



HOWARD

COMMUNITY COLLEGE

*You Can Get There From Here.*

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

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March 28, 2007  
Dining Room – RCF 400 – 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

*You Can Get There From Here.*

**Board of Trustees  
Advanced Consent Agenda**

**March 28, 2007  
Dining Room – RCF 400 – 4<sup>th</sup> Floor**

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1. **Proposed New Hires**
2. **Audit Areas for Review**
3. **Fiscal Year 2008 Salary Schedules**
4. **Professor Emeritus Recommendations**
5. **Naming of Roads**
6. **Annual College-wide Inventory Delay**
7. **Commencement Expenses**
8. **Natural Gas Delivery Charges**

## **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 February 8, 2007, through March 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 March 2007 Board Meeting**

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

**February 2007**

Title	Department	Position Control Status	Grade	Range	Compensation <sup>2</sup>	Name	Effective Date
Sales & Events Coordinator	Belmont Conference Center	Existing Position Replacement	9	\$35,270-\$56,431	\$37,000	Krasney, Katherine	2/16/07
Acting Financial Aid Counselor	Financial Aid	Temporary with Benefits Existing Position	10	\$38,473-\$61,556	\$41,000	McGinnis, Jason	2/16/07
General Maintenance Mechanic	Plant Operations	New Position	7	\$31,612-\$50,592	\$31,612	Brown, Eldridge <sup>4</sup>	2/21/07

**March 2007**

Title	Department	Position Control Status	Grade	Range	Compensation <sup>2</sup>	Name	Effective Date
General Maintenance Mechanic	Plant Operations	New Position	7	\$31,612-\$50,592	\$31,612	Burke, Clennon <sup>4</sup>	3/01/07
Set-Up Assistant	Plant Operations	New Position	4	\$24,367-\$38,983	\$24,367	Epps, Wendell	3/01/07
Office Associate II/Work Order Clerk	Plant Operations	Existing Position Replacement	4	\$22,837-\$36,539	\$22,837	Saunders, Michael	3/01/07
Materials Handling Clerk	Plant Operations	Existing Position Replacement	4	\$24,367-\$38,983	\$24,367	Graham, Christian	3/05/07
Office Associate III	Business & Computers English & World Languages	Existing Position Replacement	5	\$24,911-\$39,857	\$24,911	Coles, Polly	3/12/07

<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 – Audit Areas for Review

**Background:** On May 14, 2003, the audit and finance committee suggested that the administration prepare a list of additional areas for review during future audits. The committee would then review this list each year and possibly pick one or two areas for the auditor review. This year, the administration recommends the review of ***Board Reports on Policy Compliance*** and ***Information Technology***. These areas have not been reviewed in recent years and would seem most appropriate at this time.

**Purpose:** The following list acts as a checklist to ensure that in addition to the basic review of internal controls by the auditors, other areas will be covered on a periodic basis.

**Timeline:** This list should be reviewed and updated annually prior to the audit.

### Recommendation

The administration requests that the board of trustees approve the review of the ***Board Reports on Policy Compliance*** and ***Information Technology*** for the FY07 audit as recommended by the audit and finance committee at its March 14, 2007, meeting.

**Compliance:** This request is in compliance with Board of Trustees' Policy: Asset Protection

## **Areas for the Auditors to Review**

Each year during the course of the audit, the auditors may be requested to review one or two additional areas to check internal controls. The areas listed below are possible areas to consider for review. This list assumes that the audit and finance committee will pick one or two areas each year in cooperation with the auditors. It is understood that the auditors are still to conduct their normal internal control review of basic areas in addition to paying special attention to the following:

### **Cash Controls *primarily* for areas outside of the cashier's office**

Throughout the college various areas handle cash, which eventually is deposited into the cashier's office. This may include the theatre, bookstore, library, continuing education, and sporting events. It is assumed that when the auditors review college internal controls, a thorough review of the procedures in the cashier's office would normally be done. However, how cash is handled in areas outside of the cashier's office would also be important for the auditors to review periodically.  
(reviewed in FY04 audit)

