



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

***Board of Trustees’
Consent Materials***

MAY 25, 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**

May 25, 2005
Instructional Laboratory Building
Multipurpose Room
Room: ILB 100

1. Capital Budget Items
 - a. Instructional Laboratory Building Phase II Changes
2. Service Contracts
 - a. Fiscal Year 2006 Credit and Non-Credit Schedule of Classes Printing
 - b. Trash Compactor Lease Agreement
 - c. Uninterrupted Power Supply
 - d. Project Access Bus Service Bid
 - e. Athletic Fields Management Service Contract Extension
3. Renewals
 - a. Sodexho Contract
 - b. Datatel Contract
 - c. Security Services Contract
 - d. Office Supplies Contract
 - e. Washington Gas and Energy Services
 - f. Baltimore Gas & Electric Delivery Service Contract
 - g. Technical Support Sole Source Service Contract
 - h. Maryland Educational Enterprise Consortium (MEEC)
 - i. Network Maintenance Contract
4. Other
 - a. Proposed New Hires
 - b. New Fiscal Year 2006 Academic Programs
 - c. Summer I Graduates
 - d. Professor Emeritus Recommendations
 - e. Maryland Energy Administration
 - f. Authorization for Board Chair to Approve on Behalf of Board Until Next Regular Meeting

Introduction

The consent items are organized as follows:

Items 1 a: This item will request approval for a change order for the instructional laboratory building

Items 2 a – e: The items in this category are new contracts for FY06, with the exception of item e, which had a significant change in the renewal amount and needed further explanation.

Items 3 a – i: All the items in this category are one-year extensions of existing contracts that were previously bid and approved by the board with an option to renew.

Items 4 a – f: The “other” category contains several miscellaneous items. Item 4a is proposed new hires. Item 4b is proposed new FY06 academic programs. Item 4c is the proposed list of graduate candidates for the summer I session. The next item, 4d is the proposed recommendations for professor emeritus candidates. Item 4e is a Maryland Energy Administration sub-contract opportunity. 4f authorizes the board chair to approve items on behalf of the board until the next regular meeting, where all items will be ratified and confirmed.

1a – Instructional Laboratory Building Phase II Change Order #2

Background: The administration is proposing a sidewalk to be constructed on the north side of the instructional laboratory building (ILB). The lack of a sidewalk in that area forces students to walk in the street, which is a safety hazard. The total estimated cost for the sidewalk is not to exceed \$9,000.00 including construction management fees by Riparius of 3½ percent, contingencies, and other miscellaneous items.

Purpose: The administration is requesting the board of trustees to authorize use of remaining funds from the original ILB capital budget to cover cost of proposed sidewalk of \$9,000.00.

Location: North of the ILB

Timeline: May 20 – May 31, 2005.

Specifications: To install a 4.5-foot wide sidewalk on the north side of the ILB.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$9,000.00

Vendor: Riparius

Source of funds: ILB Phase II capital budget.

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

2a – Fiscal Year 2006 Credit and Non-Credit Schedule of Classes Printing

Background: Each year the college’s Public Relations and Marketing Office solicits bids for the printing of the credit and noncredit class schedules (a total of eight editions). The schedules list and describe credit and noncredit classes that are offered during the semester and registration information. They are mailed to all Howard County residents prior to established registration and advising dates to assist students in registering and to market college programs and classes.

Purpose: To obtain approval to award schedule printing contracts.

