



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

January 24, 2007
Kittleman Room – 6:00 pm

GROUND RULES

1. Board members practice respectful dialogue that serves the best interests of the college.
2. Each board member works to integrate servant-leadership into the board culture.
3. Each board member has the opportunity to speak uninterrupted.
4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.
5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.
6. Board chair speaks for the board to the media.
7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.
8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.

Howard Community College's *Dragon Principles*

We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other

And we pledge to...



Fire It Up!



**Board of Trustees
January 24, 2007
English, Language, and Business Building
Kittleman Room: ELB-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. Introduction of Coca-Cola Scholar Kimberly Savel**
- C. Recognition of Senator Sandra B. Schrader**
- D. "The TOPS!" Maryland Employer of Distinction Award**

Part II. **Regular Meeting** – Immediately following the work session

A. Approval of January 24, 2007, Agenda

B. Approval of:

- 1. November 29, 2006, Work Session Minutes
- 2. November 29, 2006, Regular Session Minutes
- 3. December 12, 2006, Regular Session Minutes
- 4. December 12, 2006, Closed Session Minutes
- 5. January 10, 2007, Budget Work Session Minutes
- 6. January 10, 2007, Closed Session Minutes

C. President's Report

D. Board Member Comments

E. Consent Items

- 1. Proposed New Hires
- 2. Broadcast Server Purchase
- 3. Guaranteed Maximum Price for the A Building and Smith Theatre Renovations
- 4. Athletic Fields Phase IV

F. Discussion Items

- 1. Issue Bin
- 2. Board Calendar
- 3. FY08 Integrated Operational and Strategic Plan and Budget
- 4. Science and Technology Building Renovations

G. Information Items

- 1. Student Housing and Retention
- 2. Agreements Signed by the Board Chair Disclosure
- 3. Financial Statements
- 4. Personnel Summary

H. Closed Session

I-A Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its December 12, 2006, meeting will be introduced to the trustees by Dr. Duncan and area vice presidents.

I-B Introduction of Coca-Cola Scholar: Kimberly Savel

Howard Community College (HCC) student, Kimberly Savel, has been awarded a scholarship from the Coca-Cola Scholars Foundation. Each year, the foundation awards 350 scholarships nationwide. Ms. Savel is one of seven recipients of this scholarship in the State of Maryland. This award is very prestigious and HCC is thrilled with Kimberly's accomplishments. Cheryl Reynolds of financial aid services assisted Kimberly with the application process.

Kimberly will attend the January 24, 2007, meeting of the board so that the trustees may have the opportunity to acknowledge her accomplishment in person.

I-C Recognition of Senator Sandra B. Schrader

The Honorable Sandra Schrader served as state senator for Howard County from January 2002 until January 2007. Throughout her years in office, Senator Schrader was a steadfast supporter of Howard Community College. Her efforts on behalf of the college's students are greatly appreciated by the entire HCC community.

In appreciation of her service and support, the board of trustees will recognize Senator Schrader at its January 24, 2007, meeting.

I-D “The TOPS!” Maryland Employer of Distinction Award

Howard Community College (HCC) has a human resource (HR) department that is constantly working to improve customer service to the college staff and community! In FY04, FY05 and FY06, HR was rated either the top office or among the top three offices in the college on the QUEST survey.

Members of the HR office will attend the meeting to share the TOPS Maryland Employer of Distinction Award with the board of trustees. HCC was one of five recipients awarded a TOPS Maryland Employer of Distinction Award in 2004 and 2005 and this year won the first place TOPS Maryland Employer of Distinction Award for employers with fewer than 500 full-time employees.

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. This highest honor was publicly recognized at the December 5, 2006, Maryland State Human Resource Conference and was presented by a distinguished panel including Aris Melissaratos, Secretary of Business and Economic Development.

II-A Approval of January 24, 2007, Agenda

**Board of Trustees
January 24, 2007
English, Language, and Business Building
Kittleman Room: ELB-100**

Part II. **Regular Meeting** – Immediately following the work session

A. Approval of January 24, 2007, Agenda

B. Approval of:

1. November 29, 2006, Work Session Minutes
2. November 29, 2006, Regular Session Minutes
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C. President's Report

D. Board Member Comments

E. Consent Items

1. Proposed New Hires
2. Broadcast Server Purchase
3. Guaranteed Maximum Price for the A Building and Smith Theatre Renovations
4. Athletic Fields Phase IV

F. Discussion Items

1. Issue Bin
2. Board Calendar
3. FY08 Integrated Operational and Strategic Plan and Budget
4. Science and Technology Building Renovations

G. Information Items

1. Student Housing and Retention
2. Agreements Signed by the Board Chair Disclosure
3. Financial Statements
4. Personnel Summary

H. Closed Session

II-B Approval of Minutes

- November 29, 2006, Work Session Minutes
- November 29, 2006, Regular Session Minutes
- December 12, 2006, Work Session Minutes
- December 12, 2006, Closed Session Minutes
- January 10, 2007, Budget Work Session Minutes
- January 10, 2007, Closed Session Minutes

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
November 29, 2006**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 29, 2006, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:00 p.m. Other board members present included vice chair T. James Truby, trustees Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Roger N. Caplan was absent.

A. Introduction of New Employees

Kathleen Hetherington, executive vice president, introduced Nicole Gavaghan, assistant director, records and registration.

Lynn Coleman, vice president of administration and finance, introduced housekeepers Joan Green, Jocelyn Hutton, and James Zeh.

B. Recognition of the Grand Prix Board Chair

Alan Jefferson, Grand Prix board chair, was recognized by the board with the presentation of a framed certificate and a restaurant gift certificate.

C. Recognition of Howard Community College's Fall Athletic Teams

The HCC men's cross country team, women's soccer team, women's volleyball team, the All-Region performers, and coaches were introduced. Each athlete mentioned his or her high school and college major. Marc Moore, women's volleyball coach, and Steve Musselman, track and field coach, were named coach of the year in their respective sports by the National Junior College Athletic Association (NJCAA). Kate Seagroves, women's soccer coach, was named coach of the year by the Maryland Junior College Athletic Association (MD-JUCO).

D. Meeting with auditors

Lynn Coleman gave an overview of the audit process and introduced Mark Gillett, a partner of Clifton Gunderson, who thanked Janet Cullison, director of finance, and her staff for their support during the audit process. HCC received an unqualified audit.

E. Howard Community College Educational Foundation Annual Report

Ed Waddell, treasurer, Howard Community College Educational Foundation, Inc., gave an overview of the foundation's annual report.

F. Informational Tour: Arts and Humanities

Valerie Lash, arts and humanities division chair, gave an overview of the area and the growth of programs. She then introduced several students and faculty members who talked about how the new Peter and Elizabeth Horowitz Visual and Performing Arts Center has provided dramatically improved instruction and practice space.

Adjournment

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the November 29, 2006, work session of the Howard Community College Board of Trustees as approved on January 24, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
November 29, 2006**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 29, 2006, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:00 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of November 29, 2006, Agenda

A recommendation to approve the November 29, 2006, agenda, was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the October 25, 2006, work session and regular session, and the November 15, 2006, closed session minutes, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

C. Report of the Audit and Finance Committee

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

D. Report of the Legislative Committee

The legislative reception was cancelled due to the inability of many legislators to attend. Board members were encouraged to meet and establish relationships with new members of the county council.

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

E. President's Report

Dr. Duncan mentioned that it was an honor for the college to receive a site visit from a team representing the Maryland Performance Excellence Awards. Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the upcoming visit.

Dr. Duncan thanked Trustee Rensin for making and donating fifty centerpieces for the gala and chairing the planning committee. Trustee Rensin is also chairing the Grand Prix 20th anniversary committee.

Dr. Duncan encouraged everyone present to attend the Russian art exhibit in the Rouse Company Foundation Gallery, which will be open through the end of January. She talked about a proposed dragon mosaic at the entrance of the new student services building.

F. Board Member Comments

- Chair Huddie discussed the Maryland Association of Community Colleges (MACC) meeting of board and foundation chairs, during which the statewide community college capital budget was discussed. He also reported on Charlene Nunley's, president of Montgomery College, overview of the Spellings Commission report. Dr. Huddie asked trustees to attend the upcoming MACC trustee workshop and legislative reception on January 22, 2007, in Annapolis.
- Vice Chair Truby acknowledged the wonderful faculty and staff and their many accomplishments. He said that many people in the community only know a portion of what the college does.
- Trustee Caplan complimented Chair Huddie for his eloquence in addressing different publics and constituencies and giving the board a voice at state and national levels.
- Trustee Rensin welcomed Trustee Mary Beth Tung back from her leave of absence. She wished the administration good luck with the Maryland Performance Excellence Awards (MPEA) visit the next day. Trustee Rensin said that we have an incredible opportunity with the new county council, county executive, and some state leaders to educate them about community colleges in a positive and productive way.
- Trustee Tung said she was glad to be back and looked forward to working with everyone again. She commented that when she met people during her campaign she heard only good things about Howard Community College.
- Trustee Hutt said it was wonderful to have Trustee Tung back.
- Trustee Dillow said it was nice to have Trustee Tung's perspective again. She also commented that the student donor lunch was a great opportunity for donors to meet the students who benefit from scholarships.

G. Consent Items

1. Proposed new hires
2. Telecommunication services contract awarded to Verizon Maryland Inc. for \$159,806
3. Fiscal Year 2008 sabbatical leave recommendations: Jennifer Stanford, Jeanette Jeffrey, Lee Hartman, Susan Keach Sweeney, Barbara Graham Cooper, and William Lowe – minimum replacement cost for a faculty person on a one-semester sabbatical is \$9,750

4. December 2006 graduates
5. Trailer purchase awarded to Blue Mountain Capital, financing company for Vanguard Trailers for \$119,412
6. Student services building furniture and equipment – the following vendors are being added to the original categories. The total furniture and equipment budget remains unchanged at \$2,770,000.
 - a. General furniture, office, dining, lounge, study continue to be purchased through Maryland Correctional Enterprises for \$1,844,700;
 - b. Specialized furniture – government contract to include American Office and School Specialty as vendors authorized on the Baltimore regional cooperative purchasing contract for \$241,100;
 - c. Specialized furniture – non-government contract to include Naythons Display and Franklin Fixtures in the award of specialty items not offered by MCE or the government contract for \$155,200; and
 - d. IT and AV equipment through previously approved vendors for \$529,000.
7. Fiscal Year 2008 proposed course fee changes - \$50.00 fee for 3-credit entrepreneurship courses and a \$25.00 fee for 1-credit courses.
8. Proposed student fees for printing – charging students for printing beyond 250 sheets (10 cents per single-sided print and 15 cents per duplex) in the computer labs.
9. Proposed fee change for external exam testing services – increase of \$5 (from \$25 to \$30) per exam for HCC’s external exam testing services as supported by the audit and finance committee at its November 15, 2006, meeting.

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

H. Discussion Items

1. Issue Bin

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

2. Board Calendar

The January 22 trustee workshop and legislative reception and the February 13 Turkish dance performance and dinner will be added to the

board calendar.

