



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

*Board of Trustees'
Consent Materials*

May 24, 2006
Kittleman Room – 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

May 24, 2006

Instructional Laboratory Building
Kittleman Room – ILB 100

1. Capital Budget Items
 - a. Change Order #1 Parking Deck Elevated Pedestrian Walkway Design
2. Service Contracts
 - a. Network Maintenance Contract
 - b. Fiscal Year 2007 Credit and Non-Credit Schedule of Classes Printing
 - c. Electricity Supply Cost Increase
 - d. Gas Delivery Cost Increase
 - e. Fiscal Year 2007 Library Expenditures
 - f. Maryland Educational Enterprise Consortium (MEEC)
3. Renewals
 - a. Sodexho Contract
 - b. Contract for Office Copiers
 - c. Security Services Contract
 - d. Office Supplies Contract
 - e. Washington Gas and Energy Services
 - f. Baltimore Gas and Electric Natural Gas Delivery Service
 - g. Technical Support Sole Source Service Contract
 - h. Contract for Print Shop Copiers
 - i. Learning Resource Center Gale/Thomson Expenditures
4. Other
 - a. Proposed New Hires
 - b. Fiscal Year 2007 New Academic Programs
 - c. Summer I Graduates
 - d. Belmont Conference Center Lease Payment
 - e. Authorization for Board Chair to Approve on Behalf of Board Until Next Regular Meeting
 - f. Colleague Server
 - g. Procurement Card Contract
 - h. Credit Card Services – Limit Increase
 - i. Salary Schedule Change

Introduction

The consent items are organized as follows:

Items 1 a: This item will request approval for a change order for the parking deck

Items 2 a – f: The items in this category are new contracts for FY07, with the exception of items c and d, which had significant changes in the FY06 estimated amount and need approval for increases, and item f, 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 – i: The “other” category contains several miscellaneous items. Item 4a is proposed new hires. Item 4b is proposed new FY07 academic programs. Item 4c is the proposed list of graduate candidates for the summer I session. Item 4d is the lease payment for Belmont. Item 4e 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. Item 4f is a request for a new server. Item 4g is a request to obtain procurement cards. A request to increase the college’s credit card spending limit is explained in 4h. And finally, 4i is a proposed salary schedule change.

1a – Change Order #1 Parking Deck Elevated Pedestrian Walkway Design

Background: The parking deck is located behind plant. In order to cross over to the English, language, and business building (ELB), pedestrians will seek out the most convenient route, which means crossing over the plant parking lot and access road. This path is a safety hazard. By adding an elevated pedestrian walkway to access the science and technology (ST) building veranda and the Burrill Galleria, individuals will have a safer route. This design wasn't done at the outset because the original bridge idea was too costly. It is intended that this new design will fit within the current construction budget.

Purpose: To obtain approval for a walkway change order for the design of an elevated pedestrian walkway

Location: Parking Deck

Timeline: Fall 2006

Specifications: Design of an elevated pedestrian walkway connecting the parking deck to the existing ST building.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$11,500

Vendor: Desman Associates

Source of funds: FY06 Capital budget.

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

2b – Fiscal Year 2007 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 board approval to award the printing of credit and non-credit schedules

Timeline: For FY07 (July 2006-June 2007), the college will receive eight editions at dates specified in the bid. The specific dates ensure that schedules will be delivered prior to registration and advising dates.

