health Care for the Professional-Massage Therapy
Dawn Michele Meushaw

Associate of Arts in Teaching

Teacher Education-Secondary Education
Alejandra Gonzales Conte
Michelle L. Moholt

Teacher Education-Early Childhood Education
Kristina E. Marr

Teacher Education-Elementary Education
Deborah Brozyna
Shanise LaNette Clark
Katie Shearer Deam
Lauren Thomas Geatz
Whitney Louise Nordeen
Michelle Irene Rotolo
Brittney Nicole Smith
Advanced Certificate
Cardiovascular Technology-Advanced Cardiovascular Imaging & Interventional Therapies
Nina Nicole Landers
Amy Marie Leimbach

Certificate Proficiency
Biomedical Engineering-Biomedical Engineer Field Technician
Paolo Cruz                  Craig David Thomas
Rotimi Onaghise

Biomedical Engineering-Biomedical Engineer Specialist
Paolo Cruz

Business Management-Financial Planning
Priscilla R. Carneiro

Cardiovascular Technology-Accelerated Cardiovascular Program for Hospital Trainees
Chikezie Justin Adimonye Lynda Kaye Jones
Rhoda S. Bailey Olamigoke Tim Olowosuko
LaTarsha L. Barnes Adrienne Lynette Poindexter
Ayisha Renee' Davage Charlette N. Southerland
Nicole Antoinette Hinson Earl Tarpley
Jennifer R. Hollis Eric C. Young

Cardiovascular Technology-Cardiac Monitoring and Analysis
Eva Ahmed Meghan Michelle Penyak

Culinary Management
Nona Turner

Early Childhood Development
Javonne S. Greene

Electronics Technology
Andrew Christopher Czajkowski

Electronics Technology-Telecommunications Technology
Andrew Christopher Czajkowski

Graphic Design
Sarah Grace Tanner

Office Technology-Medical Transcriptionist
Nancy LePage Brightbill Karen Bernadette McCue

Web Developer
Tracy Marie Paicos
15 – Fiscal Year 2007 Faculty Promotions

Background: The college provides 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
- educational qualifications

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.

Purpose: To obtain board approval for faculty promotions

Timeline: Faculty promotions are reviewed and recommended to the board of trustees in April for the following fiscal year

Recommendation

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

1. Jessica DiPalma to Assistant Professor, Nursing
2. David Karn to Assistant Professor, Business and Management
3. Ann Repka to Assistant Professor, Biology
4. John Esenwa to Associate Professor, Mathematics
5. Janene Starr to Associate Professor, Photography
6. Russell Baker to Professor, Mathematics
7. Stephen Horvath to Professor, English
8. Beverly Lang to Professor, Nursing
9. Patrick O’Guinn to Professor, Criminal Justice and Business Law
ASSISTANT PROFESSOR

Jessica DiPalma
As Nursing Skills Curriculum Coordinator, Jessica has provided outstanding leadership for the skills component of the nursing program during a period of continued growth, revision, and change. She has updated all skills lab criteria for traditional, accelerated and mid-year program options. Jessica assisted the lab manager in planning and scheduling frontloading of skills for all courses. Jessica participated in planning the renovation of N-228 and N-206 and upcoming renovations. She provided leadership and worked closely with the Nursing and Allied Health Lab Manager to identify minimum competencies for skills evaluation to facilitate consistency, and to organize and present skills workshops for faculty and preceptors. Jessica is active in the statewide SimMan users groups and is able to make recommendations regarding the use of simulation in the curriculum and system upgrades. As part of her promotion project, she has focused on continuous quality improvement of the Logic eXtension Resources Nursing Test Bank and the promotion of clinical judgment through the advancement of critical thinking using her expertise in critical care and pharmacology.

David Karn
David Karn has developed two new courses, Business Ethics and an innovative Ebay® course, and completely revised two others. Business Ethics involved the use of software to provide simulations and scenarios for classroom learning. The Ebay® course required the integration of technology, real-time activity, and the resolution of issues related to selling in a teaching environment. David has created an “Apprentice” competition in his business classes to facilitate engagement and a real world atmosphere. In addition, he has worked on an Introduction to Business outcomes assessment project and a division marketing committee. David has created the HCC Chapter of the Alpha Beta Gamma Honor Society for business students and inducted the first students during this spring semester.

Ann Repka
Ann Repka has a talent for helping students to realize the importance of the subject of biology to their lives. She has developed two laboratory manuals—one for Anatomy and Physiology I and the other for Anatomy and Physiology II. She has also developed PowerPoint presentations for each of the twelve laboratory exercises in Anatomy and Physiology I to be used by all lab instructors. Her student evaluations have been consistently strong over the past three years. Ann attended the National Human Anatomy and Physiology in Austin, Texas in 2006 and presented data from her Anatomy and Physiology outcomes assessment project.

