



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

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

September 24, 2008

6:00 pm

The Rouse Company Foundation Student Services Hall
RCF-400

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...

**Discover Greatness in Others and
Ourselves**





**Board of Trustees
Advanced Consent Agenda**

September 24, 2008

**The Rouse Company Foundation Student Services Hall
RCF-400**

1. Proposed New Hires
2. Television Studio Network Storage Solution
3. Electrical Contractor Services for the Black Box Theatre
4. Testing Expenses
5. Belmont Design Phase Change Orders 2 and 3

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 obtain board approval for new hires

Timeline: New hires from the period of August 5, 2008, through September 2, 2008

◆————— 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 FY09 budget as approved by the board at its April 23, 2008, 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 2008 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

August 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Evening/Weekend Services Administrator (20 Hours)	Academic Affairs Office	Existing Position Replacement	13	\$52,522-\$87,187	\$28,012	Lawrie, Leigh	8/11/08
Director of Security Services	Security Services	Existing Position Replacement	15	\$61,945-\$102,828	\$75,000	McGlynn, Kenneth	8/11/08
Television Production Assistant	Arts & Humanities (TV Studio)	Temporary with Benefits New Position	8	\$34,769-\$57,717	\$34,769	Malloy, Danielle	8/18/08
Office Associate IV	Public Relations and Marketing	Existing Position Replacement	7	\$32,016-\$53,146	\$38,000	Royster, Kathy-Ann	8/18/08
Inventory Coordinator/Accounting Analyst	Finance	Existing Position Replacement	11	\$44,533-\$73,925	\$44,533	Heston, Christopher	8/25/08
Teacher I	Children's Learning Center	New Position	7	\$32,016-\$53,146	\$32,016	Lotkina, Polina	8/25/08
Teacher III ⁵	Children's Learning Center	New Position	10	\$41,007-\$68,071	\$34,568	Newton, Julie	8/25/08
Teacher II ⁵	Children's Learning Center	New Position	8	\$34,769-\$57,717	\$29,304	Nourbakhsh, Nona	8/25/08
Cardiovascular Technology Clinical Assistant (18.75 Hours)	Health Sciences	New Position	9	\$37,759-\$62,681	\$25,115	Holton, Marsha	8/27/08

September 2008

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Materials Handling Clerk (20 Hours)	Plant Operations	Existing Position Replacement	4	\$24,996-\$41,494	\$13,332	Christie, Joanness	9/02/08
Audience Services Manager and Website Designer	Arts & Humanities	Temporary with Benefits Existing Position Replacement	12	\$48,363-\$80,283	\$57,423	Jones, Julie ⁴	9/02/08
Horowitz Center Technical Director	Arts & Humanities	Existing Position Replacement	13	\$52,522-\$87,187	\$55,148	Blachowicz, Alex	9/15/08
Associate Professor, Cardiovascular Technology; Director, Cardiovascular Technology	Health Sciences	Existing Position Replacement	Assoc. Prof. (12 month)	\$52,308-\$84,892	\$82,320	Fisher, William	9/29/08

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.

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

⁵ Full Time, 10 month position

2 – Television Studio Network Storage Solution

Background: With the recent McCuan Hall renovation, the HCC-TV studio has upgraded its facility to an all digital environment. A variety of systems need to be networked with the server: one graphics/animation suite, one sound suite, several editing systems, and a system that converts analog film into a generic digital format that can be read by multiple systems. The Mac computers will also be networked with a server to provide a fully integrated digital postproduction environment.

The purchase of these systems from Chesapeake Systems meets the guidelines for a sole source purchase.

Purpose: To obtain board approval to purchase equipment, licenses, support, and training for the television studio

Location: Main campus, HCC-TV server room

Timeline: FY09

Specifications: Studio Network Solutions EVO SAN/NAS with 24-terabyte capacity - \$44,750

Q logic SB1404 10-port 4Gbit fibre channel switch with 10 SFPs - \$3,250

Chesapeake Systems Professional Services - \$5,500
(In-house preparation and testing, onsite setup and integration, SAN/NAS training for users)

Shipping - \$75

Total: \$53,575

Bids: Chesapeake Systems is a sole source vendor for the installation, integration training for this product and ongoing technical support of this product.

◆————— Recommendation —————◆

Amount: \$53,575

Vendor: Chesapeake Systems

Source of funds: Furniture and equipment budget for the McCuan Hall renovation

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

3 – Electrical Contractor Services for the Black Box Theatre

Background: In preparation for the installation of the sound system for the black box theatre, the administration issued an invitation to bid (ITB) for the services of an electrical contractor. The bids were received on August 14, 2008. Lloyd-Beal Electric and Brown & Heim, Inc. were the two bids submitted. Having conducted a scope review, the administration concluded that both bids included all parts of the required work. Lloyd-Beal Electric was the low bid.

