



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

November 30, 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**

November 30, 2005
Instructional Laboratory Building
Kittleman Room - ILB 100

1. **Proposed New Hires**
2. **Fiscal Year 2007 Sabbatical Leave Recommendations**
3. **December 2005 Graduates**
4. **Computer Network Maintenance Support Service Contract**
5. **Shuttle Service Expenses**
6. **Architectural and Engineering Contract Additional Services for 'A'
Building Instructional Space and Smith Theatre Renovations**
7. **Horowitz Center Construction Budget Add Alternate #1 and Contingency
Increase**
8. **Instructional Laboratory Building Phase II Change Order Numbers 3 and 4**

1 – Proposed New Hires

Background: The following chart 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 October 5 – November 10, 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 November 2005 Board Meeting

**BUDGETED HIRES (Position Control Positions)¹
October 2005**

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Housekeeper	Plant Operations	Existing Position Replacement	3	\$22,321-\$35,726	\$22,321	Vargas, Joseph*	10/16/05
Housekeeper	Plant Operations	Existing Position Replacement	3	\$22,321-\$35,726	\$22,321	Woods, Marshall*	10/16/05
Cashier	Bookstore	Existing Position Replacement	5	\$24,911-\$39,857	\$24,911	Arnold, Lisa	10/17/05
Housekeeper	Plant Operations	Existing Position Replacement	3	\$22,321-\$35,726	\$22,321	Casillas, Kimberly*	10/17/05
Office Associate III	Math/Distance Learning Division	Existing Position Replacement	5	\$24,911-\$39,857	\$24,911	Patel, Maya	10/26/05

November 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Help Desk Technician (18.75)	IT Help Desk	Existing Position Replacement	7	\$29,641-\$47,426	\$14,818	Yi, Dae	11/01/05
ESL Information and Materials Assistant	Continuing Education	New Temporary with Benefits Position	5	\$24,911-\$39,857	\$24,911	Tamashiro, Nilce	11/02/05
Disabled Student Services Counselor (20 Hours)	Academic Support	Existing Position Replacement	12	\$45,778-\$73,245	\$24,413	Painton, Julia	11/07/05
Research Associate	Planning, Research and Organizational	Existing Position Replacement	12	\$45,778-\$73,245	\$50,000	Nazma, Shirin	11/14/05
Test Center Specialist (25 Hours)	Test Center	New Position	9	\$35,270-\$46,431	\$23,426	Ott, Elaine	11/15/05
Coordinator, Career Links (20 Hours)	Counseling and Career Services	Existing Position Replacement	13	\$49,936-\$79,897	\$26,630	Blake, Anita	11/28/05
Artistic Director/Producer	Arts and Humanities	New Temporary with Benefits Position	15	\$59,418-\$95,069	\$59,418	Stebbins, Michael	11/07/05

December 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Lifelong Learning Specialist	Continuing Education	Existing Position Replacement Temporary with Benefits	12	\$45,778-\$73,245	\$45,778	Wolkowitz, Paula	12/01/05

*Employees 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.

2 – Fiscal Year 2007 Sabbatical Leave Recommendations

Background: All full-time teaching faculty are eligible to apply for sabbatical leave. Eligible employees must have completed five years of continuous full-time service to the college to be eligible for sabbatical leave. A sabbatical leave committee with membership consisting of one faculty member from each academic division reviews and rates sabbatical proposals.

Purpose: Sabbaticals should contribute to the attainment of the college's mission, goals, and objectives and substantially contribute to the professional growth of the faculty member, such as projects designed to improve teaching competencies.

Timeline: Sabbaticals are reviewed and recommended to the board of trustees in November for the following fiscal year.

Recommendation

The administration requests that the board of trustees approve the following sabbatical proposals:

Virginia Kirk, director of distance learning, is requesting a half-year sabbatical to be taken in fall 2006. Her goal is to help faculty develop online course materials to create a more interactive environment. She will research and evaluate educational software packages. After investigating the options, she will create training materials based on several of the software packages to be offered as part of "Teaching Online with WebCT," an online faculty training course, and/or as stand-alone offerings for online faculty.

