



*Board of Trustees’
Work Session
and
Board Meeting
Materials*

January 26, 2005

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.

**Board of Trustees
January 26, 2005
Instructional Laboratory Building
Room: ILB 100**

PART I. WORK SESSION AND DINNER 6:00 PM (A LIGHT DINNER WILL BE SERVED AT 5:30 PM)

- A.** Introduction of New Employees
- B.** Recognition of Michael Nagle as Grand Prix Chair
- C.** Recognition of Human Resources
- D.** Informational Tour: Information Technology

PART II. REGULAR MEETING

- A. Approval of January 26, 2005, Agenda**
- B. Approval of:**
 - 1. November 17, 2004, Work Session Minutes
 - 2. November 17, 2004, Regular Session Minutes
 - 3. December 15, 2004, Work Session Minutes
 - 4. December 15, 2004, Closed Session Minutes
 - 5. January 12, 2005, Budget Work Session Minutes
- C. Report of the Audit and Finance Committee**
- D. Report of the Legislative Committee**
- E. President's Report**
- F. Board Member Comments**
- G. Consent Items**
 - 1. Proposed New Hires
- H. Discussion Items**
 - 1. Issue Bin
 - 2. Board Calendar
 - 3. FY06 Integrated Operational and Strategic Plan and Budget
- I. Information Items**
 - 1. Agreements Signed by the Board Chair Disclosure
 - 2. Financial Statements
 - 3. Personnel Summaries

1-A Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its October, November, and December 2004, meetings will be introduced to the trustees by Dr. Duncan and members of the president's team.

I-B Recognition of Michael Nagle as Grand Prix Chair

Mr. Michael Nagle served as chairperson of the 17th Annual Columbia Classic Grand Prix, which was held on September 11, 2004, and raised approximately \$150,000 in scholarship funds for Howard Community College (HCC) students. Mr. Nagle's unfailing energy and superb leadership were vital to the success of this event. In recognition of his tenacity, his leadership, and his positive spirit, HCC would like to thank Mr. Nagle for his efforts on behalf of the college and its students and particularly his willingness to undertake this monumental task two years running!

I-C Recognition of Human Resources

Background: Howard Community College is quite fortunate to have a dedicated human resources department that is constantly working to improve customer service to the college's faculty and staff. In FY04, they were rated the top office in the college on the QUEST survey, and hope to repeat that performance in 2005.

Members of the human resources office will attend the board of trustees meeting to be recognized for having received two Maryland awards:

- TOP's – Maryland Employer of Distinction and
- "Excellent Places to Work" award from Maryland Work~Life Alliance.

Information about the two awards is as follows:

TOP's – Maryland Employer of Distinction

The Maryland Society for Human Resource Management State Council and The Daily Record created the Maryland Employer of Distinction award program to honor Maryland employers for the achievements and practices by their human resource teams in developing their organizations. Nominations were based on criteria from seven categories: recruitment and selection; compensation; benefits; training and development; workplace diversity; work and family issues; and health, safety, and security. To be eligible for consideration, a company must have a presence in Maryland. Nominations for the award were solicited from the public and judged by a panel of business and human resource leaders. There were five winners from the category of more than 500 employees, and five winners from the category of fewer than 500 employees. Howard Community College was one of the recipients of the TOPS Maryland Employer of Distinction Award in the category of fewer than 500 employees. The college was publicly recognized at the December 2, 2004, Maryland State Human Resource Conference.

Maryland Work~Life Alliance

The Maryland Work~Life Alliance is a statewide public, private, and non-profit coalition founded by Discovery Communications, Inc. and Montgomery County, Maryland Government. Its mission is to empower employers to become recognized as "Excellent Places to Work." Nominations for this award were based on criteria from seven categories: workplace culture and environment; management practices; diversity; internal communication; emergency responsiveness; work/life benefits and

practices; and social responsibility/community involvement. To receive the award, HCC exceeded quality standards in all seven categories. Howard Community College was selected as a “Workplace Excellence” Seal of Approval Recipient for 2004! Howard Community College’s dedication to building workplace excellence supports the State of Maryland in becoming a nationally recognized “Excellent Place to Work.”

Recommendation

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

I-D Informational Tour: Information Technology

The Information Technology (IT) area's mission is to support the constantly changing high-technology environment of HCC by providing comprehensive technology services to advance instruction, college's services, and business processes for students, faculty, and staff. Working together with the college community, the IT area assists with technology initiatives, planning, securing resources, exploring new technologies applications, and implementing and maintaining technology projects. The IT Department strives to meet the needs of its stakeholders by staying current with industry changes and receiving input from an external technology advisory board and an internal technology cross-functional team.

Organization. IT services are provided through five departments. The IT staff includes 41 full-time and 21 part-time employees with professional degrees, certifications, and training (see attached organizational chart):

Academic Computer Support (ACS). ACS provides technical support for the infrastructure that is used to assist and deliver instruction and learning resources to HCC students. The staff works directly with faculty and students to provide technology and operational support for classroom instruction in credit and non-credit programs. ACS staff is responsible for keeping the college's computer labs operational, which are located in the main campus buildings, Hickory Ridge, Laurel, and the Business and Training Center at Gateway. This department provides installation, testing, and maintenance of all instructional software and technology, including *WebCT*, which is the college's distance learning platform. Technical support is also provided for the Library, Test Center, Learning Resource Center and Belmont Conference Center.

Administrative Information Systems (AIS). AIS manages the college's administrative computing system (Colleague), which is a centralized enterprise database system that supports the college's business processes. The Colleague administrative computing system supports financial management, human resources, payroll, scheduling, academic history, and enrollment management processes. Services offered by this department include daily operational support for the administrative computing, system training, end-user technical support, custom programming, systems upgrades, reports, database administration, and document imaging support. AIS also maintains *HCC Express*, which is the primary online resource for students to register for classes, make tuition payments, and track academic progress.

Reprographics. This department provides printing, collating, and document binding services for the college. Reprographics also manages all leased office copiers on campus.

Technology Help Desk. The Help Desk provides a single point of contact for faculty, staff and students to get assistance with all technology needs. This department also manages the two student computer open labs, which provide students open access to general computing resources.

User Network Systems (UNS). UNS maintains the technology infrastructure of desktop systems, file servers, and network infrastructure to support the technology and communication needs of the college community. This work group is responsible for managing the campus data and voice network infrastructure as well as the computer workstations used by faculty and staff. UNS provides support services for the college web, email services, Internet, intranet, administrative system, and instructional servers. The campus phone system is also managed and maintained by this department. The staff monitors and keeps current state of the industry applications of security, firewall protection, and anti-virus protection to assure the integrity and reliability of all systems.

Wide Area Network. The IT area maintains a large wide area network that provides data communications and information resources for all students, staff, and geographically separated locations. The college's network infrastructure is comprised of a high-speed fiber backbone and Cisco technology. The network has over 4,000 nodes that provide connectivity and simultaneous data transfer by computers, network equipment, copiers, and printers throughout the college. The college was an early adopter of IP telephony which is used at Laurel to increase phone capacity. The Belmont Conference Center has been equipped with long reach Ethernet which provides high-speed network access through the phone system to their guest rooms. Wireless technology is being installed at Belmont, which will enable network connectivity throughout the facility. The college has wireless networks available for student use in the cafeteria, the instructional laboratory building, and the Clark library building.

Hours of Operation. In addition to supporting normal college operating hours, each department provides 24-hour on-call availability to maintain communication and data network services seven days per week.

Vital Signs and Benchmarks. See attached report for FY04.

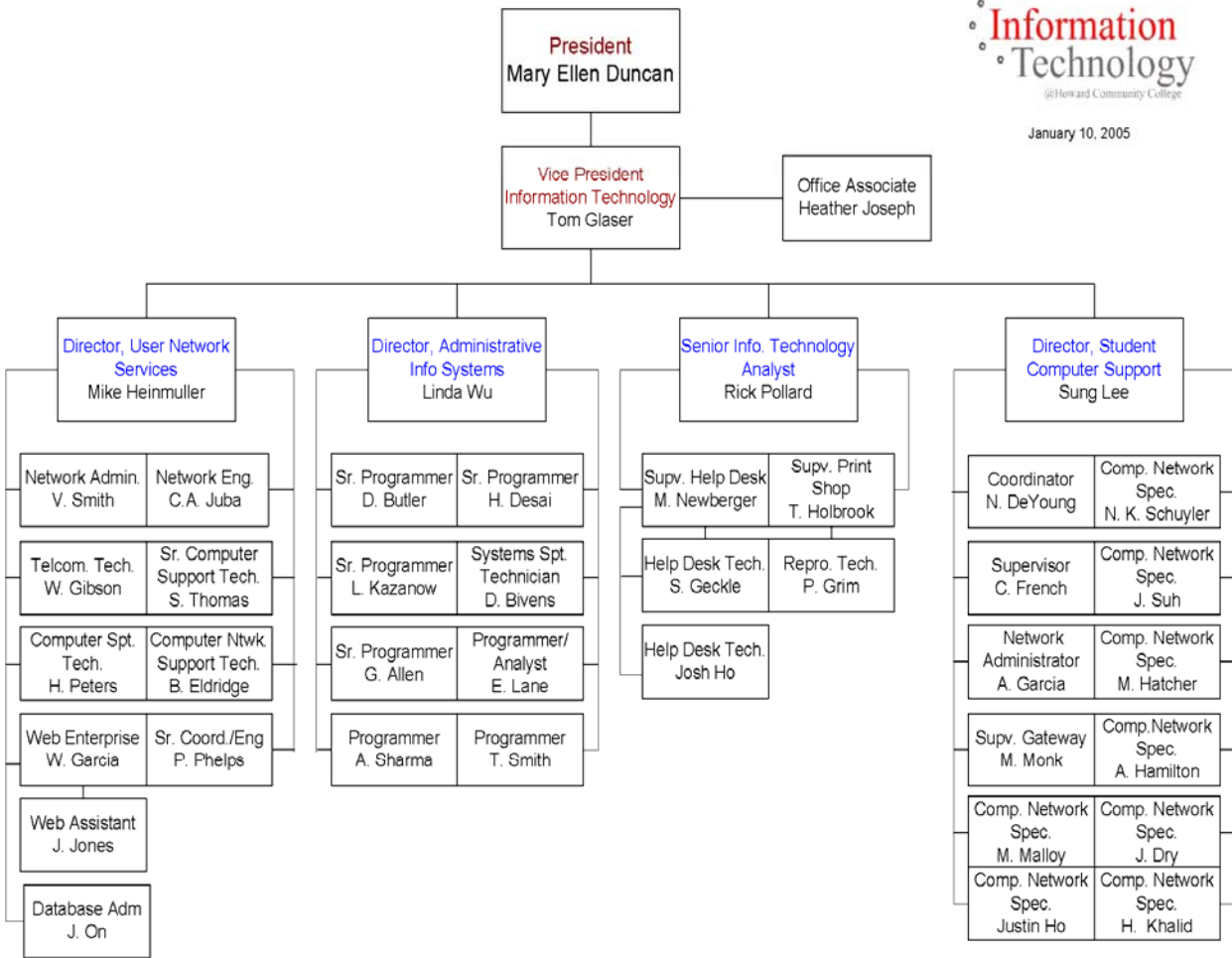
Strategic Planning. The IT department, along with input from the IT cross-functional team, is in the process of revising the Technology Strategic Plan for FY05-08 that considers emerging and improved technologies, latest industry standards, best practices, and stakeholders' expectations. Specific objectives, which are outlined within the Information Technology Plan, are grouped under the four

strategic goals listed below. These goals and objectives are aligned with the college's strategic, master facility, and student services plans.