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

3. Proposed Fiscal Year 2006 Audit Report and College Response to Management Letter

A recommendation to approve the college's response to the management letter was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

4. Fiscal Year 2008 Legislative Agenda

A recommendation by the legislative committee to approve the legislative agenda as presented was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.

5. The Establishment of the Senator James Clark, Jr. Medal

Trustee Caplan thanked Trustee Truby for initiating this award. Trustee Truby thanked the administration for developing the criteria.

A recommendation to approve the establishment of the Senator James Clark, Jr. Medal was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

I. Information Items

1. Agreements Signed by the Board Chair Disclosure

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

2. Financial Statements

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

3. Report on Board End: Information and Analysis

Zoe Irvin gave an overview. The board discussed issues related to developmental students. High school students should take math in their senior year in order to better prepare them for college-level math.

The administration will arrange for the president and board chair to meet with the school superintendent and school board chair to discuss the issues. The board requested a one-page summary explaining the data so they can better understand it.

Trustee Caplan stated he wanted to know what outreach was done to the Hispanic community by the college.

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

4. Personnel Summary

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

Adjournment

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

The meeting was adjourned at 8:30 p.m.

The above constitutes the official minutes of the November 29, 2006, regular meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
December 12, 2006**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, December 12, 2006, in the boardroom of the Belmont Conference Center in Elkridge, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 6:02 p.m. Other board members present included trustees T. James Truby, vice chair, Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, Mary B. Tung, and Louis G. Hutt, Jr. Mary Ellen Duncan, secretary-treasurer, was also present.

Consent Items

1. Proposed new hires
2. Senator James Clark, Jr. library building renovations (A/E services) to Murphy & Dittenhafer for \$1,145,644
3. Digital fiber security camera network contract part II for parking lot A to Siemens Building Technologies, Inc. for \$129,500
4. Authorization for board chair to approve on behalf of board until next regular meeting (December 13, 2006 – January 23, 2007)
5. Additional approval for student services building furniture and equipment for the student services building as follows:
 - a. General furniture, office, dining, lounge, study – no change – for \$1,844,700
 - b. Specialized furniture – government contract to include Price Modern, LLC as an authorized vendor on the Baltimore Regional Cooperative Purchasing Contract for \$241,000
 - c. Specialized furniture – non-government contract – no change – for \$155,200
 - d. Information technology and audiovisual equipment – no change – for \$529,000
6. Naming of facilities: McCuan Hall (formerly the administration building) and Peter & Elizabeth Horowitz Visual and Performing Arts Center (formerly the visual and performing arts building)
7. Installation of projection technology in the student services building to American Amplifier for \$45,500

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

Adjournment

A recommendation to adjourn the meeting and go into closed session, was moved by Trustee Dillow, seconded by Trustee Caplan, and unanimously approved.

The meeting was adjourned at 6:10 p.m.

The above constitutes the official minutes of the December 12, 2006, regular meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

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

December 12, 2006
Belmont Conference Center
Board Room

Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung.

At approximately 6:10 p.m., Chair Huddie 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 10-508 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 12, 2006, at the conclusion of its regular meeting in the boardroom of the Belmont Conference Center “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” and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board discussed personnel matters and matters directly related thereto.

The meeting was adjourned at 7:30 p.m.

The above constitutes the official minutes of the December 12, 2006, closed meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
BUDGET WORK SESSION MINUTES
January 10, 2007**

Schoenbrodt Boardroom (A225)

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

Chair Huddie called the budget work session to order at 6:12 p.m.

FY08 Integrated Operating Budget and Strategic Plan

Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the FY08 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 FY08. Projected enrollment growth (3 percent) as well as tuition (\$4 increase) and fee increases were discussed. A total percentage increase of 18.2 percent has been requested from the county. State-funding, based on the revised Cade formula, will result in a 21 percent increase over FY07.

Uses of new funds were also reviewed. A 9 percent merit increase for budgeted faculty and staff has been included in this proposal. A salary study will take place in the coming year. Proposed new positions and potential progress toward the 50/50 full-time/part-time faculty ratio were discussed. Breakouts of the continuing education budget as well as special and auxiliary funds were shared.

Adjusted cost per full-time equivalent students among all Maryland community colleges was examined and unmet needs were also discussed. The trustees commended Lynn Coleman and Janet Cullison, director of finance, on the budget as well as the clear and comprehensive briefing.

The meeting was adjourned at 7:49 p.m.

The above constitutes the official minutes of the January 10, 2007, budget work session meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
January 10, 2007**

Schoenbrodt Boardroom (A225)

Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung.

At approximately 7:50 p.m., Chair Huddie 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 10-508 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 January 10, 2007, at the conclusion of its regular meeting in the Schoenbrodt Boardroom “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” and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board discussed personnel matters and matters directly related thereto.

The meeting was adjourned at 9:40 p.m.

The above constitutes the official minutes of the January 10, 2007, closed meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

II-C President's Report

News from Development

November Foundation Revenue
\$258,098

December Foundation Revenue
\$574,325

November Campaign Revenue
\$291,961

December Campaign Revenue
\$1,298,686

Events Updates

President's Gala

December 2, 2006 – over 400 people attended the black tie celebratory event in the Horowitz Center. Everyone had a great time exploring the building, catching up with friends, and dancing the evening away. The gala generated \$6,000 in revenue. Biggest question of the evening – can we do this again next year?

Silas Craft Collegians Fundraiser at Hunan Manor Restaurant

Monday, March 5, 2007, with continuous seating from 5:00 p.m. to 8:30 p.m. Join us for a gourmet buffet and a chance to mingle with new friends to help raise funds for the Silas Craft Collegians Program Endowment. Tickets priced at \$40 for the community; \$25 for HCC employees; \$10 for students.

Excelsior College

As a follow up to the president team's visit to Albany in November to discuss articulation, a delegation that included the president and senior administrators of Excelsior College visited HCC on Thursday and Friday, January 11 and 12. In addition to touring the campus and visiting HCC's operations at Laurel, Gateway, and Belmont, the Excelsior team met with the president's team, division chairs, and senior directors to further discuss articulation issues—particularly building 3 +1 articulations. As a result of those discussions, HCC and Excelsior have agreed to initiate an educational partnership that will greatly benefit our students. HCC students will be able to complete most of their junior year here. We will initially articulate program offerings in the areas of nursing, health science, criminal justice, business, technology, and liberal arts.

Possible Public/Private Partnership for Tennis Courts

The college is determining the feasibility of a public/private partnership for the installation of tennis courts on the campus. The college will issue a request for information (RFI) in January 2007, to gather ideas from potential partners about various options. Over the years, the college has been approached by a couple of organizations to discuss the feasibility of fixing the tennis courts and developing a partnership that would allow HCC to offer tennis to students as well as allow organizations to offer tennis to clients. However, no formal proposals were submitted from the organizations to follow through on the initial discussions. In addition, there was little interest in tennis based on requests from students for sports at HCC. In fact, students requested other sports more than they did tennis. In order to determine the interest of HCC students in tennis, a question was added to the annual YESS survey of students in spring, 2006 (The question was, "The college may have the opportunity to improve its tennis courts. If this is done, how likely would you be to use the new courts?"). The latest YESS survey showed students reported that 46 percent were very likely (129/700) or somewhat likely (193/700) to participate in tennis at HCC.

In addition to issuing an RFI, the college will also have a site review by an engineer to determine the feasibility of putting tennis courts on the current site, which has been converted into a lot for the motorcycle classes. If the RFI shows there is interest among partners in the community to support tennis with private funding, the college will issue a request for proposal (RFP) in late February/early March and have information for the board at the March or April meeting. If the administration decides to proceed with the tennis project, it will need to coordinate the project with the building of the second parking garage and the medical careers building. The college will also need to renovate and use another parking lot on campus to offer the motorcycle classes.

Outreach Activities to the Hispanic Community

Howard Community College's (HCC) Hispanic population has remained relatively constant as a percentage of students enrolled in credit classes. For example, four percent of the college's credit students were enrolled for the fall 2004, 2005, and 2006 terms. This percentage reflects official county demographics as of the last census as well as the public school system's current demographics. Though the percentage has remained constant, this number translates into an increasing amount as the college grows (see below):

Fall 2004	260
Fall 2005	271
Fall 2006	310

These percentages and numbers do not necessarily show the whole picture. For example, some students are biracial and must choose one or the other category based on the current Maryland Higher Education Commission (MHEC) racial/ethnic reporting categories. Additionally, a number of Hispanic students each term may be F1 student visa holders, or in certain other nonimmigrant categories.

The college recognizes the importance of outreach to the Hispanic community and regularly conducts a number of outreach activities for this population. These include:

- **HCC Programs** – HCC English as a second language (ESL) faculty, various enrollment services offices and career services host a variety of English for speakers of other languages (ESOL) groups on campus, including an annual trip involving the Howard County Public School System high school ESOL classes. The office of admissions and advising will be hosting Howard County clergy, important sources of information and influencers for parents.
- **Onsite Public School Outreach** – Various speaking engagements for parents and community college programs such as the yearly Mi Ghenta Latina parent community event at Reservoir High School; Mi Ghenta Latina Club meetings at Reservoir High School (the largest of the Hispanic student groups); Los Escorpionis at Oakland Mills High School; ESOL class presentations; first generation students at Laurel High School.
- **Outreach to various organizations** – Connexionnes; Foreign-born Information and Referral Network (FIRN); Mi Ghenta Latina (school-based programs). We have periodically met with officials from these groups regarding the enrollment of Hispanic students and have presented at a number of their programs and events. The college regularly provides informational packets for these groups to distribute.
- **Spanish Speakers** – The office of admissions and advising has four staff members proficient in Spanish to varying degrees, one of whom is a native Spanish speaker.
- **Publications** – The office of admissions and advising's new student information form is available in Spanish. Plans are underway to have the high school brochure produced in Spanish, primarily with parents in mind. The Free Application for Federal Student Aid (FAFSA) as well as selected financial aid publications are available in Spanish.

Prospective students who identify themselves as Hispanic have varying socio-economic profiles and circumstances. Competition from other colleges and universities for Hispanic students is significant, particularly given the affluence of the county and the reputation of its school system.

Enrollment for the Winter and Spring Semesters

Final data for the winter 2007 semester as compared to winter 2006 indicates that the student headcount and full-time equivalent enrollment (FTE) are higher this year. In winter 2007, the college enrolled 1,257 students compared to 1,116 students in winter 2006, representing a 13 percent increase in enrollment. The FTE for winter 2007 was 129.5 compared to 110 for winter 2006, representing an 18 percent increase in enrollment.

Preliminary enrollment data for the spring 2007 semester also shows an upward trend. As of January 8, 2007, with nineteen days remaining for students to register, both the headcount and FTE are higher. Headcount is up by 6 percent and FTE is up by 7 percent when compared to the same time period last year.

As of January 8, 2007, credit enrollments at the Laurel College Center for the spring 2007 semester totaled 608, with 197 for Howard Community College (HCC) and 411 for Prince George's Community College (PGCC). This compares to 648 enrollments for the same time period last year.

Report on Contract Employee Tuition Waivers

As previously indicated to the board, the administration will report annually on contract employees who have benefited by tuition waivers. Allied Security had two employees who have taken courses at HCC. Both employees took a total of 13 credit hours in the fall of 2006. Other Allied employees have also expressed interest in taking HCC courses. We are pleased that these contract employees were able to benefit from this policy.



