Board of Trustees’ Consent Materials

January 24, 2007
Kittleman Room – 6:00 pm
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!
Board of Trustees  
Advanced Consent Agenda  
January 24, 2007  
English, Language, and Business Building  
Kittleman Room – ELB 100

1. Proposed New Hires

2. Broadcast Server Purchase

3. Guaranteed Maximum Price for the A Building and Smith Theatre Renovations

4. Athletic Fields Phase IV
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 23, 2006, through January 4, 2007

**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.
<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for³</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Services Coordinator</td>
<td>Public Relations &amp; Marketing</td>
<td>(Temporary with Benefits) New Position</td>
<td>8</td>
<td>$32,333-$51,733</td>
<td>$32,333</td>
<td>Moreno, Michelle</td>
<td>12/05/06</td>
</tr>
<tr>
<td>Research Support Assistant (22.5 Hours)</td>
<td>Planning, Research &amp; Organizational</td>
<td>New Position</td>
<td>7</td>
<td>$29,641-$47,426</td>
<td>$17,782</td>
<td>Rigby, Kathleen</td>
<td>12/06/06</td>
</tr>
<tr>
<td>Web Enterprise Services Manager</td>
<td>Web Enterprise Services</td>
<td>New Position</td>
<td>14</td>
<td>$54,471-$87,154</td>
<td>$68,000</td>
<td>Stott, Roger</td>
<td>12/11/06</td>
</tr>
<tr>
<td>Accounting Clerk/Cashier</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>6</td>
<td>$27,173-$43,477</td>
<td>$27,173</td>
<td>Heaney-Reynolds, Dianna</td>
<td>12/18/06</td>
</tr>
<tr>
<td>Account Analyst (25 Hours)</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$29,641-$47,426</td>
<td>$20,736</td>
<td>Nicholls, Laura</td>
<td>12/18/06</td>
</tr>
<tr>
<td>Auxiliary Services Housekeeper</td>
<td>Auxiliary Services</td>
<td>New Position</td>
<td>3</td>
<td>$22,321-$35,726</td>
<td>$22,321</td>
<td>Crawford, Mary</td>
<td>1/02/07</td>
</tr>
<tr>
<td>Teacher III</td>
<td>Children’s Learning Center</td>
<td>Existing Position Replacement</td>
<td>9</td>
<td>$35,270-$56,431</td>
<td>$35,270</td>
<td>Hambright, LaToya</td>
<td>1/02/07</td>
</tr>
<tr>
<td>Senior Testing Specialist</td>
<td>Test Center</td>
<td>New Position</td>
<td>10</td>
<td>$38,473-$61,556</td>
<td>$40,000</td>
<td>Wood, Caroline</td>
<td>1/02/07</td>
</tr>
<tr>
<td>Instructor, English</td>
<td>English/World Languages</td>
<td>New Position (10 month)</td>
<td></td>
<td>$39,030-$53,972</td>
<td>$45,780</td>
<td>Wilson, Debbie</td>
<td>1/15/07</td>
</tr>
<tr>
<td>Instructor, Nursing</td>
<td>Health Sciences</td>
<td>Existing Position Replacement</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$49,000</td>
<td>Nichols, Ellen</td>
<td>1/16/07</td>
</tr>
<tr>
<td>Instructor, Nursing</td>
<td>Health Sciences</td>
<td>Existing Position Replacement</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$51,280</td>
<td>Sellers, Karla</td>
<td>1/16/07</td>
</tr>
<tr>
<td>Media Specialist</td>
<td>Public Relations &amp; Marketing</td>
<td>Existing Position Replacement</td>
<td>10</td>
<td>$38,473-$61,556</td>
<td>$38,473</td>
<td>Scrivener, Michael</td>
<td>1/22/07</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 – Broadcast Server Purchase

**Background:** HCC-TV has incorporated a broadcast server to deliver telecourses and original programming to the community for the past five years. The current server is experiencing intermittent problems as it reaches the sixth year of its three to five year life span and needs to be replaced.

The new broadcast server will both replace and expand current services. It will allow for remote server access to maintain programming schedules when the college is closed and includes software for emergency notification to faculty and staff. In addition, appliances are available for future expansion and the supplier offers comprehensive technical support.

The Montgomery County Government Channel has a government contract upon which HCC would like to piggyback in order to make this purchase.

