



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

September 27, 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
September 27, 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. Introduction of Constituency Group Leaders**
- C. Introduction of Coca-Cola Scholar: Kimberly Savel**
- D. Web Redevelopment Project Update**
- E. Tour of Student Services Building**

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

A. Approval of September 27, 2006, Agenda

B. Approval of:

- 1. August 15, 2006, Closed Session Minutes
- 2. August 23, 2006, Work Session Minutes
- 3. August 23, 2006, Regular Session Minutes
- 4. August 23, 2006, Closed Session Minutes

C. Report of the Audit and Finance Committee

D. Report of the Legislative Committee

E. President's Report

F. Board Member Comments

G. Consent Items

- 1. Proposed New Hires
- 2. Apple Computer Technology
- 3. Network Fiber and Cabling for the Student Services Building
- 4. Cisco Network Technology

H. Discussion Items

- 1. Issue Bin
- 2. Board Calendar
- 3. Proposed Fiscal Year 2008 Capital Budget
- 4. Benchmarks for Maryland Higher Education Commission Indicator System
- 5. Board of Trustees' Award for Outstanding Service to Howard Community College
- 6. Fire Science Program

I. Information Items

- 1. Agreements Signed by the Board Chair Disclosure
- 2. Financial Statements
- 3. Employee Assistance Program
- 4. GSA Federal Supply Schedule Contract
- 5. Major Projects Timeline
- 6. Report on Board End: Strategic Planning
- 7. Personnel Summary

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 Introduction of Constituency Group Leaders

Constituency groups at Howard Community College are represented by the following organizations:

- College Council

President

Carla Cipolari, office associate, public relations and marketing

Vice President

David Buonora, director of government affairs and resource development

- Faculty Forum

President

Mike Heffren, associate professor, social sciences

Vice President

Linda Wiley, professor, English

- Student Government Association

President

Diana Ponce, student

Vice President

Doug Arseneault, student

- Administrators Group

Chair

Mike Heinmuller, director, user and network services

Vice Chair

Missy Matthey, director of development

- Professional/Technical Group

Representatives

Simone Breuninger, office supervisor, plant operations

Melissa Cahill, employment manager

Nanette Douglas, executive assistant to the vice president of administration and finance

Anna Hamilton, computer specialist II – main, student computer support

- Support Group

Chair

Arnette Haywood, lifelong learning assistant, continuing education

Representatives

Donna Kelly, lead materials handling clerk

Lorretta Rockwell, registration assistant – A

The leadership of these groups attends meetings of the board of trustees. At the September 27, 2006, board of trustees' work session, the 2006 – 2007 leaders of these constituency groups will be introduced to the trustees by their president's team liaisons.

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

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

Kimberly will attend the September 27, 2006, meeting of the board so that the trustees may have the opportunity to acknowledge her accomplishment in person.

I-D Web Redevelopment Project Update

Group being Introduced:

Web Enterprise Services Team

Rick Pollard, director, technology resources

Wanda Garcia, web engineer

Julie Jones, web assistant

Background: The new website is scheduled to be launched on November 17, 2006. The majority of the content conversion and critical tasks have been completed. The new site was unveiled at fall convocation and it received favorable reviews. A student focus group recently met and tested the navigation and specific content information. The students did provide positive comments about the new design and content of the web. A second test with students is scheduled for early October. The new site is in compliance with Section 508 of the Americans with Disabilities Act and was tested by an external ADA expert. Notable features of the new site include a stakeholder focus, informational features for new and returning students, online learning resources, new search engine, enhanced calendaring functions, news and events module, and an integrated staff directory. A significant accomplishment is a 93 percent reduction of current web pages. At the time of launch, the new web site will have less than 2,000 pages. During October, the college will conduct a media campaign to notify stakeholders of the scheduled launch and highlight notable changes. The college's contract with *CentreTek Solutions* expires at the end of October; however, a continued partnership with *CentreTek* is anticipated to continue the advancement of web applications. The project is being managed by Rick Pollard, director of IT services, and has had the participation on all levels of the campus community with its development.

Other employees making significant contributions to the development of the new web site include:

Randy Bengfort, director of public relations and marketing

Margie Dunklee, graphic artist

Mike Heinmuller, director, user and network services

Jane Sharp, marketing manager and site coordinator for "About HCC"

Valerie Smith, senior network administrator

Site coordinators:

Marie Westhaver, "Academics"

Greg MacPhee, "Admissions and Enrollment"

Joanne Erickson, "Continuing Education"
Kim McNair, "Student"
Kim Smith and Nanette Douglas, "Business Services"
Missy Matthey, "Donors, Alumni, Friends"
Jodi Allaire, "Visitors and Community"

I-E Tour of the Student Services Building

Background: Riparius Construction, Inc. will be conducting a tour of the new Student Services building for the board of trustees. The building is 103,770 gross square feet and 62,465 net assignable square feet. This ratio is in alignment with State building efficiency factors for student activity facilities. When completed, the facility will provide a one-stop shop approach for students to receive a variety of services, including academic support, admissions and advising, counseling, registration, financial aid, career services, student support services, testing, tutoring, bookstore services, dining services, the finance office, and security. Prospective students will be able to go directly to the Welcome Center, where they can obtain all necessary information about entering the college in one convenient location. The Starbucks location will move to the dining area and there students will be able to study in a student union atmosphere. The bookstore will have a lounge space similar to that found at Barnes and Noble or Borders. There will be two multi-purpose rooms on the fourth floor, which will have a balcony overlooking the quad; and a beautiful view of Columbia.

The building is designed to have two wings, a north and a south wing. Students will be able to enter from a traffic circle on the second level. Entry from the quad will be at the first level, which has the bookstore and dining space. The north wing has had most of the drywall completed and is being painted. Drywall in the south wing will begin shortly and should be completed in October. The quad will be completed with the construction of this new building.

The building is on schedule and on-budget at a total cost of \$28,995,000, which includes design, construction, as well as furniture and equipment.

Purpose: To give the board an overview of the student services building and see progress in construction

Location: West end of the campus Quad

Timeline: The building is scheduled to open February 2007

II-A Approval of September 27, 2006, Agenda

**Board of Trustees
September 27, 2006
English, Language, and Business Building
Kittleman Room: ELB 100**

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

A. Approval of September 27, 2006, Agenda

B. Approval of:

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II-B Approval of Minutes

- August 15, 2006, Closed Session Minutes
- August 23, 2006, Work Session Minutes
- August 23, 2006, Regular Session Minutes
- August 23, 2006, Closed Session Minutes

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

August 15, 2006
Howard Community College
Schoenbrodt Boardroom (A225)
Columbia, Maryland

Present: T. James Truby, vice chair, and trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Chair Patrick L. Huddie was absent. Trustee Mary Beth Tung was on a leave of absence.

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 Yun, director of board relations/special projects.

At approximately 2:03 p.m. Vice Chair Truby read a resolution to enter into closed session, which was supported unanimously by the board:

WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on August 15, 2006, in the Schoenbrodt Boardroom "to consider the acquisition of real property for a public purpose and matters directly related thereto;" as permitted under Section 10-508 (a3) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board discussed the acquisition of real property for a public purpose and matters directly related thereto.

The meeting was adjourned at 4:00 pm.

The above constitutes the official minutes of the August 15, 2006, closed meeting of the Howard Community College Board of Trustees as approved on September 27, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
August 23, 2006**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 23, 2006, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:01 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

An excerpt from the Howard Community College history video featuring Senator James Clark, Jr. was shown in remembrance of his passing on August 18, 2006.

A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Joyce Danzig, part-time foundation accounting assistant, and Suzanne Friedman, assistant director, mental health counseling.

Ron Roberson, vice president of academic affairs, introduced Lev Volynskiy, associate project manager, business and computers.

B. H. Clay Whitlow, Maryland Association of Community Colleges

Clay Whitlow, who is just completing his second year as executive director of the Maryland Association of Community Colleges (MACC), is conducting follow-up visits with the various community college boards in order to report on progress made during these two years as well as new initiatives. Mr. Whitlow recognized the contributions of several HCC staff to statewide efforts to advance the community college mission including Kate Hetherington's work on Student Advocacy Day, Dave Buonora's work on legislative affairs and Randy Bengfort's work on community college marketing efforts.

C. Information Session: Teacher Education

Fran Kroll, director of teacher education, talked about the program and its partnership with the Howard County Public School System and the challenges of recruiting teachers in Maryland. The state graduates 2,000 teachers and needs 7,000 teachers annually. Three students, Jeff Birdsong, Joyce Fox, and Yvette McNeil talked about their experiences in various aspects of the teacher education program.

Adjournment

The work session adjourned at 7:15 p.m.

The above constitutes the official minutes of the August 23, 2006, work session of the Howard Community College Board of Trustees as approved on September 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
August 23, 2006**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, August 23, 2006, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 7:20 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Approval of August 23, 2006, Agenda

A recommendation to approve the August 23, 2006, agenda was moved by Vice Chair Truby, seconded by Trustee Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the May 24, 2006, work session and regular session minutes, and the June 14 retreat notes and closed session minutes, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

C. President's Report

Dr. Duncan mentioned that the Ecker Business Training Center directional signs on Route 175 were going to be removed but at HCC's request, Senator Schrader intervened, and the signs will stay. Board members were asked to thank Senator Schrader.

