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...

Fire It Up!
1. Proposed New Hires

2. Senator James Clark, Jr. Library Renovations

3. Digital Fiber Security Camera Network Contract Part II for Parking Lot A

4. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

5. Additional Approval for Student Services Building Furniture and Equipment

6. Naming of Facilities: McCuan Hall and Peter & Elizabeth Horowitz Visual and Performing Arts Center

7. Installation of Projection Technology in the Student Services Building

Closed Session
1 – Proposed New Hires

**Background:** The following list 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 approve new hires

**Timeline:** New hires from the period of November 9, 2006, through November 22, 2006

**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 FY07 budget as approved by the board at its April 26, 2006, meeting.

**Compliance:** This request is in compliance with college procedure, Selection of Faculty and Staff – 63.02.03, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
Howard Community College
PROPOSED NEW HIRES
For December 2006 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

November 2006

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Assistant for Accounts Receivable/Cashiering</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$29,641-$47,426</td>
<td>$31,123</td>
<td>Jones, Maria ¹</td>
<td>11/16/06</td>
</tr>
<tr>
<td>Office Supervisor</td>
<td>Business &amp; Computers and English &amp; World</td>
<td>Existing Position Replacement</td>
<td>9</td>
<td>$35,270-$56,431</td>
<td>$39,123</td>
<td>Lemghari, Stephanie ¹</td>
<td>11/16/06</td>
</tr>
</tbody>
</table>

December 2006

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Manager</td>
<td>Belmont Conference Center</td>
<td>Existing Position Replacement</td>
<td>10</td>
<td>$38,473-$61,556</td>
<td>$40,500*</td>
<td>Wilson, Mary</td>
<td>12/11/06</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.
⁴ Current employment of the core workforce who successfully competed for a vacant position within the college.
2 – Senator James Clark, Jr. Library Renovations

Background: Proposals were solicited for professional architectural and engineering services to design the Senator James Clark, Jr. Library Building renovations project. The Clark Library Building consists of 55,225 net assignable square feet (NASF) and 77,159 gross square feet (GSF). The building was constructed in 1970; it is the oldest building on campus. The 36-year-old facility requires updating of its building systems and equipment including HVAC, electrical, lighting, telecommunications, ADA accessibility, security systems, restrooms, and elevator. The project renovation areas include information technology, library, science and technology labs, and health and wellness center.

Purpose: To obtain board of trustees approval to award the contract for architectural and engineering services for the Clark Library Building renovations

Location: Main campus

Timeline: Design services to be completed within 12 months from the start date of December 2006

Specifications: To provide professional architectural and engineering services to design the Clark Library Building renovations project of 55,225 NASF and 77,159 GSF.

Bids: Technical proposals were received from twelve firms and evaluated by the college’s selection committee. These firms included:

- Alexander Design Studio
- Amos Bailey Arnold/PENZA Associates
- Cochran, Stephenson & Donkervoet, Inc.
- Design Collective, Inc.
- Gaudrreau, Inc.
- Melville Thomas Architects
- Meyer, Scherer & Rockcastle, Ltd.
- Murphy & Dittenhafer, Inc.
- Page Southerland Page
- Richter Cornbrooks Gribble, Inc.
- Rubeling & Associates
- Whitman, Requardt & Associates
Only those firms whose technical proposals achieved the minimum or better technical score were invited to participate in the next phase. Of the twelve firms, Cochran, Stephenson & Donkervoet (CSD), Design Collective, Murphy & Dittenhafer, and Whitman, Requardt & Associates (WR&A) advanced to the oral presentations phase. Following the oral presentations, the highest-ranking firm was Murphy & Dittenhafer with 151.7 points out of 166.7 available points ranking them at 91 percent. The final scores for all firms are listed in descending order:

- Murphy & Dittenhafer 151.7 (91.1%)
- Design Collective 142.8 (85.7%)
- CSD 141.9 (85.1%)
- WR&A 141.7 (85.0%)

Unlike the college’s previous process of requesting price proposals from the top two firms, current federal and state guidelines state that architects and engineers (A/E) are selected based on a consideration of qualifications and subsequent negotiation of fees with the top qualified firm. Award for projects with estimated A/E fees in excess of $100,000 are qualifications-based. Firms submitting expressions of interest must present their qualifications, which are evaluated and ranked by the college’s selection committee. Only those firms with technical proposals that achieve the minimum or better technical score are invited to participate in the next phase, which are the oral presentations. Following the interviews, 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 the most qualified firm. If unsuccessful, the negotiations are terminated, and the college begins negotiations with the next most qualified firm.

