

SCHEDULE OF REPORTS FY 2012

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 reports can be archived.*

If the dates listed below fall on a holiday or a weekend, the following workday will apply. Please be aware that MHEC due dates are 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 the deadlines necessary to

	PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
Ongoing	Ongoing	Continuing Education Courses for State Funding	CC10	Assoc VP, ConEd/Wkforce Dev Con Ed Operations Analyst	JHawkins TGraham	MHEC Dean Kendall	Ongoing		MHEC	
	Ongoing	MACC Databook College-Provided Data		Assoc Dir, PROD	JFrank	MACC Brad Phillips	Ongoing		Oth Req	
	Ongoing	Website Update - Planning Information System (PIS)		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	Ongoing		HCC	
June 2011	6/24/11	Gainful Employment Disclosure Update		VPAA VPSS Dir, PRM Assoc Dir, PROD	SPierce CPeterka NGainer JFrank	HCC website and promotional material	7/1/11		Federal	
	6/24/11	Annual Operating Budget	CC5	Assoc VP of Finance VPAF	JCullison LColeman	MHEC Geoff Newman	7/1/11		MHEC	MACC
July 2011	6/24/11	Annual Capital Budget Request/CIP: • CBIS Submission to MHEC (CBIS) • Form M County Capital Budget (CIP Bk 1) • Form B Impact Statement (CIP Bk 2) • Annual Space Computations: CC Tables 1-4/CCL Report (CIP Bk 3)	CBIS/ CIP	Capital Programs Administr	MBilello [Bk3: (JFrank) SNazma]	MHEC David Beard	7/1/11		MHEC (4)	
	6/24/11	Regional Higher Education Center Budget Request for Laurel College Center		Assoc VP of Finance VPAF	JCullison LColeman	MHEC Geoff Newman	7/1/11		MHEC	MAAC
	7/1/11	College Catalog (2 copies)		Records & Registr Coordinator	ORigsby	MHEC Ted Porter	7/1/11		MHEC	MACC
	7/1/11	Student Right-to-Know Disclosure		Assoc Dir, PROD Research Assoc, PROD	JFrank SNazma	PROD Financial Aid Office	7/1/11		Fed	post to web; hard copy to Financial Aid & PROD
	7/1/11	PROD Core Work Revision		Exec Dir, PROD Vice Presidents President	Zirvin VPs President	HCC Report	7/1/11		HCC	S:\PROD
	7/2/11	M3 Process XSAR & Produce Section Availability Printout		Assoc Dir, PROD Research Analyst, PROD	JFrank Esee	HCC Report	7/2/11		HCC	EStav/EOWen
	7/6/11	M3 FTE Enrollment Comparisons		Assoc Dir, PROD	JFrank	HCC Report	7/6/11		HCC	
	7/8/11	Spring End-of-term Miniprofile (Early) • Spring		Dir, AIS Assoc Dir, PROD	LWu JFrank	PROD	7/8/11		HCC	
	7/8/11	Quarterly Capital Cash Flow Report	Form P	Capital Programs Administr	MBilello	MHEC David Beard DGS DBM	7/15/11		MHEC	
	7/15/11	Middle States IP Data M4 Unduplicated Headcount at HCPD & LCC (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	7/15/11		HCC	
7/15/11	M4 State Hours Report		Dir, Records & Registration Asst Dir, Records & Registration	ESlav EOwen	HCC Report	7/15/11		HCC		
7/15/11	M4 • Miniprofile File • Section Availability (XSAR) Report		Dir, AIS	LWu	PROD	7/15/11		HCC (2)		
7/15/11	M4 Distance Learning • DL Credit hours • DL Section details		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	7/15/11		HCC (2)		