### **Online purchasing**

The online purchasing system is now in place at the college. Although continuing training sessions are held with the cost center managers, there is always room for improvement. A review of this area for any weaknesses should be considered.  
(reviewed in FY05 audit)

### **Purchasing controls for the use of purchasing cards**

Howard County government and the Howard County public schools currently use procurement cards throughout their organizations. The college has developed policies and procedures for the use of procurement cards, and would like them reviewed to ensure that the proper controls are in place. An audit of the college's overall purchasing procedures was conducted by the county in 2001.  
(reviewed in FY06 audit)

### **Inventory systems throughout the college**

Each year, the college takes an annual inventory of capital equipment and furniture and every other year an inventory of all non-capital items. Individuals throughout the college are designated as "inventory monitors" and it is their responsibility to update and check the inventory in their areas. These inventory listings are then submitted to the finance office for review and compilation of the assets of the college. Although test checks of these areas are done, a review of the inventory submitted and the procedures followed would help the college to ensure that it has accurately maintained college assets. (reviewed in FY04 audit)

### **Review of Enrollment Data and Reporting**

Although this is part of the Colleague system, separate tests should be run in this area to ensure the accuracy of data being reported. Currently, both the registrar's office and continuing education enter enrollment data into the system. The internal

controls for entering accurate data as well as assurances that in-county and out-of-county data are accurately reported should be reviewed.

(This area has not been reviewed in recent years. However, the auditors are requested to test this area as part of their audit of the CC-4 every year.)

### **Auxiliary Controls**

The auxiliary consists of the bookstore, Belmont, food service and the children's learning center (CLC). The bookstore and Belmont are income-generating operations; however, the college has to subsidize food service and the CLC. In addition to the cash handling controls noted above, a review of bookstore inventory controls, Belmont accounting controls, CLC registration procedures, and food service reporting should be considered.

(bookstore reviewed in FY04; Belmont controls reviewed in FY05)

### **Laurel College Center (LCC) Reporting**

Howard Community College and Prince George's Community College (PGCC) currently run the LCC. Staff personnel at the center are primarily Prince George's Community College employees. Statements are generated for the operations at the center by both schools and a combined statement is issued periodically. Consideration should be given to review the reporting procedures for this entity (with the agreement and cooperation of PGCC).

(reviewed in FY06 audit)

### **Payroll**

As part of the basic audit procedures, entering new employees into the system and on-going payroll record keeping are considered part of the basic internal controls to be reviewed. However, a more in-depth review of the area should be done periodically to ensure that there are no weaknesses.

(reviewed in FY06 audit)

### **Information Technology**

This area should be considered a part of the basic internal control review. However, as the college is truly dependent on this mode of operations, a more in-depth review of the area should be done periodically to ensure that access is limited to the authorized users and that there are no weaknesses that should be addressed.

(reviewed in 2003)

### **Board Reports on Policy Compliance**

The board has a set of policies with which the administration must comply. The administration issues periodic reports to the audit and finance committee in compliance with these policies. A review of these reports for compliance with the board policy should be done periodically to assure accurate reporting.

(this area has not been reviewed)

### 3 – Fiscal Year 2008 Salary Schedules

**Background:** When the first Hendricks' Study was completed in late fiscal year (FY) 1999, the college received new salary schedules that were implemented. At that time, the decision was made that the schedules would be reviewed formally every other year by Hendricks to remain current with the market rates. The college has continued to update the schedules every other year since that time. It should be noted that there is one schedule for staff and another for faculty.

Last year, the administration also made the decision to add an "off-year" salary range adjustment based on the annual change in the consumer price index. This decision was also supported by the Hendricks recommendations received this year.

