



HOWARD

COMMUNITY COLLEGE

*You Can Get There From Here.*

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***Board of Trustees’  
Meeting Materials***

*(Revised 12/14/05)*

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December 14, 2005  
Belmont Conference Center – Manor House

# 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**  
**Revised Agenda**

December 14, 2005  
Belmont Conference Center  
Manor House

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**Consent:**

1. **Proposed New Hires**
2. **Purchase of Garden Pavers for Belmont Conference Center**
3. **Internet Service**
4. **Commencement of the Garage Construction**

**Discussion:**

1. **Proposed Planning and Design Objectives**

**Closed Session**

## 1 – Proposed New Hires

**Background:** The following is a summary of the proposed new hires for Howard Community College. Each employee's salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

**Purpose:** To approve new hires.

**Timeline:** New hires from the period of November 11, 2005, through November 23, 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 December 2005 Board Meeting**

**BUDGETED HIRES (Position Control Positions)<sup>1</sup>**

**November 2005**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Customer Accounts Analyst	Finance	Existing Position Replacement	8	\$32,333-\$51,733	\$33,375	Aghera, Sangita <sup>4</sup>	11/16/05
Accounts Payable Clerk	Finance	Existing Position Replacement	6	\$27,173-\$43,477	\$27,173	Dorsey, Denise <sup>4</sup>	11/16/05
Admissions & Advising Information Specialist (International Student Enrollment)	Admissions & Advising	Existing Position Replacement	10	\$38,473-\$61,556	\$38,473	Wiley, Jonathan <sup>4</sup>	11/28/05

**December 2005**

Title	Department	Position Control Status	Grade	Range for Grade <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Gift Processor	Development	New Position	9	\$35,270-\$56,431	\$35,270	Chao, Shirley <sup>5</sup>	12/01/05

<sup>1</sup> Position Control position hires are those employees hired who are budgeted employees of the core workforce.

<sup>2</sup> 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.

<sup>3</sup> 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.

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

<sup>5</sup> Existing part-time budgeted employee becoming full-time budgeted employee 12/01/05.

## 2 – Purchase of Garden Pavers for Belmont Conference Center

**Background:** Belmont Conference Center is seeking approval of a bid to install pavers in the garden area of the Belmont Conference Center. The pavers will be located in the garden area of the Belmont Conference Center, which currently has more brown dirt spots than grass due to the high volume of events held there. The pavers will provide customers with a more elegant and consistent look for weddings and outside events as well as a safer environment (pavers will replace floor rental). This improvement has been approved by the Maryland Historical Trust.

**Purpose:** To obtain board approval for the purchase of pavers for the Belmont Conference Center grounds.

**Location:** Belmont Conference Center garden area

**Timeline:** Spring 2006

**Specifications:** The vendor will create two upper walkways approximately 10-feet wide by 30-feet long, and create a patio area 50-feet by 70-feet with a 10-feet by 11-feet walkway. The vendor shall also install four 18-inch by 18-inch by 9-inch deep reinforced concrete footers for a tent.

**Bids:**

Company Name	Bid
Long Fence	\$57,687.00
MRC Construction	\$58,000.00
Town Creek	\$64,230.80

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$57,687.00

**Vendor:** Long Fence Company

**Source of funds:** On loan from college plant fund; to be replaced by event revenue in FY06 and FY07.

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

### **3 – Internet Service**

**Background:** A request for bid was recently issued to secure high-speed, dedicated Internet access and increase the bandwidth to the college to meet current and future demands.

**Purpose:** To establish a contract with an Internet Service Provider

**Location:** Campuswide

**Timeline:** December 2005 – December 2008

**Specifications:** The college requested proposals for Fractional DS3 Internet service that would provide a 30 megabits per second (Mbps) connection to the college.

**Bids:** Requests for proposals were received on December 1, 2005. Comcast's proposal meets HCC's technical specifications and is the lowest bid. Results of the bids are show in the table below:

<b>Internet Provider</b>	<b>Annual Recurring Cost</b>	<b>One-time installation fee</b>	<b>Service</b>
Cavalier Telephone	\$59,880	Not specified	30 Mbps (not available until March)
Comcast	\$47,400	\$3,000	30 Mbps
Verizon	\$119,371	Not specified	30 Mbps
Xspedius Communications	\$59,279	Not specified	30 Mbps

**Recommendation:**

The administration requests that the board of trustees approve:

**Amount:** \$50,400 (Annual cost of \$47,400 and one-time installation fee of \$3,000)

**Vendor:** Comcast Commercial Services, Inc.

**Source of funds:** Funding for this service is within the FY06 operating budget of the Enterprise Network Cost Center.

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

## 4 – Commencement of the Garage Construction

**Background:** The college hired Desman Associates as the architect and Riparius Construction, Inc. as the construction-manager at risk on the parking garage. Since last spring the college has been working with both firms to design and begin construction of the garage. The original plan was to start construction by December; however, several issues have occurred that delayed the project. First, the county requested a number of changes to the plans to accommodate the site that was selected. The timeline for making these changes had not been anticipated. In addition, the architect on the project fell behind in the schedule a number of times and consequently caused delays in submitting the plans to the county and state.

The most recent set back that occurred related to the underground high voltage electrical service upgrade just completed that is under the garage. This cabling had just recently been installed and was not taken into consideration when the garage was initially designed. The final solution to address this issue was to raise the height of the garage, which meant that a number of the drawings had to be redone to accommodate this change.

In order for the garage to be opened for classes in September, Riparius must perform some preliminary foundation work now. The administration had thought by now that Desman would have provided the final drawings to Riparius so that they could give the college the Guaranteed Maximum Price (GMP). Since Riparius has not received the final drawings, it is now estimated that the GMP will not be available until January 5 or 6. The administration would then want to ask the board to approve the GMP at the January 11, 2006, work session so that the college could fully proceed with the project. However, in the interim, Riparius has requested funds to preliminarily begin the foundation work and obtain the pre-cast shop drawings from the pre-cast sub-contractor. The administration is estimating that these funds will not exceed \$935,000 and Riparius has given the college a detailed estimate of what this work would entail.

Hence, the administration is asking approval from the board for Riparius to begin the work and be authorized to spend an amount not to exceed \$935,000. The total cost of the garage is estimated to be \$7,231,000 and the \$935,000 represents 12.9 percent of the cost of the project.

**Purpose:** To obtain approval for Riparius to begin construction of the garage.

**Location:** Temporary lot behind the science and technology building.

**Timeline:** Immediately

**Specifications:** To begin construction of a 500-space parking garage

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$935,000

**Vendor:** Riparius Construction, Inc.

**Source of funds:** FY06 Capital Budget

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

## 1 – Proposed Planning and Design Objectives

**Background:** Throughout the facilities master planning process, several important planning and design objectives (numbers 1-11) emerged for the college and were approved by the facilities master plan steering committee.

The administration requests that the board of trustees consider formally adopting these objectives as guidelines for all future facilities growth with the addition of objective number 12, which focuses on environmental stewardship and sustainability.

1. Create a campus environment of recognizable and cognitive spaces that enhance the learning environment;
2. Improve the image and visibility of the campus from Little Patuxent Parkway and from Hickory Ridge Road;
3. Create a second, south quad;
4. Enhance the open space south of the existing quad as a beautiful park with pond, walkways, amphitheatre, and landscaping;
5. Create a plan that removes pedestrian and vehicular conflicts by relegating cars to the edges of the campus;
6. Improve pedestrian connections and safety within the campus and to offsite destinations, especially at Little Patuxent Parkway;
7. Respect area stakeholders and Columbia as an important partner at the college;
8. Provide for flexibility and orderly growth;
9. Evaluate cost effective methods for supply of future power and electrical needs;
10. Respect funding considerations at the county and state levels;
11. Establish a 10- and 15-year vision, with achievable milestones;
12. Exercise environmental stewardship and sustainable practices that balance the economic, ecological, and cultural needs of the college community.

**Purpose:** To receive board of trustees' approval for the formal adoption of planning and design objectives for Howard Community College.

**Location:** All campus locations

**Timeline:** Effective immediately upon board of trustees' approval

### **Recommendation**

The administration requests that the board of trustees approve the aforementioned planning and design objectives.

**Compliance:**

This request is in compliance with board of trustees bylaws – Article II: Board of trustees responsibilities and powers and Maryland State Annotated Code §16-103 Powers of the board of trustees.

## **Resolution for Board of Trustees to Meet in Closed Session on December 14, 2005**

**WHEREAS**, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

**NOW, THEREFORE, BE IT RESOLVED**, that the board of trustees of Howard Community College hereby conduct its meeting in closed session on December 14, 2005, at the Belmont Conference Center to discuss a personnel matter that affects one or more specific individuals and to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.