



HOWARD

COMMUNITY COLLEGE

*You Can Get There From Here.*

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

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May 23, 2007

**The Rouse Company Foundation Student Services Hall  
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'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!





*You Can Get There From Here.*

**Board of Trustees  
Advanced Consent Agenda  
May 23, 2007  
The Rouse Company Foundation Student Services Hall  
RCF 400**

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1. Capital Budget Items
  - a. Additional Architectural and Engineering Services, McCuan Hall/Smith Theatre Renovations, Contract Amendment No. 1
2. New Contracts
  - a. Maryland Educational Enterprise Consortium (MEEC)
  - b. Elevator Maintenance Services Contract
  - c. Trash Compactor Lease Agreement
  - d. Electricity Delivery and Supply
  - e. Janitorial Supply Contract
  - f. Fiscal Year 2008 Credit and Non-Credit Schedule of Classes Printing
3. Renewals
  - a. Sodexo Contract
  - b. Security Services Contract
  - c. Office Supplies Contract
  - d. Washington Gas and Energy Services
  - e. Contract for Office Copiers
  - f. Contract for Print Shop Copiers
  - g. Internet Services
  - h. Renewal of Laurel College Center Lease
  - i. Procurement Card Contract
  - j. Network Maintenance Contract
  - k. Paper for Print Shop
  - l. File Servers Consulting and Technical Support
4. Other
  - a. Proposed New Hires
  - b. Summer I Graduates
  - c. Fiscal Year 2008 New Academic Programs
  - d. Mary Ellen Duncan, President Emeritus
  - e. Authorization for Board Chair to Approve on Behalf of Board Until Next Regular Meeting

## **Introduction**

The consent items are organized as follows:

- Items 1 a:** This item will request approval for a contract amendment for additional professional services to the original contract for the telecom raceways for the McCuan Hall instructional space and Smith Theatre renovations project.
- Items 2 a – f:** The items in this category are new contracts for FY08.
- Items 3 a – l:** All the items in this category are one-year extensions of existing contracts that were previously bid and approved by the board with an option to renew, or in the case of item l, a continuation of consulting services.
- Items 4 a – e:** The “other” category contains several miscellaneous items. Item 4a is proposed new hires. Item 4b is the proposed list of graduate candidates for the summer I session. Item 4c is proposed new FY08 academic programs. Item 4d is the president emeritus recommendation. And finally, item 4e authorizes the board chair to approve items on behalf of the board until the next regular meeting, where all items will be ratified and confirmed.

## **1a – Approval for Additional Architectural and Engineering Services, McCuan Hall/Smith Theatre Renovations, Contract Amendment No. 1**

**Background:** Proposals were solicited for professional architectural and engineering services to design the McCuan Hall instructional space and Smith Theater renovations. At the October 26, 2005, the board approved the award to Murphy & Dittenhafer, Inc. in the amount of \$757,000. The negotiated amount excluded a telecommunications consultant since the college already had standards in place for telecommunication requirements that would be available for use by the architects. Later, it was proposed that the standards would be adapted for the project and that the required conduit and outlets for the telecommunications system would be indicated by the electrical engineer. Based on this change, the electrical engineer submitted a proposal in the amount of \$10,000 for the telecom raceways, conduit, cable trays, and connectivity for the project.

In reviewing the additional fee associated with the telecom raceways, it is a critical component of the project that must be addressed for connectivity and integration with the college's current infrastructure. It was determined that the fee was competitive based on the additional scope and number of hours required of the electrical engineers.

**Purpose:** To obtain board approval to award Murphy & Dittenhafer, Inc. additional services to provide the necessary telecom raceways for the McCuan Hall instructional space and Smith Theatre renovations project

**Location:** Main Campus

**Timeline:** Additional design services to be coordinated with the construction management firm

**Specifications:** To provide additional professional services related to the conduit and outlets for the telecommunications system with respect to the telecom raceways, conduit, cable trays, and connectivity for the McCuan Hall instructional space and Smith Theater renovations project

### **Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$10,000

**Vendor:** Murphy & Dittenhafer, Inc.

**Source of funds:** FY06 Capital Budget, renovations to McCuan Hall instructional space and Smith Theatre

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

## 2a – Maryland Educational Enterprise Consortium (MEEC)

**Background:** The MEEC purchasing agreement provides consortium purchasing of software license agreements and computer technologies. MEEC is administered by the University System of Maryland, which formally completes all procurement procedures for the consortium. The consortium provides services to all eligible educational institutions, libraries, and museums in the state.

