Board of Trustees’ Meeting Materials

December 14, 2011
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.
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 30, 2011, Work Session
   b. November 30, 2011, Regular Session
   c. November 30, 2011, Closed Session
3. Personnel Summary

Consent Items
1. Proposed New Hires
2. Proposed Increases for Course Fees
3. Proposed Application Fee for New Allied Health Programs
4. Proposed Teacher Education Course Fee
5. Proposed Science, Technology, Engineering, and Mathematics Scholars Program Fee
6. Proposed Change in Child Care Proficiency Exam Procedure Costs
7. Proposed Child Care Tuition Changes at the Children’s Learning Center
8. Mount Airy College Center for Health Care Education Laboratory Casework

Closed Session
2 – Approval of Minutes

a. November 30, 2011, Work Session
b. November 30, 2011, Regular Session
c. November 30, 2011, Closed Session
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 30, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin brought the work session to order at 6:03 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, Dennis W. Miller, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Nancy Calder, assistant professor, medical laboratory technician program; and James Woong Hwang, assistant professor, medical sonography, director diagnostic medical sonography program.

Cindy Peterka, vice president of student services, introduced Emily Bonham-Owen, associate registrar; and Mary Hargadon-Zester, personal counselor.

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

Missy Mattey, director of development, introduced Christopher Marasco, HCCEF chair, who provided an update on the foundation’s current activities including board composition, fundraising, investments, and events.

III. Information Session: Simulation in Health Care Education: An Interdisciplinary Approach

Sharon Pierce introduced Georgene Butler, division chair, health sciences, who along with faculty members, Laura Sessions and Angel Burba, gave an overview of the use of simulation in health care education. Second-level nursing students and first-level paramedic students participated in an interdisciplinary simulation of a patient who ingested poison and was brought to the emergency room by paramedic students and attended to by nursing students. Students reported that simulations help them learn and practice skills in real time. Faculty continue to explore ways to integrate simulations into the curriculum.

Dr. Hetherington introduced the Economic Alliance of Greater Baltimore (EAGB) video, which featured her and other greater Baltimore leaders. Through her participation in the video, Dr. Hetherington was able to give voice to the benefits of the community college. The video was shown at the EAGB’s annual meeting earlier this month.

The work session adjourned at 7:18 p.m.

The above constitutes the official minutes of the November 30, 2011, work session of the Howard Community College Board of Trustees as approved on December 14, 2011, 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 30, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin brought the regular session to order at 7:19 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, Dennis W. Miller, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of November 30, 2011, Agenda

A recommendation to approve the November 30, 2011, agenda was moved by Trustee Dillow, seconded by Trustee Doyle, 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 of the core end.

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

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements.

3. Fiscal Year 2013 Legislative Agenda

Nancy Gainer, executive director of public relations and marketing, gave an overview of the legislative agenda highlighting HCC’s focus on four key priorities for the year: operating funding, capital funding, funding for the Laurel College Center, and student financial aid.

A recommendation to approve the proposed FY13 legislative agenda, as recommended by the legislative and community relations committee at its November 10, 2011, meeting, was moved by Trustee Esmond, seconded by Trustee Miller, and unanimously approved.

C. President’s Report

President Hetherington reported on some of her activities since the last board meeting. She thanked the trustees who attended the Laurel College Center’s tenth anniversary celebration, the student-donor luncheon, and the health sciences building topping-out ceremony. She commended the faculty on doing a great job with the radiologic technology accreditation site visit. She reported on the Mt. Airy planning meeting for the kick-off on December 5. Dr. Hetherington talked about a letter some board members received from
D. Board Member Comments

Trustee Doyle remarked that the healthcare simulation was fabulous; he noted the pride students had in the program. He remarked that the student-donor lunch is another event that brings students together with the people who support them.

Trustee Esmond also commented on the healthcare simulation and how the real time simulation gives a visual understanding of the skills that the college’s allied health students are developing. She congratulated Dr. Hetherington on her leadership as evidenced in the EAGB video. Related to the architectural issue, she confirmed the importance of checks and balances.

Trustee Miller also commented on the healthcare simulation. He shared his experience with a student who spoke to him after the student-donor luncheon about his plans after HCC. Trustee Miller appreciated the prompt response from the president to his question on the anonymous letter. He urged the administration to continue to look for a way to track transfer students.

