

## SCHEDULE OF REPORTS FY 2009

ALL REPORTS SHOULD BE DELIVERED TO THE OFFICE OF PLANNING, RESEARCH & ORGANIZATIONAL DEVELOPMENT ONE (1) WEEK BEFORE THE REPORT IS DUE TO THE REQUESTING AGENCY. *If submitting electronically, please copy Susan Hellenbrand in PROD so documentation can be filed.*

If the dates listed below fall on a holiday or a weekend, the following workday will apply. Please be aware that due dates are now monitored very closely and that late reports generate a letter to the President from MHEC requesting help providing the report.

Since many of these reports require coordination between multiple offices to gather and retrieve data in the report, please make sure those responsible for providing data are adequately informed of

June 2008	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
	6/23/08	Summer 2 Miniprofile File		Dir, Admin Information Systems	LWu	PROD	6/23/08		
	6/23/08	Summer 2 Section Availability (XSAR)		Dir, Admin Information Systems	LWu	PROD	6/23/08		
	6/23/08	Summer 2 State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	6/23/08		
	6/24/08	Annual Operating Budget	CC-5	VPAF	LColeman	MHEC Geoff Newman	7/1/08	6/30	MACC
	6/24/08	Institutional Performance Accountability Report		Exec Dir, PROD VPAF VPAA Assoc Dir IR, PROD	Zirvin LColeman RRoberson JFrank	MHEC Michael Keller	7/1/08	6/26	MACC
	6/24/08	CC Space Allocation Tables		Capital Programs Administr Assoc Dir, PROD Res Assoc, PROD	MBilello BLivieratos SNazma	MHEC David Beard	7/1/08		
	6/29/08	Summer 2 Process XSAR & Produce Section Availability Printout		Assoc Dir IR, PROD	JFrank	HCC Report	6/29/08	7/17	JBulliner
	6/30/08	FY09 Strategic Plan Revision		Exec Dir, PROD Vice Presidents President	Zirvin VPs President	Board Report	8/14/08		Board (August)
	6/30/08	State Board of Nursing (2 Reports Due)		Div Chair, Health Sciences Dir, Nursing	SPierce GButler	MD Board of Nursing Donna Dorsey	7/7/08	7/7	VPAA

## SCHEDULE OF REPORTS FY 2009

July 2008

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
7/1/08	Student Right-to-Know Disclosure		Assoc Dir IR, PROD	JFrank	PROD Financial Aid Office	7/1/08	6/27	post to web; hard copy to Financial Aid & PROD
7/1/08	FY08 Core Work Revision		Exec Dir, PROD Vice Presidents President	ZIrvin VPs President	HCC Report	7/1/08		S:\PROD
7/1/08	College Catalog (when newly issued-4 copies)		Records & Registr Coordinator	ORigsby	MHEC Ted Porter	7/1/08	6/27	MACC
7/3/08	Summer 2 FTE Enrollment Comparisons (incl CE Credit Breakdown)		Dir, Admin Information Systems	JFrank	HCC Report	7/3/08	7/17	
7/6/08	Spring CC-3 <i>Electronic File</i>	CC-3	Dir, Admin Information Systems	LWu	PROD	7/6/08		
7/8/08	MPT College of the Air Report		Dir, Records & Registration Asst Dir, Records & Registration Office Supvrs, Math & Distance Learning	CCain JBulliner NGavaghan	MPT College of the Air	7/15/08	7/16	
7/12/08	Summer 3 Miniprofile File		Dir, Admin Information Systems	LWu	PROD	7/12/08	7/15	
7/12/08	Summer 3 Section Availability (XSAR)		Dir, Admin Information Systems	LWu	PROD	7/12/08	7/17	
7/12/08	Summer 3 State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	7/12/08	7/17	
7/13/08	Quarterly Capital Cash Flow Report		Capital Programs Administr	MBilello	MHEC DGS DBM	7/20/08		
7/18/08	Summer 3 Process XSAR & Produce Section Availability Printout		Assoc Dir IR, PROD	JFrank	HCC Report	7/18/08	7/16	JBulliner
7/22/08	Summer 3 FTE Enrollment Comparisons (incl CE Credit Breakdown)		Assoc Dir IR, PROD	JFrank	HCC Report	7/22/08		
7/24/08	FY08 Annual Plan Evaluation		Exec Dir, PROD Vice Presidents President	ZIrvin VPs President	Board Report	8/14/08		Board (August)
7/24/08	Final Program Reports for FY08		Dir, Academic Support/Career Services	JMarks	DCTAL	7/31/08		
7/25/08	Enrollment Report for Credit Courses FY Ending June 30	CC-2	Dir, Records & Registration Assoc Dir IR, PROD	JBulliner JFrank	MHEC David Jorgenson	8/1/08		Dir, Records & Registration VPAA VPAF MACC
7/25/08	Enrollment Report for (Equated Credit) Continuing Education Courses for FY Ending June 30 <i>Electronic File</i>	CC-3	Assoc VP, Con Ed & Workforce Dev Dir, Admin Information Systems Cont Ed Operations Analyst	JHawkins LWu TGraham	MHEC David Jorgenson	8/1/08		VPAA VPAF MACC
7/25/08	Degrees & Formal Awards <i>Electronic File</i>	DIS	Dir, Admin Information Systems Dir, Records & Registration	LWu JBulliner	MHEC Charles Benil	8/1/08		