The college uses the MEEC agreement to license its use of Microsoft operating systems, business products, and web applications for all computer desktop systems and file servers at all campus locations. The agreement is also used to purchase software licenses for security and antivirus products. It is anticipated that the license renewals for Microsoft, security, and antivirus products will be \$45,000.

Under agreement (RFP # USMC 2001–06) the consortium provides competitive discounts on both Dell, Gateway, Hewlett Packard products, printers, servers, network drivers, peripherals, and classroom equipment. The agreement provides a base discount of 8 percent and further discounts of 20 percent or higher pending the vendor and type of equipment being purchased and quantities.

It is anticipated that the MEEC agreement will be used to purchase technology to upgrade the server that supports online courses and instructional resources in addition to the purchase of replacement and new computers for classrooms, labs and offices. Under this contract, the college anticipates purchasing \$1.385 million in technology, which is dependant upon funding availability.

**Purpose:** To obtain approval for the continued use of the MEEC agreement for technology purchases and software licensing.

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

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$1.385 million

**Vendor:** MEEC University System of Maryland

**Source of funds:** Information Technology operational FY08 funds and capital projects.

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

## **2b – Elevator Maintenance Services Contract**

**Background:** The current (FY05) contract for the college’s elevator maintenance services with Schindler Elevator has reached its three-year maximum extension. Therefore, the administration posted an invitation to bid (ITB) in March 2007. ThyssenKrupp Elevator submitted the lowest bid (see table below). The company has served the college in previous years and the administration was satisfied with its services. Based on the administration’s analysis, it is requested that ThyssenKrupp Elevator be awarded the elevator maintenance services contract renewable on a year-to-year basis for a maximum of three years.

**Purpose:** To obtain board of trustees approval for the elevator maintenance services contract for ThyssenKrupp Elevators.

**Location:** Campus-wide

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

**Specifications:** The contract is to service 12 hydro elevators in various buildings on campus with terms, conditions, and specifications as stated in the ITB whereas the ITB becomes the basis for the contract document.

**Bids:**

<i>Company Name</i>	<i>\$ Year 1</i>	<i>\$ Year 2</i>	<i>\$ Year 3</i>
Admiral Elevator	23,760.00	24,912.00	26,064.00
Elevator Control Service	24,840.00	24,840.00	24,840.00
Schindler Elevator	18,000.00	18,864.00	19,872.00
ThyssenKrupp Elevator	11,377.44	12,942.60	14,965.92

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$11,377.44

**Vendor:** ThyssenKrupp Elevator

**Source of funds:** FY08 operating budget – Plant Operations account

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

## 2c – Trash Compactor and Trash Containers Lease Agreement

**Background:** Waste Management has the current State of Maryland contract for trash service and the administration would like to piggyback on that contract. The contract will include the lease of a trash compactor and trash containers at the science and technology building, Hickory Ridge building, Horowitz Visual and Performing Arts Center, and The Rouse Company Foundation Student Services Hall and includes the hauling of trash. The estimated expenditure for FY08 is \$40,000. In FY07 the budget was set for \$35,000. The estimated increase is due to the addition of the two new buildings and the overall growth of the college population.

**Purpose:** To obtain board approval for the college's trash removal services

**Location:** College-wide trash collection for the main campus

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

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$40,000

**Vendor:** Waste Management of Maryland

**Source of funds:** FY08 Operating Budget – Plant Operations account

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

## 2d – Electricity Delivery and Supply

**Background:** Presently, the college is under an electricity supply contract with Constellation NewEnergy for schedule P entities as negotiated through the Baltimore Regional Cooperative Purchasing Committee (BRCPC). This contract is effective in April 2005 through September 2007 as approved by the board of trustees on November 17, 2004. In October 2007, a new contract will be implemented with PEPCO Energy Services also executed under the umbrella of BRCPC. BGE currently provides delivery services and will continue to do so under the new contract.