Specifications: **Credit class schedules:**
110,000 for winter/spring, summer, revised fall editions; 12,000 advance fall edition
Size: 8 x 10 ½"
Number of pages: winter/spring, 152; summer, 112; advanced fall, 96; revised fall, 140 (page count includes covers)
Stock: cover, 50# white offset; text pages, 35# bright white newsprint
Ink: 4-color covers on all editions except advanced fall (2-color); text pages, black ink
Saddlestitch

Non-credit class schedules:
Quantity: 113,000 for each of four editions
Size: 6 x 10 ½"
Number of Pages: fall, 92; winter, 72; spring, 68; summer, 56 (page count includes covers)
Stock: cover, 70# coated stock; text pages, 35# bright white newsprint
Ink: 4-color covers on all editions; text pages, black ink, plus 1 spot color
Saddlestitch

Bids:	Printers who submitted bids and their bids:		
	Company	Credit Bid	Non-credit Bid
	AFL Web Printing	\$106,381.81	\$94,957.62
	Bartash Printing	\$112,808.00	\$94,744.00
	Engle Printing	\$122,331.00	\$91,750.00

Recommendation

The administration requests that the board of trustees approve:

Amount: \$106,381.81 plus up to \$30,000 in additional funds to accommodate the printing of additional pages (credit schedules)

\$ 91,750.00 plus up to \$15,000 in additional funds to accommodate the printing of additional pages (non-credit schedules)

Vendor: AFL Web Printing (credit schedules)
Engle Printing (non-credit schedules)

Source of funds: Public relations and marketing budget (credit schedules)
Continuing education and workforce development budget (non-credit schedules)

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

2c – Electricity Supply Cost Increase

Background: Due to the increase in prices for electricity as a result of Hurricane Katrina as well as the recent deregulation, the administration needs to increase the Baltimore Gas and Electric blanket purchase order from its original amount of \$812,609 by \$150,000. This increase will cover the estimated cost increase through June 2006. The increase is covered by the plant operations budget.

Purpose: To obtain board approval for the increase of the Baltimore Gas and Electric blanket purchase order by \$150,000

Location: The college's main campus in Columbia, Maryland

Timeline: Increase will cover invoices from April through June 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: An increase of \$150,000 to the original purchase order for \$812,609

Vendor: Baltimore Gas & Electric

Source of funds: FY06 operating budget – Plant Operations account

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

2d – Gas Delivery Cost Increase

Background: Due to the increase in prices for gas delivery as a result of the recent deregulation, the administration needs to increase the Baltimore Gas & Electric blanket purchase order from \$24,500 to \$30,500 (an increase of \$6,000). This increase will cover the estimated delivery cost increase through June 2006. The increase is covered by the plant operations budget.

Purpose: To obtain board of trustees approval for the increase to the Baltimore Gas & Electric blanket by \$6,000 for gas delivery

Location: The college's main campus in Columbia, Maryland

Timeline: Increase will cover invoices from April through June 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: An increase of \$6,000

Vendor: Baltimore Gas & Electric

Source of funds: FY06 operating budget – Plant Operations account

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

2e – Fiscal Year 2007 Library Expenditures

Background: OCLC/CAPCON is a non-profit library consortium that provides numerous products and services, including training and professional education workshops, cataloging and interlibrary loan services, as well as multiple consortia-priced online subscriptions.

The library expects FY07 expenditures with OCLC/CAPCON will not exceed \$30,000. This total reflects projected database and membership increases for FY07 as well as possible new databases. Below is a current list of electronic and non-electronic purchases for FY07 from this publisher:

- Access Science
- Lexis Nexis Academic Universe
- Lexis Nexis Congressional Universe
- Lexis Nexis Statutes at Large
- Lexis Nexis Primary Sources
- Lexis Nexis Statistical Universe
- Grove Music
- Oxford English Dictionary and Oxford Reference Online
- Classical Music
- CQ Researcher
- Serials Solutions
- Membership/Cataloging/Training Services

Purpose: To request board approval for purchasing library database subscriptions and cataloging services

Timeline: July 2006-June 2007

Specifications: Appropriate scholarly reference materials for students and faculty as well as cataloging services for staff

Recommendation

The administration requests that the board of trustees approve:

Amount: \$30,000

Vendor: OCLC/CAPCON

Source of funds: Library

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

2f – Maryland Educational Enterprise Consortium (MEEC)

Background: The MEEC purchasing agreement provides consortium purchasing of software license agreements and computer technologies. MEEC is administered by the University System of Maryland, which formally completes all procurement procedures for the consortium. The consortium provides services to all eligible educational institutions, libraries, and museums in the state.