This past fall, the proposed schedule changes were prepared by Hendricks and presented to the audit and finance committee. However, the schedules were not formally approved by the board at that time. Since the college has begun the recruitment process for the new faculty, it would like to receive full board approval and start advertising the new salary ranges.

The following materials include the Hendricks update of the college's previous schedules, with one adjustment. Hendricks recommended that the division chair range be slightly lower than the current staff grade 17 range. The staff 17 range includes associate vice presidents. However, the administration recommends that the college be consistent with prior years and keep the parallel between the staff and faculty ranges, keeping the division chair range equivalent to the staff grade 17 range.

**Purpose:** To approve the salary ranges for FY08

**Timeline:** July 1, 2007 to June 30, 2008

#### **Recommendation**

The administration requests that the board of trustees approve the updated salary schedules to be implemented on July 1, 2007, as recommended by the audit and finance committee at its November 15, 2006, meeting.

**Source of funds:** FY08 Operating Budget

**Compliance:** This request is in compliance with Board of Trustees' Policy: Board Role.



## STAFF SALARY SCHEDULE

*Effective: July 1, 2007*

**STAFF SALARY SCHEDULE (Exempt and Non-Exempt)**

Category	Grade	Compensation Type	MINIMUM		MIDPOINT		MAXIMUM	
			Hourly*	Annual*	Hourly	Annual	Hourly	Annual
ADMINISTRATIVE (EXEMPT)	19	Salary		\$93,730		\$121,848		\$149,967
	18	Salary		\$85,754		\$111,481		\$137,207
	17	Salary		\$78,458		\$101,995		\$125,533
	16	Salary		\$72,539		\$94,301		\$116,062
	15	Salary		\$65,674		\$85,377		\$105,079
	14	Salary		\$60,086		\$78,112		\$96,138
PROFESSIONAL/TECHNICAL (EXEMPT OR NON-EXEMPT)	13	Salary		\$54,974		\$71,466		\$87,958
	12	Salary		\$50,296		\$65,385		\$80,474
	11	Salary		\$46,017		\$59,822		\$73,627
	10	Salary		\$42,101		\$54,732		\$67,362
	9	Salary		\$38,519		\$50,075		\$61,630
	8	Hourly A	\$18.00	\$35,242	\$23.40	\$45,814	\$28.81	\$56,386
Hourly P		\$18.00	\$37,584	\$23.40	\$48,859	\$28.81	\$60,155	
SUPPORT (NON-EXEMPT)	7	Hourly A	\$16.47	\$32,243	\$21.41	\$41,916	\$26.35	\$51,589
		Hourly P	\$16.47	\$34,389	\$21.41	\$44,704	\$26.35	\$55,019
	6	Hourly A	\$15.07	\$29,499	\$19.59	\$38,349	\$24.11	\$47,199
		Hourly P	\$15.07	\$31,466	\$19.59	\$40,904	\$24.11	\$50,342
	5	Hourly A	\$13.79	\$26,989	\$17.92	\$35,086	\$22.06	\$43,183
		Hourly P	\$13.79	\$28,794	\$17.92	\$37,417	\$22.06	\$46,061
	4	Hourly A	\$12.61	\$24,693	\$16.40	\$32,101	\$20.18	\$39,509
		Hourly P	\$12.61	\$26,330	\$16.40	\$34,243	\$20.18	\$42,136
	3	Hourly A	\$11.55	\$22,602	\$15.01	\$29,383	\$18.47	\$36,164
		Hourly P	\$11.55	\$24,116	\$15.01	\$31,341	\$18.47	\$38,565
	2	Hourly A	\$10.56	\$20,679	\$13.73	\$26,883	\$16.90	\$33,087
		Hourly P	\$10.56	\$22,049	\$13.73	\$28,668	\$16.90	\$35,287
1	Hourly A	\$9.67	\$18,920	\$12.57	\$24,596	\$15.46	\$30,271	
	Hourly P	\$9.67	\$20,191	\$12.57	\$26,246	\$15.46	\$32,280	

Hourly A: Administrative Staff (37.5 hrs/wk - 1957.5 hrs/yr)

Hourly P: Plant Staff (40 hrs/wk - 2088 hrs/yr)

\* Exempt compensation is based on an annual salary. Non-exempt compensation is based on an hourly rate; annual amount is an estimate only, based on estimated work hours in each fiscal year.



