



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

April 26, 2006
Children's Learning Center – 6:00 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

April 26, 2006
Children's Learning Center

1. **Proposed New Hires**
2. **Fiscal Year 2007 Faculty Promotions**
3. **Candidates for Commencement / Honorary Degree**
4. **Housekeeping Supplies Contract**
5. **Music Modular Buildings Contract**
6. **Landscaping Management Services Contract**
7. **Elevator Services Contract**
8. **Electrical Services Contract**
9. **Athletic Fields Management Service Contract**
10. **Project Access Bus Service Contract**
11. **Athletic Trainer Contract**
12. **Trash Compactor Lease Agreement**
13. **Datatel (Colleague) Additional Licensing**
14. **Fiscal Year 2007 Tuition Rates**
15. **File Servers Consulting and Technical Support**

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 March 1, 2006, through March 29, 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 April 2006 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

March 2006

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Lead Housekeeper	Plant Operations	Existing Position Replacement	5	\$26,580-\$42,512	\$31,675	Davis, Theodore ^{4*}	3/16/06
Assistant Director of Student Life	Student Life	Existing Position Replacement	11	\$41,967-\$67,147	\$43,967	Garrett, Schnell	3/16/06

April 2006

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Office Associate II	Plant Operations	Existing Position Reorganization	4	\$22,837-\$36,539	\$23,236	Brown, Eldridge ⁴	4/03/06

*Employee Working Third Shift

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.

⁴ Current employee of the core workforce who successfully competed for a vacant position within the college.

2 – Fiscal Year 2007 Faculty Promotions

Background: The college shall provide professional recognition and reward for faculty members who have achieved a prescribed level of self and instructional development in accordance with college procedure 63.03.03 – Promotion (Faculty), which describes the requirements for promotion for each faculty rank, including:

- length of service ;
- yearly meritorious performance in the areas of teaching, college responsibilities, and instructional improvement;
- course or program development;
- projects required for promotion;
- evidence of quality teaching during the promotion period;
- special professional development activities when required for promotion; and
- educational qualifications.

Purpose: The faculty promotion system promotes continuous improvement through professional development, teaching improvement, learning outcomes assessment and curriculum development. Promotion projects are used to move forward major instructional initiatives.

Timeline: Faculty promotions are reviewed and recommended to the board in April for the following fiscal year.

Recommendation

The administration requests that the board of trustees approve the promotions for the following faculty members. A summary of the projects for faculty meeting the criteria for promotion follows.

1. David Beaudoin to assistant professor, mass media
2. Valerie Davies to assistant professor, nursing
3. Dorothy Luquette to assistant professor, biology
4. James Adkins to associate professor, art
5. Betty Anderson to associate professor, mathematics
6. Jeanette Jeffrey to associate professor, health and life fitness
7. David Rader to associate professor, technology
8. Laura Sessions to associate professor, nursing

9. Dr. Kristina Suter to associate professor, music
10. Susan Keach Sweeney to associate professor, human development
11. Dr. Lisa Wilde to associate professor, English
12. Cheryl Berman to professor, world languages
13. Linda Wiley to professor, English

Project Summaries Faculty Promotion Recommendations FY07

Assistant Professor

David Beaudoin

David Beaudoin teaches real world solutions to real world design projects. He has made a point of having his students understand the difference between concept and style—that the idea is the most important thing. He also makes them understand that the “why” is as important as the “how” and that they must understand why a particular choice of media or design element is the most appropriate. He teaches students the importance of being able to go beyond the surface features of the software they use to design new solutions that are not pre-packaged. David advises mass media majors, manages the video and multimedia labs and student video equipment cage, and serves on the web standards committee. He has designed a tutorial software application called PlainTalk that teaches students, Actionscript, the programming language behind Macromedia Flash. In his spare time, David has completed his master of fine arts degree in integrated design at the University of Baltimore.

Valerie Davies

Valerie Davies has focused on the promotion of clinical judgment in her students through the advancement of critical thinking using her expertise in adult nursing and pathophysiology. In addition to meeting all of the requirements for full-time faculty at HCC, Valerie has maintained the clinical practice hours and continuing education units required for licensure as a nurse practitioner. During her probation period, Valerie has stepped forward to coordinate the evening section of the second year of the nursing program and worked with the nursing faculty on a major curriculum revision and restructuring project. In addition to serving as a mentor to her students, Valerie has served as a mentor for the Silas Craft Collegians Program.