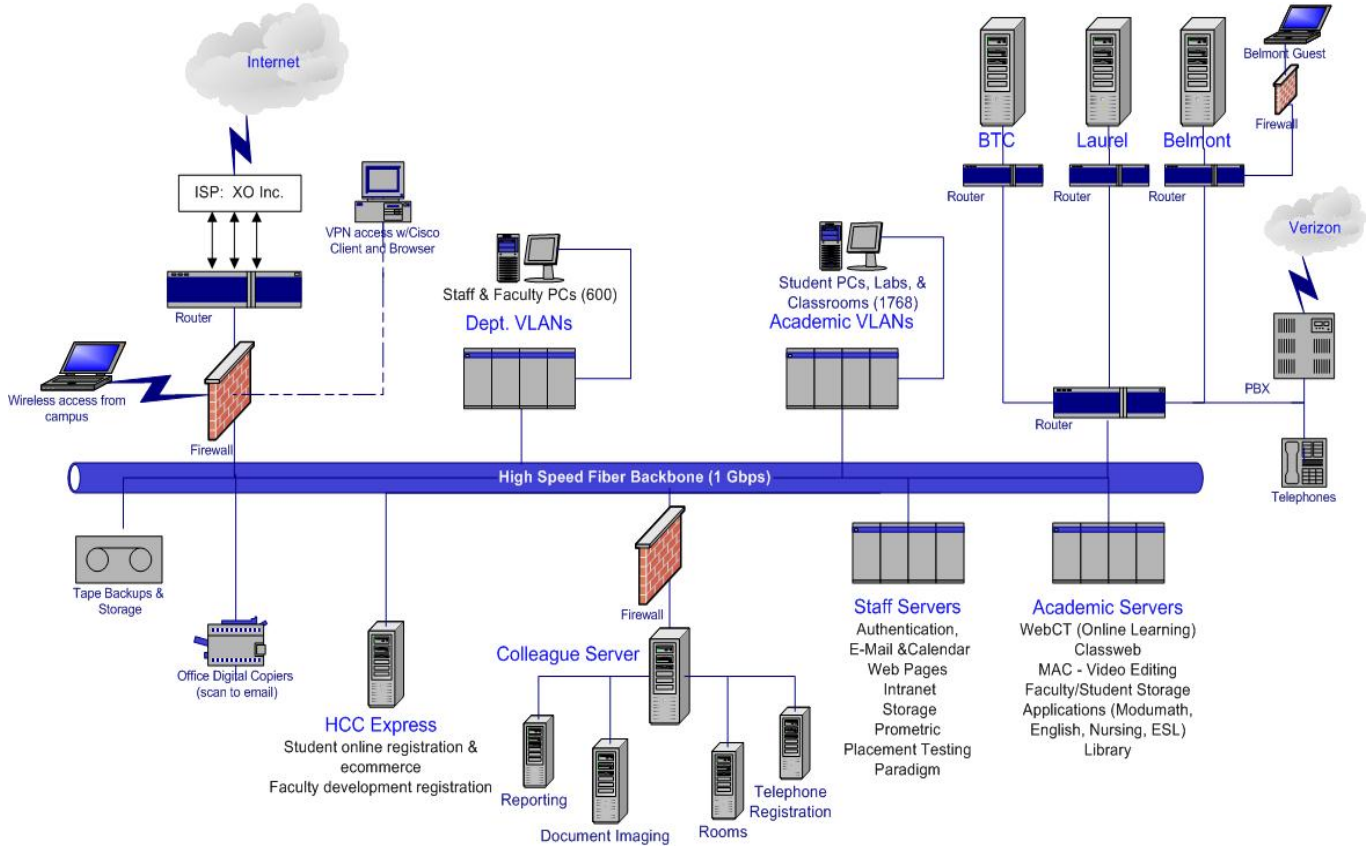
1. Improve Infrastructure Design and Deployment.
2. Enhance Academic Support and Instructional Processes.
3. Effectual Management of Business Processes and Administrative Systems.
4. Efficient Management of Resources.

Cross-Functional Team. The technology cross-functional team assists with keeping the college's technology infrastructure and applications current and robust to meet the educational and business needs of the college community. The team assists with technology planning, advancements, applications, policies, standardization, end-user competencies, and funding. This cross-functional team is composed of campus technology leaders and staff from all constituency groups and was formed in May 2001. The team provides input to the development of IT Strategic Plan.

Technology Advisory Board. The technology advisory board provides an external source of knowledge and expertise for the advancement of the college's technology infrastructure, services, business processes, and educational offerings. The technology advisory board is composed of representatives from the public and private sectors of technology companies, technology practitioners, government agencies and educational institutions. They have assisted with planning, input on major technology initiatives, corporate training, and resources. The advisory board was formed in April 2000 and has 17 members.



IT Wide Area Network Diagram



Information Technology Facts and Figures

Infrastructure	Comments
Network backbone and connections between buildings	Fiber and blown fiber
Network connection speed	Up to 1 Gbps in the Network Operations Center (server speed) and up to 100 Mbps to the desktop
Network operating systems	Novell and Windows
Network configuration	Ethernet
Internet Access	X.O. Communications (Three T1 lines)
Servers	80 file servers which includes 3 enterprise servers for administrative computing (approximate investment \$750,000)
Standard for desktop computers	Dell Pentium IV, OptiPlex GX280, with XP operating system (approximately \$1,100 each)
Total number of computer workstations for students	1,751 PCs (investment = \$1,926,100) (includes 31 Apples)
Total number of computer workstations for staff and faculty	643 PCs (investment = \$707,300)
Total number of classrooms equipped with one multimedia computer station	49 classrooms
Total number of labs equipped with computers	57 labs
Total number of wireless access points on campus	8 installed Cyber Café, ILB, and Library with plans to install more
Total number of network nodes	4,000 separate devices connected to the network
Total number of network firewall check points	Three security points are one on the network perimeter and two internal to the network.

Services	Comments
Average number of monthly Help Desk calls	1,354 calls
Average monthly utilization of open labs among students	11,840 separate visits by students
Average number of monthly web page hits	7 million separate web pages or files accessed
Average number of monthly emails processed	381,000 emails
Network configuration	Ethernet
Internet Access	X.O. Communications (Three T1 lines)
Annual printing production in the Print Shop	11,312,000 copies
Public Branch Exchange (PBX) (Internal phone system)	2,229 extensions
Security	Comments
Internet Access	Web Sense Software blocks access to bad sites
Anti-Virus and SPAM Blocking	Web Shield E-5000. On average, 190,500 SPAM emails are filtered monthly.

Information Technology Department Vital Sign	Status	Benchmark	Current Data
Student Satisfaction (YESS Survey)	Getting There	4	3.86
Employee Satisfaction (QUEST Survey)	Getting There	4	3.89
Satisfaction with Colleague	Getting There	4	3.48
Satisfaction with Colleague Reporting Tools	Getting There	4	3.1
Accuracy of Entries into Colleague Database	Getting There	95%	82%
Registration Internet Services	Getting There	75%	30%
Employee Satisfaction with Service Calls (Technician Response)	Exceeded	4	4.4
Faculty Satisfaction with Classroom Computer Hardware	Getting There	4	3.8
Faculty Satisfaction with Classroom/Laboratory Software	Exceeded	4	4.5
Employee Satisfaction with Office Computer Software	Exceeded	4	4.39
Employee Confidence with Connectivity to the Network	Exceeded	4	4.4
Student Email Use	Getting There	75%	61%
Employee Satisfaction with Help Desk Services	Exceeded	4	4.1
Projects Completed On Time	Met	90%	90%
Reduction of Printing	Getting There	30%	0
Employee Overall Satisfaction with IT Services and Support	Exceeded	4	4.2

II-A Approval of January 26, 2005, Agenda

**Board of Trustees
January 26, 2005
Instructional Laboratory Building
Room: ILB 100**

PART II. REGULAR MEETING

A. Approval of January 26, 2005, Agenda

B. Approval of:

1. November 17, 2004, Work Session Minutes
2. November 17, 2004, Regular Session Minutes
3. December 15, 2004, Work Session Minutes
4. December 15, 2004, Closed Session Minutes
5. January 12, 2005, Budget Work Session Minutes

C. Report of the Audit and Finance Committee

D. Report of the Legislative Committee

E. President's Report

F. Board Member Comments

G. Consent Items

1. Proposed New Hires

H. Discussion Items

1. Issue Bin
2. Board Calendar
3. FY06 Integrated Operational and Strategic Plan and Budget

I. Information Items

1. Agreements Signed by the Board Chair Disclosure
2. Financial Statements
3. Personnel Summaries

II-B Approval of Minutes

- November 17, 2004, Work Session Minutes
- November 17, 2004, Regular Session Minutes
- December 15, 2004, Work Session Minutes
- December 15, 2004, Closed Session Minutes
- January 12, 2005, Budget Work Session Minutes

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
November 17, 2004**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 17, 2004, at the Laurel College Center in Laurel, Maryland. Roberta E. Dillow, chair, brought the work session to order at 4:30 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

Guests: Board members and senior staff from Prince George's Community College.

Howard Community College Students: Deborah Barrett, Joseph Cain, Alison Golwick, Suzanne Himmerich, Desiree Johnson

Prince George's Community College Students: Rachel Black, Delcenia Georgie, Cassandra Morath, Ayesha Zia

A. Informational Tour: Laurel College Center

Nancy Grinberg, program supervisor at the Laurel College Center (LCC), gave tours of the Laurel College Center to board members and guests.

After the tours, the board members met with LCC students. Nancy Grinberg welcomed everyone to LCC. Ron Williams, president of Prince George's Community College (PGCC), introduced his board members and senior staff. Dr. Duncan did the same for HCC. The students introduced themselves and briefly mentioned the courses they are taking, whether they are PGCC or HCC students, and their educational plans.

Comments students made included

- offering more classes at LCC so all courses required for an associate's degree could be completed at LCC;
- offering more English as a second language classes;
- moving classes with low enrollment to HCC and PGCC campuses rather than canceling them entirely.;
- increasing marketing to promote LCC to a wider area including signage on Route 1;
- better lighting in the parking lot; and
- providing increased tutoring at LCC.

The work session adjourned at 5:30 p.m. followed by dinner and chatting with students.

The above constitutes the official minutes of the November 17, 2004, work session of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
November 17, 2004**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 17, 2004, at the Laurel College Center in Laurel, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:25 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of November 17, 2004, Agenda

A recommendation to approve the November 17, 2004, agenda as amended (with the addition of item F5, Emergency approval of Constellation Energy and Electricity Supply Contract) was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the October 27, 2004, work session, regular session and executive session minutes, the November 3, 2004, closed session and the November 9, 2004, closed session minutes, was moved by Trustee Hutt, seconded by Trustee Caplan, and unanimously approved.

C. President's Report

Dr. Duncan thanked the Laurel College Center staff for organizing the joint session with the Prince George's Community College board and staff and for the wonderful job they are doing serving students from the Laurel area.

Randy Bengfort, director of public relations and marketing, gave an overview of the Belmont communications plan which includes informing elected officials, donors, college community, advisory and governing boards; designating Chair Dillow, Dr. Duncan and Mike Davis, attorney, as the spokespersons; meetings with neighborhood groups; and an internal communications plan to introduce Belmont to the college community.

The board holiday dinner will be held at Belmont. Anne Johnson, general manager, will give a brief report.

D. Board Member Comments

- Chair Dillow commended the athletic teams on their recent achievements. She commented on the visual and performing arts building donor event on November 1, the GED graduation on November 7, the student donor luncheon on November 11, and the Governor's Workforce Conference on

November 15. She passed around the State Board of Education's publication on Maryland Career Clusters, which has no information on community colleges. A letter from the board will be sent to Nancy Grasmick, Maryland State Superintendent of Schools, with a suggested addendum to be included with the publication. Patrick Huddie, chair of the Maryland Association of Community Colleges (MACC), will share the document and the addendum with the other Maryland community college boards and Dr. Duncan will share with other presidents.

- Vice-chair Hutt commented on the student donor lunch and mentioned that he was very impressed with the Laurel College Center.
- Trustee Caplan commended the partnership between HCC and PGCC and recalled how LCC was initiated and implemented.
- Trustee Tung also attended the student donor lunch. She too was impressed with LCC and thanked Nancy Grinberg. A thank you note from the board will be sent to Nancy Grinberg.
- Trustee Truby talked about the importance of international student and faculty exchanges in enlightening people about world situations.
- Trustee Rensin also agreed with the importance of international travel. She commended the student donor lunch as an opportunity to personalize the connection between student and donor so each can appreciate the other.
- Trustee Huddie mentioned that the MACC board of trustee chairs and foundation board chairs will meet at Howard Community College on December 1. He suggested that once a year the board could set aside an hour to hear students' ideas.

E. Consent Items

1. Proposed New Hires
2. Fiscal Year 2005 Sabbatical Leave Recommendations
3. December 2004 Graduates
4. Verizon Phone Service awarded to Verizon Maryland Inc. for \$78,651
5. Northrop Grumman Technology Contract awarded to Northrop Grumman not to exceed \$35,000.
6. Network Hardware for Belmont Conference Center awarded to Northrop Grumman for \$37,516.
7. Legislative Agenda

A recommendation to approve the consent items was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.

F. Discussion Items

1. Issue Bin

The board portal issue has been completed and will be removed from the list.

Vice-chair Hutt briefly reviewed the board bylaws revised draft and drew the board's attention to the conflict of interest and ethical conduct items. It was suggested to check the state and county's verbiage on ethics. Vice-chair Hutt also distributed a list of issues for discussion for board members to review. After much discussion, the board decided to discuss the bylaws further at the January board meeting and make the revised version effective July 1, 2005.

Chair Dillow informed the board that Jim Boyd from the Greenleaf Center would facilitate a session with the board on December 6 and another one with the president's team and other invited guests on December 7. It was suggested to invite Aris Melissaratos, secretary, to join the board at lunch with Jim Boyd on December 6.

Trustee Rensin updated the board on the funding of the entrepreneurial program by the U.S. Department of Labor.