The college uses the MEEC agreement to license its use of Microsoft operating systems business products and web applications for all computer desktop systems and file servers at all campus locations. The agreement is also used to purchase software licenses for security and antivirus products. It is anticipated that the license renewals for Microsoft, security, and antivirus products will be \$30,000.

Under agreement (RFP # USMSC 2001 – 006) the consortium provides competitive discounts on Dell computers, servers, printers, peripherals, and classroom equipment. The agreement provides a base discount of 8 percent and further discounts of 20 percent or higher pending the type of equipment being purchased and the quantities. This contract will be used to purchase Dell computer equipment for the campus capital projects, which includes the Horowitz Visual and Performing Arts Center, student services and administration buildings. It will also be used for general and year-end technology purchases for academic and office needs.

Purpose: To obtain approval for the continued use of the MEEC agreement for technology purchases and software licensing

Timeline: July 1, 2006 – June 30, 2007

Recommendation

The administration requests that the board of trustees approve:

Amount: \$1.2 million

Vendor: MEEC University System of Maryland

Source of funds: Information technology operational FY07 funds and capital projects

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

3a-i – Contract Renewals

a. Sodexho Food Service Management Agreement

Background: The administration is seeking a renewal for the food service contract for FY07 with Sodexho as well as an increase in the FY06 approved amount.

FY06 Increase (\$50,000)

The request for additional money to cover management fees through the end of the year is based on a significant increase in labor expenses beginning in January. The increase in labor expenses is two-fold:

- Manager Kim Chamber's salary is higher than the previous manager's salary due to Kim's previous position with Sodexho as director of board operations at UMBC.
- Food service experienced a 14 percent increase in customer counts compared to last year. Additional staff was needed to handle the increase in customers, and, unfortunately, Sodexho had to rely on filling positions from a food service employment agency at premium rates. It had been Sodexho's experience here that while advertising for employees produced interest, qualified applicants did not have transportation. The food service employment agency used by Sodexho provides staff with transportation to and from the college. The sales increase in the Galley this spring was not enough to offset the increase in labor expenses.

Sodexho is in the process of taking measures to realign existing staff and to reduce the need for agency workers while maintaining quality of food and service.

FY07 Contract Renewal (\$200,000)

The college pays Sodexho three 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. Since food services will be moving to new facilities in spring 2007, the administration seeks approval for a one-year extension. The last RFP in May 2000 resulted in some interest from a few companies, but produced only one proposal, from Sodexho.

Purpose: To increase the budget allocation by \$50,000 to cover management fees through June 30, 2006, and to renew the contract for food service with Sodexho for FY07

Timeline: May –June 2006 and FY07

Amount: An increase of \$50,000 for FY06 and \$200,000 for FY07

b. Contract for Office Copiers

Purpose: To continue the existing lease with Enoch for office copiers

Timeline: June 1, 2006 – June 1, 2007

Amount: \$43,728

c. Security Services Contract

Purpose: To extend the security contract with Allied Security

Timeline: July 1, 2006 – June 30, 2007

Amount: Approximately \$802,800. This amount includes additional guards to cover the new garage, the Horowitz Visual and Performing Arts Center and the student services building when these facilities open.

d. Office Supplies Contract

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

Timeline: July 1, 2006 through June 30, 2007

Amount: \$345,000

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, 2006 – June 30, 2007

Amount: Approximately \$496,000

f. Baltimore Gas and Electric Natural Gas Delivery Charges Service Contract

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

Timeline: July 1, 2006 – June 30, 2007

Amount: Approximately \$30,500

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, 2006 – June 30, 2007

Amount: \$46,828

h. Contract for Print Shop Copiers

Purpose: To obtain approval to continue the existing lease with OCE for high speed copying equipment