John Bouman is requesting a half-year sabbatical to be taken in the spring of 2007. He will: (1) create a CD textbook for a "Survey of Economics" course; (2) create two general and comprehensive CD textbooks for Principles of Microeconomics and Principles of Macroeconomics; (3) create instructor materials for the three CDs; and (4) develop a plan to market the CDs to other institutions.

Peggy Walton is requesting a half-year sabbatical to be taken in the spring of 2007. Her goal is to work with teachers in the Howard County Public Schools to explore ways to improve students' readiness for college-level composition and literature courses, since many students place into Howard Community College's developmental writing and reading courses. To meet her objective, Peggy will observe high school teachers in their classrooms; examine their reading, writing, and grammar curricula; and communicate to them the college's expectations for college-

level writing. Finally, she will investigate the possibility of administering HCC's English placement tests in local high schools.

Anjula Batra is requesting a full-year sabbatical to be taken in the academic year 2006-2007. First she plans to complete training in Macromedia software such as Flash and/or Authorware. Once she acquires the necessary skills, she will enhance the material in the online and campus sections of MATH-145 Business Calculus by creating interactive lessons and projects as well as online self-tests. In doing so, she will fill the need for a business calculus course with interactivity using real business problems and applications.

Jude Okpala is requesting a half-year sabbatical to be taken in the fall of 2006. He will research visual rhetoric, a composition pedagogy whereby visuals, such as images and videos, are used in addition to verbal rhetoric for communicating ideas. He will investigate its philosophy and practices for potential implementation in Howard Community College's composition program and then develop a plan to integrate visual rhetoric into HCC's composition classes.

Amount: The minimum replacement cost for a faculty person on a one-semester sabbatical is \$9,750.

Compliance: This request is in compliance with college procedure, Sabbatical Leave – 63.08.13.

3 – December 2005 Graduates

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 104 graduates prior to the conferring of these degrees and certificates.

Purpose: To enable eligible students to graduate

Timeline: Commencement – December 23, 2005

Recommendation

The administration requests that the board of trustees approve the list of proposed graduates for fall 2005 and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration and review and approval by the faculty.

Compliance: This request is in compliance with college procedure, Graduation Requirements – 10.04.01.

**Howard Community College
Graduation Candidates
Fall 2005**

Associate of Arts Degree

Arts and Sciences – Art

John Davis Guiles
Lauren Michelle Seaton

Arts and Sciences – Art – Studio Art

Wendy Irene Hagelgans

**Arts and Sciences – Art –
Video/Multimedia Design**

Jack Strebor

**Business Administration –
Accounting, Business Administration,
Fashion Merchandising**

James Paul Caolo
Kristin Marie DeFrank
Dong Yup Hahn
Daniel M. Little
Sara Elizabeth Rager
Rachel L. Wall
Gui Zhang

**Business Administration –
Information Systems Management**

Manuel Santos Murguia, Jr.

**Business Administration –
International Business**

Allison Leigh Hardin
Ludovic Balpougouini Ouoba

Computer Science

Liang-Chi Wang

Engineering

Alberto Vazquez

Arts and Sciences – English

John Peter Desmond
John Michael Hayes
Michael John Reed

General Studies

Ashley Renee Augustine
Edward Walter Blakslee III
Julie M. Butler
Megan Cathleen Carbary
Veronica L. Cole
Timothy Michael Cullison
Michael E. Denz
Jayna C. Eitemiller
Sean P. Fabel
Luz Marie Figueroa
Clare Marie Frey
Jill Nicole Grempler
Jesse Keith Harkins
Jonathan James Hart
Elizabeth D. Harvison
Maria T. Hughes
Jessica M. James
Tricia A. Lewis
Ljiljana Maletic
Melissa Anne Marion
Kelly Anne Matten
Tanya Mazal Oziel
Julia Ashley Shelton

