



HOWARD

COMMUNITY COLLEGE

*You Can Get There From Here.*

---

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

---

November 29, 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**

November 29, 2006

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

---

---

1. **Proposed New Hires**
2. **Telecommunication Services**
3. **Fiscal Year 2008 Sabbatical Leave Recommendations**
4. **December 2006 Graduates**
5. **Trailer Purchase**
6. **Student Services Building Furniture and Equipment**
7. **Fiscal Year 2008 Proposed Course Fee Changes**
8. **Proposed Student Fees for Printing**
9. **Proposed Fee Change for External Exam Testing Services**

## 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 October 5, 2006, through November 8, 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 November 2006 Board Meeting**

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

**November 2006**

Title	Department	Position Control Status	Grade	Range for	Compensation <sup>2</sup>	Name	Effective Date
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Green, Joan*	11/01/06
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Hutton, Jocelyn*	11/01/06
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Maguire, Yeng**	11/01/06
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Moore, Diane**	11/01/06
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Sun, Samien**	11/01/06
Housekeeper	Plant Operations	New Position	3	\$22,321-\$35,726	\$22,321	Zeh, James**	11/01/06
Account Analyst (25 hours)	Finance	Existing Position Replacement	10	\$38,473-\$61,556	\$25,682	Garczynski, Ann	11/13/06
Assistant Director, Records & Registration	Records & Registration	Existing Position Replacement	13	\$49,936-\$79,897	\$49,936	Gavaghan, Nicole	11/27/06

\*Employees working 2<sup>nd</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.

## 2 – Telecommunication Services

**Background:** Verizon’s local services are competitively priced and purchased through the contract awarded to Verizon as a result of the Howard Community College bid process. This contract was awarded in January 2006, for a one-year period with the option for two additional years. The college is satisfied with the service and seeks to renew it for another year.

Additional telecommunications services are provided through four state contracts that the administration would like to renew:

Long distance service and the Laurel College Center T1:

Verizon provides long distance service through Maryland state contract 050R5800079.

Private Branch Exchange (PBX) and voicemail systems:

The PBX and voicemail systems are also covered by Verizon under Maryland state contract 050B5800072.

Ecker Business Training Center T1:

The T1 for the Ecker Business Training Center at Gateway, also by Verizon, is provided through Maryland state contract DBM-0302-HCCS.

Maryland Distance Learning Network (MDLN):

The MDLN, which is a proprietary network and therefore a sole source, is provided by Verizon under Maryland state contract M550098713.

The annual fees and charges are outlined below:

Service/Fee	Cost	Rate
Belmont POTS lines	\$10,800	
Phone line services* including local calls	\$49,200	\$.016 /min if over 80K min/mo
Intra-lata calls *	\$8,000	\$.055 per minute
Directory assistance and service fees*	\$ 800	\$.75 local / \$1.25 national
Directory Listings*	\$2,800	
Belmont T1 connection*	\$3,600	
Laurel T1 connection	\$7,200	
Gateway T1 connection	\$7,200	
Long Distance	\$7,500	.018 /minute
Pay Phones – main campus/Laurel	\$4,400	

Anticipated increased usage	\$6,200	
PBX /voicemail maintenance	\$33,800	
Maryland Distance Learning Network	\$18,306	
The total cost for all services	\$159,806	

\*local services

**Purpose:** To renew the above phone service contracts

**Location:** Campus-wide

**Timeline:** December 2006 – December 2007

**Bids:** Verizon was a local bid in FY06. This is an annual renewal. No bids are required for items on Maryland state contracts.

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$159,806

**Vendor:** Verizon Maryland Inc.

**Source of funds:** Funding for this service is within the FY07 operating budget of the telecommunications cost center.

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

### 3 – Fiscal Year 2008 Sabbatical Leave Recommendations

**Background:** All full-time teaching faculty are eligible to apply for sabbatical leave. Eligible employees must have completed five years of continuous full-time service to the college to be eligible for sabbatical leave. A sabbatical leave committee with membership consisting of one faculty member from each academic division reviews and rates sabbatical proposals.

**Purpose:** Sabbaticals should contribute to the attainment of the college's mission, goals, and objectives and substantially contribute to the professional growth of the faculty member, such as projects designed to improve teaching competencies.