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PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
7/15/11	Noncredit Enrollment Data • Winter • Spring		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	7/15/11		HCC (2)	
7/20/11	FY12 Strategic Plan Revision		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	8/10/11		Board	Board (August)
7/20/11	FY11 Annual Plan Evaluation		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	8/10/11		Board	Board (August)
7/21/11	Spring CC3 Electronic File	CC3	Cont Ed Operations Analyst Tech Superv, AIS	TGraham DButler (cc: LWu)	PROD	7/21/11		HCC	
7/21/11	M4 Process XSAR & Produce Section Availability Printout		Assoc Dir, PROD Research Analyst, PROD	JFrank Esee	HCC Report	7/21/11		HCC	EStav/EOwen
7/24/11	Perkins Final Program Report FY11		Dir, Acad Support/Career Svcs	JMarks	CTE	7/31/11		MSDE CTE	
7/25/11	M4 FTE Enrollment Comparisons		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	7/25/11		HCC	EStav/EOwen
7/26/11	Degrees & Formal Awards Electronic File	DIS	Dir, AIS Dir, Records & Registration Assoc Dir, PROD	LWu EStav JFrank	MHEC Parris Jackson cc: Gail Fisher	8/2/11		MHEC	
7/28/11	Enrollment Report for Credit Courses FY Ending June 30	CC2	Dir, Records & Registration Asst Dir, Records & Registration Assoc Dir, PROD	EStav EOwen JFrank	MHEC Dean Kendall	8/4/11		MHEC	Dir, Records & Registration VPAA VPAF MACC
7/28/11	Enrollment Report for (Equated Credit) Continuing Education Courses for FY Ending June 30 Electronic File	CC3	Assoc VP, Con Ed & Wkf Dev Cont Ed Operations Analyst Tech Superv, AIS	JHawkins TGraham DButler (cc: LWu)	MHEC Dean Kendall	8/4/11		MHEC	VPAA VPAF Assoc Dir, PROD MACC
8/1/11	FTE Comparison for FY11		Assoc Dir, PROD	JFrank	HCC Report	8/1/11		HCC	VPAF Assoc VP, Con Ed & Workforce Dev
8/4/11	Enrollment Report for (Equated Credit) Continuing Education Courses (Nonfunded)	CC12	Cont Ed Operations Analyst	TGraham	HCC Report	8/4/11		HCC	Assoc Dir, PROD
8/5/11	FY11 Address Data (Credit and Noncredit)		Dir, AIS (AIS Staff) Assoc Dir, PROD	LWu JFrank	PROD	8/5/11		HCC	data for district maps
8/5/11	Laurel College Center FTE (Noncredit)		Assoc Dir, PROD	JFrank	Assoc VP of Finance	8/5/11		HCC	
8/8/11	Telecourse Enrollment Reports (M1, M2, M3, M4)		Office Supvrs, Math & Distance Learning Dir, Records & Registration Asst Dir, Records & Registration	CCain EStav EOwen	Intelecom Dallas Telelearning Annenberg Coast Learning Systems	8/15/11		Oth Req	
8/8/11	Postsecondary Student Enrollment Outcome Data for 2010-11		Dir, Acad Support/Career Svcs Dir, AIS	JMarks LWu	CTE	8/15/11		MSDE CTE	
8/13/11	Military Times Best for Vets Survey		Dir, Records & Registration Exec Dir, PR & Mktg Exec Dir, PROD	EStav NGainer Zlrvn	Military Times	8/20/11		Oth Req	
8/15/11	Noncredit Enrollment Data • M1 • M2 • M3 • M4		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	8/15/11		HCC (4)	
8/25/11	High School Graduate System Electronic File	HGS	Dir, AIS Assoc Dir, PROD Dir, Admissions & Advising	LWu JFrank BGreenfeld	MHEC Parris Jackson cc: Gail Fisher	9/1/11		MHEC	
8/25/11	Cultural Diversity Plan Progress Report		VPAF Assoc VP of HR	LColeman DJordan	MHEC Gareth Murray	9/1/11		MHEC	

