Board of Trustees’ Meeting Materials

December 10, 2014
6:00 pm
The Rouse Company Foundation Student Services Hall
RCF-401
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.

9. Board members may utilize email to communicate individually; however, email communications among a quorum of the board or the full board such as “reply all” responses are restricted in compliance with Maryland’s Open Meetings Law.
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...

Encourage and Practice
Sustainability
1 – Approval of Agenda

Meeting Items
1. Approval of Agenda
2. Approval of Minutes
   a. November 19, 2014, Work Session
   b. November 19, 2014, Regular Session
3. Personnel Summary

Consent Items
1. Proposed New Hires
2. Architectural/Engineering Services for the Renovations to the Nursing and ST Buildings

Closed Session
2 – Approval of Minutes

1. November 19, 2014, Work Session
2. November 19, 2014, Regular Session
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 19, 2014, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III brought the work session to order at 6:00 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Roberta E. Dillow, Kevin J. Doyle, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Coale recognized board member Kathy Rensin, who will be resigning from the board following the January board meeting. On behalf of the board of trustees, Chair Coale noted Ms. Rensin's many accomplishments as a member of the HCC Educational Foundation board of directors, chair of the Grand Prix committee, chair of three gala committees, chair of the board of trustees, and coach to several Step UP students.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Evonee Flag-Webster, director of academic scheduling.

II. Howard Community College Educational Foundation (HCCEF) Annual Report

President Hetherington introduced Michael Drummond, HCCEF chair, who provided an update of current activities.

III. Information Session: Facilities Master Plan

Lynn Coleman, vice president of administration and finance introduced the project team from Cannon Design who gave an update on the facilities master plan.

The work session adjourned at 6:43 p.m.

The above constitutes the official minutes of the November 19, 2014, work session of the Howard Community College Board of Trustees as approved on December 10, 2014, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 19, 2014, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III brought the work session to order at 6:50 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Roberta E. Dillow, Kevin J. Doyle, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of November 19, 2014, Agenda

A recommendation to approve the November 19, 2014, agenda, was moved by Trustee Schrader, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Board Core End: Student and Stakeholder Focus

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board core end.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending October 31, 2014.

3. Facilities Master Plan

Based on the presentation at the work session earlier, Lynn Coleman asked for the board's approval.

A motion to approve and adopt the plan recommendations that will be used to complete the facilities master plan for submission to the state, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

C. President's Report

President Hetherington thanked Trustee Rensin for her tenure on the board. She thanked the trustees for their involvement over the last month, including their attendance at the student/donor lunch, the GED diploma ceremony, audit and finance committee, the facilities master plan community breakfast, the legislative
President Hetherington gave an overview of activities over the past month including giving a welcome at a national cybersecurity event, the Middle States preliminary visit to Jefferson Community College, meetings with constituency groups, the 2014 Maryland-DC Campus Compact Presidents’ Institute where she moderated a workshop panel and Brittany Budden, director of service learning, was awarded the Institutional Leadership Award; served on the USM-MACC Joint Leadership Meeting; the Community Foundation of Howard County Annual Dinner where she introduced Fern and Ed Hamel who were recognized as Philanthropists of the Year; the bi-annual meeting with the Howard County Public School System; and a visit by a delegation from Columbia Association’s sister city of Tema, Ghana. President Hetherington asked Sharon Pierce, vice president of academic affairs, to give an update on HCC’s nursing test scores and the division’s plans to improve them.

D. Board Member Comments

Trustee Dillow mentioned that it has been a pleasure serving on the board with Trustee Rensin and wished her the best for the future.

Trustee Perkins thanked Trustee Rensin for her service on the board.

Vice Chair Schrader also thanked Trustee Rensin for serving as a mentor and role model when he joined the board. He commended the facilities master plan and Cannon Design.