Two new buildings, the parking deck added for the entire FY08 budget year, the increase in energy prices, and the overall growth in the college population, will cause an increase in the cost of energy for FY08. The administration estimates that the FY08 cost will be \$1,900,000.

**Purpose:** To obtain board approval for the electricity delivery and supply

**Location:** Main Campus

**Timeline:** FY08

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$1,900,000

**Vendors:** BGE and Constellation NewEnergy until September 2007  
BGE and PEPCO from October 2007 until June 2008

**Source of funds:** FY08 Operating Budget – Plant Operations account

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

## 2e – Janitorial Supply Contract

**Background:** Fitch Co. has the janitorial supply contract with Howard County. Fitch Co. offers paper products that are certified by Green Seal, an independent certification agency for green products. Fitch Co. is the only company offering Green Seal certified product. Fitch Co. also offers to replace, at no cost to the college, all toilet tissue, towel, soap, and Purell sanitizing dispensers, including installation and a replacement guarantee if a dispenser becomes damaged. This change will streamline the refill process because all equipment would be operated by identical keys. The type of toilet paper dispensers offered is already in use in The Rouse Company Foundation Student Services Hall. The administration estimates that \$30,000 will be spent in janitorial paper products alone in FY08.

**Purpose:** To obtain board approval to piggyback on the Howard County janitorial supply contract for FY08 with Fitch Co.

**Location:** College-wide

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

### Recommendation

The administration requests that the board of trustees approve:

**Amount:** \$30,000

**Vendor:** Fitch Co.

**Source of funds:** FY08 Operating Budget – Plant Operations account

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

## 2f – Fiscal Year 2008 Credit and Non-Credit Schedule of Classes Printing

**Background:** Each year the college's Public Relations and Marketing Office solicits bids for the printing of the credit and noncredit class schedules (a total of eight editions). The schedules list and describe credit and noncredit classes that are offered during the semester and registration information. They are mailed to all Howard County residents prior to established registration and advising dates to assist students in registering and to market college programs and classes.

**Purpose:** To obtain board approval to award the printing of credit and non-credit schedules

**Timeline:** FY08 – the college will receive eight editions at dates specified in the bid. The specific dates ensure that schedules will be delivered prior to registration and advising dates.

**Specifications:** **Credit class schedules:**  
112,000 for winter/spring, summer, revised fall editions; 15,000 advance fall edition, 8 x 10 ½", Cover, 50# white offset; Text pages, 35# bright white newsprint, 4-color covers on all editions except advanced fall (2-color); text pages, black ink, Saddle stitch binding,  
**Number of pages:** Winter/Spring, 152 text pages, 4-page cover  
Summer, 108 text pages, 4-page cover  
Advanced Fall, 96 text pages, 4-page cover  
Revised fall, 136 pages, 4-page cover

**Non-credit class schedules:**  
118,000 for each of four editions, 6 x 10 ½", Cover, 70# or greater coated stock, text pages, 35# Premium 80 bright white newsprint, cover 1 and 4 bleeds all sides, covers 2 and 3 and all text pages bleed at top of each page, covers 1 and 4, 4-color; covers 2 and 3, black ink. Text pages black ink, with 1 PMS spot color throughout all text pages, Saddle stitch binding,  
**Number of Pages:** Fall, 88 text pages plus 4-page cover  
Winter, 68 text pages plus 4-page cover  
Spring, 64 pages plus 4-page cover  
Summer, 52 pages plus 4-page cover

**Bids:** Printers who submitted bids and their bids:

<b>Company</b>	<b>Credit Bid</b>	<b>Non-credit Bid</b>
AFL Web Printing	\$105,671.67	\$87,161.61
Cenveo	\$176,819.00	\$156,845.00
Indiana Printing and Pub	\$108,289.00	\$94,002.00

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$105,671.67 plus up to \$30,000 in additional funds to accommodate the printing of additional pages (credit schedules)

\$87,161.61 plus up to \$15,000 in additional funds to accommodate the printing of additional pages (non-credit schedules)

**Vendor:** AFL Web Printing

**Source of funds:** Public relations and marketing budget (credit schedules)  
Continuing education and workforce development budget (non-credit schedules)

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

## 3a-I – Contract Renewals

### a. Sodexho Management Agreement

**Background:** The administration is seeking a renewal for the food service contract for FY08 with Sodexho as well as an increase in the FY07 approved amount.