Dorothy Luquette

As an instructor of biology, Dorothy Luquette has excelled in the classroom as evidenced by her classroom observations and student success in her courses. She has focused on relating her courses to more real life situations. Her learning improvement projects in environmental science have increased the students' understanding of the course objectives and decreased misconceptions about the subject. Dorothy attended the Association for Biology Laboratory Education at Virginia Tech in Blacksburg, Virginia and presented “Exploring the Patuxent River Watershed” at the January 2006 Association of Faculties for Advancement of Community College Teaching meeting.

Associate Professor

James Adkins

The first stage of James Adkin's project was the development of a six-course drawing curriculum that followed a hierarchy of concepts. The first two fundamentals courses had to be designed to prepare students for the intermediate-level courses. For the second stage of the project, curriculum guides were designed for the fundamentals courses that all instructors in the drawing program adopted. A learning outcomes assessment project was designed at this stage that used portfolio evaluation as an assessment tool to insure that all sections of drawing I and drawing II were successfully preparing students for higher level courses. Using the same model, curriculum guides were also developed for design, photography, and digital imaging. Learning outcomes assessments evaluating student preparation for upper-level courses have now been completed for all prerequisite courses.

Betty Anderson

Betty Anderson researched and developed a new finite mathematics course (MATH-121). Although the course was developed in response to HCC's information technology articulation with the University of Baltimore at the Laurel College Center, the course has been adopted by many other programs. In addition to developing the materials for the onsite course, Betty also learned WebCT and developed an online finite mathematics course website. In preparation for teaching MATH-121 online, she accepted an assignment to teach the online college algebra course to learn about the management issues of an online course. Betty also developed new course materials for the statistics course and researched how technical mathematics courses are taught around the state. As a result of her research, many of the college's technology programs were revised to substitute MATH-121 or another math course for technical math.

Jeanette Jeffrey

The focus of Jeanette's project was the development of a health education cross-cultural and international health program option. This project required field research and the development of a transfer program of study, a community service pathway and options, and a new course, including learning modules with supportive materials. As a part of this project, Jeanette had to build both internal and external collaborative partners. For the Somos Amigos Medical Mission project in the Dominican Republic, Jeanette has partnered with Cheryl Berman, director of world languages, and Robin Bauer, a Spanish-language faculty. Jeanette also worked with internal and external partners on HEED-175: cross-cultural health comparison. Internal partners included Carol Parreco, director of service learning, and Patty English, director of cardiovascular technology. External partners included UMBC, and the Johns Hopkins School of Public Health.

David Rader

The personal computer systems repair I course and the network cabling system courses were developed over a decade ago. Over the years, substantial changes in technology have required all of HCC's courses to be reviewed and updated to ensure they maintain currency with industry standards. For his promotion project, David Rader completed assessments and revisions for CMSY-105: personal computer systems repair I, and ELEC-140: network cabling systems. These

revisions included new objectives, updated lab manuals, newly designed lab experiences, new WebCT course sites, more than 14 PowerPoint presentations, videos, class notes, review sheets, pre-lab questions, homework assignments, and associated websites. During the course of his project, David also became a certified premises cabling system installer and a certified premises cabling system instructor for Tyco Electronic's AMP Corporation, which, like ELEC-140, covers both copper and fiber optics cabling. In addition, David was an instructor in electronics training for 23 Kuwait Air Force personnel.

Laura Sessions

The focus of Laura's promotion project was the revision of the pediatric nursing curriculum. This project was a critical element in the overall revision of the nursing program. Laura used the NCLEX-RN test plan and the National League of Nursing graduate competencies to assess the pediatric content being presented in the previous integrated curriculum and identified areas for improvement. Based upon her findings and faculty recommendations, she developed a new course entitled: NURS-234: family centered nursing II. This project was a major undertaking involving development of a content map, syllabus and orientation materials, new learning modules with supportive materials, pediatric computation practice and evaluation exams, remediation module, WebCT course management tool, and new items for the nursing test bank.

Kristine Suter

One component of Kristina Suter's promotion project was the establishment of a partnership with the Howard County Public School System (HCPSS) department of music. Aside from keeping HCPSS informed about HCC's program offerings, the partnership resulted in approval of applied lessons at HCC as a high school fine arts credit, certification courses for high school music teachers, and a joint performance of the Accordare Piano Duo and the HCPSS String Faculty at the Meyerhoff Symphony Hall. Kristine also met with piano faculty to clarify and set the standards for piano jury requirements for music majors and non-music majors. Kristine also developed a keyboard skills text for the four keyboard skills courses, MUSC-114, 115, 214, and 215.

Susan Keach Sweeney

Susan has researched and developed an AA transfer and proposed certificate program in conflict resolution. She has worked with staff from the Mediation and Conflict Resolution Center (MCRC), sociology and health faculty, and members of Maryland's Dispute Resolution Center. Susan also articulated HCC's new program with Salisbury University, which has a bachelor's degree in conflict resolution. Because of the relationship between the MCRC at Howard Community College and the AA degree program, majors will have a unique opportunity for hands-on training in an operating mediation center.