Timeline: July 1, 2006 – June 30, 2007

Amount: \$147,410.60

i. Learning Resource Center Gale/Thomson expenditures

Purpose: To request board approval to continue purchasing library reference materials, database subscriptions and electronic reference books from Gale/Thomson

Timeline: July 2006-June 2007

Amount: \$116,000

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 March 30, 2006, through May 3, 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 May 2006 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

April 2006

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Theatre Technical Director	Arts & Humanities	Existing Position Replacement	10	\$38,473-\$61,556	\$38,473	Yarbrough, William	4/17/06
Associate Project Manager	Business & Computers	New Grant Funded Position Temporary with Benefits	12	\$45,778-\$73,245	\$45,000*	Volynskiy, Lev	4/18/06

May 2006

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Admissions and Recruitment Counselor	Admissions & Advising	Existing Position Replacement	11	\$41,967-\$67,147	\$41,967	Piekarski, Teresa	5/01/06
Foundation Accounting Assistant (18.75 Hours)	Development	Existing Position Replacement	8	\$32,333 -\$51,733	\$16,169	Danzig, Joyce	5/01/06
Office Associate IV	Arts & Humanities/Science & Technology	Existing Position Replacement	6	\$27,173-\$43,477	\$27,173	Jenkins, Marsha	5/11/06
Assistant Director, Mental Health Counseling	Counseling & Career Services	Existing Position Replacement	13	\$49,936-\$79,897	\$52,924	Friedman, Suzanne	5/17/06

*Less than minimum due to the grants budget constraints

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 –Fiscal Year 2007 New 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.

The following new transfer and career programs have been approved by the Curriculum and Instruction Committee:

1. Associate of Arts - Arts and Sciences, Criminal Justice
Computer Forensics Option (New Option to Existing Program)
2. Associate of Arts - Arts and Sciences, Exercise Science
Sports and Fitness Management Option (New Option to Existing Program)
3. Associate of Arts - Arts and Sciences, History
4. Associate of Arts - Arts and Sciences, Philosophy and Religious Studies
5. Associate of Arts - Information Technology, Network Security
6. Associate of Applied Science - Culinary Management
7. Associate of Applied Science - Hospitality Management
8. Certificate – Culinary Management
9. Certificate – Photography
10. Letter of Recognition – Entrepreneurship

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, 2006

Recommendation

The administration requests that the board of trustees approve the aforementioned new programs for FY07.

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 46 proposed graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Effective August 1, 2006 (this is the expected date for the clearing of all summer I grads)

Recommendation

The administration requests that the board of trustees approve 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.

Howard Community College Graduation Candidates Summer I 2006

Associate of Arts

Arts and Sciences-Criminal Justice

Vanessa Lorraine Wachira

Arts and Sciences-English

Vanessa Lorraine Wachira

Arts and Sciences-Exercise Science

Kimberly Joy Edwards

Arts and Sciences-International Studies

Patricia M. Adadvoh

Arts and Sciences-Liberal Arts

Vanessa Lorraine Wachira

Arts and Sciences-Mass Media Design and Production

Senghor Siswe Shabazz-Hill

Arts and Sciences-Pre-Allied Health

Adekunle Sesan Adegbesan

Arts and Sciences-Psychology

Christine Marie Wnuk-Fink

Arts and Sciences-Social Sciences

Vanessa Lorraine Wachira

Business Administration

Marc Alan Bulleri

Natalie C. Harris

Seong Heon Lee

Sara Elizabeth Rager

John Truman Temple

Engineering

Chanel Prophete

General Studies

Amy Michelle Dobson

Heather Ashley Kersey

Biljana Maletic

Nazila Masoumi

Diane M. Pesce

Lauren Elizabeth Robinson

David Michael Seiler

Vanessa Lorraine Wachira

Trisha Lynn Fleming

General Studies-Business/Technology Emphasis

Mohammad Salman Hussain

Anthony Jang

Karen L.E. McCormack, Jr.