Trustee Coale echoed earlier comments on the healthcare simulation exercise, which he feels reaffirms that HCC gives its students an extra edge in preparing them for the workplace. He also commented on the anonymous letter and was impressed with the quality of HCC’s process.

Trustee Dillow echoed earlier comments emphasizing how far the college has come with the healthcare simulation since the first SimMan in 2000. She applauded Cheryl Berman, who was a recipient of the 17th Annual Leadership Awards Program, which recognizes individuals and organizations that are change agents in the community.

Trustee Schrader agreed with earlier comments on the healthcare simulation. He remarked on the excellent November 16, 2011, audit and finance committee meeting and suggested a meeting with the foundation board. He commented on the anonymous letter and appreciated the open discussion.

Chair Rensin commended faculty members Laura Sessions and Angel Burba on years of dedicated work in integrating simulation into the healthcare curriculum. She suggested a joint meeting with the executive team of the foundation board since both boards work collaboratively for students.

E. Reports to the Board of Trustees

1. Audit and Finance Committee

Chair Rensin talked about the salary and benefits committee’s thoughtful and heartfelt presentations at the meeting. She asked board members to read the employee benefits guide and total compensation sample in their take home packets and to think of innovative ways to compensate employees before the January budget work session. Trustee Miller agreed and provided supporting comments.
2. Legislative and Community Relations Committee

Vice Chair Doyle reported on the November 10, 2011, meeting, emphasizing HCC’s ability to retrain people to return to the workforce.

F. Approval of Minutes

A recommendation to approve the October 26, 2011, work session and regular session minutes was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Fiscal year 2013 sabbatical leave recommendations; and
3. Candidates for commencement; and
4. Part I/II facility program for the renovations to the nursing and science and technology buildings.

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

H. Discussion Items

1. Architectural/Engineering Services for the New Science, Engineering, and Technology Building

Lynn Coleman gave an overview of the capital request process and reviewed data that spoke to the need for a new science, engineering, and technology building at HCC. Shelly Bilello, capital programs administrator, explained the state approval process for capital projects and the impact of a delay in the design and construction. It was clarified that approving this contract did not obligate the college to move forward with construction. Patti Turner, division chair, science and technology, talked about the need for the new building and the diverse array of programs that will be offered in the building. She also talked about students from other counties with options of several schools, choosing to come to HCC.

Trustees supported the need for the building and discussed their concerns about fixed and operating costs related to risk management in constructing and opening this new building. In the future, board members would like to have an impact study during the planning stages of new buildings. President Hetherington stated that the administration could share with the board the reasoning and thinking behind its recommendations. The board made a formal request that the administration prepare models based on differing revenue assumptions and drivers of cost. The board reiterated its confidence and trust in the president and her team.

A recommendation to award the contract for architectural/engineering services for the new science, engineering, and technology building to Ayers Saint Gross was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

2. Lot A Bio Retention Facility Reconstruction Project

Lynn Coleman gave an overview of the project.
A recommendation to use the Howard County contract with KCI Technologies for the repair of the parking lot A bio retention facility was moved by Trustee Miller, seconded by Trustee Doyle, and unanimously approved.

I. Information Items

1. Board Calendar
   Linda Emmerich, executive associate to the president, gave a calendar update.
   This item was for information only and required no board action.

2. Agreements Signed by the Board Chair Disclosure
   This item was for information only and required no board action.

3. Full-time/Part-time Enrollment Ratios by Division
   Sharon Pierce, vice president of academic affairs, gave an overview.
   This item was for information only and required no board action.

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

Closed Session

Chair Rensin read the resolution to go into closed session.

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

The regular session was adjourned at 9:35 p.m.

The above constitutes the official minutes of the November 30, 2011, regular meeting of the Howard Community College Board of Trustees as approved on December 14, 2011, 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 closed session on Wednesday, November 30, 2011, in The Rouse Company Foundation Hall, Room 401, at Howard Community College, Columbia, Maryland. At approximately 9:42 p.m., Chair Katherine K. Rensin read a resolution to enter into closed session. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, Dennis R. Schrader, and Dennis W. Miller. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, was also present.