Introducing the “Feeling Good, HCC!” Campaign

It's hard to talk about the flu and possible pandemic without drawing upon negative images of sickness. But really, the discussion and planning is for a positive outcome: Helping us all stay healthy!

That's why HCC launched a campaign called “Feeling Good, HCC!” The purpose is to raise awareness about simple things we all can do to minimize the spread of any flu bug – be it pandemic or a run-of-the-mill seasonal flu. It also provides information about pandemics and the college's plan to prepare for a possible pandemic.

The core of the campaign is a website linked to HCC's Wellness Center at www.howardcc.edu/wellness. The website is publicized via posters, TV monitors, and email.

As Duncan The Dragon says, “Don't let the flu beat you. Stay healthy, stay happy!”

Grants

Congratulations to **Becky Lessey and Meredith Lowman** for receiving a \$23,400 grant from the Horizon Foundation for the Community Opportunities in Recreation and Enrichment (C.O.R.E.) program. The C.O.R.E. program brings adults with developmental disabilities to Howard Community College to improve their health and

wellness by participation in educational opportunities that promote fitness, increase self-esteem and enhance skills that are needed to increase independence.

Barbara Greenfeld Appointed to Commission

Barbara Greenfeld has been appointed to the Commission on Graduates of Foreign Nursing Schools. The commission is made up of various committees; Barbara will be serving on the Licensed Practical Nurse Standards Committee. The commission is the leading authority on international professional healthcare credentialing. The commission's mission is to protect the public by ensuring that internationally educated healthcare professionals who wish to practice in the U.S. are eligible and qualified to meet U.S. licensure and practice requirements. The commission, headquartered in Philadelphia, also focuses on the equitable treatment of healthcare professionals worldwide and helping international healthcare education programs meet required standards. Barbara will have the opportunity to meet with healthcare professionals, including educators and government officials, from around the world and contribute to establishing educational and credential standards for licensed practical nurses.

Let's Hear it for Rep Stage!

Rep Stage has recently garnered significant recognition from several sources:

Best of Baltimore Theatre 2006:

- Resident Companies – Critic's Choice

- *Stones In His Pockets:*
 - Outstanding Production of a Play - Honorable Mention
 - Outstanding Lead Actor in a Play - Bruce Nelson
 - Outstanding Costume Design of a Play - Honorable Mention - Melanie A. Clark

- *Tintypes:*
 - Outstanding Production of Musical
 - Outstanding Supporting Actor in a Musical - Honorable Mention - Evan Casey
 - Outstanding Supporting Actress in a Musical - Felicia Curry
 - Outstanding Direction of a Musical - Carole Graham Lehan
 - Outstanding Scenic Design of a Musical - Daniel Ettinger
 - Outstanding Choreography of a Musical - Carole Graham Lehan
 - Outstanding Lighting Design of a Musical - Lynn Joslin
 - Outstanding Costume Design of a Musical - Denise Umland

- *Fully Committed:*
 - Outstanding Solo Performance - Michael Stebbins

- *The Santaland Diaries:*
 - Outstanding Solo Performance - Bruce Nelson
 - Outstanding Direction of a Play - Joe Brady
 - Outstanding Lighting Design of a Play - Judith Daitsman

- Outstanding Costume Design of a Play - Honorable Mention - Jennifer Rade

Broadwayworld.com: One of the Top Ten Stories of 2006:

- Audience Members on Broadwayworld.com also voted on their top picks for 2006:
 - Best Regional/Equity Play: Hamlet at RepStage
 - Best Local Actor: Karl Miller, Hamlet
 - Best Local Choreography: Carole Graham Lehan, Tintypes at RepStage
 - Best Local Director of a Play: Kasi Campbell, Hamlet at RepStage
 - Best Local Set Design: Tony Cisek, Hamlet at RepStage

Baltimore's City Paper: Stones In His Pockets One of the Top 10 Plays of 2006

Greater Baltimore Theatre Awards:

- Outstanding Actor - Karl Miller in Hamlet
- Outstanding Direction - Kasi Campbell for Hamlet
- Outstanding Scene Design - Daniel Ettinger for Tintypes

Capital Projects Update

Peter and Elizabeth Horowitz Visual and Performing Arts Center

The punchlist items, walk-throughs, and inspections continue. This process will be on-going until all punchlist items are completed and the project is approved for closeout.

Furniture and equipment, with the exception of a few pieces, have been received and inspected. The college is waiting for the reconfiguration of the administrative area as well as some replacement parts associated with the Black Box risers. All items are expected to be received and installation completed by the end of February 2007.

College staff continues to work closely with the architects and contractor as the final inspections are taking place. Project completion is scheduled for early March 2007.

Athletic Fields Renovations

The college received the Phase IV project specification and bid documents from Patton Harris Rust and Associates. The invitation to bid for Phase IV renovations closed in December and the low-bid was Hudak's Construction. The consent item was prepared with a recommendation to the board at its January meeting. Once the contract award is approved, the college will submit its request for state participation in this project to the Maryland Department of General Services (DGS). DGS will prepare the agenda item for Board of Public Works (BPW) approval at its next meeting on February 26, 2007.

Following BPW approval, the college will issue a notice to proceed and this phase of construction will begin in the spring of 2007.

Student Services Building

The building construction continues to progress with the completion date in February 2007. The contractors have obtained a conditional use and occupancy to allow for furniture and equipment delivery beginning the week of February 5, 2007. Furniture installation will be completed by floor corresponding with the move-in dates required for each department. The move-ins are based on the optimal timeframe for each area so that departments will relocate throughout February and March 2007.

Recent developments include the redesign for the kitchen/dining area and the design for the HCC dragon in the quad. The engineers revised the mechanical, electrical, and plumbing (MEP) design to accommodate the kitchen requirements.

The building construction continues to move forward as scheduled resulting in the building being completed in February. However, the metal panels on the exterior of the building have been delayed and will not be completely installed until March. In addition, as the kitchen/dining area is being finished, the college is anticipating additional costs to occur. In order to keep the project on schedule, some additional modifications were required to the kitchen/dining area.

The college is also reviewing costs for the dragon figure, which will be flat and part of the paver sidewalk. After final costs are determined, the administration will discuss with the board whether or not to proceed.

Progress meetings occur every two weeks with college staff, the contractor, architect, and necessary consultants to address concerns and resolve issues. The grand opening is scheduled for March 2007.

'A' Building and Smith Theatre Renovations

Design is progressing and college staff continues to meet with the architects and construction manager throughout the design phase. As noted in the board materials, the college is asking the board chair to approve the guaranteed maximum price (GMP) between the January and February meetings in order to make the February 26 deadline to DGS for submission to the BPW March meeting.

Once approved, the college will forward the request for state participation to DGS for BPW approval at its March 21, 2007 meeting. Following BPW approval, the college will issue a notice to proceed and the construction phase will commence immediately.

As a renovation project, this project requires phasing to minimize staff displacement. However, during the development of the GMP, the costs for general conditions were significantly reduced and the GMP was aligned with the budget by eliminating some of the phasing requirements. Therefore, swing space is critical for the administrative offices that will be relocated to the Clark library building vacated spaces. Currently,

the second floor senior administration offices will relocate in early April through December 2007. While this timeframe is a slightly longer period than originally planned, the overall savings to the college is significant.

Meetings continue to be scheduled every three weeks with college staff, the contractor, and the architect. The college works closely with all firms to resolve issues and move the project forward.

Parking Garage

Construction of the pedestrian bridge has progressed and the bridge will be completed by January 22, 2007. The review of punchlist items for the garage will continue following the completion of the bridge. Additional signage will be assessed to include directional and building locator maps.

Clark Library Building Renovations

Proposals were solicited for professional architectural and engineering services to design the Clark library building renovations project. The Clark library building consists of 55,225 net assignable square feet (NASF) and 77,159 gross square feet (GSF), was constructed in 1970 and is the oldest building on campus. The 36-year old facility requires updating of its building systems and equipment including HVAC, electrical, lighting, telecommunications, ADA accessibility, security systems, restrooms, and elevator. The project renovation areas include information technology, library, science and technology labs, and health and wellness center.

The board approved the award for design services to Murphy & Dittenhafer at its December meeting. The General Assembly authorized \$1,230,000 for A/E services for this project. Murphy & Dittenhafer's best and final price proposal was received at \$1,145,644 which is \$84,356 under budget. The college forwarded a request to DGS for state participation and approval by the BPW at its January 24, 2007, meeting.

Campuswide Systemic Renovation Projects

The college continues to prioritize and schedule the immediate renovation needs as identified in the facilities condition assessment. The systemic renovation projects in progress or recently completed include:

- On-going deferred maintenance items
- Hickory Ridge improvements to lobby area and corridors
- Security cameras for parking lots
- ST building classroom modifications

The college will continue with campus-wide ADA modifications and improvements following the scheduled ADA assessment.

II-D Board Member Comments

**II-E Consent Items were previously distributed to members
of the Board of Trustees**

F-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 until they are resolved/addressed.

Board Liaisons to Ongoing Projects	
Project	Liaison(s)
Capital Projects	T. James Truby
Entrepreneurial Center	Louis G. Hutt, Jr.
Foundation Board	Roberta E. Dillow; Katherine K. Rensin
Possible future location of Laurel College Center	Roberta E. Dillow; T. James Truby; Roger N. Caplan
Student Housing	Katherine K. Rensin

The board liaison role is to represent the board of trustees in tracking various issues/projects, bringing any information of specific importance to the board's attention.

