

**AGENDA ITEM #VIII-D-6**  
**JUNE 20, 2017**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**EMERGENCY CALL BOX AND CAMPUS PHONE SYSTEM**  
**PROFESSIONAL SERVICES AGREEMENT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves an agreement with MNJ Technologies for professional services related to the installation, training, licenses, and equipment for a campus emergency call box and telephone system for a dollar amount not to exceed \$235,000.

**BACKGROUND:** During the emergency drill conducted in July of 2016, the performance of the emergency call boxes was evaluated. Drill participants using the emergency call boxes to notify emergency responders of the mock incident provided feedback indicating that the emergency call box instructions and functions were unclear. In addition, when the emergency call boxes are activated, it causes interruption of the campus security radio system, delaying operational communications and creating confusion for those requesting emergency response. It was also noted that due to the age of the system, many of the emergency call boxes are no longer functional.

Options for replacement of the emergency call boxes were investigated and it was determined that it would be most beneficial to implement a campus telephone system to use as both an emergency call box system and as a replacement for the current telephone system, which is about seven years old, is no longer supported, and has a single point of failure, as well as the wiring infrastructure dating back to the construction of each building. A Voice over Internet Protocol (VOIP) system will be utilized, as well as SIP trunking, which will provide redundancy and potentially lower operating costs. The emergency call box replacement phase of the project will be implemented first, with a goal of being functional by the start of Fall semester 2017. Phone handsets will be installed in classrooms and conference center rooms that will be pre-programmed with 911 and with on-campus emergency and non-emergency phone numbers. The system will utilize software to notify campus emergency responders when a call is placed and from what location a call is being made. The remaining campus telephone system replacement is expected to occur during the Fall semester 2017. Student and employee training will be provided.

The replacement of the emergency call box system and campus telephone system has been identified as high priority and will be funded as a part of the modification of the prior-approved Protection, Health, and Safety project. The College has been planning the details for the emergency call box and campus phone system with internal stakeholders and has considered three vendors for the project. This goal of this effort was to partner with an experienced vendor

BOARD ACTION: \_\_\_\_\_

that could meet the College's needs, as well as properly design the optimal, most cost-effective system.

The College has selected MNJ, a Small Business Administration certified Woman Owned Small Business, due to their expertise with telephone systems and the quality of their design and proposal. This project is within the budget of the modified Protection, Health, and Safety Project, mentioned above.

The agreement is for the following services:

- Design, implementation, and training services
- Applications and licenses
- Software and Hardware
- PBX Systems