Trustee Doyle also commended the facilities master plan and Cannon Design. He noted the general education development (GED) diploma ceremony as his favorite HCC event. He commended Trustee Rensin for her service on the board.

Trustee Rensin commented that it has been a pleasure serving on the board. She noted that this year’s legislative breakfast was very well organized. She observed that planning for the Grand Prix is a year-round project. She promised to stay in touch with HCC and continue to support it.

Chair Coale noted that Trustee Rensin is a true servant leader and has served as a model for an exemplary board chair.

E. Reports to the Board of Trustees

Chair Coale gave an update on the audit and finance committee meeting.
F. Approval of Board Meeting Minutes

A recommendation to approve the October 29, 2014, work session and regular session minutes was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2016 Sabbatical Leave Recommendations
3. Candidates for Commencement
4. Construction Management At-Risk for the East Garage Expansion
5. Science, Engineering, and Technology Building Guaranteed Maximum Price
6. Howard Community College Performance Accountability Report for the Maryland Higher Education Commission
7. Ultrasound Imaging System
8. Intravenous Infusion Pumps
9. Course Fees for the Health Sciences Division
10. Course Fees for the Business and Computer Systems Division
11. Course Fees for the Social Sciences and Teacher Education Division
12. Course Fees for the Arts and Humanities Division
13. Request to Increase Reduction of Tuition for Dually Enrolled Howard County Public School System Students
14. Debt Policy and Procedure

A recommendation to approve the consent items was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

H. Discussion Items

1. Acquisition of the Howard Hughes Property

Lynn Coleman gave an update on the east garage expansion that requires acquisition of the Howard Hughes property to provide access to the new garage.

A recommendation to approve the acquisition of the Howard Hughes property, and to authorize the chair to sign the Certificate of Incumbency and the Deed (for settlement of the property) and execute the Deed of Easement for the pathway and any documents necessary to effect the closing, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.
I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted December 2014 calendar items, noting the December 2 entrepreneurial celebration, the December 10 abbreviated board meeting followed by the board holiday dinner at Aida Bistro, December 15 nursing recognition, and the December 16 county executive budget hearing.

This item was for information only and required no board action.

2. Agreements Signed by the Board Chair Disclosure

There were no items for the board chair to approve during this time period.

3. Full-time/Part-time Enrollment Ratios by Division

Sharon Pierce provided an update.

4. Personnel Summary

This item is for information only and requires no board action.

Adjournment

A recommendation to adjourn the regular session was moved by Trustee Perkins, seconded by Trustee Schrader, and unanimously approved.

The regular session was adjourned at 8:10 p.m.

<table>
<thead>
<tr>
<th>The above constitutes the official minutes of the November 19, 2014, regular meeting of the Howard Community College Board of Trustees as approved on December 10, 2014, and is a true and correct copy of the same.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen B. Hetherington, secretary/treasurer</td>
</tr>
</tbody>
</table>
3 – Personnel Summary

**Background:** The following document contains personnel summaries.

**Purpose:** Disclosure to the board

**Timeline:** November 2014

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**Recommendation**

This item is for information only and requires no board action.
**Howard Community College**  
**SUMMARY OF PERSONNEL ACTIVITY**  
**November 1 – November 30, 2014**

