



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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***Board of Trustees'  
Consent Materials***

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January 26, 2005

# GROUND RULES

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

*You Can Get There From Here.*

**Board of Trustees  
Advanced Consent Agenda**

January 26, 2005  
Instructional Laboratory Building  
Multipurpose Room  
Room: ILB 100

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**1. Proposed New Hires**

## **1 – Proposed New Hires**

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

**Purpose:** To approve new hires.

**Timeline:** New hires from the period of November 25, 2004, through January 5, 2005.

### **Recommendation**

It is requested that the board of trustees approve:

**Item:** List of new hires.

**Source of funds:** The position and/or the funds are in the FY04 budget as approved by the board at its April 21, 2004, meeting.

**Compliance:** This request is in compliance with college procedure, Selection of Faculty and Staff – 63.02.03, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.

Howard Community College  
**PROPOSED NEW HIRES**

**For January 2005**

**BUDGETED HIRES (Position Control Positions)<sup>1</sup>**

**November 2004**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
General Manager	Belmont	New Position	18	\$70,758 - \$113,214	\$124,700	Johnson, Anne	11/20/04
Sales and Event Coordinator	Belmont	New Position	9	\$33,092 - \$52,947	\$ 30,000*	Newhouse, Julie	11/20/04
Guest Services and Catering Manager	Belmont	New Position	11	\$39,181 - \$ 62,689	\$ 41,100*	Rhule, Wendy	11/20/04
Executive Chef	Belmont	New Position	13	\$46,389 - \$74,222	\$ 53,000	Jennings, James	11/20/04
Maintenance Manager	Belmont	New Position	10	\$36,008 - \$57,612	\$ 44,500	Popp, Michael	11/20/04
Sales Manager (20 hrs.)	Belmont	New Position	10	\$36,008 - \$57,612	\$ 18,792*	D'Amato, Maria	11/20/04
Dining Room Manager (20 hrs.)	Belmont	New Position	7	\$27,950 - \$44,720	\$ 14,616	Glaeser, John	11/20/04
Waiter (20 hrs.)	Belmont	New Position	3	\$19,938 - \$31,901	\$ 9,396	Tyler, Ken	11/20/04
Waiter (20 hrs.)	Belmont	New Position	3	\$19,938 - \$31,901	\$ 10,962	Richardson, Anita	11/20/04
Housekeeper (20 hrs.)	Belmont	New Position	3	\$19,938 - \$31,901	\$ 10,962	Woolfrey, Thelma	11/20/04

\*Commission Plan Position

**December 2004**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Instructor, English as a Second Language	English	Existing Position Replacement	Instructor	\$35,121-\$50,926	\$38,585	Dwyer, Linda	12/25/04
Computer/Network Support Technician	Student Computer Support	Existing Position replacement	8	\$33,309-\$53,294	\$33,309	Khalid, Haroon	12/01/04

**January 2005**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Maintenance Assistant	Belmont	New Position	6	\$27,395-\$43,848	\$27,395	Bauman, Luke	1/01/05
Electrician	Plant Operations	Existing Position replacement	10	\$36,008-\$57,612	\$43,994	Moody, William	1/03/05
Programmer	Administrative Info Systems	Existing Position replacement	10	\$39,437-\$63,100	\$43,000	Smith, Tabitha	1/03/05
Office Associate III	Social Science/Health Div	Existing Position replacement	5	\$23,607-\$37,771	\$23,607	Rojas, Linda	1/03/05
Computer/Network Support Technician	User and Network Services	Existing Position replacement	8	\$33,309-\$53,294	\$36,644	Eldridge, Bobby	1/03/05
Programmer/Analyst	Administrative Info Systems	Existing Position replacement	11	\$42,912-\$68,659	\$50,000	Lane, Eric	1/10/05
Interim Assistant Professor, Hospitality Mgt.	Business and Computers	Existing Position replacement	Asst Prof	\$39,631-\$58,899	\$25,253	Brizek, Michael	1/18/05

<sup>1</sup> Position Control position hires are those employees hired who are budgeted employees of the core workforce.

<sup>2</sup> 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.

<sup>3</sup> 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.

Howard Community College  
**PROPOSED NEW HIRES**

**For January 2005**

**January 2005 (Cont.)**

<b>Title</b>	<b>Department</b>	<b>Position Control Status</b>	<b>Grade</b>	<b>Range for Grade<sup>3</sup></b>	<b>Compensation<sup>2</sup></b>	<b>Name</b>	<b>Effective Date</b>
Admissions & Advising Info Specialist	Admissions & Advising	Existing Position replacement	8	\$30,412-\$48,660	\$31,183	Wiley, Jon	1/03/05
Painter	Plant Operations	Existing Position replacement	6	\$27,395-\$43,848	\$27,395	Degen, John	1/10/05
Interim Instructor, Business/Coaching	Business and Computers	Existing Position replacement	Instructor	\$35,121-\$50,926	\$20,560	Noble, Elizabeth	1/18/05
Interim Instructor, History	Social Science	Existing Position replacement	Instructor	\$35,121-\$50,926	\$18,310	Clavin, Matthew	1/18/05

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