Aug 2011

SCHEDULE OF REPORTS FY 2012

Sep 2011

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
8/30/11	Workforce Investment Act (WIA) Program Performance <i>Electronic File</i>		VPAA Assoc VP, ConEd/Wkforce Dev Dir, AIS	(SPierce) JHawkins LWu	MHEC William Dowling	9/6/11		MHEC	
8/31/11	Student/Faculty Ratio		Assoc Dir, PROD	JFrank	Science/Tech Div Chair VPAA Assoc VP of Finance (for CC-4)	8/31/11		HCC	
8/31/11	Update Cross-functional Team Lists		Research Analyst, PROD	Esee	PROD	8/31/11		HCC	ESee for website
9/8/11	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	9/15/11		Board	Board (September)
9/8/11	Board-Approved Institutional Performance Accountability Report		Exec Dir, PROD VPAF VPAA Assoc Dir, PROD	Zlrvn LColeman SPierce JFrank	MHEC Danette Howard	9/15/11		MHEC	MACC
9/10/11	ConEd Course Evaluation Report (Student Satisfaction Board End)		VPAA Assoc VP, ConEd/Wkforce Dev Cont Ed Operations Analyst Research Assoc, PROD Assoc Dir, PROD	SPierce JHawkins TGraham SNazma JFrank	HCC Report	9/10/11		HCC	Zlrvn
9/14/11	Campus Crime & Security Survey		Exec Dir, PROD Dir, Security Services Research Analyst, PROD	Zlrvn KMcGlynn ESee	IPEDS	9/21/11		Fed	Results to President's Team for review before lock
9/20/11	Middle States IP Data Fall Unduplicated Headcount at HCPD & LCC (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	9/20/11		HCC	
9/20/11	End-of-term Miniprofiles • Spring • M1 • M2 • M3 • M4		Dir, AIS Assoc Dir, PROD	LWu JFrank	PROD	9/20/11		HCC (5)	
9/20/11	Grade Distribution Reports • Spring • M1 • M2 • M3 • M4		Research Analyst, PROD Research Assoc, PROD Assoc Dir, PROD	Esee SNazma JFrank	HCC Report	9/20/11		HCC (5)	Zlrvn for Division Chairs
9/20/11	Fall State Hours Report		Dir, Records & Registration Asst Dir, Records & Registration	EStav EOwen	HCC Report	9/20/11		HCC	
9/20/11	Fall • Miniprofile File • Section Availability (XSAR) Report		Dir, AIS	LWu	PROD	9/20/11		HCC (2)	
9/20/11	Fall Distance Learning • DL Credit hours • DL Section details		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	9/20/11		HCC (2)	
9/20/11	Middle States IP Data Fall Unduplicated Headcount at Other Instructional Sites (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	9/20/11		HCC	
9/23/11	List 'A' Verification Report for Approved Occupational Programs		Dir, Acad Support/Career Svcs Dir, AIS	JMarks Lwu	CTE	9/30/11		MSDE CTE	
9/23/11	Perkins Final Annual Financial Report FY11		Dir, Acad Support/Career Svcs Dir, Acct-Financial Svcs	JMarks MSunderland	CTE	9/30/11		MSDE CTE	VPAA
9/23/11	Perkins Equipment Inventory Report FY10		Dir, Acad Support/Career Svcs Dir, Acct-Financial Svcs	JMarks MSunderland	CTE	9/30/11		MSDE CTE	