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August 2008	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
	8/3/08	Laurel College Center FTE (Credit)		Dir, Admin Information Systems Dir, Records & Registration Asst Dir, Records & Registration	LWu JBulliner NGavaghan	Dir, Finance	8/10/08		
	8/3/08	Laurel College Center FTE (Non-Credit)		Assoc Dir IR, PROD	JFrank	Dir, Finance	8/10/08		
	8/8/08	Perkins Accountability Measures FY08 Outcome File		Dir, Academic Support/Career Services Dir, Admin Information Systems	JMarks LWu	DCTAL	8/15/08		
	8/25/08	High School Graduate System <i>Electronic File</i>	HGS	Dir, Admin Information Systems Dir, Admissions & Advising	LWu BGreenfeld	MHEC Charles Benil	9/1/08		
	8/25/08	Report on Advertisement Expenditures		VPAF Dir, PR & Marketing	LColeman RBengfort	DLS	9/1/08		
	8/29/08	Workforce Investment Act (WIA) Program Performance <i>Electronic File</i>		VPAA Assoc VP, Con Ed & Workforce Dev Dir, Admin Information Systems	(RRoberson) JHawkins LWu	MHEC David Jorgenson	9/5/08		
	8/31/08	Update Cross-functional Team Lists		Research Analyst, PROD	ESee	PROD	8/31/08		ESee for website
	8/31/08	Student/Faculty Ratio		Div Chair, Science/Technology Assoc Dir IR, PROD	DFriedman JFrank	RRoberson Dir, Finance for CC-4	8/31/08		

