



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

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August 23, 2006  
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  
August 23, 2006  
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. H. Clay Whitlow, Maryland Association of Community Colleges**

**C. Information Session: Teacher Education**

PART II. **REGULAR MEETING** – Immediately following the Work Session

**A. Approval of August 23, 2006, Agenda**

**B. Approval of:**

1. May 24, 2006, Work Session Minutes
2. May 24, 2006, Regular Session Minutes
3. June 14, 2006, Retreat Notes
4. June 14, 2006, Closed Session Minutes

**C. President's Report**

**D. Board Member Comments**

**E. Consent Items**

1. Ratify and Confirm Low-Productivity Degree Program Report 2006
2. Ratify and Confirm Gator Utility Vehicles Purchase
3. Ratify and Confirm Enhancement of the Contributory Pension System
4. Ratify and Confirm Construction Manager at Risk for the 'A' – Building and Smith Theatre Renovations
5. Ratify and Confirm Baltimore Gas & Electric Delivery and Washington Gas Supply Increases
6. Ratify and Confirm Children's Learning Center Mortgage
7. Ratify and Confirm Belmont Conference Center Lease
8. Ratify and Confirm Laurel College Center Lease
9. Ratify and Confirm Furniture and Equipment for Visual and Performing Arts Center
10. Ratify and Confirm Budget Revisions for Student Services Positions
11. Ratify and Confirm Auditor Contract with Clifton Gunderson
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13. Ratify and Confirm WebCT License Renewal
14. Summer II and III Grads
15. Paper for Print Shop Copiers
16. Proposed New Hires
17. Grants and Scholarships
18. Donor Signage for the Horowitz Visual and Performing Arts Center

**F. Discussion Items**

1. Issue Bin
2. Board Calendar
3. Revised FY07 Integrated Strategic Plan and Budget
4. High-Speed Dedicated Internet Access

**G. Information Items**

1. Agreements Signed by the Board Chair Disclosure
2. Financial Statements
3. FY06 Board Accomplishments
4. FY06 Strategic Plan Evaluation and Core Work Highlights
5. Personnel Summaries

**H. Closed Session**

1. Confidential Personnel Summary
2. Personnel Issue

## **I-A Introduction of New Employees**

For the trustees' information, newly hired employees approved by the board at its August 23, 2006, meeting will be introduced to the trustees by Dr. Duncan and area vice presidents.

## **I-B H. Clay Whitlow, Maryland Association of Community Colleges**

On October 1, 2004, Clay Whitlow became the Executive Director of the Maryland Association of Community Colleges. Mr. Whitlow visited HCC's Board of Trustees shortly after his appointment. He is now conducting follow-up visits with the various community college boards in order to report on progress made during the last few years as well as new initiatives under way.

## **I-C Information Session: Teacher Education**

**Introduction:** The teacher education department is important to the future of children in Howard County. Teacher education majors start at HCC, transfer to an education department at a four-year college or university in Maryland, and then want to return to teach in the Howard County Public School System (HCPSS). The teacher education department offers majors in early childhood education, elementary education, and secondary education for transfer students. A non-transfer program in early childhood development trains teachers and directors in the field of child care. Teacher certification coursework is offered for career changers who wish to teach in Maryland. The teacher education department maintains a close partnership with HCPSS. Approximately 150 students are placed each semester in the college's eleven HCPSS partnership schools for field experience observation and participation opportunities. Over 400 students per semester declare teacher education as their major and over 600 students per semester register in education courses.

### **Profile of Staff**

1. Fran P. Kroll: director of teacher education; professor, teacher education; BA – University of Florida; MA – George Washington University; Fran started teaching at HCC in 1984 and became a full-time instructor in 1990. She developed all courses and programs in the teacher education department. Professor Kroll directs the teacher education department and is the liaison to HCPSS and all agencies dealing with children in Howard County and the State of Maryland. She is currently the chair of Maryland Association of Directors of Teacher Education at Community Colleges (MADTECC), where she leads the group in dealing with statewide teacher education issues concerning community colleges.
2. Kate Kenney: coordinator of early childhood; assistant professor, teacher education; BS, M.Ed. – Towson State University. Kate started teaching at HCC as a part-time instructor in 1999 and became a full-time instructor in 2001. Kate teaches early childhood courses full-time. Kate also coordinates the early childhood development career programs and serves as the liaison to child care programs in Howard County.
3. Barbara Maestas: assistant professor, teacher education; BA - Elmira College, MA – Western New Mexico University  
Barbara joined the teacher education department in 2005 after teaching at Towson University for seven years. Barbara teaches teacher education

transfer courses. She also serves as our liaison to the elementary education/special education program at Laurel College Center (EESE/LCC) run by Towson University.

4. Adjuncts: The teacher education program employs 22 adjunct instructors with masters' degrees in all areas of teacher education. Most adjuncts work full-time for the HCPSS and some teach at four-year colleges or universities.

## **Profile of Students**

The teacher education department enrolls five groups of students:

1. Transfer Students – These students start as teacher education majors at HCC and plan to transfer to a four-year college or university. Each student hopes to be a teacher in the area of early childhood, elementary, secondary, or special education. Many students transfer before receiving the associate of arts in teaching (AAT) or associate of arts (AA) degree in their area of teacher education. Students enrolled in teacher education are diverse in age and ethnicity, but all share a goal of teaching K-12 children in a public or private setting.
2. Career Students – These students are enrolled in the early childhood development associate in applied science (AAS) and certificate of proficiency programs at HCC. Students in these programs are training to be teachers and/or directors in child care centers. These students are diverse in age and ethnicity but all share a goal of working in the field of child care.
3. Teacher Certification
  - A. Career Changers – This group of students already hold college degrees (bachelors, masters, doctorate), and now wish to become certified to teach K-12 students in Maryland. HCC offers all the teacher education courses needed to become certified in early childhood education, elementary education, secondary education, and special education except for student teaching. Some students have many years of work experience while others enroll after completing a Bachelor of Arts degree.
  - B. Courses for Recertification – The teacher education department also offers professional education courses for currently certified K-12 teachers who need additional coursework to maintain their certification.

4. Resident Teacher Certificate Students – In summer 2006, HCC’s teacher education department offered the required coursework for the HCPSS resident teacher certificate (RTC) students. Ten RTC candidates who have been hired by HCPSS for fall 2006 attended four courses during the summer. They will attend seminars in fall 2006 and spring 2007 as well as enroll in EDUC 206: Methods of Teaching Reading in the Secondary Content Areas. These RTC candidates are career changers in critical shortage areas (math, science, foreign languages, etc.) who can be trained in this fast-track program approved by the Maryland State Department of Education (MSDE).
  
5. Praxis I Review Students – EDUC 101: Praxis I Review Course for Reading/Writing Tests and EDUC 102: Praxis I Review Course for Math Test are offered fall and spring semesters to prepare students to pass the Praxis I exams. Students must pass the Praxis I exams in order to receive their AAT degree and transfer to a four-year college teacher education program and to become certified to teach in the State of Maryland. Students enrolling in these courses are both undergraduate students and career changers. These courses are offered in a campus web format where most of the work is completed online and students meet with the instructor one hour per week.

### **Core Work Mission:**

The mission of the social sciences/teacher education division is to provide a variety of general education, social and behavioral science and education courses that are required for the mastery and fulfillment of degree and certificate work at HCC. In teacher education, HCC provides the first two years of required courses for transfer to a four-year college teacher education program in accordance with the new AAT degrees. Forty-five hours of field experience in partnership schools are provided for all teacher education transfer students. Teacher certification courses, except student teaching, are offered for MSDE licensure. The division also promotes multiple deliveries of these courses through the medium of interactive, online, weekend, fast track, custom class and telecourse and honors courses.

### **Benchmarks/Results**

#### **Description of Programs:**

##### **Early Childhood Development, AAS Degree**

In a society where both parents are working full-time outside the home, the need for qualified child care providers is growing rapidly. This curriculum is designed to provide the student with a well-rounded background in early childhood development. As part of their career education, many course assign students to off-campus child care settings where they will interact with young children under

the supervision of professionals in the field. Graduates of this program, under the current State of Maryland regulations, will have the skills necessary to become a director of a child care center licensed for more than forty children provided that they have two years of experience in an early childhood program and are at least 21 years of age.

*Early Childhood Development, Certificate of Proficiency*

This sequence of courses is designed to provide concentrated study and hands-on experience in early childhood development, curriculum, and classroom management. Successful completion of this program will indicate that the student has met the educational requirements, under current State of Maryland regulations, for employment as a director of a child care center licensed for up to twenty children, provided the individual has at least one year of experience in a licensed early childhood program and is at least 21 years of age; a senior staff member in a child care center, provided the individual is at least 19 years of age; or as an aide in a child care center.

*Early Childhood Education, AA Degree*

In our society, all children are required to attend school, and teachers are needed to educate the future citizens of our country. This curriculum is designed for students who are interested in transferring to an early childhood education program at a four-year college or university outside of Maryland as well as students who are not eligible to complete the requirements of the AAT degree. While this curriculum is designed to prepare students to pursue a bachelor's degree program at the college or university level, students are advised to check the requirements of the institution to which they intend to transfer.

*Early Childhood Education, AAT Degree*

This curriculum prepares students to transfer to an Early Childhood Education program at a four-year college or university in the state of Maryland. The AAT degree has been articulated with all of the transfer programs in early childhood education in the state of Maryland. Students who receive the AAT degree must have a cumulative GPA of 2.75 and pass the Praxis I exam. Upon completion of the AAT degree, students are eligible to be admitted as an early education major at their Maryland transfer institution.

*Elementary Education, AA Degree*

In our society, all children are required to attend school, and teachers are needed to educate the future citizens of our country. This curriculum is designed for students who are interested in transferring to an elementary education program at a four-year college or university outside of Maryland as well as students who are not eligible to complete the requirements of the AAT degree. While this curriculum is designed to prepare students to pursue a bachelor's degree program at the college or university level, students are advised to check the requirements of the institution to which they intend to transfer.

### Elementary Education, AAT Degree

This curriculum prepares students to transfer to an elementary education program at a four-year college or university in the state of Maryland. The AAT degree has been articulated with all of the transfer programs in elementary education in the state of Maryland. Students who receive the AAT degree must have a cumulative GPA of 2.75 and pass the Praxis I exam. Upon completion of the AAT degree, students are eligible to be admitted as an early education major at their Maryland transfer institution.

### Secondary Education, AA Degree

Teachers are needed in our society to educate and prepare students to be useful and productive citizens. This curriculum prepares students to transfer to a secondary education program at a four-year college or university. This option allows the student to fulfill general education requirements and to pursue a major interest area in the second year. As a secondary education student, you will be required to select a major at the four-year college or university. This curriculum is designed to prepare students to pursue a bachelor's degree program at the college or university level without loss of credit. Students are advised to check the requirements of the major and institution to which they intend to transfer.

### Secondary Education – Chemistry, AAT Degree

This curriculum prepares students to transfer to a secondary education-chemistry program at a four-year college or university in the state of Maryland. The AAT degree has been articulated with all transfer programs in secondary education-chemistry in the state of Maryland. Students who receive the AAT degree must have a GPA of 2.75 within this complete program of study and pass the Praxis I exam. Upon completion of the AAT degree, students are eligible to be admitted as a secondary education-chemistry major at their Maryland transfer institution.

### Secondary Education – Mathematics, AAT. Degree

This curriculum prepares students to transfer to a secondary education-mathematics program at a four-year college or university in the state of Maryland. The AAT degree has been articulated with all transfer programs in secondary education-mathematics in the State of Maryland. Students who receive the AAT degree must have a GPA of 2.75 within this complete program of study and pass the Praxis I exam. Upon completion of the AAT degree, students are eligible to be admitted as a secondary education-mathematics major at their Maryland transfer institution.

### Secondary Education – Physics, AAT Degree

This curriculum prepares students to transfer to a secondary education-physics program at a four-year college or university in the state of Maryland. The AAT degree has been articulated with all transfer programs in secondary education-physics in the state of Maryland. Students who receive the AAT degree must have a GPA of 2.75 within this complete program of study and pass the Praxis I

exam. Upon completion of the AAT degree, students are eligible to be admitted as a secondary education-physics major at their Maryland transfer institution.

#### Secondary Education – Spanish, AAT Degree

This curriculum prepares students to transfer to a secondary education-Spanish program at a four-year college or university in the state of Maryland. The AAT degree has been articulated with all transfer programs in secondary education-Spanish in the State of Maryland. Students who receive the AAT degree must have a GPA of 2.75 within this complete program of study and pass the Praxis I exam. Upon completion of the AAT degree, students are eligible to be admitted as a secondary education-Spanish major at their Maryland transfer institution.

#### Teacher Education – Professional Courses for Maryland Certification

This course of study is designed for persons who already have a Bachelor's degree and wish to become a certified teacher in Maryland. Students may enroll in certification courses, but they should also have their college transcripts evaluated by the MSDE division of certification. Before MSDE transcript evaluation can occur, students must take Praxis I and have their scores reported MSDE. Once their Praxis I scores have been received by MSDE, the evaluation is completed within 90 days of receiving all transcripts. Upon receipt of the transcript evaluation, students may use the following charts to determine what courses HCC offers that meet the MSDE professional education course requirements. Please note: 1) all certification areas require Maryland passing scores on the Praxis I: academic skills assessments, 2) most certification areas require Maryland passing scores on the Praxis II: subject assessments, 3) all certification areas require documented teaching experience before an initial certificate is awarded; HCC does not provide this documented teaching experience or offer a student teaching course, and 4) additional professional education courses may be required in some certification areas. These options do not provide a complete certification program.

## Enrollment of Teacher Education Majors

*Fall 2004 - Spring 2006*

Major	Fall 2004	Spring 2005	Fall 2005	Spring 2006
130 - Teacher Education Early Childhood Education	72	45	51	41
131 - Teacher Education Elementary Education	83	71	73	60
137 - Preparation for MD Teacher Education Certification	64	69	66	81
158 - Teacher Education Elementary Education - AAT	85	85	98	90
195 - Teacher Education Early Childhood Education - AAT	17	29	34	39
207 - Secondary Education - Chemistry - AAT	0	0	0	0
208 - Secondary Education - Math - AAT	0	0	2	0
209 - Secondary Education - Physics - AAT	0	0	0	1
210 - Secondary Education - Spanish - AAT	0	0	0	1
35A - Teacher Education Secondary Ed	76	64	63	60
35B - Teacher Education Secondary Ed Social Sciences	5	4	15	14
35C - Teacher Education Secondary Ed Mathematics Science	2	8	7	11
87 - Early Childhood Development	15	13	15	16
89 - Early Childhood Development	29	28	27	32
<b>Total</b>	<b>448</b>	<b>416</b>	<b>451</b>	<b>446</b>

**Retention of Teacher Education Majors**  
**Fall 04 - Spring 05**

<b>Major</b>	<b>Fall 2004</b>	<b>Returned Spring 05</b>	<b>Retention Rate</b>
130 - Teacher Education Early Childhood Education	72	40	55.6%
131 - Teacher Education Elementary Education	83	52	62.7%
137 - Preparation for MD Teacher Education Certification	64	26	40.6%
158 - Teacher Education Elementary Education - AAT	85	69	81.2%
195 - Teacher Education Early Childhood Education - AAT	17	16	94.1%
207 - Secondary Education - Chemistry - AAT	0	0	n/a
208 - Secondary Education - Math - AAT	0	0	n/a
209 - Secondary Education - Physics - AAT	0	0	n/a
210 - Secondary Education - Spanish - AAT	0	0	n/a
35A - Teacher Education Secondary Ed	76	42	55.3%
35B - Teacher Education Secondary Ed Social Sciences	5	2	40.0%
35C - Teacher Education Secondary Ed Mathematics Science	2	1	50.0%
87 - Early Childhood Development	15	5	33.3%
89 - Early Childhood Development	29	19	65.5%
<b>Total</b>	<b>448</b>	<b>272</b>	<b>60.7%</b>

**Retention of Teacher Education Majors**  
**Fall 05 - Spring 06**

<b>Major</b>	<b>Fall 2005</b>	<b>Returned Spring 06</b>	<b>Retention Rate</b>
130 - Teacher Education Early Childhood Education	51	30	58.8%
131 - Teacher Education Elementary Education	73	44	60.3%
137 - Preparation for MD Teacher Education Certification	66	34	51.5%
158 - Teacher Education Elementary Education - AAT	98	74	75.5%
195 - Teacher Education Early Childhood Education - AAT	34	25	73.5%
207 - Secondary Education - Chemistry - AAT	0	0	n/a
208 - Secondary Education - Math - AAT	2	1	50.0%
209 - Secondary Education - Physics - AAT	0	0	n/a
210 - Secondary Education - Spanish - AAT	0	0	n/a
35A - Teacher Education Secondary Ed	63	39	61.9%
35B - Teacher Education Secondary Ed Social Sciences	15	10	66.7%
35C - Teacher Education Secondary Ed Mathematics Science	7	5	71.4%
87 - Early Childhood Development	15	10	66.7%
89 - Early Childhood Development	27	21	77.8%
<b>Total</b>	<b>451</b>	<b>293</b>	<b>65.0%</b>

**Teacher Education Degrees Awarded  
FY05 and FY06**

<b>Major</b>	<b>FY05</b>	<b>FY06</b>
130 - Teacher Education Early Childhood Education	11	3
131 - Teacher Education Elementary Education	10	5
137 - Preparation for MD Teacher Education Certification	0	0
158 - Teacher Education Elementary Education - AAT	6	11
195 - Teacher Education Early Childhood Education - AAT	0	0
207 - Secondary Education - Chemistry - AAT	0	0
208 - Secondary Education - Math - AAT	0	0
209 - Secondary Education - Physics - AAT	0	0
210 - Secondary Education - Spanish - AAT	0	0
35A - Teacher Education Secondary Ed	9	6
87 - Early Childhood Development	1	0
89 - Early Childhood Development	5	3
<b>Total</b>	<b>42</b>	<b>28</b>

**Partnerships**

The EESE (Elementary Education/Special Education) Program has been offered by Towson University at the Laurel College Center since fall 2004. This partnership with Towson University and Prince George's Community College provides a pathway for elementary education AAT graduates to complete their degree and student teach in the Laurel area.

*Partnership with Howard County Public School System*

Eleven HCPSS partnership schools provide field experience placements for approximately 150 HCC teacher education students each semester.

HCC has an articulated agreement by which high school students who get a "B" or higher in Early Childhood Development I and II may receive three college credits for EDUC 111: Childhood Growth and Development if they declare a major in teacher education.

Kate Kenney provides training and resources to the high school early childhood teachers throughout the year.

Barbara Maestas will provide training and resources to the high school teacher who is piloting the Teacher Education Academy at River Hill High School.

Fran Kroll coordinated and offered credit courses for the RTC candidates for the first time in summer 2006. Five new courses were developed for this group of students who will complete their program in spring 2007.

## **Special Recognitions**

### A. Fran Kroll

Chair, Maryland Association of Directors of Teacher Education at Community Colleges (MADTECC): 2005 – present

Member, Statewide AAT Oversight Committee: 2005 – present

Co-Chair, Special Education AAT Planning Committee: 2005-present

### B. Kate Kenney

Co-Chair, Howard County Early Childhood Coalition: 2006 – 2007

## **Accreditations**

MSDE requires that they approve the four elementary reading courses that are offered for teacher education majors and career changers. These courses were revised and granted approval in June 2006.

**II-A Approval of August 23, 2006, Agenda**

**Board of Trustees**  
**August 23, 2006**  
**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. H. Clay Whitlow, Maryland Association of Community Colleges**

**C. Information Session: Teacher Education**

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**C. President's Report**

**D. Board Member Comments**

**E. Consent Items**

1. Ratify and Confirm Low-Productivity Degree Program Report 2006
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1. Issue Bin
2. Board Calendar
3. Revised FY07 Integrated Strategic Plan and Budget

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5. Personnel Summaries

**H. Closed Session**

1. Confidential Personnel Summary
2. Personnel Issue

## **II-B Approval of Minutes**

- May 24, 2006, Work Session Minutes
- May 24, 2006, Regular Session Minutes
- June 14, 2006, Retreat Notes
- June 14, 2006, Closed Session Minutes

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
May 24, 2006**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 26, 2006, in the Kittleman Room of the English, Language, and Business building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

**A. Introduction of New Employees**

Lynn Coleman, vice president of administration and finance, introduced Eldridge, office associate II in plant operations; and Theodore Davis, lead housekeeper.

Kate Hetherington, executive vice president, introduced Schnell Garrett, assistant director of student life.

**B. Recognition of Howard Community College Lacrosse Team**

Diane Schumacher, director of athletics, gave a brief overview of the lacrosse team and asked team members to introduce themselves and mention their college major and transfer plans.

**C. Thank You to Modular Building Participants**

Arts and humanities division faculty members who have taught classes in the trailers were thanked. Present at the meeting were Dr. Deborah Kent, Dr. Benjamin Myers, and Dr. Kristina Suter.

**D. Tour of the Peter and Elizabeth Horowitz Visual and Performing Arts Center**

Board members were taken on a tour of the new building by Valerie Lash, professor, theatre; division chair, arts and humanities; founding director, Rep Stage.

**E. Informational Tour: Public Relations**

Randy Bengfort, director of public relations and marketing, introduced the department staff that was present: Carla Cipolari, office associate; Margie Dunklee, graphic artist; and Jane Sharp, marketing assistant. He gave a PowerPoint presentation about the work of the department including TV and print advertising, media relations and 35<sup>th</sup> anniversary events. A number of

suggestions for enhancing the college's marketing efforts were made, including: an 800 call source number, advertising on myspace.com to get to younger audiences, banners on light poles in Columbia, and promotional items.

### **Adjournment**

The work session adjourned at 7:42 p.m.