2. Board Calendar

Erin Marek, executive associate to the president, reminded the board that the holiday dinner would be held at Belmont with a meeting at 6 p.m. and dinner at 7:30 p.m. Spouses are invited; each person should bring a \$25 gift.

This item was for information only and required no board action.

3. Tuition Waivers for Contractors

Dr. Duncan gave a brief overview.

A recommendation to approve the extension of tuition waivers to full-time contractors on campus with an annual activity report to the board of trustees was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.

4. Resolution on Howard Community College Educational Foundation, Inc. Purchase of The Belmont Inn and Conference Center

A recommendation to approve the resolution was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

5. Emergency Approval of Constellation Energy & Electricity Supply Contract

A recommendation to approve the awarding of the bid for an estimated annual total amount of \$606,609 to Constellation NewEnergy, Inc. was moved by Trustee Huddie, seconded by Trustee Rensin, and unanimously approved.

approved.

G. Information Items

1. Agreements Signed by the Board Chair Disclosure

This item was for information only and required no board action.

2. Financial Statements for September 2004

Lynn Coleman, vice president of administration and finance, gave an overview.

This item was for information only and required no board action.

3. Personnel Summary for October 2004

This item was for information only and required no board action.

4. Report on Board End: Student and Stakeholder Focus

This item was for information only and required no board action.

5. Report on Board End: Information and Analysis

This item was for information only and required no board action.

H. Closed Session

No closed session was required.

Adjournment

A recommendation to adjourn the meeting was moved by Trustee Hutt, seconded by Trustee Caplan, and unanimously approved.

The meeting adjourned at 8:35 p.m.

The above constitutes the official minutes of the November 17, 2004, meeting of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
December 15, 2004**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, December 15, 2004, at the Belmont Conference Center in Elkridge, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:12 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

I. Approval of Agenda

The board voted unanimously to approve the agenda.

II. Belmont Report

Dr. Duncan introduced Ms. Anne Johnson, general manager of the Belmont Conference Center, and praised her for her leadership during the transition of Belmont's ownership from the American Chemical Society to Howard Community College Educational Foundation, Inc. Anne gave a brief history of Belmont as well as an overview of major clients, 2005 earnings goals, the type of events hosted by Belmont, and possible future plans, including hospitality management, continuing education courses, and manager training among other ideas.

III. Consent Items

1. Proposed New Hires
2. Auditor Contract
3. Fiscal Year 2006 Fee Changes
4. Telephone Switch Service Contract
5. Board Bylaws
6. SimMan for Allied Health Department
7. Acceptance of American Express Cards
8. Banking CD Approval

A recommendation to approve the consent items was moved by Trustee Huddie, seconded by Trustee Rensin, and unanimously approved.

IV. Discussion

Erin Marek, executive associate to the president, asked trustees to place the hang tags provided in their take-home packets in their windshields to help with the process of reserving spaces in Lot E. Additionally, she will get the makes/models and license tag numbers of all the trustees' cars. Dr. Duncan gave a brief update on the search for a commencement speaker. Lynn Coleman, vice president of administration and finance, gave an update on the status of the

future parking deck to be located on the plant lot and several funding options that are being examined. The trustees discussed the challenge of securing state funds for a parking deck versus surface parking. The administration will keep the board abreast of the status of this process and it will be discussed by the legislative committee.

V. Closed Session

Chair Dillow read the resolution for board of trustees to meet in closed session to discuss the presidential mid-year review on December 15, 2004.

A recommendation to approve going into closed session was moved by Trustee Hutt, seconded by Trustee Dillow, and approved unanimously.

VI. Adjournment

The regular meeting adjourned at 6:45 p.m.

The above constitutes the official minutes of the December 15, 2004, meeting of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES**

December 15, 2004
Belmont Conference Center
Elkridge, Maryland

Present: Roberta E. Dillow, chair, Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

At approximately 6:45 p.m. Chair Dillow read a resolution to enter into closed session, which was supported unanimously by the board:

WHEREAS, The Board of Trustees of Howard Community College is authorized by Section 10-501 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Howard Community College hereby conduct its meeting in closed session beginning on December 15, 2004, at the conclusion of the regular public meeting at the Belmont Conference Center pursuant to State Government Article, Section 10-508 (a1i) "to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction."

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 6:46 p.m.

During the closed session, the trustees discussed the president's mid-year review. The closed session was adjourned at approximately 7:30 p.m.

The above constitutes the official minutes of the December 15, 2004, closed meeting of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer

HOWARD COMMUNITY COLLEGE BOARD OF TRUSTEES
WORKSESSION MINUTES
JANUARY 12, 2005
6:00 P.M. – SCHOENBRODT BOARDROOM (A225)

Present: Roberta E. Dillow, chair, Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

Chair Dillow called the work session to order at 6:08 p.m.

Presentation of National Award to RENEW Program by Neil Gaffney

Neil Gaffney from the Howard County Department of Housing and Community Development presented the National Award of Excellence from the National Association of Housing and Redevelopment Officials.

FY06 Integrated Operating Budget and Strategic Plan

Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the development of the FY06 strategic plan. She discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary (now including Belmont) funds.

She gave a detailed explanation of projected revenue sources for FY06. Enrollment growth, tuition and fee increases, and a potential parking fee were discussed. A total percentage increase of 12.9 has been requested from the county. State-funding, based on the Cade formula, is not established at this point.

Uses of new funds were also reviewed. An eight percent merit increase for budgeted faculty and staff has been included in this proposal. Health care and dental cost increases picked up by the college were reviewed as well as the salary scale adjustments approved by the board. Proposed new positions were explained as well as the various sources of funding for them. Breakouts of the continuing education budget as well as special and auxiliary funds were shared. The Laurel College Center budget may be revised at a later date as Prince George's Community College has not yet completed its FY06 budget.

Adjusted cost per full-time equivalent students among all Maryland community colleges was examined and unmet needs were also discussed. The trustees explored the potential impact of the proposed tuition increase on students and emphasized the need to raise additional scholarship money.

The meeting was adjourned at 7:55 p.m.

The above constitutes the official minutes of the January 12, 2005, work session meeting of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer

II-C Report of the Audit and Finance Committee

- November 12, 2004, Meeting Minutes
- January 12, 2004, Meeting Minutes

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
AUDIT AND FINANCE COMMITTEE**

Meeting Minutes
November 12, 2004

Present: Roberta E. Dillow, chair, and trustee; Roger N. Caplan, committee member and trustee; T. James Truby, committee member and trustee; Louis G. Hutt, vice chair, and Mary Ellen Duncan, president, were in attendance.

Staff: Lynn Coleman, vice president of administration and finance; Janet Cullison, director of finance; and Erin Marek, executive associate to the president, Tricia O’Rafferty, BTC project and budget assistant, continuing education office; Dan Friedman, professor, chemistry & division chair, science & technology; Yosef Gutema, associate professor, economics; Todd Allen, director of human resources; and Cathy Watts, office associate III, academic student support & career services, were in attendance.

Topic	Outcome
<p>1. FY06 Salary and Benefits Committee Recommendations</p>	<p>Salary and benefits committee members, including Tricia O’Rafferty from continuing education (professional/technical group) and Cathy Watts from academic support services (support group) testified on the difficulty many of their colleagues have supporting themselves and saving for retirement on their current salaries. Dan Friedman spoke on the history of merit increase requests from the committee versus the actual merit increases received. He also presented the 10 percent merit increase request and explained that 6 percent was the current requested increase with an additional 4 percent for “catch up” due to prior gaps between requests and actual merit. Yosef Gutema discussed the high cost of living in Howard County/Washington D.C. metro area and the fact that the county is ranked number two in the nation for median household income.</p> <p>Trustees expressed their appreciation for the committee members’ remarks and the complete support of the board of trustees for HCC employees. Trustee Caplan emphasized that if merit increases were entirely in the control of the board, there would be no question that the 10 percent request would be granted. However, he emphasized that the only revenue factor entirely controlled by the board is student tuition, which is already the highest in the state. The other two sources of revenue are county support and state support. He emphasized that the trustees work tirelessly to secure additional support from these sources. Trustee Truby also expressed his belief in the excellence of HCC’s staff and faculty and then explained that often the trustees find themselves in a balancing act between hiring additional faculty and staff, providing additional merit increases, and providing other goods or services that support the educational mission of the college.</p> <p>The key role played by faculty and staff in serving the</p>

	<p>stakeholders of Howard County by providing quality customer services was expressed by trustees and Dr. Duncan as well as concern over the potential of a growing salary deficit between HCC and other area institutions of higher education.</p> <p>Todd Allen went over the salary report from Charles Hendricks, consultant, discussing the need for an increase in salary ranges and mid-points. He also discussed the need for increased merit in conjunction with this movement in salary ranges. Hendricks recommended a five percent merit increase for faculty and a six percent increase for staff and well as an increase in salary ranges and the merging of the IT shadow ranges with the standard ranges for other staff.</p> <p>Before deciding on a recommendation for merit increases and changes in salary ranges, the board decided to hear about the FY06 budget outlook in order to make the most informed decision possible.</p>
2. Quarterly Sole Source Report	The committee viewed the report. This item was for information only and no committee action was requested.
3. Fiscal Year 2004 Single Audit	<p>Lynn Coleman gave an overview of the single audit, which was clean. She noted that loan amounts for students have gone up significantly.</p> <p>This item was for information only and no committee action was requested.</p>
4. Auditor Contract	The audit and finance committee unanimously approved the renewal of Clifton Gunderson's auditor contract and will take that recommendation to the full board in December.
5. Sarbanes-Oxley Act	Due to time constraints this item was tabled and a special meeting of the committee will be held to discuss these recommendations.
6. FY06 Budget Outlook and Discussion	Lynn Coleman gave an overview of the FY06 budget outlook. After discussion, the audit and finance committee decided to recommend a \$5 per credit tuition increase, a 6 percent merit increase and support the movement of the salary ranges and merge of the IT shadow range recommended by Charles Hendricks. (This merit was subsequently amended to 8%.)
7. Fiscal Year 2006 Proposed Fee Changes	<p>The audit and finance committee supported the administration recommendations on the following fee changes:</p> <ul style="list-style-type: none"> • Rouse Scholars activity fee – from \$200 to \$250 • Art and Music computer lab courses – from \$35 to \$50 • Life Drawing I & II; Portraiture I & IIL from \$25 to \$30 • Modern Drama; Shakespeare - \$10 to \$20 • Ballet I & II; Modern Dance I & II – from \$10 - \$20. <p>The recommendation of the audit and finance committee will be taken to the full board in December.</p>
8. Other	The audit and finance committee adjourned at 3:55 p.m.

**HOWARD COMMUNITY COLLEGE BOARD OF TRUSTEES
 AUDIT AND FINANCE MEETING NOTES
 JANUARY 12, 2005
 4:30 P.M. – SCHOENBRODT BOARDROOM (A225)**

Present: Roberta E. Dillow, board and committee chair; T. James Truby, trustee and committee member; Mary Ellen Duncan, president and secretary-treasurer; Lynn Coleman, vice president of administration and finance; Janet Cullison, director of finance; and Erin Marek, executive associate to the president.

ITEM	OUTCOMES
Sarbanes-Oxley Act	Lynn Coleman gave an overview of how the Sarbanes-Oxley Act may affect the college and administration's recommendations for how to deal with it. The possibility of phasing in changes was discussed. Recommendations that are agreed upon by the audit & finance committee will be taken to the February 2005 board meeting as a consent item. Additionally, as necessary changes will be made to board bylaws and the board orientation. HCC recommendations for Title II, Sections 201, 204, 206, 303, 402, and 407 will be taken to the full board for consideration in February. Sections 301, 302, and 404 will be held for further review and discussion.
	The meeting was adjourned at 5:35 pm.

II-D Report of the Legislative Committee

- December 2, 2004, Meeting Minutes

**HOWARD COMMUNITY COLLEGE BOARD OF TRUSTEES
LEGISLATIVE MEETING NOTES
DECEMBER 2, 2004
8:30 A.M. – SCHOENBRODT BOARDROOM (A225)**

Present: Patrick L. Huddie, trustee and committee chair; Katherine K. Rensin, and Mary Beth Tung, trustees and committee members; Roberta E. Dillow, board chair; Mary Ellen Duncan, president and secretary-treasurer; David Buonora, director of legislative relations and business development; and Erin Marek, executive associate to the president.