Timeline: FY06

Specifications: **Credit Class Schedules:**
 110,000 for winter/spring, summer, Revised Fall editions; 15,000 Advance fall Edition. Size: 8 x 10 ½”
 Number of pages: winter/spring, 144; summer, 100; Advance Fall, 100; Revised Fall, 128
 Cover, 50# white offset; text pages, 35# bright white newsprint
 4-color covers on all editions except Advance Fall (2-color); text pages, black ink. Saddlestitch

Noncredit Class Schedules:
 Quantity: 113,000 for each of four editions. Size: 6 x 10 ½”
 Number of Pages: Fall, 92; winter,80; spring, 80; summer, 52
 Cover, 70# coated stock; text pages, 35# bright white newsprint
 4-color covers on all editions; text pages, black ink, plus 1 spot color. Saddlestitch

Bids:

Company	Credit Bid	Noncredit Bid
Engle Printing	\$106,017	\$ 86,111
Patuxent Publishing	\$130,826	\$124,686
Tapco, Inc.	\$ 94,960	\$ 86,135

Recommendation:

The administration requests that the board of trustees approve:

Amount: \$94,960 (credit schedules)
\$86,111 (noncredit schedules)

Vendor: Tapco, Inc. (credit schedules)
Engle Printing (noncredit schedules)

Source of funds: Public Relations and Marketing budget (credit schedules)
Continuing Education and Workforce Development budget
(noncredit schedules)

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

2b – Trash Compactor Lease Agreement

Background: The present trash collection contract costs the college \$21,705.96 annually. The administration investigated the lease of a trash compactor, including hauling and disposal of trash. The bids were opened on May 5, 2005, with Waste Management offering the lowest bid based on the compactor lease and an average of one haul per week totaling \$11,244.00. Price for annual tonnage cannot be determined at this time (see table below). This contract has a two-year extension option.

Purpose: To obtain board of trustees approval for the college’s trash compactor lease.

Location: Main campus only.

Timeline: July 1, 2005 – June 30, 2006

Specifications: Lease of one trash compactor including hauling and disposal.

Bids:

Company	Year 1	Year 2	Year 3
Waste Management	\$5,100.00	\$5,100.00	\$5,100.00
Haul Rate	\$118.00/Haul	\$118.00/Haul	\$118.00/Haul
Disposal Rate	\$ 48.00/Ton	\$ 48.00/Ton	\$ 48.00/Ton
Surcharges or Installation Fee	None	None	None
<i>Annual total not including disposal</i>	\$11,244.00	\$11,244.00	\$11,244.00
Calvert Trash Systems	\$4,200.00	4,452.00	\$\$,719.12
Haul Rate	\$145.00/Haul	\$154.00/Haul	\$163.24/Haul
Fuel Surcharge	\$ 9.10/Haul	To Be Determined	To Be Determined
Disposal Rate	\$ 56.00/Ton	\$ 56.00/Ton	\$ 56.00/Ton
Installation Fee	\$ 1000.00	None	None
<i>Annual total not including disposal fee</i>	\$12,552.00	Pending Fuel Charges	Pending Fuel Charges

Recommendation;

The administration requests that the board of trustees approve:

Amount: \$11,244.00 (tonnage not included)

Vendor: Waste Management of Maryland

Source of funds: Funds will be allocated in the FY 2006 operating budget.

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

2c – Uninterrupted Power Supply

Background: During the month of April, the college solicited invitations to bid on the installation of a new uninterrupted power supply (UPS) for the computer network operations center. A new UPS is needed to meet increased electrical power requirements within the network operations center. The current unit is functioning at capacity and cannot adequately or reliably provide power conditioning and backup for the college's network technology.

The company of Ward Boland Associates, Inc. was the sole bidder. Their combined bid for equipment and labor totals \$75,056.

Purpose: To obtain approval to procure a new uninterrupted power supply unit.

Timeline: May – June 2005

Recommendation:

The administration requests that the board of trustees approve:

Amount: \$75,056

Vendor: Ward Boland Associates, Inc

Source of funds: FY05 Operating Budget

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

2d – Project Access Bus Service Bid

Background: Howard Community College (HCC) solicited three-year bids for bus service for its Project Access summer institute program.

Purpose: 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.

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: The bus service will provide buses to transport students Monday through Friday from Monday, July 11, 2005, through Thursday, August 4, 2005. In addition, the bus service will provide buses to take students on field trips on July 15, July 22, and July 29, 2005.

