Board of Trustees’ Consent Materials

January 25, 2006
Schoenbrodt Boardroom – 5:00 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.
Board of Trustees
Advanced Consent Agenda

January 25, 2006
Schoenbrodt Boardroom
Room: A-225

1. Proposed New Hires
2. College Phone Service
3. Telephone Switch Service Contract
4. Audit Contract
5. Motorcycles for Motorcycle Safety Foundation Courses
6. Ratify and Confirm Parking Garage Guaranteed Maximum Price
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 approve new hires.

**Timeline:** New hires from the period of November 23, 2005, through January 4, 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 FY06 budget as approved by the board at its April 27, 2005, 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 January 2006 Board Meeting

BUDGETED HIRES (Position Control Positions)

December 2005

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Records Information Specialist (18.75 hours)</td>
<td>Records &amp; Registration</td>
<td>New Position</td>
<td>7</td>
<td>$29,641-$47,426</td>
<td>$14,818</td>
<td>Voyton, Lynn</td>
<td>12/01/05</td>
</tr>
<tr>
<td>Lifelong Learning Specialist</td>
<td>Continuing Education</td>
<td>Existing Position</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$45,778</td>
<td>Wolkowitz, Paula</td>
<td>12/01/05</td>
</tr>
<tr>
<td>Accounting Assistant</td>
<td>Finance</td>
<td>Existing Position</td>
<td>7</td>
<td>$29,641-$47,426</td>
<td>$29,774</td>
<td>Roberts, Regina</td>
<td>12/16/05</td>
</tr>
</tbody>
</table>

January 2006

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Admissions &amp; Advising Information Specialist (Transfer Advising &amp; Articulation)</td>
<td>Admissions &amp; Advising</td>
<td>Existing Position</td>
<td>8</td>
<td>$32,333-$51,733</td>
<td>$32,333</td>
<td>Ryan, Kimberly</td>
<td>01/02/06</td>
</tr>
<tr>
<td>Instructor, Nursing</td>
<td>Health Sciences</td>
<td>New Grant Funded Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$53,972</td>
<td>Angell, Ella</td>
<td>01/10/06</td>
</tr>
<tr>
<td>Instructor, Nursing</td>
<td>Health Sciences</td>
<td>Existing Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$52,155</td>
<td>Ogbolu, Yolanda</td>
<td>01/10/06</td>
</tr>
<tr>
<td>Interim Instructor, English*</td>
<td>English/World Languages</td>
<td>Existing Position</td>
<td>Instructor (10 month)</td>
<td>$39,030-$53,972</td>
<td>$43,005</td>
<td>Wood, Angela</td>
<td>01/10/06</td>
</tr>
</tbody>
</table>

*Spring 2006 Semester only

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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 – College Phone Service

**Background:** The college’s phone services have been provided by Verizon Maryland Incorporated since January 23, 2001. However, the college recently issued a request for bids to ensure current phone services are competitively priced. The college requested bids for local and intra-lata (regional) business phone service to support four primary rate interface lines and 1200 direct inward dialing extensions. Annual pricing was requested for 30,000 average outgoing local calls per month and 2,500 intra-latta calls.

**Purpose:** Renewal of phone service contract

**Location:** Campuswide

**Timeline:** January 2006 – January 2009

**Bids:** Two companies responded:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cavalier</td>
<td>$24,360</td>
</tr>
<tr>
<td>Verizon</td>
<td>$22,800</td>
</tr>
</tbody>
</table>

The period for award of the contract is three years. Variable costs for toll calls and directory listings were not included in the bid, but are estimated at an additional annual cost of $20,000. Outside of this bid process the college also purchases the following services from Verizon:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated lines to campus satellite locations</td>
<td>$16,500</td>
</tr>
<tr>
<td>Coin-operated phones</td>
<td>$3,300</td>
</tr>
<tr>
<td>Long-distance service</td>
<td>$7,000</td>
</tr>
</tbody>
</table>

The total estimated annual cost for all phone services and connectivity from Verizon is $69,600.