### Section I – Change in Status

**ASSOCIATE DIVISION CHAIR APPOINTMENTS (3-YEAR TERM)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation ¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor, Digital Arts; Associate Division Chair, Arts &amp; Humanities; Director, Communications &amp; Digital Arts</td>
<td>Arts &amp; Humanities</td>
<td>Reappointment</td>
<td>Associate Division Chair (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$91,367</td>
<td>Beaudoin, David</td>
<td>7/01/12</td>
<td>6/30/15</td>
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<tr>
<td>Associate Professor, Sociology; Associate Division Chair, Social Sciences/Teacher Education; Assistant Director of Rouse Scholars Program</td>
<td>Social Sciences/Teacher Education</td>
<td>Appointment</td>
<td>Associate Division Chair (12-Month)</td>
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<tr>
<td>Associate Professor, English; Associate Division Chair, English/World Languages</td>
<td>English/World Languages</td>
<td>Appointment</td>
<td>Associate Division Chair (12-Month)</td>
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<td>Yoo, Laura</td>
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<td>6/30/16</td>
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<tr>
<td>Associate Professor, Medical Laboratory Technology/Director, Medical Laboratory Technician Program; Associate Division Chair, Health Sciences</td>
<td>Health Sciences</td>
<td>Reappointment</td>
<td>Associate Division Chair (12-Month)</td>
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<td>$94,627</td>
<td>Calder, Nancy</td>
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<tr>
<td>Assistant Professor, Chemistry; Associate Division Chair, Science, Engineering &amp; Technology</td>
<td>Science, Engineering, &amp; Technology</td>
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<td>Associate Division Chair (12-Month)</td>
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<td>Bare, Susan</td>
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<tr>
<td>Professor, Mathematics; Associate Division Chair, Mathematics</td>
<td>Mathematics</td>
<td>Reappointment</td>
<td>Associate Division Chair (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$100,970</td>
<td>Bunyard, Guy</td>
<td>7/01/14</td>
<td>6/30/17</td>
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<tr>
<td>Associate Professor, Entrepreneurship &amp; Coaching; Associate Division Chair, Business &amp; Computer Systems</td>
<td>Business &amp; Computer Systems</td>
<td>Reappointment</td>
<td>Associate Division Chair (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$92,298</td>
<td>Noble, Elizabeth</td>
<td>7/01/14</td>
<td>6/30/17</td>
</tr>
</tbody>
</table>

¹Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensations are an hourly amount (not shown).
## DIVISION CHAIR APPOINTMENTS (4-YEAR TERM)

