



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

January 25, 2006
Schoenbrodt Boardroom – 5:00 pm

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 25, 2006
Schoenbrodt Boardroom
Room: A-225

1. **Proposed New Hires**
2. **College Phone Service**
3. **Telephone Switch Service Contract**
4. **Audit Contract**
5. **Motorcycles for Motorcycle Safety Foundation Courses**
6. **Ratify and Confirm Parking Garage Guaranteed Maximum Price**

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 23, 2005, through January 4, 2006.

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 FY06 budget as approved by the board at its April 27, 2005, 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 2006 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

December 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Records Information Specialist (18.75 hours)	Records & Registration	New Position	7	\$29,641-\$47,426	\$14,818	Voyton, Lynn	12/01/05
Lifelong Learning Specialist	Continuing Education	Existing Position Replacement Temporary with Benefits	12	\$45,778-\$73,245	\$45,778	Wolkowitz, Paula	12/01/05
Accounting Assistant	Finance	Existing Position Replacement	7	\$29,641-\$47,426	\$29,774	Roberts, Regina	12/16/05

January 2006

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Acting Admissions & Advising Information Specialist (Transfer Advising & Articulation)	Admissions & Advising	Existing Position Replacement Temporary with Benefits	8	\$32,333-\$51,733	\$32,333	Ryan, Kimberly	01/02/06
Instructor, Nursing	Health Sciences	New Grant Funded Position	Instructor (10 month)	\$39,030-\$53,972	\$53,972	Angell, Ella	01/10/06
Instructor, Nursing	Health Sciences	Existing Position Replacement	Instructor (10 month)	\$39,030-\$53,972	\$52,155	Ogbolu, Yolanda	01/10/06
Interim Instructor, English*	English/World Languages	Existing Position Replacement Temporary with Benefits	Instructor (10 month)	\$39,030-\$53,972	\$43,005	Wood, Angela	01/10/06

*Spring 2006 Semester only

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.

2 – College Phone Service

Background: The college's phone services have been provided by Verizon Maryland Incorporated since January 23, 2001. However, the college recently issued a request for bids to ensure current phone services are competitively priced. The college requested bids for local and intra-lata (regional) business phone service to support four primary rate interface lines and 1200 direct inward dialing extensions. Annual pricing was requested for 30,000 average outgoing local calls per month and 2,500 intra-latta calls.

Purpose: Renewal of phone service contract

Location: Campuswide

Timeline: January 2006 – January 2009

Bids: Two companies responded:

Company	Bid
Cavalier	\$24,360
Verizon	\$22,800

The period for award of the contract is three years. Variable costs for toll calls and directory listings were not included in the bid, but are estimated at an additional annual cost of \$20,000. Outside of this bid process the college also purchases the following services from Verizon:

Dedicated lines to campus satellite locations	\$16,500
Coin-operated phones	\$3,300
Long-distance service	\$7,000

The total estimated annual cost for all phone services and connectivity from Verizon is \$69,600.

Recommendation:

The administration requests that the board of trustees approve:

Amount: \$69,600

Vendor: Verizon Maryland Inc.

Source of funds: Funding for this service is within the FY06 operating budget of the telecommunications cost center.

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

3 – Telephone Switch Maintenance Contract

Background: The college maintains an annual service agreement with Verizon for support of the private branch exchange (PBX) and voicemail systems under Maryland state contract AST-9406-PBX. This contract period is nearing the end and a renewal is required to maintain ongoing coverage. The cost of the service contract will increase \$1,301 over last year – or approximately four percent.

Purpose: To obtain approval to continue the maintenance contract on the college's PBX and voicemail systems with Verizon under Maryland State contract AST-9406-PBX.

Location: HCC Network Operations Center

Timeline: January 16, 2006 – January 16, 2007

Specifications: The contract provides for four-hour response to any PBX or voicemail problem.

Bids: No bid is required due to purchasing off of Maryland state contract AST-9406-PBX.

Recommendation

The administration requests that the board of trustees approve:

Amount: New annual cost: \$33,723.04

Vendor: Verizon Network Integration

Source of funds: Funds have been allocated in the FY06 operating budget

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

4 – Audit Contract

Background: The college conducted a request for proposal (RFP) process for audit services for the period of FY03 through FY07. The contract for audit services was awarded to Clifton Gunderson for the five-year period with the condition that each year the board of trustees would consider renewal of the contract. With the FY05 audit, Clifton Gunderson completed the third year of the audit contract. The college administration is satisfied with the performance of the auditors and is recommending renewal of the contract for FY06. The current partners serving HCC will rotate out next year, in compliance with Sarbanes-Oxley, and will take a “time-out” of at least two years. New partners will be assigned to HCC for the FY06 audit.

The original request for proposal listed a price of \$42,875 for the college’s FY06 audit and related reports and \$5,350 for the foundation’s FY06 audit and related reports. Subsequent to the original RFP, the college learned that the state was requiring an audit of the college’s Innovative Partnerships for Technology Program (IPT), which is a state-matching program for technology funds. Based on this new audit requirement, the original proposed contract for FY06 would increase by \$600. This additional cost will increase the proposed audit price for the college to \$43,475.

Purpose: To obtain approval to renew the auditor contract.

