



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

February 28, 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!





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Board of Trustees
Advanced Consent Agenda**

February 28, 2007

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

1. **Proposed New Hires**
2. **Grants and Scholarships**
3. **Student Services Building Additional Costs**
4. **Revised Bond Sale Agreement with the County**
5. **Audit Contract**
6. **Compensation Study**
7. **Student Housing Survey**
8. **County Land Agreements**
9. **Heating, Ventilation, and Air Conditioning (HVAC) Services Contract**

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 January 5, 2007, through February 7, 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 February 2007 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

January 2007

Title	Department	Position Control Status	Grade	Range	Compensation ²	Name	Effective Date
Office Associate IV	Business/Computers & English/World Languages	Existing Position Replacement	6	\$27,173-\$43,477	\$29,283	Eitemiller, Erin ⁴	1/05/07
Accounting Clerk/Cashier (18.75 Hours)	Finance	Existing Position Replacement	6	\$27,173-\$43,477	\$13,585	Deutch, Jessica	1/22/07
Interim Assistant Professor, Nursing	Health Sciences	(Temporary with Benefits) New Position	Assistant Professor	\$43,058-\$61,844	\$12,909 ⁵	Davies, Valerie	1/27/07
Help Desk Technician (25 Hours)	Help Desk	Existing Position Replacement	7	\$29,641-\$47,426	\$19,756	Hatcher, Andrew	1/31/07

February 2007

Title	Department	Position Control Status	Grade	Range for	Compensation ²	Name	Effective Date
Office Manager/Financial Aid Information Analyst	Financial Aid Services	Existing Position Replacement	9	\$35,270-\$56,431	\$42,139	Anderson, Brenda ⁴	2/16/07

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.

⁴ Current employment of the core workforce who successfully competed for a vacant position within the college.

⁵ Salary shown is for appointment effective 1/27/07– 3/17/07.

2 – Grants and Scholarships

Background: The board of trustees' policies gives the college authority to "apply for and accept any gift or grant from the federal government or any other person." Every six months (August and February), the administration will bring grants awarded to the college to the board of trustees for its approval.

Purpose: To obtain board of trustees' approval for all grants and scholarships received from July through December 2006

Timeline: July – December 2006

Recommendation

The administration requests that the board of trustees approve the receipt of grants and scholarships:

Amount:

Grants:	\$1,480,794 (detail follows)
Scholarships:	\$ 85,597.25 (detail follows)

Compliance: This request is in compliance with board policy: Governance Process – Board's Role, #8.

Competitive Grants Awarded - July 1, 2006 - December 31, 2006

Project	Description	Grantor	Grant Manager	Amount of Award	Start Date	End Date
Rep Stage *	To provide quality theatre for the Columbia community.	Columbia Foundation	Kasi Campbell	\$5,000	7/1/2006	6/30/2007
Rep Stage *	To provide quality theatre for the Columbia community.	Maryland State Arts Council	Kasi Campbell	\$54,090	7/1/2006	6/30/2007
Rep Stage *	To provide quality theatre for the Columbia community	Howard County Arts Council	Kasi Campbell	\$14,999	7/1/2006	6/30/2007
Child Care Tuition - Community Development Block Grant (CDBG) *	To provide child care tuition for low and moderate income students.	Howard County, Maryland	Kim Pins	\$40,000	7/1/2006	6/30/2007
Child Care Training - Community Development Block Grant (CDBG) *	To provide child care training program for senior staff and group leaders.	Howard County, Maryland	Marilyn Estes	\$63,530	7/1/2006	6/30/2007
Community Outreach - Community Development Block Grant (CDBG) *	For Pinnacle Career Resources, Inc. to provide intensive career coaching, career preparation training and employment referral services.	Howard County, Maryland	Becky Lessey	\$106,180	7/1/2006	6/30/2007
RENEW: A Nursing Career Ladder for Paraprofessionals - Community Development Block Grant (CDBG) *	To establish a RENEW: Nursing Career Ladder for Paraprofessional.	Howard County, Maryland	Genie Wessel	\$137,140	7/1/2006	6/30/2007
Private Outside Scholarships	To provide scholarships to designated students. Funds indicated are sum of scholarships provided by various groups.	Various businesses in the area. Groups include community organizations such as Kiwanis, Rotary, Lions, as well as individuals and businesses.	Katherine Allen	\$36,726	7/1/2006	6/30/2007
Student Support Services (TRIO)	Federal program to offer support to developmental students.	U. S. Department of Education	Janice Marks	\$325,734	9/1/2006	8/31/2007
Support Services for Students with Learning Disabilities	Funding through the Governor's Community College Initiative for Students with Learning Disabilities will support a variety of support services for 20+ students with learning disabilities. Three year grant.	MHEC/Maryland Department of Disabilities	Janice Marks	\$55,000	7/1/2006	6/30/2007
Mediation and Conflict Resolution Center	To support the ongoing activities of the MCRC	Howard County Bar Foundation	Charles Tracy	\$1,000	7/1/2006	6/30/2007