Rebecca Anne Simpson
Christina Marie Spindler
Kathleen Sellers White
Kerri Lynn Wilcox

**General Studies –
Business/Technology Emphasis**

Kelly Anne Beck
Bryan Keith Cauthen
Francis M. Goldberg
Andrew W. Golden
Gamal Akiel Haylett
Ben J. Holt
Joel E. Isaacs, Jr.
Patrick Thomas Nairn
Altynbek A. Sydykou
Bryan Rynd Walker
Jaclyn Suzanne Wells
Evan John White
Michelle Kathleen Wilson

**General Studies for Certificate
Students**

Craig Silva Blakslee
John A. Soter
Thomas M. Stewart

General Studies – Science Emphasis

Lindsay Ann Hall
Yoomi Hyun
Ryan Shawn Krause
Njeri Matiru-Thuku
Carlos Mantezz Montgomery
Peter Malsh Ritzcovan
Lydia Ann Romero
Todd Anthony Staffieri
Pawel Adam Wawrejko
Nancy Anne Couture-Willis

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

Barbara S. Pega

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

Erica Rose Goldsmith

Arts and Sciences – Liberal Arts

Tamatha Brigham
Bernadette Amanda Crockett
Qayoe Q. Jones
Kathreen Ruth Lee
Samantha Anne McGarity
Erin E. Perrone

Arts and Sciences – Life Sciences

Erica Rose Goldsmith
Jennifer Nicole Hammond
Amanda Erin Weston

Arts and Sciences – Pre-Medicine

Yolande Ernestine Essangui

Arts and Sciences – Pre-Pharmacy

Samira Hussain
Miri Kim
Ann Kwon

Arts and Sciences – Social Sciences

Carla Ann Cipolari

**Teacher Education – Early Childhood
Education**

Debby Omar Rashed

**Teacher Education – Elementary
Education**

Kimberly Renee Krauss
Jessica Lynn Lewis
Erin Michele Williams

Teacher Education – Secondary Education

Sarah Marie Shirk

Associate of Applied Science Degree

Business Management

Darlene Jeanette Jessup

**Cardiovascular Technology – Invasive
Technologist**

Marshall Rigarro Johnson

Early Childhood Development

Beth Kabsun Sonntag

**Health Care for the Professional –
Emergency Medical Services**

Michael E. Stoner

Associate of Arts in Teaching Degree

Teacher Education – Elementary Education

Jason Scott Fischer
Brittney Danel Fisher
Jessica Bailey Strunk

Certificate of Proficiency

**Human Services – Chemical
Dependency**

Stacey L. Bulluck

Computer-Aided Design Technology

Kristin Bukovsky

Internet Professional

Albert Sung Jun

Personal Training

Thomas M. Stewart

4 – Computer Network Maintenance Support Service Contract

Background: In May 2004, the board of trustees approved a computer network service contract with Network Concepts at a cost of \$53,518.80. This service contract provides technical support for 83 network devices. The current contract expires on June 30, 2006.

The college has purchased additional network equipment since the contract was awarded, which expands the technology and cost covered under the current contract. This additional equipment has resulted in a cost increase of \$9,000 to the current annual contract for a total cost of \$62,518.80.

Purpose: To obtain approval to modify the network maintenance agreement with Network Concepts, with an added expenditure of \$9,000 for additional equipment coverage at a total contract cost of \$62,518.80.

Timeline: Contract period runs through June 30, 2006.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$62,518.80

Vendor: Network Concepts, Inc.

Source of funds: FY06 Operating Budget

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

5 – Shuttle Service Expenses

Background: In an effort to help alleviate some of the issues associated with the parking shortage caused by ongoing construction, the college offered employees and students shuttle service from the Columbia Mall to the main campus beginning August 29, 2005, through October 28, 2005, and again on November 4, 2005 during the Job Fair.