*The above constitutes the official minutes of the May 24, 2006, work session of the Howard Community College Board of Trustees as approved on August 27, 2006, and is a true and correct copy of same.*

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
May 24, 2006**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, May 24, 2006, in the Kittleman Room of the English, Language, and Business building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 7:43 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

**A. Approval of May 24, 2006, Agenda**

*A recommendation to approve the May 24, 2006, agenda was moved by Trustee Rensin, seconded by Vice Chair Huddie, and unanimously approved.*

**B. Approval of Minutes**

*A recommendation to approve the April 26, 2006, work session, regular session, and closed session minutes, was moved by Trustee Caplan, seconded by Trustee Truby, and unanimously approved.*

**C. Report of the Audit and Finance Committee**

Lynn Coleman, vice president of administration and finance, gave an overview of the new procurement cards and distributed a list of employees who would receive them to make authorized purchases.

**D. President's Report**

Dr. Duncan mentioned the alumni reunion held on May 20; she pointed out that several couples present met at Howard Community College. Student services won an award from the National Council on Student Development. President's team underwent disaster planning.

**E. Board Member Comments**

- Chair Dillow congratulated Ron Roberson, vice president of academic affairs, on his recent marriage. She also commented on commencement and the nursing pinning ceremony. She reminded board members of the retreat on June 14; she asked board members to return the board self-evaluation and president's evaluation before the 14<sup>th</sup>. The campaign council has decided to end the campaign at the end of June with a final push to original pledge makers to raise their contributions. She urged the trustees to consider raising

their contributions.

- Trustee Rensin echoed Chair Dillow's comments.
- Trustee Hutt's comments were read by Chair Dillow due to his case of laryngitis. He congratulated faculty and staff for numerous outstanding accomplishments this fiscal year.
- Vice Chair Huddle commended the highly qualified HCC music faculty and praised the music students who win full scholarships to prestigious schools.
- Trustee Truby commended faculty members Sharon Pierce and Mike Heffren for their testimony at the county budget hearing.

## **F. Consent Items**

1. Capital budget items
  - a. Change order #1 parking deck elevated pedestrian walkway design awarded to Desman Associates for \$11,500.
2. Service Contracts
  - a. Network maintenance contract awarded to Network Concepts, Inc. for \$79,320.00.
  - b. Fiscal year 2007 credit and non-credit schedule of classes printing awarded to AFL Web Printing (credit schedules) for \$106,381.81 plus up to \$30,000 in additional funds to accommodate the printing of additional pages and Engle Printing (non-credit schedules) for \$91,750.00 plus up to \$15,000 in additional funds to accommodate the printing of additional pages.
  - c. Electricity supply cost increase awarded to Baltimore Gas & Electric for \$150,000 to the original purchase order for \$812,609.
  - d. Gas delivery cost increase awarded to Baltimore Gas & Electric for \$6,000.
  - e. Fiscal year 2007 library expenditures awarded to OCLC/CAPCON for \$30,000.
  - f. Maryland Educational Enterprise Consortium (MEEC) awarded to MEEC University of Maryland for \$1.2 million.
3. Contract Renewals
  - a. Sodexo food service management agreement awarded an increase of \$50,000 for FY06 and \$200,000 for FY07.
  - b. Enoch awarded \$43,728 to continue the existing lease for office copiers.
  - c. Allied Security awarded approximately \$802,800 which includes additional guards to cover the new garage, the Horowitz Visual and Performing Arts Center and the student services building when these facilities open.
  - d. Office Depot awarded \$345,000 to extend the existing term of the office supplies contract for one year.

- e. Washington Gas and Energy Services awarded approximately \$496,000 for renewal of natural gas services.
  - f. Baltimore Gas and Electric awarded approximately \$30,500 for renewal of the natural gas delivery service contract.
  - g. Siemens Technologies, Landis division awarded \$46,828 for renewal of the sole source contract.
  - h. OCE awarded \$147,410.60 to continue the existing lease for high speed copying equipment.
  - i. Gale/Thomson awarded \$116,000 to continue purchasing library reference materials, database subscriptions and electronic reference books.
4. Other
- a. Proposed new hires
  - b. Fiscal year 2007 new academic programs
  - c. Summer I graduates
  - d. Belmont Conference Center– increase in the lease payments to the HCCEF to \$215,000.
  - e. Authorization for board chair to approve on behalf of board until next regular meeting.
  - f. Hartford Computer Group, Inc. awarded \$65,500 for a new Colleague enterprise server.
  - g. Procurement card contract – establishment of a \$1,000,000 college-wide credit limit.
  - h. Elan Credit Card Services - credit limit increase to \$100,000.
  - i. Salary schedule change

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

## **G. Discussion Items**

### **1. Issue Bin**

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

### **2. Board Calendar**

Calendar item addition: August 9 at 11:30 am in the Kittleman Room – Rotary Sports Luncheon with Terry McCaulay, Super Bowl referee.

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

### **3. Fiscal Year 2008 Vision, Mission, Values and Beliefs, and Strategic Initiatives and Goals.**

*A recommendation to reaffirm the continuing elements of the Strategic Plan (mission, vision, values and beliefs, previously affirmed at the May 25, 2005 board meeting) and approve the revised strategic initiatives and goals, was moved by Vice Chair Huddie, seconded by Trustee Caplan, and unanimously approved.*

**4. Draft Agenda – Board Retreat**

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

**5. Election of Fiscal Year 2007 Board Officers**

Patrick Huddie was nominated for the board chair and Jim Truby for vice chair.

*A recommendation to approve the election of the board chair and vice chair as nominated, was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.*

**H. Information Items**

**1. Agreements Signed by the Board Chair Disclosure**

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

**2. Financial Statements**

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

**3. Anticipated Summer Approvals**

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

**4. Sodexo Report**

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

**5. Personnel Summaries**

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

**Adjournment**

*A recommendation to adjourn the meeting, was moved by Trustee Caplan, seconded by Vice Chair Huddie, and unanimously approved.*

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

*The above constitutes the official minutes of the May 24, 2006, meeting of the Howard Community College Board of Trustees as approved on August 23, 2006, and is a true and correct copy of same.*

Mary Ellen Duncan, secretary/treasurer

**Howard Community College  
Board of Trustees  
Retreat Notes**

June 14, 2006 - 1 p.m.  
Carriage House  
Belmont Conference Center  
Elkridge, Maryland

**Board members present:** Roberta E. Dillow, chair; Patrick L. Huddie, vice chair; T. James Truby, trustee; Louis G. Hutt, Jr., trustee; and Roger N. Caplan, trustee. Trustee Katherine K. Rensin was absent. Trustee Mary B. Tung was on a leave of absent.

**Staff members present:** Mary Ellen Duncan, secretary-treasurer/president; Kathleen Hetherington, executive vice president; Lynn Coleman, vice president of administration and finance; Thomas Glaser, vice president of information technology; Ronald Roberson, vice president of academic affairs; Zoe Irvin, executive director of planning, research, and organizational development; and Erin Marek, director of board relations/special projects.

**Guests:** Deborah Wrobel, dean for nursing, allied health and science, and Katherine McGuire, grants manager/development associate.

Sustainability and Environmental Stewardship

Chair Dillow welcomed trustees and staff to the retreat and asked vice chair Huddie to introduce the first item on the agenda. Vice chair Huddie introduced Ms. Wrobel and Ms. McGuire and thanked them to coming to the retreat. He discussed their backgrounds and work done at Harford Community College to bring green building and sustainability to that campus.

Ms. Wrobel and Ms. McGuire discussed the beginnings of sustainable design at Harford Community College, emphasizing that the support of the president and board of trustees were critical to the success of the effort. The concept was introduced the college by inviting interested individuals to join site visits to sustainable buildings in the region in order to learn about sustainable designs and construction. Once green construction started, grants were sought in order to cover the additional costs of some of the factors associated with green building (i.e., green roofs, etc.).

Several buildings and renovations at Harford have been constructed using green technology; however, not all projects have been constructed using this technology. Some buildings are more suitable for this technology than others. The presenters emphasized the need to assess costs and determine the best use of money.

All sustainability efforts at Harford are highly publicized to emphasize the college's stewardship of the environment in the community. There has been tremendous positive

press on these efforts in the surrounding region. Students are also educated and involved in sustainability efforts.

Housekeeping, maintenance, and purchasing practices also follow green practices and the college has several highly visible recycling efforts. The college has a website that promotes their sustainability efforts, conducts a radio show on environmental issues affecting the Chesapeake Bay, and has several other educational programs that discuss on these topics. There are also international and academic programs that focus on sustainability and green building.

Air conditioning systems in their green buildings use rain water collected from the roof into cisterns. Grant funding was secured in order to build this system. The college also has waterless urinals and dual-flush toilets. Water run-off is also captured in bio-retention ponds that will clean the water also. There are rain gardens. All these tools are in highly visible areas and have educational components so that students, staff, faculty, and visitors know their purpose and how they help sustain the environment. Classes play a role in gathering data from these projects.

The sustainable design efforts undertaken by Harford Community College have saved significant energy by increasing the efficiency of air handlers, chillers, boilers, water heaters, and lighting. Reflective roof coatings are also used to save energy costs. Green roofs in some areas help filter water run-off, provide an extra layer of insulation, and decreases erosion. In Joppa Hall, there has been a 30 percent decrease in energy bill since the green renovation.

Inside buildings the college attempts to maximize natural lighting, the use of recycled products, and reflective lights.

Not every construction or renovation project uses all green features. Each project is examined to determine which green features will be the most appropriate for that project. By prioritizing the green features that are desired, it is possible to value engineer effectively while retaining green features in each project.

Ms. McGuire and Ms. Wrobel both stressed the need to have a commissioning agent from the beginning of the project to ensure that all the systems installed work as they are intended and work well together. Additionally, it is vital to have an energy modeler to help you design an efficient building from the beginning rather than trying to retro-fit something that is either partially or already completed.

Trustee Hutt asked what the bottom line impact of the green building and sustainability has been. Although Harford has seen a significant decrease in energy bills, it does not yet have significant trend data to assess. Additionally, there are environmental benefits on which it is difficult to put a dollar amount.

Trustee Truby asked to what extent the county and state have supported these efforts. To date, Harford County, the college, and grant-funding have been the primary

supporters of these efforts. However, there is increasing interest at the state level and there has been a lot of support from the Governor and the Department of the Environment for sustainability and green design.

In conclusion, the team from Harford said that it is essential to constantly assess and improve your process. Although Harford may not do more LEED buildings, LEED principles will be integrated into all projects. Additionally, faculty at Harford constantly seeks to integrate these new technologies into their curricula. Even college giveaways are made from recycled materials.

The board was enthusiastic about the sustainability efforts going on at Harford Community College and introducing sustainability efforts at Howard Community College. Ms. Wrobel and Ms. McGuire departed the retreat at the conclusion of their presentation on sustainability and environmental stewardship.

#### Howard Community College Priorities for Candidates to Public Office

Dave Buonora, director of government affairs and grants management, joined the retreat at this time. Trustees reviewed the draft document concerning college priorities that would be distributed to candidates for public office. Several trustees felt that the document should be revised to be more candidate friendly, issuing a call to action for them with clearer priorities. Additionally, it was also felt that the section on student housing needed to be removed at this point since the details of that endeavor are not yet developed.

Once the document is finalized, trustees and administration will meet with candidates to educate them on the scope of the college and the services it offers. Involving and educating students on the issues of importance to the college will also be critical.

After the primaries, the college will bring candidates for county council and county executive on campus to answer questions pertinent to the college faculty, staff, and students. The board discussed the importance of educating individuals and the candidates about the importance of the college to social, cultural, and economic development in the county. Dave Buonora departed the retreat at this time.

### Retention and Cohort Tracking

Zoe Irvin gave a brief overview of the data collected on retention and cohort tracking and discussed how the plethora of data can be used by groups around the college. She also discussed student success in relationship to retention.

Some observations made include the fact that males tend to initially take more credits than women but are not able to complete them successfully at the same rate as women.

Ms. Irvin also distributed financial aid information and retention rates on Fall 2003 and 2004 cohorts of first-time HCC students.

Trustee Truby asked if there had been any trends that might indicate a need for a re-distribution of resources. Ms. Irvin said that at this time no such trends have been observed.

Trustee Hutt asked about comparable data from other community colleges. Currently, data from other institutions is not available. However, new Maryland Higher Education Commission (MHEC) reporting requirements will require more detailed information in this area.

The group discussed the value of collecting the data since comparable information is not available from other colleges. Despite the absence of this data, having this detail is important for HCC because internal trends can be examined and decisions can be made based on tangible results.

### Fiscal Year 2007 Board Work Sessions

The board asked for seven work sessions to be conducted in FY 2007, including: 1) arts and humanities information session and tour of the Horowitz Center; 2) Ecker Business Training Center tour and information session; 3) Student Services Building tour with information session on finance; 4) Laurel College Center tour and information session; 5) teacher education information session; 6) Belmont tour and information session; and 7) athletics tour and information session. A separate trip will be taken to Harford Community College to tour their green facilities.

### International Trips and Projects

The board directed the college administration to focus on comprehensive international in these three countries: Mexico, Turkey, Denmark, and Macedonia. This directive is consistent with the U.S. Department of State agenda and the goals of Community Colleges for International Development (CCID). Board involvement in solidifying these efforts is crucial and trustees will play an active role in moving these relationships forward, visiting the countries as necessary and working with the college administration to advance the agenda. Other focused initiatives such as study abroad and faculty exchanges occur in many countries.

The importance of international education was discussed as well as the gathering of data on the numbers of students and faculty who have traveled abroad and the number who have participated in the college's exchange programs.

Adjournment

At 3:52 p.m., the board chair read a resolution to go into closed session, which was supported unanimously by the trustees present.

The open section of the board retreat adjourned at 4:00 p.m.

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

June 14, 2006

Carriage House  
Belmont Conference Center  
Elkridge, Maryland

**Board members present:** Roberta E. Dillow, chair; Patrick L. Huddie, vice chair; T. James Truby, trustee; Louis G. Hutt, Jr., trustee; and Roger N. Caplan, trustee. Trustee Katherine K. Rensin was absent. Trustee Mary B. Tung was on a leave of absent.

**Staff members present:** Mary Ellen Duncan, secretary-treasurer/president; Kathleen Hetherington, executive vice president; Lynn Coleman, vice president of administration and finance; Thomas Glaser, vice president of information technology; Ronald Roberson, vice president of academic affairs; Zoe Irvin, executive director of planning, research, and organizational development; Anne Johnson, general manager, Belmont Conference Center; and Erin Marek, director of board relations/special projects.

At approximately 3:52 p.m., Chair Dillow read the following resolution:

**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 June 14, 2006, at the conclusion of the retreat at the Belmont Conference Center to consider the acquisition of real property for a public purpose and matters directly related thereto as well as to discuss a personnel matter that affects one or more specific individuals and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 3:54 p.m.

The trustees discussed the acquisition of real property for a public purpose and matters directly related thereto. At the conclusion of this discussion all staff left with the exception of Mary Ellen Duncan for the discussion of a personnel matter.

The closed session was adjourned at approximately 5:30 p.m.

The above constitutes the official minutes of the June 14, 2006, closed meeting of the Howard Community College Board of Trustees as approved on August 23, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, secretary/treasurer

## II-C President's Report

### Fall 2006 Enrollment

Enrollment is up in both headcount and full-time equivalencies (FTE) for the fall 2006 semester as noted below. This data represents enrollment as of August 13, 2006. Weekend classes begin August 26, 2006, with the majority of students starting classes the week of August 28, 2006. Fall enrollments over the summer have been consistently up compared to the same points in time last year.

	<b>Fall Prior Year Comparison</b>		
	<b>2006</b>		<b>2005</b>
	8/13/06	<b>Increase</b>	8/14/05
<b>Headcount</b>	5604	<b>4%</b>	5407
<b>FTE</b>	1665	<b>5%</b>	1592.6

Updated enrollment information will be available at the August board meeting. Additional comparative enrollment data on demographics and programs of study will be available at the September board meeting. The FY07 budget is based on an anticipated enrollment increase of 3 percent over FY06.

### Middle States Commission on Higher Education

I am pleased to inform the board that HCC has received the Middle States Commission on Higher Education's fiscal review in response to the college's periodic review report. The review states that based on the audit data, the college's financial condition appears to be very strong. Kudos to Lynn and the rest of the finance staff for their work on this report and their constant diligence, ensuring the financial strength of the college.

### Marketing Work Session Follow-up

The marketing presentation in May spurred some interesting ideas which are being explored. Research is being conducted on "social networking" venues such as MySpace and Facebook, including a focus group of high school students held in June. Clearance has been obtained to display HCC banners on utility poles along Little Patuxent Parkway near the college. Using 800 numbers to track responses to advertisements will be explored. Meanwhile, the college continues to use dedicated Web sites, internal phone numbers and surveys to gauge effectiveness. Enhanced direct mail campaigns are being piloted, including countywide mailings promoting summer sessions and new facilities opening in FY2007. Email marketing is being explored.

### Praise for HCC from UMCP Provost

A Report from Linda Wiley, Associate Professor, English: "I thought you might be interested to hear about the praise showered upon HCC yesterday [July 25, 2006] from Bill Destler, UMCP Provost at the Freshman Success Conference held at College Park. Margaret [Garroway] and I were invited to attend to do a session explaining our First Year Experience program.

Dr. Destler welcomed all of the conference attendees in the opening session and, before his formal remarks, asked the folks from HCC to raise their hands! He recognized us and commented on what a fine institution HCC is, adding that he has a son attending drama camp here now and an older son who is a student at CP who took several courses here first and had a great experience. He asked us to keep sending our students to College Park.

We basked in the praise, of course, and wanted to pass it on to you."

### **HCC Athlete Attracts Scholarship Offers from Division I Lacrosse Teams**

Peet Poillon came to HCC in Fall 2005 after he did not receive any Division I looks for lacrosse. While at HCC, Peet excelled on the field and attracted significant attention from Division I coaches and is now fielding offers from Maryland, Ohio State, and Towson. He intends to stay at HCC next year and then join a Division I program the following year. "Next year," says Peet, "I want to be more of a leader. I took a risk going to Howard and it paid off. Now, it's time to pay back."

### **Digital Fiber Security Camera Network Contract Phase II**

At the March 22, 2006, board meeting, the board of trustees approved the digital fiber security camera project for Johnson Controls for Phase I which included installation of security cameras and digital recorders for parking lot I.

As part of the summer approval process, the administration then asked the board chair to approve Phase II for the equipment in lot A. Johnson Controls subsequently came back to the college and told us that they could no longer honor the contract. They lost money on phase I and did not want to proceed with phase II. Our staff is looking different ways to handle the contract and will be re-bidding this some time this fall.

### **Bus Passes for Students**

To help resolve our parking problems, HCC has looked at ways to encourage students to use the Howard Transit System. Currently students can purchase a money bus pass for \$15.75 a month. In an effort to encourage students to take alternative means of transportation, the college will now sell these passes to students at a discount. Students will have to be able to produce a student ID to purchase these passes. These will be sold for \$5.00 instead of the regular \$15.75 fee. This cost was calculated into the student consolidated fee for buildings. In FY06 268 students purchased the passes at the regular price, so HCC hopes this will encourage students to use the bus and save our environment.

## **Minority Business Enterprise (MBE) Update**

In an effort to further HCC's commitment to encouraging MBE participation in all aspects of its procurement process the following actions have been taken or will be researched further and implemented at a future date.

- 1) HCC should continue to follow the policies as stated in COMAR. We can continue to publicize HCC's commitment to MBE's by stating in the college's advertisements and solicitations that minority participate is strongly encouraged.
- 2) The administration has already begun the process of tracking current minority vendors. The administration printed a postcard that has been mailed out to approximately 4,500 vendors requesting information on their MBE classification. This information will be tracked in the current database system (Colleague) and will be available for reporting. HCC will be relying on vendor self-reporting. For future vendors that are not currently set up in the system it is a matter of practice that HCC requests information on their tax status. The administration will now also request information pertaining to their minority classification prior to setting them up as a vendor in the system.
- 3) The administration surveyed the county and other colleges on their practices pertaining to minority vendors. Many have a program pertaining to minority vendors and we will look at modifying our procedures. While no one else responded that they take into consideration a vendor's classification when evaluating bids and RFP's, HCC may want to consider adding language to its solicitations that would state that in the event of a "tie" HCC has the option of giving additional consideration to the vendor with a minority status. This change is being reviewed with the college attorney.
- 4) In June of 2006 the college participated in the Minority Business Regional Procurement Expo that was sponsored by the Baltimore Metropolitan Council. There were about 300 invitations that were mailed and the response was incredible. It was good exposure for the college and made some local/regional vendors aware that HCC is out there and does require their services. It gave them the chance to find out what HCC's procedures are and what possible opportunities are available. This event brought an awareness of the need to begin a vendors list that would be used to send out solicitations as well as the public advertising.
- 5) Advertisements for bid solicitation will continue to be placed on eMaryland Marketplace, which seems to be the most widely used and recognized form of advertising. Also, contact has been made with the MD.Washington Minority Contractors Association and the MD/DC Minority Suppliers Council to have solicitation information forwarded to them and placed on their websites for advertisement purposes.

## News from Development

### Foundation Revenue

May	\$261,240
June	\$185,416
July	\$174,585

### Campaign Revenue

May	\$53,229
June	\$166,597
July	Not calculated yet

### Highlights from VPA BBQ

On Saturday, June 10, the Peter and Elizabeth Horowitz Visual and Performing Arts Center was unofficially opened to allow donors an opportunity to take a sneak peek at the building. The turnout was excellent and the guests were excited about the chance to tour the building. Donor extraordinaire, Pete Horowitz, spoke to the crowd and shared in the excitement of seeing the building become a reality.

### New Fundraiser

In 2007, HCC will launch a new fundraiser – the Haunted Attraction. The fundraiser will run Friday, October 12, Saturday, October 19, and Sunday, October 26, 2007. This is a new fundraiser for scholarships that includes a haunted hay ride, concessions and other attractions. Details will be shared as they become available.

## News from Belmont

The Maryland Historic Trust has approved a six month extension for the Stone Barn Project. The original approval was granted in February 2006 and expires in August.