Competitive Grants Awarded - July 1, 2006 - December 31, 2006

Project	Description	Grantor	Grant Manager	Amount of Award	Start Date	End Date
Infant and Toddler Direct Services	Two year grant to provide child care through the CLC and staff development for child care workers through Continuing Education. Two-year grant total \$187,033	Maryland State Department of Education Office of Child Care	Marilyn Estes	\$92,092	10/1/2006	9/30/2007
GED/External Diploma	To provide scholarships for high school credentialing.	Maryland Association for Adult, Community and Continuing Education	Becky Lessey	\$800	7/1/2006	6/30/2007
Consolidated Adult Education and Literacy Services Continuation Grant	To teach adults the necessary skills for Adult Basic Education, GED and External Diploma.	Maryland State Department of Education	Becky Lessey	\$459,103	7/1/2006	6/30/2007
Howard Community College Lecture and Cultural Series*	To provide guest speakers on various topics to the community. (\$75,000 over three years)	Howard Bank	Randy Bengfort	\$25,000	7/1/2005	6/30/2008
Wellness Center*	To expand the Wellness Center to enhance the academic curriculum of health science programs; three-year grant total is \$60,000	Kaiser Permanente	Llatetra Brown	\$20,000	10/1/2006	9/30/2007
Radiologic Technology*	For start up costs or equipment purchase for a Rad Tech program; \$40,000 total grant over two years	CareFirst Blue Cross Blue Shield	Sharon Pierce	\$20,000	6/1/2006	5/31/2007
Family Literacy*	To purchase material and supplies for the continuing education ESL Family Literacy Program.	Wal-Mart Foundation	Becky Lessey and Elizabeth Coppolino	\$1,000	8/29/2006	8/29/2007
Community Opportunities in Recreation and Enrichment*	To provide targeted classes aimed at increasing health, wellness and enrichment for adults with developmental disabilities.	Horizon Foundation	Becky Lessey and Meredith Lowman	\$23,400	12/1/2006	11/30/2007

Foundation Grants*	\$510,339
College Grants	\$970,455
TOTAL	\$1,480,794

* Funds granted to HCC Educational Foundation, Inc.
All other funds granted to HCC

Howard Community College Educational Foundation, Inc.