#### FY07 Increase (\$120,700)

The request for additional money to cover management fees through the end of the year is based on a significant increase in expenses.

Most of the increase in expenses was incurred by the move to The Rouse Company Foundation Student Services Hall (RCF):

- Loss of revenue during the extended closure due to the delay in kitchen equipment installation and health department inspections
- Increased labor costs, and the purchase of uniforms and start up supplies for the new Starbucks, which is now a “full store” designation
- The purchase of Ecolab dish and housekeeping cleaning chemical systems for sinks, and small wares and small equipment for the Café on the Quad serving area

Other expenses:

- Upgraded the assistant manager position
- Maintenance and repairs to the Starbucks Espresso Cart espresso machine, and aging equipment
- Increase in disposable paper and plastic costs due to an above average increase in petroleum price increases to manufacturers
- Additional labor costs required to operate the new Café on the Quad due to increased space and additional station offerings
- Additional labor for increased catering services

#### FY08 Contract Renewal (\$250,000)

The college pays Sodexho three percent of gross sales in general support services allowance, a management fee of \$20,000, and expenses in excess of sales. The

administration has arranged for funds from the Coca-Cola commission and bookstore profits to cover the costs of operating food service under the management agreement. Since food services moved to the RCF Hall this spring, the administration seeks approval for a one-year extension. The last RFP in May 2000 resulted in some interest from a few companies, but produced only one proposal, from Sodexo. To insure that operations are being run as efficiently as possible, the administration is also asking Sodexo to allow the college to audit operations on campus.

**Purpose:** To obtain board approval to increase the budget allowance by \$120,700 to cover management fees through June 30, 2007, and to renew the contract for food service with Sodexo for FY08

**Timeline:** April-June 2007 and FY08

**Amount:** An increase of \$120,700 for FY07 and \$250,000 for FY08

### **b. Security Services Contract**

**Purpose:** To obtain board approval to extend the security contract with Allied Security

**Timeline:** FY08

**Amount:** Approximately \$950,000. This amount includes additional guards to cover the new garage, the Horowitz Visual and Performing Arts Center and The Rouse Company Foundation Student Services Hall as well as special services needed at the opening of school, commencement, and gallery exhibits.

### **c. Office Supplies Contract**

**Background:** The college is currently using the county contract for Office Depot. The college participates with a purchasing group which includes county government, Howard County Public Schools and the library. However, the group has expressed some concerns over the service from Office Depot and the county has now entered into contracts with Corporate Express and Staples in addition to Office Depot to minimize costs and maximize customer service. The college would also like to use these vendors.

**Purpose:** To obtain board approval to extend the existing term of the office supplies contract with Office Depot for one year. In addition, the college would like to piggyback on the county contract with Corporate Express and Staples in addition to Office Depot.

**Timeline:** FY08

**Amount:** \$360,000

#### **d. Washington Gas & Energy Services**

**Purpose:** To obtain board approval to continue to piggyback on the State contract and renew the natural gas services contract by Washington Gas & Energy Services. The present FY07 budget of \$496,000 is expected to increase by at least \$150,000 in FY08 due to anticipated increases in gas prices nationwide and the addition of The Rouse Company Foundation Student Services Hall.

**Timeline:** FY08

**Amount:** \$646,000

#### **e. Contract for Office Copiers**

**Purpose:** To obtain board approval to extend the existing lease with Enoch for office copiers for an additional year

**Timeline:** FY08

**Amount:** \$56,556 (projected annual expenditure)

#### **f. Contract for Print Shop Copiers**

**Purpose:** To obtain board approval to continue the existing leases with OCE for high speed copying equipment and increase funding levels for FY08 by \$8,750 due to overage charges

**Timeline:** FY08

**Amount:** \$164,626

#### **g. Internet Services**

**Purpose:** To obtain board approval to renew the contract with Comcast Commercial Services, Inc. to provide secure high-speed, dedicated Internet access

**Timeline:** FY08

**Amount:** \$47,400.00

#### **h. Renewal of Laurel College Center Lease**

**Purpose:** To obtain board approval to renew the annual lease for the Laurel College Center with 312 Marshall Avenue Limited Partnership, Beltsville, Maryland. Both Howard and Prince George's

Community Colleges pay 50 percent of the total lease amount. The lease amount increases annually each September per the lease agreement.