## SCHEDULE OF REPORTS FY 2009

September 2008

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
9/4/08	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zirvin VPs President	Board Report	9/11/08		Board (September)
9/8/08	GHG Emissions Inventory		Facilities, Sustainability, Safety Mgr	RMarietta	ACUPCC	9/15/08		
9/12/08	IPEDS Fall Collection (OPENS) Institutional Characteristics & Completions Fall Enrollment (may be submitted in fall or spring collection)	IC, C	Assoc Dir IR, PROD Dir, Finance Dir, Financial Aid Services	JFrank JCullison KAllen	IPEDS Web Site via Inst Keyholder	9/12/08		opens 9/12/08 closes 10/15/08
9/14/08	Campus Crime & Security Survey		Exec Dir, PROD Dir, Security Services Research Analyst, PROD	Zirvin CMays ESee	IPEDS	9/21/08		Results to President's Team for review before lock
9/15/08	Continuing Education Course Evaluation Report (Student Satisfaction Board End)		VPAA Assoc VP, Con Ed & Workforce Dev Cont Ed Operations Analyst Res Assoc, PROD Assoc Dir IR, PROD	RRoberson JHawkins TGraham SNazma JFrank	HCC Report	9/15/08		Zirvin
9/16/08	Spring/Summer Student Success/Grade Distribution Report		Assoc Dir IR, PROD	JFrank	HCC Report	9/16/08		Zirvin for Division Chairs
9/16/08	Spring End-of-term Mini-profile		Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	PROD	9/16/08		
9/16/08	Summer 1 End-of-term Mini-profile		Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	PROD	9/16/08		
9/16/08	Summer Ext End-of-term Mini-profile		Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	PROD	9/16/08		
9/16/08	Summer 2 End-of-term Mini-profile		Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	PROD	9/16/08		
9/16/08	Summer 3 End-of-term Mini-profile		Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	PROD	9/16/08		
9/16/08	Fall Mini-profile File		Dir, Admin Information Systems	LWu	PROD	9/16/08		
9/16/08	Fall Section Availability (XSAR) Report		Dir, Admin Information Systems	LWu	PROD	9/16/08		
9/16/08	Fall State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	9/16/08		
9/21/08	Equipment Inventory Report FY08	213-15-2/91	Dir, Academic Support/Career Services Assoc Dir, Finance	JMarks MSunderland	DCTAL	9/28/08		
9/22/08	Fall Process XSAR & Produce Section Availability Printout		Assoc Dir IR, PROD	JFrank	HCC Report	9/22/08		JBulliner
9/22/08	Fall Publish Mini-profile		Assoc Dir IR, PROD Research Analyst, PROD	JFrank ESee	HCC Report	9/22/08		
9/22/08	HCC Quick Facts Update		Assoc Dir IR, PROD	JFrank	HCC Report	9/22/08		
9/23/08	List 'A' Verification Report for Approved Occupational Programs		Dir, Academic Support/Career Services Dir, Admin Information Systems	JMarks LWu	DCTAL	9/30/08		
9/24/08	FISAP (Fiscal Operations Report & Application to Participate) <i>Electronic File</i>		Dir, Financial Aid Services Dir, Finance	KAllen JCullison	DOE	10/1/08		
9/24/08	Final Annual Financial Report FY08	AFR-04100-20-07/91	Dir, Academic Support/Career Services Assoc Dir, Finance	JMarks MSunderland	DCTAL	10/1/08		VPAA
9/26/08	Audit Report Addressed to Board of Trustees & College Financial Statements		VPAF Dir, Finance Assoc Dir, Finance	LColeman JCullison MSunderland	MHEC Geoff Newman County	10/3/08		MACC
9/26/08	ESOL-FTES (English for Speakers of Other Languages)		Exec Asst to Admin & Finance Exec Dir, Workforce Development Div Chair, English/World Languages	NDouglas PKeeaton THart	MHEC Geoff Newman	10/3/08		MACC
9/26/08	Annual Financial Report	CC-4	VPAF Assoc Dir, Finance	LColeman MSunderland	MHEC Geoff Newman	10/3/08		MACC
9/26/08	Fall FTE Enrollment Comparisons (incl CE Credit		Assoc Dir IR, PROD	JFrank	HCC Report	9/26/08		