Scholarship Support July through December 2006

2002 Grand Prix Chair Scholarship	250.00
Brasher Endowment	192.00
Bruno Women's Studies Scholarship	1,700.00
Citizen's National Bank Scholarship	1,750.00
Columbia Association Endowment	278.00
Delta Sigma Theta Scholarship Endowment	373.00
Edith and Roe Burrill Endowment	273.00
Ellicott City Lions Club	3,946.05
Emerson and Celonia Walden Endowment	338.00
Eugene Weiss Endowment	569.00
Evelyn and J.P. Bolduc Scholarship Endowment	4,258.00
General Endowment	6,350.00
Grand Prix - Rouse Scholars	13,913.00
Grand Prix - Silas Craft Scholarship	13,620.00
Grand Prix - Credit Free	6,050.60
HCC Trustees Endowment	533.00
HCCEF Director's Fund Endowment	250.00
Horowitz Endowment	1,250.00
Howard County Medical Society Endowment	221.00
James and Lillian Clark Endowment	500.00
James W. Rouse Scholarship Endowment	1,584.00
Jamie S. Ball Endowment	300.00
Jeanne Yudkin Endowment	45.00
Jim and Patty Rouse Charitable Foundation	7,400.00
John Leidy Foundation Scholarship	900.00
John G. Montebaro Endowment	200.00
John W. Sundstrom Endowment	102.00
Kids on Campus	0.00
L. Todd Allen Human Resources Management Scholarship	500.00
Leola Dorsey Endowment	63.00
Lockheed Martin Scholarship	500.00
William T. Manning Endowment	360.00
Mary and Kingdon Gould Endowment	475.00
McCuan Family Trust Endowment	2,900.00
Mildred Casway Endowment	350.00
National Assoc. Negro Business & Prof. Women Endowment	466.00
Northrop Grumman Scholarshp	2,000.00
Paul E. Reynolds Endowment	164.00
Real Estate Endowment	2,088.60
Riparius Construction Scholarship	1,150.00
Roger & Patty Caplan/Faye Miller Teacher Education Scholarship	250.00
Rosann Smith Simberloff Endowment	147.00
Rosie Mae Bumphus Scholarship Endowment	255.00
Rotary Club of Columbia - Patuxent	2,000.00
Rotary Club of Columbia Scholarship	975.00
Ruth Keeton Endowment	674.00
Science, Math, Engineering, Technology Endowment	237.00
Security Development Corporation Endowment	249.00
Silas Craft Collegians Endowment	1,315.00
Student Government Association Endowment	125.00
Sun for Howard County Literacy Endowment	300.00
The Links, Inc. Scholarship Endowment	479.00
Williams Endowment	429.00
Total Scholarships	<u>85,597.25</u>

3 – Student Services Building Additional Costs

Background: When the college began the construction of the student services building (SSB) the administration budgeted an additional \$250,000 to cover the cost of the possible unfunded add alternates and the Starbucks installation. In January, the college learned from Riparius that there were additional changes due to architect omissions. In the normal course of the construction, Riparius would have informed HCC of these errors and omissions as the project progressed. However, the Riparius project accountant left last summer and the original project manager on the job left in November. At the time the project manager left, the administration was told the project was on target and within the budget. Unfortunately, due to the turnover in Riparius staff, HCC administration was not informed of these omissions and the additional costs until January.

The attached sheet breaks down the additional costs into three categories:

- Owner requested upgrades and changes (including the Starbucks package)
- Design changes made by Design Collective due to errors and omissions
- Optional changes that have not been made.

The total costs are \$529,965.

In addition to the aforementioned costs, the college also under took the project of designing a mosaic dragon in the quad between the SSB and the Horowitz Visual and Performing Arts Center. The dragon is the mascot for the college. At the on-set of the project, the college anticipated that the project would be under \$50,000. However, the final costs for the dragon are as follows:

Description	Amount
Artistic design of the dragon (E. Saunders-Rich)	\$ 15,000
Design Collective (DCI) costs for material selection, CAD work and oversight of construction	21,000
Construction cost of the dragon in pavers	100,000
Total costs	\$136,000

Total costs of \$28,000 have been incurred to-date. Further work will not progress until board approval has been received. The \$28,000 includes the design cost of \$15,000 and DCI costs of \$13,000.