## FACULTY SALARY SCHEDULE

*Effective: July 1, 2007*

### TEN-MONTH

	SALARY RANGE		
	Minimum	Midpoint	Maximum
Full Professor	\$58,838	\$74,087	\$89,335
Associate Professor	\$52,308	\$64,777	\$77,246
Assistant Professor	\$46,503	\$56,647	\$66,791
Instructor	\$42,152	\$50,221	\$58,290
Assistant Instructor	\$36,754	\$43,344	\$49,935

### TWELVE-MONTH\*

	SALARY RANGE		
	Minimum	Midpoint	Maximum
Division Chair Appointment	\$78,458	\$101,995	\$125,533
Associate Division Chair Appointment	\$72,539	\$94,300	\$116,062
Full Professor	\$70,606	\$88,904	\$107,202
Associate Professor	\$62,770	\$77,732	\$92,695
Assistant Professor	\$55,804	\$67,976	\$80,149
Instructor	\$50,582	\$60,265	\$69,948
Assistant Instructor	\$44,105	\$52,013	\$59,922

\* Twelve-month salary is 20% higher than ten-month to reflect the additional contract months

## 4 – Professor Emeritus Recommendations

**Background:** The college procedure for the appointment of professors emeriti (10.15) outlines the criteria under which a retiring faculty person will qualify for this status, including:

- Ten continuous years as a member of the full-time faculty of Howard Community College.
- Recognition by peers and supervisors as having made an outstanding contribution to the quality of instruction at Howard Community College.
- Recognition as having contributed significantly to the quality and growth of the college as a whole.
- Substantial contributions to the community, profession, and/or discipline.
- Holding the rank of associate or full professor.

The professor emeritus candidate is nominated by his or her division chair and recommended by the full faculty, the vice president of academic affairs, and the president.

Professors emeriti are eligible for privileges, which include continued faculty listing in the catalogue, tuition waiver, standing invitation to participate in institutional functions, faculty rates for institutionally sponsored events, limited use of institutional resources such as the library and computer labs, and the opportunity to participate in health and insurance programs at group rates.

**Purpose:** Professor emeritus rank is bestowed by the board to recognize and reward the professional excellence and contributions of a retiring faculty person.

**Timeline:** The division chair nominates a qualified faculty person on his or her retirement.

### Recommendation

The administration requests that the board of trustees approve the nomination to Professor Emeritus of Bruce Reid, Mary Alice Jost, and Dr. Rebecca Milhelcic in recognition of their contributions to the quality of instruction, to growth of the institution, to the community, and to their disciplines.

**Amount:** The costs are negligible

**Compliance:** This request is in compliance with college procedure, Professor Emeritus – 10.15.

## **5 – Naming of Roads**

**Background:** At its March 8, 2007, meeting, the legislative and community relations committee developed recommendations for the naming of roadways on campus. The following map outlines these recommendations.