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October 2008	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
	10/1/08	Comment Card Annual Report		Research Analyst, PROD	ESee	HCC Report	10/1/08		President's Team
	10/1/08	Enrollment by Discipline Spreadsheet		Exec Dir, PROD Research Analyst, PROD	ZIrvin ESee	HCC Report	10/1/08		
	10/2/08	Board (regular items due)		Exec Dir, PROD Vice Presidents President	ZIrvin VPs President	Board Report	10/9/08		Board (October)
	10/8/08	MPT College of the Air Report		Dir, Records & Registration Asst Dir, Records & Registration Office Supvsr, Math & Distance Learning	CCain JBulliner NGavaghen	MPT College of the Air	10/15/08		
	10/8/08	Total Unduplicated Non-Credit Headcount Enrollment	CC-6	Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	MHEC Charles Benil	10/15/08		
	10/8/08	Opening Fall Enrollment	S-7	Dir, Records & Registration Dir, Admin Information Systems	JBulliner LWu	MHEC Charles Benil	10/15/08		
	10/12/08	International Student Enrollment Survey (web)		Asst Dir of Adm (Internat'l) Assoc Dir IR, PROD	PBylsma JFrank	American Council on Education	10/19/08		
	10/13/08	Quarterly Capital Cash Flow Report		Capital Programs Administr	MBilello	MHEC DGS DBM	10/20/08		
	10/22/08	IPT Final Report		Assoc Dir, Finance	MSunderland	MHEC Geoff Newman	10/29/08		
	10/25/08	Credit Hours of Enrollment	S-6	Dir, Records & Registration Assoc Dir IR, PROD Dir, Admin Information Systems	JBulliner JFrank LWu	MHEC Charles Benil	11/1/08		VPAA VPSS MACC
	10/25/08	Student Volunteer Service Report		Coordinator, Service Learning	CParreco	MHEC Gareth Murray	11/1/08		
	10/25/08	County Capital Budget Request <i>Computerized Direct Transfer of Info</i>		President VPAF Capital Programs Administr	President LColeman MBilello	County Executive Ray Wacks, Bdget Dir Tom Hare, Bdget Admin	11/1/08		
	10/30/08	Board (regular items due)		Exec Dir, PROD Vice Presidents	ZIrvin VPs	Board Report	11/6/08		Board (November)
	10/30/08	College Board Survey		Research Specialist Assoc Dir IR, PROD	SHellenbrand JFrank	College Board	12/15/08		

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November 2008	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
	11/1/08	Employer Satisfaction w/ CC Contract Training (MHEC Ind#19)		Assoc VP, Con Ed & Workforce Dev Assoc Dir IR, PROD	JHawkins JFrank	PROD	11/1/08		
	11/7/08	Financial Aid Information System <i>Electronic File</i>	FAIS	Dir, Financial Aid Services Dir, Admin Information Systems	KAllen LWu	MHEC Charles Benil	11/14/08		MACC
	11/7/08	Enrollment Report for Programs Approved for Statewide Funding	CC-2A	Dir, Records & Registration Dir, Admin Information Systems	JBulliner LWu	MHEC Geoff Newman	11/14/08		VPAA VPAF MACC
	11/7/08	Enrollment Report for Health Manpower Funding	CC-2D	Dir, Admin Information Systems Dir, Records & Registration	LWu JBulliner	MHEC Geoff Newman	11/14/08		
	11/7/08	Employee Data System <i>Electronic File</i>	EDS	Dir, Human Resources Dir, Admin Information Systems Senior Programmer/Analyst, AIS Compensation & HR Technology Mgr	KYoung LWu HDesai PLogan	MHEC Charles Benil	11/14/08		
	11/7/08	Enrollment Information System <i>Electronic File</i>	EIS	Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	MHEC Charles Benil	11/14/08		
	11/7/08	First-Time Undergraduate Student Cohort SSN Change (optional)	S-15	Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	MHEC Charles Benil	11/14/08		
	11/23/08	Student Support Services Year End Report		Dir, Academic Support/Career Services	JMarks	DOE	11/30/08		VPSS Grants Office
	11/24/08	Management Letter & College Response to		VPAF	LColeman	MHEC	12/1/08		President's Team

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PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
12/13/08	AAUP Faculty Survey		Payroll Manager	DGubisch	AAUP website	12/20/08		
12/16/08	FY09 Strategic Plan Objectives with Budget		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	12/23/08		Board (January)
12/20/08	QUEST Report		Assoc Dir, PROD	BLivieratos	HCC Report	12/20/08		Pres Team; Unit Dirs; post to web
<i>WINTER BREAK: December 24, 2008–January 1, 2009</i>								
12/31/08	IPEDS Winter Collection (OPENS) Employees by Assigned Position (SA, S, EAP provided by MHEC) Faculty Salaries	HR	Assoc Dir IR, PROD Dir, Human Resources Asst Dir, Human Resources Payroll Manager	JFrank KYoung  DGubisch	IPEDS Web Site via Inst Keyholder	12/31/08		<i>opens 12/31/08 closes 1/25/09</i>