Dr. Lisa Wilde

Using current research on the best practices for orienting, training and developing composition adjuncts, Dr. Lisa Wilde has designed, implemented, and evaluated an asynchronous and virtual communication tool using the WebCT platform in order to coordinate and build on current divisional training efforts, including the composition website, technology training and adjunct advancement program. Now, through

WebCT, all English instructors, both full-time and part-time, can meet in the Composition Cyber Café and gain an understanding of the college, division, and composition program's mission and standards. They can also share questions and ideas with full-time faculty, practice effective evaluation and feedback methods through online "essay norming" sessions, and discuss the best management strategies for a variety of classroom scenarios. So far, the Composition Cyber Café has elicited almost 1,000 communications among composition faculty.

Professor

Cheryl Berman

Cheryl Berman has worked to infuse recognition of and appreciation for an international education for HCC students. She encourages all of the different communities at HCC to look at cultures and languages, as well as economic, political, and social issues to provide students the tools for becoming active, productive world citizens. Cheryl has worked with faculty and staff to include international themes in their work. As an example, she created a faculty development program in Mexico where a faculty member from sociology not only learned Spanish but also pursued onsite information about the North American Free Trade Agreement (NAFTA) to include in his class. Recognizing the importance of language in other fields, Cheryl developed offerings to include Sign Language, Arabic, Chinese, Korean, Russian, Greek, and Portuguese. Through her efforts, students have been language-immersed through study abroad and exchange programs, treated to international celebrations such as the "Eye on the World," and invited to plan future professions with language in the Interagency Language Roundtable Showcase where 500 participants from higher education and the government met to explore students' roles in the future workforce.

Linda Wiley

Linda Wiley is co-creator and director of the college's First-Year Experience (FYE) Program. Since her participation in the University 101 workshop at the University of South Carolina in 2001, Linda has researched the practices of successful FYE college transition programs and used the information to create HCC's program integrating FYE experiences in entry-level courses. She also co-created the FYE website and initiated the FYE faculty learning community. Linda has presented twenty workshops on campus as well as presented at seven regional, national, and international conferences to spread the word about the importance of a focus on student transition and success in the first year of college.

3 – Candidates for Commencement / Honorary Degree

Background: The following is a list of proposed candidates for graduation, who are being cleared by the office of records and registration. The faculty will review and approve the attached list of 333 graduates prior to the conferring of these degrees and certificates.

In addition, the administration recommends the awarding of a posthumous honorary degree to former HCC student Scott Caplan.

Purpose: To enable eligible students to graduate

Timeline: Commencement – May 19, 2006

Recommendation

The administration requests that the board of trustees approve the posthumous honorary degree recommendation as well as the list of proposed graduates for May 2006, 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, and the honorary degree request supports Board Policy: Governance Process – Board’s Role.

Howard Community College
Graduation Candidates – May 2006
Associate of Arts

Arts and Sciences - Anthropology

Alex Z. Sabra

Arts and Sciences - Art

Ian C. Coleman

Arts and Sciences - Art-Digital Prepress

Katie E. Beachum

Arts and Sciences - Art-Graphic Design

Matthew James Patrick Benham

Arts and Sciences - Art-Studio Art

Stephen Christopher Oliver

Arts and Sciences - Athletic Training

Stephanie M. Bellistri

Arts and Sciences - Criminal Justice

Lindsay Nicole Boyer
Thomas Conrad Crosby, Jr.
Laura Michele Johnson
Jennifer Ellen Pastorek
Justin J. Singer
Jennifer Hila Skinner
Latashia Renee Sollers
Jason Manuel Vidal

Arts and Sciences - English

Alison Nicole Feldman
James T. Hennigan
Michael John Reed
Uraynab Said
K. Evangeline Simonton
M. Adrian Terry
Christina Erika White

**Arts and Sciences - Environmental
Science**

Gaurav Bisht

Arts and Sciences - Exercise Science

Paul Jacob Pfister

Arts and Sciences - Global Economics

Christopher Paul Morris

**Arts and Sciences - Health & Fitness
Education**

Christopher R. Parker

**Arts and Sciences - Health Care
Management and Administration**

Winifred Lafrance
Barbara S. Pega

**Arts and Sciences - Human Services -
Chemical Dependency**

Stephanie Jean Minzak
Janet Christine Woodall

Arts and Sciences - International Studies

Valerie L. Novak

**Arts and Sciences - Laboratory
Science/Biotechnology**

Lisa Colleen Seeley
Amanda Erin Weston

Arts and Sciences - Liberal Arts

Timothy W. Alcott
Walen Pongsupapat
Stephen G. Relyea
Steve Y. Suh
Jason Manuel Vidal