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, English &amp; Associate VP of Academic Affairs</td>
<td>Teaching &amp; Learning Services</td>
<td>Appointment</td>
<td>Division Chair (12-Month)</td>
<td>$82,546-$134,339</td>
<td>$108,834</td>
<td>Horvath, Stephen</td>
<td>7/01/05</td>
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<tr>
<td>Professor, Nursing; Division Chair, Health Sciences</td>
<td>Health Sciences</td>
<td>Reappointment</td>
<td>Division Chair (12-Month)</td>
<td>$82,546-$134,339</td>
<td>$115,788</td>
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<td>6/30/18</td>
</tr>
<tr>
<td>Professor, History; Division Chair, Social Sciences/Teacher Education; Director, Rouse Scholars</td>
<td>Social Sciences/Teacher Education</td>
<td>Reappointment</td>
<td>Division Chair (12-Month)</td>
<td>$82,546-$134,339</td>
<td>$122,385</td>
<td>Casway, Jerrold</td>
<td>7/01/14</td>
<td>6/30/18</td>
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<tr>
<td>Professor, Theatre; Division Chair, Arts &amp; Humanities; Founding Director, Rep Stage</td>
<td>Arts &amp; Humanities</td>
<td>Reappointment</td>
<td>Division Chair (12-Month)</td>
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<td>Sandruck, Bernadette</td>
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<tr>
<td>Professor, Computer Systems; Division Chair, Business &amp; Computer Systems</td>
<td>Business &amp; Computer Systems</td>
<td>Reappointment</td>
<td>Division Chair (12-Month)</td>
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<td>7/01/11</td>
<td>6/30/15</td>
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<tr>
<td>Professor, Anatomy/Physiology; Division Chair, Science, Engineering, Technology</td>
<td>Science, Engineering, &amp; Technology</td>
<td>Appointment</td>
<td>Division Chair (12-Month)</td>
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<td>English/World Languages</td>
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<td>Svacina, Jean</td>
<td>7/01/13</td>
<td>6/30/17</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>Interim Senior Producer/Director</td>
<td>Arts &amp; Humanities</td>
<td>(Temporary with Benefits) Grant Funded Existing Position Replacement</td>
<td>13</td>
<td>$54,644-$88,931</td>
<td>$58,730</td>
<td>Garcia, Louis</td>
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<td>Interim Special Populations Lead Instructor</td>
<td>Continuing Education &amp; Workforce Development</td>
<td>(Temporary with Benefits) New Position</td>
<td>12</td>
<td>$50,317-$81,888</td>
<td>$54,471</td>
<td>Gold, Sheryl</td>
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<tr>
<td>Interim Instructor, Technology</td>
<td>Business &amp; Computers</td>
<td>New Position</td>
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<td>$48,923-$67,132</td>
<td>$55,926</td>
<td>Lui, Theresa</td>
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<td>Interim Office Associate IV</td>
<td>English/World Languages</td>
<td>New Position</td>
<td>7</td>
<td>$33,297-$54,209</td>
<td>$33,856</td>
<td>Baltz, Diane</td>
<td>3/03/14</td>
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<tr>
<td>Acting Teacher II</td>
<td>Children’s Learning Center</td>
<td>(Temporary with Benefits) Existing Position Replacement</td>
<td>8</td>
<td>$36,175-$58,871</td>
<td>$36,175</td>
<td>Carthran, Chalese</td>
<td>6/18/14</td>
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</tr>
<tr>
<td>Interim Office Associate IV</td>
<td>Social Sciences</td>
<td>(Temporary with Benefits) New Position</td>
<td>7</td>
<td>$33,297-$54,209</td>
<td>$33,297</td>
<td>Gerst, Laura</td>
<td>6/23/14</td>
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<tr>
<td>Acting HCC Concert Coordinator (18.75 Hours)</td>
<td>Arts &amp; Humanities</td>
<td>New Position</td>
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<td>$27,322</td>
<td>Huang, Wei-Der</td>
<td>7/01/14</td>
<td>Undetermined</td>
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<tr>
<td>Acting Assistive Technology/Accommodated Testing Specialist</td>
<td>Academic Student Support and Career Services</td>
<td>New Position</td>
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<td>$46,332-$75,404</td>
<td>$46,332</td>
<td>Hughes, Marie</td>
<td>7/01/14</td>
<td>Undetermined</td>
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<tr>
<td>Acting Arts Collective Office Manager (18.75 Hours)</td>
<td>Arts &amp; Humanities</td>
<td>New Position</td>
<td>10</td>
<td>$42,674-$69,433</td>
<td>$21,337</td>
<td>McKeiver, Darius</td>
<td>7/01/14</td>
<td>Undetermined</td>
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<tr>
<td>Acting Television Production Assistant (30 Hours)</td>
<td>Arts &amp; Humanities</td>
<td>New Position</td>
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<td>$28,940</td>
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<td>Undetermined</td>
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<td>Interim Youth Services Specialist</td>
<td>Continuing Education &amp; Workforce Development</td>
<td>(Temporary with Benefits) Existing Position Replacement</td>
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<td>$50,317-$81,888</td>
<td>$50,317</td>
<td>Cohen, Brenda</td>
<td>11/10/14</td>
<td>Undetermined</td>
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</table>

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## TRANSFER

<table>
<thead>
<tr>
<th>Old Title/Department</th>
<th>New Title/Department</th>
<th>Position Control Status</th>
<th>Old Grade</th>
<th>New Grade</th>
<th>Range for New Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Utility Technician/Plant Operations (40 Hours)</td>
<td>Environmental Utility Technician/Plant Operations (20 Hours)</td>
<td>Existing Position Replacement</td>
<td>5</td>
<td>5</td>
<td>$30,130-$49,026</td>
<td>$15,566</td>
<td>Sanchez, Erick</td>
<td>11/10/14</td>
</tr>
</tbody>
</table>

