



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

September 28, 2005
Kittleman Room – ILB 100

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**

September 28, 2005
Instructional Laboratory Building
Kittleman Room - ILB 100

1. **Proposed New Hires**
2. **Web Development Project**
3. **Change Order to Design Collective Contract for Traffic Studies**
4. **Workplace Innovations Partnership**
5. **Scholarships for Hurricane Katrina Victims**
6. **Access Control System Upgrade**

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 August 4, 2005, through September 7, 2005.

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 September 2005 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

August 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Inventory Control Clerk	Plant Operations	Existing Position Replacement	4	\$24,367-\$38,983	\$23,302	Cole, Glenn**	8/22/05
Teacher II (10 Months)	Children's Learning Center	Existing Position Replacement	8	\$32,333-\$51,733	\$27,258	Kolbe, Beth	8/29/05
Teacher II (10 Months)	Children's Learning Center	Existing Position Replacement	8	\$32,333-\$51,733	\$27,258	Martin, Melanie	8/29/05

September 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Accounting Clerk/Cashier (18.75 hrs.)	Finance	Existing Position Replacement	6	\$27,173-\$43,477	\$13,585	Newton, Julie	9/01/05
Theatre Technical Director	Arts & Humanities	Existing Position Replacement	10	\$38,473-\$61,556	\$45,000	Fricker, Tim	9/06/05
Computer/Network Support Technician	Student Computer Support	Existing Position Replacement	8	\$32,333-\$51,733	\$33,317	Harris, Jason	9/06/05
LAC Math Specialist (29 hrs.)	Learning Assistance Center/Math Division	Existing Position Replacement	11	\$41,967-\$67,147	\$27,357	LaFerriere, Catherine	9/06/05
Admissions Counselor (Nursing & Allied Health) (25 hrs.)	Admissions & Advising	New Position	11	\$41,967-\$67,147	\$27,979	Ragland, Lisa	9/06/05
Admissions Counselor (Nursing & Allied Health)	Admissions & Advising	Existing Temporary with Benefits Position	12	\$45,778-\$73,245	\$45,778	Owen, Emily	9/12/05
International Education Program Assistant	Academic Affairs	New Temporary with Benefits Position	8	\$32,333-\$51,733	\$33,278	Cain, Christele	9/19/05
Associate Director of Records & Registration	Records & Registration	Existing Position Replacement	14	\$54,471-\$87,154	\$55,000	Driscoll, Michael	9/19/05
Sales Manager	Belmont Conference Center	Existing Position Replacement	10	\$38,473-\$61,556	\$38,473*	Vivalda, Marisa	9/19/05
Assistant Director of Library	Teaching & Learning Services	Existing Position Replacement	13	\$49,936-\$79,897	\$54,930	Robinson, Deborah	9/26/05

*Commission Plan Employee

** See confidential information sheet in the back of the personnel summaries located in the work session and board meeting materials packet.

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 – Web Development Project

Background: The college issued a request for proposals (RFP) to solicit bids for services required for the assessment and development of technical specifications, deployment of the specifications into a new web presence, and implementation of a web content management system (CMS). The college received six responses to the RFP.

Purpose: To obtain approval for procurement internet technical services and proposed web CMS.

Location: College’s primary web site

Timeline: September 2005 through September 2006

Specifications: The statement of work will require:

Deliverable 1. The contractor will work with the college community to determine operational and design specifications for the redevelopment of the college web site. To accomplish this action, the contractor will conduct an assessment that examines college goals, services for students and instructional requirements, business practices, internal and external audiences, best practices, security, staffing, and emerging technologies. Based on the assessment, the contractor will provide specific recommendations for improving the college’s web presence.

Deliverable 2. The contractor will lead the process of redesigning and rebuilding the college’s enterprise web structure. This includes validation of primary content for migration, restructure of information flow, integration of key processes, and incorporation of enhanced security features. The contractor is also responsible for the implementation of the proposed web content management system.

Deliverable 3. Completion of the project within a period of one year from the date of contract award.

Bids:

Vendor	Project Costs	Comments
Brooks Group	\$179,000	Met few requirements.
CentreTEK	\$188,300	Higher education experience, high functionality with CMS, solid assessment methodology. Exceeds most requirements. First choice for award of contract.
Dell	\$483,463	Projected costs too high. Not considered.
Ease	\$256,000	Limited response to RFP. Responded to deliverable 1 only.