The total of the aforementioned additional Riparius costs and the costs for the dragon mosaic are \$665,965. In addition to the \$250,000 the college had previously set aside, there currently is a savings of \$150,000 in the furniture and equipment account budgeted for the building. After applying these funds to the additional costs, a remainder of \$265,965 exists. There currently are funds available in the student fee account to cover this.

Purpose: To obtain board approval for additional costs for the student services building and approval to proceed with the dragon design in the quad

Location: Student services building and quad between the SSB and the Horowitz Visual and Performing Arts Center

Timeline: Immediately

Specifications: See the following documents for details

Recommendation

The administration requests that the board of trustees approve:

Amount: Total additional costs \$665,965

Vendor:	Riparius	\$629,965
	Design Collective	\$21,000
	E. Saunders-Rich	\$15,000

Source of funds: \$400,000 from the FY07 Capital budget (\$250,000 budgeted, \$150,000 from the furniture and equipment budget) and \$265,965 from student fees

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

BUDGET PRICING FOR ADDITIONAL WORK

Owner Requested Upgrades and Changes

ASI 28	Add Partition and Door to Rm 211	\$2,160.00
ASI 38	Change from Carpet to Marmleum in Rm 351	\$1,095.00
ASI 44	Upgrade Bookstore Carpet to 75lb	\$29,445.00
ASI 45	Upgrade Restroom Floors from Sheet Vinyl to 2x2 Ceramic Tile	\$22,960.00
ASI 46	Revised and Added Locations for Projection Screen Electrical Rough-in	\$9,940.00
ASI 51	Revise Rm 241 Office Layout	\$2,500.00
	Various A/V & Teledata Modifications	\$11,540.00
	Electrical Rough-in For Additional 3M Security System	\$5,030.00
	3 Add Drink Cooler Receptacles	\$1,515.00
	Soda Line Modifications for per Coca-Cola fountain dispenser	\$2,320.00
	Starbucks estimated cost	120,000.0
		<hr/>
		\$208,505.00

DESIGN CHANGES

ASI 30	Add Power to Blast Chiller & Condensate Hood	\$4,170.00
ASI 33	Electrical Modifications & Saw Cut Floor at Starbucks, Main Dining, Food Service Area	\$81,850.00
ASI 37	4th Floor Private Dining Soffit & Lighting Modifications	\$17,605.00
ASI 40	New Storm Pipe and Inlet to Prevent Water from Overloading the Loading Dock Drains	\$10,000.00
ASI 48	Added Structural Support at Door 120	\$5,000.00
ASI 52	Rework Size Cash Handling Closet and Add Power for Security	\$4,000.00
ASI 53	Add Floor Mounted Duplex Power Outlet in Cash Handling	\$1,945.00
ASI 54	Added Wireless ADA Push Plate and Bollard	\$700.00
ASI 55	Smoke Evacuation & Security Equipment Door Hardware Modifications	\$17,250.00
ASI 56	Add Film on 4th Floor Dining Clear Glass	\$5,000.00
ASI 57	Change the Wall Base in the Food Serving Area to Crossville Cove Base #A870	\$5,720.00

ASI 58	Bookstore Merchandising Area: Added P4 Light Fixtures and 3 Open Shelving Display Units; Revised height of Cashier Counter and Added 6 Cashier Casework	\$53,500.00
ASI 60	Food Service Area and Kitchen Equipment Additions and Revisions	\$27,500.00
RFI's	Various design changes thru RFI's	\$106,795.00
		<hr/>
		\$341,035.00
Less Riparius net savings		(\$100,000.00)
		<hr/>
		\$241,035.00

OWNER OPTIONS**

ASI 47	Upgrade the Fireplace Stone Wall Cladding	\$5,425.00
	Add Film on Smoked Glass Various Locations	\$25,000.00
	Misc. Items (i.e. millwork changes, servery hood finish,	\$50,000.00
		<hr/>
		\$80,425.00

TOTAL COSTS	\$529,965.00
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** These are not to exceed prices for the owner options

4 – Revised Bond Sale Agreement with the County

Background: Previously, the college signed an agreement with the county to sell the bonds for the college's share of the Horowitz Visual and Performing Arts Center for \$4,147,000. This amount represented the portion of the building that was being financed by the college either through long-term donor pledges or through a portion of the tuition allocation.