Committees	
Audit and Finance	Patrick L. Huddie, committee chair; Roger N. Caplan; Louis G. Hutt, Jr.
Legislative	T. James Truby, committee chair; Roberta E. Dillow; Katherine K. Rensin

Recommendation:

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

F-2 Board Calendar

Date	Event	Tentative Agenda Items	Trustees to Attend
February 7, 2007 Wednesday 8:30 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> Progress of Annapolis Session Student Advocacy Day County Budget Process Legislative Summit 	To be rescheduled
February 12-14, 2007 Monday – Wednesday	ACCT Legislative Summit <i>Marriott Wardman Park Hotel Washington, DC</i>	<ul style="list-style-type: none"> Meetings Arranged with Board Members and Maryland Delegation in DC 	
February 13, 2007 Tuesday 11:30 am 1-2 pm 6-9 pm	Turkish Dancers <i>Dining Room A HVPA Lobby or Smith Theatre Kittleman Room</i>	<ul style="list-style-type: none"> Trustees Invited 11:30 – Brown Bag Lunch in Dining Room A 1-2 Dance Performance – exact location to be determined 6-9 Dinner and Turkish Dancing in the Kittleman Room (ELB 100) 	NEW!
February 14, 2007 Wednesday 9 am – 1:30 pm	Maryland Community College Student Advocacy Day <i>Annapolis, MD</i>	<ul style="list-style-type: none"> FYI for Trustees 	
February 22, 2007 Thursday 7:30 am – 12 pm	Civility Workshop <i>Kittleman Room</i>	<ul style="list-style-type: none"> Trustees Invited Jim Truby and Mary Ann Scully presenting RSVP to Erin Yun to attend 	NEW!
February 28, 2007 Wednesday 6 pm	Work Session ----- Regular Meeting <i>Laurel College Center</i>	<ul style="list-style-type: none"> Introduction of New Employees Informational Tour – Laurel College Center Report on Board End: Faculty and Staff Focus FY06 Workforce Snapshot 	

Date	Event	Tentative Agenda Items	Trustees to Attend
March 5, 2007 Monday 5 – 8:30 pm	Hunan Manor Fundraiser <i>Hunan Manor</i>	<ul style="list-style-type: none"> Trustees Invited Board Chair Remarks Fundraiser for the college 	
March 7, 2007 Wednesday 12 noon	Audit and Finance Committee <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> Auditor Contract Areas for Audit Review Semi-Annual Cumulative Purchases Greater Than \$25,000 Report Semi-Annual Non-Purchasing Agreement Disclosure Quarterly Sole Source Report (October 1, 2006 – December 31, 2006) Semi-Annual Compensation and Earnings Report (July 1, 2006 – December 31, 2006) 	
March 13, 2007 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 26-30, 2007 Monday-Friday TBD	Opening of Student Services Building <i>TBD</i>	<ul style="list-style-type: none"> Trustees Invited Activities held throughout the week - TBD 	
March 28, 2006 Wednesday 6 pm	Work Session ----- Regular Meeting <i>Student Services Building</i>	<ul style="list-style-type: none"> Introduction of New Employees Vital Signs/ Learning Outcomes Assessment Auditor Areas for Review Report on Board End: Educational and Support Process Management 	
April 2-8, 2007 Monday - Sunday	HCC Spring Break		
April 25, 2007 Wednesday 6 pm	Work Session ----- Regular Meeting	<ul style="list-style-type: none"> Introduction of New Employees All-USA Academic Team Awards Informational Tour: TBD FY08 Operating Budget Approval (if necessary) 	

Date	Event	Tentative Agenda Items	Trustees to Attend
	<i>Student Services Building</i>	<ul style="list-style-type: none"> • FY08 Faculty Promotions • Candidates for Commencement • Report on Board End: Leadership • Legislative Report • Calendar of FY08 Meetings • Honorary Degree Recipients 	
April 28, 2007 Saturday Time - TBD	Wine Tasting Event <i>Student Services Building 4th Floor Dining Room</i>	<ul style="list-style-type: none"> • Trustees Invited • New fundraiser for student scholarships 	
May 4, 2007 Friday 6:30 - 9 pm	Student Awards Banquet <i>Sheraton Columbia</i>	<ul style="list-style-type: none"> • Welcome from Board Chair • Trustees invited and participate in presenting awards 	
May 5, 2007 Saturday 6 pm	Fiesta Dinner <i>Dr. Duncan's Residence</i>	<ul style="list-style-type: none"> • Trustees Invited 	
May 9, 2007 Wednesday 12 noon	Audit and Finance Committee <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> • Quarterly Sole Source Report (January 1, 2007 – March 30, 2007) • Meeting with Auditors (FY07 Report) • Probable Bids for Summer 	
May 16, 2007 Wednesday 5-7 pm	The Business Women's Network <i>Student Services Building Dining Room</i>	<ul style="list-style-type: none"> • Trustees Invited • Honoring Mary Ellen Duncan as a "Woman of Distinction" • This event focuses on education and raises scholarship monies for HCC 	NEW!
May 18, 2007 Friday 12 noon	Nursing Recognition Ceremony <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited 	
May 18, 2007 Friday 2:30 pm	Reception for Platform Party	<ul style="list-style-type: none"> • Trustees Invited 	

Date	Event	Tentative Agenda Items	Trustees to Attend
	<i>Merriweather Post Pavilion</i>		
May 18, 2007 Friday 4 pm	Commencement <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited • Board Members Confer Degrees 	
May 23, 2007 Wednesday 6 pm	Work Session <hr/> Regular Meeting <hr/> Closed Session <i>Student Services Building</i>	<ul style="list-style-type: none"> • Introduction of New Employees • Informational Tour: TBD <hr/> <ul style="list-style-type: none"> • FY09 Vision, Mission, Values and Beliefs and Strategic Initiatives and Goals • FY08 Faculty Appointments • Election of FY08 Board Officers • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting • MHEC Report on Indicators <hr/>	
May 24, 2007 Thursday 12 noon	Annual Retiree and New Employee Recognition Lunch <i>Burrill Galleria</i>	<ul style="list-style-type: none"> • Trustees Invited • Reception to Honor College Faculty and Staff who Retired During FY07 	
May 24, 2007 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 24, 2007 Thursday 3:30 pm	Employee Appreciation Activity <i>TBD</i>	<ul style="list-style-type: none"> • Trustees Invited • Annual activity to thank employees for core & strategic work efforts and volunteerism 	
June 5, 2007 Tuesday <i>Time - TBD</i>	Board Retreat <i>Belmont</i>	<ul style="list-style-type: none"> • Agenda – TBD 	

Date	Event	Tentative Agenda Items	Trustees to Attend
September 14, 2007 Friday <i>Time - TBD</i>	Major Donor Party <i>Tentative Location - Belmont</i>		
September 23, 2007 Sunday	20 th Annual Columbia Classic Grand Prix	<ul style="list-style-type: none"> Annual equestrian show jumping event to raise funds for student scholarships. 	

Notes:

All work sessions and regular meetings will be held in the Kittleman Room (ELB-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.

Red denotes date change from original posting.

NEW! denotes item not on last calendar.

F-3 Fiscal Year 2008 Integrated Operational and Strategic Plan and Budget

Background: At the January 10, 2007, work session, the board of trustees reviewed the proposed FY08 budget. The administration is now requesting that the board approve the proposed budget to go forward to the County Executive.

The college received the FY08 Cade formula numbers from the Maryland Association of Community Colleges (MACC) and used those numbers in the budget reviewed at the work session. The total Cade formula per the MACC figures was \$197,426,654.

Subsequent to the work session, when the Governor released his budget, the Maryland Higher Education Commission (MHEC) sent an email to the community colleges listing a different number for the Cade formula. The total MHEC figure was \$196,454,853. The difference from the MACC number was \$971,801. This variance caused the state number for Howard to drop \$57,591.

Today, MACC sent an email explaining that it is investigating this difference. It appears the original FTE estimates for the four-year institutions were based on MHEC data while the Governor's budget was based on FTE estimates for the four-year institutions from the University System of Maryland. There was a difference between these numbers and the reason is currently unclear.

Timeline: July 1, 2007 – June 30, 2008

Recommendation

The administration is recommending that the difference be reallocated to the county number. This change will cause the county increase to go from \$24,077,419 or a requested increase of 18.2 percent to \$24,135,010 for a requested increase of 18.5 percent over FY07.

If for some reason, the numbers change again prior to submitting the book to the county in early February, the administration will reverse the change noted above. The change has been deducted from the Fund 10 operating budget as the administration is still waiting to receive the variable and fixed allocations in the formula. When this information is received, the administration may need to adjust the continuing education budget and the Laurel budget for the state number. However, there should be no change in the total state number.

The administration requests that the board of trustees approve the proposed FY08 budget for submission to the County Executive with the revision in the county line to \$24,135,010. There is no change in the total budget from the work session.

An attached total budget is included.

Amount: Final proposed unrestricted and restricted budget total will be \$90,849,000

Source of funds: Unrestricted budget and restricted budget

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

**PROPOSED SOURCE OF FUNDS
FY2008**

	FY07 Budget	Requested Increase FY08 Budget	Percentage Increase Over FY07
Tuition - Rate and Growth Increase (net of Bldg. Fund contribution)	\$14,198,700	\$ 1,149,334	8.09%
Instructional Fees and Consolidated Fee	2,285,400	77,127	3.37%
County	20,369,595	3,765,415	18.49%
State	9,640,798	1,977,148	20.51%
Other Income	618,404	81,596	13.19%
Unrestricted surplus	1,577,739	321,902	20.40%
Continuing Education	4,056,874	978,969	24.13%
Special Funds	6,517,500	1,642,366	25.20%
Auxiliary Funds - with Belmont	6,651,500	179,646	2.70%
	-		
TOTAL SOURCE OF FUNDS	\$65,916,510	\$10,173,503	15.43%

APPLICATION OF FUNDS

		Core Work	Strategic Priorities		
PERSONNEL COSTS					
Performance Increases and Annualizing Adjustments	\$22,675,752	\$ 2,391,106	\$ -	\$ 2,391,106	10.54%
FICA and Fringe Benefits	6,101,672	566,030	-	\$ 566,030	9.28%
Part-time Faculty, Hourly and Reclassified Positions	5,387,199	854,754	61,361	\$ 916,115	17.01%
New Positions		570,591	1,145,422	\$ 1,716,013	n/a
		-			
SUBTOTAL PERSONNEL	\$34,164,623	\$ 4,382,481	\$ 1,206,783	5,589,264	16.36%
NON-PERSONNEL COSTS					
Contracted Services	\$ 3,862,359	\$ 495,775	\$ 69,462	\$ 565,237	14.63%
Supplies and Materials	1,481,327	96,272	5,900	\$ 102,172	6.90%
Communications	523,409	1,900	2,100	\$ 4,000	0.76%
Professional Development and Special Projects	728,684	20,814	16,700	\$ 37,514	5.15%
Utilities	2,597,099	390,000	-	\$ 390,000	15.02%
Fixed Costs	881,747	16,588	-	\$ 16,588	1.88%
Scholarships/Waivers/Grants	1,116,900	29,280	-	\$ 29,280	2.62%
Furniture/ Equipment/Books	1,016,262	41,471	-	\$ 41,471	4.08%
SUBTOTAL NON-PERSONNEL COSTS	\$12,207,787	\$ 1,092,100	\$ 94,162	\$ 1,186,262	9.72%
TOTAL OPERATING BUDGET (FUND 10) INCREASE	\$46,372,410	\$ 5,474,581	\$ 1,300,945	\$ 6,775,526	14.61%
Continuing Education	\$ 5,583,900	980,013	-	\$ 980,013	17.55%
Special Funds	6,724,400	1,686,696	-	\$ 1,686,696	25.08%
SUBTOTAL UNRESTRICTED FUND INCREASE	58,680,710	8,141,290	-	9,442,235	16.09%
Auxiliary Funds - with Belmont	7,235,800	660,814	-	\$ 660,814	9.13%
TOTAL APPLICATION OF FUNDS	\$65,916,510	\$ 8,802,104	\$ 1,300,945	\$10,103,049	15.33%
NET INCOME	-			70,454	

