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 the state’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 20, 2013, Work Session
   b. November 20, 2013, Regular Session
   c. November 20, 2013, Closed Session
3. Personnel Summary
4. Information Item: Registered Nurses Exam Scores

Consent Items
1. Proposed New Hires
2. Energy Efficient Tax Deduction

Closed Session
2 – Approval of Minutes

1. November 20, 2013, Work Session
2. November 20, 2013, Regular Session
3. November 20, 2013, Closed Session
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 20, 2013, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the work session to order at 6:04 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mamie J. Perkins were absent.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Leslie Barr, youth services specialist; Loretta Farb, motorcycle safety training assistant; and Augusta Kelley, cardiovascular technology clinical coordinator.

Lynn Coleman, vice president of administration and finance, introduced Christopher Heston, budget manager.

Tom Glaser, vice president of information technology, introduced Shannon Lichtinger, associate director of research and planning.

Cindy Peterka, vice president of student services, introduced Aaron Alder, admissions and academic advisor (outreach); and Kevin Maffey, information specialist (outreach and enrollment).

II. Information Session: Study Abroad/Exchange Programs and Faculty Travel Grants

Sharon Pierce introduced Christele Cain, director of international education, who introduced students Yuridia Gonzalez, Lemuel Sun, and Daniel Woo, and faculty member Jennifer Kling, who gave testimonials on their study abroad experience.

The work session adjourned at 6:36 p.m.

The above constitutes the official minutes of the November 20, 2013, work session of the Howard Community College Board of Trustees as approved on December 12, 2013, 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 20, 2013, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the regular session to order at 6:45 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees, Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mamie J. Perkins were absent.

A. Approval of November 20, 2013, Agenda

A recommendation to approve the November 20, 2013, agenda, was moved by Trustee Rensin, seconded by Trustee Schrader, and unanimously approved.

B. Board Priority Items

1. Board Core End: Information and Analysis

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending October 31, 2013.

3. Fiscal Year 2015 Legislative Agenda

Kate Hetherington gave an overview of the FY15 legislative agenda.

A recommendation to approve the FY15 legislative agenda, was moved by Trustee Coale, seconded by Trustee Schrader, and unanimously approved.

C. President’s Report

President Hetherington thanked the trustees for their involvement over the last month at the student/donor luncheon; the GED diploma ceremony; the community and legislative relations and audit and finance committees; as well as liaison work with the HCC Educational Foundation and the Maryland Association of Community Colleges board of directors. She noted that the radiologic technology accreditation and the hospitality and culinary certification visits were successful. She reported that the Howard PRIDE program hosted Tuskegee Airman, Mr. Lemuel Arthur Lewie, Jr., and commended the staff who made it happen. President Hetherington mentioned that she will be presenting on a panel at the Howard County Chamber of Commerce’s GovConnects CEO Roundtable on Workforce Education at the University Level and Security Clearances later this week.
D. Board Member Comments

Trustee Esmond mentioned that she was touched by the study abroad presentation, especially how it combined sentiment and learning.

Trustee Rensin also enjoyed the study abroad presentation. She commented on the student donor luncheon and how donors impact student lives and futures.

Vice Chair Coale echoed comments about the student donor luncheon and how rewarding it is to meet students and hear about how scholarships change lives. He also commented on personal connections to the World War II presentation during the work session.

Trustee Schrader was also impressed by the study abroad program and noted the importance of students visiting China especially. He thanked the faculty and staff who presented the salary and benefits report to the audit and finance committee.

Chair Doyle shared personal reflections on the World War II presentation. He noted that he especially enjoys the GED graduation ceremony.

All the trustees welcomed back Trustee Esmond after her brief hiatus.

E. Reports to the Board of Trustees

Vice Chair Coale gave an update on the legislative and community relations committee. Chair Doyle gave an update on the audit and finance committee. Trustee Rensin gave an update on the Howard Community College Educational Foundation board of directors meeting and upcoming events. In the absence of Trustee Dillow, President Hetherington gave an update on the Maryland Association of Community Colleges Board of Directors meeting.