The General Assembly authorized $1,230,000 for A/E services for this project and Murphy & Dittenhafer has come back with a cost of $1,145,644. This cost is 84,356 under budget.

**Recommendation**

The administration requests that the board of trustees approved the following:

**Amount:** $1,145,644

**Vendor:** Murphy & Dittenhafer, Inc., 800 North Charles Street, Baltimore, Maryland 21201

**Source of funds:** FY06 and FY07 Capital Budgets, Clark Library Building

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
3 – Digital Fiber Security Camera Network Contract Part II for Parking Lot A

Background: At its March 22, 2006, meeting, the board of trustees approved the digital fiber security camera project contract for Johnson Controls for phase I at $200,546.57. Phase I included installation of security cameras and digital video recorders (DVR’s) for parking lot “I,” with a workstation and “box sale” (box sale stands for DVR’s and equipment purchased by the college). At this time, the administration is ready to proceed with phase II, parking lot “A.” Phase II includes the equipment and installation of an expandable digital fiber security camera network to cover parking lot A. There will be eleven cameras and one additional DVR. The DVR will be installed in the English, language, and business (ELB) building telecom room. The request for proposal (RFP) was posted with bid opening on December 7, 2006. The low bidder was Siemens Building Technologies, Inc. with $129,500. (See table below.)

Purpose: To obtain approval of the contracted services for part II, parking lot “A” digital fiber security camera network

Location: Main campus, parking lot “A”

Timeline: Begin December 2006

Specifications: Purchase and installation of expandable digital fiber security camera network in parking lot “A”

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Group</td>
<td>$200,899.00</td>
</tr>
<tr>
<td>Harford Alarm Company</td>
<td>$149,874.00</td>
</tr>
<tr>
<td>Ingersoll Rand</td>
<td>$149,100.00</td>
</tr>
<tr>
<td>Initial Electronics</td>
<td>$193,000.00</td>
</tr>
<tr>
<td>Intelect Corporation</td>
<td>$197,343.11</td>
</tr>
<tr>
<td>Norment Security Group, Inc</td>
<td>$175,409.17</td>
</tr>
<tr>
<td>Secom Systems</td>
<td>$176,143.00</td>
</tr>
<tr>
<td>Siemens Building Technologies, Inc.</td>
<td>$129,500.00</td>
</tr>
<tr>
<td>SimplexGrinnell</td>
<td>$136,576.05</td>
</tr>
<tr>
<td>SST</td>
<td>$197,086.03</td>
</tr>
<tr>
<td>Stanley</td>
<td>$178,969.14</td>
</tr>
</tbody>
</table>
Recommendation

The administration requests that the board of trustees approve:

**Amount:** $129,500

**Vendor:** Siemens Building Technologies, Inc.

**Source of funds:** Systemic Budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
4 – Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

**Background:** The next regular meeting of the board of trustees will be held on January 24, 2007. Some business transactions may require board approval after the board meeting on December 12, 2006, but before the January meeting. Rather than call a special board meeting to obtain a vote on items requiring board approval, it facilitates college business when the chair is authorized to act on behalf of the board of trustees.

**Purpose:** To facilitate college business without calling special board meetings

**Timeline:** December 13, 2006 – January 23, 2007

**Recommendation**

The administration requests that the board of trustees authorize the chair to act on behalf of the board and execute any documents necessary to authorize any contracts and purchases until the next regular meeting in January. All action taken by the board chair during that time will be ratified and confirmed at the January 24, 2007, meeting of the board.

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01 and supported by board of trustees' bylaws Article IV, Officers and their Duties and Article V, Meetings and Procedures.
5 – Student Services Building Furniture and Equipment

**Background:** On October 25, 2006, and November 29, 2006, the college’s board approved the consent items authorizing the purchase of furniture and equipment for the new student services building. Both consent items were broken down into the four categories below. Based on the most recent list of furniture manufacturers and distributors on the Baltimore Regional Cooperative Purchasing Contract (BRCPC), American Office who was listed under “category b” alerted the college that they could not provide the requested items and meet the required delivery timeframe. After investigating other vendors on the BRCPC, Price Modern confirmed it has accounts with all the manufacturers and can meet the college’s requirements. Presented below under “category b” is the addition of Price Modern, LLC to provide the specialized furniture necessary for the new student services building. The total furniture and equipment budget remains unchanged at $2,770,000.