**Timeline:** Sabbaticals are reviewed and recommended to the board of trustees in November for the following fiscal year.

#### Recommendation

The administration requests that the board of trustees approve the following sabbatical proposals:

**Jennifer Stanford** is requesting a half-year sabbatical to be taken in fall 2007. She will achieve three objectives. Her first objective is to enhance her proficiency in speaking Spanish in order to converse and communicate with patients in the clinical setting by participating in a semester-long study of Spanish and Spanish culture at the Universidad International: Center for Linguistic Multicultural Studies in Cuernavaca, Mexico. Her second objective is to gain an understanding of the impact of culture on the Spanish client's perception of health and illness. Finally, she intends to investigate curriculum used in several local schools of practical nursing to provide a basis for the revision of NURS-103 Transitions into Nursing II.

**Jeanette Jeffrey** is requesting a full-year sabbatical to be taken in the academic year 2007-2008. She plans to attend an 11-month Master of Public Health program at the Johns Hopkins Bloomberg School of Public Health. The knowledge and practical application gained in epidemiology (study of the occurrence, distribution, and transmission of diseases) and international health will support her continued development and advancement of the cross cultural and international health option at Howard Community College to an associate of arts degree in global health.

**Lee Hartman** is requesting a half-year sabbatical to be taken in the spring of 2008. He will experience creative learning environments at other colleges with an emphasis on interdisciplinary learning. Based on his findings, he will (1) bring new

approaches and materials to the arts and humanities and creative writing courses he teaches and (2) create a new interdisciplinary fine arts course tentatively titled *The Beauty of the Line* to include dance, photography, creative writing, painting, and ceramics. Finally, he intends to write two sequences of poems based on the richly colored “domestic” paintings by the American painter Eric Fischl and the Krefeld Project paintings.

**Susan Keach Sweeney** is requesting a half-year sabbatical to be taken in the fall of 2007. Her goals are to do substantial research on learning communities in other educational institutions, particularly on the models that have been used for first-year students and particularly at community colleges. After focusing on the effectiveness of various models, her objectives are to: (1) develop a model for learning communities at Howard Community College, (2) develop a curriculum for a learning community seminar for a pilot learning community, and (3) develop a curriculum for a faculty learning community to focus on learning communities at HCC. In addition, she will obtain two of the following three certifications: (1) the National Career Development Association certification for Career Development Facilitators, (2) the Myers-Briggs (MBTI) certification, and (3) the National Counseling Association’s National Certified Counselor certification. These certifications will enhance her skills in the course she teaches, HMDV-120 Career Development and Decision Making, as well as in the proposed learning communities.

**Barbara Graham Cooper** is requesting a half-year sabbatical to be taken in the fall of 2007. She will finish writing her dissertation for a Ph.D. in English Language and Literature at the University of Maryland, College Park, and she will defend it. The topic of her dissertation is *At the Brighter Margins: Teaching Writing to the College Student with Attention Deficit Disorder*.

**William Lowe** is requesting a full-year sabbatical to be taken in the 2007-2008 academic year. He will teach English and study Chinese at Soochow University in Suzhou, China. In addition, he will conduct research on the linguistic challenges of learning English as a second language for writers whose native language is Chinese. The objectives for his sabbatical leave are to: (1) enhance the understanding of the difficulties and linguistic challenges of learning English for writers whose first language is a character-based Asian language; (2) develop a guide for instructors and tutors to facilitate improved instruction and assistance to students writing in English as a second language; and (3) present a workshop on the project during professional development week and propose to present at a national conference related to teaching ESL writing courses.

**Amount:** The minimum replacement cost for a faculty person on a one-semester sabbatical is \$9,750.

**Compliance:** This request is in compliance with college procedure, Sabbatical Leave – 63.08.13.

## 4 – December 2006 Graduates

**Background:** The following item is a list of proposed candidates for graduation, who are being cleared by the office of records and registration. The faculty will review and approve the following list of 123 graduates prior to the conferring of these degrees and certificates.

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

**Timeline:** December 22, 2006

### Recommendation

The administration requests that the board of trustees approve the list of proposed graduates for fall 2006 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 faculty.