Arts and Sciences - Life Sciences

Sarah Elizabeth Carver
Crystal Lynette Melendez

**Arts and Sciences - Mass Media Design
and Production**

Riana Du Toit

**Arts and Sciences - Mass Media Design
and Production - Web Design**

Meghan Leigh Sanders

Arts and Sciences - Mathematics

Amy Lynne Bers
Julian Joseph Moyse

Arts and Sciences - Music

Sarah Elizabeth Gardner
Daniel Paul Pretz
Amy June Longballa Rifenberg

Arts and Sciences - Pre-Allied Health

Kasey Alexandra Britton
Jan Michael Colinares Lim
Annette Michelle Zeender

Arts and Sciences - Pre-Dentistry

Yoo R. An

Arts and Sciences - Pre-Pharmacy

Ipolite Nyumah Aly
Kayody A. Anderson
Nanyoung Baer
Tony Yun Choi
HyunJung Lee
Dong Phuon Thi Nguyen
Justin C. Tabugbo
Stanley O. Tabugbo

Arts and Sciences - Psychology

Sarah B. Coon
Christina Jean Daly
Kara M. Fabina
Stephen David Hepple
Danielle B. Nixon
Daniel Justin Skidmore
Michelle D. Standish

Arts and Sciences - Theatre/Performance

Lindsey M. Nixon
Tanya Swire

Business Administration - Accounting, Business Administration, Fashion Merchandising

Mathew Adler
Kristie Sue Butler
Matthew Michael Gebhart
Michael William Hancock
Christopher W. Heston
Tatyana O. Ivanova
Ryan M. Kelly
Amanda L. Kinkead

Sara L. McMahon
Heather Emma Neiman
Khanh Phoung Nguyen
Catherine CL Peng
Sara J. Shakir
David Simon Shapiro
Erin Danielle Steptoe
Tanya Swire
Philip Wendell Thomas, Jr.
Emily C. Waters
Latasha Ann Wells
Eugene Brian Zimmerman

Business Administration - Information Systems Management

Gregory John Kennedy
Kyle Wayne Marcon

Computer Science

Timothy W. Alcott
James William Fowler
Julian Joseph Moyse
Ronald Christopher Newton
Debra J. Simpson-Beckman
Scott E. Walkup

Engineering

Christopher M. Raabe

General Studies

Andrew Michael Alcott
Timothy W. Alcott
Gregory E. Baker
Ben J. Bianchi
Evan Alexander Black
David C. Byron
Alison Beall Carney
Suejean Lee Chun
Andrew John Corrao
Philip R. Crehan
Ethan Alexander Criss
Catherine McNamara Cugle
Chad D.C. D'Amore
Charles Joseph Daves
Tyler J. Davis
Andrew Michael Dimaggio
Todd Daniel Domer
Maura Christian Folkins
Adam Todd Foote
Stanley Gilmer, Jr.
Kyla M. Giuliano-Pekari
Erin Elizabeth Graf
Jeffrey D. Green
Nicole Lynn Hall

Dora D. Hargrove
Meghann Michelle Harvey
Keshia Jemel Henderson
Leticia A. Holyoke
Christianne Lee Keffer
Peter J. Khrizman
Bradley Josphe Knieriem
Isaac A. Kukulies
Sean Michael Lanehart
Kerie L. Larkin
Bryant Lee
Kabeed K. Mansur
Carolyn Denise Russo
Lauren Alexis Martin
Rachel Lauren Martinez
Anahita Masoumi
Jennifer Marie Mechem
Mara J. Milles
Christopher Paul Morris
Andrew J. Murrin
Darlene Patrice Nealis
Adam Richard Novak
Vernon Paul Oates
Kandace Martha Ramseur
Brennan Scott Reid
Priscilla Ingalls Ring
Annette Rodriquez
Tom Edward Roth
David Mchael Seiler
Jason Carl Strobell
Lauren J. Swedberg
Jade Ariel Thompson
Robert J.Tokarcik
James Gary Wagoner
Jonathan C. Wang
Katherine Insley Wehr
Tierra Keyona Wilkins
Saundreyah Ebonette Williams
Eric James Williamson
Daniel Cliff Wolkstein
Frank H. Wren

General Studies - Business/Technology Emphasis

Mirel Aktalay
Gaurav Behal
Lisa Marie Bernadzikowski
Robert E. Burdekin
Benjamin L. Cramer
Maria E. Disimone
John August Paul Dove
Jennifer L. Fultz
Eric Lionel Hall
Lauren Marie Hartsell
Bonnie Michelle Howard

