



***Board of Trustees'
Legislative and Community
Relations Committee
Meeting Materials***

September 11, 2008

8:30 a.m.

The Rouse Company Foundation Student Services Hall

Room: 120B

GROUND RULES

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...

**Work with Elected Officials and
the Community**



HOWARD
COMMUNITY COLLEGE



You Can Get There From Here.

Board of Trustees Legislative and Community Relations Committee



September 11, 2008

8:30 a.m.

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1. **Howard Community College Legislative Agenda**
2. **HCC Legislative Breakfast**
3. **Other**

Future meetings of the legislative and community relations committee are scheduled for November 6, 2008, and February 4, 2009.

1 – Howard Community College Legislative Agenda

Background: At the Maryland Association of Community Colleges (MACC) presidents' retreat in Ocean City in August, the presidents reviewed the draft of the MACC legislative agenda for the 2009 session of the General Assembly. The key issue for next year, consistent with the past several years, is the need to focus on funding for the community college capital and operating budgets.

The president has updated the board via email on the major actions taken by the presidents relative to the capital budget. It is also important that all MACC colleges remain vigilant about the operating budget.

The Howard Community College (HCC) legislative agenda generally mirrors the MACC agenda with special emphasis placed on how issues directly impact HCC. HCC will focus on four key priorities this year: capital funding, the Cade formula, student financial aid, and funding for the Laurel College Center.

A working outline of the HCC legislative agenda will be introduced to the board at the September legislative and community relations committee meeting. The final version of the agenda will be presented to the full board for approval at its November meeting. A draft version of the agenda follows this document.

◆———— Recommendation —————◆

This item is for discussion only and requires no committee action.

Fiscal Year 2010 Legislative Agenda (DRAFT)

OVERVIEW

Note: Data in this draft agenda is culled from last year's data and current projections, and is accurate as of August 24, 2008. The data will be updated in September as new numbers become available on the census date.

Enrollment at Howard Community College (HCC) is at an all-time high. These key statistics highlight the significant growth at the college:

- Full-time equivalent (FTE) enrollment for fall 2008 increased 6 percent from last year; a 3 percent increase was predicted last year for fall 2008 enrollment.
- A total of 7,588 students enrolled in credit classes at HCC in fall 2008.
- Over the last seven years, FTE enrollment at HCC has increased 48.8 percent.
- One out of four graduates of Howard County Public Schools enrolled at HCC in fall 2008.

HCC offers 182 programs leading to a degree or certificate. New programs that have been added this year include Arabic, film studies, secondary education/English, architectural and construction management, and police science. Future academic programs, which are currently under development, include new programs in fire science, environmental science/sustainability, and entertainment design.

The continuing education division continues to reach out to the community by offering many diverse classes and programs that attract learners of all ages. A total of 17,056 people enrolled in HCC continuing education classes last year. Highlighting the year were a number of popular programs such as Kids on Campus, which enrolled over 1,700 children representing over 3,000 enrollments from elementary to high school age; motorcycle safety, which enrolled 1,218 students; and English as a second language/English Language Institute, which enrolled 2,167 students.

HCC plays an important role in workforce development in Howard County by providing access to training. The college offers courses, certificates, and degree programs for entry-level and incumbent employees, industry certifications, advanced technical programs, and executive development, leadership, and management programs.

Last year, HCC provided customized courses to 1,421 employees from 61 businesses and organizations. The program received 100 percent satisfaction rate from employers. In addition, a survey of students taking general open enrollment classes indicated that 45.6

percent were taking the courses for work-related reasons. Enrollments continue to be strong in child care, technology, health care, and language courses.

HCC also offers courses and programs at three other locations:

- The Laurel College Center (LCC), operated jointly with Prince George's Community College (PGCC), continues to be a marked success for the community. Designated as a regional higher education center by the Maryland Higher Education Commission (MHEC), LCC provides students access to associate, bachelor, and master's degree programs through HCC, PGCC, Towson University, University of Maryland University College, and the College of Notre Dame of Maryland. Commencing this fall, Morgan State University will begin offering its doctoral program in Community College Leadership at LCC.
- The Belmont Conference Center provides unparalleled opportunities for HCC's culinary and hospitality students. Programs offered have been designed specifically to allow students to learn skills that will help them secure professional-level positions in the hospitality industry, a critical workforce need throughout Maryland. The college anticipates enrolling at maximum capacity upon the renovation of the teaching kitchen.
- HCC's Charles I. Ecker Business Training Center, located in the Gateway building with its professional meeting spaces and computer labs, is a resource for the local business community to meet and train so these businesses can continue to be regional, national, and international leaders in their respective industries.