**Compliance:** This request is in compliance with college procedure, Graduation Requirements – 10.04.01.

**Howard Community College  
Graduation Candidates  
Fall 2006**

**Associate of Arts Degree**

**Arts and Sciences – Art  
Graphic Design**

Daniel M. Birzak  
Keith Taro Saisho Endow  
Linda Linh Nguyen  
Courtney Melissa Williams

**Arts and Sciences – Art  
Photography**

Terah A. Murray

**Arts and Sciences – Art – Studio Art**

Courtnee S. Hawkins  
Jacob Thomas Hood  
Simona Mazyck  
Amy Dawn Montgomery  
Shannon Marie Townsend

**Arts and Sciences – Athletic Training**

David Robert Wiley

**Arts and Sciences – Criminal Justice**

Atif Ali  
Sayer Ray French  
Nicola Marie Hall  
Daniel M. Little  
Emily Neina Stein  
Dilshad R. Yasin

**Arts and Sciences-Dance Performance**

Heather Diane Dixon

**Arts and Sciences – English**

Stacey Ann Gibson  
K. Evangeline Simonton  
Noah Rennell Schoch Smith

**Arts and Sciences –  
Health and Fitness Education**

Dana Lynne Powell-Settle, Sr.

**Arts and Sciences – Health Care  
Management and Administration**

Brian Scott Edwards  
Anna Mariela Pigotti  
Mekdelawit B. Tedla

**Arts and Sciences – Interdisciplinary  
Studies – Women’s Studies**

Sara Susan Young

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

Li-Wei Chen  
Nisse Virginia Marvitz

**Arts and Sciences – Liberal Arts**

Nicole Deneene Hines

**Arts and Sciences – Mass Media  
Design and Production – Television  
Production**

Sanjeev Nagpal

**Arts and Sciences – Music**

Katie Michele Danko

**Arts and Sciences –  
Pre-Allied Health**

Louise A. Eddins

**Arts and Sciences – Pre-Dentistry**

Afreen Tazeen Nadeem

**Arts and Sciences – Social Sciences**

Susan Ja Badra  
David W. Jun

**Business Administration –  
Accounting, Business Administration,  
Fashion Merchandising**

Jonathan Bucca  
Jamie Joseph Burke  
Michelle Anne Eichinger  
Evgenia E. Gracheva  
Jason Paul Karlin  
Karen Anne Kester  
Jessica Michelle Kyle  
Matthew Thomas Lennon  
John Emil Rokos III  
Amandeep Kaur Sandhu  
Shulin Zheng

**Business Administration –  
International Business**

Anna A. Bitkova  
Irela Topic

**Computer Science**

Richard Nelson Buck

**Engineering**

Felipe Antonio Hall  
David Walton Johnson Jr.

**General Studies**

Dawn Lea Ashworth  
Iman Bedada  
Denise P. Berger  
Jacqueline Buzzard  
Andrea Michelle Chiodi  
Lee S. Cho  
Michael Lamon Coleman  
John P. Gilbert  
Maureen Lynn Hurd  
Monica May Kiefer  
Julie Elizabeth Kuhn  
Matthew J. Levender  
Frances Terry Meyerson  
Michael Richard Moore  
Nicole L. Newsome  
Sharon E. Person  
Carrie Ann Phelps  
David Wayne Redfern, Jr.  
Eric Wade Robillard  
Cameron Todd Smith  
Scott Ayers Summe  
Lauren Whitney Tosh  
Jessica Maria Wong  
Jae W. Yoo

**General Studies –  
Business/Technology Emphasis**

Letisha Mya Butler  
Rhonda Dawn Coyle  
Ricardo Jorge Domingues  
Barbara M. Eaton  
David Patrick Goggin  
Ryan Gabriel Lafon  
Christine Nicaj  
Ashley Colette Vaughan  
Benjamin Meding Voigt

**General Studies – Science Emphasis**

Clarise Tousif Aslam  
Nicole Diane German  
Mark Anthony Kittelberger  
Jarred Jason McDonald  
Elizabeth Jo Melton  
Carlos M. Montgomery  
Annet Anita Mwalui  
Solange B. Nana  
Erika D. Power  
Samantha A. Schwartz  
Syeda Naila Sultana  
Nicole Alysse Wyne

