



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

September 27, 2006
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
September 27, 2006
English, Language, and Business Building
Kittleman Room – ELB 100**

1. Proposed New Hires
2. Apple Computer Technology
3. Network Fiber and Cabling for the Student Services Building
4. Cisco Network Technology

1 – Proposed New Hires

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

Purpose: To approve new hires

Timeline: New hires from the period of August 3, 2006, through September 6, 2006

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 September 2006 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

August 2006

| Title | Department | Position Control Status | Grade | Range for | Compensation ² | Name | Effective Date |
|---|---|--|--------------------------|-------------------|---------------------------|----------------------------|----------------|
| Interim Instructor, Information Technology | Business & Computers | (Temporary with Benefits) New Position | Instructor (10 month) | \$39,030-\$53,972 | \$39,405 | Lui, Theresa | 8/07/06 |
| Rouse Scholars Freshman Coordinator (25 hours, 10 month) | Social Sciences/Teacher Ed | (Temporary with Benefits) New Position | 11 | \$41,967-\$67,147 | \$31,425 | McHugh, Laura | 8/14/06 |
| Evening Cashier (18.75 hours) | Finance | Existing Position Replacement | 6 | \$27,173-\$43,477 | \$13,585 | Heaney-Reynolds, Dianna | 8/21/06 |
| Instructor, Nursing * | Health Science | (Temporary with Benefits) New Position | Instructor (10 month) | \$39,030-\$53,972 | \$25,140 | Sellers, Karla | 8/24/06 |
| Records Information Specialist | Records & Registration | New Position | 7 | \$29,641-\$47,426 | \$29,641 | Tutko, Audrey | 8/28/06 |
| Mediation Program Coordinator (20 hours) | Mediation/Conflict Resolution Center | (Temporary with Benefits) Existing Position | 11 | \$41,967-\$67,147 | \$22,383 | Rockefeller, Kathryn | 8/28/06 |

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September 2006

| Title | Department | Position Control Status | Grade | Range for | Compensation ² | Name | Effective Date |
|--------------------------|-----------------------|----------------------------------|-------|-------------------|---------------------------|----------------------|----------------|
| Network Engineer | User/Network Services | Existing Position Replacement | 13 | \$49,936-\$79,897 | \$60,000 | Wible, Jeffrey | 9/05/06 |
| Materials Handling Clerk | Plant Operations | New Position | 4 | \$24,367-\$38,983 | \$24,367 | Boswell, Christopher | 9/05/06 |
| Director of Test Center | Test Center | Existing Position Replacement | 14 | \$54,471-\$87,154 | \$54,471 | Stav, Eli | 9/18/06 |

*Fall 2006 Semester Only

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.

2 – Apple Computer Technology

Background: The college uses Apple computers for several curriculum specific applications on campus such as digital photography, graphic arts, television production, and physics. Currently, the television studio needs to upgrade its editing suite and Apple computers offer an affordable technology alternative to meet staff needs. The new Apple computer editing suite will enable the television studio staff to increase its productivity in editing programs and creating instructional and promotional DVDs. The new editing suite will cost \$15,895. The instructional staff has also requested the purchase of three additional computers for classroom instruction in the Horowitz Visual and Performing Arts Center.

It is anticipated that upgrades and additional purchases of new Apple computer equipment at a cost of approximately \$56,000 will be required during the school year to meet instructional needs. Consideration for these purchases will be given pending year-end or department budget resources. The educational discount for Apple computers is only offered directly by the company as a sole source vendor.

Purpose: To obtain approval to purchase Apple computer technology

Timeline: September 2006 – June 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: \$71,895

Vendor: The Apple Store

Source of funds: FY07 Operating Budget Revenue Account

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

3 – Network Fiber and Cabling for the Student Services Building

Background: The college has worked with Riparius Construction and FiberPlus Inc. to define specifications and installation cost for the telecommunications network fiber and cabling requirements for the new student services building. FiberPlus provides these services through competitive pricing set by Maryland State procurement contracts. FiberPlus has been working with the college staff to design the network infrastructure and provide pricing since June 2006. In late August, the college, FiberPlus, and Riparius met to review the statement of work submitted by FiberPlus and the timeframe for the project.

Purpose: To complete the network fiber and cabling infrastructure of the student services building

Timeline: September – November 2006

Recommendation

The administration requests that the board of trustees approve:

Amount: \$382,000

Vendor: FiberPlus, Inc.

Source of funds: Student services building capital budget

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

4 – Cisco Network Technology

Background: The college has standardized on the use of Cisco network technology for its computer network infrastructure. The college would like to purchase Cisco network technology and installation services for the new student services building at a cost of \$308,445, which is covered through the construction budget. The network equipment for the building includes outfitting seven telecommunication closets with multiple enterprise switches, and monitoring system, power supplies, and racks. The project also requires upgrades to an enterprise router within the network to accommodate the new building. The college will need to purchase additional network equipment at a cost of approximately \$120,000 within this fiscal year to upgrade or replace existing equipment, depending on the availability of funds.

Purpose: To complete the network fiber and cabling infrastructure of the student services building and other campus facilities

Timeline: September 2006 – June 2007

Recommendation

The administration requests that the board of trustees approve:

Amount: \$428,445

Vendor: NetStar1

Source of funds: Student services building capital budget and operating budget

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