ASSOCIATE PROFESSOR

John Esenwa
As part of an initiative to extend computer-based instruction through the upper levels of developmental mathematics, John Esenwa compared the strengths and weaknesses of other computer-based systems to ModuMath, the system currently in use. John began the project by leading the division in a review of textbooks and software packages.
After making a decision about the software, the rest of John’s time was spent revising the developmental mathematics program to incorporate the computer-based system. This revision included leading the division in a discussion of essential objectives for the course work, the reorganization of units, and the development of new sets of unit exams. John then tracked the success of students through subsequent math courses. In his role as course coordinator for the computer-based sections of MATH-064/065/067, John provided teacher training and support for ModuMath instructors and monitored factors that might potentially affect student success in the program.

Janene Starr
Janene Starr’s promotion project had three strands: new facility design, curricular enhancement, and outcomes assessment. Jan designed the layout of the new photography center, which includes a classroom and photo finish area, a film development area, a lighting studio, a black and white darkroom, and a color darkroom. She met regularly with the architects, designers, building supervisors, electricians, and plumbers. She researched all of the equipment needed for the facility, collected cut sheets for each piece of equipment, and worked with a local company to assure that each item was available and ready to order. Jan redesigned the photography associate’s degree option and created a new certificate program, including a redesign of the digital photography sequence and the History of Photography course, a new Studio Lighting course, a new Photography Appreciation course, and a new Photojournalism course. For the assessment portion of her project, Jan incorporated a final portfolio evaluation into each photography course that is a prerequisite for another course. In a curriculum guide for these courses, she has identified the key concepts that students need to master for success in the next level.

PROFESSOR

Russell Baker
Russell Baker’s project focused on identifying and implementing success and retention strategies for the developmental mathematics program. The project focused on two groups of at-risk students—third-time repeaters and students enrolled in MATH-064: Integrated Algebra and Geometry 1. Russ developed a survey that was administered to 2,277 students to assess students’ perceived reasons for failure and success. Based on the results of the survey, Russ piloted a series of classroom experiments with MATH-064 students and then with MATH-067 students to evaluate which strategies provided the correct balance of effectiveness, ability to be implemented without a negative impact on course content time, and the ability to train adjunct faculty in a reasonable amount of time. As a result, Russ rewrote the MATH-064 and, ultimately, the MATH-067 packets to include learning strategies along with the mathematics content. He provided training sessions for the adjunct faculty before the semester and support during the semester. To facilitate his project, Russ took two graduate courses in instructional systems design at UMBC. Related to his project, he helped create the reporting system for the third-time repeaters that connected the tutors to the instructors; monitored the connection between students, instructors and tutors; and tracked the students to assure that they got connected to tutoring.
Stephen Horvath
Stephen Horvath’s promotion project consisted of three strands: 1) the revitalization of the Phi Theta Kappa honor society, 2) information literacy, and 3) knowledge management. Under Steve’s direction and with the help and support of the other Phi Theta Kappa advisors, Howard Community College has raised the profile of PTK so that it once again has an active chapter with officers, regular meetings, an induction ceremony, and co-curricular activities. The Information Literacy Workgroup researched and identified a set of outcomes to serve as both agreed-upon standards within the institution and standards to be utilized as part of the next Middle States Commission re-accreditation process. Knowledge management principles were applied to processes in the academic area to help improve efficiency and enhance effective communications. As a result, paper-intensive and time-intensive processes, like the review of Level 4 nominations, have been streamlined and moved toward a paperless environment.

Beverly Lang
Beverly Lang analyzed the National Council State Boards of Nursing (NCSBN) Test Plan for Nurse Licensure and the Nursing Education Program test banks to determine the level of HCC’s adherence to the coding standards for individual questions in its test banks. She then facilitated the appropriate coding of test bank items by developing and delivering faculty development seminars to instruct new and returning full- and part-time faculty on the NCSBN Test Plan, on writing analysis level test questions, and on categorizing the questions according to: a) Nursing Process, b) NCSBN Test Plan, and c) Bloom’s Taxonomy. Beverly has also acted as facilitator and mentor to faculty needing further assistance and guidance in this process and as a reviewer and editor of test questions. In addition, Beverly reviewed and revised the Nursing Education Program Test Bank for NURS-130 and NURS-132 and developed a course-testing template for these two major courses that reflect the standards of the NCSBN.