**Information Technology - CISCO**

Jeffrey John Manocchio

**Information Technology – Internet  
Technologies/E-Commerce Designer**

Robin F. Conover

**Teacher Education –  
Early Childhood Education**

Maria Suzanne Dea  
Margaret Lynn Dougherty

**Teacher Education –  
Elementary Education**

Dawn Renee Reichle

**Teacher Education – Secondary  
Education – Humanities/Arts**

Jenna Diane Criscuoli  
Sana Soheil Tabesh

**Associate of Applied Science Degree**

**Business Management**

Kathryn I. Brady  
Adaiha Davina Murphy

**Business Management –  
Financial Planning**

Jennifer Renae Lee

**Computer Support Technology**

Preeti Gupta

**Early Childhood Development**

Didem Akova  
Seyedehghazaleh Nikaeen  
Mary Elizabeth Price  
Laura Marie Vittetoe

**Network Administration – Network Engineer – Microsoft Networking**

Marshall Bradley

**Associate of Arts in Teaching Degree**

**Teacher Education – Early Childhood Education**

Shelley Edna Dustin  
Susana Maria La Hoz  
Cynthia T. Roby  
Ashley Nicole Wensien

**Teacher Education – Elementary Education**

Amber Nicole Stewart

**Certificate of Proficiency**

**Business Management – Financial Planning**

Kathryn I. Brady

**Licensed Practical Nursing**

Tamelle Louise Hammond

**Computer Support Technology - Network Emphasis**

Luis Alejandro Roncagliolo

**Network Administration – Microsoft Certified Systems Engineer (MCSE)**

Marshall Bradley

**Early Childhood Development**

Latishia Sarah Johnson  
Sharon M. Jones

**Network Administration – Network Security Administration**

Marshall Bradley

**Electronics Technology**

Abu T. Badru

**Office Technology – Office Assistant**

Kim Thu Phan

**Personal Training**

Regina Ann Houchens

## 5 – Trailer Purchase

**Background:** At the September board meeting, the board of trustees approved the purchase of the modular trailers on campus. The purchase was to occur with a 36-month lease purchase agreement. Vanguard has worked through its leasing company, Blue Mountain Capital, to finance the sale of the trailers to the college. The college attorney has reviewed the documents provided by the leasing company and as part of the financing of these trailers, has noted that the board will need to pass the following resolution.

**Purpose:** To approve the resolution to purchase the modular trailers

**Location:** Modular units near the Horowitz Visual and Performing Arts Center

**Timeline:** 36-month lease purchase agreement for the period December 19, 2006, through December 18, 2009

### Recommendation

The administration requests that the board of trustees approve the following resolution:

**Amount:** \$119,412

**Vendor:** Blue Mountain Capital, financing company for Vanguard Trailers

**Source of funds:** Operating budgets FY07-FY10, through financing lease

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

**RESOLUTION LEASE-PURCHASE NO. BMCC - 00403**  
**DATED AS OF November \_\_ 2006**

A resolution authorizing the negotiation, execution, and delivery of Lease-Purchase Agreement No. BMCC-00403 (the "Lease"), in the principal amount of \$109,120 between the Board of Trustees of Howard Community College, Maryland, and Blue Mountain Capital, Inc., Skippack, Pennsylvania; providing for thirty six (36) lease payments of \$3,317.00 each from legally available funds; and prescribing other details in connection therewith.

WHEREAS, Howard Community College, (the "Lessee") is a public community college duly organized and existing pursuant to the Constitution and laws of the State of Maryland, and

WHEREAS, Lessee is duly authorized by applicable law to acquire such items of personal property as are needed to carry out its governmental functions and to acquire such personal property by entering into lease-purchase agreements, and

WHEREAS, Lessee hereby finds and determines that the execution of a Lease for the purpose of leasing with the option to purchase the property designated and set forth in Exhibit A to the Lease is appropriate and necessary to the function and operations of the Lessee; and

WHEREAS, Blue Mountain Capital, Inc., Skippack, Pennsylvania (the "Lessor"), duly organized, existing and in good standing under the laws of the State of Colorado, shall act as Lessor under said Lease; and

WHEREAS, the Lease shall not constitute a general obligation indebtedness of the Lessee within the meaning of the Constitution and laws of the State;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LESSEE:**

Section 1. The College President or Chairperson of the Board of Trustees acting on behalf of Lessee, are hereby authorized to negotiate, enter into, execute, and deliver the Lease and related documents in substantially the form as presented before the Board, which Lease is available for public inspection at the offices of Lessee.