The college now needs to sign the bond agreement with the county for the parking garage located behind the student activities building. This portion is \$7,941,000. The total for both projects is \$12,088,000.

Both projects were under the same capital project number M-0529 and there are still a few outstanding items on both projects that are still are not complete. Hence, the county will only be selling a portion of the bonds. The county attorney suggested that the college sign a preliminary agreement for the bond sale, which will be revised when the projects are completed and the total project cost is finalized.

Purpose: To obtain board approval for the bond sale agreement with the county

Location: Horowitz Visual and Performing Arts Center and the parking garage

Timeline: Immediately, preliminary bonds to be sold in February

Specifications: See the following document

Recommendation

The administration requests that the board of trustees approve:

Amount: \$12,088,000

Vendor: Howard County Government

Source of funds: Three dollars of the per credit hour tuition rate is used to pay for the Horowitz Visual and Performing Arts Center and 7.12 percent of the 18.75 percent consolidated fee is paying of the parking garage. The total estimated debt services is \$998,000 annually.

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

AGREEMENT

THIS AGREEMENT is made this _____ date of _____, 2007, by and between the Howard Community College ("the College") and Howard County, Maryland (the "County"), a body corporate and political and a political subdivision of the State of Maryland.

Whereas, Capital Project M-0529 (FY 2003—Instructional Building #2) (the "Capital Project") allocates funding for the design and construction of a new Visual, Performing and Fine Arts instructional building (the "Arts and Humanities Building") at the College;

Whereas, in addition to the Arts and Humanities Building, the Capital Project also now includes the design and construction of a parking garage (the "Parking Garage") connected to the Arts and Humanities Building by a pedestrian bridge;

Whereas, the funding sources for the Capital Project include a state grant, matching grants from the County and the College, user fees paid to the College and donations to the college;

Whereas, the Capital Project provides that both the County's share of the matching grant (the "County Bonds") and a portion of the College's share of the matching grant (the "College Bonds") will be funded through the issuance of tax-exempt general obligation bonds;

Whereas, the College desired to begin construction of the Capital Project prior to issuance and sale of the College Bonds;

Whereas, the parties entered into an Agreement dated June 27, 2005 (the "Original Agreement"), in which the County agreed to lend the College \$4,147,000 for the Arts and Humanities building, the amount of College Bond funds included in the Capital Project as of the date of the Original Agreement, to be repaid with interest at the time that the College Bonds were sold.

Whereas, the estimated costs of completing the Capital Project have increased significantly from those reflected in the Original Agreement due to the funds needed to pay for the design and construction of the garage;

Whereas, the amount of College Bonds needed to fund the Capital Project is now estimated at \$12,088,000;

Whereas, the exact amount of the cost of completion and, therefore, the total amount of College bonds needed to fulfill its share of funding for the Capital Project are unknown at this time;

Whereas, the parties desire to amend the Original Agreement to reflect the current status of the Capital Project.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and other valuable consideration, the sufficiency of which is acknowledged, the County and the College agree as follows:

1. The County will advance to the College an amount of money not to exceed the amount of College Bond funds included in the Capital Project, as needed and in accordance with the established procedures of the Department of Finance, provided that the College first exhausts its collected donations prior to requesting an advance of money from the County pursuant to this Agreement.

3. The College will use collected donations and student fees as the funding source for construction before requesting the County to disburse money from the College Bond funds.