HCC is an institution that strives for excellence and continuous quality improvement. Most recently, HCC was the proud winner of the 2007 U.S. Senate Productivity Award, which is Maryland's top annual award for performance excellence as presented by the Maryland Performance Excellence Awards (MPEA) Program. HCC continues to promote an institutional culture that is committed to continuous quality improvement, and has adopted the Baldrige framework to measure and improve performance. HCC won a Bronze Maryland State Quality Award in both 2002 and 2003 and earned a silver award in 2006.

HCC is focused on the changes that will come to Howard County as a result of the federal Base Realignment and Closure (BRAC) initiative. The college is actively involved and taking leadership to ensure that Howard County is prepared for the influx of people and jobs that will be coming into the region.

HCC works in concert with the Maryland Association of Community Colleges (MACC) and the other fifteen community colleges in the state to pursue a state-focused legislative agenda that collectively addresses the needs of Maryland's community colleges. Over 122,000 students enroll in credit classes at community colleges across the state and another 377,943 enroll in continuing education classes. HCC encourages the Maryland General Assembly and the executive branch of state government to support the priorities developed by MACC. Statewide and local priorities of special concern to HCC are outlined in this legislative agenda.

Operating Budget

Position: Support funding for HCC at the state level through full statutory funding of the Cade community college formula and through county appropriations at the local level.

HCC receives funding for its unrestricted budget and auxiliary funds from multiple sources. State funding accounts for 15 percent of support, the county provides 29 percent, tuition and fees 33 percent, and 23 percent comes from other sources.

In addition to serving more students each year, HCC is working hard to manage recurring costs such as replacing and upgrading campus technology, increased health care costs, and serving students with documented disabilities.

Community colleges receive the state portion of their operating budget through the John A. Cade funding formula. The FY10 budget marks the third year of a six-year commitment to enhance this formula. Last year, the formula was scheduled to be 26.25 percent of the state aid per full-time equivalent student (FTE) at select four-year public colleges and universities; however, after legislative cuts, only 26 percent was funded. The funding level for this coming year has not been established.

Access and affordability of higher education are directly associated with the level of state and county operating funds received by the institution. Strong operating support from the state and county, coupled with prudent fiscal management by HCC, helps to keep student tuition as affordable as possible. In fall 2008, the college did not increase tuition in order to keep HCC affordable and accessible to students.

Due to governmental budget constraints in the early 2000's and large enrollment increases at HCC, state funding has not kept up with student needs. In fact, state funding per FTE has increased minimally this decade. The chart following this document shows a graphic representation of the proportion of funding contributed to the HCC operating budget by the state, county, and tuition dollars (see attachment 1). *(Once audited FY08 numbers are available in October, this argument can be made in a more specific way.)*

Capital Budget

Position: Support funding of HCC capital projects for FY10

The college has received significant state and county support, which facilitated the construction of three new buildings on campus. The Mary Ellen Duncan Hall for English, Languages, and Business was completed in 2003, followed by the Horowitz Visual and Performing Arts Center in 2006, and, finally, The Rouse Company Foundation Student Services Hall in 2007. In terms of funding received from the state over the past five years, the funds available for capital projects are even more competitive now. Below is a history of state support to the college over the past five years.

Year	Total Community College Funding	HCC Funding	HCC Allocation	Number of HCC Projects Funded
FY05	\$46,981,000	\$2,495,000	5.3%	4
FY06	\$45,655,000	\$12,940,000	28.3%	2
FY07	\$55,588,000	\$6,307,000	11.3%	2
FY08	\$56,410,000	\$790,000	1.4%	1
FY09	\$81,028,000	\$7,889,000	9.7%	1

Although the overall capital grant program allocation has increased, cost escalations for individual construction projects are absorbing those funds. As a result, the number of projects eligible for funding has greatly diminished.

HCC requests support for the following projects included in its FY10 annual capital budget request:

Health Sciences Building Design \$3,980,000 (State \$1,990,000 and County \$1,990,000)

This year is the third that the college has requested this project for funding as it has been deferred the past two years. This proposed facility is vital for the college and addresses the state's critical workforce shortage needs. Maryland projects the greatest job-growth in the nursing and allied health fields. Programs to be housed in the new building include the following: **cardiovascular technology, emergency medical technician/ paramedic, exercise science, life fitness, health care, health education, human services, nursing, radiologic technology**, dental assistant/hygienist, **physical therapy, occupational therapy, and respiratory therapy**. (Those **bolded** are listed as the state's workforce shortage areas per the Maryland Higher Education Commission list).