Section 2. The Lease shall be in the principal amount of \$109,120 bearing interest as set forth in Exhibit C of the Lease; said Lease to contain an option to purchase by the Lessee as therein set forth.

Section 3. The Lessee's obligations under the Lease shall be expressly subject to annual appropriation by the Board; and such obligations under the Lease shall not constitute a general obligation of Lessee or indebtedness of Lessee within the meaning of the Constitution and laws of the State of Maryland.

Section 4. All other related contracts and agreements necessary and incidental to the Lease are hereby authorized.

Section 5. This resolution shall take effect immediately upon its adoption and approval.

**ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ , 2006.

**LESSEE: HOWARD COMMUNITY COLLEGE**

By:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Secretary \_\_\_\_\_

Date: \_\_\_\_\_

## 6 – Student Services Building Furniture and Equipment

**Background:** On October 25, 2006, the college's board approved authorizing the purchase of furniture and equipment for the new student services building. The consent item was broken down into the four categories below. As is typical with the procurement process, changes in suppliers occur when bids are solicited, and government contracts are awarded. Based on the most recent list of furniture manufacturers and distributors on the Baltimore regional cooperative purchasing contract, the following vendors are being added to the original categories as presented below. The total furniture and equipment budget remains unchanged at \$2,770,000.

### a. General Furniture, Office, Dining, Lounge, Study

**Purpose:** No change – these pieces continue to be purchased through Maryland Correctional Enterprises

**Timeline:** No change - to be delivered and installed January 2007

**Amount:** No change - \$1,844,700

### b. Specialized Furniture - Government Contract

**Purpose:** To obtain board approval to include American Office and School Specialty as vendors authorized on the Baltimore regional cooperative purchasing contract

**Timeline:** No change - to be delivered and installed January 2007

**Amount:** No change - \$241,100

### c. Specialized Furniture – Non-government Contract

**Purpose:** To obtain board approval to include Naythons Display and Franklin Fixtures in the award of specialty items not offered by MCE or the government contract. These two vendors are specifically for the items required for the bookstore and food services areas that must conform to the existing furniture and equipment being used.

**Timeline:** No change - to be delivered and installed January 2007

**Amount:** No change - \$155,200

**d. IT and AV Equipment**

**Purpose:** No change – these items continue to be purchased through the previously approved vendors

**Timeline:** No change - to be delivered and installed January 2007

**Amount:** No change - \$529,000

**Recommendation**

The administration requests that the board of trustees approve the four vendors: American Office, School Specialty, Naythons Display, and Franklin Fixtures. As was previously requested, if there are savings realized in one of the categories, the administration also requests approval to reallocate those funds within the furniture and equipment categories as long as the grand total for all furniture and equipment purchases does not exceed the total budget of \$2,770,000.

**Source of funds:** FY07 Capital Budget, student services building furniture and equipment

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

## **7 – Fiscal Year 2008 Proposed Course Fee Changes**

**Background:** Course level fees pay for materials and activities in courses for which there are no budgeted funds in the division. Course level fees are collected to simply cover actual costs and not to generate a surplus. Fees to pay the cost of photography chemicals, course specific software upgrades, lab aides, art models, or buses for field trips are typical course level fees. The new entrepreneurial program will provide a host of customized experiences for students including entrepreneurial assessment, business coaching, business plan development and writing, business problem-solving, marketing plan development, customer service issues, and basic and advanced website development. Expenses will include specialized software, videotaping and conversion to DVD, guest presenters, development of marketing materials, and online business plan review. Activities are customized to individual students making it difficult to exactly anticipate the costs.

The academic affairs area is recommending a \$50.00 fee for 3-credit entrepreneurship courses and a \$25.00 fee for 1-credit courses. The adequacy of this fee level will be reviewed during FY08.