4. The College agrees to pay to the County the full amount of College Bond funds advanced by the County, with interest, as provided in this paragraph:

a. The principal amount to be repaid will be determined by the amount of College bonds necessary to complete the Capital Project.

b. The interest rate payable on the principal will be the interest rate to the County when bonds to fund the long term debt of the project are sold.

c. After the sale of College Bonds, the County will provide the College with a debt service schedule that lists the amount of principal and interest attributable to the bond funds advanced payable by the County to the bond holders.

d. The College shall make each payment of principal and interest on or before the dates in the schedule.

6. The College will actively continue to pursue donations (including collection of donations in advance of a College Bond sale), and student fees and dedicate the moneys received for repayment to the County, until the full amount of College Bond funds advanced, with interest, with interest, has been repaid.

7. Each year, the College will include in its proposed budget an expenditure for the required debt service supported with revenues from user fees, donations, or any other revenue source not funded by the County.

8. The College covenants that its use of the Arts and Humanities Building and the Parking Garage will at all times comply with applicable IRS regulations

regulating the tax-exempt status of the College and County bonds while those bonds are outstanding.

9. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written representations, including the Original Agreement, agreements and negotiations with respect to the funding of Capital Project M0529. Any amendments to this Agreement shall be made in writing and signed by both parties.

10. This Agreement shall be governed and construed according to the laws of the State of Maryland.

IN WITNESS WHEREOF, the Parties hereto execute this Agreement, the day and year first above written.

ATTEST:

HOWARD COMMUNITY COLLEGE

ATTEST:

HOWARD COUNTY, MARYLAND

Lonnie R. Robbins
Chief Administrative Officer

Ken Ulman
County Executive

APPROVED FOR LEGAL SUFFICIENCY:

Barbara M. Cook
County Solicitor

APPROVED FOR SUFFICIENCY OF FUNDS:

Sharon F. Greisz, Director
Department of Finance

5 – Audit Contract

Background: The college conducted a request for proposal (RFP) process for audit services for the period of FY03 through FY07. The contract for audit services was awarded to Clifton Gunderson for the five-year period with the condition that each year the board of trustees would consider renewal of the contract. With the FY06 audit, Clifton Gunderson completed the fourth year of the audit contract. The college administration is satisfied with the performance of the auditors and is recommending renewal of the contract for FY07.

The original request for proposal listed a price of \$45,100 for the college's FY07 audit and related reports and \$5,650 for the foundation's FY07 audit and related reports. Subsequent to the original RFP, the college learned that the state was requiring an audit of the college's Innovative Partnerships for Technology Program (IPT), which is a state-matching program for technology funds. Based on this new audit requirement, the original proposed contract for FY07 would increase by \$600. This additional cost will increase the proposed audit price for the college to \$45,700.

Purpose: To obtain approval to renew the auditor contract

Timeline: Audit for the period ending June 30, 2007

Specifications:

- GASB audit of the college's financial statements and management letter
- Audit of the Maryland Higher Education Financial Statement Report (CC-4)
- OMB Circular A-133 Audit of Federal Awards
- College of the Air Audit
- IPT Program Audit
- Foundation audit and management letter
- Foundation tax return
- Foundation Private Donor Incentive Program (PDIP) letter

Bids: A request for proposals for a five-year contract was done in FY03

Recommendation

The administration requests that the board approve:

Amount: \$45,700 for the college audit and \$5,650 for the foundation audit
(FYI only – to be approved by the foundation board)