Volunteers were recruited from all the functional areas of the college to park at the mall and be shuttled to campus. As an incentive, riders were given a \$5 meal voucher for use at the Galley or the ILB Starbucks for each shuttle ride.

The original intent was to procure the shuttle for four weeks. However, when the parking crunch did not subside, an extended shuttle schedule was initiated and offered to students in addition to employees. Each day, security conducted parking counts on campus and the continued need for the shuttle was evaluated on a weekly basis.

The shuttle service effectively reduced the parking shortage experienced during the first couple of months of the fall semester.

The original shuttle services did not require a public bid or board approval. However, the extended shuttle cost does require approval from the board. Below is the summary of expenses associated with the HCC shuttle:

WOODLAWN MOTOR COACH				
Dates	Service	No of Days	Amt per Day	Total
8/29-9/16/05	AM & PM 7am-10am & 4pm-7pm	14	450.00	\$6,300.00
9/19-10/28/05	ALL-DAY 7am-7pm	30	900.00	27,000.00
11/4/05	ALL-DAY 7am-7pm	1	900.00	900.00
TOTAL		45 days		\$34,200

To date, 1,105 college (duplicated) employees and 13 students have collected meal vouchers for a total of \$5,590.

The administration anticipates the need for additional shuttle service in the spring and is currently negotiating with potential vendors. A consent item will be brought to the full board in early 2006.

Purpose: To obtain board of trustees approval for shuttle services through Woodlawn Motor Coach, Inc. during the fall semester 2005.

Location: Main campus

Timeline: Fall semester intermittently between August 29 and November 4, 2005.

Specifications: To provide shuttle services from the Columbia Mall to HCC campus for employees and students.

Bids: Quotes for shuttle services were solicited from the following companies with Woodlawn providing the lowest rate with the most flexibility.

Brown's Motor Tours
Chesapeake Charter
Corporate Transportation
East Coast Transportation
Flester's Bus Service
J.C. Bus Company
J. King Bus Shuttle Service
Professional Livery
Woodlawn Motor Coach

Recommendation:

The administration requests that the board of trustees approve the costs associated with shuttle services for employees and students for the fall 2005 semester.

Amount: \$34,200.

Vendor: Woodlawn Motor Coach, Inc., 6523 Baltimore National Pike, Baltimore, Maryland 21228.

Source of funds: Funds were allocated at year-end in the fund 13 account for these services.

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

6 – Architectural and Engineering Contract Additional Services for ‘A’ Building Instructional Space and Smith Theatre Renovations

Background: Proposals were solicited for professional architectural and engineering services to design the ‘A’ building instructional space and Smith Theater renovations. At its October 26, 2005, meeting, the board approved the award to Murphy & Dittenhafer, Inc. in the amount of \$757,000. In addition to the contract amount, costs of some optional services were identified, including consultation for audio visual and TV studio/production facilities. The college waited to award options in order to determine the need and justification for additional services. After consulting with the respective departments on campus as well as other higher education institutions, it was advised that these services were a necessary component of the renovation project.

Purpose: To obtain board of trustees approval to add consultation services for audio visual and TV studio production facilities to the design contract for the renovations to the ‘A’ building instructional space and Smith Theatre.

Location: Main campus

Timeline: To be coordinated with the original twelve-month design schedule and continue into the construction administration phase.

Specifications: To provide additional professional services related to specification and procurement of audiovisual equipment for the TV studios and production areas of the ‘A’ building instructional space and Smith Theater renovations project.

Bids: This request is an extension of an original bid approved by the board of trustees.

Services related to the specification and procurement of equipment for the TV studios, production, and editing facilities were not included in the original contract. However, price proposals were included. The details of the price proposal for specifying the audiovisual equipment to be used and to assist with procurement is outlined below:

Price Proposals Submissions		
	Murphy & Dittenhafer	WDG Architecture
Original Contract Amount	\$757,000	\$779,111
Option 1 – AV TV/Production	\$23,000	\$55,000

After a thorough analysis of the renovation project and its equipment needs, it was determined that professional services for the audiovisual specifications for the TV studios and production areas were justified.