ENTR-102: Entrepreneurial Assessment	\$25.00
ENTR-103: Business Coaching	\$50.00
ENTR-104: Business Plan Development	\$50.00
ENTR-105: Business Plan Writing	\$25.00
ENTR-106: Presenting the Business Plan	\$25.00
ENTR-107: Business Problem-solving for the Entrepreneur	\$25.00
ENTR-108: Marketing Plan Development	\$50.00
ENTR-109: Customer Service for the New Business Start-up	\$25.00
ENTR-110: Basic Website Development	\$25.00
ENTR-111: Advanced Website Development	\$25.00

**Purpose:** The purpose of fee revisions is to insure that academic courses that have unique needs continue to generate sufficient revenue to cover the cost of operation.

**Timeline:** Effective July 1, 2007

### **Recommendation**

The administration requests that the board of trustees approve the fee revisions

above as recommended by the audit and finance committee at its November 15, 2006, meeting.

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

## **8 – Proposed Student Fees for Printing**

**Background:** At the start of the fall 2005 semester, the college purchased a print management system to reduce and track student printing in the computer open labs. Prior to this system, students had unlimited printing, which resulted in steadily rising costs despite staff efforts to encourage voluntary conservation. Students printed personal documents, websites, and entire books, often abandoning hundreds of printed pages daily.

Under the new system, students log into computers and get an allocation of 500 sheets of paper for black ink printing free each semester. Lab printers are configured by default for duplex (double-sided) printing. Using duplex, a student can obtain up to 1,000 free prints. If students reach their 500-sheet limit, they can continue to print by paying 10 cents per single-sided print and 15 cents per duplex print.

While the print control system has significantly reduced waste, the college desires to further reduce printing expenditures, which currently average \$6,200 annually. The administration recommends that the free printing allocation be reduced to 250 sheets per student per semester. The 250-sheet limit meets the majority of students' printing needs.

**Purpose:** To obtain approval to charge students for printing beyond 250 sheets of paper

**Location:** Student computer open labs

**Timeline:** Beginning with the start of the spring 2007 semester

### **Recommendation**

The administration requests that the board of trustees approve the student fees for printing as recommended by the audit and finance committee at its November 15, 2006, meeting.

**Amount:** Charging students for printing beyond 250 sheets (10 cents per single-sided print and 15 cents per duplex)

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

## 9 – Proposed Fee Change for External Exam Testing Services

**Background:** The test center provides students and other examinees, faculty, and staff with available, secure, accessible, and professional testing services and resources that facilitate participation in academic and career pursuits. The center enables examinees to demonstrate knowledge, achieve certification, engage in professional development, enhance competencies, and partake in lifelong learning. Services are available to students, faculty, staff, county residents, and corporate and academic citizens of the greater Baltimore/Washington metropolitan area, as well as students throughout the national and international communities.

In FY06, the test center administered approximately 20,000 examinations. Thus far in FY07, it is experiencing an average increase of 12 percent or 200 students per month.

The test center provides many free services to prospective and current students, including thousands of Howard Community College academic exams and placement tests. The vastly growing number of online and web-based courses all have mandatory midterm and final exam testing requirements, which must be completed at the test center.

An average of 133 students not enrolled at Howard Community College utilize the test center each month for various academic and career examinations. This service is referred to as external exam testing service.

Many testing services for the community's convenience are provided, including College Level Examination Program (CLEP), Dantes Subject Standardized Tests (DSST), Microsoft Office Specialist (MOS) exams, and Prometric Information Technology exams. The test center also administers numerous exams given on behalf of other national and international institutions. Currently, a \$25 fee is assessed to cover the costs of administering these exams.

A fee increase would help offset the costs associated with staff and supplies necessary to proficiently operate the test center while offering these additional services to HCC students and the community. The proposed fee increase of \$5.00 - from \$25 to \$30 - will result in a fee comparable with area institutions, such as Anne Arundel Community College, Prince George's Community College, Fredrick Community College, Towson University, University Of Maryland, College Park, and University of Maryland University College.

**Purpose:** To obtain approval for a fee increase for external exam testing services

**Timeline:** The fee increase would go into effect July 1, 2007.

**Recommendation**

The administration requests that the board of trustees approve an increase of \$5 (from \$25 to \$30) per exam for HCC's external exam testing services as supported by the audit and finance committee at its November 15, 2006.

**Compliance:** This request is in compliance with college administrative policy, Tuition, Fees and Waivers – 50.06.01.