F. Approval of Minutes

A recommendation to approve the October 23, 2013, work session, regular session, and closed session minutes, was moved by Trustee Schrader, seconded by Trustee Coale, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2015 Sabbatical Leave Recommendation
3. December Graduate Candidates
4. Professional Services for Facilities Master Plan
5. Laurel College Center Lease and Additional Space
6. Proposed Fee for New Mathematics Course
7. Proposed Increases for Course Fees in Arts and Humanities Division
8. Proposed New and Increased Course Fees for Health Sciences Division
9. Request to Reduce Tuition for Dually Enrolled Howard County Public School System Students

A recommendation to approve the consent items was moved by Trustee Schrader, seconded by Trustee Esmond, and unanimously approved.
H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted calendar items, noting the board meeting and holiday dinner on December 12, 2013, the nursing recognition ceremony on December 16, 2013, and the County Executive’s budget hearing on December 18, 2013.

   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, vice president of academic affairs, gave an update.

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

4. Personnel Summary

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

I. Closed Session

   Chair Doyle read the resolution to go into closed session.

   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 beginning on November 20, 2013, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss any other personnel matter that affects 1 or more specific individuals as permitted under Section 10-508(1)(ii) and that such meeting shall continue in closed session until the completion of business.

   During the closed session, the board will receive information on a public information request that asked for information on specific employees.

   A recommendation to adjourn the regular session and go into closed session was moved by Trustee Schrader, seconded by Trustee Coale, and unanimously approved.

The regular session was adjourned at 7:42 p.m.

The above constitutes the official minutes of the November 20, 2013, regular meeting of the Howard Community College Board of Trustees as approved on December 12, 2013, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
THE BOARD OF TRUSTEES OF HOWARD COMMUNITY COLLEGE
CLOSING SESSION MINUTES
November 20, 2013

The Board of Trustees of Howard Community College (HCC) met in closed session on
Wednesday, November 20, 2013, in The Rouse Company Foundation Student Services
Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J.
Doyle read a resolution to enter into closed session at approximately 7:42 p.m.; the
closed session commenced at approximately 7:55 p.m. Other board members present
included vice chair Edmund S. Coale, III and trustees Mary S. Esmond, Katherine K.
Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, and
Lynn Coleman, vice president of administration and finance, were also present.
Trustees Roberta E. Dillow and Mamie J. Perkins were absent.

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 beginning on November 20, 2013, at the
conclusion of the regular meeting in The Rouse Company Foundation Student Services
Hall, room 400 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 (a1) and that such meeting shall continue in closed
session until the completion of business.

During the meeting, the board of trustees received information on a public information
request that asked information on specific employees. The college will comply with the
public information request. The employees impacted will be notified of the request and
the college’s compliance.

The meeting was adjourned at 8:07 p.m.

The above constitutes the official minutes of the November 20, 2013, closed session of
the Howard Community College Board of Trustees as approved on December 12, 2013,
and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
3 – Personnel Summary

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

**Purpose:** Disclosure to the board

**Timeline:** November 2013

---

**Recommendation**

This item is for information only and requires no board action.
Howard Community College
SUMMARY OF PERSONNEL ACTIVITY
November 1 – November 30, 2013

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>Eff. Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor, Chemistry; Associate Division Chair, Science, Engineering &amp; Technology</td>
<td>Science &amp; Technology</td>
<td>Appointment</td>
<td>Associate Professor (12 Month)</td>
<td>$76,008-$123,701</td>
<td>$82,088</td>
<td>Morgan, Susan</td>
<td>7/01/11</td>
<td>6/30/14</td>
</tr>
<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 Professor (12 Month)</td>
<td>$76,008-$123,701</td>
<td>$88,910</td>
<td>Beaudoin, David</td>
<td>7/01/12</td>
<td>6/30/15</td>
</tr>
<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 Professor (12 Month)</td>
<td>$76,008-$123,701</td>
<td>$78,480</td>
<td>Fleisher, Gregory</td>
<td>7/01/12</td>
<td>6/30/15</td>
</tr>
<tr>
<td>Associate Professor, English; Associate Division Chair, English/World Languages</td>
<td>English/World Languages</td>
<td>Appointment</td>
<td>Associate Professor (12 Month)</td>
<td>$76,008-$123,701</td>
<td>$78,739</td>
<td>Yoo, Laura</td>
<td>7/01/13</td>
<td>6/30/16</td>
</tr>
</tbody>
</table>