Jason S. Jannati
Ryan Anthony Lignelli
Travis J. Lockhart
Melanie Marie Moore
Karina Rangel
Phyllis Dominique Sevik
Troy Cheyenne Smith
Robert Michael Terry
Tarita Maria Turner
Jessica Gail Warfield

General Studies - Science Emphasis

Rachel H. Abeshouse
Fata Kumba Barrie
Sujeeta Dhakhwa
Nicole Marie Dorsey
Sojin Jang
Christina Kim
Audrey May Clamosa Lupisan
Jenna Elizabeth Manzione
Njeri Matiru-Thuku
Sahar Nemati
Nam Kyu Park
Peter Malsh Ritzcovan
Karen Jacklyn Smela
Tessie Tremaine Stanford

Information Technology - Internet Technologies

Robert E. Young

Information Technology - Internet Technologies - Webmaster

Timothy James Corrick

Information Technology - Programming

Craig William Davidson

Nursing

Funmi O. Adeola
Marta M. Aliberti
Jacqueline Nichols Alligood
Worlodi Billie Allison-Lah
Jamison Courtney Anderson
Michelle Anne Anderson
Mirinda Jewell Anderson
Avareitta Margarette Bailey
Lashondra D. Banks
Heather Jean Barnes
Mary A. Belz
Erica Thuy Bentley
Claudia Berg
Angie Marie Bethany

Sonja Anne Bradley
Amy Jo Brown
Sherri Chasin Calvo
Tenisha O. Chester
Christine Ann Corbett
Julie Annmarie Corso
Crystal Day
Katherine P. Day
Michelle Anna Decrispino
Kimberly D. Degroot
Jennifer King Deuber
Cathy Elise Dymek
Sara Lyn Eastman
Patricia E. Ejoh
Abby A. Ellis
Ijeaku Jane Ezekwesili
Pamela W. Fox
Corinthia T. Harrell
Jennifer M. Hoskinson
Wanying Huang
Jessie Lea Hurd
Mandi Bridget Jackson
Tamika Jones
Mary Elizabeth Kiehl
Georgiana A. Koko
Myrna Pemberton Koyi
Dedeh Deryn Lavala
Lesley Lee
Susan K. Linden
Galina Malysheva
Tanya L. McFarlane
Linda A. Meldrom
Kathryn Colleen Mello
Jessica L. Mezaache
Shara Michelle Miller
Victor Nwefumo Musa
Brian K. Nelson
Patience Ngozi Odina
Agwa Tenjoh Okwen
Adedoyin Olufuwa
Ezekiel A. Oni
Jessica L. Oster
Linnea R. Pett
Renee L. Plazak

Donna Marie Prstac
Christina Ann Quade
Mary Clare Rebechi
Amanda Richardson
Jacqueline Coral Rowe
Ibironke N. Said
Jennifer Stella Santoro
Ana Larios Slade
David O. Sloan
Denise M. Smith
Sharrell M. Smoot Jackson
Christine Tubbe
Theresa Agnes Tucker
Joyce D. Vamja
Kathy R. Van Allen
Andrea Marie Weir
Elizabeth Christine Stuard
Kimberly Ann Wilmer
Lara Michele Wood
Zenebe Worku
Valerie Lynn Wright
Brittnie Patrice Young

Teacher Education - Early Childhood Education

Brian Robert Feldstein

Teacher Education - Elementary Education

Julianne Laforce

Teacher Education - Secondary Education

Gloria Starr Benya
Jason L. Johnson
Bryan Patrick Snell

Teacher Education - Secondary Education - Humanities/Arts

Sylvia Gelissen Lanier
K. Evangeline Simonton

Associate of Arts in Teaching

Teacher Education - Early Childhood Education

Erin Jayne Tiamson

Teacher Education - Elementary Education

Nahal Aghazadeh
Jeffrey S. Birdsong
Sarah Louise Frost
Olinda G. Guerrero
Jennifer R. Martin
Alison L. McInvale
Jill Christine Murphy
Jessica Lynn Wilson

Associate of Applied Science

Business Management

Marco Popovich

Cardiovascular Technology - Invasive Technologist

Ronald Beckwith, Jr.
Elizabeth Bernadine Douglas
Michael Hain
Teresa E. Simmons
Marianne Tate

