Board of Trustees’ Consent Materials

November 18, 2009
6:00 pm
The Rouse Company Foundation Student Services Hall
RCF-400
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...

Create a nurturing environment that encourages people to grow, develop, thrive, and be successful
1. Proposed New Hires
2. Fiscal Year 2011 Sabbatical Leave Recommendations
3. December 2009 Graduates
4. Fiscal Year 2011 Proposed Fee Changes
5. Nursing Supplies
1 – Proposed New Hires

**Background:** The following item 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 6, 2009 – October 26, 2009

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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 FY10 budget as approved by the board at its April 22, 2009, meeting.

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

### October 2009

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Accountant</td>
<td>Finance</td>
<td>(Temporary with Benefits) New Position</td>
<td>12</td>
<td>$48,363-$80,283</td>
<td>$58,036</td>
<td>Filliben, Suzanne</td>
<td>10/19/09</td>
</tr>
</tbody>
</table>

### November 2009

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Director of Service Learning</td>
<td>Academic Affairs Office</td>
<td>Existing Position Replacement</td>
<td>14</td>
<td>$57,039-$94,685</td>
<td>$57,789</td>
<td>Budden, Brittany</td>
<td>11/09/09</td>
</tr>
</tbody>
</table>

### January 2010

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor, Nursing</td>
<td>Health Sciences</td>
<td>(Grant Funded) New Position</td>
<td>Instructor</td>
<td>$54,468-$78,979</td>
<td>$62,000</td>
<td>Beaver, Archiena</td>
<td>1/04/10</td>
</tr>
</tbody>
</table>

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\(^1\) 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.
2 – Fiscal Year 2010 Sabbatical Leave Recommendations

**Background:** All full-time teaching faculty are eligible to apply for sabbatical leave. Eligible employees must have completed five years of continuous full-time service to the college to be eligible for sabbatical leave. A sabbatical leave committee with membership consisting of one faculty member from each academic division reviews and rates sabbatical proposals. Sabbaticals should contribute to the attainment of the college’s mission, goals, and objectives and substantially contribute to the professional growth of the faculty member, such as projects designed to improve teaching competencies.

**Purpose:** To obtain board approval for proposed faculty sabbatical leave

**Timeline:** FY11

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**Recommendation**

The administration requests that the board of trustees approve the following sabbatical proposals:

- **Yifei Gan**, professor of art, is planning to take sabbatical leave during the fall 2010 semester. He will achieve three objectives during his sabbatical. His first objective is to develop new course materials for ARTT229 Chinese Brush Painting I, ARTT 230 Chinese Brush Painting II, and FINE102 Arts, Cultures and Ideas, focusing on Asian arts. The new materials will concentrate on contemporary Chinese arts. The research and data collection will be conducted in China. His second objective is two-fold: academic research and academic exchange. He will teach and lecture on American art as well as attend seminars on Chinese art at Chinese universities. The host universities for teaching and research include Central Academy of Fine Arts (Beijing), Sichuan University (Chengdu), and Southwest China University (Chongqing). One of the outcomes will be a solo art exhibition in China or in the United States. His third objective is to write a book, *Conceptual Design*.

- **Pamela Cornell**, Ph.D., professor, psychology and human development and director, Silas Craft Collegians Program, plans to take sabbatical leave during the fall 2010 semester. Her proposed project is in response to the questions: What is it that makes some students succeed despite adversity, stress, trauma, or other obstacles? What can be done to teach this skill to students who “give up” on their goals far too easily? Dr. Cornell states that the answer in part is resilience. She will research the existing literature on student resilience, and will enroll in a three-credit course, PSY-228: Positive Psychology, at Goucher College. She will (1) create an instructional module of application strategies designed to address the behavioral and
application processes, strategies, and steps students can practice to develop or enhance their own resilience; (2) create a related workshop for students to be particularly implemented for the Silas Craft Collegians; and (3) create a workshop for faculty focusing on factors and strategies to enhance student resilience.