**Purpose:** To obtain board approval to purchase a new broadcast server

**Location:** HCC-TV studio master control

**Timeline:** As soon as possible

**Specifications:**

- Synergy broadcast master control includes eight serial ports for device control and communication.
- Broadcast automation and router switch control including Synergy Broadcast System (SBS) traffic manager seat for networked computers, WebCom software for browser access or schedule posting, and rack rails and slide mounts for installation in a standard equipment rack.
- Synergy broadcast DS-1000 digital server includes four National Television System Committee (NTSC) output streams for two channels of playback.
- Storage array will be configured using RAID 5 protection for redundancy and fault tolerance.
- Storage of approximately 525 hours of MPEG-2 video at six megabytes per second on four 750-gigabyte hard drives, configured as three and one spare.
- Single 4.2.0 MPEG2 analog encoder card.
- Rack rails and slide mounts for installation in a standard equipment rack.
- SBS Informa computer graphic (CG) system computer connectivity includes a four-port keyboard video mouse (KVM) switch with cables, five-port gigabit...
Ethernet (GigE) network switch with cables, 17-inch color monitor, keyboard, and mouse.

**Bids:** Sole source

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $48,835

**Vendor:** The Whitlock Group

**Source of funds:** $12,095 from the cable grant and $36,740 from the educational media services account

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
3 – Guaranteed Maximum Price for the A Building and Smith Theatre Renovations

**Background:** This past summer the board approved Riparius Construction, Inc. (RCI) as the construction manager on the A building and Smith Theatre renovations. Since that time, Riparius has been working with the college and Murphy and Dittenhafer, Inc, (M&D) to finalize the design for these renovations. Construction drawings are expected to be issued to RCI the week of January 8, 2007, and RCI plans to have the guaranteed maximum price (GMP) to the college by February 12, 2007. In order to begin the project, approval must be received by the board of trustees and then the state Board of Public Works (BPW) must approve the project. The next board of BPW meeting after the college receives the GMP price is March 21, 2007, and the cut-off for submission of contracts to the state for this meeting is February 26. The next board of trustees meeting after January is February 28 (two days after the BPW cut-off).

In order to expedite the project the administration requests that the board chair be given authority to approve the GMP for the A Building and Smith Theatre renovations. The GMP would then be ratified and confirmed at the February board meeting.

Currently, RCI and M&D have been working closely with the college administration reviewing the cost of the project through each of the construction phases. Based on the 50 percent construction document phase the college is within the FY08 revised budget on this project and the administration is expecting the final GMP to be within these parameters.

**Purpose:** To authorize the board chair to approve the GMP for the A building and Smith Theatre renovations

**Location:** A building and Smith Theatre

**Timeline:** Early-mid February approval

**Specifications:** The guaranteed maximum price would be the final price to the college for the renovations based on the construction documents submitted by M&D.
Recommendation

The administration requests that the board of trustees give the board chair the authority to approve the GMP for the A building and Smith Theatre renovations. The GMP would then be ratified and confirmed at the February board meeting.

**Amount:** To be determined when the GMP is finalized

**Vendor:** Riparius Construction, Inc.

**Source of funds:** FY07 and FY08 Capital Budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01
4 – Athletic Fields Phase IV

**Background:** The administration advertised a request for proposal (RFP) for the athletic fields’ improvement project phase IV with the bid opening on December 14, 2006. Phases I – III, which included complete site development and storm water management field, renovation of practice fields and removal of the old track, and installation of a new track and competition field have been completed. Phase IV is composed of site improvements such as the expansion of field storm water management into a pond, handicapped access, and landscaping. Hudak’s Construction, Inc. was the lowest bidder with $774,000 (see table below).

**Purpose:** To seek board approval for the administration to award the contract for athletic field improvements

**Location:** Athletic fields

**Timeline:** January through June 2008

**Specifications:** Conversion of existing sediment basin to a storm water management pond; site grading and sediment control; storm drain installation; installation of a vehicle entrance onto Hickory Ridge Road; installation of handicapped parking spaces; emergency access travel ways to serve fields; installation of a 6’ paved asphalt trail to serve the existing fields; landscaping and tree protection; fence removal; and installation of new fence

**Bids:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avon Corporation</td>
<td>$1,223,530</td>
</tr>
<tr>
<td>CA Kibler</td>
<td>$1,094,645</td>
</tr>
<tr>
<td>Creative Finishes, Inc.</td>
<td>$997,000</td>
</tr>
<tr>
<td>Hudak’s Construction, Inc.</td>
<td>$774,000</td>
</tr>
<tr>
<td>Joseph B Fay Company</td>
<td>$1,150,000</td>
</tr>
<tr>
<td>LEMS Contracting</td>
<td>$1,159,999</td>
</tr>
<tr>
<td>Melvin Benhoff Sons</td>
<td>$1,123,000</td>
</tr>
<tr>
<td>MRC Construction, Inc.</td>
<td>$848,700</td>
</tr>
</tbody>
</table>
Recommendation

The administration requests that the board of trustees approve:

Amount: $774,000

Vendor: Hudak’s Construction, Inc.

Source of funds: FY07 Capital Budget

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