The memorial service for Senator Clark is scheduled for Saturday, September 2 at 11 am at St. John's Episcopal Church in Ellicott City. The family has asked that in lieu of flowers donations be sent to the Howard Community College Educational Foundation's James and Lillian Clark Endowment.

Dr. Duncan reported on the Maryland Association of Counties annual convention and the MCCCCEO retreat in Ocean City. The Maryland continuing education deans and Dr. Duncan are looking at the New Jersey workforce development model. It provides one office for initial business contact to better serve the customer and may be a possibility for Maryland.

Dr. Duncan thanked Vice Chair Truby for hosting a Turkish student and hosting a cookout for the entire group at his home.

She also mentioned planning activities connected to the Base Realignment and Closure Act (BRAC).

Two Morgan State interns will be working at HCC later this year. Jacqueline Pressey will be working with Dr. Duncan to identify model allied health buildings and Sandra Lynch Ervin will be working with Lynn Coleman, vice president of administration and finance, on budget processes.

Dr. Duncan commented on the various ways HCC administrators work with colleagues statewide. Ron Roberson, vice president of academic affairs, is working on a K-16 project with the Maryland Higher Education Commission and Patty Keeton, executive director workforce development, was commended on her leadership in statewide initiatives.

Dr. Duncan also announced the nursing pass rates on licensure exams. The LPN pass rate was 100 percent and the RN pass rate was 94.9 percent. Trustee Rensin commented that the USS Comfort officers were very impressed by the questions asked by HCC nursing students on a recent visit.

D. Board Member Comments

- Chair Huddle commented on the Horowitz Visual and Performing Arts (HVPA) Center ribbon cutting, and Steve Mittelstet's, president of Richland College, comments at convocation.
- Vice Chair Truby commented on the recent passing of Senator Clark. He emphasized Senator Clark's qualities as a neighbor, citizen statesman, and gentleman farmer. He suggested the board establish a James Clark, Jr. Award to be given to a person who embodies the life of service by which Senator Clark lived. Some suggestions were a servant leadership award and an award for aspiring elected officials.

Additionally, Vice Chair Truby asked that the board be kept informed of progress made on teacher education issues.

- Trustee Hutt was very impressed by the teacher education students and supported action to remove the barriers to the program in Maryland.
- Trustee Rensin commented on the excitement of the ribbon-cutting of the HVPA Center. She mentioned a comment she overheard that HCC now looks like a "real university." She also said the college should be proactive about the teacher education issue.
- Trustee Dillow commented on Senator Clark's passing, the summer nursing recognition ceremony, and commended Lynn Coleman and her staff for the financial reports for Middle States. She mentioned that Dr. Duncan will be honored with the regional chief executive award at the Association of Community College Trustees (ACCT) meeting in Orlando putting her in the running for the national award. Vice Chair Truby has been nominated for the Howard County volunteer of the year award; the event will be held on

September 14 in the Banneker Room of the George Howard Building in the County office complex in Ellicott City.

- Trustee Caplan was impressed that there were so many students enrolled in hospitality and culinary management programs, with over 50 people who are majoring in these areas. He commented that he was disappointed that the Columbia Association (CA) did not vote to support the Horowitz Visual and Performing Arts Center. Dr. Duncan said the positive part was that CA board members are now aware of HCC and are willing to consider other partnerships. Tom O'Connor, chair of the CA board, has invited Dr. Duncan to present another proposal at the October CA meeting.

E. Consent Items

1. Low-Productivity Degree Program Report 2006 – continued exemption for the electronics program approved.
2. Gator utility vehicles purchase awarded to Finch Services, Inc. for \$29,997.24.
3. Enhancement of the contributory pension system awarded to State Retirement Agency of Maryland; estimated payments in FY07 are \$108,000.
4. Construction Manager at Risk for the 'A' Building and Smith Theatre Renovations awarded to Riparius Construction, Inc. in the amount of \$12,000.
5. Baltimore Gas & Electric Delivery and Washington Gas Supply Increases in FY06 BGE blanket purchase order by \$5,000 and Washington Gas blanket purchase order by \$17,000.
6. Children's Learning Center mortgage awarded to HCCEF for \$85,592.88 for all of FY07 to be paid out on a monthly basis.
7. Belmont lease payment awarded to HCCEF for \$300,000.
8. Laurel College Center lease awarded to 312 Marshall Avenue Limited Partnership in the amount of \$312,313.62.
9. Furniture and equipment for the Horowitz Visual and Performing Arts Center awarded to School Specialty Supply, U.S. Business Interiors, Apple, Parlights, Verizon, and CVS not to exceed \$2,625,200.
10. Budget revision for student services positions in the amount of \$119,866.
11. Auditor contract with Clifton Gunderson – increase of \$1,300 for a total contract amount of \$44,775.
12. Strategic energy cooperative joined via Strategic Energy LLC in the amount of \$40,000 based on .992 KWh.
13. WebCT license renewal awarded to WebCT, Inc. in the amount of \$29,925.
14. Summer II and III Graduates – approved list of proposed graduate and empowered the college president to make necessary adjustments.
15. Paper for print shop copiers awarded to Unisource Corporation in the amount of \$45,000 (annual expenditure).
16. Proposed new hires approved

17. Grants and scholarships in the amount of \$530,806 for competitive grants and \$128,571.62 for scholarships.
18. Donor signage for the Horowitz Visual and Performing Arts Center awarded to Riparius Corporation, Inc. in the amount of \$50,300.

A recommendation to ratify and confirm consent items 1 through 13 and approve items 14-18 was moved by Trustee Rensin, seconded by Trustee Caplan, and unanimously approved.

F. Discussion Items

1. Issue Bin

The “meeting frequency” issue was deleted from the issue bin. Chair Huddie thanked board members for serving on committees.

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

2. FY07 Board Calendar

Correction on page 53 – Board of trustees holiday dinner is on December 13 following the consent items and closed session. Upcoming calendar highlights include October 24 Kite Runner author video in the Kittleman Room from 12:30 – 2 pm and John Izzo on October 3.

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

3. Revised FY07 Integrated Strategic Plan and Budget

A recommendation to approve the revised the FY07 integrated strategic plan and budget, was moved by Trustee Dillow, seconded by Vice Chair Truby, and unanimously approved.

4. High Speed Dedicated Internet Access

Tom Glaser, vice president of information technology, gave an overview.

A recommendation to approve access provided by Comcast Business Services in the amount of \$48,054 was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

G. Information Items

1. Agreements Signed by the Board Chair Disclosure

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

2. Financial Statements

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

3. FY06 Board Accomplishments

Zoe Irvin, executive director of planning, research and organizational development, gave an overview.

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

4. FY06 Strategic Plan Evaluation and Core Work Highlights

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

5. Personnel Summary

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

H. Closed Session

The resolution to go into closed session was read by Chair Huddie and unanimously approved by the board.

Adjournment

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

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

The above constitutes the official minutes of the August 23, 2006, regular meeting of the Howard Community College Board of Trustees as approved on September 27, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

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

August 23, 2006
Howard Community College
Kittleman Room
Room: ELB - 100

Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roger Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Trustee Mary Beth Tung was on a leave of absence.

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 Yun, director of board relations/special projects.

At approximately 8:30 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board:

WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on August 23, 2006, at the conclusion of its regular meeting in the Kittleman Room “to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction” and that such meeting shall continue in closed session until the completion of business.

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

The meeting was adjourned at 9:50 pm.

The above constitutes the official minutes of the August 23, 2006, closed meeting of the Howard Community College Board of Trustees as approved on September 27, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer

II-C Report of the Audit and Finance Committee

- September 13, 2006, Meeting Minutes

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

Meeting Minutes
September 13, 2006
12 pm – Schoenbrodt Boardroom

Present: Patrick L. Huddie, chair, and trustee; Roger N. Caplan, committee member and trustee; Louis G. Hutt, Jr., committee member and trustee, and Mary Ellen Duncan, president, were in attendance.

Staff: Lynn Coleman, vice president of administration and finance; Janet Cullison, director of finance; and Erin Yun, director of board relations/special projects, were in attendance.