**Amount:** The minimum replacement cost for a faculty person on a one-semester sabbatical is $9,750.

**Compliance:** This request is in compliance with college procedure, Sabbatical Leave – 63.08.13.
3 – December 2009 Graduates

**Background:** The following item is a list of proposed candidates for graduation who are expected to complete degree/certificate requirements at the conclusion of the fall session. These candidates are being cleared by the office of records and registration. The faculty will review and approve the attached tentative list of 242 graduates prior to the conferring of these degrees and certificates.

**Purpose:** To enable eligible students to graduate

**Timeline:** Degree conferral – December 14, 2009

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**Recommendation**

The administration requests that the board of trustees approve the list of proposed graduates for the fall 2009 session and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration and review and approval by the faculty.

**Compliance:** This request is in compliance with college procedure, Graduation Requirements – 10.04.01.
ASSOCIATE OF ARTS

Arts and Sciences-Arabic
James J. Gvozdas

Arts and Sciences-Art
Vanessa Marie Hoffman       Dario Milana
William A. Ludwig            Christopher Scott Oursler
Allison D. McWethy

Arts and Sciences-Arts Administration
Adam E. Grabau

Arts and Sciences-Athletic Training
Jamie Gordon

Arts and Sciences-Criminal Justice
Joseph James Heston          Brooke Linden Miller
Kevin W. Hutchinson          Joshua Kyle Riggin
Toure' Ali Johnson           Tara M. Sanford
Robert William Krueger

Arts and Sciences-English
Wook Kim                      Rachel Danielle Ruppert

Arts and Sciences-Environmental Science
Tara Marilay Sullivan

Arts and Sciences-Exercise Science
Jamie Gordon                  Benjamin Levin Nash

Arts and Sciences-Health Care Management and Administration
Alexis Brianna Cobb

Arts and Sciences-Human Services
Mamie Ruth Bryant            Naeema Eureece Sandy

Arts and Sciences-Interior Design
Iman Y. Hijji

Arts and Sciences-Journalism
Tariq A. Mansour             Christina Soto

Arts and Sciences-Laboratory Science/Biotechnology
Eric Christian Greenbank     Benjamin Y. Park

Arts and Sciences-Life Sciences
Joon W. Kim                  Derek Michael Roberts

Arts and Sciences-Mass Media Design and Production
Katherine Elizabeth Henley   Dain Adam Wood
Arts and Sciences-Mathematics
Valerie M. Buxton

Arts and Sciences-Music
Michael Allen Lottich

Arts and Sciences-Music Therapy
Myongsun Jung

Arts and Sciences-Philosophy and Religious Studies
David C. Trent

Arts and Sciences-Psychology
Aaron Z. Dennis

Arts and Sciences-Social Sciences
Krystle Nicole Green

Arts and Sciences-Sociology
Casey Ryan Driskill

Arts and Sciences-Spanish
Sharina Daynae Blount
Anthony Tyron Elliott

Tara M. Sanford

Business Administration
Holly Suzanne Allor
Joseph B. Baker
Angelica Maria Cifuentes
Kevin M. Dean
Gordon O'Neil Lamar Dinnall
Richard Steven Dinnis, Jr.
JooSung Han
Naquena Lanniea Howell
Candace D. Johnson
Jaesang Kim
Krystle Lyn Larkins
Sun Hwa Lee
Jesse Tristan Liu

Michael Anthony Orlando, Jr.
Jeong Jun Park
Heather Marie Parker
Amber Nicole Peterson
Javier Rodriguez
Kyle W. Schaefer
Jeremy Peter Seidl
Matthew T. Stavros
Beata Miroslawa Stobba
Dennis Tuan Truong
Dore Holley Walker Jr.
Paulett N. Warren
Jessica Lauren White