**Recommendation:**

The administration requests that the board of trustees approve:

**Amount:** $69,600
Vendor: Verizon Maryland Inc.

Source of funds: Funding for this service is within the FY06 operating budget of the telecommunications cost center.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
3 – Telephone Switch Maintenance Contract

**Background:** The college maintains an annual service agreement with Verizon for support of the private branch exchange (PBX) and voicemail systems under Maryland state contract AST-9406-PBX. This contract period is nearing the end and a renewal is required to maintain ongoing coverage. The cost of the service contract will increase $1,301 over last year – or approximately four percent.

**Purpose:** To obtain approval to continue the maintenance contract on the college’s PBX and voicemail systems with Verizon under Maryland State contract AST-9406-PBX.

**Location:** HCC Network Operations Center

**Timeline:** January 16, 2006 – January 16, 2007

**Specifications:** The contract provides for four-hour response to any PBX or voicemail problem.

**Bids:** No bid is required due to purchasing off of Maryland state contract AST-9406-PBX.

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** New annual cost: $33,723.04

**Vendor:** Verizon Network Integration

**Source of funds:** Funds have been allocated in the FY06 operating budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
4 – Audit Contract

Background: The college conducted a request for proposal (RFP) process for audit services for the period of FY03 through FY07. The contract for audit services was awarded to Clifton Gunderson for the five-year period with the condition that each year the board of trustees would consider renewal of the contract. With the FY05 audit, Clifton Gunderson completed the third year of the audit contract. The college administration is satisfied with the performance of the auditors and is recommending renewal of the contract for FY06. The current partners serving HCC will rotate out next year, in compliance with Sarbanes-Oxley, and will take a “time-out” of at least two years. New partners will be assigned to HCC for the FY06 audit.

The original request for proposal listed a price of $42,875 for the college’s FY06 audit and related reports and $5,350 for the foundation’s FY06 audit and related reports. Subsequent to the original RFP, the college learned that the state was requiring an audit of the college’s Innovative Partnerships for Technology Program (IPT), which is a state-matching program for technology funds. Based on this new audit requirement, the original proposed contract for FY06 would increase by $600. This additional cost will increase the proposed audit price for the college to $43,475.

Purpose: To obtain approval to renew the auditor contract.


Specifications:

• GASB audit of the college’s financial statements and management letter.
• Audit of the Maryland Higher Education Financial Statement Report (CC-4)
• OMB Circular A-133 Audit of Federal Awards
• College of the Air Audit
• IPT Program Audit
• Foundation audit and management letter
• Foundation tax return
• Foundation Private Donor Incentive Program (PDIP) letter

Bids: A request for proposals for a five-year contract was done in FY03.
Recommendation

The administration requests that the board approve:

Amount: $43,475 for the college audit and $5,350 for the foundation audit (FYI only – to be approved by the foundation board)

Vendor: Clifton Gunderson

Source of funds: FY07 Operating budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
5 – Motorcycles for Motorcycle Safety Foundation Courses

**Background:** The Howard Community College division of continuing education and workforce development will be offering a new course on motorcycle safety in response to a growing community demand for this service. Currently, ten other community colleges throughout the state offer this course and are experiencing high demand and waiting lists. Additionally, the motor vehicle administration (MVA) estimates that about 35 percent of individuals currently riding motorcycles do not have a motorcycle license. Therefore, this course will also address a public safety need.

Approval for insurance by the county is pending; however, no difficulties are anticipated. Historically, this program has had very few incidents.

In order to run the course, the college will need to purchase 28 new motorcycles from a qualified vendor. The division of continuing education and workforce development will use these motorcycles to train adults in the motorcycle safety foundation courses. Successful completion of this course qualifies the students for a Maryland motorcycle license without further testing.