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 30, 2011, in The Rouse Company Foundation Hall, Room 400, to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process as permitted under Section 10-508(a)(14) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed a negotiation strategy related to a proposal.

The meeting was adjourned at 10:26 p.m.

The above constitutes the official minutes of the November 30, 2011, closed session of the Howard Community College Board of Trustees as approved on December 14, 2011, 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 2011

Recommendation

This item is for information only and requires no board action.
### Section 1 – Change in Status

#### SPECIAL ASSIGNMENTS

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<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>
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<td>Assistant Professor, English; Acting Associate Division Chair,</td>
<td>English/World Languages</td>
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<td>$51,685-$75,722</td>
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<td>9/19/11</td>
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## SEPARATIONS

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<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>
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<tr>
<td>Security Officer</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>Hailey, Gavalian</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Wilkes, Johnathan</td>
<td>11/21/11</td>
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### Section II – Leaves

#### LEAVE WITHOUT PAY

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<tr>
<th>Name</th>
<th>Position</th>
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<td>Okpala, Jude</td>
<td>Associate Professor, English</td>
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<td>02/29/12</td>
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<tr>
<td>Foster, Anthony</td>
<td>Environmental Services Technician</td>
<td>11/15/11</td>
<td>11/21/11</td>
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#### 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>Adkins, James (10 Month Faculty)</td>
<td>Professor, Art; Director of Studio Arts</td>
<td>8/08/11</td>
<td>12/31/11</td>
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<tr>
<td>Svacina, Jean (12 Month Faculty)</td>
<td>Professor, ESL; Associate Division Chair, English/World Languages</td>
<td>7/01/11</td>
<td>12/31/11</td>
</tr>
</tbody>
</table>
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: November 10 – 22, 2011

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 FY12 budget as approved by the board at its April 27, 2011, meeting.

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

November 2011

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Compensation</th>
<th>Name</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Simulation Lab Administrator</td>
<td>Student Computer Support</td>
<td>New Position (Grant Funded)</td>
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<td>$53,573-$88,931</td>
<td>Dry, Jason 4</td>
<td>11/21/11</td>
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<tr>
<td>English Institute Program &amp; Admissions Coordinator</td>
<td>Continuing Education/English Language Center</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$53,573-$88,931</td>
<td>Gavidia, Ashley 4</td>
<td>11/21/11</td>
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</tbody>
</table>
2 – Proposed Increases for Course Fees

**Background:** Course level fees pay for materials and activities in courses for which there are no budgeted funds in the division and are collected to cover actual costs and not to generate a surplus. The academic affairs area recommends the following course-level fee changes:

**Hospitality and Culinary Program**
Since the inception of the hospitality and culinary program in spring 2005, the fees associated with the courses below have not been increased. These courses require the purchase and delivery of food items on a regular basis. It is imperative that students have the needed food items in order to learn the skills to prepare and serve a wide variety of food. Since 2005, the cost for food items and delivery has increased substantially. Due to the lack of sufficient funds to run the culinary labs, the business and computer systems division budget has been forced to provide additional funds for the purchase and delivery of food items by approximately $1,800 per course section over the past several semesters, there are three sections of each course each semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMGT-120, Food Preparation I</td>
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<td>$175</td>
</tr>
<tr>
<td>HMGT-220, Food Preparation II</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>CMGT-135, Baking &amp; Pastries</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>CMGT-130, Garde Manger</td>
<td>$75</td>
<td>$200</td>
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**Teacher Education Program**
The following teacher education courses include a 15-hour field experience component. A fee is charged to Howard Community College (HCC) students enrolled in these courses to cover administrative and material costs related to the field experience, which include stipends for the HCC field experience coordinator and 17 Howard County Public School System (HCPSS) site liaisons. This current fee structure of $25.00 was established in fiscal year 2003 and has not been increased since that time. A fee increase is being requested to cover increases in field experience costs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC-110, Introduction to Education</td>
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<td>$35</td>
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<tr>
<td>EDUC-130, Introduction to Early Childhood Education</td>
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<td>$35</td>
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<td>EDUC-200, Introduction to Special Education</td>
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<td>$35</td>
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<td>EDUC-260, Educational Psychology</td>
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<td>$35</td>
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<tr>
<td>EDUC-267, Methods of Teaching Secondary Education</td>
<td>$25</td>
<td>$35</td>
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</table>

**Purpose:** The purpose of fees 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, 2012

Recommendation

The administration requests that the board of trustees approve the proposed fees above as recommended by the audit and finance committee at its November 16, 2011, meeting.