Business Administration-International Business
Anastasia Kotylev

Computer Science
Derek Ammons
Roger Nathanial Ashby

Aaron J. Bowlsbey
Si Hwan Kim

Engineering
Walter Bradley Watkins Jr.
General Studies

Kimya Ann Allen
Lily Ampofo-Williams
Camille Julia Anastasio
Emmanuel Bell
Walter Barnes Bentsen
Lisa Marie Bernadzikowski
Tahis Courtney Blue
Michelle Bly Brantley
Benjamin Noel Bryden
Sean Thomas Burnett
Gregory A. Capelle
Kil Jin Chung
Brian James Conley
William B. Cramer
Joan E. Cross
Ryan C. Curley
Leonardo Rodrigues Da Silva
Paula Del Pozo
Joshua Benjamin Dixon
Nicole Joy Fasulo
Robert Joseph Gablin III
Matthew G. Gerwin
Jennifer E. Gilbert
Natalia Anna Goraj
LaEver VaNell Haggerty
Kyle Andrew Hasty
Mr. Jeremiah L. Herod
Robin Lee Hof
DeBora Hopkins
Bridgette Adele Howard
Heather Lyn Johnson
Akihiro Kamizono
Michele G. Kates
Evelyn Celestina Khama
Bora Kim
Shawn Kozlov
Jessica Shane Schun-Kratz
Young Ki Kwag
Mary Joann Lamberson
Shane Patrick Leary
Je Seon Lee
Jeong Hwan Lee
Young Jin Lee
Kimberly Ann Lenet
Christine Lopez
Ngim M. Ly
Phillip A. Machado
Zachary Charles Manno
Rachel Tzifane Eileen McProuty
Michelle Lynn Medina
Samuel H. Mewshaw
Matthew David Miles
John Edward Mulholland
Selina Acquino Okode
Yvette D. Okole
Jurgen F. Ostendorp
Michael Sean Pacheco
Caroline Theresa Peddicord
Sharnett Briana Pelzer
Nicholas Andrew Pollard
Timothy Jude Reichner
Katia Calazans Reis
Melissa Rodriguez
Cesar A. Salas, III
Troy Christopher Saunders
Melissa Megan Schmidt
Victoria Alexendra Schuster
Kimberly Marie Sides
Kaitlin E. Skirven
Brandon A. Snell
Jordan H. Stolar
Mary Ashley Strain
Katelyn Nicole Tharp
Tanya P. Thomas
Kristen Nicole Tippett
Michael S. Tumbarello
Anna D. Wencel

Information Systems Management

Laura Beth Schlauch

Information Technology

Jibran Uddin
Lisa Ann Jackson

Nursing

Taren Andriene Addington
Jane Anthony-Jung
Davia Dana Bailey
Celene Joselin Berry
Fallon Angelle Brassette
Chante Renee Briscoe
Lonita Broome
Sherlita Ellaine Broomfield
Takiyah T. Burrell
Diana Capino
Rebecca Lynn Clipp
Renee Lynn Craft
Kelly Lynn Davis
Maria Rebecca Saniel Dollins
Josephine Ifeoma Edokpayi
Rachel Espinoza
Samaiya R. Green
Crystal Marie Harris
Kelly Fleming Harris
Velda Jackson
John Lawrence Jacobson
Kimberly Yyvette Jenkins
Debra S. Kelly
Angelina Charles Kihamia
Hyeon Hee Kim
Gwen W. Lafontant
Eun Y. Lee
Nancy B. Lipson
Ashley Danielle Litchford
Amy J. McClellan-Armstrong
Frances Terry Meyerson
Ruth Emily Michener
Kimberly Ann Moulden
SOLANGE A. NJU
Ashley Nicole Pollock
Erica Leigh Robinson
Amy Alexandra Siltanen
Rose Maria Smith
Laura Faye Stacey
Maureen Christiana Swink
Karen Noelle Wisman
Jennifer Marie Witowski
Sarah Kathleen Wong
Chole Ola Yearwood

Teacher Education
Michele Lynn Holst
Michael J. Thompson

ASSOCIATE OF APPLIED SCIENCES

Biomedical Engineering
Samuel Seifu Kebede
Aboelgassim Khalid Mohamed
Calvin E. Reid

Business Management
Anna Hung Doquang
Nesta E. Henlon
Nina SuYong Song

Business Management-Hospitality Management
Jessica Ann Scott

Computer Support Technology
Joo-Yeon Jeong

Computer-Aided Design Technology
Eun S. Seymour

Culinary Management
Lauren K. Eitze
Monika Emma Marie Preibisch
Jessica Ann Scott

Early Childhood Development
Maria A. Irizarry

Emergency Medical Technician/Paramedic
Eric Jacob Hassani
Network Administration—Network Engineer
Hinalkumar Rajanikant Patel     Patrick James Preis