HOWARD COMMUNITY COLLEGE
UNRESTRICTED AND AUXILIARY FUNDS
FISCAL YEAR 2008

	OPERATING		CONTINUING EDUCATION		SPECIAL		TOTAL	
	Approved Budget FY07	Requested Budget FY08	Approved Budget FY07	Requested Budget FY08	Approved Budget FY07	Requested Budget FY08	Approved Budget FY07	Requested Budget FY08
SOURCE OF FUNDS								
Tuition and Fees								
Summer	\$1,208,200	\$1,304,583	\$51,700	\$56,481	\$195,030	\$200,000	\$1,454,900	\$1,561,064
Fall	6,731,100	7,274,968	162,500	173,208	650,000	850,000	7,543,600	8,298,176
Intersession	326,300	353,005	48,500	48,950	20,000	30,000	394,800	431,955
Spring	5,933,100	6,415,478	90,400	97,900	615,900	816,000	6,639,400	7,329,378
Credit Free	2,285,400	2,362,527	2,529,100	3,087,277	645,100	646,463	3,174,200	3,733,740
Fees	2,285,400	2,362,527	810,700	1,119,538	290,700	310,844	3,386,800	3,792,909
SUBTOTAL - Tuition and Fees	\$16,484,100	\$17,710,561	\$3,682,900	\$4,583,355	\$2,416,700	\$2,853,307	\$22,593,700	\$25,147,223
Governmental								
Local (Howard County)	\$20,369,595	\$24,135,010	\$0	\$0			\$20,369,595	\$24,135,010
State of Maryland	8,044,735	9,643,517	1,487,229	1,763,587	108,834	210,842	9,640,798	11,617,946
Federal	0	0					0	0
Other	618,404	700,000	363,974	452,488	4,100,800	5,306,559	5,083,178	6,459,047
Continuing Education Contribution	360,203	463,475	(360,203)	(463,475)			0	0
Unrestricted Appropriation*	495,373	495,373	400,000	400,000	682,366	1,004,268	1,577,739	1,899,641
SUBTOTAL	\$29,888,310	\$35,437,375	\$1,891,000	\$2,152,600	\$4,892,000	\$6,521,669	\$38,671,310	\$44,111,644
AUXILIARY REVENUE	\$0	\$0	\$0	\$0	\$6,651,500	\$6,831,146	6,651,500	6,831,146
TOTAL	\$46,372,410	\$53,147,936	\$5,583,900	\$6,735,955	\$13,960,200	\$16,206,122	\$65,916,510	\$76,090,013
USE OF FUNDS								
Instruction	\$21,002,500	\$24,236,735	\$5,318,100	\$6,042,576	\$4,308,400	\$5,064,971	\$30,629,000	\$35,344,282
Public Service	342,410	379,609	0	0	52,800	71,055	395,210	450,664
Academic Support	3,237,200	3,630,752	0	0	618,100	779,624	3,855,300	4,410,376
Student Services	4,687,100	5,405,342	0	0	737,500	1,099,573	5,424,600	6,504,915
Plant	6,924,200	8,129,236	0	0	249,200	331,685	7,173,400	8,460,921
Institutional Support	9,082,100	10,240,083	0	0	608,400	814,188	9,690,500	11,054,271
Scholarships/Waivers	1,096,900	1,126,180	265,800	521,337	150,000	250,000	1,512,700	1,897,517
SUBTOTAL	\$46,372,410	\$53,147,936	\$5,583,900	\$6,563,913	\$6,724,400	\$8,411,096	\$58,680,710	\$68,122,945
AUXILIARY EXPENSES	\$0	\$0	\$0	\$0	\$7,235,800	\$7,896,614	7,235,800	7,896,614
TOTAL	\$46,372,410	\$53,147,936	\$5,583,900	\$6,563,913	\$13,960,200	\$16,307,710	\$65,916,510	\$76,019,559
NET INCREASE IN FUND BALANCE	\$0	\$0	\$0	\$172,042	\$0	(\$101,588)	\$0	\$70,454

* This includes an unrestricted surplus needed to support the auxiliary fund of \$963,880 and \$40,388 for Laurel College Center for a total of \$1,004,268. Operating requires \$495,373 from the continuing education fund balance.

HOWARD COMMUNITY COLLEGE
 COMBINED CURRENT UNRESTRICTED, RESTRICTED AND AUXILIARY FUNDS
 FISCAL YEAR 2008

	UNRESTRICTED		RESTRICTED		TOTAL	
	Approved Budget FY07	Requested Budget FY08	Approved Budget FY07	Requested Budget FY08	Approved Budget FY07	Requested Budget FY08
SOURCE OF FUNDS						
Tuition and Fees						
Summer	\$1,454,900	\$1,561,064	\$0	\$0	\$1,454,900	\$1,561,064
Fall	7,543,600	8,298,176	0	0	7,543,600	8,298,176
Intercession	394,800	431,955	0	0	394,800	431,955
Spring	6,639,400	7,329,378	0	0	6,639,400	7,329,378
Credit Free	3,174,200	3,733,740	0	0	3,174,200	3,733,740
Fees	3,386,800	3,792,909	0	0	3,386,800	3,792,909
SUBTOTAL - Tuition and Fees	\$22,593,700	\$25,147,223	\$0	\$0	\$22,593,700	\$25,147,223
Governmental						
Local (Howard County)	\$20,369,595	\$24,135,010	\$0	\$0	\$20,369,595	\$24,135,010
State of Maryland	9,640,798	11,617,946	2,709,500	3,756,982	12,350,298	15,374,928
Federal	0	0	5,681,600	8,051,128	5,681,600	8,051,128
Other	5,083,178	6,459,047	2,489,590	3,021,331	7,572,768	9,480,378
Unrestricted Appropriation	1,577,739	1,899,641	0	0	1,577,739	1,899,641
SUBTOTAL	\$36,671,310	\$44,111,644	\$10,880,690	\$14,829,441	\$47,552,000	\$58,941,085
AUXILIARY FUNDS	\$6,651,500	\$6,831,146	\$0	\$0	\$6,651,500	\$6,831,146
TOTAL	\$65,916,510	\$76,090,013	\$10,880,690	\$14,829,441	\$76,797,200	\$90,919,454
USE OF FUNDS						
Instruction						
Public Service	\$30,629,000	\$35,344,282	\$4,278,620	\$7,625,627	\$34,907,620	\$42,969,909
Academic Support	395,210	450,664	65,690	50,000	460,900	500,664
Student Services	3,855,300	4,410,376	86,999	151,000	3,942,299	4,561,376
Plant	5,424,600	6,504,915	1,035,851	1,045,550	6,460,451	7,550,465
Institutional Support	7,173,400	8,460,921	105,000	105,000	7,278,400	8,565,921
Scholarships/Waivers	9,690,500	11,054,271	913,245	733,549	10,603,745	11,787,820
Other	1,512,700	1,897,517	4,395,285	5,118,715	5,907,985	7,016,232
SUBTOTAL	\$58,680,710	\$68,122,945	\$10,880,690	\$14,829,441	\$69,561,400	\$82,952,386
AUXILIARY FUNDS	\$7,235,800	\$7,896,614	\$0	\$0	\$7,235,800	\$7,896,614
TOTAL	\$65,916,510	\$76,019,559	\$10,880,690	\$14,829,441	\$76,797,200	\$90,849,000
NET INCREASE IN FUND BALANCE	\$0	\$70,454	\$0	\$0	\$0	\$70,454

F-4 Science and Technology Building Lower Level Renovations

Background: After the Galley and Bookstore move to the new student services building, the vacated areas of the lower level science and technology building were determined by the administration to be most suited to accommodate additional labs and classrooms requested by the science and technology department to facilitate student learning. Bids for professional services to design and construct the renovation of the vacated space into three classrooms (previous Galley area) and two biology labs with prep-room (previous bookstore area) were solicited with bids due on January 10, 2007. The following bids were received and Struever Brothers Eccles & Rouse (SBER) was determined to be the low bidder at \$786,318 and is able to meet the college's technical requirements. These requirements include: previous experience, solid references, composition of design/build team, completed projects on schedule and on time, and a commitment to a minimum of 25 percent minority participation for the project.

Unfortunately, the lowest bid significantly exceeded the college's budget for these renovations. Because the administration minimally wants classrooms in the space, the administration worked with the SBER to break out the pricing and to eliminate some items in the project. Due to budget constraints, the administration wants to proceed only with the classrooms at this time.

Purpose: To obtain the board of trustees' approval to proceed with a design/build contract for renovations to the vacated dining space

Location: Science and technology building lower level

Timeline: Begin February 2007 and completion no later than July 31, 2007

Specifications: The college's original goal was to design/build three classrooms, two biology labs and one prep-room in the lower level of the science and technology building. The college will now only construct three classrooms. This project includes demolition of existing space, HVAC improvements, electrical upgrades for the classrooms, fire protection modifications, floor to deck wall construction, and sound attenuation.

Bids: The original bids were:

<i>Company Name</i>	<i>Bid Amount</i>
North Point Builders	\$998,000.00
Riparius Construction, Inc,	\$864,500.00
Struever Brothers Eccles & Rouse	\$786,318.00

The administration will have SBER complete only the three classrooms at a cost of \$356,977.

Recommendation

The administration requests that the board approve:

Amount: \$356,977

Vendor: Struever Brothers Eccles & Rouse

Source of funds: Systemic Budget

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

G-1 Student Housing and Retention

Background: Student involvement may best be described as the degree to which a student commits physical, emotional, and intellectual effort to his/her academic life (Astin, p. 1). The greater the level of student involvement, the more likely it is that a student will enroll in a college, will be successful at that institution, both socially and academically, and will persist through graduation.

This widely held belief that students will achieve and remain at a school where they feel integrated and have a sense of belonging has proven true in the arena of campus-based student housing. In the winter 2004 issue of the National Association of Student Personnel Administrators (NASPA) Journal, Lamont Flowers, associate professor of educational leadership, policy and foundations and associate director of the Institute of Higher Education, College of Education, University of Florida (p. 278) suggests the positive impact of on-campus housing is four-fold:

- Students residing on campus persist in college at a higher rate than their student counterparts who live off campus;
- Students residing on campus seem to develop a higher level of personal satisfaction and skills for social interaction than their off-campus counterparts;
- On-campus student residents participate in campus programming and extracurricular activities more often than students residing at home or in other off-campus locations; and
- On-campus student residents have higher grade point averages, as well as better scores on standardized achievement tests than their non-resident peers.

These benefits result from a number of factors related to on-campus housing. For example,

- Students who live in campus-based housing often have more time to focus on academic issues. The time that was spent commuting to and from classes, as well as time previously spent working to afford housing options in the larger community, can be reallocated to academic pursuits;
- Students residing on campus have greater access to faculty and staff, support services, and campus-based technologies that are critical to academic success; and

- Students have greater opportunity to connect with their peers, both on a social level and as academic partners.

Current Trends

Once the domain of four-year colleges and universities, on-campus housing is now a growing trend among community colleges nationwide. According to the American Association of Community Colleges, in spring 2006, almost one-third of the country's public community colleges offered housing. This figure reflects a twenty percent increase in community college-based student housing since 1993 (Heacock, p. 1). The growth in demand for student housing can be attributed largely to the national increase in traditional, college-aged students at community colleges and growing student demand for on-campus amenities such as housing (Zimar, 2006). The Association of Higher Education Facilities Officers recently released a study that showed residence halls, along with major program facilities, classrooms, technology space, and the library, ranking among the top five most important campus facilities as rated by students (June, p. 27).