Senator James Clark, Jr. Library Building Furniture and Equipment \$2,080,000 (County \$2,080,000)

The Clark Library building renovations are required to ensure that the library continues to provide quality services to the college community and to the community-at-large, including online access to library services. Other areas in the building that are being renovated include the information technology department, wellness center, outcomes assessment office, international programs area, and necessary faculty offices. The furniture and equipment phase is the final stage of the project.

Parking Garage at Hickory Ridge \$15,000,000 (County Community College Bonds \$15,000,000)

One of the most critical areas on campus is the parking shortage. Even after the completion of the college's first parking garage containing 518 spaces, the college parking deficit remains at 1,576 spaces. With consideration of future infrastructure and campus expansion, the college must address its parking issues before its facility development and renewals. The severe parking shortage situation on campus warrants the inclusion of the parking garage project in the current capital budget request. Therefore, the FY10 capital budget request includes construction funds for the second parking garage of 750 spaces at an estimated \$20,000 per space.

Safety Compliance and Facility Renewals \$2,851,000 (County \$2,851,000)

Phased installation of campus-wide security access/camera control system/rekeying
Americans with Disabilities Act (ADA) renovations
Phased public restroom upgrades
Phased deferred maintenance per building assessment study
Carpeting replacements
Interior improvements (classrooms, offices, and other)
Information Technology modifications and upgrades
Rigging systems replacement

Campus Roadways \$520,000 (County \$520,000)

The campus has grown to accommodate the college's significant enrollment boost with three new buildings approved by the state and county. The college's roadway infrastructure, however, has not kept pace with the new construction. The college must upgrade its campus roadways to provide safe driving conditions, as well as to address state and local codes and compliance.

Note: A more detailed summary of HCC's capital request will be prepared once the capital budget is approved by the board of trustees at its September meeting.

Laurel College Center

Position: Support state funding for the Laurel College Center

The Laurel College Center (LCC) was formed as a partnership between Prince George's and Howard Community Colleges in 2001. LCC has expanded educational opportunities to many residents in the Laurel region. In addition to the courses offered by PGCC and HCC, several four-year institutions, including Towson University, University of Maryland University College, and College of Notre Dame of Maryland, offer bachelor and master's programs at LCC. For fall 2008, 140 sections of credit courses are being offered at LCC. Students can study business administration, general studies, criminal justice and applied information technology. LCC is currently offering 158 sections of continuing education courses, which include job training and workforce development courses, as well as those courses related to personal interests.

LCC is an important access point to higher education. In fall 2007, there were 718 credit and 835 non-credit students enrolled in courses offered by Howard and Prince George's Community Colleges. A total of 173 students were enrolled in classes offered by four-year institutions for FY08.

At its inception, LCC was fully funded by both Prince George's and Howard Community Colleges. For the past 3 years, LCC has received an annual appropriation of \$100,000. These funds have been very helpful in supporting the students at LCC; however, based on the original funding guidelines for the regional higher education centers, LCC should have received \$200,000.

The Maryland Higher Education Commission (MHEC) has developed criteria to calculate a level of base funding each of the regional higher education centers in the state should receive based on enrollments and programmatic offerings. While these criteria do not exist in statute, HCC believes they are a reasonable way to determine equitable funding levels for regional higher education centers. **Based on these criteria, the FY10 request for LCC includes:**