## CHANGE IN POSITION TITLE ONLY

<table>
<thead>
<tr>
<th>Old Title</th>
<th>New Title</th>
<th>Department</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher III</td>
<td>Teacher IV</td>
<td>Children’s Learning Center</td>
<td>Dean, Aneela</td>
<td>10/06/14</td>
</tr>
<tr>
<td>Teacher III</td>
<td>Teacher IV</td>
<td>Children’s Learning Center</td>
<td>Hershman, Melanie</td>
<td>10/06/14</td>
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<tr>
<td>Teacher III</td>
<td>Teacher IV</td>
<td>Children’s Learning Center</td>
<td>Newton, Julie</td>
<td>10/06/14</td>
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<tr>
<td>Teacher III</td>
<td>Teacher IV</td>
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<td>10/06/14</td>
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<tr>
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<td>Teacher IV</td>
<td>Children’s Learning Center</td>
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<td>10/06/14</td>
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<tr>
<td>Teacher III</td>
<td>Teacher IV</td>
<td>Children’s Learning Center</td>
<td>Tinnirella, Jaime</td>
<td>10/06/14</td>
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## SEPARATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Manager</td>
<td>Human Resources</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Meck, Kristie</td>
<td>11/05/14</td>
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<tr>
<td>Sr. SCS Computer &amp; Network Support Technician</td>
<td>Student Computer Support</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Mitchell, Jacob</td>
<td>11/07/14</td>
</tr>
<tr>
<td>Accounting Clerk/Cashier</td>
<td>Finance</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Schroyer, Kathryn</td>
<td>11/14/14</td>
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## PHASED RETIREMENT

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
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<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>Professor, Art</td>
<td>Arts &amp; Humanities</td>
<td>F/T to P/T (50%)</td>
<td>Professor (10-Month)</td>
<td>$61,216-$99,035</td>
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</table>
Howard Community College
SUMMARY OF PERSONNEL ACTIVITY
November 1 – November 30, 2014

Section II – Leaves

LEAVE WITHOUT PAY

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Beginning Date of Leave</th>
<th>Ending Date of Leave</th>
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<tbody>
<tr>
<td>Tinnirella, Jaime</td>
<td>Teacher III</td>
<td>5/05/14</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Brannan, Allie</td>
<td>Office Associate IV</td>
<td>9/11/14</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Paper-Garthoff, Melissa</td>
<td>Research Specialist</td>
<td>11/17/14</td>
<td>Undetermined</td>
</tr>
</tbody>
</table>
Consent 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:** October 29, 2014 – November 17, 2014

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**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 FY15 budget as approved by the board at its April 30, 2014, meeting.

**Compliance:** This request is in compliance with college procedure, 63.02.03 – Selection of Faculty and Staff, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
BUDGETED HIRES (Position Control Positions)¹

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade³</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing and Allied Health Clinical Coordinator (18.75 Hours)</td>
<td>Health Sciences</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$54,644-$88,931</td>
<td>$28,142</td>
<td>Reider, Karen</td>
<td>11/10/14</td>
</tr>
<tr>
<td>Senior SCS Computer and Network Support Technician</td>
<td>Student Computer Support</td>
<td>Existing Position Replacement</td>
<td>10</td>
<td>$42,674-$69,433</td>
<td>$42,674</td>
<td>Adams, Anthony⁴</td>
<td>11/12/14</td>
</tr>
</tbody>
</table>

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 with Benefits
Consent 2 – Architectural/Engineering Services for the Renovations to the Nursing and ST Buildings

Background: Following the moves into the new health sciences building and new science, engineering, and technology building, it will be necessary to renovate the existing nursing building, ST building, and adjacent areas of 62,278 net assignable square feet and 107,204 gross square feet. The renovated areas will provide instructional and support space for the social sciences and teacher education division. The nursing and ST buildings renovations project will also consolidate programs and provide space for faculty and students, and fine-tune adjacencies between administration and academic departments. The project will enhance collaboration and efficiency, and pool student and faculty learning resource functions, which will complement the existing area by establishing a student collaborative learning commons and faculty development center. The renovation will also upgrade facilities with respect to infrastructure, learning technologies, acoustics, accessibility, and energy efficiency, to provide a state-of-the-art learning environment.