**Purpose:** To obtain approval to purchase motorcycles for safety foundation courses.

**Location:** Training will be held on the main campus of HCC.

**Timeline:** January 2006

**Specifications:**

1) All motorcycles must be new motorcycles with full manufacturer’s warranty. Used or demonstrator units will not be accepted.

2) The motorcycles must be traditional street model units. Off-road or dual-purpose motorcycles are not suitable.

3) The motorcycles must be capable of passing a Maryland safety inspection.

4) The motorcycles must meet the following mechanical and electrical specifications:

   **Engine Displacement:** Minimum 125cc, Maximum 500cc
   **Engine Type:** Four-stroke, air or water-cooled
**Ignition** Transistorized or solid state  
**Starter** Electric  
**Electrical System:** 12 volts  
**Transmission:** Manual 5 or 6 speeds  
**Final Drive:** Chain, belt or shaft  
**Brakes:** Disc or Drum – If two bids are otherwise judged equal, a preference for disc brakes will be exercised.  
**Seat Height:** Suitable for either short or normal height riders – different motorcycles may be submitted to satisfy this need.

5) The motorcycles must be fully assembled, set-up and serviced by a certified motorcycle mechanic, and ready for immediate operation upon delivery.

<table>
<thead>
<tr>
<th>Bids:</th>
<th>Company</th>
<th># of units</th>
<th>Brand/Model</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criswell Power Sports LLC,</td>
<td>28 Honda CMX25OC6</td>
<td>28</td>
<td>$94,122</td>
<td></td>
</tr>
<tr>
<td>Germantown, MD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ellicott City Motorsports,</td>
<td>28 Suzuki GZ25OK6</td>
<td>28</td>
<td>$90,104</td>
<td></td>
</tr>
<tr>
<td>Ellicott City, MD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** $90,104  
**Vendor:** Ellicott City Motorsports, Ellicott City, MD  
**Source of funds:** Continuing Education Funds  
**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
6 – Ratify and Confirm Parking Garage Guaranteed Maximum Price

Background: As part of the Arts & Humanities Instructional Building project, the college proposed the original planned parking lot consisting of a 300 space surface lot. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, the college determined that construction of a parking deck was more feasible than additional surface parking lots. Additionally, due to the severe parking shortage on campus, it was necessary to increase the 300-space facility to 500+ parking spaces. Normally the state does not fund parking garages; however, the college requested consideration from the state for this garage and after deliberations, the state agreed to fund $450,000 toward the parking garage. The parking facility consists of 518 parking spaces and five levels with an elevator serving all levels. The structure is of cast-in-place concrete caissons footings, foundation walls and column piers. The superstructure is precast concrete with double-t columns and architectural precast concrete perimeter. With the construction of the arts and humanities building and now the student services building, the parking deficit has compounded. To alleviate this problem, the most feasible solution was to construct the parking deck. This new facility will provide immediate relief and help alleviate the severe parking shortages on campus.

Purpose: To approve the guaranteed maximum price (GMP) associated with the CM at risk services for the construction of the parking garage. The total budget without the pedestrian bridge totaled $8,381,000. The GMP received from Riparius Construction dated December 29, 2005, totals $7,725,709, which is approximately $655,000 under budget.

Location: The parking garage is to be constructed at the east end of campus behind the Science and Technology Building.

Timeline: The project is scheduled to commence following Board of Public Works approval on February 1, 2006, and be completed on or before August 16, 2006, prior to the start of the fall semester.

Specifications: The parking facility consists of 518 parking spaces including 11 handicapped spaces, 161,000 gross square feet and five levels with an elevator serving all levels.
Recommendation:

The administration requests that the board of trustees ratify and confirm:

**Amount:** Guaranteed Maximum Price of $7,725,709

**Vendor:** Riparius Construction, Inc.

**Source of funds:** FY06 Capital Budget

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

**Approval:** Signed by Patrick L. Huddie, Vice Chair, December 29, 2005