## Bookstore Textbook Programs

This fall the bookstore is introducing two programs to help students with the cost of textbooks. Through a partnership between the bookstore's Booklog Point of Sale (POS) system and Follett Higher Education Group, the bookstore is able to stock eBooks, which are digital versions of popular textbooks, for students. The bookstore can now offer students an alternative to new and used textbooks, and eBooks are approximately 20 percent less than the cost of used textbooks. The bookstore is also introducing a textbook low price guarantee. After a student purchases a textbook from our bookstore, if the student finds the same textbook at another bookstore, online or otherwise, that is selling at a lower price, the bookstore will refund the difference to the student.

## HCC's Friendly Campus Campaign – GOT Questions?

In an effort to make HCC an even MORE friendly and welcoming campus for our students and community members,



this fall, we are launching our Friendly Campus Campaign. From **August 25 to September 5**, **Got Questions!** booths will be set up at three locations on campus: the quad, the exit of the newly-opened parking garage, and Hickory Ridge. These booths will provide new and returning students help with navigating the campus, locating their classes, and other services they may require. We want to help our students have a positive first experience at the college, especially with all the changes that have taken place in our facilities recently!

Dozens of HCC faculty and staff have volunteered their time to make this initiative work!

### **Howard County Council Recognizes HCC Staff**

Last year, the Howard County Council asked the college and the Howard County Public Schools to solicit art work from their students and staff, with the understanding the art work would be given to the county to be put on display. On Monday, July 17th, **Glenn Cole** was honored by the Council for his art work. Glenn, who used to work in HCC's mailroom, depicted a beautiful scene of the front entrance to the college and his picture was selected. The picture is now on display in the Banneker Room and will be there for the next year. So when the college attends the Council hearings you should look for it on the wall to the right as you enter the room.

A commendation was also given to **Llatetra Brown**, director of student life, who participated in the selection process along with members from the Howard County Public Schools.

### **HCC's Carleen Grossman In the Spotlight**

Adjunct faculty, **Carleen Grossman**, who teaches children's literature at HCC, has been asked by the University of Wyoming to be the keynote speaker at a children's literature conference in August. The conference is sponsored by the university and various other junior and community colleges throughout the state of Wyoming. In addition, the Amelia Earhart Birthplace museum in Atchison, Kansas has asked Carleen to be a featured author for their Amelia Earhart Festival in July. For both these events, Carleen will tie-in her work with the HCC student-publishing project that she designed for her children's literature classes.

### **Governor Ehrlich Visits Howard Community College**

On June 30, 2006, Governor Ehrlich visited Howard Community College to talk about his support for Maryland community colleges. The governor was greeted by children performing as part of the Musical Arts Camp. Faculty, staff and students were on hand to meet the governor. Special thanks go to the plant department, the audio-visual team, the president's office staff, and the bookstore staff who helped prepare for the governor's visit. **Special thanks go to: Sarah Angerer, Jane Sharp, Charles Mays, Quent Kardos, Darryl Beard, Farida Guzdar, Arla Webb, Lynn Coleman, Dave Buonora, Chuck Nightingale, Llatetra Brown, Dennis Collier, Greg Jenkins, Jay Weinrich, Tom Nesor, "Buff" (Bernard) Kelly, Vince**

**Harding, Andre' Wright, Omari Foster, Mike Saunders, Jeremy Kesler, "Mr. Bentley" Fowler, Roy Peart, Dot (Dorothy) DuBose, Danielle Woods, Eldridge Brown, Mike Smith, Brian Garnett and John Degen.** Pictures are on view at [www.gov.state.md.us](http://www.gov.state.md.us). Follow the "photographs" link to the appropriate place and date.

### **HCC's Student Support Services Scores 100 Percent**

The federal Department of Education has initiated a new efficiency initiative to assess both individual projects and grant programs funded through their office. The measure of efficiency that is being used is cost per successful student outcome. In the case of the Student Support Services (SSS) Program, successful outcomes are: persistence at the postsecondary institution first entered, transfer from one postsecondary institution to another postsecondary institution, or receipt of a degree or certificate from a postsecondary institution. The cost per successful outcome is being used to judge the SSS Program's efficiency as well as a local project's efficiency. HCC's Student Support Services program scored a 100 percent whereas the average score was 88 percent. The following web site, <http://www.ed.gov/programs/triostudsupp/efficiencyintro.html>, provides you with the overall preliminary results on the SSS efficiency measure indicator set by Department of Education.

### **Opening Doors: Making a Difference**

I had the honor of being invited to participate in the exhibit "Opening Doors: Making a Difference," part of the Columbia Festival of the Arts. Using a box about 8" x 12" x 4" with a door on one side, I was asked to create a piece of artwork inspired by significant events that led to my role in life today.

My entry, entitled "Teaching Opens Doors to the World," depicts how my desire to be a teacher, first inspired in 3rd grade by Sister Mary Robertine, was nurtured by family and stimulating teachers. There's my 9th grade English teacher John O'Donnell, who made me teach a class, on my own, because I did not complete an oral book report. There's my mother, a woman ahead of her time who didn't believe in limitations for herself or her daughters. She encouraged my sister and me to strive for excellence and face challenges. Mom was a perpetual learner, always educating herself (she learned Russian and yoga before anyone knew what it was). And there's my father, who worked for Boar's Head Meats. I remember helping him deliver hot dogs to Ebbets Field where the Brooklyn Dodgers played. I became a Dodgers fan because a teacher was a fan and students who were Dodgers fans got to go to the library once a week.

### **Rouse Scholars Succeed Wherever They Go!**

While studying in Edinburgh, Scotland, with the Rouse Scholars this summer, Ben Thomas, a member of the HCC champion cross-country team, won a 5KM race in Stirling. He received a medal and his name will be inscribed on the winners' trophy!

### **Charles Mays – Allied's Manager of the Month**

We are pleased to announce that Charles Mays, Director of Security was selected as "Manager of the Month" in June for Allied Security. Charles was recognized for providing an outstanding client relationship, keeping everything under control, and looking out for Allied and HCC's best interest. Charles' dedicated work ethic and understanding nature makes him an outstanding account manager.

### **County Council Honors Ron Roberson!**

On June 5, 2006, the County Council presented honorary resolutions to those individuals from Howard County that were nominated for the 2006 Governor's Arts Awards. The nominees were: Eva Anderson, Mo Dutterer, Pam Lennon, Kenneth Lundeen, Jean Moon, **Ron Roberson**, Leah Taylor, and Coale, Pripstein & Associates (CPA received the Governor's Award for Small Business Supporter of the Arts). **Congrats Ron!** It's great to see your work in the arts being recognized by the State you have so diligently served!

### **HCC Faculty and Staff Serve as Examiners for the Maryland Performance Excellence Awards**

**Schnell Garrett, assistant director of student life, Katherine Ferguson, adjunct faculty in the arts and humanities, and Todd Allen, director of human resources**, have been selected to serve on the Board of Examiners for the 2006 Maryland Performance Excellence Awards Program. The Maryland Performance Excellence Awards Program is a Baldrige-based program that recognizes Maryland organizations for performance excellence with the U.S. Senate Productivity Award and Maryland Quality Awards. Schnell, Katherine, and Todd will work with other examiners and participate in a comprehensive evaluation of Maryland organizations.

HCC has a long history of involvement with these awards. Rick Pollard, Kate Hetherington, Erin Yun, Jean Frank, Sung Lee, and Zoe Irvin have served as examiners in the past. This year, Sung and Erin are also serving as mentors for new examiners joining the awards program.

Being an examiner for the program is a rewarding (though time consuming) process. Examiners have a unique opportunity to learn about how other organizations in our state strive for excellence and they immerse themselves in the Baldrige criteria, learning valuable ways to apply them to our organization.

### **Grants**

Kudos goes to **Janice Marks and Margaret Garroway** for receiving \$325,734 from the US Department of Education for the student support services program for FY07 and for receiving \$180,353 from Maryland State Department of Education for the FY07 Perkins Plan for Improvement. In addition, kudos go to **Janice Marks, Kathy McSweeney and Joan King** for receiving \$55,000 for year one of a new three-year grant from MHEC entitled the Governor's Community College Initiative for Students with Learning Disabilities grant program. This new program will provide supplemental support services above what is currently provided by the college to 20

entering freshman students with learning disabilities to increase their likelihood of successful graduation and transfer.

### **Capital Update**

#### Peter and Elizabeth Horowitz Visual and Performing Arts Center

The project continues on target for its opening in August 2006 with a ribbon cutting ceremony scheduled for August 21, 2006. Building walk-throughs continue as construction is nearing completion. The construction team is in the process of getting all final inspections completed.

A signage meeting was held with college staff to review the proposed donor/building room signs. Based on this meeting, modifications are being made to the signage package. Temporary signage will be up through out the building when it opens; however, the Peter and Elizabeth Visual and Performing Arts Center sign in the lobby will be installed.

This building is far more complicated than any other building constructed on campus in recent history and there are a few items that will not be done when the building opens. First, the granite at the lobby radius stairs and seating area can not be completed until a circular piece is received. The recital hall will be close to complete, but may not be 100 percent. The dimming system for the Black box and some of the sound components will not be complete, but nothing visual will indicate the area is not done. We have a good team with Riparius and they have worked extensive overtime and kept the college informed of all issues to make sure the building is ready for classes on time.

All furniture and equipment purchases have been completed for the building. However, due to an incident at Maryland Correctional Enterprises (MCE) which is the State's primary furniture supplier, MCE was on lockdown for a period of time, which meant that furniture manufacturing ceased until the lock-down was released. This resulted in a three to four week delay in the delivery of only the office furniture – all other furniture is being delivered on time. As a temporary solution, MCE proposed the delivery of loaner furniture for the offices until the permanent furniture is delivered as to not impede the opening of the building and start of classes for the fall semester. This arrangement will be handled completely by MCE at no expense to the college.

Punchlist items are being developed and final walk-throughs and inspections are currently being scheduled. College staff continues to consult with the architects and contractors daily in preparation for the building completion and grand opening. With the building nearing completion, the architects recently submitted invoices for additional services that they feel require compensation. The administration is currently reviewing these requests and will proceed with negotiations as necessary.

### Athletic Fields Renovations

The Maryland Department of General Services (DGS) is currently reviewing the construction documents for the athletic fields' renovation project. Once approved, the college will bid Phase IV of the renovation project. Components of that phase include:

1. ADA paths to and around the fields
2. Ambulance access to the fields
3. Handicapped parking adjacent to the fields
4. Correcting any remaining drainage issues
5. Construction of the Athletic Field Building which will allow for permanent grand stands and press box addition on top of the structure for the next phase; contents of the building for Phase IV include:
  - Public bathrooms with door connecting to locker rooms.
  - 50 full lockers for both genders with some storage for uniforms
  - Showers for each locker room (5 stalls)
  - First aid/training room with sink and ice machine
  - Laundry area
  - Concession area

The college expects to receive review comments and authorization to proceed from DGS by the end of August with the bidding process taking place in September 2006. All other phases of this project have been completed. College staff looks forward to the next phase and completion of the total project scope.

### Student Services Building

The Student Services Building construction phase is progressing as scheduled with an anticipated completion date of February 2, 2007. Beginning June 24, 2006, the project experienced approximately six inches of rain over a four day period. The water run off from the storm eroded the embankment at the west side of the building and clogged the trench drain at the loading dock. The water over-spilled into the mechanical areaway and then into the building leaving twelve inches of water in the basement. The water was pumped out within a day and the concrete floors were cleaned of all remaining silt. The mechanical and electrical equipment in the basement was inspected by the contractor, subcontractors and manufacturer representatives. Based on their findings, only the Simplex controls, breakers and insulation were replaced. All other equipment was above water level and was not damaged. The switch gear, electrical and mechanical equipment was re-inspected at the beginning of August and found to be in proper working condition. All manufacturer and service warranties remain unchanged.

The site work between the Horowitz Visual and Performing Arts Building and the Student Services Building received its final grade the first week of August. In addition, the work at the entrance circle began. All site work outside the gate is to be completed by August 26, 2006 before the start of the fall semester.

The construction budget and guaranteed maximum price (GMP) included a list of add alternates to be incorporated into the project in phases assuming that the contingency funds remain sufficient. Based on spending to date, it was determined that the first phase of add alternates can be incorporated into the building. A notice to implement the add alternates will be submitted to the state and then the college will proceed with add alternates one through thirteen accordingly.

College staff meets every two weeks with the contractor, architect, and necessary consultants to address concerns, resolve issues and move the project forward. With the building opening planned for February 2007, the architects recently submitted invoices for additional services that they feel require compensation. The administration is reviewing these requests and will proceed with negotiations as necessary.

#### 'A' Building and Smith Theatre Renovations

College staff continues to meet with Murphy & Dittenhafer regularly as design progresses. Current discussions include theatre finishes and material selections, inclusion of offices adjacent to the theatre shop, wood tones impacting performances, redesign of curving wall with fewer doors, solid gallery wall instead of glass for display purposes, visibility of the curved wall from the campus quad, refining the proposed materials in the theatre lobby, and the development of the construction schedule.

The request for proposals (RFP) for construction management at risk services was issued in April 2006 requiring the technical proposal submission on May 25, 2006; this was followed by interviews on June 5, 2006, and the price proposal submission on June 13, 2006. Similar to the process the college adopted several years ago, the evaluation of proposals is based on a cumulative score over three phases. At the end of the price proposal phase, the maximum points possible totaled 923.33 and the final scores were as follows:

Riparius Construction -	763.57 points or 82.7%
Morgan-Keller Construction -	661.37 points or 71.6%

In addition to receiving the highest overall score, college administration was confident in its recommendation to award the CM at risk services to Riparius as the best qualified firm with respect to project experience, key personnel, project team, and firm profile. A summer approval request was prepared for approval by the board chair which will then be presented for confirmation and ratification at the August 23, 2006 board meeting. Preconstruction services commenced immediately upon the summer approval to assist the architects during the design phase.

The State recently reviewed the schematic design documents and forwarded review comments to the college. These review comments were addressed and incorporated into the next design development (DD) phase of the project. The DD

documents were prepared and submitted to the Maryland Department of General Services (DGS) at the end of July. The architectural team from Murphy & Dittenhafer is meeting with Riparius to develop the cost estimate for the DD phase of the project.

As design proceeds, the development of drawings including floor plans, reflected ceiling plans, interior elevations, partition types, structural plans, HVAC plans, power and lighting plans, critical details, and finish schedules are being completed. In addition, the architects are working with consultants to address the acoustical requirements for the program areas.

Construction is expected to begin in February 2007 following the completion and review of construction documents; board of trustees' approval of the guaranteed maximum price (GMP); and approval by the Maryland Board of Public Works.

College staff is in the process on completing the final furniture and equipment list for submission to the State by September 2006. Meetings continue to be scheduled every three weeks with college staff, the contractor, and the architect. The college works closely with all firms and regulatory agencies to resolve issues and address concerns.

#### Parking Garage

The parking garage construction made good progress over the past couple of months despite the six inches of rain that the site experienced at the end of June 2006. The site work is now complete including the storm system, grading, curbs/gutters, and paving. Interior work continues with concrete, masonry, steel, sealants, finishes, windows and doors. All plumbing, electrical, elevator and fire protection construction has been completed and inspected.

The architects provided a revised design for the bridge between the garage and the patio terrace on the adjacent building. Riparius received the plans and anticipates that the bridge can be completed within the current GMP as the contingency is sufficient to cover the cost. The site development plan is currently being revised as the bridge construction requires a separate permit. The garage will open on schedule, but the bridge will be constructed over the coming months with completion expected before winter begins.

The contractors and college staff continue to work quickly to resolve issues and move the project forward which has resulted in no delay in the project schedule. The current completion date for the garage with use and occupancy is August 22, 2006. All parties are to be commended as the construction of this project was constantly monitored due to the critical and timely completion required for this project.

#### Campus-wide Systemic Renovation Projects

The immediate needs identified in the Facilities Assessment Study continue to be prioritized and scheduled accordingly. In addition, there are several on-going systemic projects and interior renovation requests that are in progress or have been recently completed:

- ADA upgrades, handrails, pathway, and concrete repairs
- Upgrade Science & Technology computer networking and engineering labs
- Lighting upgrade for math department in Hickory Ridge
- Pathway development to Hickory Ridge Building
- Conference room/break room expansion in Children's Learning Center
- Reconfiguration of ELB labs for entrepreneurial program
- Nursing Building restroom upgrades
- Hickory Ridge restroom upgrades
- Hickory Ridge wall partition and classroom utilization
- Hickory Ridge improved lobby area for Continuing Education
- Security camera for parking lots
- TA trailer renovations for EMT program
- Nursing lab headboard upgrades with electric and oxygen
- Renovation of 13 faculty offices in the Science & Technology Building

## **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.

Date Originated	Project	Board Contact	Completed By	Expected Outcome
8/6/05	Meeting Frequency	Patrick Huddie	TBD	Determine necessary frequency of mtgs.

Board Liaisons to Ongoing Projects	
Project	Liaison(s)
Capital Projects	James Truby
Entrepreneurial Center	Louis Hutt
Foundation Board	Roberta Dillow/Katherine Rensin
Maple Lawn	Roberta Dillow/James Truby/Roger Caplan

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; and Katherine K. Rensin.