Purpose: To obtain board approval to award a contract for electrical services for the black box theatre

Timeline: FY09

Specifications: Mount junction boxes and run 1¼” conduit surface mount on the wall onto bar joist mounted on unistrut into control booth. Pull a pull string in each conduit. Mount ¾” conduit and boxes on the surface of the wall into bar joist and back to appropriate panel. Circuit will be #12 THHN Copper. Install receptacles, and plates as per drawings. Run 8 dedicated circuits, and install outlets under counter as per drawings. These circuits will have separate neutrals, and be #12 THHN copper. Due to time and location of work, electrician will paint all conduits and fittings flat black. Daily cleanup of the area will be required by the contractor.

Bids:

Company Name	Bid
Brown & Heim, Inc.	\$48,700
Lloyd-Beal Electric	\$30,400

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$30,400

Vendor: Lloyd-Beal Electric

Source of funds: FY09 capital budget

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

4 – Testing Expenses

Background: Howard Community College (HCC) utilizes the College Board's ACCUPLACER placement test. ACCUPLACER assists with the determination of course placements that are appropriate for students in reading, writing, and mathematics. The ACCUPLACER system includes nine computer-adaptive, multiple-choice tests. The five core tests include reading comprehension, sentence skills, arithmetic, elementary algebra, and college-level math. There are four tests of English as a second language designed to assess the English skills of students whose first language is not English.

The test center administers ACCUPLACER to all prospective credit students (native and non-native speakers) who have not met the required college level scores on the Scholastic Aptitude Test (SAT) or American College Test (ACT), and have not earned college credit via transfer credit, advanced placement (AP) exams, international baccalaureate enrollment, or other means of non-traditional assessment.

The English Language Institute (ELI), a unit of HCC's continuing education division, administers the ACCUPLACER English as a second language (ESL) test to all non-credit ESL students.

For the past three fiscal years, the mathematics division has administered ACCUPLACER tests at Howard County Public Schools to assess sophomore student readiness for college and to offer early intervention to those students who may benefit from enrichment. The English division will also begin this practice in FY09 with juniors.

The ACCUPLACER tests cost approximately \$15 per student and based on previous usage the college anticipates no more than \$50,000 in FY09 expenses.

Purpose: To obtain board approval to purchase ACCUPLACER placement tests

Timeline: FY09

Bids: The College Board is a sole source vendor for ACCUPLACER placement tests.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: Not to exceed \$50,000

Vendor: College Board

Source of funds: Cost centers of the test center, English Language Institute, English and world languages division, and mathematics division

Compliance: This request is in compliance with Howard Community College procedure, Purchasing – 62.05.01.

5 – Belmont Design Phase Change Orders 2 and 3

Background: After a competitive bid process, the construction management at risk contract for the Belmont barn renovation was awarded to Struever Bros. Eccles & Rouse, Inc. by the board of trustees in September 2007. The pre-construction services were approved for \$38,352.

Since then, additional civil engineering support services have become necessary. Change order 1 was approved by the board of trustees on April 23, 2008. This change included surveying services and geotechnical services. Struever Bros. Eccles & Rouse provided these services for a lump sum fee of \$9,695. The surveying and geotechnical work provided the design team with boring samples needed for the original development of the project design as the architect had specifically excluded this work from their contract. The drilling included four soil test borings, with an estimated total depth of 60 linear feet. The borings were drilled at the proposed alignment to a depth of approximately 15 feet below the existing ground elevation. Soil samples were obtained at 2.5-foot intervals to a depth of 15 feet.

Because construction would have been delayed by holding these change orders for the board meeting, the administration authorized the work to proceed. This measure was in accordance with the purchasing policy (62.05.01), which states that such action can be taken in an emergency.

Change order 2

Once the barn footprint was determined, the college realized it would lose some of the current parking. Hence, the administration asked the civil engineer (KCI) to include additional parking in the site plan to be constructed at a later date. To include this information, a topographical survey was required by KCI on which to base the layout of the proposed parking lot. In addition, geotechnical engineering was also required. This requirement includes drilling four soil test borings in order to prepare a geotechnical report and develop designs for roadway and pavement sections. Borings were performed by KCI through Struever Brothers. The lump sum fee was proposed as \$1,939.

Change order 3

The geothermal system was added to the project in January 2008. After reviewing the plans, the Howard County Health Department required a geothermal layout to determine how close the fields were to the septic systems. This work was performed by KCI and required staking out the four corners of the proposed geothermal field. A conductivity test well was required by the project's mechanical, electrical, and plumbing engineering company, Leach Wallace, to base its design on and was performed by

Jones Well Drilling. Surveying was required by Leach Wallace to base the layout of the well field on and was performed by KCI. The lump sum fee is proposed as \$3,436.

Purpose: To obtain board approval for Belmont design phase change orders 2 and 3

Location: Belmont Conference Center

Timeline: September 2008

Specifications: Change Order 2 – To provide construction services for the topographical survey and geotechnical engineering for the support of the design of the parking lot

Change Order 3 – To provide construction services as required for the geothermal layout, conductivity test well, and surveying to support the design of a new geothermal well field

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$1,939 for change order 2
\$3,436 for change order 3
\$5,375 total for change orders 2 and 3

Vendor: Struever Bros. Eccles & Rouse, Inc.

Source of funds: FY09 capital budget, Belmont Conference Center

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