While offering clean, safe, and affordable housing is an important goal for community colleges and colleges and universities that provide on-campus housing, many schools have expanded the concept of living communities to living-learning communities. Living-learning communities are structured residential experiences that focus not only on a student's personal needs and growth, but concentrate equally on a student's academic goals and/or extracurricular interests. Benefits of living-learning communities include:

- A socially accepting and nurturing living environment; and
- The union of academic experiences with social interaction, creating an extraordinary, comprehensive learning setting (Inkelas, 1999).

Living-learning communities are often characterized by a few special features. These communities often have a unique curriculum that is developed for a distinct group of students. Some courses within the curriculum are taught in the dormitory setting. Faculty members participate in social events in the residence, such as student-faculty teas and book club discussions. Residence advisors who live in student housing may be faculty members from the specific living-learning community discipline. On-site advising, tutoring, mentoring, and access to specialized technology are also common characteristics of living-learning communities.

Some examples and concepts of best practice living-learning communities follow:

- Common types of living-learning communities include honors, athletics, and unique majors that draw students from distances.
- The University of Michigan boasts a number of successful living-learning communities, such as the Michigan Community Scholars Program (MCSP). The focal point of the MCSP curriculum and residence hall is community service and service learning. The Women in Science and Engineering

(WISE) Residence Program is designed to recruit, support, and train female students pursuing science, engineering, and/or mathematics. The Health Sciences Scholars Program focuses on freshmen students exploring the health sciences arena (Murphy, pp. 7-10).

- Indiana University Purdue University Indianapolis (IUPUI) offers an International House community. Not only does the community include IUPUI's international (F-1 Visa) students, but it also includes American-born students who wish to pursue careers in international and global affairs. The focus of this community is on cross-cultural understanding and growth (Whitney, p. 8).
- The Humber Institute of Technology and Learning in Toronto, Canada offers a "wellness floor" that is centered on developing a healthy and "balanced" lifestyle (Heacock, p. 4).
- Often learning-living communities are "governed" in part by their residents. For example, many communities involve students in establishing policies and procedures, budget management and resource allocation, and housekeeping.

Themes of living-learning communities are boundless and seem to be dependent on a given college's mission and academic programming. A school that has a strong emphasis on the visual and performing arts may choose to have a fine arts residence. A college with a major in environmental science may elect to have a "green" living-learning community, in which students would explore and practice strategies for environmental conservation.

Summary

On-campus housing has emerged as a trend in higher education that impacts the historically commuter institutions, namely, the community colleges. In the past 13 years, on-campus housing at community colleges has increased by 20 percent. As the traditional student population continues to climb at community colleges, the demand for a more traditional college experience, including on-campus residence, is expected to increase also.

To date, campus-based housing and research on the benefits of housing have been the domain of four-year institutions. Research, albeit slanted to four-year schools, shows a strong, positive connection between campus housing, student recruitment and student retention. Students often feel more connected to their college because of on-campus housing and, as a result, tend to stay committed to that college and their educational goals. Living-learning communities tend to strengthen the connection between the student's personal and academic life and, in turn, strengthen a student's tie to a given school.

Rationale

Initially, Howard Community College's administration would plan to apply this knowledge to increase retention by five percent annually in the following subgroups:

- Learning communities including Silas Craft Collegians and Rouse Scholars
- Athletes
- Nursing students, engineering students, and other learning communities that are formed from programs of study
- International students

Students must maintain a passing grade point average (GPA) to remain in housing.

In spring 2007, student housing consultant, Anderson Strickler, LLC, will undertake a comprehensive market study for student housing, which will follow up on a preliminary market study done in spring 2004. Additionally, the Howard County Public School System (HCPSS) has agreed to allow the college to survey its students and conduct focus groups to determine the interest in student housing. In addition, the college will survey parents of students to determine interest in student housing for their children. The Anderson Strickler recommendations and the results of HCC's work with HCPSS will provide important data for refining HCC's student housing planning and delivery.

Recommendation

This item is for information only. No board action is required at this time.

Sources:

Astin, Alexander (1984). Student Involvement: A Developmental Theory for Higher Education. Journal of College Student Development, pp. 518-529.

Flower, Lamont A. (Winter, 2004). Effects of Living on Campus on African American Students' Educational Gains in College. NASPA Journal, Volume 41, No. 2, pp. 519-529.

Heacock, Laurie. (March 2006). White Paper: Community College Residence Halls, pp. 1-11, Anne Arundel Community College, Arnold, Maryland.

Inkelas, Karen. (1999). A Tide on Which All Boats Rise: The Effects of Living-Learning Program Participation on Undergraduate Outcomes at the University of Michigan.

June, Audrey Williams. (6/9/06). Facilities Play Key Role in Students' Enrollment Decisions. The Chronicle of Higher Education.

Murphy, Rena. (June 2003). Living-Learning Programs – The Effects of Educational Programs on the Residential Environment at the University of Michigan, pp. 1-73.

Whitney, Karen M. Metropolitan/Urban University Approach to Residential Learning Communities: Building Community One Building at a Time. Retrieved from www.life.iupui.edu/profiles/Karen_Whitney/docs/CUMU_Articles.pdf

Zimar, Heather. (2/23/06). Campus Housing Rising at Community Colleges, AACRAO Newsletter.

G-2 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 17, 2006 – January 12, 2007

Disclosure

Agreement Name	Agreement Type	Owner	Sent to Attorney	BOT Signature
Modification to Maryland Energy Administration Contract #2005-08-B043J	Non-Purchasing	Sandy DeLaney	No	12/21/06 & 1/12/07

G-3 Financial Statements

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 2006

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** 11/30/2006	YTD Budget 11/30/2006	YTD Budget Variance 11/30/2006	11/30/2006 Percent Variance From Budget	Total Budget FY2007
OPERATING BUDGET REVENUE					
TUITION					
Summer II & III	\$480,984	483,300	(\$2,316)	1 -0.48%	1 \$483,300
Fall	7,336,966	6,731,100	605,866	2 9.00%	2 6,731,100
Intersession	331,211	288,326	42,885	3 14.87%	3 326,300
Spring	3,047,674	2,569,871	477,804	3 18.59%	3 5,933,100
Summer I & Extended	(1,717)	0	(1,717)	3 na	724,900
Fees	1,573,498	1,579,837	(6,339)	4 -0.40%	2,285,400
TOTAL TUITION AND FEES	\$12,768,617	\$11,652,434	\$1,116,183	9.58%	\$16,484,100
GOVERNMENTAL AND OTHER					
Howard County	\$8,487,330	8,487,330	\$0	5 0.00%	\$20,369,595
State of Maryland	3,351,973	3,351,973	(0)	6 0.00%	8,044,735
Other Income	366,876	257,668	109,208	7 42.38%	618,404
Unrestricted appropriations	0	0	0	8 0.00%	495,373
Continuing Education Support	0	0	0	8 0.00%	360,203
TOTAL GOV'T AND OTHER	\$12,206,179	\$12,096,972	\$109,208	0.90%	\$29,888,310
TOTAL OPERATING REVENUE	\$24,974,796	\$23,749,405	\$1,225,391	5.16%	\$46,372,410
OPERATING BUDGET EXPENSES					
Instruction	\$14,816,053	\$14,826,297	10,244	0.07%	\$21,002,500
Public Service	256,971	269,942	12,970	4.80%	342,410
Academic Support	2,659,330	2,705,577	46,247	1.71%	3,237,200
Student Services	3,331,214	3,335,845	4,631	0.14%	4,687,100
Institutional Support	6,499,747	6,518,830	19,083	0.29%	9,082,100
Plant	4,139,666	4,167,899	28,233	0.68%	6,924,200
Scholarship/Waivers	588,857	597,633	8,776	1.47%	1,096,900
TOTAL OPERATING EXPENSES	\$32,291,839	\$32,422,023	\$130,185	0.40%	\$46,372,410

n/c = not comparable

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

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

For ease of reading new information appears in red ink.

November, 2006

Tuition and Fees

- 1) Summer II & III tuition revenue is under budget by .48 %, or \$2,316. Overall, a 3% FTE enrollment increase was budgeted. FTE enrollment for Summer II was up 35% (or 13.6 FTE's) and Summer III was up 8% (or 7.7 FTE's) from the prior year. Headcounts were also up 23% and 6%, respectively. In-county tuition increased from \$105 per credit hour to \$110 per credit hour, or 4.8%. Out-of-county and out-of-state tuition increased by \$5 each to \$193 and \$238, respectively. For each credit hour of tuition paid, \$3 goes towards the cost of the Horowitz visual and performing arts center. Summer revenue is under budget due to lower than anticipated out-of-state enrollments for summer.
- 2) Fall revenues are currently ahead of budget by 9.00%, or \$605,866. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was at 5.37% and headcount increased by 4.68% as of the census date on September 15th. (See note #1 for tuition rate information.)
- 3) **These figures represent pre-registration revenues for intersession and spring. Final revenue for intersession will be available for the January statements and for spring in the February statements. Both terms are currently ahead of prior year registrations at the same time last year.** Summer I & Summer extended is for an adjustment to the prior year.
- 4) Fee revenues are under budget by .4%, or \$6,339. The fee budget is developed to allow for unanticipated enrollment growth and divisional fees are tied to divisional expenses. Spending is monitored and occurs as fees are earned. Currently, budget in the instructional function is being held to cover this deficit; however, excess revenues in tuition currently offset this variance.
- A breakdown of operating account fees is as follows: **Course fees \$1,036,858 or 66%; consolidated fees \$472,163 or 30%; other student fees \$64,477 or 4%.**

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

Governmental Revenue and Other Revenue

- 5) Howard County's contribution to the FY2007 operating budget increased by 19.5% over the prior year and has no variance to the budget.
- 6) The State's appropriation to the FY2007 operating budget increased by 9.4% over the prior year and has no variance to the budget.
- 7) Other income is ahead of budget by 42.38%, or \$109,208. Investment income represents \$313,039 or 85% of other income. Interest rates are higher than anticipated and interest revenue is currently causing this excess budget balance. Service revenues for administration of contracts and small misc. revenue make up the other 15% of other income.
- 8) \$495,373 of unrestricted appropriations anticipated to come from the continuing education fund will occur at year-end if needed. Excess tuition revenues from the fall term may fund the \$495,373 if enrollment revenues continue to exceed budget. \$360,203 for continuing education's contribution to the operating fund will be taken at year-end.

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 6.39% over FY2006.
- 9) The public service function is under budget by 4.8% or \$12,970. Funding for the cable studio of \$254,310, which was previously County grant funded, is now classified as part of the college's operating budget and is included in this function. It continues to be funded by the County with operating funds. Unspent funds are allocated for replacement equipment for the studio.
- Overall, the operating budget's functions are within budget and spending for the first five months of this year is proportionally similar to the prior year.