**Recommendation:**

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

## F-2 Fiscal Year 2007 Board Calendar

Date	Event	Tentative Agenda Items	Trustees to Attend
August 20, 2006 Sunday 5:30-9 pm	Belmont Summer Concert  <i>Belmont</i>	<ul style="list-style-type: none"> <li>• Development Fundraiser</li> <li>• Country sounds of TanDem</li> <li>• Tickets are \$35 and include dinner, parking, and the show</li> </ul>	
August 21, 2006 Monday 8:30 am	Pre-Convocation Breakfast <i>Burrill Galleria</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Recognition of New Employees</li> </ul>	
August 21, 2006 Monday  8:15 am – Breakfast (Galleria)  9 am – Ceremony (Horowitz Center)	Grand Opening of the Peter and Elizabeth Horowitz Visual and Performing Arts Center <i>Horowitz Center</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Board Chair to give remarks</li> </ul>	
August 21, 2006 Monday  Follows Horowitz Center Opening	Fall Convocation  <i>Smith Theatre</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Welcome from Board Chair</b></li> <li>• Introduction of goals and objectives for the year</li> <li>• Includes a cultural event</li> </ul>	
August 23, 2006 Wednesday 6 pm	Work Session  ----- Regular Meeting  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Information Tour: Teacher Education</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Ratify and Confirm Bids from Summer</li> <li>• FY06 Plan Evaluation</li> <li>• FY07 Integrated Strategic Plan Revisions</li> </ul>	
September 7, 2006 Thursday 6 – 8 pm	Rouse Scholars Presidential Reception  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• <b>Welcome from Board Chair</b> (approx. 6:30 pm)</li> <li>• Trustees and spouses/guests invited</li> <li>• Dinner served</li> </ul>	
September 13, 2006	Audit and	<ul style="list-style-type: none"> <li>• Interim Meeting with the Auditors</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
Wednesday 12 pm	Finance Committee  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>• Discussion of Proposed FY08 Capital Budget (operating budget scenarios)</li> <li>• FY06 Cumulative Purchases Greater than \$25,000 Report</li> <li>• FY06 Compensation Report</li> <li>• Semi-Annual Non-Purchasing Agreement Disclosure</li> </ul>	
September 14, 2006 Thursday 8:00-10 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>• FY08 Legislative Agenda</li> <li>• Review of MACC CEO Retreat</li> </ul>	
September 16, 2006 Saturday 6 pm	Donor Appreciation Dinner  <i>Leroy Merritt's House – Sherwood Mansion</i>	<ul style="list-style-type: none"> <li>• Major donors will be invited (\$5,000 and above); Board members invited to attend; Donor list provided</li> <li>• <b>Remarks by Board Chair</b></li> <li>• Trustees &amp; spouses/guests invited</li> </ul>	
September 21, 2006 Thursday 6 pm	Ho Co EDA Annual Meeting  <i>Horowitz Center Lobby</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>	
September 24, 2006 Sunday 10 am – 4 pm	19 <sup>th</sup> Annual Columbia Classic Grand Prix  <i>HCC Grounds</i>	<ul style="list-style-type: none"> <li>• Trustees and Spouses/Guests Invited</li> <li>• Major Community and Fundraising Event</li> </ul>	
September 27, 2006 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Introduction of Constituency Group Leaders</li> </ul>	
	Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Proposed FY08 Capital Budget</li> <li>• Proposed FY08 Legislative Agenda</li> <li>• Report on Board End: Strategic Planning</li> <li>• Approval of Proposed Benchmarks for New Maryland Higher Education Commission</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
		Indicators	
October 11-14, 2006 Thursday – Saturday	ACCT Annual Congress  <i>Orlando, FL</i>	<ul style="list-style-type: none"> <li>Trustees invited to attend</li> <li>Annual Association of Community College Trustees conference</li> </ul>	
October 25, 2006 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> <li>Introduction of New Employees</li> <li>Meeting with Auditors</li> <li>Recognition of Grand Prix Chair</li> <li>Informational Tour: TBD</li> </ul>	
	Regular Meeting  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>FY06 Audit Report and Response to Management Letter</li> <li>Approval of FY08 Capital Budget</li> <li>Report on Board End: Student and Stakeholder Focus</li> <li>Approval of FY08 Legislative Agenda</li> </ul>	
November 9, 2006 Thursday 12:30-1:30 pm	Student/Donor Luncheon <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> </ul>	
November 15, 2006 Wednesday 12 noon	Audit and Finance Committee  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>Quarterly Sole Source Report (July 1, 2006 – September 30, 2006)</li> <li>Parameters of FY08 Operating Budget</li> <li>Salary &amp; Benefits Recommendations</li> <li>Review of Salary Scales</li> <li>Tuition &amp; Fees</li> <li>FY06 Single Audit</li> </ul>	
November 16, 2006 Thursday 8:00-10 am	Legislative Committee Meeting  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>Planning for Legislative Breakfast</li> <li>Review of HCC Legislative Agenda</li> <li>National Legislative Summit</li> </ul>	
November 29, 2006 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> <li>Introduction of New Employees</li> <li>HCCEF Annual Report</li> </ul>	
	Regular Meeting	<ul style="list-style-type: none"> <li>Recommendations on Sabbatical/Administrative Leave</li> <li>Report on Board End:</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
	<i>Kittleman Room</i>	Information and Analysis <ul style="list-style-type: none"> <li>• Approval of Legislative Agenda</li> </ul>	
November 30, 2006 Thursday TBD	Chamber Holiday Party		
December 2, 2006 Saturday 6 pm	President's Gala  <i>Horowitz Center</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Black Tie Event</li> <li>• Open to all</li> </ul>	
December <span style="background-color: yellow;">    </span> , 2006  TBD	Annual Legislative Gathering <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Legislators Invited</li> <li>• County Council and Executive Invited</li> <li>• Students Invited</li> </ul>	
December 13, 2006 Wednesday 6 pm	Consent Items followed by Closed Session <i>Belmont</i>	<ul style="list-style-type: none"> <li>• Consent Items Only</li> <li>• FY07 Presidential Mid-Year Evaluation</li> </ul>	
December 14, 2005 Wednesday 7:30 pm	Board of Trustees Holiday Dinner <i>Belmont</i>		
December 24, 2006 – January 1, 2007 Sunday – Monday	HCC Winter Break		
January 10, 2007 Wednesday 6 pm	Budget Work Session <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>• Review of FY08 Integrated Strategic Plan and Operating Budget</li> </ul>	
January 24, 2007 Wednesday 6 pm	Regular Meeting  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Approval of FY08 Integrated Strategic Plan and Operating Budget</li> <li>• Trustees' Award</li> </ul>	
January 22, 2007 Monday 8:30 am	New Employee Recognition Breakfast <i>Burrill Galleria</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• New employees recognized</li> </ul>	
January 22, 2007 Monday 9:30 am	Winter Convocation <i>Smith Theatre</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Welcome from Board Chair (10 am)</b></li> </ul>	
February 7, 2007 Wednesday	Legislative Committee	<ul style="list-style-type: none"> <li>• Progress of Annapolis Session</li> <li>• Student Advocacy Day</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
8:00-10 am	Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>• County Budget Process</li> <li>• Legislative Summit</li> </ul>	
February 12-14, 2007 Monday – Wednesday	ACCT Legislative Summit <i>Marriott Wardman Park Hotel Washington, DC</i>	<ul style="list-style-type: none"> <li>• Meetings Arranged with Board Members and Maryland Delegation in DC</li> </ul>	
February 14, 2007 Wednesday 9 am – 1:30 pm	Community College Student Advocacy Day <i>Annapolis, MD</i>	<ul style="list-style-type: none"> <li>• FYI for Trustees</li> </ul>	
February 28, 2007 Wednesday 6 pm	Work Session <hr/> Regular Meeting  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Report on Board End: Faculty and Staff Focus</li> <li>• FY06 Workforce Snapshot</li> <li>• Honorary Degree Recipients</li> </ul>	
March 5, 2007 Monday 5 – 8:30 pm	Hunan Manor Fundraiser  <i>Hunan Manor</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Board Chair Remarks</b></li> <li>• Fundraiser for the college</li> </ul>	
March 7, 2007 Wednesday 12 noon	Audit and Finance Committee  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>• Auditor Contract</li> <li>• Areas for Audit Review</li> <li>• Semi-Annual Cumulative Purchases Greater Than \$25,000 Report</li> <li>• Semi-Annual Non-Purchasing Agreement Disclosure</li> <li>• Quarterly Sole Source Report (October 1, 2006 – December 31, 2006)</li> <li>• Semi-Annual Compensation and Earnings Report (July 1, 2006 – December 31, 2006)</li> </ul>	
March 13, 2007 Tuesday 12:30 pm & 6 pm	Dean's Reception <i>Smith Theatre / Burrill Galleria</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Recognition for Dean's List and Distinguished Students</li> </ul>	
March 28, 2006 Wednesday	Work Session	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• TBD</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
6 pm	Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Auditor Areas for Review</li> <li>• Report on Board End: Educational and Support Process Management</li> </ul>	
April 2-8, 2007 Monday - Sunday	HCC Spring Break		
April 25, 2007 Wednesday 6 pm	Work Session  Regular Meeting  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• All-USA Academic Team Awards</li> <li>• Informational Tour: TBD</li> <li>• FY08 Operating Budget Approval (if necessary)</li> <li>• FY08 Faculty Promotions</li> <li>• Candidates for Commencement</li> <li>• Report on Board End: Leadership</li> <li>• Legislative Report</li> <li>• Calendar of FY08 Meetings</li> </ul>	
May 4, 2007 Friday 6:30 - 9 pm	Student Awards Banquet <i>Sheraton Columbia</i>	<ul style="list-style-type: none"> <li>• <b>Welcome from Board Chair</b></li> <li>• <b>Trustees invited and participate in presenting awards</b></li> </ul>	
May 5, 2007 Saturday 6 pm	Fiesta Dinner <i>Dr. Duncan's Residence</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>	
May 9, 2007 Wednesday 12 noon	Audit and Finance Committee  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>• Quarterly Sole Source Report (January 1, 2007 – March 30, 2007)</li> <li>• Meeting with Auditors (FY07 Report)</li> <li>• Probable Bids for Summer</li> </ul>	
May 18, 2007 Friday 12 noon	Nursing Recognition Ceremony <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>	
May 18, 2007 Friday 2:30 pm	Reception for Platform Party <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>	


Date	Event	Tentative Agenda Items	Trustees to Attend
May 18, 2007 Friday 4 pm	Commencement <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Board Members Confer Degrees</b></li> </ul>	
May 23, 2007 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Informational Tour: TBD</li> </ul>	
	Regular Meeting	<ul style="list-style-type: none"> <li>• FY09 Vision, Mission, Values and Beliefs and Strategic Initiatives and Goals</li> <li>• FY08 Faculty Appointments</li> <li>• Election of FY08 Board Officers</li> <li>• Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting</li> <li>• MHEC Report on Indicators</li> </ul>	
	Closed Session <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>• Review President's Contract</li> </ul>	
May 24, 2007 Thursday 12 noon	Annual Retiree and New Employee Recognition Lunch <i>Burrill Galleria</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Reception to Honor College Faculty and Staff who Retired During FY07</li> </ul>	
May 24, 2007 Thursday 1:30 pm	Convocation  <i>TBD</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Welcome from Board Chair</b> (1:30 pm)</li> <li>• Recognition event for retired employees, degree recipients. New employees recognized at lunch.</li> </ul>	
May 24, 2007 Thursday 3:30 pm	Employee Appreciation Activity <i>TBD</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Annual activity to thank employees for core &amp; strategic work efforts and volunteerism</li> </ul>	
June 5, 2007 Tuesday <i>Time - TBD</i>	Board Retreat  <i>Belmont</i>	<ul style="list-style-type: none"> <li>• Agenda – TBD</li> </ul>	

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 Revised FY07 Integrated Strategic Plan and Budget**

**Background:** The board of trustees approved Howard Community College's FY07 Integrated Strategic Plan and Budget proposal during its January 25, 2006, meeting. The HCC budget request was submitted. The county and state approved most of the college's total budget request. The administration has modified/deleted objectives to adjust to the budget received and indicate current initiatives. Edits are displayed on the document in [blue](#).

**Purpose:** Display adjustments to the current FY07 strategic plan.

**Timeline:** Annual update. If there are more adjustments, the administration will present further reports.

**Recommendation:**

The administration requests that the board of trustees approve the revised FY07 Integrated Strategic Plan and Budget.

**Compliance:** Board Bylaws – Article VII: Execution and Evaluation of Policy – Planning and Budgeting

Planning Process Timeline To Date	
February, 2005	Teams present needs to planning council.
April, 2005	Planning council recommends <i>Strategic Goals</i> to president's team.
	President's team presents <i>Strategic Goals</i> to Board of Trustees.
May, 2005	Board of Trustees approves <i>Strategic Goals</i> .
August, 2005	College community sends <i>Objectives</i> that support the goals to the president's team liaison.
September, 2005	Planning council reviews those proposed objectives and sets priorities (survey).
October, 2005	Planning council recommends <i>Objectives</i> to president's team.
	President's team reviews and produces a draft of the <i>Strategic Plan</i> . Posts plan so that appropriate units can develop budget requests for proposed activities.
	Web survey collects college community input for overall budget priorities - merit increases, etc.
	Meetings with constituency groups to review budget priorities.
November-Dec. 2005	President's team reviews the budget requests based on Core Work/Strategic needs, formulates a proposal.
	Resultant version of <i>Plan</i> circulated to president's team for refinement of prices and data information.
December, 2005	Plan and Operating Budget request reviewed by Planning council.
January , 2006	<i>Integrated Strategic Plan and Budget</i> approved by Board of Trustees
Spring, 2006	Sent to County Executive, moves to Council, reviewed at various budget sessions.
Summer, 2006	Revised based on actual budget allocations, grants received, etc.
August, 2006	Present revisions to the Board of Trustees for approval.

## I. Learning Community

HCC will be a learning community that provides possibilities for learning that address the current and ongoing needs of a diverse group of students throughout their lives. Our students will be at the center of our thinking and our planning processes, and we will be responsive to their needs and individual learning styles.

Goal	Area	Objective	Original New Funds: Unrestricted Budget	Comment	Other
A. Improve student academic performance through targeted and coordinated retention efforts and student success systems.	EVP VPAA	1. Do a formal assessment of the First Year Experience (FYE) learning community and StepUp (case management/coaching of developmental education repeaters) programs and implement recommendations.	-	See Note #1.	-
B. Develop a systematic approach to promote greater awareness among students that they are responsible for their learning.	EVP	1. Participate in the statewide affinity group initiative to collect data on processes and identify best practice in developing the "self-directed learner."	-	See Note #1	-
C. Challenge our students to achieve global academic excellence. (Commission on the Future)	VPAA	1. Implement the next phase of the multicultural plan: <del>create mechanisms for linking all of the college units involved in international/intercultural initiatives</del> <b>an International Education Faculty Handbook to standardize policies and procedures for international programs.</b>	-	See Note #1	

C. Continued	VPAA	2. Continue comprehensive relationships with Denmark, Mexico, Macedonia, and Turkey.	-	See Note #1	
	VPAA EVP	3. Enlarge HCC participation in International Education Week through a full calendar of events and speakers.	-	See Note #1	
	VPAA EVP	4. Strengthen study abroad partnerships in Scotland, Macedonia, Suzhou, Siena and others that may develop through CCID.	-	See Note #1	
<b>TOTAL</b>			<b>\$0</b>		<b>\$0</b>

## II. Access

HCC will attract and retain a rich diversity of faculty, staff, and students into its programs and learning community. The college will strive to eliminate physical and conceptual barriers that inhibit learning and will respond quickly to changes in the educational and workplace environments to address the evolving needs of our community.

Goal	Area	Objective	Original New Funds: Unrestricted Budget	Comment	Other
A. Build the endowment and to provide scholarships for credit and non-credit students.	EVP	1. Increase the total level of funding for the endowment by 15% (\$39,108) over last year and scholarships by 5 percent (\$12,676) for a total of \$266,200.	-	See Note #1	-
B. Attract and retain a diverse student population that at a minimum reflects the county demographics.	All	<i>See Growth Goal C Objective 1</i>	-	Goal met.	-
C. Attract and retain a diverse, highly-qualified faculty and staff that at a minimum reflect the county demographics.	VPAA VPAF	1. Continue innovative strategies to promote diversity at HCC and continue the goal of attracting 23% or greater minority faculty and staff.	-	See Growth Goal A Objective 1.	-
<b>Total</b>			<b>\$0</b>		<b>\$0</b>

### III. Economic and Workforce Development

HCC will take a leading role in workforce training and in supporting economic development efforts within the county.

Goal	Area	Objective	Original New Funds: Unrestricted Budget	Comment	Other
A. Integrate work experience into academic programs through partnerships with local businesses and government.	VPAA	1. Develop industry partnerships in a high-tech program.	-	See Note #1.	
	VPAA	2. Pilot new internship alternative-learning model in 2 information technology courses.	-	See Note #1.	
B. Offer seamless solutions to workforce needs via collaboration between credit and non-credit units.	EVP VPAA	1. Collaborate with the public school system (HCPSS) to develop career institutes and/or other vocational training programs that provide a seamless transition from high school to college.	-	See Note #1.	
	VPAA	2. Investigate options for funding the RENEW program if current grant funding does not continue.	-	See Note #1.	
C. Offer new academic programs (credit and non-credit) as needs emerge.	VPAA	1. Explore new academic programs, such as <del>computer forensics</del> entertainment technology and radiological technology.	-	See Note #1.	
	VPAA	2. <del>Develop academic programs for Belmont.</del> Plan transition of hospitality management and culinary management programs from main campus to Belmont.	-	See Note #1.	
	VPAA	3. <del>Develop the radiologic technology program</del>	-	See Note #1.	

D. Provide entrepreneurship skills across the curricula and to our community at large. (Commission on the Future)	VPAA	1. Expand a mini-incubator program through HCC's Center for Entrepreneurial and Business Excellence.	-	See Note #1.	
	VPAA	2. Launch HCC's Entrepreneurship website.	-	See Note #1.	
	VPAA	3. Successfully launch technology transfer courses for NSF TAP grant.	-	Using grant funds.	
E. Meet growing community need for allied health professionals.	EVP	1. Implement admissions and advising policies and procedures for new allied health clinical programs (if any) (i.e., Rad Tech)	-	See Note #1.	
<b>Total</b>			<b>\$0</b>		<b>\$0</b>

#### IV. Partnerships

HCC will seek to nurture vibrant community, business, and educational partnerships. It will participate with its many community partners to ensure that it contributes to the learning needs of all citizens. It will seek out opportunities to be involved in the community's life by being a leader in government, business, education, cultural, and service groups, and will cultivate positive relationships with all segments of the community.

Goal	Area	Objective	Original New Funds: Unrestricted Budget	Comment	Other
A. Cultivate seamless pathways for students from high school through HCC to other community colleges and four-year institutions – at home and abroad. (Commission on the Future)	VPAA	1. Explore the possibility of expanded offerings in the early morning and on the weekend.	-	See Note #1.	
	VPAA	2. <del>Develop additional study abroad and student exchange programs: 1) a partnership with James Watt College in Scotland, 2) a business/marketing/entrepreneurship articulation with Niels Brock Business College and Odense Technical College, and 3) a Chinese Language program with Suzhou University.</del>	\$46,822	Interf Ed coord moved into Operating Budget	
	VPAA	2. <del>Help to establish the Maryland Community College International Education Consortium and integrate it into our study abroad planning process. Develop partnerships with individual colleges to share international programs.</del>	-	See Note #1.	
B. Develop partnerships with upper division institutions and/or other educational providers to offer education offerings in or near Howard County in response to student and regional employer needs. (Commission on the Future)	President	1. Explore educational partnerships that enhance economic development in Howard County.	-	See Note #1.	

C. Expand the Laurel College Center to increase access and services for students in the Laurel area.	EVP VPAA	1. Explore expansion of the Laurel College Center <b>onto an additional floor.</b>	-	See Note #1.	
	EVP	2. Increase advising, testing, and specialized information session services for the Laurel College Center.	\$1,200	5% of total costs.	
<b>Total</b>			<b>\$48,022</b>		
			<b>\$1,200</b>		<b>\$0</b>

## V. Organizational Excellence

HCC will be an agile, purposeful organization that nurtures innovation and inquiry, and evaluates results against valid and ambitious criteria. It will maintain a climate that promotes the success of each employee and will provide a work environment that recruits, develops, and rewards faculty and staff who are committed to excellence. And because it believes strongly in the idea of community, it will build a strong sense of ownership and responsibility among all students, faculty, and staff.

Goal	Area	Objective	Original New Funds: Unrestricted Budget	Comment	Other
A. Improve the safety and security of the human and physical resources of the college.	VPAF VPIT	1. Begin implementation of the phased installation of campuswide camera and security access system.	\$22,000	Also Capital Budget	\$260,000 (County) within Systemic Renov. Budget
	VPAF	2. Begin implementation of the ADA renovations and improvements.	-	Capital Budget	\$68,000 (County) within Systemic Renov. Budget
B. Achieve a technologically advanced academic and administrative environment as delineated in the Information Technology Plan.	VPAF VPIT EVP	1. Complete implementation of Smart Card Technology for Student IDs, vending, student printing, library resources, access control, events management, and student services tracking and reporting.	-	Will use IPT funds	\$62,000
	VPAA VPIT	2. Expand the availability of digital learning resources to the classroom. Example: broadcast instructional videos to the classroom. Investigate the feasibility and usability of an on-campus streaming video network.	-	See Note #1	

B. Continued.	VPAF	3. Review and finalize a plan for on-line budget implementation.	-	See Note #1	
C. Improve academic and administrative processes and results.	EVP	1. Develop and implement a plan to improve the coordination of the scholarship application and disbursement process.	\$28,089	New position - Start Jan.1	
	EVP VPIT	2. Improve the Test Center administrative processes by developing paperless methods of test administration and a web-based program for the collection of testing fees.	\$26,208	New position - Start Jan.1	
	VPAF	3. Implement on-line time reporting if conversion to daily time tracking moves forward.	-	See Note #1	
	ALL	4. Initiate migration to Colleague Release 18. Tentative planned completion date is October 2007.		See Note #1	

<b>D.</b> Benchmark organizational performance against external criteria to improve college processes and results.	EVP	<b>1.</b> Submit a new application for an external quality award.	-	See Note #1	
	All	<b>2.</b> Implement appropriate improvements as suggested by the Middle States Association Periodic Review Report feedback.	-	See Note #1	
	President	<b>3.</b> Implement appropriate best practice recommendations from the Continuous Quality Improvement Network Summer 2006 Team.	-	See Note #1	
	VPAF	<b>4.</b> Facilitate a benchmarking project among HCC peers for financial data.	-	See Note #1	
<b>E.</b> Reward and support faculty and staff who are committed to excellence.		<i>See Goal D Objective 3</i>			
<b>F.</b> Integrate outstanding leadership models, such as Servant Leadership, into the organizational culture.	VPAF	<b>1.</b> Continue to Integrate Servant Leadership into the culture by further developing a core of trainers that begin training units around the campus in various formats and with customized approach.	-	See Note #1	
	VPAF	<b>2.</b> Further integrate Servant Leadership into the employee leadership (EXCEL) program and link EXCEL program participants into future constituency leadership roles.	-	See Note #1	
<b>Total</b>			<b>\$76,297</b>		<b>\$390,000</b>

## VI. Growth

HCC will aggressively seek the resources to accommodate growth in the population of Howard County and growth in the numbers of citizens who will seek new learning opportunities from the college.

Goal	Area	Objective	Original New Funds: Unrestricted Budget	Comment	Other
A. Increase the number of full-time faculty and staff.	All	1. Increase the number of full-time employees needed to support the projected growth.	\$1,206,512	10 Faculty @63,500; +17.25 other positions	
B. Provide the physical infrastructure as outlined in the master facilities plan.	EVP VPAF	1. Develop student housing project. Update market study for this project.	-	Dependent on external funds	\$18M per latest DCI estimate; external funds per RFP
	President VPAF Other VPs as appropriate	2. Implement first phase of the facilities master plan. <b>Projects include:</b>			
		a. Finalize construction and equipping of the student services building.	-	Capital Budget	\$1,762,000 \$1,550,000(County) \$1,020,000 (State)
		b. Finalize design of the Administration Building/ Smith Theater renovations and start construction.	-	Capital Budget	\$4,810,000 \$4,887,000(County) \$4,810,000 \$4,887,000(State)
		c. Develop furniture and equipment needs for Administration Building and Smith Theater.	-	Capital Budget	\$0 for FY07; F&E funds in FY08
		d. Begin design phase for the renovations to the Clark Library Building.	-	Capital Budget	\$615,000 (County)

<b>B. Continued</b>		e. Complete Phase V of the athletics fields enhancement project.	-	Capital Budget	<del>\$400,000 (County)</del> \$400,000 (State)
		f. Complete systematic renovations to the campus including phased installation of campus wide security system, resurfacing of campus lots and roadways, upgrading of public restrooms, phased deferred maintenance projects, interior improvements for classrooms and offices.	-	Capital Budget	\$472,000 (County) \$400,000 (College) Balance less V.A.1, V.A.2, VI.B.4 of Systemic Ren Bud
	President EVP VPAF	3. Complete the renovation of the Barn/Carriage House at Belmont. <del>(Dependent on final discussions with county)</del>	-	Dependent on donor funding and the County/State	\$3,250,000 (County) \$3,250,000 (State) Land Acquisition and Road/Utilities
	President	4. <del>Provide temporary solutions for areas that experience growth that could not be accommodated in the master plan over the next 5 years. County did not fund.</del>	-	Capital Budget	<del>\$530,000 (County) Interior Improvments line within Systemic Ren Budget</del>
<b>C.</b> Increase the number of credit and non-credit students.	EVP VPAA	1. Increase credit FTE by 3%, non-credit by 2%	\$64,022	Tutors/95% postage/ printing,etc.	
<b>D.</b> Seek new sources of funding for building scholarships, capital projects, and college programs.	EVP <del>VPAF</del>	1. Plan a new fall fundraiser to generate \$20,000.	-	See Note #1 Also see Access Goal A Objective 1	
<b>E.</b> Increase revenue over expenses in continuing education.	VPAA	1. Increase revenue over expenses by 5% over FY06 difference.	-	See Note #1	
<b>Total</b>			<b>\$1,270,534</b>		<del><b>\$44,109,052</b></del> <b>\$39,719,000</b>

Note #1: Existing time/resources will be used.

### **F-4 High-Speed Dedicated Internet Access**

**Background:** In December 2005, the board approved high speed dedicated Internet access provided by Comcast Business Services. The college has been pleased by this service and would like to continue the contract. This service provides high speed connection to the Internet of 30 Mbps.