Awards for projects with architectural/engineering (A/E) firms are qualifications-based through the request for proposals (RFP) process. Firms submitting expressions of interest must present their qualifications, which are evaluated and ranked by the college’s selection committee. The highest-ranking firms, based on the technical proposal, are invited to participate in the next phase, which is the oral presentation. Following the presentations, firms are ranked resulting in a cumulative score. The college then requests a price proposal from the most qualified and highest ranked firm and initiates negotiations for a fair, competitive, and reasonable fee with this firm. If unsuccessful, the negotiations are terminated and the college begins negotiation with the next most qualified firm.

Proposals for professional architectural and engineering services for the project were solicited on September 4, 2014. The technical proposal submission was required on October 7, 2014, and was followed by oral interviews on October 30, 2014. Ten firms responded to the solicitation and submitted technical proposals.

The technical phase was evaluated using a point system for each of the following categories:

1) Profile of proposer;
2) Profile of key subcontractors;
3) Key personnel;
4) Example projects;
5) Scheduling and cost control;
6) Project challenge; and
7) Additional requirements.

The top four firms were asked to participate in the next phase, which were the oral presentations. The oral presentations were evaluated on the following criteria:

1) Strength of proposed team, including subcontractors;
2) Understanding of scope of RFP and project;
3) Experience designing phased renovation projects in higher education environment;
4) Process for phasing renovation and integration with connecting buildings;
5) Draft schedule;
6) Experience with regulatory agencies;
7) Technology challenges;
8) Experience with construction management at risk method and process for construction;
9) LEED project experience; and
10) Challenge of project and unique qualifications of firm.

The technical proposal phase and the oral presentation were equally weighted. Both phases consisted of 100 maximum available points.

The maximum points possible for both phases totaled 200 and the cumulative scores were as follows:

<table>
<thead>
<tr>
<th>Firm name</th>
<th>Points earned</th>
<th>Final score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon Design Architects</td>
<td>146.38</td>
<td>73%</td>
</tr>
<tr>
<td>Gaudreau, Inc.</td>
<td>145.96</td>
<td>73%</td>
</tr>
<tr>
<td>Marshall Craft Associates</td>
<td>161.62</td>
<td>81%</td>
</tr>
<tr>
<td>Stantec</td>
<td>147.94</td>
<td>74%</td>
</tr>
</tbody>
</table>

Following both phases, Marshall Craft Associates was the highest-ranking firm. Marshall Craft Associates submitted its price proposal on November 18, 2014, after which the college was successful in negotiating a fair and reasonable fee.

**Purpose:** To obtain board approval to award the contract for architectural and engineering services for the renovations to the nursing and ST buildings

**RFP Title/Number:** 15P-006 – A/E Services for Renovation of Nursing and ST buildings

**Location:** Main campus

**Timeline:** Design services to begin upon award. It is anticipated that this project will have a 16-month design schedule followed by a 24-month construction schedule.
Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Price proposals: Price proposals were received on November 18, 2014. The total fee for the A/E services, including reimbursables, will be approximately $3,254,000.

Recommendation

The administration requests that the board of trustees approve:

Method: The award of the contract for architectural and engineering services for the renovations to the nursing and ST buildings project to Marshall Craft Associates

Source of funds: Capital budget – renovations to nursing and ST buildings

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05B/62.05B.01 – Request for Proposals.
Resolution for Board of Trustees to Meet in Closed Session on December 10, 2014

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 10, 2014, at The Rouse Company Foundation Student Services Hall, room 401, 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.