ITEM	OUTCOMES
Final Plans for Legislative Breakfast	Dave Buonora gave an overview of the plans for the legislative breakfast, showing the materials that would be distributed to legislators. He also discussed how staff will ensure that legislators, trustees, and students intermingle.
Update Reports <ul style="list-style-type: none"> • November 30 Meeting with Ed Kasemeyer • November 30 Local Bill Hearing • State Homeland Security Grant • Federal Money for Nursing Program 	<p>Senator Ed Kasemeyer will not be able to attend the legislative breakfast so a meeting was held with him on November 30th to discuss both the legislative agenda and Patrick Huddie's re-appointment to the board of trustees as his term expires on June 30, 2005.</p> <p>Dave Buonora gave an overview of the local bill hearing on the revenue authority that would support the building of a parking garage on campus. A discussion was held on the various means of funding a parking garage and the need for a garage by fall 2005.</p> <p>The community colleges have been awarded funds for a state homeland security grant. Dave Buonora and Patty Keeton are managing this process. Dennis Schrader, director of state homeland security, was instrumental in securing these funds.</p> <p>HCC has received federal funds for the expansion of the nursing program and Laurel College Center laboratories.</p>
MACC Trustee Workshop in Annapolis	Sponsors include Riparius and Windbash Construction. Additional sponsors are being sought. Suggestions for groups to approach can be forwarded to Dave Buonora or Patrick Huddie.
Correspondence with Maryland State Department of Education (MSDE)	A draft letter from the board to MSDE concerning the Career Clusters publication, its inaccuracies, and complete lack of any mention of community colleges, was reviewed. A list of HCC's offerings will be attached to the letter. The letter will be cc'd to Delegate Turner and Clay Whitlow. The board will also request that community college representatives be involved in the re-write. Finally, the names of all the trustees will be added to the letter.
National Legislative Summit in Washington, D.C.	The dates of the National Legislative Summit were discussed as well as speakers. Dave Buonora will attempt to set up a meeting between MACC delegation and the Maryland senators and congressman on Tuesday afternoon. Committee members will go down for daytime sessions and return home for the evening after dinner on Monday. Tickets will not be purchased for the dinner on Tuesday night. The MACC executive committee will work to develop a plan for legislative requests to the delegation.
National Governor's Association Guidance on Board Member Selection	<p>Patrick Huddie reviewed the document from the national governor's association on board member selection. He emphasized that the document would need to be re-written to focus on the local level rather than statewide.</p> <p>A plan will be developed before 2007 when the first new appointment to</p>

ITEM	OUTCOMES
	the board rather than just re-appointments. Elements to be included were discussed, including board needs, roles and responsibilities of trustees at HCC. This process will be held until after the coming legislative session.
State Ethics Commission	<p>A discussion was held with Suzanne Fox of the State Ethics Commission concerning dual service on boards.</p> <p>The meeting was adjourned at 9:55 a.m.</p>

II-E President's Report

Using English in the Community

Using English in the Community is a program offered by HCC's English Language Institute (ELI). This special service-learning class is designed for advanced students and offers a great chance to meet and converse with native English speakers as ELI students perform volunteer service in the community. Students volunteer for three to four hours per week and also attend a two-hour class weekly where they reflect on their volunteering experiences through discussion, writing, speaking, and listening activities. They record their activities in journals and on the disposable cameras they are given. At the end of the course, they create displays about their work and at an open house they talk about their volunteer efforts to other students, teachers, staff, and people from the volunteer sites. They also write letters to future students telling them what to expect when they volunteer. In the fall semester twelve students were in this class.

The following pictures show some of the volunteer activities in which these students are involved.





Volunteer sites for fall 2004, included:

Wintergrowth, Columbia—seniors

Elementary schools homework clubs, Columbia & Ellicott City—kids

Hollifield Station (special ESL club) *

Brightview Assisted Living, Catonsville--seniors*

Howard County Head Start, Columbia & Ellicott City—kids*

Howard County Tourist Office, Ellicott City--tourism*

Swansfield Elementary School (1st grade math program), Columbia—kids*

HCC Children's Learning Center--kids*

International Center for Artistic Development, Laurel—the arts

Howard County Office on Aging, Columbia & Ellicott City—seniors

Howard County Office on Aging, Florence Bain Senior Center, Columbia—seniors

Senior peer group support coming in Spring 2005

*New this term!

Insights into the work of Planning, Research, and Organizational Development

All grant proposals require assessment plans. The PROD office supports staff and faculty in constructing those plans and assembling baseline data. If the grant is funded, PROD personnel may also be part of the team required to assess the progress on the project. Additionally, the office is proactive in matching funding opportunities to process improvement efforts whenever possible. Each project can involve a few hours or months of work – participating in team meetings,

understanding the grant solicitation requirements, conducting a needs assessment, working with the partners' research offices, facilitating the refinement of project ideas so that measurement is possible, assembling existing data, finding new data, helping to define and establish costs for the subsequent quantitative and/or qualitative work that may be performed if the grant is awarded. Current examples include, assisting social science faculty in preparing an assessment grant for the Association for Institutional Research competition; meeting with teams (HCPSS, APL, JHU-Homewood, EDA, Business Partners) to explore additional National Science Foundation grant proposals in the Partnerships for Innovation and Nanoscale Science and Engineering Education program areas.

News from Legislative Relations and Business Development

- Arranged media event at Laurel College Center to thank Congressman Hoyer for earmarked funds he secured for the Center.
- Met with other government relations staff at MACC offices to discuss strategy for upcoming legislative session.
- Worked on details to set up Washington meeting with Federal delegation and Maryland community colleges.
- Met with other community colleges to discuss details of implementation of state homeland security grant.
- Working on details of next business leaders breakfast series meeting to be held March 3.

News from the President's Office

Some minor restructuring has taken place in the president's office to more effectively reflect working relationships in the reporting structure. Farida Guzdar, executive assistant to the president, is now reporting directly to the president and Jodi Allaire, executive information specialist, is reporting to Erin Marek, executive associate to the president. These changes will not impact the office's functioning or work with the board.

Distribution of HCC's Schedule of Classes

A perennial issue among community colleges is the distribution of the schedules of classes publications. In light of our mission and commitment to open access, colleges feel that it is important for all citizens to be equally informed about educational opportunities. To achieve this, colleges for many years have distributed their schedules, both credit and noncredit, to every household in their service area.

As most colleges, HCC mails its schedules. In the early 1990s, HCC had explored the possibility of inserting schedules in local newspapers and found that option to be more costly than mailing in order to reach the same number of residents.

Distribution is a frequent topic of discussion among community colleges and the question boils down to whether this approach is the most cost effective means of informing residents. Different colleges address the issue at different times, and we communicate and learn from each other.

At the moment, the consensus is that countywide distribution of schedules is the best and most cost-effective approach. If we did not mail the schedule, other efforts would be needed to publicize the availability of classes. These efforts could include printing and mailing a postcard or brochure, or placing ads in newspapers and electronic media. In this approach, colleges would need to individually mail schedules of classes upon request, which would incur costs for postage and staff time.

To date, colleges have found that, because of economies of scale, printing larger quantities of the schedule and mailing them is the most cost effective approach. The most recent analysis reaching that conclusion was done by the College of Southern Maryland (CSM) last year. CSM also explored how the availability of information via the Web could reduce the need for a publication and found that the vast majority of students prefer to have a printed schedule in hand, even if they ultimately register online.

In fall 2004, 27 percent of HCC students used the Web to register, so nearly three-quarters still use other means. In the course of a year, HCC mails seven issues of its credit and noncredit schedules for a total distribution of about 675,000. This generates an annual enrollment of about 25,000 students, a 4 percent return on our mailings, which is considered good for direct mail marketing.

This issue will continue to be a point of discussion. As technology becomes more universally adopted, people are likely to change the way they obtain information. HCC will remain receptive to the most cost effective means of alerting Howard County residents to educational opportunities.

Background Checking Procedures

Under current college procedures, effective 2001, background checks are required for all new employees who

- have access to keys (or access cards) to multiple areas of the college
- handle money
- work with children or have access to children.

This includes but is not limited to individuals who work in the following areas:

- finance
- the bookstore
- building maintenance
- children's learning center
- theatre box office
- custodians
- information technology

All employees of our external security contractor are also required to have background checks.

All individuals who work for the college must also complete an application for employment that asks the following question:

Are you the subject of pending criminal charges or have you pled guilty or been found guilty of a crime other than a minor traffic violation? (Note Drunk driving, reckless driving and hit-and-run driving are not minor traffic violations)

If an employee falsely answers the above question, this is grounds for immediate termination. In addition, we are adding language to our procedures to require that current employees report any future criminal charges that they may receive.

Based on current procedures the human resource office processes approximately 20 people a month for background checks. These checks cost \$12.00 each and can cost more if the initial check uncovers additional information that needs to be investigated.

When the background checks were instituted in 2001, no additional personnel were added to the human resources office and they are currently absorbing this additional work and as part of their normal operations.

The question has been raised if consideration should be given to checking all employees both new and current. This would mean conducting approximately 2,000 checks at a cost of \$24,000 for the initial start up. In addition, human resources would need to add an additional person at a cost of approximately \$15.00 an hour to absorb the additional workload for a total estimated cost of \$62,000.

After reviewing our background checking procedures, we are satisfied that our existing procedures cover the high-risk areas of the college. The additional cost and man-power needed to dramatically expand the current procedures probably will not uncover any additional information that a thorough reference check would not expose. Human resources will work to be sure that our reference checking procedures are followed in all employee searches.

The human resource office is adding language to strengthen our current reference checking procedures and the president or vice president over each department will need to approve any deviations from these revised procedures.

Enrollment for the Winter and Spring Semesters

Final data for the winter 2005 semester as compared to winter 2004 indicates that the student headcount and full-time equivalent enrollment (FTE) are higher this year. In winter 2005, the college enrolled 1,062 students compared to 969 students in winter 2004, representing a 10 percent increase in enrollment. The FTE for winter 2005 was 107.9 compared to 99.3 for winter 2004, representing a 9 percent increase in enrollment.

Preliminary enrollment data for the spring 2005 semester also shows an upward trend. As of January 9, 2005, with twenty days remaining for students to register, both the headcount and FTE are higher. Headcount is up by 9 percent and FTE is up by 10 percent when compared to the same time period last year.

As of January 13, 2005, credit enrollments at the Laurel College Center for the spring 2005 semester totaled 642, with 207 for Howard Community College (HCC) and 435 for Prince George's Community College (PGCC). This represents an overall increase in enrollments of 46 percent. HCC's enrollment growth at the Laurel College Center is quite significant at 78.4 percent compared to the same time last year.

2004 Greater Baltimore Theatre Awards

The Greater Baltimore Theatre award nominations have been announced. Two of Rep Stage's productions, Arcadia and The Seagull, both of which were directed by Kasi Campbell, received nominations.

Outstanding Play - Arcadia

Outstanding Director - Kasi Campbell - The Seagull

Outstanding Actress - Deborah Hazlett - Arcadia and Helen Hedman - The Seagull

Outstanding Actor - Karl Miller - Arcadia and Bruce Nelson - Arcadia

Outstanding Design - Tony Cisek, Kathleen Geldard & Dan Covey - The Seagull

Lower Division Certificate in Exercise Science – Personal Training

The Maryland Higher Education Commission has administratively approved HCC's application for a lower division certificate program in exercise science – personal training to complement the college's current associate of arts degree.

Capital Projects Update

Arts and Humanities Instructional Building

The construction phase of the arts and humanities building is progressing as expected. Riparius has proceeded cautiously with the concrete foundations for steel columns. Dimensions for the building's complex geometry had to be coordinated on the structural steel shop drawings, architectural drawings, structural drawings, and survey plots. The contractor has recently resolved the remaining steel column geometry issues.

In addition, the concrete basement walls were completed and the underslab utilities in the basement began last month. Demolition at the Smith Theatre entrance for the arts and humanities building foundation took place over winter break. The steel erection has now been scheduled to start in early February. Although this is almost a month later than previously planned, it will not impact the scheduled completion date of June 18, 2005.

There have been no significant changes in project cost. Following the completion of the concrete foundations and start of structural steel, the college will consider the first add alternate for this project. Progress meetings continue to occur every two weeks with college staff, the contractor, the architect, and other necessary parties. The college maintains a close working relationship with all firms and agencies to resolve issues and address concerns.

Electric Service Cable Replacement / High Voltage Upgrade

The electric service cable replacement project is now 95 percent complete. The remaining component of the project is the labeling and punchlist items. The contractor is expected to be completed by the end of January 2005.

Athletic Fields Renovations

Burton F. Clark Companies has completed their portion of the contract; however, there are a few items still being addressed, which include the drainage around the fields where several areas have eroded. Clark's subcontractor completed the binder on the track and is ready to apply the finish layer. In order to complete the glazing process, the surface temperature must be above 50 degrees. Depending on weather conditions, this application may be delayed until early spring.

At this point, phase three is near completion and the college anticipates starting the bidding process for phase four next month. Phase four consists of renovating the baseball and softball fields plus installation of a nature trail and field building. The college community is thrilled with the modifications to date.

Student Services Building

The design phase of this project is well underway. Comments from the design development documents submitted to the state on October 25, 2004, were recently received from the Maryland Department of General Services (DGS). The architects are in the process of implementing the state's review comments into the next phase, which are the 50 percent construction documents. Design continues to progress on schedule and college staff works closely with the architects, construction manager, and individual departments to resolve issues and address concerns.