Computer Support Technology

Bradley David Devereaux

Computer-Aided Design Technology

Kyle Steven Davis
Patrick James Murray

Early Childhood Development

Solange Mareellus
Deleah Renee Simmons

Electronics Technology

Tapan B. Patel
Samuel Pelton Reynolds

Electronics Technology - Telecommunications Technology

John S. Sison

Network Administration - Network Engineer - Microsoft Networking

Miguel Angel Cabassa, Jr

Certificate of Proficiency

Accelerated Cardiovascular Technology

Reza Ahmadi
Latasha D. Allen
James Martin Jennifer
Thomas F. Mathews
Felix S. Mendes
Marianne Tate
Marion Alicia Thomas

Biomedical Engineering - Biomedical Engineer Field Technician

Peter M. Nas

Cardiovascular Technology - Advanced Cardiovascular Imaging & Interventional Therapies

Maria V. Giorgakis
April N. Richards
Amanda Shanahan
Wendy Risa Ujueta

Cardiovascular Technology - Cardiac Monitoring and Analysis

Selina Fernandes

Computer Support Technology- Network Emphasis

Stephen M. Dorsey

Human Services - Chemical Dependency

Victoria Olushola Edafiogho

Human Services - Gerontology

Vivian Vivian Golden

Internet Professional

Matt R. Erdman
Kevin Edward Minton

Office Technology - Legal Office Assistant

Ji Young Ahn

Office Technology - Medical Transcriptionist

Jennifer Marie Miller
Katherine S. Sibol

Transfer Studies

Michael A. Cornish
Arti Sethi

4 – Housekeeping Supplies Contract

Background: The current (FY06) contract for the college's housekeeping supplies contract was awarded to Daycon Products Company by the board of trustees in April 2004. In FY06 the budget had to be increased to \$45,500 from the original \$35,000. According to the original bid specifications, if the contracted service was satisfactory and the material rates did not increase, the college had the right to extend the contract in one-year increments up to a period of three years with board approval. This year will be the third extension. The administration is satisfied with the contractor's services and material rates will not increase for FY07. It is anticipated that \$65,000 a year will be spent for housekeeping supplies with the addition of the Horowitz Visual and Performing Arts Center in July 2006 and the student services building in January 2007.

Purpose: To obtain board approval for the extension of the housekeeping supply contract

Location: College-wide

Timeline: July 1, 2006 – June 30, 2007

Recommendation

The administration requests that the board of trustees approve:

Amount: Estimated expenditures \$65,000 a year

Vendor: Daycon Products Company

Source of funds: Plant operations housekeeping budget, FY07 operating budget

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

5 – Extension of Music Modular Buildings Contract

Background: The initial contract with Vanguard Modular Systems was approved in June 2001. However, the modular units were not delivered until December 2001 resulting in the delay of the beginning of the lease contract. The subsequent extensions of the lease agreement have been placed on the board agenda for approval in time for the next fiscal year even though the actual contract commences each year in December. The current (FY06) contract for the college's music modular lease was awarded to Vanguard Modular Systems by the board of trustees in April 2004. The contract was a two-year contract renewable on a year-to-year basis. This year is the third extension. The administration is satisfied with the lease and the rates will not increase. The lease will be \$30,480 annually (\$2,540/month/insurance inclusive).

Purpose: To obtain board approval for the extension of the music modular lease

Location: Music modular units near the Smith Theatre

Timeline: December 19, 2006 – December 18, 2007

Recommendation

The administration requests that the board of trustees approve:

Amount: \$30,480/year

Vendor: Vanguard Modular Systems

Source of funds: The cost of these services will be funded by the FY07 and FY08 operating budget – plant operations account.

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

6 – Landscaping Management Services Contract

Background: The current (FY06) contract for the college's landscaping maintenance services was awarded to the Brickman Group, Ltd. through a competitive bid process in June 2004. According to the original bid specifications, if the contractor's work performance was satisfactory and the labor, equipment, and material rates would not increase, the college has the right to extend the contract in one-year increments up to a period of three years with board approval. This year will be the third extension. The administration is satisfied with the contractor's work performance and time and material rates will not increase in FY07.

The extension of the landscaping management service contract is based on the annual contract sum of \$57,631.

In addition to the standard campus-wide maintenance contract, the college has spent over \$9,000 for services not part of the contract in FY06, i.e., tree and limb removal after storms, clearing of several areas, watering, planting of annuals and repair of irrigation equipment after the winter season. The administration is asking the board of trustees to consent that landscaping items may be considered proprietary to the Brickman Group, Ltd. contract for FY07 instead of having to solicit three quotes for items that clearly pertain to landscaping, not to exceed \$25,000.

Purpose: To obtain approval for the landscaping contract renewal and request that the Brickman Group, Ltd. will be proprietary for miscellaneous landscaping items not to exceed \$25,000.