Guests: Mark Gillet, partner, Clifton Gunderson

Topic	Outcome
<p>1. Interim Meeting with Auditors and Draft Financial Statements</p>	<p>Patrick Huddie brought the meeting to order at 12:15 p.m.</p> <p>Mark Gillett reported on the audit process. All field work has been completed by Clifton Gunderson and the process went smoothly. An unqualified opinion will be presented by the auditors for the Howard Community College financial statements. The single audit for financial aid also went smoothly. There were no material findings to be reported to the federal government.</p> <p>Concerning the management letter, internal controls were tested and no weaknesses were found. The auditors also tested payroll to ensure the accuracy of adjunct faculty pay. All records were confirmed to be accurate.</p> <p>Trustees thanked Janet Cullison and Lynn Coleman for their efficiency and accuracy. Additionally, Mr. Gillett was thanked for his forward thinking in testing various areas of the college for internal controls and accuracy.</p> <p>At the November audit and finance meeting, an update will be given on suggestions made by the auditor including the consolidation of fixed assets spreadsheets into a single database and an audit tool kit to aid the audit and finance committee.</p> <p>This item was for information only and no committee action was requested.</p>
<p>2. Quarterly Sole Source Vendors Report (April 1, 2006 – June 30, 2006)</p>	<p>The committee reviewed the report. This item was for information only and no committee action was requested.</p>
<p>3. Semi-Annual Non-Purchasing Agreement Disclosure (January 1,</p>	<p>The committee reviewed the report. This item was for information only and no committee action was requested.</p>

2006 – June 30, 2006	
4. Fiscal Year 2006 Cumulative Purchases Greater Than \$25,000 Report	<p>The committee reviewed the report. This item was for information only and no committee action was requested.</p> <p>The term “facilities rental” was discussed since there is no profit made from these agreements. Instead, the college seeks to cover the cost of enabling the community to use the facilities.</p>
5. Discussion of Proposed Fiscal Year 2008 Capital Budget	<p>Lynn Coleman went over the college’s capital budget for FY08. The FY08 budget includes funds for the next parking garage, renovations to the ‘A’-building/Smith Theatre, campus-wide systemic renovations, renovations to the student services area in the Clark library, design funds for the allied health building, the completion of the shell space in the Children’s Learning Center, and the athletic and fitness center and fields renovations.</p> <p>The committee discussed the close-out of the Horowitz Center and the difficulty in attaining furniture due to the lock down in the state detention center in Jessup where the state use industries furniture is built.</p> <p>Future parking was also discussed. Although the significant parking crunch experienced last year has been alleviated, students and visitors still experience difficulty finding spaces. As the college continues to expand its facilities to better serve students, it will be necessary to start another garage. Additionally, the garage will help the college reclaim green space and reduce run-off. The committee questioned the lifespan of the garages. Lynn Coleman will find out this information and bring it back to the committee members. (Garages such as the one built at HCC have a lifespan of approximately 40 years. This lifespan can be extended beyond that time period by implementing preventative maintenance measures.)</p> <p>The committee asked that the college request 50 percent funding for the second parking garage from the county, especially because it will serve the Horowitz Visual and Performing Arts Center, which is highly-used by the community. Additionally, it will reduce the traffic congestion and parking impact for the surrounding community.</p> <p>Specifics of A-building renovations were explained. The college will continue the need for the trailers behind the Smith Theatre to meet demand for classes.</p> <p>Systemic renovations include bathroom renovations, deferred maintenance among other items. The projects in the systemic renovations budget will be broken out to show major projects within the budget.</p> <p>Once the student services building opens renovations to the Clark library will start. The allied health facility part I/II program for the state has been submitted. The committee asked to</p>

	<p>change the name of the allied health project to the medical careers facility in order to more accurately reflect the programs that will be housed in it (for government request documents). HCC did not receive the match from the county for the athletic fields this year, so it is being requested from the state again in the hope that the county match will materialize in FY08.</p> <p>The committee also discussed the need to strongly present the argument for the Maryland community college's state capital request.</p> <p>The committee unanimously voted to recommend approval of the FY08 capital project to the board of trustees with the changes discussed.</p>
<p>6. Fiscal Year 2006 Annual Earnings and Compensation Report</p>	<p>The committee reviewed the report. This item was for information only and no committee action was requested.</p>
<p>7. Other</p>	<p>The meeting adjourned at 1:30 p.m.</p>

II-D Report of the Legislative Committee

- September 14, 2006, Meeting Minutes

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
LEGISLATIVE COMMITTEE**

Meeting Notes
September 14, 2006, 8:30 a.m.
Schoenbrodt Boardroom (A225)

Present: T. James Truby, committee chair; Katherine K. Rensin, trustee; Roberta E. Dillow, committee member; and Mary Ellen Duncan, president.

Staff: David A. Buonora, director of government affairs and resource development; Kate Hetherington, executive vice president; and Erin M. Yun, director of board relations/special projects.

Topic	Outcome
T. James Truby brought the meeting to order at 8:40 a.m.	
1. Howard Community College/Maryland Association of Community Colleges (MACC) Legislative Agenda	<p>FY08 Cade operating funding from the state is set at a 25.5 percent match to funding provided per full-time equivalent students (FTE) in University System of Maryland (USM) institutions. This funding is a .5 percent increase over last year.</p> <p>The committee discussed the large growth in the Maryland community colleges' capital budget. There are several reasons for this jump, including the need of colleges such as Montgomery and Prince George's for large projects to play catch up with their enrollment growth. Howard's capital budget request for FY08 is approximately \$9 million. FY07's request was over \$6 million and the prior year was over \$13 million. Therefore, the college's FY08 request is in alignment with prior years.</p> <p>Teacher education is also a priority for Howard Community College. MACC will continue to work with Maryland State Department of Education to seek ways to streamline pathways for career changers to receive teaching certification. Dave Buonora will submit this item for discussion during the meeting of the Maryland community college board chairs and foundation chair.</p> <p>Funding for regional higher education centers across Maryland is critical for community colleges. HCC's Laurel College Center would benefit from this funding.</p>
2. Campaign 2006	Dave Buonora has been inviting county council candidates to the campus to learn about HCC, its students, as well as its needs and challenges. Trustee Rensin volunteered to follow-up with candidates as appropriate after the meet with Mr. Buonora. Additionally, he is working to arrange candidate fora on campus to enable employees and students to learn about the candidates. Both candidates for governor also will be visiting campus and there will be a debate between the candidates for county executive.
3. Annual Legislative Reception	The legislative reception will take place on December 5 th in the late afternoon. The event will start with a 3:30 p.m. tour of the student services building and then continue with a reception in the Horowitz Center.
The meeting adjourned at 10:05 a.m.	

II-E President's Report

Development Update

August Foundation Revenue

\$255,423

August Campaign Revenue

\$43,411

Event updates

Ribbon Cutting Ceremony for the Horowitz Center

A smashing success! There was a great turnout to see the new building by donors, elected officials, and the news media.

Fall 2006 Enrollment

Enrollment at HCC is up in terms of both headcount and full-time equivalent enrollments (FTE). Final enrollment numbers are reported to the Maryland Higher Education Commission (MHEC) at the end of the third week of the fall semester (September 15, 2006). A slight fluctuation in enrollments may occur between now and September 15 due to students dropping or adding classes, but generally these numbers should be close to those submitted to MHEC. Fall 2006 total credit enrollments at the Laurel College Center for Prince George's Community College and Howard Community College were 1,128 (as of September 11, 2006) compared to 1,103 for the fall 2005 census. The following chart is as of September 10, 2006, compared to the same point in time in fall 2005.

Term	Headcount	FTEs	Full-time	Part-time
Fall 2006	7,178	1992.53	2,822	4,356
Fall 2005	6,870	1896.33	2,692	4,178
% Change	4%	5%	4.8%	4.3%

Term	Total # of County Grads	Total # of Grads Attending HCC	HCC's % Share of County Grads
Fall 2006	3,611	880	24%
Fall 2005	3,344	775	23%
Fall 2004	3,206	700	22%

The following chart shows enrollment trends for the last six years. All years excluding fall 2006 are as of the census date for the fall term.

Year	FTE	Cumulative Increase	Headcount	Cumulative Increase
2001	1515.00		5934	
2002	1627.33	7.41%	6182	4.18%
2003	1707.63	12.71%	6435	8.44%
2004	1805.53	19.18%	6712	13.11%
2005	1874.90	23.76%	6841	15.28%
2006	1992.53	31.52%	7178	20.96%

Additional comparative enrollment data on demographics between the fall 2006 and 2005 semesters is listed below:* (Final data was not available as of submission date)

Demographics Fall 2006 (As of 9/10/06)				Fall 2005	
Status	Full-time	2822	39%	2635	39%
	Part-time	4356	61%	4206	61%
	Total	7178	100%	6841	100%
Gender	Male	2970	41%	2802	41%
	Female	4208	59%	4039	59%
Ethnic	Asian	797	11%	758	11%
	African American	1533	21%	1438	21%
	American Indian	40	1%	37	1%
	Hispanic	310	4%	273	4%
	White	4008	56%	3864	56%
	Other	490	7%	471	7%
Age	17 and under	476	7%	446	7%
	18 - 23	3654	51%	3411	50%
	24 - 40	1932	27%	1915	28%
	41 - 59	769	11%	733	11%
	60 >	342	5%	336	5%
	Unknown	5	<1%		
Credit Hours	1 hr	287	4%	290	4%
	2 - 3 hr	1107	15%	1122	16%
	4 - 6 hr	1315	18%	1311	19%
	7 - 9 hr	1194	17%	1084	16%
	10 - 11 hr	453	6%	397	6%

	12 -15 hr	2503	35%	2345	34%
	16 or more	319	4%	290	4%
Financial Aid		1992	28%	1918	28%
First-time full-time Freshmen		946	13%	886	13%
First-time part-time Freshmen		484	7%	472	7%

*Rounding of numbers resulted in total percentage of some categories to be in excess of 100%. Fall 2005 data is as of the census date.

Additionally, HCC currently has 398 students who have self-identified as having a physical and/or learning disability and requested accommodations. This statistic is a nine percent increase over last fall when the college had 366 disabled students.