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: The following two bids were received:

Company Name	FY 2006 Bid	FY 2007 Bid	FY 2008 Bid
Eyre Bus Service	\$25,200	\$26,460	\$27,802
Jubb's Bus Service	\$20,000	\$20,000	\$20,000

Recommendation

The administration requests that the board of trustees approve:

Amount: \$20,000 per year for three years.

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, Bid Solicitations – 62.05.03.

2e – Athletic Fields Management Service Contract Extension

Background: The current athletic fields management contract was awarded to The Brickman Group, Ltd. for FY05 in the amount \$29,692.00 with a two-year extension option if prices do not increase and if the college is satisfied with the services. Since the initial execution of the contract, a substantial amount of additional services have become part of the requirements of the contract to meet recommendation by the Soccer Association of Columbia (see specifications below). The proposed extension of the service contract for FY06 is for \$61,010.00. Since The Brickman Group, Ltd. has also been awarded the campuswide landscaping maintenance contract, and the administration is very satisfied with the services provided on both existing contracts, it recommends the board of trustees approve the athletic fields management contract extension with the increase in cost.

Purpose: The approval by the board of trustees for the FY06 contract extension.

Location: Athletic Fields

Timeline: Second year extension contract beginning July 1, 2005 through June 30, 2006.

Specifications: Athletic fields management shall provide a turf management program for all soccer fields to be in proper playing conditions. Services shall include grounds management as listed:

Required FY06 Services:	FY06 Price:	Services in FY05:
64 Mowings	\$ 16,640.00	30 Mowings
Start-up Irrigation	\$ 360.00	Not included
Winterize irrigation	\$ 360.00	Not included
Irrigation Seasonal Checks	\$ 936.00	Not included
Topdress Four Fields with 1/4inch Sand	\$ 12,197.00	Not included
Overseed Turf Bluegrass Mix	\$ 14,244.00	Not as extensive as in FY06
Fertilization @ eight applications	\$ 6,066.00	Four applications
Turf Insecticide	\$ 1,927.00	Not included
Turf Fungicide	\$ 6,336.00	Not included
Aerate Turf @ six applications	\$ 1,944.00	Seven applications
Total:	\$ 61,010.00	Lump Sum \$ 29,692.00

Recommendation

The administration requests that the board of trustees approve:

Amount: \$ 61,010.00

Vendor: The Brickman Group, Ltd.

Source of funds: FY06 Operating Budget along with proportionate share contribution from the Soccer Association of Columbia for the soccer fields.

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

3a-i – Contract Renewals

a. Sodexho Food Service Management Agreement

Purpose: To extend the existing term of the food service management agreement with Sodexho, Inc. and Affiliates for one year.

Timeline: May 2005 - May 2006

Amount: Through the continuation of the management agreement terms, Sodexho operates the food under a management fee arrangement. The college pays 3 percent of gross sales in general support services allowance, a management fee of \$20,000, and expenses in excess of sales. The administration has arranged for funds from the Coca-Cola commission and bookstore profits to cover the costs of operating food service under the management agreement.

b. Datatel Contract

Purpose: To renew the Datatel extended software service agreement.

Timeline: July 1, 2005 – June 30, 2006.

Amount: \$183,670

c. Security Services Contract

Purpose: To extend the security contract with Allied Security.

Timeline: July 1, 2005 – June 30, 2006

Amount: It is estimated to be approximately \$547,040.

d. Office Supplies Contract

Purpose: To extend the existing term of the office supplies contract with Office Depot for one year.

Timeline: July 1, 2005 through June 30, 2006

Amount: \$290,000

e. Washington Gas and Energy Services

Purpose: To obtain board of trustees approval for renewal of natural gas services by Washington Gas & Energy Services to the college.

Timeline: July 1, 2005 – June 30, 2006

Amount: \$240,000.00 (approximately)

f. Baltimore Gas & Electric Delivery Service Contract

Purpose: To obtain board approval for renewal of the BGE electricity delivery service contract.