December 2008

## SCHEDULE OF REPORTS FY 2009

January 2009

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
1/4/09	Interim Progress Reports (All Grants)		Dir, Academic Support/Career Services	JMarks	DCTAL	1/11/09		
1/7/09	Annualized Credit Hours of Enrollment (for calendar year)		Assoc Dir IR, PROD	JFrank	MHEC Geoff Newman	1/14/09		
1/8/09	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zrvin VPs President	Board Report	1/15/09		Board (January)
1/13/09	Winter Miniprofile File		Dir, Admin Information Systems	LWu	PROD	1/13/09		
1/13/09	Winter Section Availability (XSAR)		Dir, Admin Information Systems	LWu	PROD	1/13/09		
1/13/09	Winter State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	1/13/09		
1/13/09	Quarterly Capital Cash Flow Report		Capital Programs Administr	MBilello	MHEC DGS DBM	1/20/09		
1/19/09	Winter Process XSAR & Produce Section Availability Printout		Assoc Dir IR, PROD	JFrank	HCC Report	1/19/09		JBulliner
1/19/09	Distance Education Survey	DE	Dir, Distance Education	VKirk	MHEC Charles Benil	1/26/09		
1/23/09	Winter FTE Enrollment Comparisons (incl CE Credit Breakdown)		Assoc Dir IR, PROD	JFrank	HCC Report	1/23/09		VPAF Assoc VP, Cont Ed & Workforce Dev
1/24/09	Continuing Education Course Biennial Review		Assoc VP, Con Ed & Workforce Dev Cont Ed Operations Analyst	JHawkins TGraham	MHEC David Jorgenson	1/31/09		
1/24/09	Community College 2008 Graduate College-Provided Data		Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	due to MHEC every 3 yrs otherwise HCC Report	1/31/09		
1/25/09	Pell Grant Recipients for FY08		Dir, Admin Information Systems Dir, Academic Support/Career Systems	LWu JMarks	DCTAL	2/1/09		
1/25/09	Facilities Master Plan or Addendum		Capital Programs Administr	MBilello	MHEC DGS DBM	2/1/09		

## SCHEDULE OF REPORTS FY 2009

February 2009	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
	2/5/09	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	2/12/09		Board (February)
	2/22/09	State Board of Nursing (2 Reports Due)		Div Chair, Health Sciences Dir, Nursing	SPierce GButler	MD Board of Nursing Donna Dorsey	3/1/09		VPAA
	2/24/09	Fall End-of-term Miniprofile		Dir, Admin Information Systems Assoc Dir IR, PROD	LWu JFrank	PROD	2/24/09		
	2/24/09	Fall/Winter Student Success/		Assoc Dir IR, PROD	JFrank	HCC Report	2/24/09		Exec Dir, PROD,
	2/24/09	Winter End-of-term Miniprofile		Dir, Admin Information Systems	LWu	PROD	2/24/09		
	2/24/09	Spring Miniprofile File		Dir, Admin Information Systems	LWu	PROD	2/24/09		
	2/24/09	Spring Section Availability (XSAR) Report		Dir, Admin Information Systems	LWu	PROD	2/24/09		
	2/24/09	Spring State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	2/24/09		

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PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
3/2/09	Spring Process XSAR & Produce Section Availability Report		Assoc Dir IR, PROD	JFrank	HCC Report	3/2/09		JBulliner
3/2/09	Spring Publish Mini-profile		Assoc Dir IR, PROD Research Analyst, PROD	JFrank ESee	HCC Report	3/2/09		
3/5/09	Board (regular items due)		Exec Dir, PROD Vice Presidents President	ZIrvin VPs President	Board Report	3/12/09		Board (March)
3/6/09	Spring FTE Enrollment Comparisons (including CE Credit Breakdown)		Assoc Dir IR, PROD	JFrank	HCC Report	3/6/09		VPAF Assoc VP, Cont Ed & Workforce Dev
3/7/09	Enrollment Report for Programs Approved for Statewide Funding	CC-2A	Dir, Records & Registration Dir, Admin Information Systems	JBulliner LWu	MHEC Geoff Newman	3/14/09		VPAA VPAF MACC
3/7/09	Enrollment Report for Health Manpower Shortage Funding	CC-2D	Dir, Records & Registration	JBulliner	MHEC Geoff Newman	3/14/09		MACC
3/8/09	MPT College of the Air Report		Dir, Records & Registration Asst Dir, Records & Registration Office Supvsr, Math & Distance Learning	CCain JBulliner NGavaghan	MPT College of the Air	3/15/09		
3/13/09	Annual Survey of Government Employment (US Census Bureau)		Payroll Manager	DGubisch	US Bureau of Census	3/20/09		
3/16/09	IPEDS Spring Collection (OPENS) Enrollment, Finance, Student Financial Aid Info, Graduation Rates	EF, F, SFA, GRS	Assoc Dir IR, PROD Dir, Finance Dir, Financial Aid Services Dir, Admin Information Systems	JFrank JCullison KAllen LWu	IPEDS Web Site via Inst Keyholder	3/16/09		<i>opens 3/16/09 closes 4/15/09</i>
3/18/09	Summer CC-3 <i>Electronic File</i>	CC-3	Dir, Admin Information Systems	LWu	PROD	3/18/09		
3/25/09	Facilities/Space Inventory Update		VPAF Capital Programs Administr	LColeman MBiello	MHEC David Beard	4/1/09		President MACC