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>Compensation 1</th>
<th>Name</th>
<th>Eff. Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, Nursing; Division Chair, Health Sciences</td>
<td>Health Sciences</td>
<td>Appointment</td>
<td>Professor (12 Month)</td>
<td>$82,546-$134,339</td>
<td>$88,454</td>
<td>Butler, Georgene</td>
<td>7/01/10</td>
<td>6/30/14</td>
</tr>
<tr>
<td>Professor, History; Division Chair, Social Sciences/Education; Director, Rouse Scholars</td>
<td>Social Sciences/Teacher Education</td>
<td>Reappointment</td>
<td>Professor (12 Month)</td>
<td>$82,546-$134,339</td>
<td>$120,024</td>
<td>Casway, Jerrold</td>
<td>7/01/10</td>
<td>6/30/14</td>
</tr>
<tr>
<td>Professor, Theatre; Division Chair, Arts &amp; Humanities; Founding Director, Rep Stage</td>
<td>Arts &amp; Humanities</td>
<td>Reappointment</td>
<td>Professor (12 Month)</td>
<td>$82,546-$134,339</td>
<td>$112,401</td>
<td>Lash, Valerie</td>
<td>7/01/10</td>
<td>6/30/14</td>
</tr>
<tr>
<td>Professor, Mathematics; Division Chair, Mathematics</td>
<td>Mathematics</td>
<td>Reappointment</td>
<td>Professor (12 Month)</td>
<td>$82,546-$134,339</td>
<td>$111,811</td>
<td>Sandruck, Bernadette</td>
<td>7/01/10</td>
<td>6/30/14</td>
</tr>
<tr>
<td>Professor, Computer Systems; Division Chair, Business &amp; Computer Systems</td>
<td>Business &amp; Computer Systems</td>
<td>Reappointment</td>
<td>Professor (12 Month)</td>
<td>$82,546-$134,339</td>
<td>$115,750</td>
<td>Schmickley, Sharon</td>
<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 &amp; Technology</td>
<td>Appointment</td>
<td>Professor (12 Month)</td>
<td>$82,546-$134,339</td>
<td>$120,731</td>
<td>Turner, Patricia</td>
<td>7/01/11</td>
<td>6/30/15</td>
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<tr>
<td>Professor, ESL; Division Chair, English/World Languages</td>
<td>English/World Languages</td>
<td>Appointment</td>
<td>Professor (12 Month)</td>
<td>$82,546-$134,339</td>
<td>$102,730</td>
<td>Svacina, Jean</td>
<td>7/01/13</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).
### Howard Community College
#### SUMMARY OF PERSONNEL ACTIVITY
November 1 – November 30, 2013