**Purpose:** To name the college's roadways for emergency management

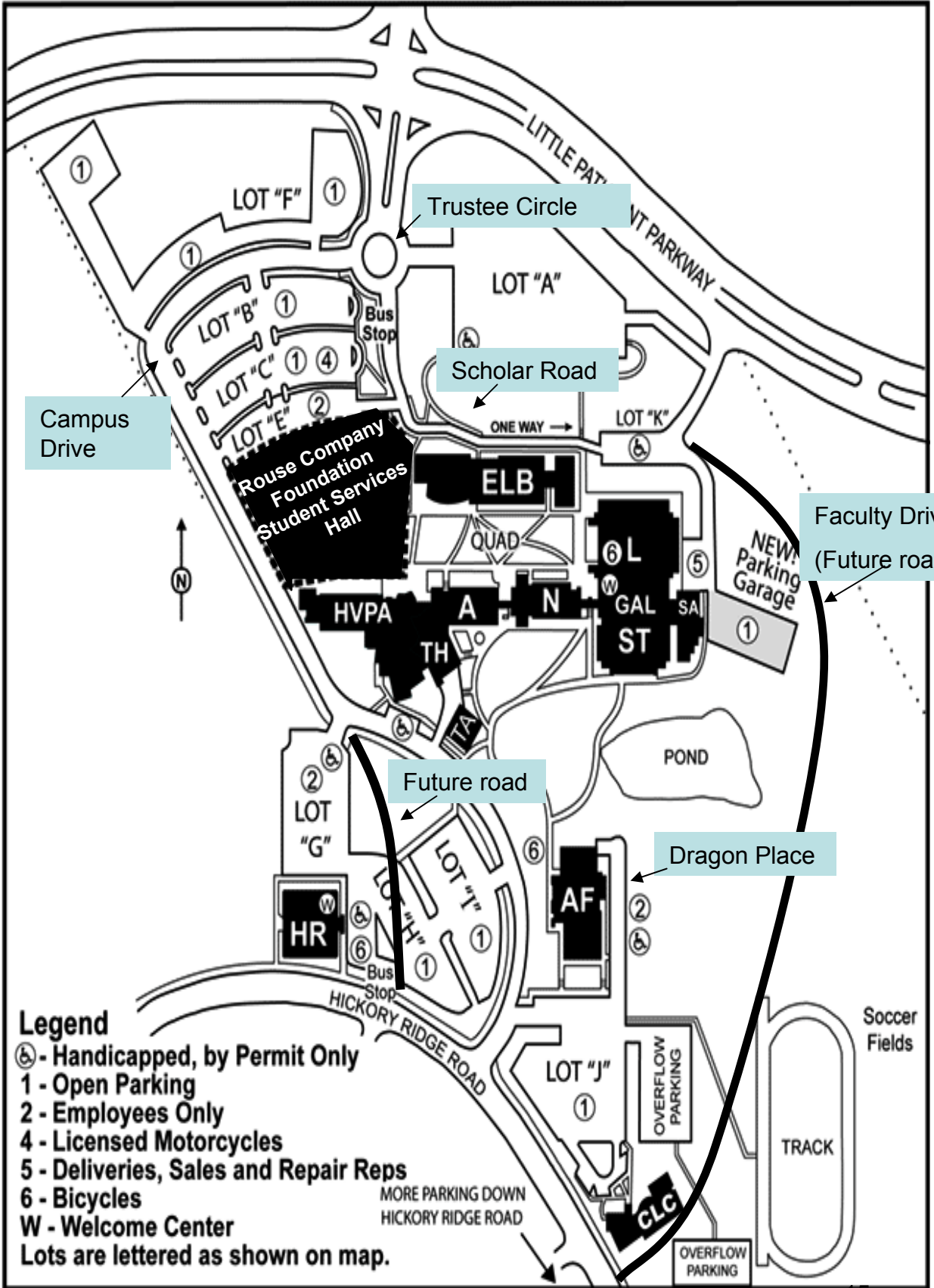
**Location:** Main campus

**Timeline:** Subsequent to county approval

### **Recommendation**

The administration requests that the board of trustees approve names for the campus road system as recommended by the legislative and community relations committee at its March 8, 2007, meeting.

**Compliance:** This request is in support of Board of Trustees' Policy: Governance Process – Dedication/Naming of College Facilities and Board of Trustees' Bylaws – Article II: The Board of Trustees Responsibilities and Powers - General.