The following chart lists the programs of study for students enrolled for the fall 2006 semester. Although some students select more than one program of study, this report shows the one most recently selected.*

Program of Study	Count	Percentage	Count	Percentage
	2006	2006	2005	2005
General Studies	1475	20.5%	1331	19.4%
Nursing - Traditional RN	813	11.3%	767	11.2%
Undeclared Major	776	10.8%	807	11.7%
Business Administration	613	8.5%	575	8.4%
Teacher Education	343	4.8%	280	4.1%
Criminal Justice	171	2.4%	150	2.2%
Computer Science & Support	170	2.4%	175	2.5%
Art	163	2.3%	159	2.3%
Nursing - LPN	151	2.1%	161	2.3%
Engineering	148	2.1%	150	2.2%
Pre-Pharmacy	113	1.6%	114	1.7%
Psychology	111	1.5%	115	1.7%
Teacher Education - Early Childhood	107	1.5%	86	1.3%
Business Management	105	1.5%	121	1.8%
Pre-Medicine	102	1.4%	95	1.4%
Music	89	1.2%	91	1.3%
Pre-Allied Health	81	1.1%	94	1.4%
Graphic Design	80	1.1%	55	0.8%
Mass Media Design	77	1.1%	98	1.4%
Liberal Arts	75	1.0%	109	1.6%
Human Services	69	1.0%	65	0.9%
Information Technology	68	0.9%	73	1.1%
English	68	0.9%	71	1.0%
Theatre	68	0.9%	59	0.9%

Nursing - Accelerated	58	0.8%	53	0.8%
Cardiovascular Technology	57	0.8%	53	0.8%
Social Sciences	54	0.8%	46	0.7%
Architecture	53	0.7%	41	0.6%
Emergency Medical Technician	52	0.7%	53	0.8%
Pre-Dentistry	46	0.6%	42	0.6%
Hospitality Management	44	0.6%	28	0.4%
Office Technology	42	0.6%	42	0.6%
Life and Physical Sciences	38	0.5%	43	0.6%
Communication Studies	38	0.5%	28	0.4%
Information Systems	33	0.5%	61	0.9%
Athletic Training	33	0.5%	27	0.4%
Mathematics	33	0.5%	22	0.3%
International Business	31	0.4%	31	0.5%
International Studies	31	0.4%	31	0.5%
Accounting	27	0.4%	33	0.5%
Radiologic Technology	24	0.3%	47	0.7%
Journalism	23	0.3%	23	0.3%
Teacher Education - Secondary	22	0.3%	22	0.3%
Spanish	22	0.3%	10	0.1%
Interior Design	21	0.3%	8	0.1%
Pre-Veterinary	20	0.3%	27	0.4%
Biomedical Engineering	19	0.3%	19	0.3%
Dance Performance	19	0.3%	14	0.2%
PC Maintenance	18	0.3%	25	0.4%
Computer-Aided Design	18	0.3%	22	0.3%
Health Care Management	18	0.3%	18	0.3%
Transfer Studies	17	0.2%	9	0.1%
No reported program of study	17	0.2%	0	0.0%
Cisco Certified	15	0.2%	18	0.3%
Biotechnology	14	0.2%	20	0.3%
Environmental Science	14	0.2%	13	0.2%
Network Engineer	13	0.2%	21	0.3%
Culinary Management	13	0.2%	0	0.0%
Multimedia Design	12	0.2%	12	0.2%
Arts Administration	12	0.2%	5	0.1%
Information Systems Management	12	0.2%	0	0.0%
Anthropology	11	0.2%	9	0.1%
Electronics Technology	10	0.1%	8	0.1%
Health Education	8	0.1%	6	0.1%
Pre-Optometry	8	0.1%	6	0.1%
History	7	0.1%	0	0.0%
Microsoft Certification	6	0.1%	10	0.1%
Health & Fitness	6	0.1%	9	0.1%
Music Therapy	6	0.1%	6	0.1%
Pre-Medical Technology	6	0.1%	6	0.1%
Massage Therapy	6	0.1%	5	0.1%
American Studies	5	0.1%	3	0.0%

Horticulture	5	0.1%	2	0.0%
Pre-Nuclear Medicine	4	0.1%	3	0.0%
Philosophy	4	0.1%	0	0.0%
Wireless Communications	3	0.0%	7	0.1%
Exercise Science	3	0.0%	3	0.0%
Personal Training	3	0.0%	3	0.0%
Internet Technology	2	0.0%	5	0.1%
Web Design	2	0.0%	1	0.0%
Financial Planning	1	0.0%	3	0.0%
Unknown	1	0.0%	3	0.0%
Respiratory Therapy	1	0.0%	2	0.0%
Photography	1	0.0%	1	0.0%
Photonics Technician	0	0.0%	1	0.0%
	7178		6870	

*0% represents less than 1% of enrollment. Fall 2006 data is as of September 11, 2006. Fall 2005 data is as of the census date.

The following chart shows the countries that students have listed on their admissions applications as their place of citizenship. This report includes permanent residents of the United States who are in line for citizenship as well as asylees and various visa holders, including F-1 holders who are here on student visas. Last year, the college enrolled 947 students from 95 countries outside the United States. This year, the number of students is almost the same (946) but the number of countries has increase to 101.

International Citizens by Country

Afghanistan	6	Ghana	30	Philippines	17
Albania	2	Greece	2	Poland	4
Algeria	1	Grenada	2	Portugal	3
Antigua and Barbuda	1	Guatemala	2	Romania	5
Argentina	2	Guinea	2	Russia	7
Australia	3	Guinea-Bissau	1	Rwanda	1
Bahamas, The	2	Guyana	6	Senegal	1
Bangladesh	2	Haiti	23	Sierra Leone	14
Barbados	1	Honduras	2	Singapore	1
Belgium	1	Hong Kong	3	Slovakia	1
Belize	1	India	86	Somalia	1
Bosnia and Herzegovina	3	Iran	37	South Africa	4
Brazil	20	Iraq	3	Spain	1
Bulgaria	2	Ireland	1	Sri Lanka	1
Burma (Mayanmar)	9	Israel	1	Sudan	8
Cambodia	2	Italy	3	Sweden	3
Cameroon	39	Jamaica	11	Switzerland	1

Canada	15	Japan	9	Taiwan	6
Chile	1	Kenya	9	Tanzania	5
China	32	Korea, South	144	Thailand	2
Colombia	4	Lebanon	1	Togo	3
Congo (Brazzaville)	2	Liberia	37	Trinidad and Tobago	16
Costa Rica	2	Lithuania	4	Turkey	4
Cote d'Ivoire (Ivory Coast)	6	Mexico	15	Uganda	2
Czech Republic	2	Moldova	1	Ukraine	8
Denmark	4	Morocco	2	United Kingdom	14
Dominican Republic	1	Namibia	1	Venezuela	6
Egypt	5	Nepal	2	Vietnam	16
El Salvador	8	Netherlands	3	West Indies	1
Eritrea	1	Niger	2	Zambia	2
Ethiopia	21	Nigeria	60	Zimbabwe	2
Finland	2	Pakistan	32	Unknown	15
France	5	Panama	3		
Gambia, The	3	Paraguay	2		
Germany	8	Peru	10	International Citizens	946
				# of Countries	
				Represented	101

Diversity in the World Languages

The other day, Cheryl Berman emailed me to tell me that the college's world languages team represents 20 countries from around the world, including: Austria, Belarus, Brazil, China, Colombia, Cuba, France, Greece, Honduras, Iran, Italy, Jordan, Korea, Mexico, Puerto Rico, Spain, Sudan, Taiwan, USA, and Venezuela. With 35 people total in the area, they are proud to be the most culturally diverse area on campus.

Newsweek: "25 New Ivies"

In the August 21 – 28, 2006, issue of *Newsweek*, the article "25 New Ivies" (<http://www.msnbc.msn.com/id/14325172/site/newsweek/>) discusses the increasingly competitive college admissions process and colleges that have gained new status because of their rapidly growing applicant pool. We did some research and found that HCC's Rouse Scholars have applied and been accepted to many of the colleges on the list, including:

- Boston College
- University of North Carolina - Chapel Hill *
- Rensselaer Polytechnic Institute*
- University of Rochester (medical school)*
- University of Virginia
- Washington University*

*students were not only accepted, but enrolled

Many of the schools on this list have very high retention rates and accept very limited numbers of students in transfer. Because of the small numbers of students interested in them and the distance of many of them, rather than developing transfer agreements, we work with interested Rouse Scholars and the schools themselves on a case-by-case basis. For a full listing of where our Rouse Scholars have been accepted visit http://www.howardcc.edu/admissions/Rouse_Transfer.html. Please note that this list has not yet been updated for this recruitment year – Georgetown University and University of Pennsylvania should be added. Our first student to go to Georgetown entered this fall.

Many of the schools on this list are very expensive. Even when they give our students generous transfer scholarships, the students' remaining balances are often in the thousands of dollars per year (especially if housing and travel are added). Many students feel that expending this amount of money for a prestigious school at the graduate/professional school level makes more sense. These factors often limit where they go in spite of where they get in.