Exterior Lighting Replacement

The lighting packages have been reviewed and approved by the college and returned to Pipes and Wires. Work has begun and is currently being installed above grade at the future footprint of the student services building and at the athletic and fitness center. The project will be slow to start due to the limited amount of parking for faculty and students, which restricts the contractor's working area. Currently, the contractor is on-site over the weekend to minimize the impact on the college.

While on-site over winter break, the contractor hit the underground phone cable causing a phone outage at the Hickory Ridge Building. College staff and Pipes and Wires worked diligently to restore phone lines as quickly as possible. The cable repair will be assessed in the immediate future for durability at which time it will be

determined if replacement is necessary. In addition, the college is working with the contractor to recover expenses incurred during the restoration process of this incident. College staff meets with Pipes and Wires regularly and expects this project to be completed late spring 2005.

Fire Alarm Upgrades

Currently, the project is 60 percent complete. The Siemens subcontractor expects completion and testing of the ST building system by mid-January. Following the testing, work will continue in the administration building. Plant operations continues to work closely with Siemens and their subcontractor as the project progresses.

Capital Projects Review Meeting with State Agencies

College staff recently met with representatives from the Maryland Department of Budget and Management (DBM), Maryland Department of General Services (DGS), and Maryland Higher Education Commission (MHEC). The agenda included project tracking procedures for the arts and humanities building as well as facilities program review with project justification for the proposed Clark Library Building renovations.

As part of the deliberations and updates given on current capital projects, a discussion regarding state participation in the construction of the parking deck took place. The college has been diligently working to find solutions to the cramped parking conditions on campus, a problem that has only escalated due to the ever increasing demand for classes. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, it was determined that the construction of a parking deck is more feasible than additional surface parking lots.

Therefore, the college requested that the state share of \$663,000, that was originally approved for a surface parking lot, be applied to the construction of a parking deck. A 300 space parking garage with the potential to expand to 500 spaces is proposed to be constructed adjacent to the Clark Library Building at a cost estimate of \$4.4 million. If acceptable, the college would apply the state share of \$663,000 and the local share would cover the difference. Fees will need to be assessed to cover the difference after the county match.

DBM informed the college that its request to apply the state funds towards the construction of a parking deck was reviewed and has moved "up the ladder" and is currently being evaluated at the top executive level. Without adequate facilities and parking, the college cannot meet its mission. The college anxiously awaits the state consideration and looks forward to receiving its response.

II-F Board Member Comments

II-G Consent Items

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 25, 2004, through January 5, 2005.

Recommendation

It is requested that the board of trustees approve:

Item: List of new hires.

Source of funds: The position and/or the funds are in the FY04 budget as approved by the board at its April 21, 2004, 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 2005

BUDGETED HIRES (Position Control Positions)¹

November 2004

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
General Manager	Belmont*	New Position	18	\$70,758 - \$113,214	\$124,700	Johnson, Anne	11/20/04
Sales and Event Coordinator	Belmont*	New Position	9	\$33,092 - \$52,947	\$ 30,000**	Newhouse, Julie	11/20/04
Guest Services and Catering Manager	Belmont*	New Position	11	\$39,181 - \$ 62,689	\$ 41,100**	Rhule, Wendy	11/20/04
Executive Chef	Belmont*	New Position	13	\$46,389 - \$74,222	\$ 53,000	Jennings, James	11/20/04
Maintenance Manager	Belmont*	New Position	10	\$36,008 - \$57,612	\$ 44,500	Popp, Michael	11/20/04
Sales Manager (20 hrs.)	Belmont*	New Position	10	\$36,008 - \$57,612	\$ 18,792**	D'Amato, Maria	11/20/04
Dining Room Manager (20 hrs.)	Belmont*	New Position	7	\$27,950 - \$44,720	\$ 14,616	Glaeser, John	11/20/04
Waiter (20 hrs.)	Belmont*	New Position	3	\$19,938 - \$31,901	\$ 9,396	Tyler, Ken	11/20/04
Waiter (20 hrs.)	Belmont*	New Position	3	\$19,938 - \$31,901	\$ 10,962	Richardson, Anita	11/20/04
Housekeeper (20 hrs.)	Belmont*	New Position	3	\$19,938 - \$31,901	\$ 10,962	Woolfrey, Thelma	11/20/04

*Paid from Belmont Operating Funds

**Commission Plan Position (base salary plus commission)

December 2004

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Instructor, English as a Second Language	English	Existing Position Replacement	Instructor	\$35,121-\$50,926	\$38,585	Dwyer, Linda	12/25/04
Computer/Network Support Technician	Student Computer Support	Existing Position replacement	8	\$33,309-\$53,294	\$33,309	Khalid, Haroon	12/01/04

January 2005

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Maintenance Assistant	Belmont	New Position	6	\$27,395-\$43,848	\$27,395	Bauman, Luke	1/01/05
Electrician	Plant Operations	Existing Position replacement	10	\$36,008-\$57,612	\$43,994	Moody, William	1/03/05
Programmer	Administrative Info Systems	Existing Position replacement	10	\$39,437-\$63,100	\$43,000	Smith, Tabitha	1/03/05
Office Associate III	Social Science/Health Div	Existing Position replacement	5	\$23,607-\$37,771	\$23,607	Rojas, Linda	1/03/05
Computer/Network Support Technician	User and Network Services	Existing Position replacement	8	\$33,309-\$53,294	\$36,644	Eldridge, Bobby	1/03/05
Programmer/Analyst	Administrative Info Systems	Existing Position replacement	11	\$42,912-\$68,659	\$50,000	Lane, Eric	1/10/05
Interim Assistant Professor, Hospitality Mgt.	Business and Computers	Existing Position replacement	Asst Prof	\$39,631-\$58,899	\$25,253	Brizek, Michael	1/18/05

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.

Howard Community College
PROPOSED NEW HIRES

For January 2005

January 2005 (Cont.)

Title	Department	Position Control Status	Grade	Range for Grade³	Compensation²	Name	Effective Date
Admissions & Advising Info Specialist	Admissions & Advising	Existing Position replacement	8	\$30,412-\$48,660	\$31,183	Wiley, Jon	1/03/05
Painter	Plant Operations	Existing Position replacement	6	\$27,395-\$43,848	\$27,395	Degen, John	1/10/05
Interim Instructor, Business/Coaching	Business and Computers	Existing Position replacement	Instructor	\$35,121-\$50,926	\$20,560	Noble, Elizabeth	1/18/05
Interim Instructor, History	Social Science	Existing Position replacement	Instructor	\$35,121-\$50,926	\$18,310	Clavin, Matthew	1/18/05

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.

H-1 Issue Bin

Background

In an effort to organize meetings and better utilize board members' time, an issue bin and action plan have been implemented. Topics brought up at board meetings or work sessions that may require action or discussion at a later date have been collected and recorded on this list and will be reviewed at each board meeting.

Date Originated	Issues	Board Contact	Completed By	Expected Outcome
2/12/04	Potential Partnership with Greenebaum and Rose Associates at Maple Lawn	Roger Caplan Roberta Dillow	Ongoing	A proposal developed for spring 2005.
6/11/04	Board Orientation	Louis Hutt	TBD	Expand board orientation.
8/6/04	Governance - Bylaws and Board Policy	Louis Hutt	Ongoing	Review of both documents with revisions made if necessary.
8/6/04	Entrepreneurial Center	Louis Hutt	Ongoing	Updates on progress.
8/6/04	IT Advisory Board	Mary Beth Tung	Ongoing	Updates on progress.
8/6/04	Capital Campaign	Roberta Dillow	Ongoing	Updates on progress.
8/6/04	Foundation	Katherine Rensin	Ongoing	Updates on progress.
8/6/04	Capital Projects -Parking -Student Housing -Other projects as they arise	James Truby	Ongoing	Updates on progress. Trustee Truby will participate in master plan update reviews.
8/6/04	Meeting Frequency	Patrick Huddle	TBD	Determine necessary frequency of board meetings.
8/17/04	Trustees' Award for Outstanding Service to HCC	Roberta Dillow Katherine Rensin	(on hold)	Subcommittee to determine 2004 award recipient.
8/17/04	Funding of Entrepreneurial Project – US Dept. of Labor	Katherine Rensin	Ongoing	8/16 called to say project is still being considered. November 2004 – asked for additional information which was compiled and submitted by Continuing Education.

Recommendation:

This item is for discussion and information and does not require board approval.

H-2 Board Calendar

DATE	EVENT	TENTATIVE AGENDA ITEMS	Trustees to Attend
January 27, 2005 Thursday 8:30 am	New Employee Recognition Breakfast <i>Burrill Galleria</i>	<ul style="list-style-type: none"> • Trustees Invited • New employees recognized 	
January 27, 2005 Thursday 9:30 am	Winter Convocation <i>Smith Theatre</i>	<ul style="list-style-type: none"> • Trustees Invited • Welcome from Board Chair (10 am) 	Dillow Hutt Rensin
January 28, 2005 Friday 6-9 pm	Bravo Business <i>Savage Mill</i>	<ul style="list-style-type: none"> • <u>Please RSVP by January 14</u> 	
February 3, 2005 Thursday 8:30-10 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> • Progress of Annapolis Session Advocacy Day • Student Advocacy Day • County Budget Process • Legislative Summit 	Committee Members
February 4, 2005 Friday 11:30am-2pm	Women Legislators of Maryland Reception <i>St. John's College, Annapolis</i>	<ul style="list-style-type: none"> • Trustees Invited 	
February 8, 2005 Tuesday 9 am – 1:30 pm	Community College Student Advocacy Day <i>Annapolis, MD</i>	<ul style="list-style-type: none"> • FYI for Trustees 	
February 14-16, 2005 Monday – Wednesday	ACCT Legislative Summit <i>J.W. Marriott Hotel Washington, DC</i>	<ul style="list-style-type: none"> • Meetings Arranged with Board Members and Maryland Delegation in DC 	Rensin
February 23, 2005 Wednesday 6 pm	Work Session ----- Regular Meeting <i>ILB 100</i>	<ul style="list-style-type: none"> • Introduction of New Employees • Informational Tour: Science Department • HCCEF Annual Report • Honorary Degree Recipients • Report on Board End: Faculty and Staff Focus 	All

DATE	EVENT	TENTATIVE AGENDA ITEMS	Trustees to Attend
		<ul style="list-style-type: none"> Human Resources Snapshot 	
February 24, 2005 Thursday 5 – 7 p.m.	Howard County Chamber's Joint Mixer with the Baltimore Washington Chamber of Commerce <i>Hilton Columbia</i>	<ul style="list-style-type: none"> <u>Please RSVP by February 10</u> 	
March 7, 2005 Monday 5 – 8:30 pm	Hunan Manor Fundraiser	<ul style="list-style-type: none"> Trustees Invited Board Chair Remarks Fundraiser for the college 	Rensin (2)
March 9, 2005 Wednesday 11:30 a.m.	Howard County Chamber Membership Luncheon <i>Sheraton Columbia</i>	<ul style="list-style-type: none"> <u>Please RSVP by February 23</u> 	
March 10, 2005 Thursday 12 noon	Audit and Finance Committee <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> Auditor Contract Semi-Annual Cumulative Purchases Greater Than \$25,000 Report Semi-Annual Non-Purchasing Agreement Disclosure Quarterly Sole Source Report (October 1, 2004 – December 31, 2004) Semi-Annual Compensation and Earnings Report, including Temp (July 1, 2004 – December 31, 2004) 	Committee Members
March 15, 2005 Tuesday 12:30 pm & 6 pm	Dean's Reception <i>Smith Theatre / Burrill Galleria</i>	<ul style="list-style-type: none"> Trustees Invited Recognition for Dean's List and Distinguished Students 	
March 16, 2005 Wednesday 3 – 4 pm	Wellness Center Grand Opening <i>SA101</i>	<ul style="list-style-type: none"> Trustees Invited Board Chair Remarks 	
March 23, 2005 Wednesday 6 pm	Work Session Regular Meeting <i>ILB 100</i>	<ul style="list-style-type: none"> Introduction of New Employees Service Learning <hr/> <ul style="list-style-type: none"> Auditor Contract Report on Board End: Educational and Support Process Management 	All
March 26 – April 1, 2005 Saturday - Friday	HCC Spring Break		

