



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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***Board of Trustees’  
Consent Materials***

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January 24, 2007  
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's *Dragon Principles*

We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other



And we pledge to...

# Fire It Up!





**Board of Trustees  
Advanced Consent Agenda**

January 24, 2007

**English, Language, and Business Building  
Kittleman Room – ELB 100**

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1. **Proposed New Hires**
2. **Broadcast Server Purchase**
3. **Guaranteed Maximum Price for the A Building and Smith Theatre Renovations**
4. **Athletic Fields Phase IV**

## 1 – Proposed New Hires

**Background:** The following list 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 23, 2006, through January 4, 2007

### 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 FY07 budget as approved by the board at its April 26, 2006, 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 January 2007 Board Meeting**

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

**December 2006**

Title	Department	Position Control Status	Grade	Range for <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Creative Services Coordinator	Public Relations & Marketing	(Temporary with Benefits) New Position	8	\$32,333-\$51,733	\$32,333	Moreno, Michelle	12/05/06
Research Support Assistant (22.5 Hours)	Planning, Research & Organizational	New Position	7	\$29,641-\$47,426	\$17,782	Rigby, Kathleen	12/06/06
Web Enterprise Services Manager	Web Enterprise Services	New Position	14	\$54,471-\$87,154	\$68,000	Stott, Roger <sup>4</sup>	12/11/06
Accounting Clerk/Cashier	Finance	Existing Position Replacement	6	\$27,173-\$43,477	\$27,173	Heaney-Reynolds, Dianna <sup>4</sup>	12/18/06
Account Analyst (25 Hours)	Finance	Existing Position Replacement	7	\$29,641-\$47,426	\$20,736	Nicholls, Laura	12/18/06

**January 2007**

Title	Department	Position Control Status	Grade	Range for <sup>3</sup>	Compensation <sup>2</sup>	Name	Effective Date
Auxiliary Services Housekeeper	Auxiliary Services	New Position	3	\$22,321-\$35,726	\$22,321	Crawford, Mary	1/02/07
Teacher III	Children's Learning Center	Existing Position Replacement	9	\$35,270-\$56,431	\$35,270	Hambright, LaToya	1/02/07
Senior Testing Specialist	Test Center	New Position	10	\$38,473-\$61,556	\$40,000	Wood, Caroline	1/02/07
Instructor, English	English/World Languages	New Position	Instructor (10 month)	\$39,030-\$53,972	\$45,780	Wilson, Debbie	1/15/07
Instructor, Nursing	Health Sciences	Existing Position Replacement	Instructor (10 month)	\$39,030-\$53,972	\$49,000	Nichols, Ellen	1/16/07
Instructor, Nursing	Health Sciences	Existing Position Replacement	Instructor (10 month)	\$39,030-\$53,972	\$51,280	Sellers, Karla	1/16/07
Media Specialist	Public Relations & Marketing	Existing Position Replacement	10	\$38,473-\$61,556	\$38,473	Scrivener, Michael	1/22/07

<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 employment of the core workforce who successfully competed for a vacant position within the college.

## 2 – Broadcast Server Purchase

**Background:** HCC-TV has incorporated a broadcast server to deliver telecourses and original programming to the community for the past five years. The current server is experiencing intermittent problems as it reaches the sixth year of its three to five year life span and needs to be replaced.

The new broadcast server will both replace and expand current services. It will allow for remote server access to maintain programming schedules when the college is closed and includes software for emergency notification to faculty and staff. In addition, appliances are available for future expansion and the supplier offers comprehensive technical support.

The Montgomery County Government Channel has a government contract upon which HCC would like to piggyback in order to make this purchase.

**Purpose:** To obtain board approval to purchase a new broadcast server

**Location:** HCC-TV studio master control

**Timeline:** As soon as possible

**Specifications:**

- Synergy broadcast master control includes eight serial ports for device control and communication.
- Broadcast automation and router switch control including Synergy Broadcast System (SBS) traffic manager seat for networked computers, WebCom software for browser access or schedule posting, and rack rails and slide mounts for installation in a standard equipment rack.
- Synergy broadcast DS-1000 digital server includes four National Television System Committee (NTSC) output streams for two channels of playback.
- Storage array will be configured using RAID 5 protection for redundancy and fault tolerance.
- Storage of approximately 525 hours of MPEG-2 video at six megabytes per second on four 750-gigabyte hard drives, configured as three and one spare.
- Single 4.2.0 MPEG2 analog encoder card.
- Rack rails and slide mounts for installation in a standard equipment rack.
- SBS Informa computer graphic (CG) system computer connectivity includes a four-port keyboard video mouse (KVM) switch with cables, five-port gigabit

Ethernet (GigE) network switch with cables, 17-inch color monitor, keyboard, and mouse.