March 2009

## SCHEDULE OF REPORTS FY 2009

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
4/1/09	Supervisors 360° Feedback Reports to VPs		Exec Dir, PROD Assoc Dir, PROD	Zlrvin BLivieratos	HCC Report	4/1/09		President's Team
4/1/09	Fall CC-3 <i>Electronic File</i>	CC-3	Dir, Admin Information Systems	LWu	PROD	4/1/09		
	<i>SPRING BREAK: April 6-12, 2009</i>							
4/8/09	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvin VPs President	Board Report	4/15/09		Board (April)
4/13/09	Quarterly Capital Cash Flow Report		Capital Programs Administr	MBilello	MHEC DGS DBM	4/20/09		
4/13/09	Middle States Annual Institutional Profile		Assoc Dir IR, PROD	JFrank	Middle States via web	4/20/09		
4/16/09	Thomson Peterson's Annual Survey of Undergraduate Institutions		Asst Dir, Admissions	CThomson	Thomson Peterson's	4/23/09		
4/22/09	Management Letters Status Report (only if there are material weaknesses to report)		VPAF Dir, Finance	LColeman JCullison	MHEC Geoff Newman	4/29/09		
4/23/09	Postsecondary Student Enrollment-Summer 08/Fall 08/Spring 09		Dir, Academic Support/Career Services Dir, Admin Information Systems	JMarks LWu	DCTAL	4/30/09		
4/24/09	Higher Education Center Budget Request for Laurel College Center		VPAF	LColeman	MHEC Janice Doyle	5/1/09		MAAC
4/24/09	Facilities Programs for New Capital Projects		Capital Programs Administr	MBilello	MHEC DGS DBM	5/1/09		
4/29/09	Operating Budget		VPAF	LColeman	Board Report	5/6/09		

April 2009

## SCHEDULE OF REPORTS FY 2009

May 2009	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
	5/7/09	Board (regular items due) FY08 Goals		Exec Dir, PROD Vice Presidents President	ZIrvin VPs President	Board Report	5/14/09		Board (May)
	5/8/09	Amendments Due For Any Grant Changes		Dir, Academic Support/Career Services	JMarks	DCTAL	5/15/09		
	5/25/09	President's Team 360° Feedback Reports to President		Exec Dir, PROD Assoc Dir, PROD	ZIrvin BLivieratos	HCC Report	5/25/09		President's Team
	5/25/09	CC Space Allocation Tables		Capital Programs Administr Assoc Dir, PROD Res Assoc, PROD	MBilello BLivieratos SNazma	MHEC David Beard	6/1/09		
	5/25/09	State Capital Improvement Program (CIP)		Capital Programs Administr	MBilello	MHEC DGS DBM	6/1/09		
	5/29/09	Local Perkins Plan for Program Improvement FY10		Dir, Academic Support/Career Services Div Chair, Science/Technology Div Chair, Health Sciences Assoc Dir IR, PROD	JMarks DFriedman SPierce JFrank	DCTAL	6/5/09		

