

State Of Maryland

2019 Bond Initiative Fact Sheet

1. Name Of Project		
Garrett College Document Management System		
2. Senate Sponsor	3. House Sponsor	
Edwards	Garrett County Delegation	
4. Jurisdiction (County or Baltimore City)	5. Requested Amount	
Garrett County	\$60,000	
6. Purpose of Bond Initiative		
the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of a new computerized document management system for Garrett College		
7. Matching Fund		
Requirements: Equal	Type: The grantee shall provide and expend a matching fund	
8. Special Provisions		
<input type="checkbox"/> Historical Easement		<input checked="" type="checkbox"/> Non-Sectarian
9. Contact Name and Title	Contact Ph#	Email Address
Richard Midcap		richard.midcap@garrettcollege.edu
Randy Bittinger		
10. Description and Purpose of Organization (Limit length to visible area)		
<p>Garrett College is a small, rural, two-year community college located in western Maryland. Its principal service area is Garrett County, Maryland (population approximately 30,000). Garrett College offers both workforce development classes and credit coursework leading to an Associates degree. Its central location in a rural environment makes the college a hub for public events and activities, allowing the college to contribute to its community by serving residents, businesses, public schools, and nonprofit organizations.</p>		

11. Description and Purpose of Project (Limit length to visible area)

Garrett College seeks to implement a document management system to electronically store records and develop electronic workflow processes to replace forms. A document management system is a computer system that provides a centralized, electronic location that allows the College to effectively manage the capture, storage and retrieval of records, thereby creating efficiencies in serving our constituents. Hard copy files are scanned to a digital format which makes information more accessible, addresses space allocation needs by reducing filing cabinets, and, more importantly, provides disaster recovery protection. Document management systems can also be used for workflow processes that replace forms and paper shuffling, thus reducing carbon footprint by minimizing paper and ink usage. Workflows would include approval tracks that manage the flow of information along with automatic options for archiving and classifying information.

Round all amounts to the nearest \$1,000. The totals in Items 12 (Estimated Capital Costs) and 13 (Proposed Funding Sources) must match. The proposed funding sources must not include the value of real property unless an equivalent value is shown under Estimated Capital Costs.

12. Estimated Capital Costs

Acquisition	\$120,000
Design	
Construction	
Equipment	
Total	\$120,000

13. Proposed Funding Sources - (List all funding sources and amounts.)

State of Maryland Legislative Bond Bill	\$60,000
Garrett College/Garrett County Government	\$60,000
Total	\$120,000

14. Project Schedule (Enter a date or one of the following in each box. N/A, TBD or Complete)			
Begin Design	Complete Design	Begin Construction	Complete Construction
01/01/19	02/28/19	08/01/19	12/31/19
15. Total Private Funds and Pledges Raised	16. Current Number of People Served Annually at Project Site	17. Number of People to be Served Annually After the Project is Complete	
0.00	775.56 Student Enrollment	830.50 Projected 2024	
18. Other State Capital Grants to Recipients in the Past 15 Years			
Legislative Session	Amount	Purpose	
None			
19. Legal Name and Address of Grantee		Project Address (If Different)	
Garrett Community College 687 Mosser Road McHenry, Maryland 21541		687 Mosser Road McHenry, Maryland 21541	
20. Legislative District in Which Project is Located	1A - Garrett and Allegany Counties		
21. Legal Status of Grantee (Please Check One)			
Local Govt.	For Profit	Non Profit	Federal
[X]	[]	[]	[]
22. Grantee Legal Representative		23. If Match Includes Real Property:	
Name:	William Rudd	Has An Appraisal Been Done?	Yes/No
Phone:	301 724 7400		No
Address:		If Yes, List Appraisal Dates and Value	
Anderson, Rudd, Donahue & McKee 39 Greene Street Cumberland, Maryland 21501			

24. Impact of Project on Staffing and Operating Cost at Project Site			
Current # of Employees	Projected # of Employees	Current Operating Budget	Projected Operating Budget
120	120	13441593.00	14113530.00
25. Ownership of Property (Info Requested by Treasurer's Office for bond purposes)			
A. Will the grantee own or lease (pick one) the property to be improved?			Own
B. If owned, does the grantee plan to sell within 15 years?			No
C. Does the grantee intend to lease any portion of the property to others?			No
D. If property is owned by grantee any space is to be leased, provide the following:			
Lessee	Terms of Lease	Cost Covered by Lease	Square Footage Leased
None			
E. If property is leased by grantee - Provide the following:			
Name of Leaser	Length of Lease	Options to Renew	
None			
26. Building Square Footage:			
Current Space GSF	198498		
Space to be Renovated GSF	0		
New GSF	198498		

27. Year of Construction of Any Structures Proposed for Renovation, Restoration or Conversion	
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28. Comments

The current system will be obsolete and will not be supported by the software developer starting in January 2020. The expected life of this expenditure will be 15 years or longer and assist the college in maintaining 50 years of student records.