Timeline: Audit for the period ending June 30, 2006. Auditors to be on contract for the period of May 2006 through June 30, 2007.

Specifications:

- GASB audit of the college’s financial statements and management letter.
- Audit of the Maryland Higher Education Financial Statement Report (CC-4)
- OMB Circular A-133 Audit of Federal Awards
- College of the Air Audit
- IPT Program Audit
- Foundation audit and management letter
- Foundation tax return
- Foundation Private Donor Incentive Program (PDIP) letter

Bids: A request for proposals for a five-year contract was done in FY03.

Recommendation

The administration requests that the board approve:

Amount: \$43,475 for the college audit and
\$5,350 for the foundation audit (FYI only – to be approved by the
foundation board)

Vendor: Clifton Gunderson

Source of funds: FY07 Operating budget

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

5 – Motorcycles for Motorcycle Safety Foundation Courses

Background: The Howard Community College division of continuing education and workforce development will be offering a new course on motorcycle safety in response to a growing community demand for this service. Currently, ten other community colleges throughout the state offer this course and are experiencing high demand and waiting lists. Additionally, the motor vehicle administration (MVA) estimates that about 35 percent of individuals currently riding motorcycles do not have a motorcycle license. Therefore, this course will also address a public safety need.

Approval for insurance by the county is pending; however, no difficulties are anticipated. Historically, this program has had very few incidents.

In order to run the course, the college will need to purchase 28 new motorcycles from a qualified vendor. The division of continuing education and workforce development will use these motorcycles to train adults in the motorcycle safety foundation courses. Successful completion of this course qualifies the students for a Maryland motorcycle license without further testing.

Purpose: To obtain approval to purchase motorcycles for safety foundation courses.

Location: Training will be held on the main campus of HCC.

Timeline: January 2006

Specifications:

- 1) All motorcycles must be new motorcycles with full manufacturer's warranty. Used or demonstrator units will not be accepted.
- 2) The motorcycles must be traditional street model units. Off-road or dual-purpose motorcycles are not suitable.
- 3) The motorcycles must be capable of passing a Maryland safety inspection.
- 4) The motorcycles must meet the following mechanical and electrical specifications:

Engine Displacement: Minimum 125cc, Maximum 500cc

Engine Type: Four-stroke, air or water-cooled

Ignition Transistorized or solid state
Starter Electric
Electrical System: 12 volts
Transmission: Manual 5 or 6 speeds
Final Drive: Chain, belt or shaft
Brakes: Disc or Drum – If two bids are otherwise judged equal, a preference for disc brakes will be exercised.
Seat Height: Suitable for either short or normal height riders – different motorcycles may be submitted to satisfy this need.

- 5) The motorcycles must be fully assembled, set-up and serviced by a certified motorcycle mechanic, and ready for immediate operation upon delivery.

Bids:

Company	# of units	Brand/Model	Bid
Criswell Power Sports LLC, Germantown, MD	28	Honda CMX250C6	\$94,122
Ellicott City Motorsports, Ellicott City, MD	28	Suzuki GZ250K6	\$90,104

Recommendation

The administration requests that the board of trustees approve:

Amount: \$90,104

Vendor: Ellicott City Motorsports, Ellicott City, MD

Source of funds: Continuing Education Funds

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

6 – Ratify and Confirm Parking Garage Guaranteed Maximum Price

Background: As part of the Arts & Humanities Instructional Building project, the college proposed the original planned parking lot consisting of a 300 space surface lot. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, the college determined that construction of a parking deck was more feasible than additional surface parking lots. Additionally, due to the severe parking shortage on campus, it was necessary to increase the 300-space facility to 500+ parking spaces. Normally the state does not fund parking garages; however, the college requested consideration from the state for this garage and after deliberations, the state agreed to fund \$450,000 toward the parking garage. The parking facility consists of 518 parking spaces and five levels with an elevator serving all levels. The structure is of cast-in-place concrete caissons footings, foundation walls and column piers. The superstructure is precast concrete with double-t columns and architectural precast concrete perimeter. With the construction of the arts and humanities building and now the student services building, the parking deficit has compounded. To alleviate this problem, the most feasible solution was to construct the parking deck. This new facility will provide immediate relief and help alleviate the severe parking shortages on campus.

Purpose: To approve the guaranteed maximum price (GMP) associated with the CM at risk services for the construction of the parking garage. The total budget without the pedestrian bridge totaled \$8,381,000. The GMP received from Riparius Construction dated December 29, 2005, totals \$7,725,709, which is approximately \$655,000 under budget.

Location: The parking garage is to be constructed at the east end of campus behind the Science and Technology Building.

Timeline: The project is scheduled to commence following Board of Public Works approval on February 1, 2006, and be completed on or before August 16, 2006, prior to the start of the fall semester.

Specifications: The parking facility consists of 518 parking spaces including 11 handicapped spaces, 161,000 gross square feet and five levels with an elevator serving all levels.

Recommendation:

The administration requests that the board of trustees ratify and confirm:

Amount: Guaranteed Maximum Price of \$7,725,709

Vendor: Riparius Construction, Inc.

Source of funds: FY06 Capital Budget

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

Approval: Signed by Patrick L. Huddie, Vice Chair, December 29, 2005