a. **General Furniture, Office, Dining, Lounge, Study**
   **Amount:** No change - $1,844,700

b. **Specialized Furniture – Government Contract**
   **Purpose:** To obtain board approval to include Price Modern, LLC, 2604 Sisson Street, Baltimore, Maryland as an authorized vendor on the Baltimore Regional Cooperative Purchasing Contract that will provide the remaining specialized furniture required for the student services building.
   **Amount:** No change - $241,000

c. **Specialized Furniture – Non-government Contract**
   **Amount:** No change - $155,200

d. **IT and AV Equipment**
   **Amount:** No change - $529,000
**Recommendation**

The administration requests that the board of trustees approve the addition of Price Modern, LLC. As was previously requested, if there are savings realized in one of the categories, the administration also seeks approval to reallocate those funds within the furniture and equipment categories as long as the grand total for all furniture and equipment purchases does not exceed the total budget of $2,770,000.

**Source of funds:** FY07 Capital Budget, student services building furniture and equipment

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
6 – Naming of Facilities: McCuan Hall and Peter & Elizabeth Horowitz Visual and Performing Arts Center

**Background:** HCC has benefited from the generosity of several extraordinary individuals in the past several years. In 2004, Pete and Elizabeth Horowitz pledged a gift of $1,000,000 for the college’s first-ever capital campaign. As former chair and a current member of the Howard Community College Educational Foundation, Pete set a precedent for corporate giving. The gift was the first million dollar donation received by the college.

Pete and Beth have truly taken “ownership” of the building. They recently donated six Russian realism paintings and another American painting to the college to adorn its walls. Their passion for the arts is contagious. Their art donation inspired other philanthropists to donate artwork to the college.

Mr. and Mrs. Patrick McCuan have been long-time friends of Howard Community College (HCC), supporting it not only through financial donations to the Howard Community College Educational Foundation, Inc. (HCCEF) but also advocating on behalf of the college in the community. Jill McCuan also served as a member of HCCEF, Inc. for 7 years.

Most recently, Patrick and Jill McCuan have pledged a $1,000,000 gift and a $200,000 matching gift to the HCCEF. This extraordinary generosity makes the McCuans the largest cash donors in the history of HCC.

In recognition of the generosity and support of these individuals for HCC and its students, it is fitting to name the visual and performing arts building the “Peter and Elizabeth Horowitz Visual and Performing Arts Center” and to re-name the current administration building as “McCuan Hall.” The administration building is scheduled for a major renovation, which is in design now.

**Purpose:** To re-name two college facilities

**Location:** Current administration building - McCuan Hall
Visual and Performing Arts Building – Peter and Elizabeth Horowitz Visual and Performing Arts Center

**Timeline:** December 12, 2006
Recommendation

The administration requests that the board of trustees approve 1) re-naming the current administration building to McCuan Hall and 2) naming the visual and performing arts building the Peter and Elizabeth Horowitz Visual and Performing Arts Center.

Compliance: This request is in compliance with board policy – Policy Governance: Dedication/Naming of College Facilities.
7 – Installation of Projection Technology in the Students Service Building

**Background:** The college is securing the services of a contractor to supply and install projection equipment in the five conference rooms and two computer labs in the new student services building. The contractor will be installing ceiling mounts for the projection equipment, speakers, amplifiers, cabling, and wall terminations to meet the college’s technology specifications. The ceiling mounts for the projectors and the cabling need to be completed in a timely manner in order to meet the work schedule for the completing ceilings in these locations within the building. The contractor has completed similar work for the college in the Horowitz Visual and Performing Arts Center.

**Purpose:** To purchase presentation technology and installation services

**Location:** Student services building

**Timeline:** December 2006 – March 2007

**Bids:** Montgomery County procurement contract

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $45,500

**Vendor:** American Amplifier, Lanham, MD.

**Source of funds:** Funding for this service is within the capital budget for the Student Services Building.

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
Resolution for Board of Trustees to Meet in Closed Session on December 12, 2006

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, 2006, at the Belmont Conference Center 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; or any other personnel matter that affects one or more specific individuals as permitted under Section 10-508(a)(1) (i and ii) and that such meeting shall continue in closed session until the completion of business.