Vendor: Clifton Gunderson

Source of funds: FY08 Operating budget

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

6 – Compensation Study

Background: Howard Community College (HCC) maintains a competitive compensation program for all faculty and staff. In accordance with college policy 63.04, the college periodically reviews salaries internally and externally. Following a thorough request for proposal (RFP) process in 1998, the college selected Hendricks & Associates, Inc. to conduct a compensation study that incorporated more than 300 faculty and staff. In January 1999, the board of trustees adopted recommendations from this compensation study, which led to a new merit pay system, new job evaluation system, new compensation policies and methodology, and major improvements in the faculty and staff salary scales. This study is often referred to as “the Hendricks study” and HCC’s compensation formulas are often referred to as “the Hendricks formula.” Since 1999 and with board of trustees’ and president’s team approval as appropriate, the office of human resources has regularly made recommendations and taken action to update job descriptions, salary schedules, and implement average merit adjustments for faculty and staff. To support this process and incorporate periodic independent consultant letter reports and recommendations, the office of human resources has hired Charles Hendricks, president of Hendricks & Associates, Inc. every other year since 1999. The last salary project in which Mr. Hendricks participated was fall 2006. He is very familiar and current with HCC’s compensation systems and issues.

In addition to outstanding work for HCC, Hendricks & Associates serves many public and private sector organizations. With over thirty years of experience, this firm has performed hundreds of consulting engagements for major corporations, international organizations, healthcare and educational institutions, national trade associations and professional societies, federal, state, and local governments, public school systems, community colleges, and other public institutions. Hendricks recently completed two Maryland community college projects: one for the College of Southern Maryland, where the president accepted the results of his compensation survey in September 2006; and one for Carroll Community College, where the board of trustees approved his recommended salary plans for faculty and staff employees in October 2004. Other Maryland community colleges that have worked with Hendricks include: Hagerstown Community College (1998); Cecil Community College (2000); Chesapeake Community College (2001), and WorWic Community College (2001).

It is time for HCC to go beyond the standard level of annual job reviews and conduct a full compensation study where all faculty and staff positions are reviewed according to job responsibilities. Upon review and based on past experience, the office of human resources highly recommends engaging Hendricks & Associates for this project. Mr. Hendricks has expressed willingness to do this project and provided a price quote. A summary of the scope of the project includes, but is not limited to:

- Meet with college vice presidents, division chairs, department heads, and employee representatives as appropriate.
- Collect information on staff employee position responsibilities through position questionnaires and updated job descriptions and with support of office of human resources.
- Determine if positions are appropriately titled and graded in relationship to specific job duties and other positions within the college.
- Determine if existing job descriptions are appropriate and if they are in compliance with Americans with Disabilities Act and Fair Labor Standards Act guidelines.
- Conduct a compensation survey of comparable faculty and staff positions in other relevant public and private employers, other community colleges, Howard County Government and Howard County Public Schools to ensure that salaries for all employees are appropriate and competitive.
- Review and update faculty and staff salary grade structures (prediction is that 1-2 additional staff pay grades are needed). Assign staff positions to appropriate grade.
- Review temporary employee pay scale and interrelationship with budgeted staff pay scale.
- Review Belmont Inn and Conference Center and Laurel College Center to ensure internal equity and external equity with the full campus.

The consultant will be required to provide a draft report for internal review, and based on comments, submit a final report. In addition, the administration anticipates requiring the consultant to make an oral presentation of the final report to the board of trustees and college faculty and staff.

Purpose: To obtain approval to hire a consultant to conduct the college's compensation study in coordination with the office of human resources

Timeline: The project will begin on or before July 1, 2007, and should be completed by fall 2007

Bids: Sole source #2 (knowledge unique to the contractor)

Recommendation

The administration requests that the board of trustees approve:

Amount: \$39,995

Vendor: Hendricks & Associates, Inc.

Source of funds: FY07 operating budget

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

7 – Student Housing Survey

Background: Previously, Anderson Strickler, LLC conducted the student housing survey that the college used to determine the viability of proceeding with student housing. At that time, it was determined that there was enough interest in student housing that HCC could proceed with a 300-bed facility. At the time, the administration delayed the project since several site locations were proposed and the administration felt it needed to complete the campus master plan to determine the final site for housing. In the January board materials, the administration provided the board with information on student housing and retention. The administration would now like to update the survey that was previously conducted. Anderson Strickler conducted this survey and was selected through a competitive bid process in the spring of 2004. An updated survey can be done in a cost effective manner by using some of the same data collected for the original study.