Melanie Marie Moore

Joseph Andrew Ventura

General Studies-Science Emphasis

Nicole Heather Bacarella

Nicole Ann Berson

Daniel Anthony Ciborowski

Laureen Noelle Hawthorne

Kevin Aloysius Koller

Roza Masoumi

Mohsen Mohammadi

Fay Zhang

Teacher Education-Elementary Education

Jamie Marie Eller

Brooke Elizabeth Tyson

Teacher Education-Secondary Education

Courtney Leigh Schade

Associate of Applied Science

Early Childhood Development

Yvette M. McNeill

Emergency Medical Technician/Paramedic

Emily C. Hayes

Constantine George Wallace

Network Administration-Network Engineer
Veetus Pack

Certificate of Proficiency

Emergency Medical Technician/Paramedic

Jared Adam Marcus
Damian Chester Ripley
Rashida A. Walcott
Mitchell Iam Weitzman

Personal Training

Kimberly Joy Edwards

Transfer Studies

Seema Juneja

4d – Belmont Conference Center Lease Payment

Background: When the Howard Community College Educational Foundation, Inc. (HCCEF) purchased Belmont Conference Center, it entered into a lease with the college. As the lessee, the college agreed to make rental payments for Belmont that were equal to the debt service the HCCEF paid on the property. The debt service on the property is based on the 3-month LIBOR (London Interbank Offered Rate). However, that rate has steadily been increasing as interest rates began to climb. The college had anticipated paying \$168,000 in interest payments this year, but based on the current 3-month LIBOR, these payments will be approximately \$215,000. As interest rates continue to climb, the administration is setting aside funds to pay the debt service on the property. The administration is asking the board to approve this increase in the budget.

Purpose: To allocate appropriate funding for the Belmont lease payments

Location: Belmont Conference Center

Timeline: Lease payments for the period July 1, 2005 – June 30, 2006

Specifications: Lease payments were based on the 3-month LIBOR. As of May 9, 2006, this rate was 5.16 percent.

Recommendation

The administration requests that the board of trustees approve:

Amount: An increase in the lease payments to the HCCEF to \$215,000

Vendor: Howard Community College Educational Foundation, Inc.

Source of funds: Howard Community College FY06 Operating Budget Reserve Funds

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

4e – 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 23, 2006. 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 25, 2006 – August 22, 2006

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 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.

4f – Colleague Server

Background: The college will be migrating to a new release of its administrative computer system starting in January 2007. In preparation for obtaining the new release, the college is updating its technology infrastructure to meet specifications and configuration requirements for the new release. The new release is anticipated to improve the support of databases, web interfaces, administration options, and technical management features. It is anticipated that the conversion to the new release will be completed by October of 2007.

The Hartford Computer Group holds a Maryland state contract (#DBM-2020) to supply this type of equipment.

Purpose: To obtain approval to procure a new Colleague enterprise server

Timeline: May – June 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: \$65,500

Vendor: Hartford Computer Group, Inc

Source of funds: FY06 Operating Budget

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

4g – Procurement Card Contract

Background: The county currently has a contract with US Bank to provide procurement cards to employees for purchasing. Many county and school system employees have these procurement cards. Currently, several other community colleges have also implemented these purchasing cards.

The college has developed a policy and procedure to issue procurement cards to employees. This policy and procedure is based on information received from the county and other schools. All cards will have credit limits and will have limited access with retail codes. For example, an employee would not be able to use the card to make purchases of items such as liquor or clothing unless specifically authorized by the president.

Currently, a number of employees are making purchases for college supplies and travel with personal credit cards. Because they are not official college cards, they are charged sales tax on the purchases. Procurement cards will allow employees to be able make the purchase for college activities without the sales tax.

Only college purchases may be made on these cards and individuals must have the funds in their cost center prior to making the purchase. All employees who receive the card must go through a training program. If non-college purchases are made or individuals exceed the cost center's budget, the employee is subject to termination.