**Purpose:** Continuation of internet service from Comcast Business Services

**Location:** Campus-wide

**Timeline:** July 2006 – June 2007

**Specifications:** 30 Mbps of Internet Access

#### **Recommendation**

The administration requests that the board of trustees approve:

**Amount:** \$48,054

**Vendor:** Comcast Business Services

**Source of funds:** FY07 Operating Budget

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

## G-1 Agreements Signed by the Board Chair Disclosure

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

1. Non-purchasing - As resolved by the board of trustees at its December 16, 1998, meeting, the administration discloses any non-purchasing agreements that have been signed by the board chair to the full board on a monthly basis. All other non-purchasing agreements will be disclosed to the board on a semi-annual basis.
  
2. Pass-Through Contracts - At its September 19, 2001, meeting, the board of trustees approved a revision to the college's administrative purchasing procedure that would permit approval of "pass-through" contracts greater than \$25,000 by the board chair. "Pass-through" contract approvals made by the board chairman are disclosed to the full board on a monthly basis at its public meetings.

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

**Timeline:** May 24, 2006, through August 10, 2006.

### Disclosure

Agreement Name	Agreement Type	Owner	Sent to Attorney	BOT Signature
REVISED – Epidemiology & Disease Control Prevention Training MOU	Non-Purchasing	Sandy DeLaney	No	5/24/06
Life Skills Employment and Education Program	Non-Purchasing	Becky Lessey	No	5/24/06
Even Start Family Literacy	Non-purchasing	Becky Lessey	No	6/24/06
Project Masters (FY06)	Pass Thru	Beverly Johnson	No	7/12/06
Corridor Transportation	Non-	Sandy	No	7/20/06

	purchasing	DeLaney		
Pinnacle Career Resources	Non-purchasing	Becky Lessey	No	8/3/06
Project Masters	Pass Thru	Beverly Johnson	No	8/3/06

## **G-2 Financial Statements**

**Background:** The following documents contain the preliminary board financial statements for the period ended June 30, 2006. These statements are prior to the final audit. Since these are statements for the end of the year they will show any fund balance carryovers and/or transfers.

**Purpose:** Disclosure to the board of trustees.

**Timeline:** July 1, 2005 through June 30, 2006

### **Recommendation**

This is an information item that 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

	Actuals 6/30/2006	Total Budget 6/30/2006	Budget Variance 6/30/2006	6/30/2006 Percent Variance From Budget		Prior Year Actuals 6/30/2005
<b>OPERATING BUDGET REVENUE</b>						
<b>TUITION</b>						
Summer II & III	\$383,904	\$450,000	(\$66,096)	-14.69%	1	\$415,488
Fall	6,520,266	6,083,600	436,666	7.18%	2	5,977,300
Intersession	334,515	294,900	39,615	13.43%	3	286,142
Spring	5,857,555	5,362,300	495,255	9.24%	4	5,429,032
Summer I	634,564	642,000	(7,436)	-1.16%	5	569,174
Fees	1,979,940	2,237,800	(257,860)	-11.52%	6	1,823,606
<b>TOTAL TUITION AND FEES</b>	<b>\$15,710,744</b>	<b>\$15,070,600</b>	<b>\$640,144</b>	<b>4.25%</b>		<b>\$14,500,742</b>
<b>GOVERNMENTAL AND OTHER</b>						
Howard County	\$17,040,731	17,040,732	(1)	0.00%	7	\$15,905,918
State of Maryland	7,355,240	7,355,240	0	0.00%	8	6,808,294
Other Income	640,119	302,008	338,111	111.95%	9	288,893
Unrestricted Fund Balance	0	140,569	(140,569)	-100.00%	10	0
Continuing Education Support	343,051	343,051	0	0.00%	11	326,716
<b>TOTAL GOVT AND OTHER</b>	<b>\$25,379,141</b>	<b>\$25,181,600</b>	<b>\$197,541</b>	<b>0.78%</b>		<b>\$23,329,821</b>
<b>TOTAL OPERATING REVENUE</b>	<b>\$41,089,886</b>	<b>\$40,252,200</b>	<b>\$837,686</b>	<b>2.08%</b>		<b>\$37,830,563</b>
<b>OPERATING BUDGET EXPENSES</b>						
Instruction	\$19,161,959	\$18,669,800	(\$492,159)	-2.64%	12	\$17,747,845
Public Service	64,953	82,200	17,247	20.98%	13	57,478
Academic Support	3,099,780	3,072,500	(27,280)	-0.89%	14	2,960,635
Student Services	4,730,636	4,338,400	(392,236)	-9.04%	15	4,141,917
Institutional Support	8,136,028	8,115,100	(20,928)	-0.26%	16	7,483,664
Plant	4,869,497	4,919,200	49,703	1.01%	17	4,505,808
Scholarship/Waivers	1,027,033	1,055,000	27,967	2.65%	18	933,216
<b>TOTAL OPERATING EXPENSES</b>	<b>\$41,089,886</b>	<b>\$40,252,200</b>	<b>(\$837,686)</b>	<b>-2.08%</b>		<b>\$37,830,563</b>

n/c = not comparable

Finance Office

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**FUND 10 - OPERATING BUDGET**  
**HIGHLIGHTS AND CURRENT DEVELOPMENTS**

Please note that all new information is in red for ease of reading.

**June, 2006**

**Tuition and Fees**

- 1) Summer II & III tuition revenue was under budget by 14.69%, or \$66,096. Overall, a 3% FTE enrollment increase was budgeted, however, FTE enrollment for Summer III was down 13% from the prior year. Summer II had an 18% FTE enrollment increase, but that session is smaller than Summer III which had a larger impact on tuition revenues. In-county tuition increased from \$100 per credit hour to \$105 per credit hour, or 5%. Out-of-county and out-of-state tuition increased by \$5 each to \$188 and \$233, respectively. For each credit hour of tuition paid, \$3 goes towards the cost of the Horowitz Arts & Humanities building.
- 2) Fall revenues closed ahead of budget by 7.18%, or \$436,666. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was 4% in FTE's and 2% in headcount. Higher than anticipated out-of-county and out-of-state tuition has impacted the budget variance. (See note # 1 for tuition rate increase information.)
- 3) Intersession revenues were ahead of budget by 13.43% or \$39,615. A 3% FTE enrollment increase was budgeted, while a 2% increase was achieved. Headcount was up 5% for this term. Higher than anticipated out-of-county students created this variance in revenue for intersession.
- 4) Spring revenues closed ahead of budget by 9.24% or \$495,255. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was 2% in FTE's and 2% in headcount. Greater than anticipated out-of-county and out-of-state revenues caused this higher than anticipated revenue.
- 5) Summer I and summer I extended closed under budget by 1.16% or \$7,436 in this division. Overall, summer I enrollment growth increased by 11% but summer extended lost 2% of its enrollments. The enrollment growth was primarily at the Laurel College center which is reflected in the special funds.
- 6) Fee revenues closed under budget by 11.52%, or \$257,860. The fee budget is developed to allow for unanticipated revenue growth and includes course fees and consolidated fees. At year end, \$100,000 of course fee revenue was transferred to the student account fund to help fund student activity programs and special needs in future years. A breakdown of operating account fees is as follows: Course fees \$1,320,712 or 67%; consolidated fees \$520,494 or 26%; other student fees \$138,734 or 7%.

**FUND 10 - OPERATING BUDGET**  
**HIGHLIGHTS AND CURRENT DEVELOPMENTS**

**Governmental Revenue and Other Revenue**

- 7) Howard County's contribution to the FY2006 operating budget increased by 7.13% over the prior year and has no variance to the budget.
- 8) The State's appropriation to the FY2006 operating budget increased by 8% over the prior year and has no variance to the budget.
- 9) Other income closed ahead of budget by 111.95%, or \$338,111. Investment income represents \$528,119 or 83% of other income. Interest rates continued to rising during the year causing this excess budget balance. Service revenues for administration of contracts and small misc. revenue make up the other 17% of other income.
- 10) \$140,569 of the unrestricted fund balance from the continuing education fund was not taken at the end of the fiscal year due to our overall revenue surplus.
- 11) \$343,051 was continuing education's FY06 contribution to the operating fund, which was taken at year end.

**Expenses**

- Note: Planned transfers to other funds occur each year at year end. All functional spending is done from the furniture/equipment and reserve accounts and budgetary spending authority is in the special funds for any overages in the operating fund. These transfers represent excess revenues earned over expenses.
- Salaries increased by an average of 5% over FY2005.
- 12) The instructional function closed over budget by 2.64% or \$492,159 as planned at year end, due to forward funding transfers. Spending authority in the special funds for instruction covered this overage. Transfers were made to Rep stage, the Children's Learning Center, the Laurel College Center, the Mediation Center, the Horowitz Building fund, the Entrepreneurial program, the first year learning experience funds and Belmont.
- 13) The public service function closed under budget by 20.98% or \$17,247. Savings in hourly support and benefits caused this variance.
- 14) The academic support function closed over budget by .89% or \$27,280 as planned at year end, due to forward funding transfers. Spending authority in the special funds for academic support covered this overage. Transfers were made to the wellness program and tutoring services.
- 15) The student services function closed over budget by 9.04% or \$392,236 as planned at year end, due to forward funding transfers. Spending authority in the special funds for student services covered this overage. Transfers were made to the Children's Learning Center, Student Services Building

equipment, wellness, and International programs, Career Links, Project Access and Belmont.

- 16) The institutional support function closed over budget by .26% or \$20,928 as planned at year end, due to forward funding transfers. Spending authority in the special funds for institutional support covered this overage. Transfers were made to wellness programs, professional development, the friendly campus project, the Hendricks study and Belmont.
- 17) The plant function closed under budget by 1.01% or \$49,703. Savings in benefits and renovations exceeded the anticipated increased cost in utilities for the year. Forward funding of renovation projects was also done from this function.
- 18) The scholarships and waivers function closed under budget by 2.65% or \$27,967. This savings was in state mandated waivers. All College scholarship funds were awarded and disbursed to students.

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

	Actuals 6/30/2006	Total Budget 6/30/2006	Budget Variance 6/30/2006	6/30/2006 Percent Variance From Budget		Prior Year Actuals 6/30/2005
<b>FUND 11 REVENUES</b>						
<b>TUITION</b>						
Credit Fall/Summer II & III	\$142,148	125,300	\$16,848	13.45%	1	\$137,802
Credit Intersession	43,288	44,500	(1,212)	-2.72%	2	49,368
Credit Spring/Summer I	173,173	127,200	45,973	36.14%	3	151,047
Non-Credit/Continuing Ed	2,604,246	2,457,800	146,446	5.96%	4	2,467,538
Fees	981,108	760,300	220,808	29.04%	5	789,129
<b>TOTAL TUITION AND FEES</b>	<b>\$3,943,963</b>	<b>\$3,515,100</b>	<b>\$428,863</b>	<b>12.20%</b>		<b>\$3,594,884</b>
<b>GOVERNMENTAL AND OTHER</b>						
State of Maryland	\$1,359,138	\$1,359,138	\$0	0.00%	6	\$1,258,072
Service Revenues & Other Income	\$497,776	\$288,813	\$208,963	72.35%	7	334,650
Other Income	\$0	\$500,000	(\$500,000)	-100.00%	8	0
Transfer to Operating Fund & A&H	(943,051)	(343,051)	(600,000)	174.90%	9	(1,326,716)
<b>TOTAL GOV'T. AND OTHER</b>	<b>\$913,863</b>	<b>\$1,804,900</b>	<b>(\$891,037)</b>	<b>-49.37%</b>		<b>\$266,006</b>
<b>TOTAL FUND 11 REVENUES</b>	<b>\$4,857,826</b>	<b>\$5,320,000</b>	<b>(\$462,174)</b>	<b>-8.69%</b>		<b>\$3,860,890</b>
<b>EXPENDITURES</b>						
Instruction	\$4,891,534	\$5,070,500	\$178,966	3.53%	10	\$4,288,909
Academic Support	0	0	0	0.00%		0
Plant	0	0	0	0.00%		0
Institutional Support	0	0	0	0.00%		0
Scholarship	250,435	249,500	(935)	-0.37%	11	244,576
<b>TOTAL OPERATING EXPENSES</b>	<b>\$5,141,969</b>	<b>\$5,320,000</b>	<b>\$178,031</b>	<b>3.35%</b>		<b>\$4,533,485</b>
Decrease in Fund Balance	(\$284,142)					(\$672,595)
Revenue in excess of expenses, before transfers	\$658,908					\$654,120

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

**June 2006**

**Tuition and Fees**

- 1) Credit fall/summer II & III tuition revenues closed ahead of budget by 13.45% or \$16,848. Courses converted from telecourses to tele-web gained popularity and caused this large enrollment growth. Tele-web courses use an on-line feature along with the pre-recorded lectures.
- 2) Intersession revenue closed under budget by 2.72% or \$1,212 for this division. While overall FTE's are up 2% for intersession, lower than anticipated out-of-county enrollments in telecourses and telewebs caused this variance.
- 3) Spring & summer revenues closed ahead of budget by 36.14% or \$45,973. Greater than anticipated enrollments in tele-web courses (see note one) and out-of-county enrollments caused this variance.
- 4) Non-credit tuition revenues closed ahead of budget by 5.96% or \$146,446. Growing enrollments in the English Language Institute and at the Business Training Center, exceeded expectations for the year.
- 5) Fees closed ahead of budget by 29.04% or \$220,808. This is due to fees earned in excess of budget for the courses related to growth in note 4 above.

**Governmental Revenue**

- 6) The state contribution for FY2006 for continuing education increased 8% over the prior year, and has no variance to budget. Funding for FY2006 is based on an FTE formula related to enrollments from FY2004.

**Service and Other Income**

- 7) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Consulting work for Maryland Energy Administration in the business and industry division was not anticipated and therefore not budgeted. Spending authority for unanticipated contracts is budgeted in our special funds budget. This category closed 72.35% ahead of budget or \$208,963, primarily due to this contract.
- 8) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the Hickory Ridge building as needed. Because of higher than anticipated revenues, use of these funds was not necessary to balance the fund at year end.
- 9) Continuing education's contribution of \$343,051 to the operating fund occurred at year-end. In addition, \$600,000 was moved to the Horowitz Visual and Performing Arts Center due to higher than anticipated revenues.

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

**Expenses**

Salaries increased by an average of 5% for FY2006.

10) Instructional expenses closed the year 3.53% under budget or \$178,966. Budgeted spending included the \$500,000 contingency for new contracts such as the Maryland Energy Administration mentioned above. \$321,034 of the contingency was spent.

11) Waivers/scholarships closed over budget by .37% or \$935 for the year. Higher than anticipated waivers in the English Language Institute/Adult Programs caused this overage. Spending authority in special funds covered the deficit.

Overall, excluding contributions (transfers) made to the operating and Horowitz Center, revenues exceeded expenses in this division by \$658,908.

Howard Community College  
6/2006  
Cost Center Variances

Cost Center	FY2006 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2006	Explanation of Variance Greater Than \$10,000	
<b>Instruction</b>							
11200	Honors	4,303	4,520	4,520	-	0%	
11300	Mathematics	1,400,126	1,450,349	1,450,349	-	0%	
11310	Health	225,267	226,224	233,445	7,221	3%	
11400	Social sciences	1,448,087	1,380,470	1,448,087	67,617	5%	Increase for part-time faculty due to enrollment growth
11410	Eng/world languages	2,172,404	2,063,170	2,172,404	109,234	5%	Increase for part-time faculty due to enrollment growth
11450	Arts & humanities	1,689,668	1,570,277	1,689,668	119,391	8%	Increase for part-time faculty and hourly costs for growth
11480	Rouse scholars	86,199	73,077	86,306	13,229	18%	Increase for part-time faculty due to enrollment growth
11600	Distance learning	293,115	312,003	315,478	3,475	1%	
12100	Nursing	1,089,073	1,217,754	1,201,304	(16,450)	-1%	Reallocation to emergency medical technologies
12120	Emergency medical technology	114,103	119,001	133,951	14,950	13%	Reallocation from nursing for purchases
12150	Cardiovascular program	151,381	144,187	156,847	12,660	9%	Increase for part-time faculty due to enrollment growth
12200	Business & computers	1,389,426	1,416,897	1,419,557	2,660	0%	
12250	Science & technology programs	2,052,107	1,969,635	2,099,647	130,012	7%	Increase for part-time faculty due to enrollment growth
12280	Cooperative education	11,690	12,848	12,848	-	0%	
13550	Instructional international program	102,340	62,616	105,060	42,444	68%	Fund temporary support for international program
44010	User computer services	280,036	301,389	301,389	-	0%	
44020	Student computer services	845,899	851,888	851,888	-	0%	
44030	Student labs	243,953	264,883	266,877	1,994	1%	
46100	1st floor support	126,179	123,870	128,888	5,018	4%	
46200	2nd floor support	124,325	117,044	127,345	10,301	9%	Hourly support needed
46300	Hickory ridge	65,274	78,589	78,589	-	0%	
46400	Evening services	10,108	14,910	10,382	(4,528)	-30%	
46700	ILB support	117,259	116,307	119,307	3,000	3%	
47500	Faculty Learning Community	10,197	-	18,000	18,000	N/A	Newly established program for faculty
48000	Outcomes assessment	152,114	141,275	156,416	15,141	11%	Position reallocated from Institutional support/through reserves
48500	Instructional direction	99,271	256,379	153,893	(102,486)	-40%	To reallocate part-time faculty funds
48501	Learning communities	219,574	234,628	234,628	-	0%	
48502	Program development	72,184	100,480	77,102	(23,378)	-23%	Transfer for new program for faculty
51100	Webmaster	69,525	69,292	69,525	233	0%	
52102	Pool guards	58,999	59,000	59,000	-	0%	
53200	Learning assistance center	495,565	486,545	495,565	9,020	2%	
99970	Benefits/chargeback's	2,457,698	2,887,198	2,858,065	(29,133)	-1%	Distribution of the merit pay for hourly staff/position reallocated
99980	Division support	600	410,223	600	(409,623)	-100%	Funding temporary support and part-time faculty needs
99990	Furniture/equipment/year end	1,483,910	132,872	132,872	-	0%	
	Total instruction	19,161,959	18,669,800	18,669,800	0	0%	

Cost Center	FY2006 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2006	Explanation of Variance Greater Than \$10,000	
<b>Public Service</b>							
33250	Cable studio	56,704	62,852	62,852	-	0%	
99970	Benefits/chargeback's	8,250	16,288	16,288	-	0%	
99990	Furniture/equipment	-	3,060	3,060	-	0%	
	Total public service	64,953	82,200	82,200	-	0%	
<b>Academic Support</b>							
33400	Cultural theater	172,083	172,167	172,167	-	0%	
33500	Student alumni productions	92,772	93,004	93,004	-	0%	
41001	Library services	681,877	687,988	692,015	4,027	1%	
41002	Teaching & Learning center	122,306	124,785	123,613	(1,172)	-1%	
43100	Education technology	274,686	269,007	275,329	6,322	2%	
43200	Video services	65,200	68,416	68,416	-	0%	
46000	VP of academic affairs	274,495	280,173	280,773	600	0%	
47000	Faculty development	102,163	108,534	108,534	-	0%	
48100	Interactive classroom	18,306	23,980	18,306	(5,674)	-24%	
<b>65001</b>	<b>Academic promotions</b>	<b>118,246</b>	<b>114,016</b>	<b>126,916</b>	<b>12,900</b>	<b>11%</b>	<b>Additional advertising costs covered at year end</b>
99970	Benefits/chargeback's	1,000,687	1,090,819	1,087,416	(3,403)	0%	
<b>99990</b>	<b>Furniture/equipment/year end</b>	<b>176,959</b>	<b>39,611</b>	<b>26,011</b>	<b>(13,600)</b>	<b>-34%</b>	<b>Cover advertising costs</b>
	Total academic support	3,099,780	3,072,500	3,072,500	(0)	0%	

Cost Center	FY2006 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2006	Explanation of Variance Greater Than \$10,000	
<b>Student Services</b>							
<b>46500</b>	<b>Advising, academic</b>	<b>440,266</b>	<b>383,286</b>	<b>442,478</b>	<b>59,192</b>	<b>15%</b>	<b>Advising positions moved from aux. funds</b>
46600	Welcome center & telephone adv.	139,858	143,347	144,096	749	1%	
51000	Executive VP	247,655	257,166	257,166	-	0%	
51200	Student ambassador program	5,936	6,450	6,450	-	0%	
52000	Student activities	1,843	2,595	2,595	-	0%	
52100	PE facility	267,887	271,087	271,087	-	0%	
53000	Career services	397,988	413,704	413,704	-	0%	
53100	Test center	167,728	165,999	167,728	1,729	1%	
53500	Retention	78,584	81,312	81,312	-	0%	
53555	Career links	26,135	26,000	26,396	396	2%	
54000	Financial Aid	514,098	525,489	525,489	-	0%	
<b>55000</b>	<b>Admissions</b>	<b>569,946</b>	<b>510,281</b>	<b>569,946</b>	<b>59,665</b>	<b>12%</b>	<b>Admissions positions moved from aux. funds</b>
55001	Workgroup	314,698	319,820	319,820	-	0%	
<b>56000</b>	<b>Records</b>	<b>363,603</b>	<b>352,604</b>	<b>363,604</b>	<b>11,000</b>	<b>3%</b>	<b>To cover hourly costs</b>
65002	Student services promotions	31,392	31,392	31,392	-	0%	
99970	Benefits/chargeback's	617,285	749,263	747,398	(1,865)	0%	
<b>99980</b>	<b>Part time coverage</b>	<b>4,000</b>	<b>18,114</b>	<b>7,114</b>	<b>(11,000)</b>	<b>-61%</b>	<b>Cover hourly costs in records</b>
<b>99990</b>	<b>Furniture/equipment/year end</b>	<b>541,735</b>	<b>80,491</b>	<b>(39,375)</b>	<b>(119,866)</b>	<b>-149%</b>	<b>Fund positions from auxiliary fund for student services</b>
Total student services	4,730,636	4,338,400	4,338,400	-	0%		