DATE	EVENT	TENTATIVE AGENDA ITEMS	Trustees to Attend
April 16, 2005 Saturday 6 p.m.	Hope Gala <i>TBD</i>	<ul style="list-style-type: none"> • <u>Please RSVP by April 1</u> • Honoring Tina Broccolino 	
April 21, 2005 Thursday 8:30 – 10 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> • Annapolis Session Wrap Up 	Committee Members
April 23, 2005 Saturday 6 – 10 p.m.	Celebration of the Arts in Howard County <i>Jim Rouse Theatre</i>	<ul style="list-style-type: none"> • <u>Please RSVP by April 8</u> 	
April 27, 2005 Wednesday 6 pm	Work Session Regular Meeting <i>ILB 100</i>	<ul style="list-style-type: none"> • Introduction of New Employees • Informational Tour: Math Department • FY06 Operating Budget Approval (if necessary) • FY06 Faculty Promotions • Candidates for Commencement • Report on Board End: Leadership 	All
May 5, 2005 Thursday 6 pm	Cinco de Mayo Fiesta Dinner <i>Dr. Duncan's Residence</i>	<ul style="list-style-type: none"> • Trustees Invited (opportunity for trustees to thank all of our community supporters) • Educational Foundation Board Invited • Campaign Council Board Invited • Grand Prix Board Invited • Information Technology Advisory Board Invited • Commission on the Future Commissioners Invited 	Rensin (2)
May 6, 2005 Friday 6:30 - 9 pm	Student Awards Banquet <i>Sheraton Columbia</i>	<ul style="list-style-type: none"> • Welcome from Board Chairman • Trustees invited and participate in presenting awards 	
May 11, 2005 Wednesday 12 noon	Audit and Finance Committee <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> • Quarterly Sole Source Report (January 1, 2005 – March 30, 2005) • Meeting with Auditors (FY05 Report) • Probable Bids for Summer 	Committee Members
May 12, 2005 Thursday 5:30 – 8:30 p.m.	Columbia Foundation Spring Party	<ul style="list-style-type: none"> • <u>Please RSVP by April 28</u> 	

DATE	EVENT	TENTATIVE AGENDA ITEMS	Trustees to Attend
	<i>Spear Center, General Growth Properties, Inc.</i>		
May 18, 2005 Wednesday 11:30 a.m.	Membership Luncheon <i>The Great Room at Historic Savage Mill</i>	<ul style="list-style-type: none"> • <u>Please RSVP by May 4</u> 	
May 20, 2005 Friday 12 noon	Nursing Recognition Ceremony <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited 	Rensin
May 20, 2005 Friday 2:30 pm	Reception for Platform Party <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited 	All
May 20, 2005 Friday 4 pm	Commencement <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited • Board Members Confer Degrees 	All
May 25, 2005 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> • Introduction of New Employees • Informational Tour: Project Access 	All
	Regular Meeting	<ul style="list-style-type: none"> • FY07 Vision, Mission, Values and Beliefs and Strategic Initiatives and Goals • Election of FY06 Board Officers • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting 	
	Closed Session <i>ILB 100</i>	<ul style="list-style-type: none"> • Review President's Contract 	
May 26, 2005 Thursday 12 noon	Annual Retiree and New Employee Recognition Lunch <i>TBD</i>	<ul style="list-style-type: none"> • Trustees Invited • Reception to Honor College Faculty and Staff who Retired During FY05 	
May 26, 2005 Thursday 1:30 pm	Convocation <i>TBD</i>	<ul style="list-style-type: none"> • Trustees Invited • Welcome from Board Chair (1:30 pm) • Recognition event for retired employees, degree recipients. New employees recognized at lunch. 	
May 26, 2005	Employee	<ul style="list-style-type: none"> • Trustees Invited 	

DATE	EVENT	TENTATIVE AGENDA ITEMS	Trustees to Attend
Thursday 3:30 pm	Appreciation Activity <i>TBD</i>	<ul style="list-style-type: none"> Annual activity to thank employees for core & strategic work efforts and volunteerism 	
June 10, 2005 Friday	Board Retreat	<ul style="list-style-type: none"> Location & Agenda – TBD 	All
July 27, 2005 Wednesday 7 pm	Nursing Summer Recognition <i>Smith Theatre</i>	<ul style="list-style-type: none"> Trustees Invited 	
September 8-10, 2005 Thursday - Saturday	ACCT Annual Congress <i>Seattle, WA</i>	<ul style="list-style-type: none"> Trustees invited to attend Annual Association of Community College Trustees conference 	
September 23, 2005 Friday 6 pm	Donor Appreciation Dinner <i>Stewart Greenebaum's home</i>	<ul style="list-style-type: none"> Major donors will be invited (\$5,000 and above); Board members invited to attend; Donor list provided Remarks by Board Chairman Trustees & spouses/guests invited 	
September 24, 2005 Saturday 10 am – 4 pm	Columbia Classic Grand Prix <i>HCC Grounds</i>	<ul style="list-style-type: none"> Trustees and Spouses/Guests Invited Major Community and Fundraising Event 	Rensin (2)
October 11, 2005 Thursday 12:30-1:30 pm	Student/Donor Luncheon <i>ILB 100</i>	<ul style="list-style-type: none"> Trustees Invited 	

Notes:

All work sessions and regular meetings will be held in the Instructional Laboratory Building (ILB-100) at 6 p.m. unless otherwise noted. All Audit & Finance Committee and Legislative Committee meetings will be held in the Schoenbrodt Boardroom (A225). Additional Audit and Finance and Legislative Committee meetings may be necessary during the course of the year.

In addition to the tentative agenda items noted above, the following routine agenda items will be addressed at each work session/regular meeting of the Board of Trustees: introduction of new employees (work session); agenda; minutes; new hires; non-purchasing agreements signed by the board chair; monthly financial statement and monthly personal summary.

Special work sessions will be scheduled as necessary should the occasion arise.

■ Shaded areas represent board meetings and other activities that trustees are highly encouraged to attend.

H-3 Fiscal Year 2006 Integrated Operational and Strategic Plan and Budget

Background: The FY06 Integrated Operational Strategic Plan and Budget was presented to the board on January 12, 2005. If the board has any additional questions or changes to the proposed budget, these can be discussed at the January 26, 2005, meeting as well. It is anticipated that the board will approve the proposed budget for submission to the County Executive in early February.

In mid-April, the County Executive will submit his proposed recommendations to the County Council and if he makes any reductions to HCC's request for county funding, the college will need to adjust the budget by the April board meeting. The revised request will then be sent forward to the County Council. The County Council may decrease the budget, but they cannot increase what the County Executive proposes.

As of January 12, 2005, the college has not received the governor's recommended request for state-funding. The proposed budget that is attached includes a flat-funding projection with a slight increase of \$100,000 over the flat-funding formula. When the governor proposes his budget in mid-January, this amount may change. If this occurs, the change to the budget will be made by increasing or decreasing the request to the county, accordingly.

Due to state and county budget cuts in prior years, positions have been frozen and new positions have not been added to the budget, even though the college has continued to grow. Currently, HCC has a 40/60 full-time/part-time ratio in the faculty area. To "catch-up" to a 50/50 full-time/part-time ratio, 20 positions would need to be hired; however, this budget only requests six faculty. Each year as HCC grows this goal becomes more elusive. The budget reflects a catch-up in positions for this growth in other areas as well.

In addition, the Hendrick's study was done this year and noted that many of HCC's staff salaries have fallen behind competitive levels as merit increases have not kept pace with the regional growth in salaries. The Salary and Fringe Committee requested a 10 percent increase. The board generously agreed to include an 8 percent merit increase in the budget. Increased costs in utilities, health insurance benefits, and maintenance contracts have also added to the college's budget.

This budget leaves little room for developing new programs or funding for strategic initiatives. For now, these new ideas will have to be absorbed with current dollars or postponed.

No new budget is being distributed with this item as no changes have occurred since the January 12, 2005, meeting.

Purpose: To approve the FY06 proposed budget.

Timeline: July 1, 2005 – June 30, 2006

Recommendation

It is requested that the board of trustees approve the proposed FY06 budget.

Source of funds: Unrestricted budget and restricted budget

Compliance: This request is in compliance with board policy – Budgeting/Forecasting.

I-1 Agreements Signed by the Board Chair Disclosure

Background: The agreements included in this disclosure are representative of the following categories:

1. Non-purchasing - As resolved by the board of trustees at its December 16, 1998, meeting, the administration discloses any non-purchasing agreements that have been signed by the board chair to the full board on a monthly basis. All other non-purchasing agreements will be disclosed to the board on a semi-annual basis.

2. Pass-Through Contracts - At its September 19, 2001, meeting, the board of trustees approved a revision to the college's administrative purchasing procedure that would permit approval of "pass-through" contracts greater than \$25,000 by the board chair. "Pass-through" contract approvals made by the board chairman are disclosed to the full board on a monthly basis at its public meetings.

Purpose: This disclosure lists those purchasing and non-purchasing agreements that have been signed by the board chair.

Timeline: November 5, 2004 – January 13, 2005.

Disclosure

Agreement Name	Agreement Type	Owner	Sent to Attorney	BOT Signature
Baltimore Gas and Electric	Non-Purchasing	Sandy DeLaney	No	12/2/05 by Louis Hutt

H-2 Financial Statements for November 2004

Background: The following documents contain monthly financial statements. New notes within these statements are highlighted in red print for ease of identification and trustee review.

Purpose: Disclosure to the board of trustees.

Timeline: October - November 2004

Recommendation

This item is for information only and requires no board action. Lynn Coleman, vice president of administration and finance, will briefly review this information with the board.

HOWARD COMMUNITY COLLEGE
CURRENT INCOME & EXPENSE SUMMARY - FUND 10

	YTD Expended & Encumbered** 11/30/2004	YTD Budget 11/30/2004	YTD Budget Variance 11/30/2004	11/30/2004 Percent Variance From Budget		Total Budget FY2005	
OPERATING BUDGET REVENUE							
TUITION							
Summer II & III	\$415,488	\$410,000	\$5,488	1	1.34%	1	\$410,000
Fall	5,971,802	5,552,100	419,702	2	7.56%	2	5,552,100
Intersession	246,526	215,778	30,748	3	14.25%	3	254,300
Spring	2,627,855	2,224,285	403,571	3	18.14%	3	5,057,500
Summer I & Extended	492	0	492	4	na		586,300
Fees	1,367,290	1,564,944	(197,654)		-12.63%	5	2,091,700
TOTAL TUITION AND FEES	\$10,629,453	\$9,967,106	\$662,347		6.65%		\$13,951,900
GOVERNMENTAL AND OTHER							
Howard County	\$6,627,469	6,627,469	\$0		0.00%	6	\$15,905,918
State of Maryland	2,836,795	2,836,795	(0)		0.00%	7	6,808,304
Other Income	110,795	101,938	8,858		8.69%	8	244,651
Unrestricted appropriations	0	0	0		0.00%	9	114,337
Continuing Education Support	0	0	0		0.00%	9	326,716
TOTAL GOV'T AND OTHER	\$9,575,059	\$9,566,203	\$8,858		0.09%		\$23,399,926
TOTAL OPERATING REVENUE	\$20,204,512	\$19,533,309	\$671,204		3.44%		\$37,351,826
OPERATING BUDGET EXPENSES							
Instruction	\$12,001,293	\$12,012,167	10,874		0.09%		\$17,260,466
Public Service	48,205	50,687	2,482		4.90%		79,394
Academic Support	2,380,856	2,400,329	19,473		0.81%		2,961,857
Student Services	2,830,813	2,833,470	2,657		0.09%		4,005,531
Institutional Support	5,207,494	5,434,965	227,471	10	4.19%	10	7,546,894
Plant	3,023,070	3,093,564	70,494	11	2.28%	11	4,494,084
Scholarship/Waivers	633,076	573,179	(59,897)	12	-10.45%	12	1,003,600
TOTAL OPERATING EXPENSES	\$26,124,807	\$26,398,360	\$273,553		1.04%		\$37,351,826

n/c = not comparable

**Please note that encumbrances include unpaid contracted salaries for the entire year and unpaid purchase orders.

01/14/2005

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

Please note that all the information that follows is new information. For ease of reading we have placed this information in black ink rather than red. Next month we will revert back to placing new items in red.