Currently, 23 college employees have credit cards. Some cards are with the Columbia bank while others are with other banks or American Express. By joining the county program, the administration anticipates that this change will reduce the cost while at the same time creating efficiencies in purchasing. The college will have a test period on these cards and will issue cards to designated employees for the test period.

Purpose: To obtain board approval to piggyback on the county contract and to proceed with issuing procurement cards

Timeline: May 25, 2006-May 25, 2007, with the right to renew with board approval

Specifications: Establishment of a \$1,000,000 college-wide credit limit

Bids: County Bid – 17-02

Recommendation

The administration requests that the board of trustees approve:

Amount: \$1,000,000 college-wide credit limit, with the right of the president or her designee to make changes to the contract as appropriate. This approval would allow the president to expand the number of users and credit limit as the program grows.

Vendor: US Bank

Source of funds: College-wide – various accounts and items

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

4h – Credit Card Services – Limit Increase

Background: Elan Credit Card Company provides business credit cards for the college on behalf of the Columbia Bank. Originally, this account was set up for the president of the college. Since then, eight staff members have been added to the Columbia Bank account, with additional credit limits. However, the original college-wide limit of \$25,000 was never increased for the college by the bank. Charges were being denied and as an emergency temporary measure, the limit was increased to \$50,000. The administration is now asking for a permanent increase to \$100,000. This amount equals the total of the credit limits on all currently held cards.

The administration is also asking the board to approve a new procurement card contract with US Bank. Once this transaction (consent item 4g) is finalized, all other credit cards (including the ones mentioned above) will be terminated and new procurement cards will be issued with US Bank. However, it is anticipated that it will take another month for the procurement card transition to take place, so the administration is asking for approval for an increase on the Columbia Bank cards.

Purpose: To increase the credit limit for the college to \$100,000

Timeline: Effective May 4, 2006 (retroactive due to emergency procurement)

Specifications: Maximum college wide credit limit to this vendor.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$100,000 credit limit

Vendor: Elan Credit Card Services

Source of funds: Various accounts in the operating budget and auxiliary accounts

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

4i – Salary Schedule Change

Background: The growth in the student population and number of programs has created great stress in the flat management structure of academic affairs. In response, the academic affairs staff initiated a discussion to determine whether or not it was time to transition to a department chair structure. Ultimately, staff decided that such a structure could become unwieldy because it could triple or quadruple the number of administrators.

Instead, staff decided to implement an associate chair position to assist the division chair in the management of the division. The division chair can delegate any function to an associate chair except full-time faculty evaluation and budget management. For the fall of 2006, associate chairs have been identified for the two divisions under the most stress—the arts and humanities division and the English and world languages division.

The proposed pay range for the associate chair was developed with the assistance of the director of human resources and is lower than but indexed off of the pay range of the division chair. An important consideration in determining the pay range was assuring that a full professor would have some financial benefit from assuming associate chair responsibilities.

In addition, the college has always looked at the range of the faculty in conjunction with the staff and tried to correlate the two scales. The division chair position was correlated to the grade 17 and now the new associate chair position should correlate to a grade 16. To make sure the scales were appropriately adjusted a change has been made to the grade 16 level on the staff schedule. This represents a slight increase from the former pay range. Since everyone at the grade 16 is above the minimum, the only impact this will have in the FY07 budget will be to slightly expand the range for the individuals in grade 16.

The following salary schedule shows the new grade/pay range in the shaded area.

Purpose: To obtain approval for a salary schedule adjustment

Timeline: Effective July 1, 2006

Recommendation

The administration requests that the board approve a change in the salary schedule to adopt the new associate chair appointment salary range as supported by the audit and finance committee at its May 8, 2006, meeting.