BRAC Update

The college is working with Howard County's Taskforce for the Fort Meade expansion requirements with the Base Realignment and Closure Commission (BRAC). It is projected that over 6,000 military and civilian positions will be moved to Fort Meade between 2008 and 2010. The expansion will directly affect the college due to the new workforce requirements and opportunities associated with the extensive growth of base personnel and contractors. The units being consolidated at the fort include the Defense Information System Agency (DISA), Department of Defense Office of Multimedia Activities, and Adjudication Office. HCC has existing curricula and training consistent with the BRAC workforce expansion, such as information technology, network security, multimedia production, and management training. The college is working with the county taskforce for BRAC and the BRAC units' management teams to determine the college's role in meeting future educational and workforce needs.

I am a member of the county's BRAC taskforce, which is developing a document for the county executive outlining the impact BRAC will have on our region. The expected completion date of the document is January 2007. It will be focused on planning, transportation, environment, housing, and education. Tom Glaser, vice president of information technology, is a member of the subcommittee working on requirements and needs. This taskforce is reviewing the impact of BRAC on housing, education, health, human services, and transportation.

The county's effort is being lead by Kent Menser, who is the former base commander for Fort Meade. Mr. Menser has been actively promoting the college's involvement with the BRAC community. He is assisting with setting up a meeting between the college and the military language institute to help promote the college's World Language Institute initiative. He has also enabled and continues to help the college make connections with the BRAC management staff. Mr. Menser has

worked with the college to submit a proposal for a planning grant to help determine BRAC's impact and future workforce development needs.

The base commander, Colonel Kenneth McCreedy, met with HCC's executive team in August. He had recommended that the college be involved with Fort Meade, enabling HCC to be informed and involved with the fort's initiatives. The college has joined the Fort Meade Alliance and is participating on the education subcommittee, which will host a college and workforce development day at the fort in the spring.

The college, school district, Columbia Association, social services, and realtors' representatives made a formal presentation to the three BRAC units' managers on August 18. The college's presentation was well-received at this meeting and did result in a follow-up meeting with the BRAC team, which will take place on September 20, 2006. Dr. Pamela Clay, who is chief for education and professional development, along with three other branch managers involved with workforce development will be attending this meeting. They are interested in seeing the campus and discussing HCC's offerings in information technology, multimedia, and leadership.

Voter Registration on Campus

Voter registration materials were included in all new student orientation (NSO) packets and students were encouraged to vote. Additional voter registration forms are available through the student life office. Student life also has a page on its website that is dedicated to voter registration and resources <http://www.howardcc.edu/studentactivities/voterinformation.cfm> and had an event on September 6th called *What's in it for Me? Why should I Vote?* During the program the League of Women Voters and Maryland Votes were on hand to register students and answer questions. The college had general information about local candidates available for students. During this program, HCC also promoted an incentive for students who vote during the general election in November; the first 100 students who provide proof that they voted (*I Voted* sticker from the polls) will receive \$2 coupons for the Galley/Starbucks and be entered into a drawing for an IPOD.

Hospitality/Culinary Management at HCC

2006 Fall Unduplicated Headcount

These counts represent students whose most recent program of study is within the hospitality management or culinary management program codes.

Program of Study	Number of Students
Hospitality Management (AAS)	40
Hospitality Management Certificate	4
<i>Total Hospitality Management</i>	<i>44</i>
Culinary Management (AAS)	12
Culinary Management Certificate	1
<i>Total Culinary Management</i>	<i>13</i>
<i>Total Students in all Programs</i>	<i>57</i>

2006 Fall Duplicated Headcount

These counts represent students who are currently enrolled in any classes and have declared one or more of the culinary management or hospitality management program codes as an active program of study.

Program of Study	Number of Students
Hospitality Management (AAS)	43
Hospitality Management Certificate	5
<i>Total Hospitality Management</i>	<i>48</i>

Culinary Management (AAS)	14
Culinary Management Certificate	2
<i>Total Culinary Management</i>	<i>16</i>

<i>Total Students in all Programs</i>	64
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The chart below shows the total enrollments in culinary and hospitality management courses being offered during the 2006 fall term by location. Students may be enrolled in multiple courses. Additionally, students may be enrolled in these courses without having declared a culinary management or hospitality management program of study.

2006 Fall Culinary and Hospitality Management Course Enrollment Figures

Belmont	
Foodservice Safety/Sanitation	24
Intro to Travel & Tourism	10
Lodging Management & Operations	19
Total Enrollments at Belmont	53
Main Campus	
Introduction to Culinary Arts	22
Garde' Manger	15
Baking and Pastries	22
Culinary Management Internship	5
Introduction to Culinary Arts	10
Culinary Supervision	8
Intro to Hospitality Industry	18
Hospitality Management Internship I	5
Hospitality Sales & Marketing	8
Total Enrollments at Main Campus	113
Off-Site Location	
Food Preparation I	24
Total Enrollments at Off-site Location	24
<i>Total Enrollments in Culinary & Hospitality Management Courses</i>	190

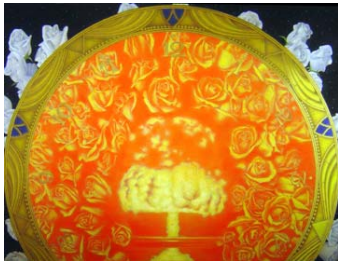
Returning Katrina Students

Last year the board approved requests for scholarship assistance from students who were victims of Hurricane Katrina. This semester there are two returning students who are paying in-county tuition rates.

HCC Archives – Electronic Materials Available 24/7

The HCC archives were launched in 2003, spear-headed by a group of faculty, including Larry Madaras, Jerry Casway, and Vladimir Marinich, with the able assistance of Lucy Gardner in the library and Quent Kardos, who is responsible for most of the campus photography. Additionally, the college library houses the Senator James Clark, Jr. archives, which he gifted to the college in 2004. The Clark archives are composed of papers from Senator Clark's days in the Maryland State Senate. Last year, the college hired a part-time archivist, Norah Burns, to assist the team, and she has proven to be a great asset in the endeavor. While the archives continue to be a work in progress, these individuals have performed a remarkable service to the college community by preserving and organizing our history of service to the people of Howard County.

Norah in particular has taken the archives to a new level of technology, systematically scanning documents into electronic format and making them available on the internet. In fact, since the move was made several years ago to finalize all board materials into Adobe Acrobat files, all these board materials are available 24/7 via the web to anyone in the world! Norah is diligently working on getting all past board materials on the web, scanning those documents not currently available electronically; however, they are all available to the public in hard copy in the archives. It is a great resource to provide our community!



Ron Roberson – Artist!

Sometimes we forget that the people at HCC have “lives” OUTSIDE of what they do here on campus! Believe it or not - Ron Roberson, vice president of academic affairs, did not cease being an artist once he became a vice president! Ron will be exhibiting his painting from “The Epiphany Series” at the Delaplaine Center in Frederick from September 22 – October 22. The Epiphany Series, which began almost 16 years ago, is a group of paintings born out of the experience of writing impressionist and expressionist poetry. “In this series, my aim has been to make poetry out of the prosaic— to use concrete imagery as a visual metaphor that has the potential, like poetry, to vividly express the elusive.” For more information please visit: <http://www.delaplaine.org/exhibits.asp>. Congratulations, Ron - it is so exciting to think of you with a brush in your hand, being creative!

HCC's Nursing Program – Preparing Students for the Workforce

Recently, Sharon Pierce, department chair, health sciences, forwarded me a couple of comments received by her department in response to surveys sent out to employers of HCC nursing program graduates. Here is what the employers had to say:

- Once one has worked with a Howard grad, it's difficult to work with grads from the other schools. Howard's grads just possess good skills all around. When [the HCC graduate] worked I felt as though our facility was in safe hands. I graduated from Howard in 1983 and sat with BSN nurses and took their boards! They [the boards] lasted two days but Howard's passing rate still prevailed in the high 90's. All I can say is congratulations Howard – you've done it again!!
- [Our HCC graduate] is an excellent nurse, who possesses great skills in caring for our residents. She is always available to families and respects the residents' rights and privacy when dealing with issues. She is mature beyond her years – she is so knowledgeable it's amazing. Above all, she is always ready to “roll up her sleeves” and do whatever needs to be done. I wish all nurses had a degree from Howard! Congratulations on your program there! You get an A+!

What wonderful testaments to the quality of our program and the faculty instruction!

JoAnn Hawkins & Barbara Greenfeld – TV's Newest Stars!

JoAnn Hawkins and Barbara Greenfeld were whisked off in a limo to the Reuters studio in DC to be filmed for one of the very first segments of the new Retirement Living Network's new show, “The Voice.” The particular segment they were taped for focuses on senior citizens making use of the many benefits college campuses have to offer. Also featured was Shirley Jackson, 76, who graduated from HCC this past May. Ms. Jackson earned her associates degree in general studies – business/technology emphasis. She has been accepted to Indiana University (IU) where she will complete her bachelor's degree in political science. IU is permitting her to take an additional 30 credits at HCC. The show also featured a student from a NJ community college as well as staff from the senior institute affiliated with George Mason University. It will be aired locally and then nationally as the network moves into syndication.