Timeline: July 1, 2005 – June 30, 2006

Amount: \$206,000.00

g. Technical Support Sole Source Service Contract

Purpose: To obtain board approval for renewal of the sole source contract with Siemens Technologies, Landis Division for infrastructure support for Siemens systems such as HVAC and fire alarm.

Timeline: July 1, 2005 – June 30, 2006

Amount: \$40,995.00

h. Maryland Educational Enterprise Consortium (MEEC)

Purpose: To obtain board approval for renewal of the MEEC contract for Microsoft licenses.

Timeline: Annual license August 1, 2005 – August 1, 2006

Amount: anticipated cost - \$30,000.00

i. Network Maintenance Contract

Purpose: To obtain approval to renew the computer network maintenance agreement with Network Concepts, Inc. Columbia, Maryland, with an added cost of \$5,000 for additional equipment coverage.

Timeline: Contract period is 12 months, July 1, 2005 – June 30, 2006.

Amount: \$60,118

Recommendation:

The administration requests that the board of trustees approve items a-i.

Compliance: Items a-i are in compliance with college procedure, Purchasing – 62.05.01.

4a – 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 April 7, 2005, through May 4, 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 FY05 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 May 2005

BUDGETED HIRES (Position Control Positions)¹

April 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Sous Chef	Belmont	New Position	6	\$25,686 - \$41,099	\$30,005	Garber, Emily	4/16/05

May 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Sales Director	Belmont	Existing Position Replacement	13	\$46,389 - \$74,222	\$50,000*	Harwood, Timothy	5/02/05

August 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Instructor, Composition	English/World Languages	New Position	Instructor (10 month)	\$39,030 - \$53,972	\$40,530 + Merit**	Choi, Laura	8/8/05

*Commission Plan Employee

**Currently temp with benefits

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.

4b – New Fiscal Year 2006 Academic Programs

Background: Each year the Curriculum and Instruction Committee reviews new course and program proposals to assure that they are clearly and thoughtfully designed, address a clear student need, and are consistent with the mission of the college.

Purpose: To assure currency of existing program offerings and provide a mechanism for the research, design, development, and approval of new programs.

Timeline: effective July 1, 2005

Recommendation

The administration requests that the board of trustees approve the following new programs:

1. Associate of Arts - Arts and Sciences / Art History
2. Associate of Arts - Arts and Sciences / Arts Administration
3. Associate of Arts - Arts and Sciences / Bioinformatics
4. Associate of Arts - Arts and Sciences / Communication Studies
5. Associate of Arts - Arts and Sciences / Conflict Resolution
6. Associate of Arts - Arts and Sciences / Interior Design
7. Associate of Arts - Arts and Sciences / Spanish
8. Associate of Arts – Business Administration / Entrepreneurship
9. Associate of Arts in Teaching – Secondary Education / Chemistry
10. Associate of Arts in Teaching – Secondary Education / Mathematics
11. Associate of Arts in Teaching – Secondary Education / Physics
12. Associate of Arts in Teaching – Secondary Education / Spanish
13. Associate of Applied Science – Business Management / Entrepreneurship
14. Associate of Applied Science – Business Management / Professional Coaching
15. Certificate – Transfer Studies
16. Certificate – Arts Administration
17. Certificate – Communications Studies

18. Certificate – Exercise Science / Sports Coaching
19. Certificate – Exercise Science / Professional Coaching
20. Certificate – Business Management, Entrepreneurship
21. Certificate – Business Management, Professional Coaching
22. Certificate – Business Management, Professional Organizational Coaching

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

4c – Summer I 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 I session. These candidates are being cleared by the office of records and registration. The faculty will review and approve the attached tentative list of 29 graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Effective August 1, 2005. This is the expected date for the clearing of all summer I graduates.

Recommendation

The administration requests that the board of trustees approve the list of proposed graduates for May 2005 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.