Fastspot	\$166,550	Did not adequately address requirements for CMS. Too much customization required.
G-1440	\$192,000	Met most requirements. Second choice for award of contract.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$188,300

Vendor: CentreTEK Solutions, LLC

Source of funds: Information Technology Matching Fund (state grant)

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

3 – Change Order to Design Collective Contract for Traffic Studies

Background: During the course of the master plan project for Belmont and the Columbia campus, it became apparent that traffic studies needed to occur at both locations to determine the impact of the proposed master plan changes. Normally studies of this nature, take 30-60 days so the administration requested that Design Collective contract a consultant as soon as possible. Design Collective obtained a proposal from Traffic Concepts for \$15,800 detailed as follows:

Belmont study - \$5,100
Columbia Campus - \$10,700

The administration would normally have asked that the board approve the change order before starting; however, the administration felt time was of the essence and requested that Traffic Concepts immediately begin its work. Since this request is a change order to Design Collective's original contract, the administration is asking that the board approve this change.

Purpose: To obtain board approval for the change order to prepare traffic studies of Belmont and the Columbia Campus.

Location: Roads accessing Belmont and the Columbia campus as noted in the master plan.

Timeline: Study to be completed by October 1, 2005.

Specifications: Traffic counts at key locations, peak usage observations, and data collection of current and projected growth, meetings with design team and campus representatives, and preparation of a written report.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$15,800

Vendor: Design Collective, Inc.

Source of funds: FY06 Capital Budget

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

4 – Workplace Innovations Partnership

Background: Howard Community College (HCC) and Workplace Innovations, Inc., agreed to a partnership to provide Minority Business Enterprise services: instructional and operational supplies, furnishings, equipment and staff development services and resources for the “Infant/Toddler Direct Services” grant #CCA/INFAN/05-001, funded by the State of Maryland/Department of Human Resources/Child Care Administration (effective July, 2005, changed to Maryland State Department of Education/Office of Child Care), effective October 1, 2004-September 30, 2006.

Purpose: To obtain board approval for instructional and operational supplies, furnishings, and equipment.

Location: Services will be provided at the HCC Children’s Learning Center.

Timeline: July 1, 2005 – June 30, 2006

Specifications: Provide instructional and operational supplies as well as furnishings and equipment, as needed to increase capacity of three additional infant/toddler spaces as well as staff development and training to assist in meeting and maintaining licensing requirements.

Bids: Appropriate certified vendors from the State of Maryland’s directory of certified vendors were identified and selected according to grant requirements for MBE vendor participation.

Recommendation

The administration requests that the board of trustees approve:

Amount: Not to exceed the estimated total of \$25,075

Vendor: Workplace Innovations, Inc.

Source of funds: Division of Continuing Education “Infant/Toddler Direct Services” grant

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

5 – Scholarships for Hurricane Katrina Victims

Background: The administration has had requests for assistance from students who were victims of Hurricane Katrina. Similar to surrounding colleges, Howard Community College has offered scholarships to these students who came seeking assistance. The college has offered scholarships for tuition and consolidated fees for a total of \$3,268.24 for two students. The college does not anticipate any additional students this semester since it is now the third week of the term. The administration normally does not request approval from the board for scholarship funding, but because these funds are being dispersed separately from the normal scholarship process, the administration thought it prudent to seek the board's approval in the consent process. The administration would have asked for board approval prior to giving the scholarships but staff had to act quickly so the students could get registered and start classes. Since these students may not be able to return to their former colleges in the near future, the college may also need to provide additional assistance in future semesters. Future registrations will move through the usual aid processes and not come to the board.

The college may also need to help individuals from Howard County who provided assistance during the disaster (e.g., emergency technical people, police, firefighters, etc.). Hence, the administration is reviewing the procedures developed after 9-11 in case this situation arises.

Purpose: To request board approval for scholarship assistance to Hurricane Katrina victims for the fall and future semesters.

Timeline: Fall 2005 and future semesters.

Specifications: Appropriate scholarships for students seeking assistance.

Recommendation

The administration requests that the board of trustees approve scholarship funding for Hurricane Katrina victims.

Amount: \$3,268.24

Source of funds: Operating funds are available to cover this amount

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

6 – Access Control System Upgrade

Background: For the security and safety of the college community, the administration is planning to proceed with the expansion of the access card reader system to include the athletic and fitness center, with additional modules for the nursing building and Hickory Ridge buildings. These modules will be tied into the existing SimplexGrinnell system, which is a proprietary system. The administration budgeted to expand these systems as part of the FY06 capital budget. Bids are not being solicited because compatibility is available in the existing system. The expansion of the system will be \$46,800.00 as per quote provided by SimplexGrinnell.

Purpose: To obtain approval of the contracted service for the expansion of the present access card system.

Location: Athletic and Fitness Center, Hickory Ridge, and Nursing buildings.

Timeline: Begin October 2006 through January 2007.

Specifications: Expansion of access control via installation of SimplexGrinnell access reader modules.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$46,800.00

Vendor: SimplexGrinnell

Source of funds: FY06 Capital Budget - Systemic Renovations

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