ASSOCIATE OF ARTS IN TEACHING
Teacher Education
Maria M. Aguilar
Cassie Ann Cherone
Kathleen Fay Daley
India M. High
Christina Marie Merson

ASSOCIATE OF ARTS IN TEACHING

CERTIFICATE OF PROFIENCY

Biomedical Engineering Technology
Aboelgassim Khalid Mohamed     Bahman Nasseri

Cardiovascular Technology
Maria F.O. Blomer

Culinary Management
Marlon Macia

Emergency Medical Technician/Paramedic
Andrew Russell Janosko     Gerald L. Kimble

Human Services
Patricia Bulger     Kamal Atiba Martin

Network Administration
Bryan C. Banda
Hinalkumar Rajanikant Patel
Paul Albert Petkus

Photography
Katharine Joan Macon

Transfer Studies
Busuyi Oluwatayo Oloye

Web Design
Omar Shahid
4 – Fiscal Year 2011 Proposed Fee Changes for Courses

**Background:** Course level fees pay for materials and activities in courses for which there are no budgeted funds in the division. Course level fees are collected to simply cover actual costs and not to generate a surplus. Fees to pay the cost of photography chemicals, course specific software upgrades, lab aides, art models, or for buses for field trips are typical course level fees. The following fee increase requests in the arts and humanities area are all designed to cover increased costs of equipment and services. These fee revisions are necessary to insure that academic courses that have unique needs continue to generate sufficient revenue to cover their cost of operation.

The academic affairs area is recommending the following fee changes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Current Fee</th>
<th>Requested Fee</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramics Courses ARTT-151, 152, 153, 154</td>
<td>$35</td>
<td>$50</td>
<td>Increased costs of clays and glazes</td>
</tr>
<tr>
<td>Drawing II ARTT-110</td>
<td>$10</td>
<td>$15</td>
<td>Course now uses more live models</td>
</tr>
<tr>
<td>Chinese Brush Painting ARTT-229</td>
<td>$10</td>
<td>$15</td>
<td>Supplies &amp; materials costs have increased &amp; need to be special-ordered</td>
</tr>
<tr>
<td>Art Museum Fieldtrips ARTT-221</td>
<td>$135</td>
<td>$150</td>
<td>Increased costs for buses and entrance fees</td>
</tr>
<tr>
<td>Intro to Religious Studies PHIL-104</td>
<td>$0</td>
<td>$10</td>
<td>Include guest speakers to meet globalization goals</td>
</tr>
<tr>
<td>Religions of the World PHIL-201</td>
<td>$0</td>
<td>$10</td>
<td>Include guest speakers to meet globalization goals</td>
</tr>
</tbody>
</table>

**Purpose:** To obtain board approval to raise the aforementioned course fees

**Timeline:** effective July 1, 2010

**Recommendation**

The administration requests that the board of trustees approve the revised course fees as recommended by the audit and finance committee at its November 11, 2009, meeting.

**Compliance:** This request is in compliance with Board of Trustees Policy: Board Role.
5 – Nursing Supplies

Background: The college has been using Physician's Sales and Services (PSS) to supply the nursing lab with instructional supplies for the last 12 years. PSS is a local company, with competitive prices, that delivers within two days for free.

The nursing lab is trying to be consistent with the college's philosophy on sustainability, and therefore, supplies that can be repackaged will be used again and hopefully many times before throwing them away.

Purpose: To obtain board approval to purchase nursing supplies

Location: Main campus nursing lab

Timeline: FY10

Specifications: Quotes were requested for 98 items routinely ordered for the nursing lab from three companies: Moore Medical, PSS, and Pocket Nurse. Moore Medical can supply 65 percent of the supplies that are needed, PSS 97 percent, and Pocket Nurse 92 percent. According to the price comparison for the entire year’s worth of supplies that all three companies can provide (62 out of 98 items), PSS offers the best pricing.

Bids: 3 quotes

<table>
<thead>
<tr>
<th>62 Common Item Comparison Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moore Medical</td>
</tr>
<tr>
<td>Pocket Nurse</td>
</tr>
<tr>
<td>PSS</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:

Amount: $30,000

Vendor: Physician’s Sales and Services

Source of funds: Nursing operating budget

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