New Student Orientation

HCC welcomed 759 new students during fall new student orientation, with 425 attending the daytime session and 334 attending the evening session. We also hosted hundreds of parents who accompanied their students to new student orientation, approximately 140 of whom attended a special parent session led by Julie Knox-Brown. For the first time this year, attendees of the daytime session were entertained by ThinkFast, an interactive game show, and one lucky parent/student team walked away with \$200 cash. Students at this session were also able to peruse a Campus and Community Resource Fair during the afternoon. Special thanks goes out to campus and community members that represented their services at the Resource Fair: the Office of Student Life, the Student Programming Board, the Learning Assistance Center, Disability Support Services, Student Support

Services, Step-Up, Financial Aid, the Alumni Association, Counseling and Career Services, the Wellness Center, the Center for Service Learning, Athletics, Rep Stage, the Volunteer Center Serving Howard County, League of Women Voters, the Howard County Health Department, the Howard County Library, Chevy Chase Bank, Provident Bank, Bank of America, and BB&T Bank.

This fall's new student orientation would not have been possible without the efforts of the office of student life, plant operations, auxiliary services, the welcome center, AV, IT, and the print shop, to all of whom we are very grateful. Thanks also go to all of our staff and faculty workshop presenters, as well as our volunteers, who were invaluable in creating an effective program: Margaret Garroway, Tonya Osmond, Paul Martin, Alissa Putman, Suzie Friedman, Diane Schumacher, Brenda Anderson, Jason McGinnis, Jane Scott, Melodie Gale, Gail Hollander, Susan Kirker, James Johnson, Christele Cain, George Barlos, Julie Jones, Mike Heinmuller, Valerie Lash, Cathy Sutton, Judith Kizzie, Dave Karn, Dale Schnepf, Eileen Kaplan, Cheryl Berman, Joanne Kearns, Cheryl Nitz, Rita Quarles, Scott Foerster, Andy Buelleri, Dave Radar, Vini Nithianandam, Patti Turner, Fran Kroll, Fred Campbell, Christy Thomson, Denyse Wright-Thisdale, Basit Siddiqui, Colin Perry, Un Mi Kim, Rachael David, Sterling Saunders, Kristin Freije, Yaser Fahmy, Laura Bellomo, April Ogle, Shanelle Cantine, John Hayes, Pardeep Kaur, Katherine Rockstroh, Doug Arseneault, Victoria Okonkwo, Stephanie Maselko, Blake Johnson, Barbara Riddich, Sandee Clausen, Gordon Wall, Amber Gillette, Diana Ponce, Priscilla Carneiro, Llatetra Brown, Schnell Garrett, Tara Rupp, and Tracie Palm.

Faculty & Staff Achievements - Business & Computers Division

Cathy Sutton earned a Certificate in Instructional Technology from the University of Maryland Baltimore County. Her course of study was in the area of Computer/Web-Based Training.

Betty Noble completed the coursework required for the Master's degree in Management from the College of Notre Dame in July. Betty is looking forward to the graduation ceremony, which will be held this coming spring.

Vinnie Rege recently earned the Certified Hospitality Educator (CHE) certification. The CHE is a globally recognized certification recommended by the American Culinary Federation Educational Institute, Club Managers Association of America, and the Council on Hotel, Restaurant, and Institutional Education. This certification is held by very few individuals in the United States!

Vinnie also presented a peer reviewed and refereed research paper at the annual International Council on Hotel, Restaurant, and Institutional Education (I-CHRIE) meeting held in Crystal City, Virginia in June. There were over 1,000 Hospitality educators and industry professionals in attendance at the conference. The topic of the research paper was "Male and Female Leadership in the Hospitality Industry". Several HCC Hospitality and Culinary Management students also attended the

conference and gained experience by working directly with the conference organizers.

Carleen Grossman – Update on the Amelia Earhart Festival

Earlier this year, I shared with you that Carleen Grossman, adjunct faculty in English and world languages, was presenting on her book “The Chase” at the Amelia Earhart Festival in July. Carleen recently sent me an update on the festival and I wanted to share some of it with you.

“...my presentation was on Great Books in Children’s Literature after which I stayed for the rest of the day to provide further children’s literature information to the 23 elementary and secondary school teachers attending the conference workshops.

For the final day, my presentation was on the student-publishing project that I designed for my students at Howard Community College. The Wyoming teachers were extremely receptive to the project and every one of them wants to incorporate such a project into his or her respective curriculum beginning this autumn!”

Capital Update

Arts and Humanities Instructional Building

The ribbon cutting ceremony on August 21, 2006, was a huge success with attendance from state and local officials as well as administration and patrons from the college community. Overall, the building is truly magnificent and has exceeded original expectations. With contributions from the Horowitz family and other donors as well as county and state participation, the college is thrilled to have a state-of-the-art facility that will serve the educational and cultural needs of the community.

The signage meeting held to review the proposed donor and building room signs resulted in modifications to the signage package. Sign installation in the building is on-going and temporary signs were placed throughout the building until the permanent signage is complete.

As everyone is aware, the building is far more complicated than any other building constructed on campus and there remain a few items that are still in the process of being completed. As previously noted, the granite at the lobby radius stairs, the recital hall, the dimming system for the Black Box, and some of the sound components still require completion. These items are being addressed and Riparius is working overtime to ensure timely completion.

All furniture and equipment purchases have been completed for the building. However, delivery and installation of furniture from Maryland Correctional Enterprises (MCE) has been delayed due to several incidents at the correctional facilities. MCE was on lockdown for a period of time which meant that furniture manufacturing ceased until the lock-down was released. Delivery and installation of remaining furniture is scheduled for September 18-19, 2006, with the exception of the Canton wood line that was specified for the faculty offices. The college expects

to receive a delivery date for these pieces by the end of the month. As a temporary solution, MCE delivered loaner furniture for the offices until the permanent furniture is received as to not impede the opening of the building and start of classes for the fall semester. This arrangement was handled completely by MCE at no expense to the college.

The development of punchlist items continues and final walk-throughs and inspections are on-going. As the project is nearing completion, recent invoices submitted by the architects for additional services are being reviewed by the administration. Discussions and negotiations are currently taking place.

Athletic Fields Renovations

The college received notice from the Maryland Department of General Services (DGS) to proceed with the bidding of Phase IV of this project. Patton Harris Rust and Associates completed the specifications and the RFP has been developed. Phase IV components include the following:

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.

Additionally, a fifth element for phase IV is expected to be delayed until phase V due to cost constraints. This element includes the following:

Construction of the athletic field building, which will allow for permanent grand stands and press box on top of the structure; contents of the building 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; and
- Concession area.

The college expects to receive and evaluate bids in October and make a recommendation to the board at its November meeting.

Student Services Building

Construction continues for the student services building and the anticipated completion date remains February 2, 2007. As the board is aware, the project experienced approximately six inches of rain beginning June 24, 2006, lasting over a four-day period. 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 evaluation of the equipment in the basement that was impacted has been completed. Manufacturer representatives have inspected all equipment. The only

items that were replaced include the Siemens electronic devices, two circuit breakers, one automatic transfer switch and a few insulation jackets. In addition, Riparius has done a great job ensuring that all manufacturer and service warranties remain unchanged.

The on-going site work at the student services building is being coordinated with the completion of the site work at the Horowitz Visual and Performing Arts Center. Critical masonry work was completed on the south and east sides so the dining terrace retaining wall and trellis piers could be completed. The continuation of the quad sidewalks as well as the walkway replacements required outside the fencing were completed. All concrete work is nearly completed with the exception of the dining terrace steps.

The north wing curtainwall framing is complete and work is proceeding toward the south wing at the fourth level and the dining room. Enclosing the dining room with glass was critical in keeping the south wing dry. Glass installation began in August and will progress through September to the north wing.

Drywall partitions are being taped and finished for the painters. Prime coats are being applied. Elevator equipment has been delivered and installation began the beginning of September. HVAC duct connectors and plumbing rough-in are in progress and the electrical wall rouging is complete.

The building construction continues to move forward as scheduled. College staff meets every two weeks with the contractor, architect, and necessary consultants to address concerns and resolve issues.

'A' Building and Smith Theatre Renovations

College staff continues to meet with Murphy & Dittenhafer and Riparius Construction as the design progresses. The college recently received notification from DGS that it will no longer be providing community colleges with technical and constructability reviews of their design and construction documents. Therefore, colleges are forced to perform the review internally using existing staff or contract with an outside firm. Due to the technical nature of the reviews, it is necessary for the college to seek a professional firm to provide these services. The types of work associated with the analyses include:

- Review of schematic design, design development and construction document design phases;
- Review of documents for completeness, coordination and compliance with appropriate codes;
- Conformance and compliance with State and County guidelines and procedures;
- Review of subgrade site investigations;
- Review of life cycle cost analyses;
- Review of cost estimates; and

- Review of supporting structural, mechanical and electrical design calculations.

Overall, the use of an outside agency to perform the reviews will expedite the process and improve the project schedule. The negative impact will be the costs associated with the reviews. The college is currently preparing a scope of work and getting quotes from constructability review firms recommended by DGS.

This process is particularly important with regard to this project as the architects are preparing the 50 percent construction documents. The college will obtain quotes from participating firms and contract for these professional services accordingly.

As design continues, discussions include finishes and material selections, as well as floor plan development. The development of plans continues for the reflected ceiling, interior elevations, partition types, structural, HVAC, and power and lighting. In addition, the architects are working with consultants to address the acoustical requirements for the programmed areas.

Following the completion of the 95 percent construction documents, college staff will submit for board of trustees' approval of the guaranteed maximum price (GMP), and approval by the Maryland Board of Public Works. Construction is scheduled to begin this spring 2007.