SCHEDULE OF REPORTS FY 2012

Oct 2011

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
9/24/11	Gainful Employment Enrollment File		Assoc Dir, Financial Aid Dir, AIS AIS staff Assoc Dir, PROD	SBender LWu DButler CEgan JFrank	Natl Student Loan Data System	10/1/11		Federal	
9/24/11	FISAP (Fiscal Operations Report & Application to Participate) <i>Electronic File</i>		Assoc Dir, Financial Aid Assoc VP of Finance	SBender JCullison	DOE	10/1/11		DOE	
9/24/11	College Textbook Affordability Report		Director of Auxiliary Services	AWebb	MHEC	10/1/11		MHEC	
9/26/11	Fall Process XSAR & Produce Section Availability Printout		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	9/26/11		HCC	EStav/EOwen
9/26/11	Fall Publish Mini-profile		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	9/26/11		HCC	
9/26/11	HCC Quick Facts Update		Assoc Dir, PROD	JFrank	HCC Report	9/26/11		HCC	ESee for website
9/27/11	Audit Report Addressed to Board of Trustees & College Financial Statements		VPAF Assoc VP of Finance	LColeman JCullison	MHEC Geoff Newman County	10/4/11		MHEC	MACC
9/27/11	ESOL-FTES (English for Speakers of Other Languages)		Exec Asst to Admin & Finance Exec Dir, Workforce Development Div Chair, English/World Languages	NMooney PKeeton THart	MHEC Geoff Newman	10/4/11		MHEC	MACC
9/27/11	Annual Financial Report	CC4	VPAF Assoc VP of Finance Dir, Acct-Financial Svcs	LColeman JCullison MSunderland	MHEC Geoff Newman	10/4/11		MHEC	MACC
9/30/11	Fall FTE Enrollment Comparisons		Assoc Dir, PROD	JFrank	HCC Report	9/30/11		HCC	VPAF Assoc VP, Cont Ed & Workforce Dev
10/1/11	Comment Card Annual Report		Research Analyst, PROD	ESee	HCC Report	10/1/11		HCC	President's Team
10/1/11	Enrollment by Discipline Spreadsheet		Exec Dir, PROD Research Analyst, PROD	Zlrvn ESee	HCC Report	10/1/11		HCC	
10/3/11	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	10/10/11		Board	Board (October)
10/5/11	IPEDS Fall Collection (OPENS) Institutional Characteristics & Completions	IC, C, E12	Assoc Dir, PROD Assoc VP of Finance Assoc Dir, Financial Aid	JFrank JCullison SBender	IPEDS Web Site via Inst Keyholder	10/12/11		Fed (3)	opens 9/7/11 closes 10/19/11
10/5/11	International Student Enrollment Survey (web)		Asst Dir of Adm (Internat'l)	PBylsma	American Council on Education	10/12/11		Oth Req	
10/7/11	Total Unduplicated Noncredit Headcount Enrollment	CC6	Assoc Dir, PROD	JFrank	MHEC Parris Jackson cc: Gail Fisher	10/14/11		MHEC	
10/7/11	Opening Fall Enrollment	S7	Dir, Records & Registration Assoc Dir, PROD	EStav JFrank	MHEC Parris Jackson cc: Gail Fisher	10/14/11		MHEC	
10/7/11	Quarterly Capital Cash Flow Report	Form P	Capital Programs Administr	MBilello	MHEC David Beard DGS DBM	10/14/11		MHEC	
10/8/11	Telecourse Enrollment Report (FA)		Office Supvsr, Math & Distance Learning Dir, Records & Registration Asst Dir, Records & Registration	CCain EStav EOwen	Intelecom Dallas Telelearning Annenberg Coast Learning Systems	10/15/11		Oth Req	
10/15/11	Low Productivity Report		VPAA Division Chairs	SPierce Division Chairs	MHEC	10/22/11		MHEC	
10/22/11	Family Investment Program Report (Student Volunteer Service Report)		Coordinator, Service Learning	BBudden	MHEC Gareth Murray	10/29/11		MHEC	
10/23/11	Postsecondary Student Enrollment Fall 2011		Dir, AIS Programmer/Analyst Dir, Acad Support/Career Systems	LWu ASharma JMarks	CTE	10/30/11		MSDE CTE	