Compliance: This request is in compliance with college administrative policy, 50.06.01 – Tuition, Fees, and Waivers.
3 – Proposed Application Fee for New Allied Health Programs

**Background:** Currently, a $25 application fee is applied to students seeking admission to clinical nursing, clinical cardiovascular technology, and clinical radiologic technology programs. This fee helps offset administrative expenses related to personnel, materials, and technology.

Four new clinical allied health programs will be seated over the next two fiscal years. Medical laboratory technician and physical therapy assistant will be seated in FY13; diagnostic medical sonography and dental hygienist will be seated in FY14. These programs will be added to the current clinical allied health application. The proposed application process for the four new clinical programs allows students to pay a single $25 application fee even if they select more than one clinical program.

**Purpose:** To obtain board approval for a single $25 clinical application fee for the diagnostic medical sonography, physical therapy assistant, medical laboratory technician, and dental hygienist programs

**Timeline:** Effective July 1, 2012

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**Recommendation**

The administration requests that the board of trustees approve the proposed $25 clinical application fee for the diagnostic medical sonography, physical therapy assistant, medical laboratory technician, and dental hygienist programs as recommended by the audit and finance committee at its November 16, 2011, meeting.

**Compliance:** This request is in compliance with college administrative policy, 50.06.01 – Tuition, Fees, and Waivers.
4 – Proposed Teacher Education Course Fee

**Background:** A new $50 course fee is requested to compensate Howard County Public School System (HCPSS) mentor teachers for Exploring Teaching as Your Next Career (EDUC-925). This course, which was first offered in fall 2011, requires thirty-five hours of field experience over five full days in an HCPSS classroom. According to the agreement developed with HCPSS for this course, classroom mentor teachers are paid $50 per Howard Community College student. This stipend is currently paid through a grant that will end in summer 2012. Currently, other education courses that require field experience have a course fee of $25 (proposal submitted for an increase to $35), which covers the mentor teacher in the public school system for fifteen hours per course.

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

**Timeline:** Effective July 1, 2012

**Recommendation**

The administration requests that the board of trustees approve the proposed fee above as recommended by the audit and finance committee at its November 16, 2011, meeting.

**Compliance:** This request is in compliance with college administrative policy, 50.06.01 – Tuition, Fees, and Waivers.
5 – Proposed Science, Technology, Engineering, and Mathematics Scholars Program Fee

Background: A $35 admissions fee is collected for students applying to the James W. Rouse Scholars program. This fee helps offset expenses associated with the selective admissions processes for the Rouse program, such as personnel, materials, and technology. Similar expenses will be incurred with the new science, technology, engineering, and mathematics (STEM) scholars program, which also has a selective admissions process. A new honors program application will be created for students to select either the Rouse Scholars program or the STEM Scholars program as their program choice.

Purpose: To obtain board approval to charge a $35 application fee for students applying to the STEM Scholars program

Timeline: Effective July 1, 2012

Recommendation

The administration requests that the board of trustees approve the proposed fee above as recommended by the audit and finance committee at its November 16, 2011, meeting.

Compliance: This request is in compliance with college administrative policy, 50.06.01 – Tuition, Fees, and Waivers.
6 – Proposed Change in Child Care Proficiency Exam Procedure Costs

Background: As part of the national completion agenda, the division of continuing education and workforce development and the social sciences division, teacher education program have collaborated to facilitate a career ladder for students interested in becoming child care educators. The goal is to encourage more students who have completed the basic noncredit child care training to transition into the credit division and earn a degree or certificate. The current proficiency exam procedure requires a student to pay an application fee (currently $25) plus half of the tuition of the equivalent credit course for which the student is testing. The request is to amend the procedure so that the student would only pay the application fee and not a portion of the tuition.