Recommendation

The administration requests that the board of trustees approve:

Amount: \$23,000

Vendor: Murphy & Dittenhafer, Inc., 800 North Charles Street, Baltimore, Maryland 21201.

Source of funds: FY06 capital budget, renovations to 'A' building instructional space and Smith Theatre.

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

7 – Horowitz Center Construction Budget Add Alternate #1 and Contingency Increase

Background: Construction on the Horowitz Visual and Performing Arts Center began on August 17, 2004. The construction budget for the project is \$20,180,431. Of that amount, \$500,000 is included as the owner contingency. Budget remains a concern and continues to be a top priority for this project as almost 95 percent of the college's construction contingency has been expended to date even though the project is only 50 percent complete. This situation indicates that the rate of contingency spending is higher than the project can afford.

At this point, college staff has reviewed the costs associated with the owner contingency items. A spending analysis with a breakdown by category is presented to the board for review. Based on the rate of spending, the college proposes an increase to the owner contingency in the amount of \$453,000, which is necessary to complete the project.

While some of the contingency has been spent on items associated with the delayed notice to proceed from the Maryland Department of General Services (DGS), which impacted such areas as fall and winter excavations, foundations, and temporary heat; many other items were expended as a result of the coordination of details due to the specialty consultants and geometric complexity of the building.

In addition to the contingency, the college also planned several add alternates. Currently, the college needs to incorporate stage rigging and draperies, which were previously identified on the add alternate list as add alternate #1. Due to the balance remaining in the owner contingency, the college is requesting a change order in the amount of \$141,881 to include this necessary item.

Both the add alternate list of \$669,945 and the contingency shortage were presented to the audit and finance committee at its September meeting and funding was included for this increase in the FY07 Capital Budget.

Purpose: To obtain board approval to increase the owner contingency fund in the amount of \$453,000 and to obtain approval the first add alternate for stage rigging and draperies for \$141,881.

Location: Horowitz Visual and Performing Arts Center

Timeline: The owner contingency increase and the add alternate for stage rigging will be added to the current contract for the building which is expected to be completed by August 2007.

Recommendation

The administration requests that the board of trustees approve the request for additional contingency funds that will allow the college to make owner changes that must be incorporated into the building in order to finish the project and also add the stage rigging and draperies to the construction budget.

Amount: \$453,000 for contingency and \$141,881 for stage rigging and draperies for a total increase of \$594,881.

Vendor: Riparius Construction, Inc., 375 Padonia Road, Timonium, Maryland 21093.

Source of funds: FY07 Capital Budget, arts and humanities instructional laboratory building.

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

8 – Instructional Laboratory Building Phase II Change Order Numbers 3 and 4

Background: Currently, funds remain in the instructional laboratory building (ILB) project Phase II, which were for the development of the quad and exterior areas surrounding the building. The college has identified a few smaller projects that it would like to proceed with so this project can be closed out. Two items required a change order to the Riparius contract as follows:

Change Order Number 3:

The sidewalk on the east side of the ILB adjacent to the construction trailers needs to be paved to be handicap accessible. The cost to complete this work is \$6,000. The college would like to complete this work as soon as possible.

Change Order Number 4:

There currently exists a dirt access path from the ILB access road into the quad that is used for fire and emergency vehicles. The road needs to be paved.

Purpose: To request board approval for exterior work to the ILB and surrounding grounds.

Location: Change order number 3: east of the ILB
Change order number 4: north of the ILB

Timeline: Immediately

Specifications: Change order number 3: To pave the path to the quad adjacent to the construction trailers.

Change order number 4: To pave the fire and emergency access path to the quad from the ILB access road.

Recommendation

The administration requests that the board of trustees approve:

Amount: Change order number 3: \$6,000 and
Change order number 4: \$15,260

Vendor: Riparius Construction, Inc.

Source of funds: ILB Phase II capital budget.

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