Source of funds: Operating budget

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

FACULTY SALARY SCHEDULE

Effective: July 1, 2006

TEN-MONTH

	SALARY RANGE		
	Minimum	Midpoint	Maximum
Full Professor	\$54,479	\$68,599	\$82,718
Associate Professor	\$48,433	\$59,979	\$71,524
Assistant Professor	\$43,058	\$52,451	\$61,844
Instructor	\$39,030	\$46,501	\$53,972
Assistant Instructor	\$34,032	\$40,134	\$46,236

TWELVE-MONTH*

	SALARY RANGE		
	Minimum	Midpoint	Maximum
Division Chair Appointment	\$70,701	\$91,911	\$113,121
Associate Division Chair Appointment	\$67,166	\$87,315	\$107,465
Full Professor	\$65,375	\$82,319	\$99,262
Associate Professor	\$58,120	\$71,975	\$85,829
Assistant Professor	\$51,670	\$62,941	\$74,213
Instructor	\$46,836	\$55,801	\$64,766
Assistant Instructor	\$40,838	\$48,161	\$55,483

* Twelve-month salary is 20% higher than ten-month to reflect the additional contract months

STAFF SALARY SCHEDULE

Effective: July 1, 2006

STAFF SALARY SCHEDULE (Exempt and Non-Exempt)

Category	Grade	Compensation Type	MINIMUM		MIDPOINT		MAXIMUM	
			Hourly*	Annual*	Hourly	Annual	Hourly	Annual
ADMINISTRATIVE (EXEMPT)	19	Salary		\$84,063		\$109,281		\$134,501
	18	Salary		\$77,122		\$100,258		\$123,395
	17	Salary		\$70,701		\$91,911		\$113,121
	16	Salary		\$67,166		\$87,315		\$107,465
	15	Salary		\$59,418		\$77,243		\$95,069
	14	Salary		\$54,471		\$70,812		\$87,154
PROFESSIONAL/TECHNICAL (EXEMPT OR NON-EXEMPT)	13	Salary		\$49,936		\$64,917		\$79,897
	12	Salary		\$45,778		\$59,512		\$73,245
	11	Salary		\$41,967		\$54,557		\$67,147
	10	Salary		\$38,473		\$50,015		\$61,556
	9	Salary		\$35,270		\$45,850		\$56,431
	8	Hourly A	\$16.52	\$32,333	\$21.47	\$42,033	\$26.43	\$51,733
		Hourly P	\$16.52	\$34,494	\$21.47	\$44,829	\$26.43	\$55,186
SUPPORT (NON-EXEMPT)	7	Hourly A	\$15.14	\$29,641	\$19.68	\$38,533	\$24.23	\$47,426
		Hourly P	\$15.14	\$31,612	\$19.68	\$41,092	\$24.23	\$50,592
	6	Hourly A	\$13.88	\$27,173	\$18.05	\$35,325	\$22.21	\$43,477
		Hourly P	\$13.88	\$28,981	\$18.05	\$37,688	\$22.21	\$46,374
	5	Hourly A	\$12.73	\$24,911	\$16.54	\$32,384	\$20.36	\$39,857
		Hourly P	\$12.73	\$26,580	\$16.54	\$34,536	\$20.36	\$42,512
	4	Hourly A	\$11.67	\$22,837	\$15.17	\$29,688	\$18.67	\$36,539
		Hourly P	\$11.67	\$24,367	\$15.17	\$31,675	\$18.67	\$38,983
3	Hourly A	\$10.69	\$20,935	\$13.90	\$27,216	\$17.11	\$33,497	
	Hourly P	\$10.69	\$22,321	\$13.90	\$29,023	\$17.11	\$35,726	

Hourly A: Administrative Staff (37.5 hrs/wk - 1957.5 hrs/yr)

Hourly P: Plant Staff (40 hrs/wk - 2088 hrs/yr)

* Exempt compensation is based on an annual salary. Non-exempt compensation is based on an hourly rate; annual amount is an estimate only, based on estimated work hours in each fiscal year.