Cost Center	FY2006 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2006	Explanation of Variance Greater Than \$10,000	
<b>Institutional Support</b>							
61000	President	549,198	559,442	555,442	(4,000)	-1%	
<b>61100</b>	<b>Board of trustees</b>	<b>110,410</b>	<b>93,961</b>	<b>128,788</b>	<b>34,827</b>	<b>37%</b>	<b>To cover cost of legal fees</b>
<b>61200</b>	<b>Research, planning and org. dev.</b>	<b>395,005</b>	<b>420,093</b>	<b>395,498</b>	<b>(24,595)</b>	<b>-6%</b>	<b>Position reallocated to instruction/through reserves</b>
61900	Senior administration	12,288	13,603	13,609	6	0%	
62000	VP of administration & finance	272,239	273,660	273,661	1	0%	
62100	Finance office	984,994	1,014,519	1,013,119	(1,400)	0%	
63101	Human resources	486,065	493,417	493,417	-	0%	
63102	Recruitment	48,370	56,517	56,517	-	0%	
63103	Unemployment	47,397	50,000	50,000	-	0%	
63150	Diversity programs	10,753	18,000	18,000	-	0%	
63200	Reprographics	130,047	168,132	158,701	(9,431)	-6%	
63400	Security	575,803	653,558	653,558	-	0%	
<b>63500</b>	<b>Telecommunications</b>	<b>173,560</b>	<b>264,477</b>	<b>228,966</b>	<b>(35,511)</b>	<b>-13%</b>	<b>To enterprise network to fund internet access</b>
63600	Risk Management	171,154	233,562	233,556	(6)	0%	
63700	General administration	480,270	557,863	557,863	-	0%	
63800	Commencement/Award programs	35,813	35,485	35,813	328	1%	
64000	Administrative information systems	1,210,467	1,201,036	1,210,467	9,431	1%	
<b>64001</b>	<b>Enterprise network</b>	<b>497,167</b>	<b>497,608</b>	<b>532,308</b>	<b>34,700</b>	<b>7%</b>	<b>From telecommunications budget for internet access</b>
64100	Information technology adm.	258,722	271,083	272,083	1,000	0%	
65000	Public relations & marketing	475,808	478,982	479,082	100	0%	
<b>65050</b>	<b>Gov. affairs &amp; grants management</b>	<b>72,150</b>	<b>31,226</b>	<b>74,451</b>	<b>43,225</b>	<b>138%</b>	<b>Transfer of grants position and expenses from development.</b>
<b>65100</b>	<b>Development &amp; alumni relations</b>	<b>361,730</b>	<b>425,620</b>	<b>383,880</b>	<b>(41,740)</b>	<b>-10%</b>	<b>Transfer of grants position and expenses to governmental affairs.</b>
65900	Fundraising	16,460	30,000	30,000	-	0%	
<b>99970</b>	<b>Benefits/chargeback's</b>	<b>219,949</b>	<b>273,189</b>	<b>266,582</b>	<b>(6,606)</b>	<b>-2%</b>	<b>Cover net cost of legal fees and position reallocation</b>
99990	Furniture/equipment	540,208	67	(262)	(329)	-491%	
Total institutional support	8,136,028	8,115,100	8,115,100	(0)	0%		

Cost Center	FY2006 Actual to date	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2006	Explanation of Variance Greater Than \$10,000
<b>Plant</b>						
71000	Plant administration	66,075	83,177	83,177	-	0%
<b>71100</b>	<b>General services</b>	<b>1,677,455</b>	<b>1,739,485</b>	<b>1,772,501</b>	<b>33,016</b>	<b>2%</b>
<b>71150</b>	<b>Recycling</b>	-	<b>25,000</b>	<b>5,000</b>	<b>(20,000)</b>	<b>-80%</b>
<b>71500</b>	<b>Safety</b>	<b>50,816</b>	<b>35,957</b>	<b>51,436</b>	<b>15,479</b>	<b>43%</b>
72000	Engineering	831,657	845,987	848,150	2,163	0%
72500	Preventive maintenance	137,653	132,582	137,654	5,072	4%
73000	Housekeeping	898,264	906,394	910,545	4,151	0%
75000	Grounds	262,140	270,797	274,547	3,750	1%
<b>76000</b>	<b>Renovations</b>	<b>79,396</b>	<b>174,514</b>	<b>135,034</b>	<b>(39,480)</b>	<b>-23%</b>
99970	Benefits/chargeback's	516,041	696,134	691,983	(4,151)	-1%
99990	Furniture/equipment	350,000	9,173	9,173	-	0%
	Total plant	4,869,497	4,919,200	4,919,200	-	0%
<b>Scholarships</b>						
81000	Scholarships	646,599	643,500	643,500	-	0%
82000	Waivers	380,434	411,500	411,500	-	0%
	Total scholarships	1,027,033	1,055,000	1,055,000	-	0%
	Grand totals	41,089,886	40,252,200	40,252,200	(0)	0%

**Note 1:**  
When the budget was originally developed, all salaries were budgeted to increase at the rate of 5%. As final salaries increases may have fluctuated based on performance levels and the relation of the individual's FY05 salary to the mid-point of the salary scale, the original budget figures were adjusted to reflect the actual starting salaries for the cost center.

**Note 2:**  
**Although the "Actual to date" exceeds the "Original Budget" and "Projected Expenditures" the Actual expenses equal the Total Revenue. Planned transfers were made at year from these cost centers and are covered by the special funds for spending authority.**

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**Howard Community College  
6/2006  
Cost Center Variances**

Cost Center		FY2006 Actual to date	Total Projected Expenditures	Percentage Of Budget Spent to Date	
<b>Instruction</b>					
11200	Honors	4,303	4,520	95%	
11300	Mathematics	1,400,126	1,450,349	97%	
11310	Health	225,267	233,445	96%	
11400	Social sciences	1,448,087	1,448,087	100%	
11410	Eng/world languages	2,172,404	2,172,404	100%	
11450	Arts & humanities	1,689,668	1,689,668	100%	
11480	Rouse scholars	86,199	86,306	100%	
11600	Distance learning	293,115	315,478	93%	
12100	Nursing	1,089,073	1,201,304	91%	
12120	Emergency medical technology	114,103	133,951	85%	
12150	Cardiovascular program	151,381	156,847	97%	
12200	Business & computers	1,389,426	1,419,557	98%	
12250	Science & technology programs	2,052,107	2,099,647	98%	
12280	Cooperative education	11,690	12,848	91%	
13550	Instructional international program	102,340	105,060	97%	
44010	User computer services	280,036	301,389	93%	
44020	Student computer services	845,899	851,888	99%	
44030	Student labs	243,953	266,877	91%	
46100	1st floor support	126,179	128,888	98%	
46200	2nd floor support	124,325	127,345	98%	
46300	Hickory ridge support	65,274	78,589	83%	
46400	Evening services support	10,108	10,382	97%	
46700	ILB support	117,259	119,307	98%	
47500	Faculty learning community	10,197	18,000	57%	1
48000	Outcomes assessment	152,114	156,416	97%	
48500	Instructional direction	99,271	153,893	65%	2
48501	Learning communities	219,574	234,628	94%	
48502	Program development	72,184	77,102	94%	
51100	Webmaster	69,525	69,525	100%	
52102	Pool guards	58,999	59,000	100%	
53200	Learning assistance center	495,565	495,565	100%	
99970	Benefits/chargebacks	2,457,698	2,858,065	86%	
99980	Division support	600	600	0%	
99990	Furniture/equipment/year end	1,483,910	132,872	1117%	3
		19,161,959	18,669,800	103%	

Total instruction

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Cost Center		FY2006 Actual to date	Total Projected Expenditures	Percentage Of Budget Spent to Date	
<b>Public Service</b>					
33250	Cable studio	56,704	62,852	90%	
99970	Benefits/chargebacks	8,250	16,288	51%	4
99990	Furniture/equipment	-	3,060	0%	
	Total public service	64,953	82,200	79%	
<b>Academic Support</b>					
33400	Cultural theater	172,083	172,167	100%	
33500	Student alumni productions	92,772	93,004	100%	
41001	Library services	681,877	692,015	99%	
41002	Teaching and learning services	122,306	123,613	99%	
43100	Education technology	274,686	275,329	100%	
43200	Video services	65,200	68,416	95%	
46000	VP of academic affairs	274,495	280,773	98%	
47000	Faculty development	102,163	108,534	94%	
48100	Interactive classroom	18,306	18,306	100%	
65001	Academic promotions	118,246	126,916	93%	
99970	Benefits/chargebacks	1,000,687	1,087,416	92%	
99990	Furniture/equipment/year end	176,959	26,011	680%	3
	Total academic support	3,099,780	3,072,500	101%	

Cost Center		FY2006 Actual to date	Total Projected Expenditures	Percentage Of Budget Spent to Date	
<b>Student Services</b>					
46500	Advising, academic & transfer	440,266	442,478	100%	
46600	Welcome center & telephone advisin	139,858	144,096	97%	
51000	Executive VP	247,655	257,166	96%	
51200	Student ambassador program	5,936	6,450	92%	
52000	Student activities	1,843	2,595	71%	5
52100	PE facility	267,887	271,087	99%	
53000	Career services	397,988	413,704	96%	
53100	Test center	167,728	167,728	100%	
53500	Retention	78,584	81,312	97%	
53550	Career links	26,135	26,396	99%	
54000	Financial Aid	514,098	525,489	98%	
55000	Admissions	569,946	569,946	100%	
55001	Workgroup	314,698	319,820	98%	
56000	Records & registration	363,603	363,604	100%	
65002	Student services promotions	31,392	31,392	100%	
99970	Benefits/chargebacks	617,285	747,398	83%	
99980	Part time coverage	4,000	7,114	56%	6
99990	Furniture/equipment/year end	541,735	(39,375)	-1376%	3
	Total student services	4,730,636	4,338,400	109%	

Cost Center		FY2006 Actual to date	Total Projected Expenditures	Percentage Of Budget Spent to Date	
<b>Institutional Support</b>					
61000	President	549,198	555,442	99%	
61100	Board of trustees	110,410	128,788	86%	
61200	Research, planning, and org. dev.	395,005	395,498	100%	
61900	Senior administration	12,288	13,609	90%	
62000	VP of administration & finance	272,239	273,661	99%	
62100	Finance office	984,994	1,013,119	97%	
63101	Human resources	486,065	493,417	99%	
63102	Recruitment	48,370	56,517	86%	
63103	Unemployment	47,397	50,000	95%	
63150	Diversity programs	10,753	18,000	60%	7
63200	Reprographics	130,047	158,701	82%	
63400	Security	575,803	653,558	88%	
63500	Telecommunications	173,560	228,966	76%	8
63600	Risk Management	171,154	233,556	73%	9
63700	General administration	480,270	557,863	86%	
63800	Commencement & awards	35,813	35,813	100%	
64000	Administrative information systems	1,210,467	1,210,467	100%	
64001	Enterprise network	497,167	532,308	93%	
64100	Information technology adm.	258,722	272,083	95%	
65000	Public relations	475,808	479,082	99%	
65050	Governmental affairs & grants mana	72,150	74,451	97%	
65100	Development & alumni	361,730	383,880	94%	
65900	Fundraising	16,460	30,000	55%	10
99970	Benefits/chargebacks	219,949	266,582	83%	
99990	Furniture/equipment/year end	540,208	(262)	-206186%	3
	Total institutional support	8,136,028	8,115,100	100%	

Cost Center		FY2006 Actual to date	Total Projected Expenditures	Percentage Of Budget Spent to Date	
<b>Plant</b>					
71000	Plant administration & insurance	66,075	83,177	79%	11
71100	General services	1,677,455	1,772,501	95%	
71150	Recycling	-	5,000	0%	12
71500	Safety	50,816	51,436	99%	
72000	Engineering	831,657	848,150	98%	
72500	Preventive maintenance	137,653	137,654	100%	
73000	Housekeeping	898,264	910,545	99%	
75000	Grounds	262,140	274,547	95%	
76000	Renovations	79,396	135,034	59%	13
99970	Benefits/chargebacks	516,041	691,983	75%	4
99990	Furniture/equipment/year end	350,000	9,173	3816%	3
	Total plant	4,869,497	4,919,200	99%	
<b>Scholarships</b>					
81000	Scholarships	646,599	643,500	100%	
82000	Waivers	380,434	411,500	92%	
	Total scholarships	1,027,033	1,055,000	97%	
	Grand totals	41,089,886	40,252,200	102%	

- Notes:
- We have only noted variance greater than 100%, or less than 80% for year end.
  - 1 This new program deferred some spending until FY07.
  - 2 This cost center supports other areas during the year, and a savings was anticipated for close out.
  - 3 Transfers made to other funds to prefund programs are made from these furniture/equipment accounts at year end.
  - 4 Savings in benefits was anticipated at year end.
  - 5 Savings in hourly support occurred in the cost center.
  - 6 Support for part-time hourly was less than anticipated for the year.
  - 7 Grant funds were used first to support this program, leaving operating funds for year end needs.
  - 8 Savings in contracted services and telephone services occurred this year.
  - 9 Insurance expenses paid to the county were lower than anticipated for the year.
  - 10 There was a saving in fundraising efforts for the year.
  - 11 A savings in property insurance occurred this year.
  - 12 Recycling costs were absorbed by the county effective for FY06.
  - 13 Renovations costs were delayed to ensure funds for increased utility costs.

**Belmont Conference Center  
Projected Annual Budget  
FY2006**

<b>Revenue:</b>	<b>Actuals at June 30 Cumulative</b>	<b>Projection (Quarterly) Cumulative</b>	<b>Variance</b>
Conference	\$ 1,254,273	1,440,000	\$ (185,727)
Pass through revenue	142,774	100,000	42,774
Tuition revenue	14,127	0	14,127
Misc. revenue(includes Fund Bal)	280	5,000	(4,720)
<b>Total Revenue</b>	<b>1,411,453</b>	<b>1,545,000</b>	<b>(133,547)</b>
<b>Expenses:</b>			
<b>Cost of Sales</b>			
Food purchases	161,342	165,000	(3,658)
Beverage purchases	34,671	38,000	(3,329)
Pass through expenses	142,774	100,000	42,774
Kitchen supplies	24,740	18,000	6,740
			-
<b>Direct Wages</b>			
Food & Beverage FT	85,480	97,852	(12,372)
Food & Beverage Hourly	147,483	134,204	13,279
Housekeeper PT & Hourly	17,400	43,900	(26,500)
Commissions/Gratuities	62,292	52,500	9,792
			-
<b>Indirect Wages</b>			
Admin-FT	266,040	289,134	(23,094)
Admin-PT	24,618	24,618	-
Grounds Temp	5,058	16,000	(10,942)
Grounds FT	74,217	74,217	0
			-
<b>General Operating</b>			
Benefits	147,420	160,517	(13,097)
Contracted Services	87,562	75,000	12,562
Printing, Publications	12,047	13,000	(953)
Recruitment	4,235	5,000	(765)
Credit card commissions	12,115	9,300	2,815
Promotional services	22,212	9,100	13,112
Promotional supplies	1,036	10,000	(8,964)
General office supplies	7,667	15,000	(7,333)
Special supplies	25,123	15,000	10,123
Grounds supplies	21,972	18,600	3,372
Telephone services	13,140	29,000	(15,860)
Vehicle supplies	382	0	382
Rentals	2,753	5,000	(2,248)
Postage	4,963	6,000	(1,037)
Conferences & Meetings	4,510	8,000	(3,490)
Training	4,832	2,000	2,832
Insurance	20,124	20,600	(476)
License & Permits & Dues	8,520	4,900	3,620
Bad Debt exp	17,755	5,000	12,755
Heat & Gas	36,950	30,000	6,950
Electricity	40,824	60,000	(19,176)
Operating expenses	<b>1,542,256</b>	<b>1,554,442</b>	<b>(12,186)</b>
<b>Net profit (loss)</b>	<b>(130,803)</b>	<b>(9,442)</b>	<b>(121,361)</b>
<b>Support &amp; fixed charges</b>			
HCC facilities use fee/revenue	150,000	150,000	0
Foundation support	100,000	100,000	0
Loan	(216,732)	(190,000)	(26,732)
Trash pick up	(175)	0	(175)
Facility repairs	(11,204)	(35,558)	24,354
Furniture & Fixtures	(39,326)	(15,000)	(24,326)
<b>Total support &amp; fixed charges</b>	<b>(17,438)</b>	<b>9,442</b>	<b>(26,880)</b>
<b>Net Profit (Loss) after fixed charges</b>	<b>\$ (148,240)</b>	<b>0</b>	<b>\$ (148,240)</b>

FY2006  
**HOWARD COMMUNITY COLLEGE AT  
 LAUREL COLLEGE CENTER**

Object	Description	Actual HCC at 6/30/2006	Projected HCC Revenue	HCC Projected Annual Revenue	Annual* HCC Budget	HCC Variance Over (Under) Annual Budget
<b>Revenue</b>						
<b>Fall 2005/Winter2006</b>						
	Tuition Revenue	152,804	0	152,804	173,441	(20,637)
	Non Credit	61,872	0	61,872	85,405	(23,533)
<b>Spring 2006</b>						
	Tuition Revenue	111,330	0	111,330	154,329	(42,999)
	Non Credit	15,100	0	15,100	20,400	(5,300)
<b>Summer 2005/06</b>						
	Tuition Revenue	102,719	0	102,719	94,080	8,639
	Non Credit	11,051	0	11,051	13,059	(2,008)
<b>Other Revenue</b>						
	Misc. Revenue		0	0	0	0
<b>State Funding</b>						
		98,804	0	98,804	98,804	0
<b>Unrestricted appropriation</b>						
		0	0	0	0	0
<b>Total Revenue</b>		<b>553,680</b>	<b>0</b>	<b>553,680</b>	<b>639,518</b>	<b>(85,838)</b>

Object	Description	Actual HCC at 6/30/2006	HCC Encumbrances	HCC Annual Projected Expenses	Annual HCC Budget	HCC Variance Over (Under) Annual Budget
<b>Expenditures</b>						
5102	Salaries - Cr. PT Faculty	0	0	0	0	0
5103	Salaries - Cr. PT Faculty - All terms	227,157	0	227,157	222,510	4,647
5104	Salaries - Cr. PT Faculty	0	0	0	0	0
5105	Salaries - Cr. PT Faculty	0	0	0	0	0
5107	Non Credit PT Faculty	42,095	0	42,095	51,000	(8,905)
6000	Contracted Services	104	0	104	1,000	(896)
6021	Capital Lease	0	0	0	0	0
6100	Instructional Supplies	10,167	0	10,167	11,000	(833)
6160	Microcomputer Supplies	0	0	0	0	0
			0			0
<b>Direct Instructional Expenditures</b>		<b>279,522</b>	<b>0</b>	<b>279,522</b>	<b>285,510</b>	<b>(5,988)</b>
<b>Other Expenditures</b>						
5002	PT Administrator	0	0	0	0	0
5301	FT Classified Staff	0	0	0	0	0
5302	PT Classified Staff	0	0	0	5,000	(5,000)
5303	PT Classified Staff On-Call	19,117	0	19,117	25,000	(5,883)
5304	Overtime	0	0	0	0	0
5812	PT Benefits (7.65%)	22,029	0	22,029	23,219	(1,190)
5800	Benefits (25%)	0	0	0	0	0
6000	Contracted Services	200	0	200	2,500	(2,300)
6025	Advertising	20,167	0	20,167	42,900	(22,733)
6028	Custodial Contract	0	0	0	0	0
6050	Off-Campus Rentals	318,251	0	318,251	338,009	(19,758)
6140	Custodial Supplies	0	0	0	0	0
6200	Telephone	20,409	0	20,409	25,000	(4,591)
6220	Postage	13,125	0	13,125	8,640	4,485
6310	Travel	0	0	0	0	0
6510	Electricity	0	0	0	0	0
7160	Equipment	46,913	0	46,913	0	46,913
<b>Total Indirect Expenditures</b>		<b>460,211</b>	<b>0</b>	<b>460,211</b>	<b>470,268</b>	<b>(10,057)</b>
<b>Total Expenditures</b>		<b>739,733</b>	<b>0</b>	<b>739,733</b>	<b>755,778</b>	<b>(16,045)</b>
<b>Operating Income (Loss)</b>		<b>(186,053)</b>	<b>0</b>	<b>(186,053)</b>	<b>(116,260)</b>	<b>(69,793)</b>

FY2006  
**PRINCE GEORGE'S COMMUNITY COLLEGE AT  
 LAUREL COLLEGE CENTER**

Object	Description	Actual PGCC at 6/30/2006	Projected PGCC Revenue	PGCC Actual Annual Revenue	Annual PGCC Budget	PGCC Variance Over (Under) Annual Budget
<b>Revenue</b>						
<b>Fall 2005/Winter 2006</b>						
	Tuition Revenue	274,770	0	274,770	180,000	94,770
	Non Credit	105,126	0	105,126	110,000	(4,874)
<b>Spring 2006</b>						
	Tuition Revenue	318,793	0	318,793	160,000	158,793
	Non Credit	37,546	0	37,546	120,000	(82,454)
<b>Summer 2005/06</b>						
	Tuition Revenue	124,035	0	124,035	70,000	54,035
	Non Credit	42,164	0	42,164	75,000	(32,836)
<b>Other Revenue</b>						
	Chamber of Commerce	0	0	0	5,000	(5,000)
<b>State Funding</b>						
	Unrestricted appropriation	251,958	0	251,958	251,958	0
	Direct State Aid appropriation	100,000	0	100,000	100,000	0
<b>Total Revenue</b>		<b>1,254,392</b>	<b>0</b>	<b>1,254,392</b>	<b>1,071,958</b>	<b>182,434</b>