Meetings with the architects and contractors have taken place and the final furniture and equipment list was submitted to the state in early September. 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 move the project forward.

Parking Garage

The parking garage opened the week before classes began on August 21, 2006. The first 100 participants who parked in the garage received a coupon for use at the Galley or Starbucks, plus one individual (the 50th vehicle) received lawn seats for the Columbia Grand Prix on September 24, 2006.

Despite inclement weather throughout the months leading to the scheduled opening, the architects and contractors worked diligently to keep the project on schedule and be ready for use prior to the start of the fall semester. In addition, the architects developed a revised design for the bridge between the garage and the patio terrace on the adjacent building. Construction of the bridge will continue over the coming months and is expected to be completed by December 2006. Punchlist items are being developed for the garage and will continue following the completion of the bridge.

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;
- Ventilation upgrades for ST computer networking and engineering labs;
- Pathway development to Hickory Ridge building;
- Reconfiguration of ELB labs for entrepreneurial program;
- Nursing building restroom upgrades;
- Hickory Ridge wall partition and classroom utilization renovations;
- Hickory Ridge improved lobby area for continuing education; and
- Security cameras for parking lots.

II-F Board Member Comments

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

H-1 Issue Bin

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

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
Student Housing	Kathy Rensin

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

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

Recommendation:

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

H-2 Fiscal Year 2007 Board Calendar

Date	Event	Tentative Agenda Items	Trustees to Attend
September 27, 2006 Wednesday 7-9 pm	League of Women Voters Candidate Forum <i>Smith Theater</i>	<ul style="list-style-type: none"> Congressional / State's Attorney / Judicial 	NEW!
October 11, 2006 Wednesday 7-9 pm	League of Women Voters Candidate Forum <i>Smith Theater</i>	<ul style="list-style-type: none"> County Executive and County Council 	NEW!
October 11-14, 2006 Wednesday – Saturday	ACCT Annual Congress <i>Orlando, FL</i>	<ul style="list-style-type: none"> Trustees invited to attend Annual Association of Community College Trustees conference 	
October 16, 2006 Monday 12:30-1:30 pm	County Executive Candidates Forum <i>Smith Theater</i>	<ul style="list-style-type: none"> Candidates for County Executive have been invited to discuss their platforms. 	NEW!
October 18, 2006 Wednesday 7-9 pm	League of Women Voters Candidate Forum <i>Smith Theater</i>	<ul style="list-style-type: none"> State Senators and Delegates 	NEW!
October 23, 2006 Monday 12:30-3:00 pm	HCC Candidate Fair <i>Burrill Galleria</i>	<ul style="list-style-type: none"> Candidates running for Howard County elected office have been invited 	NEW!
October 25, 2006 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> Introduction of New Employees Recognition of Grand Prix Chair Informational Tour: Arts and Humanities Division 	
	Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> FY06 Audit Report and Response to Management Letter Approval of FY08 Capital Budget Report on Board End: Student and Stakeholder Focus Approval of FY08 Legislative Agenda 	

Date	Event	Tentative Agenda Items	Trustees to Attend
November 9, 2006 Thursday 12:30-1:30 pm	Student/Donor Luncheon <i>Kittleman Room</i>	<ul style="list-style-type: none"> Trustees Invited 	
November 15, 2006 Wednesday 12 noon	Audit and Finance Committee <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> Quarterly Sole Source Report (July 1, 2006 – September 30, 2006) Parameters of FY08 Operating Budget Salary & Benefits Recommendations Review of Salary Scales Tuition & Fees FY06 Single Audit 	
November 16, 2006 Thursday 8:00-10 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> Planning for Legislative Breakfast Review of HCC Legislative Agenda National Legislative Summit 	
November 29, 2006 Wednesday 6 pm	Work Session ----- Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> Introduction of New Employees HCCEF Annual Report Meeting with Auditors Recommendations on Sabbatical/Administrative Leave Report on Board End: Information and Analysis Approval of Legislative Agenda 	
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"> Trustees Invited Black Tie Event Open to all 	
December 5, 2006 Tuesday 3:30 – 6:00 pm	Annual Legislative Gathering <i>Kittleman Room</i>	<ul style="list-style-type: none"> Legislators Invited County Council and Executive Invited Students Invited Tour of Student Services Building 	
December 13, 2006 Wednesday 6 pm	Consent Items followed by Closed Session <i>Belmont</i>	<ul style="list-style-type: none"> Consent Items Only FY07 Presidential Mid-Year Evaluation 	

Date	Event	Tentative Agenda Items	Trustees to Attend
December 13, 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"> Review of FY08 Integrated Strategic Plan and Operating Budget 	
January 24, 2007 Wednesday 6 pm	Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> Approval of FY08 Integrated Strategic Plan and Operating Budget Trustees' Award 	
January 22, 2007 Monday 8:30 am	New Employee Recognition Breakfast <i>Burrill Galleria</i>	<ul style="list-style-type: none"> Trustees Invited New employees recognized 	
January 22, 2007 Monday 9:30 am	Winter Convocation <i>Smith Theatre</i>	<ul style="list-style-type: none"> Trustees Invited Welcome from Board Chair (10 am) 	
February 7, 2007 Wednesday 8:00-10 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> Progress of Annapolis Session Student Advocacy Day County Budget Process Legislative Summit 	
February 12-14, 2007 Monday – Wednesday	ACCT Legislative Summit <i>Marriott Wardman Park Hotel Washington, DC</i>	<ul style="list-style-type: none"> Meetings Arranged with Board Members and Maryland Delegation in DC 	
February 14, 2007 Wednesday 9 am – 1:30 pm	Maryland Community College Student Advocacy Day <i>Annapolis, MD</i>	<ul style="list-style-type: none"> FYI for Trustees 	
February 28, 2007 Wednesday 6 pm	Work Session Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> Introduction of New Employees Report on Board End: Faculty and Staff Focus FY06 Workforce Snapshot Honorary Degree Recipients 	

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

Date	Event	Tentative Agenda Items	Trustees to Attend
May 4, 2007 Friday 6:30 - 9 pm	Student Awards Banquet <i>Sheraton Columbia</i>	<ul style="list-style-type: none"> • Welcome from Board Chair • Trustees invited and participate in presenting awards 	
May 5, 2007 Saturday 6 pm	Fiesta Dinner <i>Dr. Duncan's Residence</i>	<ul style="list-style-type: none"> • Trustees Invited 	
May 9, 2007 Wednesday 12 noon	Audit and Finance Committee <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> • Quarterly Sole Source Report (January 1, 2007 – March 30, 2007) • Meeting with Auditors (FY07 Report) • Probable Bids for Summer 	
May 18, 2007 Friday 12 noon	Nursing Recognition Ceremony <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited 	
May 18, 2007 Friday 2:30 pm	Reception for Platform Party <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited 	
May 18, 2007 Friday 4 pm	Commencement <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> • Trustees Invited • Board Members Confer Degrees 	
May 23, 2007 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> • Introduction of New Employees • Informational Tour: TBD 	
	Regular Meeting	<ul style="list-style-type: none"> • FY09 Vision, Mission, Values and Beliefs and Strategic Initiatives and Goals • FY08 Faculty Appointments • Election of FY08 Board Officers • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting • MHEC Report on Indicators 	
	Closed Session <i>Kittleman Room</i>	<ul style="list-style-type: none"> • Review President's Contract 	

Date	Event	Tentative Agenda Items	Trustees to Attend
May 24, 2007 Thursday 12 noon	Annual Retiree and New Employee Recognition Lunch <i>Burrill Galleria</i>	<ul style="list-style-type: none"> Trustees Invited Reception to Honor College Faculty and Staff who Retired During FY07 	
May 24, 2007 Thursday 1:30 pm	Convocation <i>TBD</i>	<ul style="list-style-type: none"> Trustees Invited Welcome from Board Chair (1:30 pm) Recognition event for retired employees, degree recipients. New employees recognized at lunch. 	
May 24, 2007 Thursday 3:30 pm	Employee Appreciation Activity <i>TBD</i>	<ul style="list-style-type: none"> Trustees Invited Annual activity to thank employees for core & strategic work efforts and volunteerism 	
June 5, 2007 Tuesday <i>Time - TBD</i>	Board Retreat <i>Belmont</i>	<ul style="list-style-type: none"> Agenda – TBD 	

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.

H-3 Proposed Fiscal Year 2008 Capital Budget

Background: Attached is the preliminary draft of Howard Community College's proposed FY08 capital budget, which was reviewed by the audit and finance committee at its September 13, 2006, meeting. As the capital budget has developed and costs have increased over the past several years, capital funds are becoming more competitive. In an effort to highlight and promote the FY08 capital budget request, the audit and finance committee as well as college administration have proposed some innovative changes to this year's document. Some of the changes include changing the names of proposed facilities to more accurately reflect the academic programs they will house. Some projects previously grouped together have now been broken out and individually identified. Overall, the capital budget request represents a powerful document that justifies the overwhelming need for continued county and state support of the college's capital projects.

This draft is provided for the board of trustees' review and comment. The final proposed budget will be presented to the board for approval as a consent item at its October 25, 2006, meeting. The final document will then be submitted to the County Executive.