Patrick O’Guinn
Patrick O’Guinn has worked on several different initiatives related to criminal justice over the years of his promotion project. He investigated the feasibility of a dedicated lab for the teaching of criminal justice. He worked on a project that collected diversity data about local law enforcement and proposed a Spanish section of the introductory criminal justice course or a Spanish course with a criminal justice theme. The initiative that has had the greatest impact is the development of the Computer Forensics program option. This leading edge program required Patrick and co-developer Vini Nithianandam to attend at least six out-of-state intensive training workshops and necessitated the research and implementation of new technology and the development of four new computer forensics courses, including lab manuals. In addition to being an option under Criminal Justice, this year Computer Forensics is also being added as an option under the Information Technology program.
16 – Nursing Lab Instructional Supplies

**Background:** The nursing department has been using Physician’s Sales and Service (PSS) to supply its nursing lab with instructional supplies for the last 10 years. They are a local company, with competitive prices that delivers within 2 days for free. The department orders about 150 different items from PSS in different combinations for each purchase requisition, from gauze to clamps. The nursing department has spent an average of $15,000 to $20,000 with PSS over the course of a typical year. Individual orders placed range from as little as $150 up to $1,000. Enrollments in HCC’s Nursing programs have nearly tripled over the past 3 years, and prices have also increased. To date in 2007, the nursing department has spent $21,200. Since it appears that expenditures may exceed $25,000 this fiscal year, the department is requesting permission to extend the blanket purchase order with Physician’s Sales and Services to $35,000 to insure that there is no disruption in supplies to nursing courses in the spring 2007 semester. The nursing department will complete a bid process for FY08 supplies before the beginning of the fall 2007 semester.

**Purpose:** To increase the blanket purchase order with PSS

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

**Timeline:** Remainder of spring 2007 semester

**Recommendation**

The administration requests that the board of trustees approve an increase in the blanket purchase order for the spring 2007 semester to allow the nursing department time to prepare a bid for FY08.

**Amount:** $35,000

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

**Source of funds:** Nursing budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
17 – Fiscal Year 2008 Library Expenditures

Background: The HCC library purchases materials, such as database subscriptions, cataloging services, and online and text resources from the following sole source vendors:

- **OCLC/CAPCON.** OCLC/CAPCON is a non-profit library consortium that provides numerous products and services, including training and professional education workshops, cataloging and interlibrary loan services, as well as multiple consortia-priced online subscriptions such as LexisNexis and the Oxford English Dictionary.
- **Gale/Thomson.** Gale Thomson is a major reference publisher that provides various scholarly reference materials in print and electronic format that are unavailable in comparable form elsewhere.
- **Baker & Taylor.** Baker & Taylor is a book jobber that provides discounted prices on books and audiovisual materials, cataloging services, an online title source program, standing orders and leased popular reading titles.

Purpose: To request board approval for purchasing library materials

Timeline: FY08

Specifications: Appropriate scholarly reference materials for students and faculty as well as cataloging services for staff

Recommendation

The administration requests that the board of trustees approve:

**Amounts:**
- OCLC/CAPCON $35,000
- Gale/Thomson $120,000
- Baker & Taylor $35,000

**Source of funds:** FY08 library operating budget

**Compliance:** This request is in compliance with college procedure, Purchasing—62.05.01.
18 – Administrative Software Service Agreement

**Background:** HCC uses Datatel’s administrative software to support business processes and services. The administrative software has an integrated database and application modules that assist with electronic processing of student enrollment requirements, student records, finance transactions, payroll, facilities scheduling, reporting, and human resource administration. The college has an extended service agreement, which is renewed annually with Datatel to support its products. The contract covers annual software license renewal fees, maintenance services, and upgrades. The college also prepays consulting, training, and custom programming service credits to the company, which is estimated from previous years’ expenditures. The administrative software is supported by the administrative information systems department, which provides project assistance, staff training, operational integrity, and technical support.

**Purpose:** To obtain board approval to renew the software service agreement

**Timeline:** Service contract July 1, 2007 – June 30, 2008

**Specifications:** License renewal and service contract

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $265,060

**Vendor:** Datatel Incorporated

**Source of funds:** Funding for the contract is within the FY08 operating budget for the administrative information system department cost center

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

**Background:** The present geese population represented severe difficulty for the maintenance of the athletic fields and track area. Together with the Soccer Association of Columbia, the college decided to hire Geese Police, Inc., which uses highly trained dogs to reduce the geese population. The administration has already observed a remarkable reduction in the geese population since the introduction of the Geese Police, Inc. services in March 2007, as well as improvements in the athletic fields and campus grounds. The monthly cost of the service contract is $1,500 for a total of $18,000 per year. Geese Police is a sole source vendor.

**Purpose:** To obtain board of trustees approval for a geese population control contract

**Location:** College-wide (main campus only).

**Timeline:** July 1, 2007 – June 30, 2008

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $ 18,000

**Vendor:** Geese Police of Maryland, Inc.

**Source of funds:** FY08 Operating Budget and Soccer Association of Columbia

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