Location: Campus-wide

Timeline: July 1, 2006 – June 30, 2007

Recommendation

The administration requests that the board of trustees approve:

Amount: \$57,631.00 and miscellaneous items not to exceed \$25,000

Vendor: The Brickman Group, Ltd.

Source of funds: FY07 operating budget – plant operations account

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

7 – Elevator Maintenance Services Contract

Background: The current (FY06) contract for the college's elevator maintenance services was awarded to Schindler Elevator by the board of trustees through a competitive bid process in April 2004. According to the original bid specifications, if the contractor's work performance was satisfactory, the college had the right to extend the contract in one-year increments up to a period of three years with board approval. The original contract was for \$10,080, and the second year extension was for \$10,584. This year will be the third extension for \$11,112, which is a \$528.00 increase over the second year of the extension. The administration is satisfied with the contractor's work performance.

Purpose: To obtain board approval for the elevator maintenance services contract

Location: Main campus

Timeline: July 1, 2006 – June 30, 2007

Recommendation

The administration requests that the board of trustees approve:

Amount: \$11,112

Vendor: Schindler Elevator

Source of funds: FY07 operating budget – plant operations account

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

8 – Electrical Services Contract Approval

Background: The current (FY06) contract for the college's electrical services was awarded to Bell Electrical Systems by the board of trustees through a competitive bid process in April 2004. According to the original bid specifications, if the contractor's work performance was satisfactory the college has the right to extend the contract in one-year increments up to a period of three years with board approval. The initial contract was for \$66/hour with a 20 percent material markup. The second year extension remained the same at \$66/hour with a 20 percent material markup. This year will be the third extension with a slight increase to \$68/hour and a 20 percent material markup. The administration is satisfied with the contractor's work performance.

It is estimated that the college will spend approximately \$30,000 on outside electrical services in FY07.

Purpose: To obtain board approval for outside electrical services

Location: College-wide

Timeline: July 1, 2006 – June 30, 2007

Recommendation

The administration requests that the board of trustees approve:

Amount: Estimated amount \$30,000

Vendor: Bell Electrical Systems, Inc.

Source of funds: FY07 operating budget – plant operations account

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

9 – Athletic Fields Management Service Contract

Background: The current athletic fields management contract was awarded to the Brickman Group, Ltd. for FY05 in the amount \$29,692 with a two-year extension option if prices did not increase and if the college was satisfied with the services. The contract was extended in FY06 and increased to \$61,010, due to additional services that were added to maintain the new soccer fields. The field maintenance is shared with the Soccer Association of Columbia. The administration is satisfied with the services the Brickman Group, Ltd. has provided not just for the athletic field maintenance, but also for the campus-wide landscaping contract. This year is the third extension.

Purpose: To obtain board approval for the FY07 contract extension

Location: Athletic Fields

Timeline: July 1, 2006 – June 30, 2007

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 within the confines of the athletic fields area.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$ 61,010

Vendor: The Brickman Group, Ltd.

Source of funds: FY07 operating budget along with proportionate share contribution from the Soccer Association of Columbia

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

10 – Project Access Bus Service Contract

Background: Howard Community College (HCC) solicited three-year bids for bus service for its Project Access summer institute program in 2005. The board of trustees approved the current Project Access summer institute bus service contract to Jubb's Bus Service for FY06 on May 25, 2005, for \$20,000. This contract has an option to extend for two one-year periods (FY07 and FY08) with no increase in cost.

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: FY07 - July 10, 2006 – August 3, 2006

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	FY06 Bid	FY07 Bid	FY08 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

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.

11 – Athletic Trainer Contract

Background: The following item is a proposed contract extension from last year to cover the costs associated with providing an athletic trainer at all home contests per the bylaws of the Maryland Junior Conference (MDJUCO) of which Howard Community College (HCC) is a participating member. This contract was originally approved by the board in FY05 and renewed in FY06. To address the safety and liability concerns for all participating student athletes, the trainer should also be available for practices throughout the year. The number of hours needs to increase from 35 hours in FY06 to 37.5 hours in FY07 to ensure trainer availability for student athletes. HCC has the opportunity to continue its partnership with MedStar Health. MedStar is willing to provide HCC with a certified athletic trainer. MedStar would pay the benefits and continued educational training of the athletic trainer and HCC would pay an hourly wage.

Purpose: To obtain board approval to continue to partner with the MedStar Health for the use of a certified athletic trainer during the school year for practices, games, and camps.

Location: Athletic and fitness center building and fields

Timeline: August 1, 2006 – May 30, 2007

Specifications: The total cost for the trainer is \$37,570 and shall be paid hourly at \$23.81 per hour for 37.5 hours per week for the specified time frame.

