



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

December 12, 2007
Belmont Conference Center – 6:00 pm
Manor House Conference Room

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...

**Practice and Encourage
Sustainability**





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Board of Trustees
Advanced Consent Agenda**

December 12, 2007

**Belmont Inn and Conference Center
6:00 pm**

1. **Proposed New Hires**
2. **James Clark, Jr. Library Renovation Contract Amendment 1 for Design Services**
3. **Hickory Ridge Fire Alarm System Upgrade Contract**

Closed Session

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 November 8, 2007, through November 26, 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 FY08 budget as approved by the board at its April 25, 2007, 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 December 2007 Board Meeting

BUDGETED HIRES (Position Control Positions)¹
November 2007

Title	Department	Position Control Status	Grade	Range for Grade³	Compensation²	Name	Effective Date
Office Associate V	Administration and Finance	Existing Position Replacement	7	\$32,243-\$51,589	\$32,243	Meier, G. Karina	11/12/07
Financial Aid Counselor	Financial Aid Services	Existing Position Replacement	10	\$42,101-\$67,362	\$42,548	McGinnis, Jason ⁴	11/15/07
Clinical Coordinator (18.75 Hours)	Health Sciences	New Position	12	\$50,296-\$80,474	\$27,659	Icaza, Tanya	11/28/07

¹Position Control position hires are those employees hired who are budgeted employees of the core workforce.

²Annual 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.

³Ranges 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.

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

2 – James Clark, Jr. Library Renovation Contract Amendment 1 for Design Services

Background: On December 12, 2006, the board approved the award of the contract for professional architectural and engineering services for the design of the James Clark, Jr. Library Renovation to Murphy & Dittenhafer, Inc. At the time, design services for exterior improvements to the building were not included in the contract. During the design development phase, Murphy & Dittenhafer demonstrated and the college agreed that the project would greatly benefit by improvement of the building's presence on the quad through the addition of prominent entrances and related improvements to the 37-year-old building. The design of the related improvements described in detail in the specification section below will result in the first amendment to the original contract. The architect's scope of services, which includes consulting fees for mechanical, engineering, and plumbing services, will cost an additional \$34,779.

Purpose: To obtain board approval for amendment 1 to the contract for Murphy & Dittenhafer

Location: James Clark, Jr. Library

Timeline: Begin December 2007

Specifications: Design and engineer:

- two entrances from the quad;
- the installation of a trellis structure between the two new entrances;
- replacement of missing soffit panels; and
- addition of hard-scape pedestrian areas and replacement landscaping in the area of the fountain.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$34,779

Vendor: Murphy & Dittenhafer, Inc.

Source of funds: Capital Budget

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

3 – Hickory Ridge Fire Alarm System Upgrade Contract

Background: The current fire alarm system in the Hickory Ridge building is not part of the campus network. During the campus facility assessment study, the system was deemed outdated and insufficient. The system is also not compatible with the college-wide Siemens fire technology system and, therefore, cannot be integrated. Currently, when the alarm at Hickory Ridge is activated, the alarm notifies the fire department and sounds the alert in that building alone. Plant operations staff depend on a call from security to be notified that the fire alarm has been activated in the building. Since plant operations resets the alarm, this process impacts the time it takes for the alarm to be reset and for people to be allowed to re-enter the building.

A new automated system would be part of the campus-wide fire safety network that is monitored from the plant operations fire safety station, which would greatly reduce delays in response time. Siemens Building Technologies, Inc. has the sole source contract for the college. The proposal for the equipment and installation of a new fire safety system, including integration into the existing fire safety network by Siemens Building Technologies, Inc., will cost \$127,453.

Purpose: To obtain board approval to contract with Siemens Buildings Technologies, Inc. to provide and install a new fire alarm system in the Hickory Ridge building

Location: Hickory Ridge building

Timeline: January 2008

Specifications: Installation of a fire safety system at the Hickory Ridge building integrated into the college-wide fire alarm network

Bids: Sole Source

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$127,453

Vendor: Siemens Building Technologies, Inc.

Source of funds: Systemic budget

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

**Resolution for Board of Trustees to Meet in Closed
Session on December 12, 2007**

WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session on December 12, 2007, at the Belmont Conference Center to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, as permitted under Section 10-508(a)(1) and that such meeting shall continue in closed session until the completion of business.