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PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
	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	11/1/11		HoCo	
	Credit Hours of Enrollment	S6	Dir, Records & Registration Assoc Dir, PROD Dir, AIS Research Assoc, PROD	EStav JFrank LWu SNazma	MHEC Parris Jackson cc: Gail Fisher	11/1/11		MHEC	VPAA VPSS MACC
Nov 2011	Employer Satisfaction w/ CC Contract Training (MHEC Ind#28)		Assoc VP, ConEd/Wkforce Dev Assoc Dir, PROD	JHawkins JFrank	PROD	11/1/11		HCC	
	Financial Aid Information System <i>Electronic File</i>	FAIS	Assoc Dir, Financial Aid Dir, AIS	SBender LWu	MHEC Parris Jackson cc: Gail Fisher	11/15/11		MHEC	MACC
	Enrollment Report for Programs Approved for Statewide Funding	CC2A	Dir, Records & Registration Asst Dir, Records & Registration Dir, AIS	EStav EOwen LWu	MHEC Geoff Newman	11/15/11		MHEC	summary only VPAA VPAF
	Enrollment Report for Health Manpower Funding	CC2D	Dir, AIS Dir, Records & Registration Asst Dir, Records & Registration	LWu EStav EOwen	MHEC Geoff Newman	11/15/11		MHEC	
	Employee Data System <i>Electronic File</i>	EDS	Dir, AIS Senior Programmer/Analyst, AIS Compensation & HR Technology Mgr	LWu DButler PLogan	MHEC Parris Jackson cc: Gail Fisher	11/15/11		MHEC	
	Enrollment Information System <i>Electronic File</i>	EIS	Dir, AIS Assoc Dir, PROD	LWu JFrank	MHEC Parris Jackson cc: Gail Fisher	11/15/11		MHEC	
	First-Time Undergraduate Student Cohort SSN Change (optional)	S15	Dir, AIS Assoc Dir, PROD	LWu JFrank	MHEC Parris Jackson cc: Gail Fisher	11/15/11		MHEC	
	S6 Supplementary Form for Space Computation CC Tables 1-4		Dir, AIS (AIS Staff) Assoc Dir, PROD	LWu JFrank	PROD	11/15/11		HCC	
	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	11/17/11		Board	Board (November)
	First-time Students Who Applied and Were Admitted by Gender (Fall)		Dir, AIS (AIS Staff) Assoc Dir, PROD	LWu JFrank	PROD	11/16/11		HCC	
National League for Nursing Accrediting Commission (NLNAC)		Dir of Nursing	DMinor	NLNAC	11/30/11		Oth Req		
Student Support Services Year End Report		Dir, Acad Support/Career Svcs	JMarks	DOE	11/30/11		CTE/DOE	VPSS Grants Office	
Management Letter & College Response to Management Letter (If no material weaknesses this report does not go to MHEC)		VPAF Assoc VP of Finance	LColeman JCullison	MHEC Geoff Newman	12/1/11		MHEC	President's Team	
FY13 Strategic Plan Objectives with Budget		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	12/2/11		Board	Board (January)	
Noncredit Enrollment Data • Fall		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	11/25/11		HCC		
State Board of Nursing (2 Reports Due)		Div Chair, Health Sciences Dir of Nursing	GButler DMinor	MD Board of Nursing Donna Dorsey	12/10/11		Oth Req (2)	VPAA	
College Board Survey		Research Associate Assoc Dir, PROD	SHellenbrand JFrank	College Board	12/15/11		Fed		
Send Gainful Employment Disclosure Update reminder to College Community by Dec 15		Assoc Dir, Financial Aid	SBender	HCC	12/15/11		HCC		
AAUP Faculty Survey		Payroll Manager	DGubisch	AAUP website	12/23/11		Oth Req		

Dec 2011

SCHEDULE OF REPORTS FY 2012

Jan 2012

Feb 2012

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
12/20/11	QUEST Report		Assoc Dir of IR	CELee	HCC Report	12/20/11		HCC	Pres Team; Unit Dirs; post to web
	<i>WINTER BREAK: December 24, 2011-January 2, 2012</i>								
12/25/11	GHG Emissions Inventory		Facilities, Sustainability, Safety Mgr	RMarietta	ACUPCC	1/1/12		Oth Req	
1/5/12	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvin VPs President	Board Report	1/12/12		Board	Board (January)
1/6/12	Distance Education Survey	DE	Dir, Distance Education Research Assoc, PROD	DBuck SNazma	MHEC Parris Jackson cc: Gail Fisher	1/13/12		MHEC	
1/6/12	Quarterly Capital Cash Flow Report	Form P	Capital Programs Administr	MBilello	MHEC David Beard DGS DBM	1/13/12		MHEC	
1/7/12	Degree Progress for Student Clearinghouse		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	1/7/12		HCC	
1/8/12	Perkins Interim Progress Reports FY11		Dir, Acad Support/Career Svcs	JMarks	CTE	1/15/12		MSDE CTE	
1/8/12	Nonreturning Student Survey		Assoc Dir, PROD	JFrank	MHEC	1/15/12		MHEC	
1/11/12	Middle States IP Data WI Unduplicated Headcount at HCPD & LCC (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	1/11/12		HCC	
1/11/12	Winter State Hours Report		Dir, Records & Registration Asst Dir, Records & Registration	EStav EOwen	HCC Report	1/11/12		HCC	
1/11/12	Winter • Miniprofile File • Section Availability (XSAR) Report		Dir, AIS	LWu	PROD	1/11/12		HCC (2)	
1/11/12	Winter Distance Learning • DL Credit hours • DL Section details		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	1/11/12		HCC (2)	
1/17/12	Winter Process XSAR & Produce Section Availability Printout		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	1/17/12		HCC	EStav/EOwen
1/21/12	Winter FTE Enrollment Comparisons		Assoc Dir, PROD	JFrank	HCC Report	1/21/12		HCC	VPAF Assoc VP, Cont Ed & Workforce Dev
1/24/12	Community College 2011 Graduate College-Provided Data for Graduate Followup Survey		Dir, AIS Assoc Dir, PROD	LWu JFrank	due to MHEC every 3 yrs otherwise HCC Report	1/31/12		MHEC	
1/25/12	IPEDS Winter Collection (OPENS) (SA, S, EAP provided by MHEC)	HR	Assoc Dir, PROD Dir, Human Resources Payroll Manager	JFrank KYoung DGubisch	IPEDS Web Site via Inst Keyholder	2/1/12		Fed (1)	opens 12/7/11 closes 2/8/12
1/25/12	Pell Grant Recipients FY11		Dir, AIS Programmer/Analyst Dir, Acad Support/Career Systems	LWu ASharma JMarks	CTE	2/1/12		MSDE CTE	
2/2/12	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvin VPs President	Board Report	2/9/12		Board	Board (February)
2/15/12	Middle States IP Data for Student Clearinghouse		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	2/15/12		HCC	
2/21/12	Middle States IP Data SP Unduplicated Headcount at HCPD & LCC (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	2/21/12		HCC	
2/21/12	Grade Distribution Reports • Fall • Winter		Research Analyst, PROD Research Assoc, PROD Assoc Dir, PROD	Esee SNazma JFrank	HCC Report	2/21/12		HCC (2)	Zlrvin for Division Chairs
2/21/12	End-of-term Miniprofiles • Fall • Winter		Dir, AIS Assoc Dir, PROD	LWu JFrank	PROD	2/21/12		HCC (2)	
2/21/12	Spring State Hours Report		Dir, Records & Registration Asst Dir, Records & Registration	EStav EOwen	HCC Report	2/21/12		HCC	