### SPECIAL ASSIGNMENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Eff. Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor, English; Director of eLearning</td>
<td>Distance Learning</td>
<td>Existing Position Replacement</td>
<td></td>
<td>$76,008-$123,701</td>
<td>$89,461</td>
<td>Buck, David</td>
<td>7/01/10</td>
<td>Undetermined</td>
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<tr>
<td>Interim Senior Producer/Director</td>
<td>Arts &amp; Humanities</td>
<td>(Temporary with Benefits)</td>
<td>13</td>
<td>$53,573-$88,931</td>
<td>$53,573</td>
<td>Garcia, Louis</td>
<td>5/21/12</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Interim Employment Success Training Lead Instructor</td>
<td>Continuing Education &amp; Workforce Development</td>
<td>(Temporary with Benefits)</td>
<td>New Position</td>
<td>$50,317-$81,888</td>
<td>$55,349</td>
<td>Cohen, Brenda</td>
<td>7/01/13</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Interim Special Populations Lead Instructor</td>
<td>Continuing Education &amp; Workforce Development</td>
<td>(Temporary with Benefits)</td>
<td>New Position</td>
<td>$50,317-$81,888</td>
<td>$52,833</td>
<td>Gold, Sheryl</td>
<td>7/01/13</td>
<td>Undetermined</td>
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<tr>
<td>Interim Assistant Professor, Computer Science</td>
<td>Business &amp; Computers</td>
<td>(Temporary with Benefits)</td>
<td></td>
<td>$52,719-$75,722</td>
<td>$66,719</td>
<td>Bielski, John</td>
<td>8/05/13</td>
<td>6/06/14</td>
</tr>
<tr>
<td>Interim Assistant Professor, Television and Radio</td>
<td>Arts &amp; Humanities</td>
<td>(Temporary with Benefits)</td>
<td></td>
<td>$52,719-$75,722</td>
<td>$59,469</td>
<td>Harvey, Michael</td>
<td>8/05/13</td>
<td>6/06/14</td>
</tr>
<tr>
<td>Interim Instructor, Accounting</td>
<td>Business &amp; Computers</td>
<td>New Position</td>
<td></td>
<td>$48,923-$67,132</td>
<td>$54,548</td>
<td>Patterson, Lindsey</td>
<td>8/05/13</td>
<td>6/06/14</td>
</tr>
<tr>
<td>Interim Admissions and Academic Advisor (Outreach)</td>
<td>Admissions &amp; Advising</td>
<td>(Temporary with Benefits)</td>
<td></td>
<td>$54,644-$88,931</td>
<td>$56,244</td>
<td>Alton, Denelle</td>
<td>10/14/13</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Interim Instructor, Sociology</td>
<td>Social Sciences</td>
<td>(Temporary with Benefits)</td>
<td></td>
<td>$48,923-$67,132</td>
<td>$48,923</td>
<td>Wepprecht, Mari</td>
<td>8/05/13</td>
<td>12/31/13</td>
</tr>
<tr>
<td>Acting Executive Director of Public Relations &amp; Marketing</td>
<td>Public Relations &amp; Marketing</td>
<td>Existing Position Replacement</td>
<td>19</td>
<td>$89,645-$145,892</td>
<td>$96,931</td>
<td>Sharp, Jane</td>
<td>8/12/13</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Interim Instructor, Technology</td>
<td>Business &amp; Computers</td>
<td>New Position</td>
<td></td>
<td>$48,923-$67,132</td>
<td>$54,073</td>
<td>Lui, Theresa</td>
<td>8/05/13</td>
<td>6/06/14</td>
</tr>
<tr>
<td>Acting Instructional Media Senior AV Technician</td>
<td>Teaching &amp; Learning Services</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$54,644-$88,931</td>
<td>$54,644</td>
<td>Yerrid, Brandon</td>
<td>11/01/13</td>
<td>Undetermined</td>
</tr>
</tbody>
</table>
### LEAVE WITHOUT PAY

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Beginning Date of Leave</th>
<th>Ending Date of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kolbe, Beth</td>
<td>Teacher II</td>
<td>4/24/13</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Hailu, Lensa</td>
<td>Assistant Professor, Sociology</td>
<td>8/13/13</td>
<td>12/31/13</td>
</tr>
<tr>
<td>Vernille Blocklin, Kristy</td>
<td>Assistant Professor, Mathematics</td>
<td>10/18/13</td>
<td>10/24/13**</td>
</tr>
</tbody>
</table>

**Notice Received after October 2013 Board Meeting**

### SABBATICAL LEAVE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Beginning Date of Leave</th>
<th>Ending Date of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Korbelak, Stacy</td>
<td>Assistant Professor, English</td>
<td>8/05/13</td>
<td>12/31/13</td>
</tr>
</tbody>
</table>
4 - Information Item: Registered Nurses Exam Scores

Background: To ensure public protection, the National Council of State Boards of Nursing (NCSBN) member board jurisdictions require a candidate for licensure to pass an exam that measures the competencies needed to perform safely and effectively as a newly licensed, entry-level nurse. NCSBN developed two licensure exams, the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and the National Council Licensure Examination for Practical Nurses (NCLEX-PN). These tests are used by boards of nursing to assist in making licensure decisions. A new RN test plan became effective April 1, 2013. Preliminary information about changes with NCLEX-RN scores is currently being distributed to colleges. Sharon Pierce, vice president of academic affairs, will give a verbal update at the December board meeting regarding these changes.