**Timeline:** FY08

**Amount:** \$330,953.05 (this amount is HCC's half of the total)

#### **i. Procurement Card Contract**

**Purpose:** To obtain board approval to renew the contract with US Bank for procurement cards for employees to make purchases on behalf of the college

**Timeline:** May 2007 – May 2008

**Amount:** \$1,000,000 college-wide credit limit. If card usage increases, the college would return to the board for approval to increase the limit.

#### **j. Network Maintenance Contract**

**Purpose:** To obtain board approval to renew the network maintenance agreement with Network Concepts, Inc., which provides 24-hour per day, 7-day per week telephone technical support for specific network equipment, such as routers, switches, and security devices as well as periodic on-site engineering support.

**Timeline:** FY08

**Amount:** \$80,906.40

#### **k. Paper for Print Shop**

**Purpose:** To obtain board approval to continue purchasing copy paper from Unisource Corporation, which supplies higher-grade paper required for the efficient operation of the high-speed digital OCE copiers

**Timeline:** FY08

**Amount:** \$50,000

#### **l. File Servers Consulting and Technical Support**

**Purpose:** To obtain board approval for continued technical consulting and support services from Convergence Technical Consulting, which provides consulting, installation and support services for the college's virtual server technology

**Timeline:** FY08

**Amount:** Up to \$30,000

**Recommendation**

The administration requests that the board of trustees approve items a-l.

**Compliance:** Items a-l are in compliance with college procedure, Purchasing – 62.05.01.

## 4a – 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 March 29, 2007, through May 3, 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 May 2007 Board Meeting

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

**April 2007**

Title	Department	Position Control Status	Grade	Range	Compensation <sup>2</sup>	Name	Effective Date
Office Supervisor	Arts & Humanities	Existing Position Replacement	9	\$35,270-\$56,431	35,861.00	McDonald, Marjorie <sup>4</sup>	4/24/07

**May 2007**

Title	Department	Position Control Status	Grade	Range	Compensation <sup>2</sup>	Name	Effective Date
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Anderson, David**	5/07/07
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Appiah, Gladys**	5/07/07
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Debrah-Afful, Samuel**	5/07/07
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Holland, Earl**	5/07/07
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Perry, Colin*	5/07/07
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Purvis, Adrian**	5/07/07
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Webster, Curtis**	5/07/07
ELI Admissions Specialist	Continuing Education	Temporary with Benefits Existing Position	11	\$41,967-\$67,147	\$41,967	Betz, Emily	5/14/07
Director of Purchasing and Contract Administration	Finance	Existing Position Replacement	15	\$59,418-\$95,069	\$72,241	Norris, Mitchell	5/29/07
Records & Registration Coordinator	Records & Registration	Existing Position Replacement	12	\$45,778-73,245	\$45,778	Rigsby, Olayta	5/29/07

\*Employees working 1<sup>st</sup> Shift

\*\*Employees working 3<sup>rd</sup> Shift

<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.

## 4b – Summer I 2007 Graduates

**Background:** The following list of proposed candidates for graduation are expected to complete their degrees/certificates at the conclusion of the summer I session. These candidates are being cleared by the office of records and registration. The faculty will review and approve the following tentative list of 32 graduates prior to the conferring of these degrees and certificates.