Object	Description	Actual PGCC at 6/30/2006	PGCC Encumbrances	PGCC Annual Actual Expenses	Annual PGCC Budget	PGCC Variance Over (Under) Annual Budget
<b>Expenditures</b>						
5102	Salaries - Cr. PT Faculty - SII	22,250	0	22,250	16,567	5,683
5103	Salaries - Cr. PT Faculty - Fal	48,883	0	48,883	42,357	6,526
5104	Salaries - Cr. PT Faculty - Spr	69,190	0	69,190	42,357	26,833
5105	Salaries - Cr. PT Faculty - SI	16,326	0	16,326	20,417	(4,091)
5107	Non Credit PT Faculty	69,995	0	69,995	66,456	3,539
6000	Contracted Services	24,310	0	24,310	15,000	9,310
6021	Capital Lease	1,744	0	1,744	2,741	(997)
6100	Instructional Supplies	25,715	0	25,715	22,341	3,374
6160	Microcomputer Supplies	243	0	243	1,000	(757)
<b>Direct Instructional Expenditures</b>		<b>278,656</b>	<b>0</b>	<b>278,656</b>	<b>229,236</b>	<b>49,420</b>
<b>Other Expenditures</b>						
5002	PT Administrator	0	0	0	30,000	(30,000)
5301	FT Classified Staff	159,733	0	159,733	131,851	27,882
5302	PT Classified Staff	61,089	0	61,089	71,212	(10,123)
5303	PT Classified Staff On-Call	46,337	0	46,337	39,460	6,877
5304	Overtime	6,992	0	6,992	2,000	4,992
5812	PT Benefits (7.65%)	26,091	0	26,091	23,777	2,315
5800	Benefits (25%)	55,364	0	55,364	39,699	15,665
6000	Contracted Services	5,000	0	5,000	5,000	0
6025	Advertising	36,000	0	36,000	50,000	(14,000)
6028	Custodial Contract	27,540	0	27,540	67,951	(40,411)
6050	Off-Campus Rentals	370,605	0	370,605	350,000	20,605
6140	Custodial Supplies	0	0	0	0	0
6200	Telephone	0	0	0	2,000	(2,000)
6220	Postage	762	0	762	0	762
6310	Travel	0	0	0	500	(500)
6510	Electricity	56,746	0	56,746	42,000	14,746
7160	Equipment	35,914	0	35,914	4,630	31,284
<b>Total Indirect Expenditures</b>		<b>888,173</b>	<b>0</b>	<b>888,173</b>	<b>860,080</b>	<b>28,094</b>
<b>Total Expenditures</b>		<b>1,166,829</b>	<b>-</b>	<b>1,166,829</b>	<b>1,089,316</b>	<b>77,514</b>
<b>Operating Income (Loss)</b>		<b>87,563</b>	<b>0</b>	<b>87,563</b>	<b>(17,358)</b>	<b>104,920</b>

FY06  
COMBINED LAUREL COLLEGE CENTER

Object	Description	Actual TOTAL at 6/30/2006	Projected TOTAL Revenue	TOTAL Projected Annual Revenue	Annual* TOTAL Budget	TOTAL Variance Over (Under) Annual Budget
<b>Revenue</b>						
<b>Fall 2005/Winter 2006</b>						
	Tuition Revenue	427,574	0	427,574	353,441	74,133
	Non Credit	166,998	0	166,998	195,405	(28,407)
<b>Spring 2006</b>						
	Tuition Revenue	430,123	0	430,123	314,329	115,794
	Non Credit	52,646	0	52,646	140,400	(87,754)
<b>Summer 2005/06</b>						
	Tuition Revenue	226,754	0	226,754	164,080	62,674
	Non Credit	53,215	0	53,215	88,059	(34,844)
<b>Other Revenue</b>						
	Chamber of Commerce	0	0	0	5,000	(5,000)
	State Funding	350,762	0	350,762	350,762	-
	Unrestricted Appropriation	0	0	0	0	-
	Direct State Aid Appropriation	100,000	0	100,000	100,000	-
<b>Total Revenue</b>		<b>1,808,072</b>	<b>0</b>	<b>1,808,072</b>	<b>1,711,476</b>	<b>96,596</b>

Object	Description	Actual TOTAL at 6/30/2006	TOTAL Encumbrances	TOTAL Annual Projected Expenses	Annual TOTAL Budget	TOTAL Variance Over (Under) Annual Budget
<b>Expenditures</b>						
5102	Salaries - Cr. PT Faculty - SII PG	22,250	0	22,250	16,567	5,683
5103	Salaries - Cr. PT Fac - all terms	276,040	0	276,040	264,867	11,173
5104	Salaries - Cr. PT Faculty - SprPG	69,190	0	69,190	42,357	26,833
5105	Salaries - Cr. PT Faculty - SIPG	16,326	0	16,326	20,417	(4,091)
5107	Non Credit PT Faculty - all terms	112,090	0	112,090	117,456	(5,366)
6000	Contracted Services	24,414	0	24,414	16,000	8,414
6021	Capital Leases	1,744	0	1,744	2,741	(997)
6100	Instructional Supplies	35,882	0	35,882	33,341	2,541
6160	Microcomputer Supplies	243	0	243	1,000	(757)
						-
<b>Direct Instructional Expenditures</b>		<b>558,179</b>	<b>0</b>	<b>558,179</b>	<b>514,746</b>	<b>43,433</b>
<b>Other Expenditures</b>						
5002	PT Administrator	0	0	0	30,000	(30,000)
5301	FT Classified Staff	159,733	0	159,733	131,851	27,882
5302	PT Classified Staff	61,089	0	61,089	76,212	(15,123)
5303	PT Classified Staff On-Call	65,454	0	65,454	64,460	994
5304	Overtime	6,992	0	6,992	2,000	4,992
5812	PT Benefits	48,120	0	48,120	46,996	1,125
5800	Benefits	55,364	0	55,364	39,699	15,665
6000	Contracted Services	5,200	0	5,200	7,500	(2,300)
6025	Advertising	56,167	0	56,167	92,900	(36,733)
6028	Custodial Contract	27,540	0	27,540	67,951	(40,411)
6050	Off-Campus Rentals	688,856	0	688,856	688,009	847
6140	Custodial Supplies	0	0	0	0	-
6200	Telephone	20,409	0	20,409	27,000	(6,591)
6220	Postage	13,887	0	13,887	8,640	5,247
6310	Travel	0	0	0	500	(500)
6510	Electricity	56,746	0	56,746	42,000	14,746
7160	Equipment	82,827	0	82,827	4,630	78,197
<b>Total Indirect Expenditures</b>		<b>1,348,384</b>	<b>0</b>	<b>1,348,384</b>	<b>1,330,348</b>	<b>18,036</b>
<b>Total Expenditures</b>		<b>1,906,562</b>	<b>-</b>	<b>1,906,562</b>	<b>1,845,094</b>	<b>61,469</b>
<b>Operating Income (Loss)</b>		<b>(98,490)</b>	<b>0</b>	<b>(98,490)</b>	<b>(133,618)</b>	<b>35,127</b>

Howard Community College  
 Children's Learning Center  
 Final June 30, 2006

Description of account	FY06 Actual 6/30/06	FY06 Approved Budget	FY06 Variance	FY05 Actuals
<b>Revenue:</b>				
Tuition - child care/other	526,982	464,029	62,953	500,593
College support (coke)	-	70,000	(70,000)	70,000
Educational foundation	29,506	29,505	1	29,507
Bookstore support	-	16,000	(16,000)	-
Instructional support	30,000	30,000	-	30,000
Student services support	58,495	58,495	-	58,495
Fund balance/misc	71,150	0	71,150	13,767
<b>Total Revenue</b>	<u>716,133.48</u>	<u>668,029</u>	<u>48,104</u>	<u>702,362</u>
<b>Expenses:</b>				
PR Labor Dist.	-	500	500	-
Hourly	2,705	18,000	15,295	17,592
Overtime	597	500	(97)	631
Budgeted Wages	362,602	376,827	14,225	357,161
Soc. Sec.	26,884	30,500	3,616	28,035
Health Ins.	81,697	59,800	(21,897)	56,781
EAP	130	350	220	142
Dental	2,868	2,621	(247)	2,264
Life Ins.	1,577	1,636	59	1,545
LTD	1,589	1,695	106	1,576
Retirement	31,034	31,500	466	30,143
Tuition Reimb.	377	3,000	2,623	2,128
Contracted Services	393	1,000	607	241
Printing, Publications	300	1,000	700	-
Advertising	609	1,000	391	2,086
General Office Supplies	832	1,250	418	1,037
Instructional Supplies	563	2,000	1,437	1,038
First Aid and Diaper supplies	1,152	1,000	(152)	732
Snack Foods	1,921	2,000	79	1,895
Classroom supplies	1,652	2,000	348	1,617
Kitchen supplies	223	250	27	422
Special Supplies	3,383	3,125	(258)	1,199
Portable Communications	615	1,000	385	551
Postage	-	500	500	14
Conferences & Meetings	874	1,500	626	2,031
Travel-local	-	250	250	14
Catering	425	100	(325)	367
Dues & Subs	75	250	175	125
Utilities	31,250	31,250	-	25,198
Chargebacks for housekeeping	-	0	-	-
Telephones	-	0	-	-
Liability Ins.	8,800	8,800	-	7,774
Special Projects	-	0	-	3,502
Equipment/Renovations	459	0	(459)	546
<b>Net before Debt Service</b>	<u>565,585</u>	<u>585,204</u>	<u>19,619</u>	<u>548,387</u>
Debt Service	83,748	82,825	(923)	82,825
<b>Total expenses with Debt Service</b>	<u>649,332.17</u>	<u>668,029</u>	<u>18,697</u>	<u>631,212</u>
<b>Net Balance of account</b>	<u>66,801.31</u>	<u>0</u>	<u>(66,802)</u>	<u>71,150</u>

## **G-3 Fiscal Year 2006 Board Accomplishments**

**Background:** During FY06, the board of trustees undertook many new projects as well as completing several that carried over from previous years. A brief summary of the top accomplishments follows:

1. Developed and approved a policy on environmental sustainability.
2. Approved the facilities master plan for the Columbia campus.
3. Entered into discussions with the county about the future of Belmont.
4. Developed and approved succession plan for college leadership positions.
5. Presented at the fall 2005 Association of Community College Trustees National Congress on the Commission on the Future of HCC.
6. Led the development of the FY07 integrated strategic plan and priorities.
7. Approved the FY08 Vision, Mission, Values & Beliefs, and Strategic Initiatives and Goals.
8. Led the development of the FY07 capital budget.
9. Resolved major parking issues on campus with the building of a parking garage and secured state money towards the garage.
10. Introduced 22 new academic programs to meet student and community needs.
11. Set priorities for the audit.
12. Advanced Howard Community College's agenda at local, state, and national levels.
13. Achieved largest growth at Laurel College Center since its inception.
14. Topped out the Student Services Building.
15. Served on committees at both the national and state levels.
16. Routinely represented the college at community functions and attended/supported campus events and activities.
17. Secured the largest county operating budget increase in HCC's history to cover the opening of the Horowitz Visual and Performing Arts Center, the Student Services Building, and the parking garage.
18. Secured a significant salary increase for employees in order to bring HCC's compensation package in closer alignment with those of peer institutions.
19. Began the design phase for renovations to the 'A' Building/Smith Theatre.
20. Launched a complete overhaul of the college's website in order to more effectively serve students and the community.
21. Hired 110 budgeted employees (new and replacement).
22. Visited several areas of the college, including the Horowitz Center while it was under construction and the Children's Learning Center and received presentations from four other college departments during work sessions.
23. Refined the board policy on trustees and the political process.

24. Recognized four student groups for their accomplishments including All-USA Team members, Alternate Spring Break participants, the Men's Lacrosse Team, and fall athletic teams.
25. Approved 84 major items, including internet service, the renewal of the Sodexo contract, furniture and equipment for the Horowitz Center, and vehicles for the new motorcycle safety class offered by continuing education.

**Purpose:** To review the accomplishments of the board during the past year.

**Timeline:** FY06

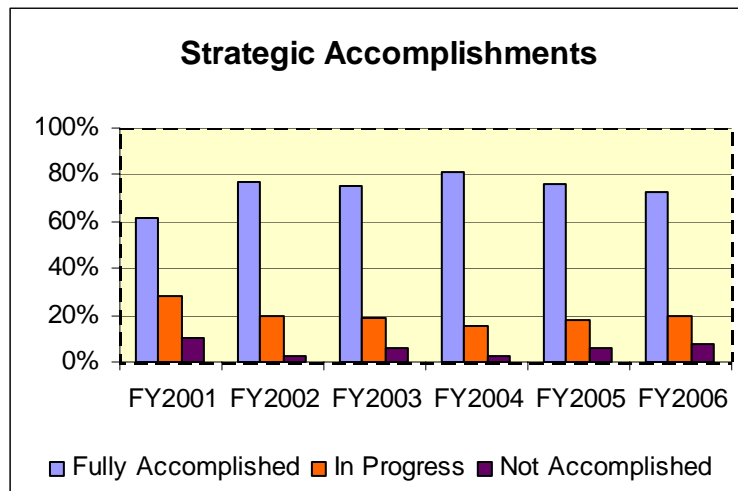
**Recommendation:**

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

## G-4 FY06 Strategic Plan Evaluation and Core Work Highlights

**Background:** Howard Community College's FY06 Integrated Strategic Plan and Budget involves the core work of all units and cross-functional teams as well as the strategic initiatives supported through the capital and operating budget requests and the pursuit of gifts and grants. The president and vice presidents monitor the achievement of the core work and those strategic objectives that require the support of personnel in each area.

It has been another successful year. The staff is pleased to display the highlights of each functional area's core work efforts and report that 45 strategic objectives were completed and 12 are in progress (see notes in green). Five objectives were not accomplished for reasons as noted in blue in the report. There were a total of 62 objectives.



The administration presents the following report on the accomplishments of the college.

**Purpose:** Report on the progress of the institution.

**Timeline:** Annual

**Recommendation:**

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

## Highlights of the FY 2006 Core Work Accomplishments

### Academic Affairs

- Implemented associate chair positions in English/World Languages and Arts & Humanities;
- Resolved classroom shortage issues for fall 2006;
- Reorganized the management structure for the Teaching and Learning Services division;
- Completed revamping of college catalog format;
- Hired a director of international education and standardized procedures for study abroad programs;
- Established new programs: Computer Forensics AA, Sports & Fitness Management AA, History AA, Philosophy & Religious Studies AA, Information Technology - Network Security AA, Culinary Management Certificate, Photography Certificate, Entrepreneurship Letter of Recognition;
- Reorganized RepStage; hired new artistic director;
- Participated in Republic of Macedonia ESL and hospitality management project;
- Participated in the Turkey Troika project in Istanbul, Ankara, Capadocia, Cankiri, Antalya, and Mugla;
- Established new Rouse study abroad program at James Watt College in Glenoch, Scotland;
- Established new Italian language immersion program in Siena, Italy;
- Established new Chinese language immersion program at Soochow University in Suzhou, China;
- Moved 3 hospitality management courses to Belmont for spring semester;
- Implemented a management structure for \$600,000 NSF grant; hired project director;
- Initiated a process to establish a placement "floor" for English courses and an alternative path for those who place below it;
- Appointed a new director for the First Year Experience program;
- Initiated the World Languages Institute concept;
- Negotiated an articulation agreement with Notre Dame to bring the Bachelor's of Accelerated Business to the Laurel College Center;
- Kept RepStage on budget for FY2006;
- Negotiated partnership MOU with the University of St. Kliment in Ohrid, Macedonia;
- Hired new faculty in Mathematics (2), English (3), Theatre, Dance, Chemistry, 3-D Design, Nursing.

### Administration and Finance

- Increased online textbook sales for the bookstore by 15% resulting in increased student convenience and reduced lines;
- Renovated Hickory Ridge and ST-building restrooms;
- Implemented document imaging for accounts payable;

- Implemented FACTS payment plan interface with Colleague;
- Consolidated Tuition Tables to reorganize and simplify processing tuition increases;
- Updated of all the inventory listings (by classroom) in a new database;
- Updated purchasing procedures and training on purchasing for new employees;
- Improved coordination of bids of contracts;
- Implemented PeopleAdmin : transforming our college-wide recruitment process;
- Developed a real-time online Total Compensation Statement for all budgeted employees;
- Implemented Benelogic : transforming our employee benefits management system;
- Won the TOPS Awards (one of the Top Maryland Employers);
- Established a building contract program for Engineering Maintenance which assigns one engineering/ maintenance staff member to make at least one contact weekly with offices in each building;
- Restructured Housekeeping personnel to a rotating shift;
- Implemented security camera network installation Phase I;
- Increased mailroom processing by 10%;
- Refloored Nursing building hallway;
- Restructured English-Languages-Business (ELB) classrooms for Entrepreneurial center;
- Re-worked parking lots to accommodate motorcycle program;
- Installed athletic track storage building;
- 80% reduction of vehicle thefts on campus;
- 90% reduction of other thefts;
- Completed Incident Command System (ICS) structure in coordination with EOP subcommittee;
- Developed Emergency Shelter Plan;
- Conducted tabletop exercise to test the ICS structure and shelter plan;
- Developed procedures for Sex Offenders including 1) developed policy for student handbook; 2) developed policy for human resources; 3) developed internal procedures for security; and 4) created sex offender form for use by security and provided instructions.

### **Executive Vice President Areas**

- Worked on finishing the college's first capital campaign. We have raised over \$10.2 million as of June 30, 2006 and plan to finish this summer. Verbal pledges take the campaign totals to approximately \$11.2 million as of August 1, 2006;
- Met enrollment goals for FY06. Enrollment grew by 3%;
- Collaborated on statewide initiative on outcomes assessment in student affairs among community colleges. Presented session at AACC, where program was recognized by National Council on Student Development as an exemplary program. Program is one of five finalists that will be reviewed by a juried panel in October for national recognition;

- Led the statewide Student Advocacy Day program for the fifth consecutive year. Governor, lieutenant governor, senators and delegates met with students from across the state;
- Worked with design and construction teams on the new student services building and with consultant on RFP for student housing;
- Created HCC recognition society for the purpose of increasing donations to the college;
- Continued to build *On Campus* series using the college's 35<sup>th</sup> anniversary as a theme throughout the year;
- Implemented 35<sup>th</sup> anniversary plan;
- Managed community relations for master facilities plan for Belmont and Columbia campus;
- Received \$599,000 for National Science Foundation (NSF) project, which is the largest NSF grant for HCC;
- Prepared Middle States Association periodic review, which is done five years following a full review;
- Completing state quality application (due August 2006);
- Involved actively in percentage tie to 30% (over six years) passed by General Assembly;
- Worked on obtaining \$100,000 for the Laurel College Center from state;
- Increased employee giving from 66 to 133 employees (\$26,839 in FY05 and \$67,157 in FY 06);
- Planned new events (i.e., Horowitz Visual and Performing Arts Center opening and gala, student services building opening);
- Added four new foundation board members and worked with consultant on refining the foundation's strategic plan;
- Seated the first mid-year admissions nursing class, resulting in the addition of 80 nursing students enrolled in clinical courses;
- Developed exchange with James Watt College in Scotland for 10 Rouse Scholars, the most to travel in one summer;
- Brought Duncan the Dragon mascot to HCC;
- Exceeded goal of adding 300 new employers to HCC Jobs Online (have 349 to date);
- Received national certification (NAEYC – National Association for Education of Young Children) for the Children's Learning Center;
- Added new components to retention program for student athletes to positively affect retention rates in FY07;
- Led the efforts to incorporate the HCC Book Connection as part of an interdisciplinary approach to instruction. Numerous cultural activities occurred throughout the year for students, faculty, staff and community, including a visit to campus by the author. Project will go into its third year in FY07;
- Received \$60,000 in grants for Wellness Center to add nursing student supervisor, who will oversee nursing students as they provide wellness check-ups for students;
- Generated \$25,000 for Belmont Conference Center from Steeplechase;

- Integrated hospitality program into Belmont (three classes held in spring);
- Reorganized the student services area and appointed two associate vice presidents from within the ranks;
- Reorganized the foundation and development offices to create a stronger link to government relations and grants management.

### **Information Technology**

- Completed the specifications and implemented the network and classroom technology for the new visual performing arts building;
- Completed the specifications for the technology to support the new student service building;
- Initiated and managing the web-redevelopment project, which includes the development of new content, design, infrastructure, and workflows for implementation in October 2006;
- Installed 225 new computers in Hickory Ridge and Science and Technology Buildings for classrooms and labs;
- Succeeded in supporting the upgrades of the technology for the course management system used on campus for on-line courses and classroom instruction, which has grown from 3,000 to 6,652 users this year;
- Increased the capacity of the two student computer open labs which had 106,274 students visit during the year;
- Installed a new print management system in the student open labs that resulted in a reduction of printing by 50% and savings in paper cost;
- Developed and implemented a network storage system for faculty and students so that they can access their projects from any location on or off campus with Internet access;
- Implemented Windows active directory which enabled the management of students' computer accounts and provides a standardize login to computers and applications through their campus email account;
- Responded to 14,202 help desk calls from students and staff to resolve technology issues;
- Completed the installation of smart classrooms presentation technology and a business technology center at the Belmont Conference Center;
- Implemented a business management system at Belmont to assist the staff with contacts, billing, reservation, inventory, and employees' management;
- Developed the specifications and business plan for a campus card solution bid proposal;
- Installed a new enterprise server infrastructure to support and improve performance of web registration and services for end –users with the Colleague administrative computing system;
- Deployed document imaging for accounts payable, English language institute, and human resources which attaches documents to the Colleague database records of student and staff;
- Implemented a new ad hoc reporting tool for use by staff which allows them to gather data for real-time reports from the Colleague's data base;

- Installed 185 upgrade patches to the Colleague system in order to keep the system current with federal and vendor requirements;
- Provided four presentations at the national conference of the Datatel Users Group on HCC's utilization and best practices of the Colleague system;
- Started the planning and specifications for the migration to the new release of Colleague, which is scheduled start in October of 2006 and will take twelve months to complete;
- Improved the Internet infrastructure and capacity which included installing new technology and services that resulted in an increased of the bandwidth from 6 to 30Mb/s;
- Designed and implemented the latest in server management and storage technology to support the college's new web infrastructure;
- Upgraded the campus email system to the latest version of Microsoft Exchange which greatly enhances functionality and new features for staff and students;
- Improved network infrastructure technology and connectivity to support Hickory Ridge Building classrooms and offices;
- Installed a virtual private network's services for staff in order to gain access of their college computers from remote locations;
- Secured and installed network intrusion security devices to monitor and prevent potential disruption to college's internal and external network traffic;
- Implemented remote computer desktop support to allow technicians to assist end users with computer problems;
- Updated the technology disaster recovery plan and reviewed procedures with the information technology departments;
- Installed a new high-speed digital color copier in the print shop to improve access and capability of color printing on campus.