Purpose: To inform the board of changes regarding NCLEX-RN scores

Recommendation

This item is for information only and requires no board action.
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 30, 2013 – November 13, 2013

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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 FY14 budget as approved by the board at its April 24, 2013, 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.
Howard Community College

PROPOSED NEW HIRES

For December 2013 Board Meeting

BUDGETED HIRES (Position Control Positions)

December 2013

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^1)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Associate IV, Division Services Assistant</td>
<td>Teaching &amp; Learning Services</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$33,297-$54,209</td>
<td>$33,297</td>
<td>Simon, Sarah</td>
<td>12/02/13</td>
</tr>
</tbody>
</table>

January 2014

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^1)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director of Advising (Transfer)</td>
<td>Admissions &amp; Advising</td>
<td>Existing Position Replacement</td>
<td>14</td>
<td>$59,334-$96,579</td>
<td>$59,334</td>
<td>Torres, Jessica Ortiz</td>
<td>01/06/14</td>
</tr>
</tbody>
</table>

\(^1\)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.
Consent 2 – Energy Efficient Tax Deduction

Background: The Energy Policy Act of 2005 and the Emergency Economic Stabilization Act of 2008 authorized the Energy Efficient Commercial Buildings Tax Deduction (26 U.S.C. Section 179D) for expenses incurred for qualified energy efficient building investments made by building owners. For government-owned facilities, the owner may allocate this deduction to the persons primarily responsible for creating the technical specifications (the “designer”) for installation of the energy efficient property. The “designer” may be the architect, engineer, contractor, environmental consultant, or energy services provider.

The Energy Efficient Commercial Buildings Tax Deduction is a significant financial incentive for designers to meet or exceed the U.S. General Services Administration’s (GSA) energy reduction requirements for new and existing buildings. The deduction amount for which the designer qualifies can be allocated up to $1.80 per square foot.

Pursuant to IRS Notice 2008-40 and Internal Revenue Bulletin 2008-14, the prime contractor may propose an allocation of a deduction for a project that involves interior lighting systems; heating, cooling, ventilation, and hot water systems; and building envelopes. The prime contractor may split the allocation between more than one designer if more than one created the applicable technical specifications.

Recently, Ayers Saint Gross (ASG) requested that the college issue a letter allocating the tax deduction for the health sciences building to its firm. For the health sciences building, the primary designer was ASG with Leach Wallace (mechanical, electrical, plumbing) and MCLA (lighting systems) as sub-designers.

Under IRS and GSA guidelines, the prime designer will perform reasonable due diligence to determine whether the sub-consultants who participated in the creation of the technical specifications are interested in obtaining an allocation or compensation from the designer. In addition, a third-party certification is required by the IRS and must include a determination of the maximum per-square-foot amount for which the designer qualifies.

In polling the community colleges, only Montgomery College and the Community College of Baltimore County (CCBC) were asked to issue a tax deduction letter from their project architects. Montgomery College declined, while CCBC consented. ASG reported that in the past two years, it has received tax credit allocations from the following institutions:

Northern Arizona University;       University of Alaska;
Salisbury University;              University of Delaware; and
Towson University;                 University of Maryland, Baltimore.
The college also discussed the issue with Howard County and the finance department. The office of law reviewed the documentation for the tax credit to ASG and did not have a problem with issuing the credit to ASG.

After investigating the energy efficient tax deduction allocation guidelines and consulting with other organizations, the college recommends that a letter be issued allocating the tax deduction to Ayers Saint Gross.

**Purpose:**
To obtain board approval to issue a letter allocating the tax deduction eligible for the health sciences building to Ayers Saint Gross

**Timeline:**
For qualifying properties installed on or in service after December 31, 2005, and before January 1, 2014. The deduction extends through December 31, 2013.

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:**
The allocation of the energy efficient tax deduction eligible for the health sciences building to Ayers Saint Gross.

**Compliance:**
This request is in support of the board of trustees' policies and Governance Process: Board’s Role and Presidential Boundaries.
Resolution for Board of Trustees to Meet in Closed Session on December 12, 2013

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, 2013, at the conclusion of the regular meeting in 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 to consider the acquisition of real property for a public purpose and matters directly related thereto, as permitted under Section 10-508(a)(3) and that such meeting shall continue in closed session until the completion of business.