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

	YTD Expended & Encumbered** 11/30/2006	YTD Budget 11/30/2006	YTD Budget Variance 11/30/2006	11/30/2006 Percent Variance From Budget		Total Budget FY2007
FUND 11 REVENUES						
TUITION						
Credit Fall/Summer II & III	\$161,608	162,500	(\$892)	-0.55%	1	\$162,500
Credit Intersession	39,759	42,100	(2,341)	-5.56%	2	48,500
Credit Spring/Summer I & Extended	41,906	39,424	2,482	6.30%	2	142,100
Non-Credit/Continuing Ed	1,369,903	1,256,035	113,868	9.07%	3	2,529,100
Fees	625,492	349,696	275,796	78.87%	4	810,700
TOTAL TUITION AND FEES	\$2,238,668	\$1,849,755	\$388,912	21.03%		\$3,692,900
GOVERNMENTAL AND OTHER						
State of Maryland	\$619,679	\$619,679	\$0	0.00%	5	\$1,487,229
Service Revenues & Other Income	\$86,851	\$151,656	(\$64,805)	-42.73%	6	\$363,974
Unrestricted appropriation	\$0	\$0	\$0	0.00%	7	400,000
Transfer to Operating Fund	0	0	0	0.00%	8	(360,203)
TOTAL GOV'T. AND OTHER	\$706,529	771,335	(\$64,805)	-8.40%		\$1,891,000
TOTAL FUND 11 REVENUES	\$2,945,197	\$2,621,090	\$324,107	12.37%		\$5,583,900
EXPENDITURES						
Instruction	\$3,831,820	\$3,860,276	\$28,456	0.74%	9	\$5,318,100
Academic Support	0	0	0	0.00%		
Plant	0	0	0	0.00%		0
Institutional Support	0	0	0	0.00%		
Scholarship	147,072	150,557	3,485	2.31%		265,800
TOTAL OPERATING EXPENSES	\$3,978,891	\$4,010,833	\$31,941	0.80%		\$5,583,900

n/c = not comparable

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

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

November 2006

Tuition and Fees

- 1) Credit fall/summer II & III tuition revenues are on track with budget. Credit enrollment in this division is primarily telecourses and tele-web classes. Tele-web classes use an on-line feature along with the pre-recorded lectures used by telecourses. Credit enrollment statistics are discussed on the financial statements for fund 10.
- 2) **These revenue amounts represent pre-registrations for intersession and spring. Intersession revenues will be final for the January statements and spring revenues will be final for the February statements.**
- 3) Non-credit tuition revenues are ahead of budget by **9.07% or \$113,868**. Open enrollment courses which include kids-on-campus and enrollment in adult basic education courses continue to exceed expectations. Also, when the budget was built last year, the motorcycle safety program had not been approved and therefore was not included. Revenue from that program is therefore contributing to the variance over budget.
- 4) Fees are ahead of budget by **78.87% or \$275,796**. This is due to fees earned in excess of budget for classes where enrollment is higher than anticipated mentioned in #3 above. Motorcycle safety classes have a high ratio of fees to tuition charged, hence the larger variance of fees over budget than tuition.

Governmental Revenue

- 5) The state contribution for FY2007 for continuing education increased 9.4% over the prior year, and has no variance to budget. Funding for FY2007 is based on an FTE formula related to enrollments from FY2005.

Service and Other Income

- 6) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently this category is **42.73% under budget or \$64,805**. The division is currently targeting new markets to identify business in this area.
- 7) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the hickory ridge building as needed.
- 8) Continuing education's annual contribution to the operating fund will occur at year-end. For FY07 it will be \$360,203.

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

Continued

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 6.39% for FY2007.

9) Instructional expenses are on track with budget for the year, showing a small variance of **.74%**.

**Howard Community College
11/2006
Cost Center Variances**

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007		
Instruction							
11200	Schoenbrodt honors	7,204	14,020	14,020	-	0%	
11300	Mathematics	1,287,862	1,610,462	1,610,462	-	0%	
11310	Health	172,825	239,303	239,303	-	0%	
11400	Social sciences	1,306,169	1,443,652	1,443,652	-	0%	
11410	Eng/world languages	2,041,928	2,300,027	2,300,027	-	0%	
11450	Arts & humanities	1,566,009	1,878,363	1,879,157	794	0%	
11480	Rouse scholars	78,618	48,739	87,739	39,000	80%	Temporary position in Rouse program
11600	Distance learning	229,557	311,118	316,118	5,000	2%	
12100	Nursing	1,112,137	1,448,417	1,448,417	-	0%	
12120	Emergency medical technology	108,451	125,190	123,422	(1,768)	-1%	
12150	Cardiovascular program	135,715	159,079	160,647	1,568	1%	
12200	Business & computers	1,270,596	1,557,922	1,568,580	10,658	1%	Network security expenses covered by instructional direction
12250	Science & technology programs	1,748,542	2,098,497	2,104,104	5,606	0%	
12280	Cooperative education	2,147	12,848	12,848	-	0%	
13550	Instructional international program	104,529	117,046	117,046	-	0%	
44010	User computer services	337,645	419,022	379,355	(39,667)	-9%	Position reallocated to new cost center in institutional support (See cost center 64002 below)
44020	Student computer services	712,191	888,422	888,422	-	0%	
44030	Student labs	178,768	278,421	280,979	2,558	1%	
46100	1st floor support	132,568	147,758	148,501	743	1%	
46200	2nd floor support	84,070	96,469	96,469	-	0%	
46300	Hickory ridge	59,463	79,100	79,100	-	0%	
46400	Evening services	413	1,325	1,325	-	0%	
46700	ELB divisions support	89,798	123,785	123,785	-	0%	
46800	Arts & humanities support	52,117	67,203	67,203	-	0%	
47500	Faculty learning community	1,329	16,500	16,500	-	0%	
48000	Outcomes assessment	97,127	178,715	178,715	-	0%	
48500	Instructional direction	84,844	271,724	257,224	(14,500)	-5%	To cover network security for business division
48501	Learning communities	213,734	233,830	233,830	-	0%	
48502	Program development	28,455	82,879	82,129	(750)	-1%	
51100	Webmaster	143	3,894	3,894	-	0%	
52102	Pool guards	15,962	59,000	60,367	1,367	2%	
53200	Learning assistance center	476,056	556,744	558,833	2,089	0%	
99970	Benefits/chargebacks	1,079,082	3,262,927	3,289,636	26,709	1%	Distribution of budgeted hourly increases netted with position reallocation.
99970	Reserve for fee shortfall	-	6,339	6,339	-	N/A	
99980	Division support	-	730,888	691,888	(39,000)	-5%	Cover temporary position in Rouse program
99990	Furniture/equipment	-	132,872	132,464	(408)	0%	
	Total instruction	14,816,053	21,002,500	21,002,500	(0)	0%	

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
Public Service						
33250	Cable studio	236,673	260,939	260,939	-	0%
99970	Benefits/chargebacks	20,298	78,411	78,411	-	0%
99990	Furniture/equipment	-	3,060	3,060	-	0%
	Total public service	256,971	342,410	342,410	-	0%
Academic Support						
33400	Cultural theater	171,125	176,948	177,742	794	0%
33500	Student alumni productions	77,021	98,228	99,022	794	1%
41001	Library services	676,817	712,773	713,103	330	0%
41002	Teaching & learning center	120,768	131,700	133,965	2,265	2%
43100	Education technology	244,733	295,340	299,940	4,600	2%
43200	Video services	33,777	69,626	69,626	-	0%
46000	VP of academic affairs	268,757	298,743	298,743	-	0%
47000	Faculty development	39,842	108,534	108,534	-	0%
48100	Interactive classroom	18,306	23,980	19,380	(4,600)	-19%
65001	Academic promotions	144,207	143,016	143,016	-	0%
99970	Benefits/chargebacks	863,976	1,138,701	1,134,519	(4,182)	0%
99990	Furniture/equipment	-	39,611	39,611	-	0%
	Total academic support	2,659,330	3,237,200	3,237,200	-	0%

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007		
Student Services							
46500	Advising, academic	390,215	411,931	412,725	794	0%	
46600	Welcome center & telephone adv.	116,847	150,635	151,834	1,199	1%	
51000	VP of student services	264,970	275,742	283,117	7,375	3%	
51200	Student ambassador program	1,939	6,450	6,450	-	0%	
52000	Student activities	-	2,595	2,595	-	0%	
52100	PE facility	262,679	283,174	284,168	994	0%	
53000	Career services	374,575	432,949	436,757	3,808	1%	
53100	Test center	149,314	194,536	196,322	1,786	1%	
53500	Retention	64,755	85,953	85,953	-	0%	
53555	Career links	12,869	26,396	26,396	-	0%	
54000	Financial aid services	395,573	566,103	566,103	-	0%	
55000	Admissions	473,601	551,275	552,967	1,692	0%	
55001	Workgroup	272,898	338,382	335,382	(3,000)	-1%	
56000	Records	302,986	373,008	376,008	3,000	1%	
65002	Student services promotions	5,173	35,392	35,392	-	0%	
99970	Benefits/chargebacks	242,821	856,974	846,703	(10,271)	-1%	Distribution of budgeted hourly increases
99980	Part time coverage	-	15,114	7,739	(7,375)	-49%	
99990	Furniture/equipment	-	80,491	80,491	-	0%	
	Total student services	3,331,214	4,687,100	4,687,100	-	0%	

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007		
Institutional Support							
61000	President	537,859	586,295	586,295	-	0%	
61100	Board of trustees	63,923	133,961	133,961	-	0%	
61200	Research, planning and org. dev.	333,874	403,557	403,557	-	0%	
61900	Senior administration	4,358	13,603	13,603	-	0%	
62000	VP of administration & finance	293,732	300,798	300,798	-	0%	
62100	Finance office	924,003	1,060,713	1,060,713	-	0%	
63101	Human resources	523,010	540,710	545,710	5,000	1%	
63102	Recruitment	37,578	56,517	56,517	-	0%	
63103	Unemployment	31,406	47,253	47,253	-	0%	
63150	Diversity programs	450	12,000	12,000	-	0%	
63200	Reprographics	147,683	168,132	168,132	-	0%	
63400	Security	832,751	926,900	927,432	532	0%	
63500	Telecommunications	201,651	312,137	312,137	-	0%	
63554	Mediation & conflict resolution cen	20,000	20,000	20,000	-	0%	
63600	Risk management	67,569	259,568	254,568	(5,000)	-2%	
63700	General administration	197,049	670,677	670,677	-	0%	
63800	Commencement/award programs	32,550	35,485	35,485	-	0%	
64000	Administrative information systems	1,005,825	1,170,803	1,170,803	-	0%	
64001	Enterprise network	458,556	553,898	553,898	-	0%	
64002	Web enterprise	39,667	-	39,667	39,667	N/A	New cost center for FY07 and position reallocation from instruction (see cost center 44010 above)
64100	Information technology adm.	250,019	292,058	292,058	-	0%	
65000	Public relations & marketing	386,503	504,763	504,763	-	0%	
65100	Development & alumni relations	421,490	470,847	470,847	-	0%	
65900	Fundraising	4,990	30,000	30,000	-	0%	
99970	Benefits/chargebacks	(316,748)	511,358	471,159	(40,199)	-8%	To balance functional position change mentioned above. (see 99970 in instruction)
99990	Furniture/equipment	-	67	67	-	0%	
	Total institutional support	6,499,747	9,082,100	9,082,100	-	0%	

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007		
Plant							
71000	Plant administration	3,392	83,177	83,177	-	0%	
71100	General services	1,896,802	2,996,815	3,004,715	7,900	0%	
71150	Recycling	-	25,000	20,100	(4,900)	-20%	
71500	Safety	65,971	69,503	69,503	-	0%	
72000	Engineering	744,239	985,665	986,965	1,300	0%	
72500	Preventive maintenance	124,930	174,667	174,667	0	0%	
73000	Housekeeping	825,458	1,180,685	1,186,929	6,244	1%	
75000	Grounds	239,000	289,130	288,911	(219)	0%	
76000	Renovations	44,386	163,929	163,929	-	0%	
99970	Benefits/chargebacks	195,488	946,456	936,130	(10,326)	-1%	Distribution of budgeted hourly increases
99990	Furniture/equipment	-	9,173	9,173	-	0%	
	Total plant	4,139,666	6,924,200	6,924,200	0	0%	
Scholarships							
81000	Scholarships	335,926	644,640	644,640	-	0%	
82000	Waivers	252,931	452,260	452,260	-	0%	
	Total scholarships	588,857	1,096,900	1,096,900	-	0%	
	Grand totals	32,291,839	46,372,410	46,372,410	(0)	0%	

Note 1:
When the budget was originally developed, all salaries were budgeted to increase at the rate of 6.39%. As final salaries increases may have fluctuated based on performance levels and the relation of the individual's FY06 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.