**Bids:** Sole source

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$48,835

**Vendor:** The Whitlock Group

**Source of funds:** \$12,095 from the cable grant and \$36,740 from the educational media services account

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

### 3 – Guaranteed Maximum Price for the A Building and Smith Theatre Renovations

**Background:** This past summer the board approved Riparius Construction, Inc. (RCI) as the construction manager on the A building and Smith Theatre renovations. Since that time, Riparius has been working with the college and Murphy and Dittenhafer, Inc, (M&D) to finalize the design for these renovations. Construction drawings are expected to be issued to RCI the week of January 8, 2007, and RCI plans to have the guaranteed maximum price (GMP) to the college by February 12, 2007. In order to begin the project, approval must be received by the board of trustees and then the state Board of Public Works (BPW) must approve the project. The next board of BPW meeting after the college receives the GMP price is March 21, 2007, and the cut-off for submission of contracts to the state for this meeting is February 26. The next board of trustees meeting after January is February 28 (two days after the BPW cut-off).

In order to expedite the project the administration requests that the board chair be given authority to approve the GMP for the A Building and Smith Theatre renovations. The GMP would then be ratified and confirmed at the February board meeting.

Currently, RCI and M&D have been working closely with the college administration reviewing the cost of the project through each of the construction phases. Based on the 50 percent construction document phase the college is within the FY08 revised budget on this project and the administration is expecting the final GMP to be within these parameters.

**Purpose:** To authorize the board chair to approve the GMP for the A building and Smith Theatre renovations

**Location:** A building and Smith Theatre

**Timeline:** Early-mid February approval

**Specifications:** The guaranteed maximum price would be the final price to the college for the renovations based on the construction documents submitted by M&D.

## **Recommendation**

The administration requests that the board of trustees give the board chair the authority to approve the GMP for the A building and Smith Theatre renovations. The GMP would then be ratified and confirmed at the February board meeting.

**Amount:** To be determined when the GMP is finalized

**Vendor:** Riparius Construction, Inc.

**Source of funds:** FY07 and FY08 Capital Budget

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

## 4 – Athletic Fields Phase IV

**Background:** The administration advertised a request for proposal (RFP) for the athletic fields' improvement project phase IV with the bid opening on December 14, 2006. Phases I – III, which included complete site development and storm water management field, renovation of practice fields and removal of the old track, and installation of a new track and competition field have been completed. Phase IV is composed of site improvements such as the expansion of field storm water management into a pond, handicapped access, and landscaping. Hudak's Construction, Inc. was the lowest bidder with \$774,000 (see table below).

**Purpose:** To seek board approval for the administration to award the contract for athletic field improvements

**Location:** Athletic fields

**Timeline:** January through June 2008

**Specifications:** Conversion of existing sediment basin to a storm water management pond; site grading and sediment control; storm drain installation; installation of a vehicle entrance onto Hickory Ridge Road; installation of handicapped parking spaces; emergency access travel ways to serve fields; installation of a 6' paved asphalt trail to serve the existing fields; landscaping and tree protection; fence removal; and installation of new fence

**Bids:**

<i>Company Name</i>	<i>Total Price</i>
Avon Corporation	\$ 1,223,530
CA Kibler	\$ 1,094,645
Creative Finishes, Inc.	\$ 997,000
Hudak's Construction, Inc.	\$ 774,000
Joseph B Fay Company	\$ 1,150,000
LEMS Contracting	\$ 1,159,999
Melvin Benhoff Sons	\$ 1,123,000
MRC Construction, Inc.	\$ 848,700

## **Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$774,000

**Vendor:** Hudak's Construction, Inc.

**Source of funds:** FY07 Capital Budget

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