### **President's Area**

- Secured largest operating funding increase ever from the county for FY07;
- Secured capital funding for softball and baseball fields, furniture and equipment for the Horowitz Center and Student Services Building, Administration building and Clark Library renovations, and campus wide systemic renovations;
- Worked to secure the future of HCC at the Belmont Conference Center;
- Conducted comprehensive review and update of the contact database.

## Report on FY 2006 Strategic Plan Accomplishments

### I. Learning Community

HCC will be a learning community that provides possibilities for learning that address the current and ongoing needs of a diverse group of students throughout their lives. Our students will be at the center of our thinking and our planning processes, and we will be responsive to their needs and individual learning styles.

Goal	Area	Objective	Results
A. Improve student academic performance through targeted and coordinated retention efforts and student success systems.	VPAA EVP	1. Implement the StepUp! Program based on pilot study results.	Accomplished.
	EVP	2. Expand the early intervention program to students to all athletic programs.	Accomplished.
	VPAA	3. Assess the recommendations of the First Year Experience Faculty Learning Community and implement, if feasible.	Accomplished.
B. Develop a systematic approach to promote greater awareness among students that they are responsible for their learning.	EVP	1. Implement satellite express advising (e.g., ILB, HR).	Accomplished.
C. Challenge our students to achieve global academic excellence. (Commission on the Future)	VPAA	1. Hire a director of international education and create a mechanism for linking all of the college units involved in international/intercultural initiatives.	Accomplished.
	VPAA EVP	2. Recruit additional students to participate in the Denmark exchange.	In Progress.

## II. Access

HCC will attract and retain a rich diversity of faculty, staff, and students into its programs and learning community. The college will strive to eliminate physical and conceptual barriers that inhibit learning, and we will respond quickly to changes in the educational and workplace environments to address the evolving needs of our community.

Goal	Area	Objective	Results
A. Build an endowment to provide scholarships for credit and non-credit students.	President EVP	1. Create additional endowed scholarships directed to student athletes to raise programs above division III level. <i>NOTE: Donor- Rotary Club - changed their direction and geared money to the general population instead.</i>	Not Accomplished.
	EVP	2. Increase total level of funding for endowments by 15% over last year. <i>NOTE: Amount raised was \$419,759. No percent increase from last year.</i>	Not Accomplished.
B. Attract and retain a rich diversity of students that at a minimum reflects the county demographics.	EVP	1. Develop a plan to increase by 4 the number of female athletes.	In Progress.
	VPAA EVP	2. Revamp and expand the Honors Program to include a sequenced array of courses and co-curricular activities.	Accomplished.
	VPAA EVP	3. Increase the African American student population in the expanded Rouse program from 4 to 7. <i>NOTE: Eight students applied. Out of the five students that were offered admission to the program, four students accepted.</i>	Not Accomplished.
C. Attract and retain a rich diversity of highly qualified faculty and staff that at a minimum reflects the county demographics.	VPAA	1. Increase the pay for adjunct faculty across all 3 levels by \$25 per credit.	Accomplished.
	VPAF VPAA	2. Continue FY05 objective - achieve 23% or greater minority faculty (MHEC benchmark). (For example, this year would need to hire 7 minority faculty if adding 6 new faculty positions.) <i>NOTE: Fall 2005 percent minority faculty was 20%. Progress made since FY02 (18.3%) and HCC continues to advertise broadly. Diversity team members are on all faculty search committees. New recruitment tracking system implemented in March 2006.</i>	Not Accomplished.

### III. Economic and Workforce Development

HCC will take a leading role in workforce training and in supporting economic development efforts within the county.

Goal	Area	Objective	Results
A. Integrate work experience into academic programs through partnerships with local businesses and government.	VPAA EVP	1. Increase co-op and internship placements by 4 students through targeted recruitment activities.	Accomplished.
	VPAA	2. Increase student participation in the Service Learning by 10 students.	Accomplished.
B. Offer seamless solutions to workforce needs via collaboration between credit and non-credit units.	VPAA	1. Investigate options for funding the RENEW program if current grant funding does not continue.	In Progress.
	VPAA EVP	2. Collaborate with HCPSS to develop other Career Research and Development programs on the model of the Paramedic Pathways program.	Accomplished. RadTech & Cardiov.
C. Offer new academic programs (credit and non-credit) as needs emerge.	VPAA EVP	1. Enhance the selection process for accelerated nursing program.	Accomplished.
	VPAA EVP	2. Implement the mid-year program for the traditional RN and LPN programs including the student selection process.	Accomplished.
	VPAA EVP	3. Develop new courses and programs as identified in the Academic Plan.	Accomplished.
D. Provide entrepreneurship skills across the curricula. ( <i>Commission on the Future</i> )	VPAA	1. Complete development of Entrepreneurship website.	Accomplished.

## IV. Partnerships

HCC will seek to nurture vibrant community, business, and educational partnerships. It will participate with its many community partners to ensure that it contributes to the learning needs of all citizens. It will seek out opportunities to be involved in the community's life by being a leader in government, business, education, cultural, and service groups, and will cultivate positive relationships with all segments of the community.

Goal	Area		Objective	Results
<b>A.</b> Cultivate seamless pathways for students from high school through HCC to other community colleges and four-year institutions – at home and abroad. (Commission on the Future)	VPAA EVP	1.	Complete 3+1 articulations with Villa Julie College.	In Progress.
	VPAA	2.	Establish a partnership with one of the four targeted Chinese institutions.	Accomplished.
	VPAA	3.	Investigate the extension of the Denmark partnership into other discipline areas.	In Progress: business & marketing
	President	4.	Continue development of the Belmont and Maple Lawn sites (if pursued).	Accomplished.
<b>B.</b> Develop partnerships with upper division institutions and/or other educational providers to offer education offerings in or near Howard County in response to student and regional employer needs. (Commission on the Future)	VPAA EVP	1.	Identify additional 4-year partners for the Laurel College Center.	Accomplished.
<b>C.</b> Expand partnerships at the Laurel College Center to meet critical workforce needs. (Commission on the Future)	EVP	1.	Establish an employer recruiter program at the Laurel College Center.	Accomplished.
	President	2.	Seek separate funding for Regional Higher Education Center.	Accomplished.

## V. Organizational Excellence

HCC will be an agile, purposeful organization that nurtures innovation and inquiry, and evaluate results against valid and ambitious criteria. It will maintain a climate that promotes the success of each employee and will provide a work environment that recruits, develops and rewards faculty and staff who are committed to excellence. And because it believes strongly in the idea of community, it will build a strong sense of ownership and responsibility among all faculty and staff, including full-time and part-time students, faculty and staff.

Goal	Area		Objective	Results
A. Improve safety and security of the human and physical resources of the college.	VPAF VPIT	1.	Develop long-term camera and card reader plan for entire campus.	Accomplished.
	VPAF	2.	Develop a long range plan to meet all requirements of the ADA. <i>NOTE: Total funding not available until FY07, will complete in FY07.</i>	In Progress.
B. Achieve a technologically advanced academic and administrative environment as delineated in the Information Technology Plan.	VPAF VPIT	1.	Expand digital imaging to one additional office.	Accomplished.
	VPIT EVP	2.	Utilize degree audit to clear students for graduation.	Accomplished.
	VPAF VPIT EVP	3.	Define the business process and implement a pilot program for Smart Card technology. <i>NOTE: Specifications completed but funding was not available to implement.</i>	In Progress.
	VPIT	4.	Complete a strategic plan to provide specifications for a new web design and content management system.	Accomplished.
C. Improve academic and administrative processes.	VPAA VPIT EVP	1.	Improve the on-time return rate for correction rosters and grade reports from 86% to 100%. <i>NOTE: Current on- time rate is 87%.</i>	In Progress
	VPAF	2.	Implement college credit card system for designated areas.	Accomplished.
	President VPAF	3.	Expand and improve the core competency program to ensure that-all employees meet the required training for their respective employment category. <i>NOTE: The program was expanded and improved, but training for temporary workers still remains an issue. Survey done of temporary supervisors to help future efforts in this area.</i>	In Progress.

<b>D.</b> Achieve recognition for excellence at state and national levels	VPAA EVP	<b>1.</b>	Explore National Association of Developmental Education (NADE) Certification for the learning assistance center and developmental education program.	Accomplished.
	EVP	<b>2.</b>	Plan follow-up activities to our Baldrige application.	Accomplished.
	EVP	<b>3.</b>	Work with the college community to prepare the Middle States Association Periodic Review.	Accomplished.
<b>E.</b> Reward and support faculty and staff who are committed to excellence.	EVP	<b>1.</b>	Plan follow-up activities as recommended by the 2005 CQIN Summer team.	Accomplished.
<b>F.</b> Integrate Servant Leadership into the organizational culture	Board & All	<b>1.</b>	Update Board by-laws, policies and orientation to reflect Servant Leadership.	Accomplished.
	President VPAF	<b>2.</b>	Develop a core of trainers utilizing Servant Leadership.	Accomplished.
	VPAF	<b>3.</b>	Incorporate Servant Leadership into the EXCEL program.	Accomplished.

## VI. Growth

HCC will aggressively seek the resources to accommodate growth in the population of Howard County and growth in the numbers of citizens who will seek new learning opportunities from the college.

Goal	Area		Objective	Results
<b>A.</b> Increase the number of full-time faculty and staff.	VPAA	1.	Increase the number of full-time faculty by 10 to show positive movement toward MHEC's 50/50 benchmark.	Accomplished.
	President VPAF	2.	Develop a staffing plan to accommodate enrollment growth and the opening of the Arts and Humanities building and Student Services building including consideration of methods of reallocating human resources and/or adjusting workloads.	Accomplished.
<b>B.</b> Provide the physical infrastructure as outlined in the master facilities.	All	1.	Work to secure HCC's capital request from the state and county government.	Accomplished.
	VPAA VPAF	2.	Complete the construction of the arts and humanities building.	Accomplished.
	VPAF	3.	Complete the construction of a parking deck.	Accomplished.
	VPAF EVP	4.	Finalize the design of the Student Services Building and begin construction.	Accomplished.
	EVP VPAF	5.	Continue with the furniture and equipment planning for the student services building.	Accomplished.
	VPAF EVP	6.	Develop student housing project (if approved by board in FY05). <i>NOTE: Project moved to FY07.</i>	In Progress.
	All	7.	Develop a plan to accommodate need for office space.	In Progress.
	VPAF	8.	Begin the design phase for the renovations to the "A" building instructional space and Smith Theatre. Begin minimal construction work in the A" building so that some vacated areas may be utilized until construction begins in July 2006.	Accomplished.

B. Continued.	VPAF	9.	Complete the systemic renovations to the campus including resurfacing parking lots, public restroom upgrades, carpet replacements, and interior renovations. <i>NOTE: Resurfacing of lots put on hold based on revised master plan. All other work accomplished.</i>	In Progress.
	VPAF	10.	Complete an updated ten-year facilities master plan and twenty-year land use plan in FY06 that will guide the college with its capital improvements through FY2015.	Accomplished.
	VPAF	11.	Develop and implement a deferred maintenance program based on the results from the building assessment study that ties into the ten-year facilities master plan, five-year capital improvements program, and annual capital budget request.	Accomplished.
C. Increase the number of credit and non-credit students.	All	1.	Increase credit enrollment by 3% and non-credit by 5%.	Accomplished.
D. Seek new sources of funding for building, scholarships, capital projects, and college programs.	EVP	1.	Create a plan to sustain Wellness Center beyond first two years of operation.	Accomplished.
	President	2.	Increase scholarships by 15%. <i>NOTE: Amount raised was \$222,196. No percent increase from last year.</i>	Not Accomplished.
E. Increase revenue in continuing education through contract training.	VPAF	1.	Through external partnerships with other human resource departments in the county offer two HR/Management/Coaching programs.	Accomplished.
	VPAA	2.	Consistent with the HCC ConEd sales plan, expand outreach to Howard County business/agency leaders and increase the numbers of businesses and agencies served from 48 to 50.	Accomplished.

## **G-5 Personnel Summary**

**Background:** The following document contains personnel summaries.

**Purpose:** Disclosure to the board

**Timeline:** June - August 2006

### **Recommendation**

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

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**May 1, 2006 – July 31, 2006**

*Section I – Change in Status*

**ASSOCIATE DIVISION CHAIR APPOINTMENTS (3-YEAR TERM)**

Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Associate Division Chair, English/World Languages	English/World Languages	New Position	Associate Division Chair	\$67,166-\$107,465	\$75,683	Svacina, Jean	7/01/06
Associate Division Chair, Arts & Humanities	Arts and Humanities	New Position	Associate Division Chair	\$67,166-\$107,465	\$67,166	Beaudoin, David	7/01/06

**RECLASSIFICATIONS<sup>2</sup>**

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Coordinator, Administration and Finance	Program Administrator	Administration and Finance Office	13	14	\$54,471-\$87,154	\$73,699	Bilello, Michele	7/01/06
Career Program Unit & Contract Assistant	Career Program Administrative Associate	Continuing Education Office	7	8	\$32,333-\$51,733	\$40,309	Bower, Marie	7/01/06
International Student Admissions Officer & Academic Advisor	Assistant Director of Admissions (International)	Admissions & Advising	12	13	\$49,936-\$79,897	\$56,093	Bylsma, Patricia	7/01/06
Lead Painter	Painting Supervisor	Plant Operations	7	8	\$34,489-\$55,182	\$40,898	Freeman, Rodney	7/01/06
Reprographics Technician	Reprographics Technician	Print Shop	6	7	\$31,617-\$50,588	\$42,707	Grim, Patricia	7/01/06
Senior Computer/Network Support Technician	Computer Specialist II – Main	Student Computer Support	9	10	\$38,473-\$61,556	\$45,508	Hamilton, Anna	7/01/06
Office Associate II	Office Associate IV	Human Resources	4	6	\$27,173-\$43,477	\$29,575	Harwood, Patricia	7/01/06
Coordinator of Professional Nursing & Allied Health	Continuing Education Nursing & Allied Health Program Director	Continuing Education Office	13	14	\$54,471-\$87,154	\$70,999	Jones, Kathleen	7/01/06
Office Associate IV	Office Associate V	Bus. & Comp/Eng. & World Languages	6	7	\$29,641-\$47,426	\$34,492	Lemghari, Stephanie	7/01/06

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

<sup>2</sup> As part of the FY07 budget process, reclassifications were approved. The reclassifications normally go into effect July 1.

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**May 1, 2006 – July 31, 2006**

**RECLASSIFICATIONS (Cont.)**

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Continuing Education Assistant I-A	Continuing Education Assistant I-A	Continuing Education Office	5	6	\$27,173-\$43,477	\$31,040	LePore, Jennifer	7/01/06
Director, Basic Skills and Foreign-Born Programs	Director, Basic Skills and Foreign-Born Programs	Continuing Education Office	14	15	\$59,418-\$95,069	\$70,424	Lessey, Becky	7/01/06
Continuing Education Assistant I-B	Continuing Education Assistant I-B	Continuing Education Office	5	6	\$27,173-\$43,477	\$28,076	Lyon, Gina	7/01/06
Electrician	Chief Electrician	Plant Operations	10	11	\$44,765-\$71,623	\$52,036	Moody, William	7/01/06
Help Desk Administrator	IT Services Administrator	IT Help Desk	11	13	\$49,936-\$79,897	\$58,594	Newberger, Mary	7/01/06
Office Associate IV	Office Associate V	Administration and Finance Office	6	7	\$29,641-\$47,426	\$34,767	Parker-Mansell, Yvonne	7/01/06
Coordinator of Service Learning	Director of Service Learning	Academic Affairs Office	10	13	\$49,936-\$79,897	\$53,891	Parreco, Carol	7/01/06
Senior Computer/Network Support Technician	Computer Specialist II-ELB	Student Computer Support	9	10	\$38,473-\$61,556	\$48,621	Schuyler, Nicholas	7/01/06
Network Administrator	Senior Network Administrator	User/Network Services	12	13	\$49,936-\$79,897	\$75,004	Smith, Valerie	7/01/06
ESL, Information & Materials Assistant	ESL Information & Materials Assistant	Continuing Education Office	5	6	\$27,173-\$43,477	\$28,528	Tamashiro, Nilce	7/01/06
Senior Computer/Network Support Technician	Computer Specialist II	User/Network Services	9	10	\$38,473-\$61,556	\$47,334	Thomas, Scott	7/01/06
ELI Program Specialist	ELI Program Coordinator	Continuing Education Office	11	12	\$45,778-\$73,245	\$52,374	Woo, Minah	7/01/06
Plant Operations Assistant	Set-up/Grounds Supervisor	Plant Operations	6	8	\$34,489-\$55,182	\$45,873	Wright, Andre	7/01/06
Assistant Director Human Resources	Associate Director, Human Resources	Human Resources	13	14	\$54,471-\$87,154	\$61,082	Young, Karlyn	7/01/06

# Howard Community College SUMMARY OF PERSONNEL ACTIVITY

May 1, 2006 – July 31, 2006

## SPECIAL ASSIGNMENTS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Acting Director, Mediation & Conflict Resolution Center	Mediation/Conflict Resolution	Existing Position Replacement	13	\$49,936-\$79,897	\$51,607	Tracy, Charles	7/01/06

## PROMOTIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
None							

## CHANGE IN TITLE ONLY

Old Title	New Title	Department	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Work Order Clerk	Preventative Maintenance Clerk/Dispatcher	Plant Operations	6	\$27,173-\$43,477	\$33,022	Howard, Terry	5/02/06

## TRANSFER

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Webmaster	Assistant Professor, Arts and Humanities	Arts and Humanities	12	Assistant Professor	\$51,670-\$74,213	\$67,829	Westhaver, Martha	7/01/06

## PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	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

## SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Research Associate	Planning, Research & Org. Dev.	N/A	N/A	N/A	N/A	Akhtar, Shama	5/12/06
Continuing Education Assistant	Continuing Education Office	N/A	N/A	N/A	N/A	Innerbichler, Carole	5/12/06
Sales Manager	Belmont Conference Center	N/A	N/A	N/A	N/A	Vivalda, Marisa	5/12/06
Assistant Director, Learning Outcomes Assessment	Planning, Research & Org. Dev.	N/A	N/A	N/A	N/A	Lorentz, Sue	5/22/06
Assistant Director of the Library	Teaching and Learning Services	N/A	N/A	N/A	N/A	Robinson, Deborah	6/02/06
Assistant Professor of Nursing	Health Sciences	N/A	N/A	N/A	N/A	Davies, Valerie	6/09/06
Interim Instructor, Accounting	Business & Computers	N/A	N/A	N/A	N/A	Medicus, Suzann	6/09/06

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**May 1, 2006 – July 31, 2006**

**SEPARATIONS (Cont.)**

<b>Title</b>	<b>Department</b>	<b>Position Control Status</b>	<b>Grade</b>	<b>Range for Grade</b>	<b>Compensation<sup>1</sup></b>	<b>Name</b>	<b>Effective Date</b>
Instructor, Nursing	Health Sciences	N/A	N/A	N/A	N/A	Ogbolu, Yolanda	6/09/06
Assistant Professor, Nursing	Health Sciences	N/A	N/A	N/A	N/A	Cathcart-Silberberg, Tressa	6/09/06
Security Network Engineer	User/Network Services	N/A	N/A	N/A	N/A	Bruno, Perron	6/12/06
Office Associate IV	Math & Distance/Alternative. Learning	N/A	N/A	N/A	N/A	Gotsch, Rebecca	6/23/06
Director of Test Center	Test Center	N/A	N/A	N/A	N/A	Baird, Nicole	6/26/06
Inventory Control Clerk	Plant Operations	N/A	N/A	N/A	N/A	Cole, Glenn	6/30/06
Coordinator, Silas Craft Collegians Program	Academic Affairs Office	N/A	N/A	N/A	N/A	Conn, Alice	6/30/06
Director, Mediation and Conflict Resolution Center	Mediation/Conflict Resolution Center	N/A	N/A	N/A	N/A	Trieu, Tu Van	6/30/06
Personal Counselor	Acad./Student Support & Career Services	N/A	N/A	N/A	N/A	Buskey, Wendy	7/14/06
Educational Technology/Computer Technician	Teaching and Learning Services	N/A	N/A	N/A	N/A	Tsitlik, Joshua	7/31/06

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**May 1, 2006 – July 31, 2006**

*Section II – Leaves*

**SABBATICAL LEAVE**

<b>Name</b>	<b>Position</b>	<b>Beginning Date of Leave</b>	<b>Ending Date of</b>
Madden, Theresa	Professor, English	1/01/06	6/09/06
Marinich, Vladimir	Professor, History; Director, Frederick K. Schoenbrodt Honors Program	1/01/06	6/09/06

**LEAVE WITHOUT PAY**

<b>Name</b>	<b>Position</b>	<b>Beginning Date of Leave</b>	<b>Ending Date of</b>
Bradley, Madeline	Registration Assistant – B	7/14/06; 7/18/06-7/21/06	7/21/06

**MILITARY LEAVE**

<b>Name</b>	<b>Position</b>	<b>Beginning Date of Leave</b>	<b>Ending Date of</b>
None			

**PROFESSIONAL LEAVE**

<b>Name</b>	<b>Position</b>	<b>Beginning Date of Leave</b>	<b>Ending Date of</b>
None			