**Legend**

- Ⓟ - Handicapped, by Permit Only
- 1 - Open Parking
- 2 - Employees Only
- 4 - Licensed Motorcycles
- 5 - Deliveries, Sales and Repair Reps
- 6 - Bicycles
- W - Welcome Center
- Lots are lettered as shown on map.

## 6 – Annual College-wide Inventory Delay

**Background:** College policy and practice has been to complete a college-wide inventory count of the entire college campus every two years. This inventory includes capital and non-capital items. The last college-wide inventory was taken in the spring of FY05 and is now due to be taken again. The finance office and student services are in the process of relocating to the new student services building. Areas in the administration building are slated to move within the next month from that space to temporary offices in the library building until the space is renovated. With such a dramatic movement of staff and non-capital equipment, the administration is requesting that the taking of the inventory be delayed. This request is for the count of non-capital items only. All capitalized assets will be counted and depreciated as required for the annual audit.

**Purpose:** To obtain approval to delay the college-wide non-capital inventory count

**Timeline:** It is being requested that the inventory count be taken in the spring of FY08

### Recommendation

The administration requests that the board of trustees approve the delay of the annual college-wide inventory until the spring of FY08 as recommended by the audit and finance committee at its March 14, 2007, meeting.

**Compliance:** This request is in compliance with Board Policy: Asset Protection

## 7 – Commencement Expenses

**Background:** HCC's commencement ceremony has been held at Merriweather Post Pavilion for at least the last ten years. The contract signed by the college with Merriweather has a 45-day knockout clause. On March 5<sup>th</sup> the representative of Merriweather confirmed that the site would not be available on May 18<sup>th</sup>. As a result, the commencement ceremony has been moved to the main campus's Grand Prix field. A tent, chairs, and other supplies must be secured in order to cover the field.

**Purpose:** To gain board approval for rental of tent, chairs, and other items for the May 18, 2007, commencement ceremony

**Location:** The field surrounding Lot F (known as the Grand Prix field)

**Timeline:** Commencement will take place on May 18, 2007. However, approval for these items must be secured immediately in order to enable the vendor to reserve them.

**Specifications:** A 100 x 200' tent to be erected on the Grand Prix field. Additional services will include the platform stage, seating for at least 2000 students and guest, lighting within the tent, and carpeting.

**Bids:** HCC intends to piggyback off of a contract with Party Plus in use by Montgomery County. In order to obtain this contract, Montgomery County has already gone to bid and identified the lowest cost vendor. Harford and Anne Arundel Community Colleges use the services of this same vendor for their commencement ceremonies and report that they have been satisfied with the vendor's services.

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$55,000

**Vendor:** Party Plus

**Source of funds:** FY07 Commencement Budget

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

## 8 – Natural Gas Delivery Charges

**Background:** Baltimore Gas & Electric Company (BGE) is the company delivering natural gas to the college. For the delivery services, BGE receives a percentage of the supply charges. The current FY07 supply contract is with Washington Gas & Energy and the delivery service charges were established at an estimated budget of \$30,000. At this time due to extreme temperatures, the delivery charges have exceeded that budget by almost \$5,000 and the administration requests a budget increase of \$20,000 to cover the immediate overage and addition funds to cover the rest of the FY07 budget year.

The administration also requests that the contract for BGE delivery charges be renewed and the estimated budget established at \$50,000 for the FY08 budget year.

**Purpose:** To obtain board of trustees approval for natural gas delivery contract increase for FY07 and contract renewal for FY08

**Location:** Main campus

**Timeline:** February 1, 2007 – June 30, 2007, for increase  
July 1, 2007 – June 30, 2008, for FY08

**Recommendation:**

The administration requests that the board of trustees approve:

**Amount:** \$20,000 budget increase for FY07 and  
\$50,000 estimated budget for FY08

**Vendor:** BGE

**Source of funds:** FY07 and FY08 operating budgets

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