Howard Community College Graduation Candidates Summer I

Associate of Arts

Arts and Sciences-Criminal Justice

Darin Joshua Harman

Arts and Sciences-Liberal Arts

Desiree Rashonda Clark

Arts and Sciences-Mass Media Design and Production

Saffron Rose Owen

Arts and Sciences-Pre-Medicine

Hafsa M. Bora

Business Administration

Brandy Elaine Landin
Christina M. Mirabile
David Simon Shapiro
Ludovic Balpouguini Ouoba

Computer Science

Daniel Scott Brummett

Engineering

Cholmin Choi

General Studies

Evan Christopher Hotto
Shoma G. Kotwani
Greg Alan Kuntz
Corinne Alison Leith
Lauren Michelle Logan
Ljiljana Maletic
Carolyn Denise Martin

General Studies-Business/Technology Emphasis

Trisha Lynn Fleming

General Studies-Science Emphasis

Hyojung Kim

Information Technology-Internet Technologies-Webmaster

Saffron Rose Owen

Teacher Education-Secondary Education

Nathan Joseph Deering

Associate of Applied Science

Business Management

Wendell Edward Epps

Emergency Medical Technician/Paramedic

David Michael Bell
Michael E. Dunlap
Eugene F. Macaraeg
Sakurako Narita

Jacob Jules Becker Raabe
Laura Rose Woolfson

Certificate of Proficiency

Emergency Medical Technician/Paramedic

Dean Charles Thompson

4d – Professor Emeritus Recommendations

Background: College procedure 10.15 outlines the criteria under which a retiring faculty person will qualify for professor emeritus status, including:

- Ten continuous years as a member of the full-time faculty of Howard Community College;
- Recognition by peers and supervisors as having made an outstanding contribution to the quality of instruction at Howard Community College;
- Recognition as having contributed significantly to the quality and growth of the college as a whole;
- Substantial contributions to either the community, profession and/or discipline; and
- Holding the rank of Associate or Full Professor.

The professor emeritus candidate is nominated by his or her division chair and recommended by the full faculty, the vice president of academic affairs, and the president.

Professors emeriti are eligible for privileges, which include continued faculty listing in the catalogue, tuition waiver, standing invitation to participate in institutional functions, faculty rates for institutionally sponsored events, limited use of institutional resources like the library and computer labs, and the opportunity to participate in health and insurance programs at group rates.

Purpose: Professor emeritus rank is bestowed by the board of trustees to recognize and reward the professional excellence and contributions of a retiring faculty person.

Timeline: The division chair nominates a qualified faculty person on his or her retirement.

Recommendation

It is requested that the board of trustees approve the nomination to Professor Emeritus of Judy Law, Dr. Larry Madaras, and Dr. Emily Slunt in recognition of their contributions to the quality of instruction, to growth of the institution, to the community, and to their disciplines.

Compliance: This request is in compliance with college procedure, Professor Emeritus – 10.15.

Judy Law

Professor Emeritus Recommendation

- 1. The faculty member will have served ten continuous years as a member of the full-time faculty of Howard Community College.**
 - Date of Hire – August 18, 1975 and currently holds the rank of professor, office technology

- 2. The faculty member shall be recognized by peers and supervisors as having made an outstanding contribution to the quality of instruction at Howard Community College.**
 - Judy has taken HCC's Office Technology program of 3 courses and steadily developed it into over 30 high-quality offerings that now serve over 1,400 students per year.
 - Judy created the open entry computer training program. This program offers a variety of short open-entry computer training classes for individuals who need to develop or enhance job skills. Classes feature one-on-one instruction, hands-on experience, assessment of mastery of skills, flexible scheduling and convenient day and evening times. Currently 27 courses are offered through the open-entry program. Data demonstrates that those students who participate in the learning environment created by this program are successful over 90 percent of the time.
 - Judy serves as a quality mentor to her students, to the college staff, and to the office technology faculty members. She is viewed by all as a tremendous asset to the college; a "go to" person who has knowledge and is more than willing to share it.
 - In the ever-changing area of office technology, Judy is dedicated to keeping her offerings current. She keeps up with industry trends and workforce needs in order to provide students the most relevant curriculum for entry into the workforce or for pursuing their education.
 - Judy practices what she preaches. She received her Microsoft Office 2000 Master Instructor Certification; a certification that recognizes instructors for their skills and hands-on ability with Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Access, and Microsoft Outlook®.