Purpose: To obtain board approval for an updated student housing survey

Location: Housing would be located on the north end of the campus near the ELB

Timeline: The survey to be conducted spring 2007

Specifications: As part of the survey Anderson Strickler will perform the following:

- A) Comparative off-campus market analysis of rental units that students use to determine pricing of any on-campus housing units
- B) Survey high school students and their parents and collect information on students' plans for college and the effect of student housing on those plans
- C) Prepare a one-page version of the survey that will be incorporated into the college's YESS survey
- D) Prepare and distribute a longer web based survey and also include Freshman Focus students and parents
- E) Based on the results of the above items, a financial pro-forma for the project will be developed

Recommendation

The administration requests that the board of trustees approve:

Amount: \$30,350

Vendor: Anderson Strickler, LLC

Source of funds: FY07 Operating Budget

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

8 – County Land Agreements

Background: As part of the sub-division of the college land and the renovations of the athletic fields the county is requiring that the college sign three agreements as follows:

- **Deed of Easement** – This item is for the sub-division of the property.
- **Release of Portion of Forest Conservation Easement** – This item will allow the college to take down a portion of the trees for the athletic field renovations for the ADA access to the fields and the road entranceway. A fee of \$47,624 will be paid to the county to remove the trees. Of this fee, part will be sent from the county to the state and another portion will be used to replant trees. However, the administration does not expect the fee to the state and the cost of re-planting trees to equal the entire \$47,624. Therefore, the college will request that any remaining money be refunded to HCC. The college has received a similar rebate on other construction projects that required a reforestation payment.
- **Maintenance Agreement for Private Storm Water Management Facilities** – As part of the construction project, the college will need to expand the current storm water management pond. This agreement is for the college to maintain the pond.

Purpose: To obtain board approval on the county agreements

Location: Southern and eastern portion of the campus

Timeline: Effective immediately so that the athletic access construction can begin.

Recommendation

The administration requests that the board of trustees approve:

- Deed of Easement
- Release of Portion of Forest Conservation Easement
- Maintenance Agreement for Private Storm Water Management Facilities

Amount: \$47,624

Vendor: Howard County Government

Source of funds: FY07 Capital Budget

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

9 – Heating, Ventilation, and Air Conditioning Services Contract

Background: In order to expedite small renovation projects, the administration has previously executed contracts with certain trades including painting, plumbing, etc. The heating, ventilation, and air conditioning (HVAC) services contract was one of the trades advertised via a request for proposals (RFP) on a time and material markup basis in January of 2006. Emjay Engineering & Construction, Inc. was the only company responding to the RFP for HVAC services. Based on the administration’s analysis, it was requested that Emjay Engineering & Construction, Inc. be awarded the services contract for the FY07 budget year, with a year-by-year optional extension for a total of three years. This contract was approved by the board of trustees at its March 22, 2006, meeting for FY07 with a year-by-year optional extension for a total of three years. At this time, more than \$25,000 has been spent in emergency repairs and other services, making it necessary to obtain board consent to increase the existing blanket purchase order accordingly.

Purpose: To obtain board approval of the HVAC services contract blanket purchase order for Emjay Engineering & Construction Company, Inc. to be increased to \$35,000 to cover present and future invoices

Location: College-wide

Timeline: July 1, 2006 – June 30, 2007

Specifications: HVAC services for all college areas as needed

Bids:

<i>Company Name</i>	Supervisor	Journeyman	Apprentice	Material Markup %	Year
Emjay Engineering & Construction Company, Inc.	44.75	42.78	29.05	11.5	1

Recommendation

The administration requests that the board of trustees approve:

Amount: \$44.75/hour supervisor, \$42.78/hour journeyman, \$29.05/hour apprentice, 11.5 percent material markup up to \$35,000

Vendor: Emjay Engineering & Construction Company, Inc.

Source of funds: FY07 operating budget – plant operations account

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