**Purpose:** To enable eligible students to graduate

**Timeline:** Effective August 1, 2007. This is the expected date for the clearing of all summer I grads.

### Recommendation

The administration requests that the board of trustees approve the list of proposed graduates for May 2007 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  
Summer I 2007 Graduation Candidates

**Associate of Arts**

**Arts and Sciences-Architecture**

Hunter Matthey

**Arts and Sciences-Criminal  
Justice**

Toby Justin King

**Arts and Sciences-English**

William John Armstrong  
Yasmina Fawaz  
Danielle L. Skinner

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

Hunter Matthey

**Arts and Sciences-Pre-Pharmacy**

Hunter Matthey  
Susie Lee Robbins

**Business Administration**

Cheria LaVonne Blomme  
Curtis Victor Faustin  
Youn Joo Lee  
Kelly Nicole McKay  
Nancy Hanna Yim

**General Studies**

Christopher Patrick Crowe  
Emily Margarete Donschikowski  
Ariana Karzai  
Sophy Liv  
Jesse E. Lozier  
Biljana Maletic  
John Michael Miller  
Mason Chandler Pfau

**General Studies – Business/  
Technology Emphasis**

Minwook Choi  
Zachary Miles Griffin  
Andrea Nicole Mayer

**General Studies-Science  
Emphasis**

Travis Lee Anthony  
Oga H. Dim  
Michael Lawrence Maust, Jr.  
Madiha Yaqoob Naroo

**Associate of Applied Science**

**Biomedical Engineering**

Ejigayehu M. Beyene

**Business Management**

David J. Jaffa

**Computer-Aided Design  
Technology**

In K. Hong

**Certificate of Proficiency**

**Business Management-Hospitality  
Management**

Jill Lombardozzi

## 4c – New Fiscal Year 2008 Academic Programs

**Background:** Each year the curriculum and instruction committee reviews new course and program proposals to assure that they are clearly and thoughtfully designed, address a clear student need, and are consistent with the mission of the college.

**Purpose:** To assure currency of existing program offerings and provide a mechanism for the research, design, development, and approval of new programs

**Timeline:** effective July 1, 2007

### Recommendation

The administration requests that the board of trustees approve the following new programs:

1. Associate of Arts–Information Technology/Computer Forensics Technology
2. Associate of Arts–Arts and Sciences / Sociology
3. Associate of Arts–Arts and Sciences / Theatre
  - a. Musical Theatre Performance Option
  - b. Theatre Performance Option
  - c. Technical Theatre Option
4. Associate of Applied Science–Radiologic Technology
5. Certificate of Proficiency - Photography

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

## **4d – President Emeritus**

**Background:** Dr. Mary Ellen Duncan served as the third president of Howard Community College (HCC) from 1998-2007. Her nine years as president of HCC saw dramatic changes in the college.

- The college's facilities grew rapidly with the addition of the Children's Learning Center, English, languages, and business building, Peter and Elizabeth Horowitz Visual and Performing Arts Center, parking garage #1, The Rouse Company Foundation Student Services Hall, and new athletic fields.
- Off-campus locations were launched, including the Laurel College Center and the Belmont Inn and Conference Center.
- The college adopted the Baldrige framework for performance improvement and each department developed performance measures in order to more effectively meet student and community needs.

As Dr. Duncan retires from the presidency and moves into other areas of college service, her contributions to the college and the community are acknowledged and applauded. As a result, it is recommended that the board of trustees bestow upon her the title of President Emeritus.

**Purpose:** To bestow the title of President Emeritus on Dr. Mary Ellen Duncan

**Timeline:** Effective June 1, 2007

### **Recommendation**

Board members requested that the board of trustees bestow the title of President Emeritus on Dr. Mary Ellen Duncan.

**Compliance:** This request is in compliance with Board of Trustees' Bylaws: Article II - The Board of Trustees' Responsibilities and Powers.

## **4e – Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting**

**Background:** The next regular meeting of the board of trustees will be held on August 22, 2007. Sometimes business transactions may require board approval during the summer when the trustees do not hold regular meetings. Rather than call a special board meeting to obtain a vote on items requiring board approval, it facilitates college business when the chair is authorized to act on behalf of the board of trustees.

**Purpose:** To facilitate college business without calling special board meetings

**Timeline:** May 24, 2007 – August 21, 2007

### **Recommendation**

The administration requests that the board of trustees authorize the chair to act on behalf of the board and execute any documents necessary to authorize any contracts and purchases until the next regular meeting in August. All action taken by the board chair during the summer will be ratified and confirmed at the August meeting of the board.

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01 and supported by board of trustees' bylaws Article IV, Officers and their Duties and Article V, Meetings and Procedures.