- 3. The faculty member shall be recognized as having contributed significantly to the quality and growth of the College as a whole.**
 - As approximately 1,400 students are serviced through the office technology courses, Professor Law has significantly contributed to the growth of the college on a regular basis. Judy Law is also responsible for program growth in many other areas of study as her course content and course delivery methods allow students to move efficiently through their

programs of study. For instance, students in some health care fields are impacted by the courses taught in the office technology classrooms, such as medical terminology, beginning and advanced medical transcription.

- Judy was select to serve as interim chairperson of the business and computer division during the spring of 2001 allowing the chair to further pursue her studies toward a graduate degree. Judy accepted this challenge with much enthusiasm and handled the task with ease. To those around her, the transitions seemed flawless.
- The curriculum and instruction committee (C&I) has a primary responsibility for developing policies that facilitate the learning programs leading to the awarding of formal degrees and certificates. The committee consists of the chairperson, seven faculty (one from each division), one student, one support staff, and one administrator from the student services area. Judy served as chairperson on the C&I committee for several years. She then served as business and computer division representative for another several years.
- Over her tenure at HCC, Judy has served the college community through her serving as chairperson of the sabbatical leave committee, the middle states reaccreditation committee, the general education committee and numerous search committees.

4. Substantial contributions to either the community, profession and/or discipline of the faculty member shall have been made.

- HCC's office technology programs and course delivery methods are considered to be a model for other colleges as an example of success in dealing with high-volume students with little faculty and staff.
- Area businesses have come to depend on Judy for student referrals when hiring new employees for their businesses.
- Judy is a consultant to many local businesses for her knowledge and expertise in the field of office technology.

Dr. Larry Madaras Professor Emeritus Recommendation

1. The faculty member will have served ten continuous years as a member of the full-time faculty of HCC.

Larry has been a full-time faculty member since 1970. He retired in December 2004.

2. The faculty member shall be recognized by peers and supervisors as having made an outstanding contribution to the quality of instruction at HCC.

Dr. Madaras was one of the first full-time faculty to develop and use behavioral learning packets for all of his courses. He has taught the American history surveys; American federal government course; macro and micro economics, race and ethnicity in America; presidential elections; Maryland history & American history since 1945 (regular, on film and interactive). Larry also has taught telecourses, interactive courses, and team-taught courses at HCC. He has edited and published reading issue texts (McGraw Hill) for HIST 111, HIST 112 and HIST 221. The first two readers are in their eleventh editions. Dr. Madaras was very active working with the library's instructional support roles. Larry was one of the first full time faculty members to do outcome assessments for all of his courses.

3. The faculty member shall be recognized as having contributed significantly to the quality and growth of the college as a whole.

Dr. Madaras has served on and possibly led every committee at the college. He was the first faculty forum president and part of every internal-governance reorganization committee. Larry has won two sabbatical leaves and two post-doctorate teaching grants. The latter allowed him to study at Columbia University and the University of Taiwan. He also organized and started preliminary work on the college archives and did research on the contributions of Silas Craft and the desegregation of the Howard County Public School System (HCPSS). He set up conferences at the college on local history, historical conservation and the contributions of Jim Rouse. Larry also gained notoriety for his participation and organization of the original faculty follies.

4. Substantial contributions to either community, profession and/or discipline of the faculty member shall have been made.

Larry has served on the HCPSS social studies advisory committee for almost ten years. Dr. Madaras was a member of the Columbia, Ellicott City, and Howard County historical societies. He gives at least two presentations a year in the county and is available to judge speech and social studies competitions. He has

hosted three conferences here at the college and has been active in the local democratic party. Larry also helped set up and organize the Jim Rouse archives. He has successfully edited three widely used readers and is considered an authority on local Howard County history.