Purpose: The noncredit student will have already paid nearly three-fourths of the credit tuition to take the noncredit course (which meets the same state-mandated certification requirements) and, in effect, the current policy is making the student pay twice for the same or similar content. If the student fails the proficiency exam, the student would then pay full tuition to take the equivalent credit course. This would apply to proficiency exams for EDUC-111 (Child Growth and Development), EDUC-112 (Methods and Materials in Early Childhood Education), EDUC-113 (Working with Infants and Toddlers), and EDUC-160 (School Age Child Care). If the student successfully completes the proficiency exam, the relevant credit course appears on his/her transcript and fulfills pre-requisite requirements.

Timeline: Begin implementation with spring of 2012

Recommendation

The administration requests that the board of trustees approve the removal of the cost of tuition from the proficiency exam procedures for EDUC 111, 112, 113, and 160 as recommended by the audit and finance committee at its November 16, 2011, meeting.

Compliance: This request is in compliance with college administrative policy, Tuition, Fees, and Waivers – 50.06.01.
7 – Proposed Child Care Tuition Changes at the Children’s Learning Center

**Background:** The Howard Community College (HCC) Children’s Learning Center (CLC) child care tuition has been increased annually to help offset increases in staff salaries/benefits and operational expenses.

For the first time, a separate student rate is proposed for the infant care program. A waiting list instituted by the Maryland State Department of Education (MSDE) for child care vouchers has impacted the program at the CLC, resulting in multiple vacancies. It is anticipated that a minimal increase in the tuition of that program will help make the high quality care more accessible to HCC students.

A comparison of 2011-2012 CLC fees with the surrounding community child care centers and proposed changes to the CLC child care tuition for fiscal year (FY) 2013 are outlined below.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Infant Care (0-2)</td>
<td>$343/week</td>
<td>$335/week</td>
<td>$345/week $325/week</td>
</tr>
<tr>
<td>Two Year Old Care</td>
<td>$270/week</td>
<td>$253/week</td>
<td>$260/week</td>
</tr>
<tr>
<td>Three Year Old Care</td>
<td>$270/week</td>
<td>$253/week</td>
<td>$260/week</td>
</tr>
<tr>
<td>Pre-Kindergarten Care</td>
<td>$241/week</td>
<td>$240/week</td>
<td>$247/week</td>
</tr>
</tbody>
</table>

**Purpose:** To obtain board approval to increase the child care tuition for care at the Children’s Learning Center. This increase will help to offset the increase in staff salaries/benefits as well as operational fees in the new fiscal year.

**Timeline:** Effective July 1, 2012

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**Recommendation**

The administration requests that the board of trustees approve the proposed fees above as recommended by the audit and finance committee at its November 16, 2011, meeting.

**Compliance:** This request is in compliance with college administrative policy, Tuition, Fees and Waivers – 50.06.01.
8 – Mount Airy College Center for Health Care Education
Laboratory Casework

**Background:** As part of the Mount Airy College Center for Health Care Education, the college needs to purchase laboratory casework to install in the fit-out space. The educational and institutional cooperative purchasing group (E&I) has a contract with VWR International, a global laboratory supply and distribution company. This contract was publically solicited and is available for the college to utilize. Under the E&I contract, VWR International can design, fabricate, deliver, and install the casework needed for the medical lab technician/microbiology lab and anatomy and physiology/biology classrooms and associated lab preparation space for approximately $215,000. This amount includes the purchase of cabinets with chemical resistant countertops, exhaust and laminar flow hoods, safety showers, chemical storage cabinets, and associated service fixtures for water and gas.

**Purpose:** To obtain board approval to utilize the E&I contract to purchase laboratory casework from VWR International for the Mt. Airy College Center for Health Care Education.

**Location:** Mt. Airy College Center for Health Care Education

**Timeline:** Design to begin upon approval of utilization of E&I contract. The target installation date is May 2012.

**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.

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the E&I contract for laboratory casework purchases

**Source of funds:** Federal grant and special funds operating budget supported by Howard, Frederick, and Carroll Community Colleges

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05F/62.05F.01 – Cooperative Purchasing.
Resolution for Board of Trustees to Meet in Closed Session on December 14, 2011

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 14, 2011, 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 to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process as permitted under Section 10-508(a)(14) and that such meeting shall continue in closed session until the completion of business.