Note 2:
Includes encumbrances for budgeted wages and outstanding purchase orders.

**Howard Community College
11/2006
Cost Center Spending Percentages**

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Instruction					
11200	Schoenbrodt honors	7,164	14,020	51%	
11300	Mathematics	547,266	1,610,462	34%	
11310	Health	75,712	239,303	32%	
11400	Social sciences	514,946	1,443,652	36%	
11410	Eng/world languages	891,893	2,300,027	39%	
11450	Arts & humanities	700,470	1,879,157	37%	
11480	Rouse scholars	39,290	87,739	45%	
11600	Distance learning	151,484	316,118	48%	
12100	Nursing	491,360	1,448,417	34%	
12120	Emergency medical technology	63,331	123,422	51%	
12150	Cardiovascular program	65,544	160,647	41%	
12200	Business & computers	632,079	1,568,580	40%	
12250	Science & technology program	752,701	2,104,104	36%	
12280	Cooperative education	2,147	12,848	17%	1
13550	Instructional international progr	48,049	117,046	41%	
44010	User computer services	148,445	379,355	39%	
44020	Student computer services	321,956	888,422	36%	
44030	Student labs	105,224	280,979	37%	
46100	1st floor support	60,635	148,501	41%	
46200	2nd floor support	43,503	96,469	45%	
46300	Hickory ridge	25,162	79,100	32%	
46400	Evening services	413	1,325	31%	
46700	ELB divisions support	47,200	123,785	38%	
46800	Arts & humanities support	21,978	67,203	33%	
47500	Faculty learning community	767	16,500	5%	2
48000	Outcomes assessment	36,896	178,715	21%	3
48500	Instructional direction	52,366	257,224	20%	4
48501	Learning communities	91,022	233,830	39%	
48502	Program development	25,135	82,129	31%	
51100	Webmaster	143	3,894	4%	5
52102	Pool guards	15,962	60,367	26%	
53200	Learning assistance center	245,701	558,833	44%	
99970	Benefits/chargebacks	1,015,123	3,289,636	31%	
99970	Reserve for fees shortfall	-	6,339	0%	6
99980	Division support	-	691,888	0%	7
99990	Furniture/equipment	-	132,464	0%	8
	Total instruction	7,241,067	21,002,500	34%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Public Service					
33250	Cable studio	100,142	260,939	38%	
99970	Benefits/chargebacks	20,298	78,411	26%	
99990	Furniture/equipment	-	3,060	0%	8
	Total public service	120,440	342,410	35%	
Academic Support					
33400	Cultural theater	80,177	177,742	45%	
33500	Student alumni productions	40,527	99,022	41%	
41001	Library services	392,732	713,103	55%	
41002	Teaching & learning center	50,594	133,965	38%	
43100	Education technology	117,989	299,940	39%	
43200	Video services	20,506	69,626	29%	
46000	VP of academic affairs	102,682	298,743	34%	
47000	Faculty development	39,149	108,534	36%	
48100	Interactive classroom	7,628	19,380	39%	
65001	Academic promotions	67,161	143,016	47%	
99970	Benefits/chargebacks	300,018	1,134,519	26%	
99990	Furniture/equipment	-	39,611	0%	8
	Total academic support	1,219,163	3,237,200	38%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Student Services					
46500	Advising, academic	175,529	412,725	43%	
46600	Welcome center & telephone a	58,921	151,834	39%	
51000	VP of student services	119,763	283,117	42%	
51200	Student ambassador program	1,939	6,450	30%	
52000	Student activities	-	2,595	0%	9
52100	PE facility	115,032	284,168	40%	
53000	Career services	171,179	436,757	39%	
53100	Test center	73,176	196,322	37%	
53500	Retention	32,058	85,953	37%	
53555	Career links	11,669	26,396	44%	
54000	Financial aid services	198,297	566,103	35%	
55000	Admissions	216,361	552,967	39%	
55001	Workgroup	136,503	335,382	41%	
56000	Records	144,803	376,008	39%	
65002	Student services promotions	5,173	35,392	15%	10
99970	Benefits/chargebacks	234,251	846,703	28%	
99980	Part time coverage	-	7,739	0%	11
99990	Furniture/equipment	-	80,491	0%	8
	Total student services	1,694,655	4,687,100	36%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Institutional Support					
61000	President	269,791	586,295	46%	
61100	Board of trustees	17,629	133,961	13%	12
61200	Research, planning and org. de	143,185	403,557	35%	
61900	Senior administration	3,905	13,603	29%	
62000	VP of administration & finance	126,551	300,798	42%	
62100	Finance office	425,956	1,060,713	40%	
63101	Human resources	237,229	545,710	43%	
63102	Recruitment	18,625	56,517	33%	
63103	Unemployment	4,934	47,253	10%	13
63150	Diversity programs	450	12,000	4%	14
63200	Reprographics	54,077	168,132	32%	
63400	Security	281,825	927,432	30%	
63500	Telecommunications	50,470	312,137	16%	15
63554	Mediation & conflict resolution	20,000	20,000	100%	16
63600	Risk management	48,337	254,568	19%	17
63700	General administration	178,574	670,677	27%	
63800	Commencement/award program	1,401	35,485	4%	18
64000	Administrative information system	578,607	1,170,803	49%	
64001	Enterprise network	222,119	553,898	40%	
64002	Web enterprise	-	39,667	0%	19
64100	Information technology adm.	109,393	292,058	37%	
65000	Public relations & marketing	208,437	504,763	41%	
65100	Development & alumni relations	192,178	470,847	41%	
65900	Fundraising	4,990	30,000	17%	20
99970	Benefits/chargebacks	189,311	471,159	40%	
99990	Furniture/equipment	-	67	0%	8
	Total institutional support	3,387,973	9,082,100	37%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	Plant administration	3,392	83,177	4%	21
71100	General services	626,562	3,004,715	21%	22
71150	Recycling	-	20,100	0%	23
71500	Safety	28,344	69,503	41%	
72000	Engineering	332,658	986,965	34%	
72500	Preventive maintenance	66,960	174,667	38%	
73000	Housekeeping	351,210	1,186,929	30%	
75000	Grounds	107,350	288,911	37%	
76000	Renovations	27,560	163,929	17%	24
99970	Benefits/chargebacks	195,488	936,130	21%	25
99990	Furniture/equipment	-	9,173	0%	8
	Total plant	1,739,524	6,924,200	25%	
Scholarships					
81000	Scholarships	335,926	644,640	52%	
82000	Waivers	252,931	452,260	56%	26
	Total scholarships	588,857	1,096,900	54%	
	Grand totals	15,991,678	46,372,410	34%	

Notes: We have only noted variance greater than 55%, or less than 25% at this time. Annual expenses paid early caused higher than expected variances in some cost centers.

- 3 Expenses for these programs occur primarily in the major semesters, and are currently under budget.
- 1,2,5,9,20 These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.
- 6 This budget is reserved for any fee shortfalls.
- 4,7,11 These programs, which support instruction and student services, will expend funds as needed during the year.
- 8 Furniture and equipment budgets are typically spent later in the year.
- 10,14,18,21 These programs will expend funds later in the year.
- 12 An accrual from the prior year is causing lower than anticipated legal expenses at this time.
- 13 An accrual from the prior year is causing lower than anticipated total expenses; expenditures occur quarterly.
- 15,17 Annual contracts will be paid later in the year.
- 16 Funding for the mediation center is fully used to fund full-time salaries for the year. Operations are in fund 13.
- 19 Web enterprise is a new cost center established to track expenses related to the website and it's processes; a new position starts in January in this cost center.
- 22 Heating and oil costs for the new student services building have not been incurred to date.
- 23 Recycling costs have been eliminated through efforts with the County government.
- 24 Renovations will occur later in the year.
- 25 There is some anticipated savings in this area as temporary staffing is being used to clean the facilities.
- 26 Waivers are granted at the time of registration and now include intersession and spring pre-registrations.

G-4 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: December 2006

Recommendation

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

December 1, 2006 – December 31, 2006

ASSOCIATE DIVISION CHAIR APPOINTMENTS (3-YEAR TERM)

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							

CHANGE IN POSITION SATUS

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

CHANGE IN TITLE ONLY

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

TRANSFER

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

PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Professor, Business	International Education	N/A	N/A	N/A	N/A	Mihelcic-Chapman, Rebecca	8/04
Professor, Biology	Science and Technology	N/A	N/A	N/A	N/A	Jost, Mary Alice	8/04
Professor, Accounting	Business and Computers	N/A	N/A	N/A	N/A	Gardner, Mary	8/05
Professor, Computer Systems	Business and Computers	N/A	N/A	N/A	N/A	Stewart, Sharon	8/06

¹Annual 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, 2006 – December 31, 2006

Section I – Change in Status (Continued)

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date
Communications/Instructional Multimedia Specialist*	Teaching and Learning Services	N/A	N/A	N/A	N/A	Wuyts, Carolyn	12/08/06
Professor, Biology*	Science and Technology	N/A	N/A	N/A	N/A	Jost, Mary Alice	12/22/06

*Retired

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

December 1, 2006 – December 31, 2006

Section II – Leaves

SABBATICAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
Batra, Anjula	Assistant Professor, Mathematics	8/07/06	6/08/07
Kirk, Virginia	Professor, Arts and Humanities; Director of Distance Learning	7/01/06	12/31/06
Okpala, Jude	Associate Professor, English	8/07/06	12/31/06

LEAVE WITHOUT PAY

Name	Position	Beginning Date of Leave	Ending Date of Leave
Holbrook, Thelma	Supervisor, Print Shop	12/04/06	12/08/06
Maguire, Yeng	Housekeeper	12/11/06	Undetermined

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			

**Resolution for Board of Trustees to Meet in Closed
Session on January 24, 2007**

WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 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 January 24, 2007, at the conclusion of the regular meeting in the English, language, and business building Kittleman Room 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; or any other personnel matter that affects 1 or more specific individuals as permitted under Section 10-508(a)(1) (i and ii) and that such meeting shall continue in closed session until the completion of business.