November 2004

Tuition and Fees

- 1) Summer II & III tuition revenue is ahead of budget by **1.34%, or \$5,488**. Overall, a 4% FTE enrollment increase was budgeted, but FTE enrollment and headcount both increased by 9%. Credit enrollment growth in the continuing education division (see continuing education statements) is higher than in fund 10, causing revenues to be only slightly over budget. In-county tuition increased from \$90 per credit hour to \$100 per credit hour, or 11%. Out-of-county and out-of-state tuition increased by \$5 each to \$183 and \$228, respectively. \$1 of this tuition increase or 1% goes directly to the plant fund to pay for a portion of the new arts and humanities building. The total contribution to the plant fund for the building is now \$3 per credit hour. Last year \$2 per credit hour was allocated to this fund.
- 2) Fall revenues are currently ahead of budget by **7.56%, or \$419,702**. A 4% FTE enrollment increase was budgeted, however, FTE enrollment growth was at 6.5% and headcount was up by 5.6% over last fall. Growing enrollments in manpower shortage programs such as Nursing are causing out-of-county revenues to grow faster than anticipated. In-county tuition increased from \$90 per credit hour to \$100 per credit hour, or 11. \$1 of this tuition increase goes directly to the plant fund to pay for a portion of the new arts and humanities building. The total contribution to the plant fund for the building is now \$3 per credit hour. Last year \$2 per credit hour was allocated to this fund.
- 3) These figures represent pre-registrations for intersession and spring. **Intersession occurs in January 2005 and spring starts on January 29, 2005.**
- 4) These figures represent adjustments for prior year semesters made this year.
- 5) Fee revenues are under budget by **12.63%, or \$197,654**. The fee budget is developed to allow for unanticipated revenue growth. Actual fall tuition revenues in excess of budget will support this shortfall in fees. If overall enrollments declined causing an overall revenue decline, expenses in the division would also decline, allowing for the associated budgets to be reduced, covering the deficit.
- A breakdown of operating account fees is as follows: Course fees **\$911,728 or 67%**; consolidated fees **\$396,622 or 29%**; other student fees **\$58,940 or 6%**.

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

Governmental Revenue and Other Revenue

- 6) Howard County's contribution to the FY2005 operating budget increased by 7% over the prior year and has no variance to the budget.
- 7) The State's appropriation to the FY2005 operating budget declined .8% from the FY2004 approved appropriation and has no variance to the budget.
- 8) Other income is **ahead of** budget by **8.69%**, or **\$8,858**. Investment income represents **\$61,292** or **55%** of other income. Interest rates are slowly rising; however, interest revenue is currently under budget by **\$1,208**. Service revenues for administration of contracts and small misc. revenue make up the other **45%** of other income.
- 9) \$114,337 of unrestricted appropriations from the continuing education fund will be taken at the end of the fiscal year along with continuing education's annual support contribution.

Expenses

- It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures.
- Salaries increased by an average of 4.2% over FY2004.
- 10) The institutional support function is currently under budget by **4.19%** or **\$227,471**. This is due to vacant positions in information technology and savings from positions that turned over this year.
- 11) The plant operations function is currently under budget by **\$70,494** or **2.28%**. Savings in staffing and benefits costs in housekeeping have created this variance. Many positions are currently staffed with hourly workers who do not receive health benefits.
- 12) The scholarship function is currently over budget by **10.45%** or **\$59,897**. After reviewing the total aid disbursed for fall, the financial aid staff has determined that total HCC scholarships have been over awarded for the fiscal year. This occurred because of a slight change in the way aid was awarded this year. It is anticipated that the overage could be approximately \$53,000 which will be covered by year end funds and budget authority from the special funds.

HCC - CONTINUING EDUCATION AND GENERAL FUND 11
CURRENT INCOME AND EXPENSE SUMMARY

	YTD Expended & Encumbered** 11/30/2004	YTD Budget 11/30/2004	YTD Budget Variance 11/30/2004	11/30/2004 Percent Variance From Budget		Total Budget FY2005
FUND 11 REVENUES						
TUITION						
Credit Fall/Summer II & III	\$138,633	\$90,400	\$48,233	53.35%	1	\$90,400
Credit Intersession	41,397	32,000	9,397	29.37%	2	32,000
Credit Spring/Summer I & Extended	34,210	16,655	17,556	105.41%	2	90,800
Non-Credit/Continuing Ed	1,153,630	953,699	199,932	20.96%	3	2,090,900
Fees	377,041	325,568	51,474	15.81%	4	640,800
TOTAL TUITION AND FEES	\$1,744,912	\$1,418,321	\$326,591	23.03%		\$2,944,900
GOVERNMENTAL AND OTHER						
State of Maryland	\$524,195	\$524,195	\$0	0.00%	5	\$1,258,072
Service Revenues	\$75,217	\$132,071	(\$56,854)	-43.05%	6	\$316,970
Other Income	\$2,450	\$13,239	(\$10,789)	-81.49%	7	31,774
Transfer to Operating Fund	0	0	0	0.00%	8	(326,716)
TOTAL GOV'T. AND OTHER	\$601,862	669,505	(\$67,642)	-10.10%		\$1,280,100
TOTAL FUND 11 REVENUES	\$2,346,774	\$2,087,826	\$258,948	12.40%		\$4,225,000
EXPENDITURES						
Instruction	\$3,125,804	\$3,159,703	\$33,899	1.07%	9	\$3,988,000
Academic Support	0	0	0	0.00%		0
Plant	0	0	0	0.00%		0
Institutional Support	0	0	0	0.00%		0
Scholarship	108,877	109,220	343	0.31%		237,000
TOTAL OPERATING EXPENSES	\$3,234,681	\$3,268,923	\$34,242	1.05%		\$4,225,000

n/c = not comparable

**Please note that encumbrances include unpaid contracted salaries for the entire year and unpaid purchase orders.

01/14/2005

FUND 11 (Continuing Education & General)
HIGHLIGHTS AND CURRENT DEVELOPMENTS

November 2004

Tuition and Fees

- 1) Credit fall/summer II & III tuition revenues are ahead of budget by **53.35%** or **\$48,233**. While total credit enrollments are up for the summer sessions by 9% and fall was up as of the end of August by 7%, this division is experiencing a higher increase in enrollment. Courses converted from telecourses to tele-web are gaining in popularity and causing this large enrollment growth. Tele-web courses use an on-line feature along with the pre-recorded lectures.
- 2) These amounts represent pre-registrations for intersession and spring. **Intersession occurs in January and the spring term begins January 29, 2005.**
- 3) Non-credit tuition revenues are ahead of budget by **20.96%** or **\$199,932**. Growing enrollment in adult basic education courses continue to exceed expectations. This is primarily in the English Language Institute offerings. **Open enrollment and allied health courses for the fall term were also ahead of budget.**
- 4) Fees are ahead of budget by **15.81%** or **\$51,474**. This is due to fees earned in excess of budget for adult basic education courses, **open enrollment and allied health courses.**

Governmental Revenue

- 5) The state contribution for continuing education decreased .8% from the FY2004 appropriation, and has no variance to budget. Funding for FY2005 is based on an FTE formula related to enrollments from FY2003, however, it was necessary to pass along the state cut received by the college to this fund in proportion to the operating fund cut.

Service and Other Income

- 6) Service revenues relate to administrative overhead charged to contracts. These revenues will increase as summer/fall contract billings occur. Currently they are **43.05%** under budget or **\$56,854**.
- 7) Other income results from miscellaneous items such as small administrative services and rentals, which are a small part of the continuing education budget. To date, other income is under budget by **81.49%** or **\$10,789**.
- 8) Continuing education's contribution to the operating fund will occur at year-end.

FUND 11 (Continuing Education & General)
HIGHLIGHTS AND CURRENT DEVELOPMENTS (con't)

Expenses

It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures.

Salaries increased by an average of 4.2% for FY2005.

9) Instructional expenses are basically on track with budget for the year, showing a small variance of 1.07%, or \$33,899 below budget.

**Howard Community College
11/2004
Cost Center Variances**

Cost Center	FY2005 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2004	Explanation of Variance Greater Than \$10,000	
Instruction							
11200	Honors	3,746	4,461	4,461	-	0%	
11300	Mathematics	999,351	1,333,621	1,333,621	-	0%	
11310	Health	147,320	221,878	221,878	-	0%	
11400	Social sciences	1,106,680	1,365,727	1,365,727	-	0%	
11410	Eng/world languages	1,686,354	1,932,709	1,952,709	20,000	1%	Funding for visiting faculty
11450	Arts & humanities	1,181,751	1,520,525	1,520,525	-	0%	
11480	Rouse scholars	78,710	71,904	84,557	12,653	18%	Funding for temporary faculty
11600	Distance learning	173,209	287,923	287,923	-	0%	
12100	Nursing	918,385	1,156,038	1,156,038	-	0%	
12120	Emergency medical technology	77,564	111,221	111,221	-	0%	
12150	Cardiovascular program	123,662	134,606	134,606	-	0%	
12200	Business & computers	892,407	1,204,202	1,218,177	13,975	1%	Transfer from program development for entrepreneurial dev.
12201	Certification programs	113,773	170,454	170,454	-	0%	
12250	Science & technology programs	1,474,640	1,811,875	1,811,875	-	0%	
12280	Cooperative education	2,284	12,848	12,848	-	0%	
13550	Instructional international program	4,963	10,000	11,365	1,365	14%	
44010	User computer services	231,006	298,292	295,635	(2,657)	-1%	
44020	Student computer services	665,912	849,087	851,744	2,657	0%	
44030	Student labs	163,048	256,468	256,468	-	0%	
46100	1st floor support	90,327	122,014	122,014	-	0%	
46200	2nd floor support	107,016	121,928	121,928	-	0%	
46300	Hickory ridge	59,303	78,203	78,203	-	0%	
46400	Evening services	13,054	14,249	14,249	-	0%	
46700	ILB support	101,615	111,024	111,024	-	0%	
48000	Outcomes assessment	83,315	139,030	139,030	-	0%	
48500	Instructional direction	45,545	243,162	230,509	(12,653)	-5%	Partially funded temporary position
48501	Learning communities	186,906	228,368	271,001	42,633	19%	Funding for temporary position
48502	Program development	33,417	100,479	85,139	(15,340)	-15%	Transfer to business for entrepreneurial program development.
51100	Webmaster	64,678	66,441	66,441	-	0%	
52102	Pool guards	21,989	59,000	59,000	-	0%	
53200	Learning assistance center	322,900	428,605	428,605	-	0%	
99970	Benefits/chargebacks	826,465	2,421,091	2,421,091	-	0%	
99980	Division support	-	240,161	177,528	(62,633)	-26%	Funded faculty positions
99990	Furniture/equipment	-	132,872	132,872	-	0%	
	Total instruction	12,001,293	17,260,466	17,260,466	-	0%	

Cost Center	FY2005 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2004	Explanation of Variance Greater Than \$10,000
Public Service						
33250	Cable studio	45,343	59,487	59,487	-	0%
99970	Benefits/chargebacks	2,862	16,847	16,847	-	0%
99990	Furniture/equipment	-	3,060	3,060	-	0%
	Total public service	48,205	79,394	79,394	-	0%
Academic Support						
33400	Cultural theater	146,127	163,117	163,117	-	0%
33500	Student alumni productions	68,316	88,876	88,876	-	0%
41001	Library services	619,361	678,052	678,052	-	0%
41002	Teaching & Learning center	107,363	110,730	110,730	-	0%
43100	Education technology	219,860	258,863	258,863	-	0%
43200	Video services	27,573	66,982	66,982	-	0%
46000	VP of academic affairs	249,545	266,984	266,984	-	0%
47000	Faculty development	34,531	108,534	108,534	-	0%
48100	Interactive classroom	19,609	25,730	25,730	-	0%
65001	Academic promotions	38,403	105,016	105,016	-	0%
99970	Benefits/chargebacks	850,168	1,049,362	1,049,362	-	0%
99990	Furniture/equipment	-	39,611	39,611	-	0%
	Total academic support	2,380,856	2,961,857	2,961,857	-	0%

Cost Center	FY2005 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2004	Explanation of Variance Greater Than \$10,000
Student Services						
46500	Advising, academic	316,921	335,803	335,803	-	0%
46600	Welcome center & telephone adv.	99,732	129,279	129,279	-	0%
51000	VP of student services	206,723	227,010	227,010	-	0%
51200	Student ambassador program	575	6,200	6,200	-	0%
52000	Student activities	600	2,595	2,595	-	0%
52100	PE facility	242,387	257,706	257,706	-	0%
53000	Career services	336,287	394,533	394,533	-	0%
53100	Test center	115,719	153,339	153,339	-	0%
53500	Retention	57,374	73,181	73,181	-	0%
53555	Career links	5,119	25,000	25,000	-	0%
54000	Financial Aid	297,049	506,469	506,469	-	0%
55000	Admissions	420,967	491,491	493,991	2,500	1%
55001	Workgroup	234,695	291,501	289,001	(2,500)	-1%
56000	Records	266,730	325,494	325,494	-	0%
65002	Student services promotions	20,759	31,392	31,392	-	0%
99970	Benefits/chargebacks	208,230	655,933	655,933	-	0%
99980	Part time coverage	1,000	18,114	18,114	-	0%
99990	Furniture/equipment	(55)	80,491	80,491	-	0%
	Total student services	2,830,813	4,005,531	4,005,531	-	0%