5. The faculty member shall have earned the rank of Associate or Full Professor at HCC.

Larry holds the rank of Full Professor of History.

Dr. Emily Slunt
Professor Emeritus Recommendation

1. The faculty member will have served ten continuous years as a member of the full-time faculty of Howard Community College.

Dr. Slunt has been a full-time faculty member at HCC since 1976.

2. The faculty member shall be recognized by peers and supervisors as having made an outstanding contribution to the quality of instruction at Howard Community College.

The health sciences division and the nursing department have flourished under the leadership of Dr. Emily Slunt. HCC's nursing students have consistently performed well on the NCLEX-RN and NCLEX-PN nursing certification exams, and Emily has overseen two successful nursing re-accreditation review teams. Two major allied health programs were added during her tenure—cardiovascular technology and the emergency medical technology-paramedic. Both of these programs were examined by external accreditation review teams this past fall. EMT-Paramedic received its initial certification, and cardiovascular technology was one of only a small number of programs in the country re-accredited for the maximum period of 10 years. Emily is a very hard worker who doesn't hesitate to step forward wherever there is a need. This year she is representing her division at the curriculum and instruction committee meetings, freeing up one of her nurses to work on new program development.

3. The faculty member shall be recognized as having contributed significantly to the quality and growth of the College as a whole.

Emily has also developed innovative programs like health care for the professional that allows paramedics, cardiovascular technologists, and massage therapists to receive credit towards an A.A.S. degree based upon their professional certifications. Most recently, her A.A. degree and certificates in human services bring a group of sorely needed specialties into HCC's offerings: mental health, gerontology, chemical dependency, and developmental disabilities. Emily encourages and supports excellence and innovation among her faculty and under her leadership inventive coursework in complementary medicine, fitness, cross-cultural health has flourished. Emily, as an institutional leader, is well respected by her faculty and the other departments of the institution for her vision and integrity. That vision was in evidence once again with the development of the accelerated nursing program and the expansion of the traditional program to include a mid-year start. These initiatives together will increase the capacity of HCC's RN nursing program from 88 students to 184 students, significantly contributing to the alleviation of the nursing shortage.

4. Substantial contributions to either the community, profession and/or discipline of the faculty member shall have been made.

Dr. Slunt's hard work in developing external partnerships has moved the college forward in several important areas. Her awarded-winning Renew program is a model in moving students from non-credit to credit and from the basic level certified nursing assistant to licensed practical nurse to registered nurse. Her work with the Howard County Public School System (HCPSS) has resulted in an EMT-paramedic path in the school system's career research and development program. The first group of students from that program will become HCC paramedic majors in the fall. Emily also has developed a partnership with Howard County Fire and Rescue (HCFR) to provide coursework to its staff in a format that fits their work schedule and developed a procedure for HCFR to pay for that coursework for their sponsored paramedic students. Emily was instrumental in the development of the Mid-Maryland Allied Health Care Education Consortium, which makes programs at Frederick Community College and Carroll Community College available to HCC students at in-county rates. Emily also developed a separate articulation with Anne Arundel Community College to allow HCC students to participate in their radiological technology program at in-county rates. Most recently Emily has successfully raised a significant amount of support, in outright funds or in commitments to provide preceptors, from health corporations and hospitals in the region in support of the expansion of HCC's nursing programs. In addition, Dr. Slunt and her faculty helped to develop the justification that resulted in roughly \$496,000 in support from the federal government for the expansion of the nursing program and the development of an anatomy and physiology lab at the Laurel College Center. Dr. Slunt's contributions to Howard Community College are immeasurable and her career is a brilliant legacy and an inspiration to all who aspire to be institutional leaders.