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2/21/12	Spring • Miniprofile File • Section Availability (XSAR) Report		Dir, AIS	LWu	PROD	2/21/12		HCC (2)	
2/21/12	Spring Distance Learning • DL Credit hours • DL Section details		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	2/21/12		HCC (2)	
2/23/12	Howard County Recycling Report		Facilities, Sustainability, Safety Mgr	RMarietta	County Recycling Dept	3/1/12		HoCo	
2/23/12	Baldrige Eligibility Application		PROD Staff	PROD Staff	Baldrige c/o ASQ	3/1/12		Oth Req	
2/26/12	Peterson's Annual Survey of Undergraduate Institutions		Asst Dir, Admissions	CThomson	Peterson's	3/4/12		Oth Req	
2/27/12	Spring Process XSAR & Produce Section Availability Report		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	2/27/12		HCC	EStav/EOwen
2/27/12	Spring Publish Miniprofile		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	2/27/12		HCC	
3/1/12	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	3/8/12		Board	Board (March)
3/2/12	Spring FTE Enrollment Comparisons (including Con Ed Credit Breakdown)		Assoc Dir, PROD	JFrank	HCC Report	3/2/12		HCC	VPAF Assoc VP, Cont Ed & Workforce Dev
3/7/12	Degree Progress Cohort Study		Dir, AIS Research Assoc, PROD	LWu SNazma	HCC Report	3/7/12		HCC	
3/8/12	Enrollment Report for Programs Approved for Statewide Funding	CC2A	Dir, Records & Registration Asst Dir, Records & Registration Dir, AIS	ESTav EOwen LWu	MHEC Geoff Newman	3/15/12		MHEC	summary only VPAA VPAF
3/8/12	Enrollment Report for Health Manpower Shortage Funding	CC2D	Dir, AIS Dir, Records & Registration Asst Dir, Records & Registration	LWu ESTav EOwen	MHEC Geoff Newman	3/15/12		MHEC	
3/8/12	Telecourse Enrollment Reports (WI, SP)		Office Supvsr, Math & Distance Learning Dir, Records & Registration Asst Dir, Records & Registration	CCain ESTav EOwen	Intelecom Dallas Telelearning Annenberg Coast Learning Systems	3/15/12		Oth Req	
3/24/12	Audit Report (copy to Federal Clearinghouse)		Exec Asst to Admin & Finance	NMooney PKeeton THart	Federal Audit Clearinghouse	3/31/12		Fed	
3/24/12	Annual Single Audit Report (eZ-Audit)		Dir, Acct-Financial Svcs	MSunderland	U.S. Department of Education website	3/31/12		Fed	
3/25/12	Summer CC3 Electronic File	CC3	Cont Ed Operations Analyst Tech Superv, AIS	TGraham DButler (cc: LWu)	PROD	3/25/12		HCC	
3/26/12	Facilities Inventory Update		VPAF Capital Programs Administr	LColeman MBillello	MHEC David Beard	4/2/12		MHEC	President MACC
3/28/12	IPEDS Spring Collection (OPENS) Enrollment, Finance, Student Financial Aid Info, Graduation Rates	EF, F, SFA, GRS	Assoc Dir, PROD Assoc VP of Finance Assoc Dir, Financial Aid Dir, AIS	JFrank JCullison SBender LWu	IPEDS Web Site via Inst Keyholder	4/4/12		Fed (5)	opens 12/7/11 closes 4/11/12
SPRING BREAK: April 1-8, 2012									
4/5/12	Board (regular items due)		Exec Dir, PROD Vice Presidents President	Zlrvn VPs President	Board Report	4/12/12		Board	Board (April)
4/5/12	Cultural Diversity Plan Review		VPAF Assoc VP of HR	LColeman DJordan	Board Report	4/12/12		Board	Board (April)
4/8/12	Great Colleges to Work For Survey		Assoc VP of HR Assoc Dir, PROD	DJordan (JFrank)	Chronicle of Higher Ed	4/15/12		Oth Req	