Cost Center	FY2005 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2004	Explanation of Variance Greater Than \$10,000
Institutional Support						
61000	President	484,586	547,372	547,372	-	0%
61100	Board of trustees	53,883	93,961	93,961	-	0%
61200	Research, planning and org. dev.	271,243	364,251	364,251	-	0%
61900	Senior administration	3,882	13,603	13,603	-	0%
62000	VP of administration & finance	252,470	258,779	262,279	3,500	1%
62100	Finance office	867,664	958,722	958,722	-	0%
63101	Human resources	429,902	459,107	461,198	2,091	0%
63102	Recruitment	33,669	51,517	51,517	-	0%
63103	Unemployment	31,900	50,000	50,000	-	0%
63150	Diversity programs	5,936	18,000	18,000	-	0%
63200	Reprographics	169,369	144,130	144,130	-	0%
63400	Security	557,571	637,778	637,778	-	0%
63500	Telecommunications	128,044	238,536	238,536	-	0%
63600	Risk Management	58,165	231,911	228,411	(3,500)	-2%
63700	General administration	163,769	503,548	503,548	-	0%
63800	Commencement/Award programs	32,550	25,085	25,085	-	0%
64000	Administrative information systems	819,899	1,135,397	1,135,397	-	0%
64001	Enterprise network	334,523	435,514	435,514	-	0%
64100	Information technology adm.	209,636	260,352	260,352	-	0%
65000	Public relations & marketing	393,378	462,188	462,188	-	0%
65050	Legislative	19,109	23,775	23,775	-	0%
65100	Development & Alumni relations	342,872	424,159	424,159	-	0%
65900	Fundraising	5,910	30,000	30,000	-	0%
99970	Benefits/chargebacks	(462,434)	179,142	177,051	(2,091)	-1%
99990	Furniture/equipment	-	67	67	-	0%
	Total institutional support	5,207,494	7,546,894	7,546,894	-	0%

Cost Center	FY2005 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2004	Explanation of Variance Greater Than \$10,000
Plant						
71000	Plant administration	9,855	77,149	77,149	-	0%
71100	General services	1,201,075	1,521,456	1,522,201	745	0%
71150	Recycling	21,580	25,000	25,000	-	0%
71500	Safety	34,321	34,952	34,707	(245)	-1%
72000	Engineering	697,499	781,864	817,664	35,800	5%
72500	Preventive maintenance	76,537	130,582	98,582	(32,000)	-25%
73000	Housekeeping	604,923	893,814	893,814	-	0%
75000	Grounds	201,571	250,204	245,904	(4,300)	-2%
76000	Renovations	34,613	174,514	174,514	-	0%
99970	Benefits/chargebacks	141,098	595,376	595,376	-	0%
99990	Furniture/equipment	-	9,173	9,173	-	0%
	Total plant	3,023,070	4,494,084	4,494,084	(0)	0%
Scholarships						
81000	Scholarships	425,875	592,100	592,100	-	0%
82000	Waivers	207,200	411,500	411,500	-	0%
	Total scholarships	633,076	1,003,600	1,003,600	-	0%
	Grand totals	26,124,807	37,351,826	37,351,826	(0)	0%

Note 1:
When the budget was originally developed, all salaries were budgeted to increase at the rate of 4.2%.
As final salaries increases may have fluctuated based on performance levels and the relation of the individual's
FY05 salary to the mid-point of the salary scale, the original budget figures were adjusted to reflect
the actual starting salaries for the cost center.

**Howard Community College
11/2004
Cost Center Variances**

Cost Center		FY2005 Actual to date (Without encumbrances)	Total Projected Expenditures	Percentage Of Budget Spent to Date	
	Instruction				
11200	Honors	3,121	4,461	70%	1
11300	Mathematics	429,725	1,333,621	32%	
11310	Health	61,694	221,878	28%	
11400	Social sciences	454,944	1,365,727	33%	
11410	Eng/world languages	747,647	1,952,709	38%	
11450	Arts & humanities	556,042	1,520,525	37%	
11480	Rouse scholars	36,160	84,557	43%	
11600	Distance learning	105,506	287,923	37%	
12100	Nursing	402,915	1,156,038	35%	
12120	Emergency medical technology	38,236	111,221	34%	
12150	Cardiovascular program	57,104	134,606	42%	
12200	Business & computers	429,870	1,218,177	35%	
12201	Certification programs	53,559	170,454	31%	
12250	Science & technology programs	644,297	1,811,875	36%	
12280	Cooperative education	2,284	12,848	18%	2
13550	Instructional international program	4,795	11,365	42%	
44010	User computer services	115,454	295,635	39%	
44020	Student computer services	343,120	851,744	40%	
44030	Student labs	90,383	256,468	35%	
46100	1st floor support	47,857	122,014	39%	
46200	2nd floor support	47,478	121,928	39%	
46300	Hickory ridge	27,621	78,203	35%	
46400	Evening services	5,518	14,249	39%	
46700	ILB support	45,021	111,024	41%	
48000	Outcomes assessment	46,165	139,030	33%	
48500	Instructional direction	37,938	230,509	16%	3
48501	Learning communities	83,105	271,001	31%	
48502	Program development	29,817	85,139	35%	
51100	Webmaster	27,026	66,441	41%	
52102	Pool guards	21,989	59,000	37%	
53200	Learning assistance	167,330	428,605	39%	
99970	Benefits/chargebacks	768,474	2,421,091	32%	
99980	Division support	-	177,528	0%	4
99990	Furniture/equipment	-	132,872	0%	5
		5,932,195	17,260,466	34%	
	Total instruction				

Cost Center		FY2005 Actual to date (Without encumbrances)	Total Projected Expenditures	Percentage Of Budget Spent to Date	
Public Service					
33250	Cable studio	20,550	59,487	35%	
99970	Benefits/chargebacks	2,862	16,847	17%	6
99990	Furniture/equipment	-	3,060	0%	5
	Total public service	23,412	79,394	29%	
Academic Support					
33400	Cultural theater	76,634	163,117	47%	
33500	Student alumni productions	37,118	88,876	42%	
41001	Library services	358,144	678,052	53%	
41002	Teaching and learning services	45,164	110,730	41%	
43100	Education technology	102,208	258,863	39%	
43200	Video services	15,701	66,982	23%	7
46000	VP of academic affairs	106,885	266,984	40%	
47000	Faculty development	19,556	108,534	18%	8
48100	Interactive classroom	7,405	25,730	29%	
65001	Academic promotions	34,403	105,016	33%	
99970	Benefits/chargebacks	301,806	1,049,362	29%	
99990	Furniture/equipment	-	39,611	0%	5
	Total academic support	1,105,024	2,961,857	37%	

Cost Center		FY2005 Actual to date (Without encumbrances)	Total Projected Expenditures	Percentage Of Budget Spent to Date	
Student Services					
46500	Advising, academic	141,120	335,803	42%	
46600	Welcome center & telephone advisin	52,842	129,279	41%	
51000	VP of student services	91,929	227,010	40%	
51200	Student ambassador program	575	6,200	9%	9
52000	Student activities	600	2,595	23%	10
52100	PE facility	107,922	257,706	42%	
53000	Career services	155,110	394,533	39%	
53100	Test center	59,421	153,339	39%	
53500	Retention	27,691	73,181	38%	
53550	Career links	5,119	25,000	20%	11
54000	Financial Aid	177,826	506,469	35%	
55000	Admissions	184,799	493,991	37%	
55001	Workgroup	130,171	289,001	45%	
56000	Records	127,905	325,494	39%	
65002	Student services promotions	20,759	31,392	66%	12
99970	Benefits/chargebacks	200,471	655,933	31%	
99980	Part time coverage	1,000	18,114	6%	13
99990	Furniture/equipment	(55)	80,491	0%	5
	Total student services	1,485,204	4,005,531	37%	

Cost Center		FY2005 Actual to date (Without encumbrances)	Total Projected Expenditures	Percentage Of Budget Spent to Date	
Institutional Support					
61000	President	241,468	547,372	44%	
61100	Board of trustees	29,366	93,961	31%	
61200	Research, planning, and org. dev.	99,968	364,251	27%	
61900	Senior administration	2,388	13,603	18%	14
62000	VP of administration & finance	109,441	262,279	42%	
62100	Finance office	377,803	958,722	39%	
63101	Human resources	183,247	461,198	40%	
63102	Recruitment	4,950	51,517	10%	15
63103	Unemployment	6,759	50,000	14%	16
63150	Diversity programs	5,936	18,000	33%	
63200	Reprographics	43,022	144,130	30%	
63400	Security	214,250	637,778	34%	
63500	Telecommunications	81,683	238,536	34%	
63600	Risk Management	41,015	228,411	18%	17
63700	General administration	152,569	503,548	30%	
63800	Commencement & Awards	1,541	25,085	6%	18
64000	Administrative information systems	458,979	1,135,397	40%	
64001	Enterprise network	148,623	435,514	34%	
64100	Information technology adm.	87,535	260,352	34%	
65000	Public relations	180,751	462,188	39%	
65050	Legislative	8,527	23,775	36%	
65100	Development & Alumni	140,738	424,159	33%	
65900	Fundraising	5,910	30,000	20%	19
99970	Benefits/chargebacks	78,824	177,051	45%	
99990	Furniture/equipment	-	67	0%	5
	Total institutional support	2,705,292	7,546,894	36%	

Cost Center		FY2005 Actual to date (Without encumbrances)	Total Projected Expenditures	Percentage Of Budget Spent to Date	
Plant					
71000	Plant administration & insurance	1,496	77,149	2%	20
71100	General services	414,145	1,522,201	27%	
71150	Recycling	6,951	25,000	28%	
71500	Safety	15,459	34,707	45%	
72000	Engineering	301,964	817,664	37%	
72500	Preventive maintenance	29,881	98,582	30%	
73000	Housekeeping	315,405	893,814	35%	
75000	Grounds	93,336	245,904	38%	
76000	Renovations	16,833	174,514	10%	21
99970	Benefits/chargebacks	141,098	595,376	24%	22
99990	Furniture/equipment	-	9,173	0%	5
	Total plant	1,336,567	4,494,084	30%	
Scholarships					
81000	Scholarships	425,875	592,100	72%	23
82000	Waivers	207,200	411,500	50%	
	Total scholarships	633,076	1,003,600	63%	
	Grand totals	13,220,770	37,351,826	35%	

Notes: Only variance greater than 55%, or less than 25% are noted at this time. Annual expenses paid early caused higher than expected variances in some cost centers. Also, in some cost centers expenses are low until the start of the fall term.

1 The honors budget will get additional funding for the spring term from the VPAA area.

2 Activities for this program occur later in the semester or at the end of the major terms.

3,4,13 These programs which support instruction and student services, will expend funds as needed during the year.

5 Furniture and equipment budgets are typically spent later in the year.

6,22 Benefits and chargebacks in this function are running under budget and may produce some savings.

7,8,17,18,20,21 These programs will expend funds later in the year.

9,10,11,14,19 These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.

12 Timing of services for printing & mailing the schedule of classes is causing this variance. Spring expenses are included.

15 With no new positions in FY05, only turnover recruitment expenses have been incurred to date.

16 Expenditures occur quarterly.

23 Spending in scholarships is higher than anticipated and currently estimated to be overspent by \$53,000 for the year. This overage will be covered with year end funds.

H-3 Personnel Summary for December 2004

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: November - December 2004

Recommendation

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

December 1, 2004 – December 31, 2004

Section I – Change in Status

DIVISION CHAIR APPOINTMENTS (4-YEAR TERM) -- see College Procedure 63.02.01

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
None							

RECLASSIFICATIONS

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation ¹	Name	Effective Date
None								

SPECIAL ASSIGNMENTS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
None							

PROMOTIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
None							

CHANGE IN TITLE ONLY

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
None							

CHANGE IN POSITION STATUS ONLY

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
None							

TRANSFERS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
None							

¹ Annual Salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensations are an hourly amount (not shown).

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

December 1, 2004 – December 31, 2004

Section I – Change in Status

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date
Office Assistant III	Social Sciences/Health Division	N/A	N/A	N/A	N/A	McDonald, Deborah	12/03/04
Contract Administrator	Finance	N/A	N/A	N/A	N/A	Huffman, Kathleen	12/10/04
Associate Professor of Nursing	Health Sciences	N/A	N/A	N/A	N/A	Smith, Deborah	12/17/04
Instructor, Hospitality Management	Business and Computers	N/A	N/A	N/A	N/A	Higgs, Winnie	12/20/04
Learning Asst Ctr Math Specialist	Acad./Stu.Supp. & Career Svcs	N/A	N/A	N/A	N/A	Carstens, Steve	12/20/04
Professor, History	Social Sciences/Education	N/A	N/A	N/A	N/A	Madaras, Larry	12/31/04

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

December 1, 2004 – December 31, 2004

Section II - Leaves

Sabbatical Leave

Name	Position	Beginning Date of Leave	Ending Date of Leave
English, M. Patricia	Professor, Cardiovascular Technology	7/1/04	12/31/04
Gan, Yifei	Professor, Art	7/1/04	12/31/04

Leave Without Pay

Name	Position	Beginning Date of Leave	Ending Date of Leave
Batra, Anjula	Assistant Professor, Mathematics	12/6/04	12/10/04

Military Leave

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			

Professional Leave

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			