Bids: HCC will use the Community College of Baltimore County-Catonsville bid #041504A dated March 25, 2004, which is a one-year contract, with two one-year renewable options, which allows other local community colleges to use its purchase orders/bids.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$37,570

Vendor: MedStar Health

Source of funds: Funds to cover the hourly wages will come from two athletic administration sources – from the student fees account (\$34,570) and the sports program account (\$3,000).

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

12 – Trash Compactor Lease Agreement

Background: The present trash collection contract was awarded to Waste Management in May 2005. This year will be the second year of the contract. According to the original bid specifications, if the contracted service was satisfactory and the lease agreement did not increase, the college had the right to extend the contract in one-year increments up to a period of three years with board approval. The lease agreement did not increase.

At the time of the initial lease request consent item in FY06, a budget figure for trash hauling and disposal was not included since figures on the number of haulings and tonnage of trash disposal were not available. Since implementation, the monthly average for leasing, hauling, and trash removal has been \$2,600 for an approximate yearly budget total of \$31,200. With the addition of the Horowitz Visual and Performing Arts Center in July 2006 and the student services building in January 2007, the monthly billing amount is estimated to increase to \$2,900 per month for an estimated annual budget total of \$35,000. The administration is satisfied with the contractor's services and the lease contract rates will not increase for FY07.

Purpose: To obtain board approval for the continuance of the college's trash compactor lease

Location: Main campus only

Timeline: July 1, 2006 – June 30, 2007

Specifications: Lease of one trash compactor including hauling and disposal

Recommendation;

The administration requests that the board of trustees approve:

Amount: \$35,000

Vendor: Waste Management of Maryland

Source of funds: Funds will be allocated in the FY07 operating budget

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

13 – Datatel (Colleague) Additional Licensing

Background: HCC uses Datatel's administrative software (Colleague) to support business processes and services. The administrative software consists of an integrated database and application modules that facilitate the electronic processing of student enrollment, financial transactions, payroll, scheduling, reporting, and human resource administration.

Due to the increased use of Colleague, the college needs to increase the number of Colleague licenses from 165 to 210. The cost of each license is \$640 and the total for 45 new licenses will be \$28,800.

Purpose: To obtain approval to purchase additional Colleague licenses

Location: Computer Center

Timeline: April 30, 2006

Specifications: 45 additional Colleague licenses

Recommendation

The administration requests that the board of trustees approve:

Amount: \$28,800

Vendor: Datatel Incorporated

Source of funds: Funding for the contract is within the FY06 operating budget for the administrative information system department cost center

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

14 – Fiscal Year 2007 Tuition Rates

Background: The board approved the FY07 operating budget at its March 2006 board meeting. A part of that budget included the tuition rates for FY07, which the board also needs to formally approve.

A chart listing the tuition increases is shown below. Out of county and out of state rates are determined based on a formula, which includes the in-county rate and the county and state contribution to the college’s budget. Proposed tuition rates for FY07 are as follows:

Description	Current Tuition Rate Per Credit Hour	Proposed Tuition Rate Per Credit Hour	Increase Per Credit Hour
In-county rate	\$105.00	\$110.00	\$5.00
Out-of-county rate	\$188.00	\$193.00	\$5.00
Out-of-state rate	\$233.00	\$238.00	\$5.00

The final budget has been submitted to the County Executive and will need to be approved by the County Council. In addition to the above changes, the board also approved an increase in the consolidated fee for FY07 as a separate item at the March board meeting.

Purpose: To obtain board approval for increased tuition rates

Timeline: FY07

Specifications: Details noted in the FY07 operating budget, previously reviewed in March

Recommendation

The administration requests that the board of trustees approve the FY07 tuition rates outlined above.

Compliance: This request is in support of board policies, Governance Process; Board’s role: Presidential Boundaries; Fiscal Condition and Presidential Boundaries Budgeting/Forecasting.

15 – File Servers Consulting and Technical Support

Background: HCC has used the services of Convergence Technology to provide consulting and support for the installation and operation of the campus network file server technologies. In the fall, Convergence was retained to resolve technical problems with the student file server project that provides students with network storage space for class projects. Recently, Convergence has been retained to assist with the new web server infrastructure installation. Convergence is providing technical support, testing, and staff training on the new system. The college administration would like to continue using Convergence’s technical services to enable continuity with the web infrastructure project and coverage for service calls on other similar computer systems.

Purpose: To obtain board approval for technical consulting services

Timeline: April 26 – June 30, 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: Up to \$30,000

Vendor: Convergence Technology Consulting

Source of funds: Information technology’s FY06 operating budget

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