Mar 2012

Apr 2012

SCHEDULE OF REPORTS FY 2012

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
4/9/12	Quarterly Capital Cash Flow Report	Form P	Capital Programs Administr	MBilello	MHEC David Beard DGS DBM	4/16/12		MHEC	
4/13/12	Middle States Annual Institutional Profile		Assoc Dir, PROD	JFrank	Middle States via web	4/20/12		Oth Req	DBuck
4/15/12	Schedule meeting re: Disclosure Updates with Gainful Employment team by Dec 15		Assoc Dir, Financial Aid	SBender	HCC	4/15/12		HCC	
4/23/12	Annual Survey of Government Employment (US Census Bureau)		Payroll Manager	DGubisch	US Bureau of Census	4/30/12		Fed	
4/23/12	Management Letters Status Report (only if there are material weaknesses to report)		VPAF Assoc VP of Finance	LColeman JCullison	MHEC Geoff Newman	4/30/12		MHEC	
4/24/12	Facility Programs for Projects in July 1 Budget Request	Parts III	Capital Programs Administr	MBilello	MHEC David Beard DGS DBM	5/1/12		MHEC	
4/25/12	Operating Budget		Assoc VP of Finance VPAF	JCullison LColeman	Board Report	5/2/12		Board	
4/30/12	Supervisors 360° Feedback Reports to VPs		Exec Dir, PROD Assoc Dir, PROD	ZIrvin (JFrank)	HCC Report	4/30/12		HCC	President's Team
5/3/12	Board (regular items due) FY13 Goals		Exec Dir, PROD Vice Presidents President	ZIrvin VPs President	Board Report	5/10/12		Board	Board (May)
5/8/12	Amendments For Perkins Grant Changes		Dir, Acad Support/Career Svcs	JMarks	CTE	5/15/12		MSDE CTE	
5/10/12	Baldrige Application (35 copies)		PROD Staff	PROD Staff	Baldrige c/o ASQ	5/17/12		Oth Req	
5/11/12	Local Perkins Plan for Program Improvement FY13		Dir, Acad Support/Career Svcs Div Chair, Science/Technology Div Chair, Health Sciences Assoc Dir, PROD	JMarks PTurner SPierce JFrank	CTE	5/18/12		MSDE CTE	
5/25/12	State Capital Improvement Program (CIP)		Capital Programs Administr	MBilello	MHEC DGS DBM	6/1/12		MHEC	
5/25/12	Fall CC3 Electronic File	CC3	Cont Ed Operations Analyst Tech Superv, AIS	TGraham DButler (cc: LWu)	PROD	5/25/12		HCC	
6/1/12	Student-Right-to-Know Update for Student Handbook, <i>Reminder</i>		Asst Dir, Student Life cc: Dir, Student Life Research Assoc, PROD	SGarrett cc: LBrown SNazma	HCC Report	6/1/12		HCC	
6/8/12	National Community College Benchmark Project		Exec Dir, PROD Assoc Dir of IR	ZIrvin CELee	NCCBP	6/15/12		Oth Req	
6/10/12	Middle States IP Data M1 Unduplicated Headcount at HCPD & LCC (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	6/10/12		HCC	
6/10/12	M1 State Hours Report		Dir, Records & Registration Asst Dir, Records & Registration	EStav EOwen	HCC Report	6/10/12		HCC	
6/10/12	M1 • Miniprofile File • Section Availability (XSAR) Report		Dir, AIS	LWu	PROD	6/10/12		HCC (2)	
6/10/12	M1 Distance Learning • DL Credit hours • DL Section details		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	6/10/12		HCC (2)	
6/13/12	Middle States IP Data M2 Unduplicated Headcount at HCPD & LCC (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	6/13/12		HCC	
6/13/12	M2 State Hours Report		Dir, Records & Registration Asst Dir, Records & Registration	EStav EOwen	HCC Report	6/13/12		HCC	
6/13/12	M2 • Miniprofile File • Section Availability (XSAR) Report		Dir, AIS	LWu	PROD	6/13/12		HCC (2)	