\$200,000 base-funding

62,595 incentive funding based on FTE

50,552 lease funding

290,000 funding for equipment replacement and system upgrades

\$603,147 – TOTAL

Financial Aid

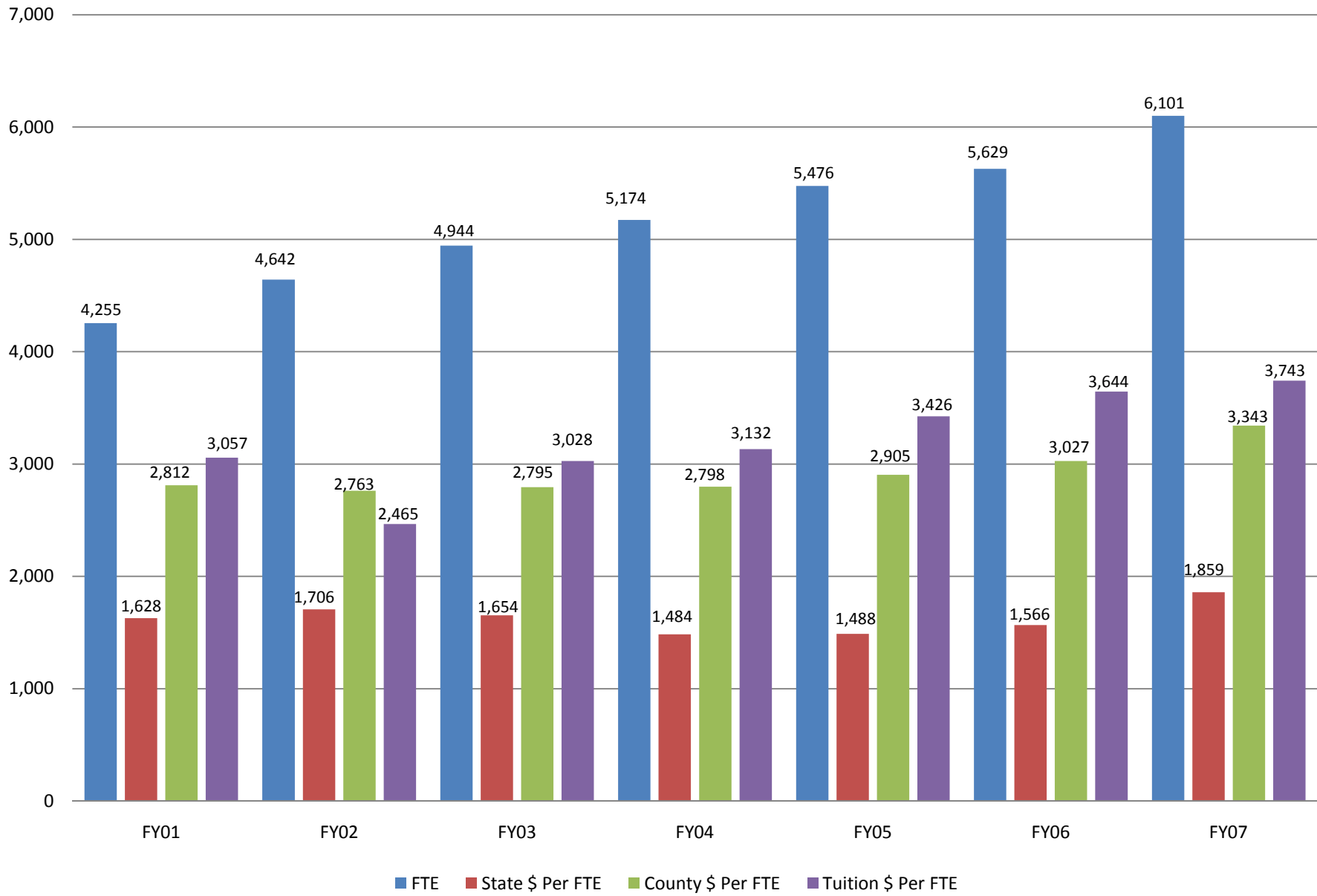
Position: Support student financial aid

Howard Community College must be affordable for students. The college financial aid office works diligently to make sure students are aware of various federal and state aid programs. The college also sets funds aside from its operating budget to provide aid to students, and the Howard Community College Educational Foundation (HCCEF) raises scholarships funds. For FY08, the HCCEF distributed \$348,685 in scholarships, which is up approximately 46 percent over FY07.

In FY07, about one-third of all HCC students received some form of financial aid totaling \$6.8 million. This aid helps offset expenses for tuition, fees, books, supplies, child care, and other educational expenses. Even with this aid, many students still have unmet needs that make it a challenge for them to afford college.

Because of this continuing need, **HCC asks that the state make funding for financial aid programs, particularly need based aid, a priority in the state budget.**

County, State, and Tuition per FTE



2 – Howard Community College Legislative Breakfast

Background: The annual HCC legislative breakfast will be scheduled in early January 2009, prior to the 426th session of the Maryland General Assembly, which convenes January 14, 2009, and runs through April 13, 2009. Securing a date in January has proven to be very successful in past years, as it accommodates the schedules of numerous elected officials. Selected students, including those in the nursing and other health sciences programs, and parents will be invited to dine with the elected officials. The event will also be an opportunity for the president of HCC to detail the college's legislative agenda via a comprehensive presentation. Board members and senior college staff will also be invited to attend.

◆———— Recommendation —————◆

This item is for information only and requires no committee action.