4e Maryland Energy Administration

Background: On March 28, 2005, Howard Community College was awarded a Contract (#2005-08-B043J) by Maryland Energy Administration in the amount of \$250,000. The contract covers three task areas:

*Task Area 1: Execute a Maryland Energy Star Program marketing program:

June – August	State Cool Change for Room Conditioners-Print Campaign	\$150,000
August – December	State New Homes Campaign-TV & Print campaign in conjunction with EPA	\$ 30,000

Task Area 2: Training Programs:

(1) Merits of Energy Star® & how to better sell products	\$ 30,000
(2) Energy Audits to demonstrate gaps between current homes & an Energy Star® qualified homes	\$ 25,000

Task Area 3: Continuation & strengthening of Maryland Energy Star® Partners Initiative (recruit Membership, produce Energy Star® materials For program partners) \$ 15,000

*Task Area 1 required Howard Community College to publicly bid for services.

Purpose: To select marketing firm to execute the marketing campaigns outlined in Task Area 1.

Timeline: Advertising campaign for Cool Change to begin May 26, 2005, through August 2005; advertising campaign for New Homes to begin in August 2005 and run through December 2005.

Specifications: Howard Community College (HCC) is seeking a vendor to execute an education outreach and advertising campaign promoting energy efficiency and the use of ENERGY STAR qualified products throughout the state of Maryland. The campaign is comprised of two components A) a Room Air Conditioner Campaign and B) a New Homes Campaign. For each of the two campaigns the vendor

will need to: 1) assess current creative materials to determine if they can be modified for use in the campaign or if new materials need to be created, 2) design new creative materials if needed, 3) provide a market assessment to research the most cost effective media placements, and 4) negotiate rates and place media buys.

For purposes of evaluation, the vendor is asked to provide formal written price quotations for a base proposal and for optional items. The base proposal refers to the vendor’s work in gathering information and developing concepts for advertising campaigns as well as executing and managing the media buys. In the optional items section, the vendor is asked to provide price quotations for producing art and ads, with the understanding that actual work undertaken will depend on the vendor’s proposed campaign and HCC’s discretion. In addition the vendors were asked to provide:

- Detailed written proposal including project outline and how project will be approached and managed;
- Names, titles, and vitae of vendor’s staff and any other parties who will work on project. An individual liaison should be identified;
- Five references from recent clients;
- Profit-and-loss statement for most current fiscal year available;
- Vitae evidencing prior successful experience in providing services similar to those required by HCC.

Bids:

Bidder	Base Proposal	Optional Items	Total Evaluation Points
Blue Water	\$23,250	\$ 30,500	194
Hermann	\$20,000 – 26,000	\$ 33,500	212
Hofeling	\$9,400 + 15% ad buys (approx \$15,000)	\$ 9,100 ⁽¹⁾	151
Nexus	\$20,000	\$ 8,000	121
Planit	\$22,000	\$120,000	Not asked to present

(1) Video production costs were reduced based on availability of TV stations to provide cooperative marketing.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$166,000 for both campaigns (agency administrative, creative & ad buys). The contract includes an additional 8-10 percent administrative fee to Howard Community College.

Vendor: Hermann Design/Communications

Source of funds: Contract #2005-08-B043J between HCC and Maryland Energy Administration.

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

4f – Authorization for Board Chair to Approve on Behalf of Board Until Next Regular Meeting

Background: The next regular meeting of the board of trustees will be held on August 24, 2005. Sometimes business transactions may require board approval during the summer when the trustees do not hold regular meetings. Rather than call a special board meeting to obtain a vote on items requiring board approval, it facilitates college business when the chair is authorized to act on behalf of the board of trustees.

Purpose: To facilitate college business without calling special board meetings.

Timeline: May 26, 2005 – August 23, 2005

Recommendation

The administration requests that the board of trustees authorize the chair to act on behalf of the board and execute any documents necessary to authorize any contracts and purchases, including the student services building guaranteed maximum price, until the next regular meeting in August. All action taken by the board chair during the summer will be ratified and confirmed at the August meeting of the board.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01 and supported by board of trustees' bylaws Article IV, Officers and their Duties and Article V, Meetings and Procedures.