May 2011

June 2012

SCHEDULE OF REPORTS FY 2012

PROD Due	Report Title	Report #	Staff Responsible	Contact	Agency	Agency Due	Agency Submitted	mandate count	Distrib of Add'l Copies
6/13/12	M2 Distance Learning • DL Credit hours • DL Section details		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	6/13/12		HCC (2)	
6/16/12	M1 Process XSAR & Produce Section Availability Printout		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	6/16/12		HCC	EStav/EOwen
6/19/12	M2 Process XSAR & Produce Section Availability Printout		Assoc Dir, PROD Research Analyst, PROD	JFrank ESee	HCC Report	6/19/12		HCC	EStav/EOwen
6/20/12	M1 FTE Enrollment Comparisons		Assoc Dir, PROD	JFrank	HCC Report	6/20/12		HCC	
6/23/12	M2 FTE Enrollment Comparisons		Assoc Dir, PROD	JFrank	HCC Report	6/23/12		HCC	
6/24/12	Annual Operating Budget	CC5	Assoc VP of Finance VPAF	JCullison LColeman	MHEC Geoff Newman	7/1/12		MHEC	MACC
6/24/12	Annual Capital Budget Request/CIP: • CBIS Submission to MHEC (CBIS) • Form M County Capital Budget (CIP Bk 1) • Form B Impact Statement (CIP Bk 2) • Annual Space Computations: CC Tables 1-4/CCL Report (CIP Bk 3)	CBIS/ CIP	Capital Programs Administr	MBilello [Bk3: (JFrank) SNazma]	MHEC David Beard	7/1/12		MHEC (4)	
6/25/12	Middle States IP Data M3 Unduplicated Headcount at HCPD & LCC (Credit)		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	6/25/12		HCC	
6/25/12	M3 State Hours Report		Dir, Records & Registration Asst Dir, Records & Registration	EStav EOwen	HCC Report	6/25/12		HCC	
6/25/12	M3 • Miniprofile File • Section Availability (XSAR) Report		Dir, AIS	LWu	PROD	6/25/12		HCC (2)	
6/25/12	M3 Distance Learning • DL Credit hours • DL Section details		Dir, AIS (AIS Staff) Research Assoc, PROD	LWu SNazma	PROD	6/25/12		HCC (2)	
6/29/12	M3 Process XSAR & Produce Section Availability Printout		Assoc Dir, PROD Research Analyst, PROD	JFrank Esee	HCC Report	6/29/12		HCC	EStav/EOwen
6/29/12	M3 FTE Enrollment Comparisons		Assoc Dir, PROD	JFrank	HCC Report	6/29/12		HCC	
6/30/12	YESS Survey Report		Assoc Dir of IR	CELee	HCC Report	6/30/12		HCC	
6/30/12	CCSSE Survey Reports		Assoc Dir of IR	CELee	HCC Report	6/30/12		HCC	