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PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
6/1/09	Student-Right-to-Know Update for Student Handbook, <i>Reminder</i>		Dir, Student Life Res Assoc, PROD	LBrown SNazma	HCC Report	6/1/09		
6/5/09	Summer 1 Miniprofile File		Dir, Admin Information Systems	LWu	PROD	6/5/09		
6/5/09	Summer 1 Section Availability (XSAR)		Dir, Admin Information Systems	LWu	PROD	6/5/09		
6/5/09	Summer 1 State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	6/5/09		
6/6/09	National Community College Benchmark Project		Exec Dir, PROD Assoc Dir IR, PROD	Zirvin JFrank	NCCBP	6/13/09		
6/8/09	Summer Ext Miniprofile File		Dir, Admin Information Systems	LWu	PROD	6/8/09		
6/8/09	Summer Ext Section Availability (XSAR)		Dir, Admin Information Systems	LWu	PROD	6/8/09		
6/8/09	Summer Ext State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	6/8/09		
6/11/09	Summer 1 Process XSAR & Produce Section Availability Printout		Assoc Dir IR, PROD	JFrank	HCC Report	6/11/09		JBulliner
6/14/09	Summer Ext Process XSAR & Produce Section Availability Printout		Assoc Dir IR, PROD	JFrank	HCC Report	6/14/09		JBulliner
6/15/09	Summer 1 FTE Enrollment Comparisons (incl CE Credit Breakdown)		Assoc Dir IR, PROD	JFrank	HCC Report	6/15/09		
6/18/09	Summer Ext FTE Enrollment Comparisons (incl CE Credit Breakdown)		Assoc Dir IR, PROD	JFrank	HCC Report	6/18/09		
6/24/09	YESS Survey		Assoc Dir, PROD	BLivieratos	HCC Report	6/24/09		
6/24/09	Annual Operating Budget	CC-5	VPAF	LColeman	MHEC Geoff Newman	7/1/09		MACC
6/24/09	Institutional Performance Accountability Report		Exec Dir, PROD VPAF VPAA Assoc Dir IR, PROD	Zirvin LColeman RRoberson JFrank	MHEC Michael Keller	7/1/09		MACC
6/28/09	Summer 2 Miniprofile File		Dir, Admin Information Systems	LWu	PROD	6/28/09		
6/28/09	Summer 2 Section Availability (XSAR)		Dir, Admin Information Systems	LWu	PROD	6/28/09		
6/28/09	Summer 2 State Hours Report		Dir, Records & Registration	JBulliner	HCC Report	6/28/09		

June 2009

## SCHEDULE OF REPORTS FY 2009

	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	Distrib of Add'l Copies
July 2009	7/4/09	Summer 2 Process XSAR & Produce Section Availability Printout		Assoc Dir IR, PROD	JFrank	HCC Report	7/4/09		JBulliner
	7/4/09	FY10 Strategic Plan Revision		Exec Dir, PROD Vice Presidents President	ZIrvin VPs President	Board Report	8/13/09		Board (August)
	7/8/09	Summer 2 FTE Enrollment Comparisons (incl CE Credit Breakdown)		Assoc Dir IR, PROD	JFrank	HCC Report	7/8/09		
Ongoing	Ongoing	Continuing Education Courses for State Funding	CC-10	Assoc VP, Con Ed & Workforce Dev Con Ed Operations Analyst	JHawkins TGraham	MHEC David Jorgenson	Ongoing		
	Ongoing	MACC Databook College-Provided Data		Assoc Dir IR, PROD	JFrank	MACC Barbara Ash	Ongoing		
	Ongoing	Space Utilization Study		Exec Dir, PROD Exec Dir Capital Projects & Facilities Design/Construction & Renovations Asst Capital Programs Administr Dir, Records & Registration Assoc VP, Con Ed & Workforce Dev Assoc Dir IR, PROD	ZIrvin CNightingale THopkins MBilello JBulliner JHawkins JFrank	MHEC Geoff Newman	Ongoing		
	Ongoing	Website Update - Planning Information System (PIS)		Assoc Dir IR, PROD Research Analyst, PROD	JFrank ESee	HCC Report	Ongoing		