Purpose: To present the proposed FY08 capital budget.

Timeline: July 1, 2007 – June 30, 2008

Recommendation:

The administration requests that the board discuss the proposed projects in the FY08 capital budget. No board action is required at this time.



HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Proposed
FY 2008
Capital Budget**

Preliminary Board Review – September 27, 2006

10901 Little Patuxent Parkway

Columbia, Maryland 21044

**HOWARD COMMUNITY COLLEGE
Capital Budget
FY 2008**

BOARD OF TRUSTEES

Dr. Patrick L. Huddie, Chair

Mr. T. James Truby, Vice Chair

Mr. Roger N. Caplan

Ms. Roberta E. Dillow

Mr. Louis G. Hutt, Jr.

Ms. Katherine K. Rensin

**Dr. Mary Beth Tung
(on leave of absence)**

Dr. Mary Ellen Duncan, Secretary-Treasurer

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INTRODUCTION

The capital budget delineates the future projects planned as part of Howard Community College's facilities master plan. The renovation and new construction of campus facilities are critical components of this plan and are consistent with the college's strategic priorities. Justification for capital projects particularly involving new facilities construction is directly related to the college's enrollment growth. Typically, capital projects are planned using a ten-year student enrollment projection. The current enrollment and ten-year projected growth along with the State space allocation guidelines are then calculated and used in determining higher education space needs that are eligible for capital funding.

Each college is mandated to develop a facilities master plan which supports the institution's role and mission. The plan is required to cover a period of no less than ten years with a land use plan covering twenty years. In addition, it is suggested that the plan be updated every five years, whenever major changes occur in role and mission, or when changes occur in plan components which have significant facilities implications.

The college recently completed its new Facilities Master Plan in March 2006 covering the period 2005 through 2015. This plan will guide the facilities development and renovations of existing buildings and systems for the college. The advancement of the college's institutional plan and the development of a comprehensive strategy will direct the college's future facilities construction and renewals. A thorough examination of the college's academic programs, enrollment patterns, unique institutional characteristics, staffing trends, and instructional direction was conducted. The plan analyzes campus development data, land use, buildings and systems, campus development assets, and alternatives for capital projects. Existing buildings were scrutinized and the sequencing of renovations, deferred maintenance, and new construction, consistent with the college's programmatic changes and enrollment increases was proposed.

The new campus facilities master plan creates a roadmap for the college to follow in future years to accommodate its enrollment growth, making it an invaluable tool that will drive the college's future capital budget requests and help identify immediate and long-term needs. The new facilities master plan was adopted by the college's board of trustees and presented to the state on March 1, 2006 in accordance with the Code of Maryland Regulations, Title 13B.

Components of the facilities master plan are then summarized each year in the annual capital budget submissions to the county and State which also includes a five-year capital improvements program. The proposed FY 2008 capital budget request reinforces the overwhelming need for ongoing facilities construction and renewals on campus.

Howard has received outstanding capital support over the past five years from both the county and state to assist in the funding of facilities renewals and new construction. The primary justification is current and projected enrollment. Based on the college's growth trends for unduplicated headcount enrollment, the college is expected to grow by 26 percent over the next ten years.

The following chart illustrates current and projected growth trends by fiscal year:

Unduplicated Headcount Enrollment Credit and Non-Credit by Fiscal Year			
Fiscal Year	Credit	Non-Credit	Total Headcount
FY 2001	8,406	12,568	20,974
FY 2002	9,012	13,690	22,702
FY 2003	9,262	13,640	22,902
FY 2004	9,545	14,722	24,267
FY 2005	9,950	14,221	24,171
FY 2006	10,135	14,253	24,388
FY 2011 (Projected)	11,692	15,678	27,370
FY 2016 (Projected)	12,810	17,389	30,199
<i>Source: Planning Information System, Planning Research and Organizational Development, HCC Enrollment Projections 2006-2015 for MD Public Colleges and Universities, MHEC</i>			

The unduplicated headcount for FY 2006 was 10,167 for credit courses and 14,253 for non-credit courses, continuing education, and workforce development programs. The above table also includes a five-year projection using 15 percent increase for credit and 10 percent increase for non-credit; plus a ten-year projection using 26 percent increase for credit and 22 percent increase for non-credit.

While the college considers it critical to capture both credit and non-credit unduplicated enrollments for assessing current and future facilities needs, the Maryland Higher Education Commission (MHEC) currently reports and analyzes data from the fall semester enrollments only. The enrollment data is collected from all community colleges in the state and for reporting purposes, MHEC separates the data into two categories: 1) full-time students; and 2) part-time students. MHEC reports that the average growth rates at Howard Community College during the next ten years are projected to rise by 23 percent for full-time students but only 11 percent for part-time students. This is primarily due to the increase in part-time enrollments at the four-year institutions. Consistent with MHEC's forecast from last year, credit enrollments are expected to show a steady increase, but the non-credit enrollments are projected to level out over the next ten years.

Overall, the Maryland Higher Education Commission reports that there will be a sharp difference between the community colleges and the public four-year institutions in the growth rates by FY 2015. Community colleges are projected to rise by 23 percent while the four-year institutions are anticipated to rise by only 17 percent. Assumptions for these increases are based on state population projections, historical enrollments, trends in high school graduates, changes in per capita income, and tuition increases at public four-year institutions.

This data seems to be consistent with the statistics reported by the college's planning, research and organizational development office as well as with the Census Bureau and Howard County's Department of Planning and Zoning. The Census Bureau reports growth estimates providing regional and state comparisons. The Howard County Department of Planning and Zoning uses those data to produce the growth estimates based on new housing units and historic population patterns. Population growth is also estimated based on the type of units built, estimated household size, and vacancy rates.

Howard County has experienced enormous growth in its population, housing and economy. With its strategic location in the Baltimore-Washington corridor, the labor pool is large, educated, and diverse. Opportunities for continued growth are well documented with the migration of young families into the area, the rapid development of the local economy, and the development of new communities. The growth rates supported by population projections and census data for Howard County show that, while the natural

population increase and international migration increase have remained relatively constant, the internal migration has slowed. It is speculated that the domestic migration decrease could be a result of the limited supply of housing as well as the sharp increase in prices over the past years causing residents to relocate to counties further out where housing may be more affordable.

However, recent data published by the Howard County Department of Planning and Zoning report 1,650 completed housing units for this past year. This trend of more higher-density housing and less single family detached housing compared to past patterns are expected to continue based on available land and redevelopment activity. In addition, the amount of non-residential construction increased substantially last year. Building permits were issued for approximately 3.8 million square feet compared to the 1.7 million square feet the previous year. This is the greatest amount of annual construction ever reported and translates to an estimated 9,000 new jobs. The county is clearly in position for continued strong growth over the next several years.

It is important to identify new trends for growth projections and future planning as the county continues to show a steady annual growth rate. The county's growth rate over a 35 year period yields 4.5 percent which is higher than the State of Maryland which only grew by 4 percent. Even with the State of Maryland's 4 percent growth, it is ranked the 14th greatest in the United States for numbers of residents and 16th greatest in the United States for percentage growth.

Overall, Howard County's growth rate is higher than the Maryland average and in absolute numbers is ranked 6th in the state. Similar to last year, the greatest population increase remains in Montgomery County followed by Prince George's, Baltimore County, Frederick, Anne Arundel, and then Howard. The three jurisdictions continuing to lose population includes Baltimore City followed by Allegany and Dorchester counties. In general, the natural population increase was greater for the larger counties in proportion to size.

Furthermore, the college is working with the Howard County's Task Force for the Fort Meade expansion requirements of the Base Realignment and Closure Commission (BRAC). The BRAC effort is expected to bring an estimated 6,000 new jobs to the Howard County region. The impact of this growth is not reflected in any of the county's current planning data but the college is preparing to meet workforce requirements associated with the expansion of base personnel and contractors.

The college's existing curricula and training that correspond with the Fort Meade workforce expansion include information technology, network security, multimedia production, language instruction and management training. Growth at Fort Meade will require the college to expand its capabilities with these and other workforce training and certification requirements at the Charles Ecker Business Center, Laurel College Center, and main campus in Columbia. The agencies moving to Fort Meade are also seeking a site for management and leadership training which could potentially be offered at the Belmont Conference Center. However, the Center would need additional lodging and meeting capabilities to retain viability in meeting the potential future needs of the Fort Meade agencies for specialized training.

With the consistent population increase seen countywide, non-residential development, growing school enrollments, and other county efforts such as BRAC, the college has seen an increasing proportion of enrollments at the college both credit and non-credit. Therefore, the college has been forced to expand its physical space and renovate its existing buildings in order to accommodate these new students and the faculty and equipment necessary for them. The college is expected to continue its growth in order to serve the county and citizens of Maryland.

For facilities planning purposes, the unduplicated headcount is then translated into full-time day equivalent (FTDE) figures. The converted FTDE data in conjunction with approved space factors is the

basis for justifying campus space needs. Based on historical enrollment patterns, the county growth patterns supported by Howard County population projections and census data, and the rapidly growing high school enrollments, anticipated growth is projected from 2,812 FTDE students in FY 2006 to 3,562 FTDE in FY 2016 for a 27 percent increase.

State Participation

In FY 2007, the state approved funding for three projects: 1) construction funds for the renovation of the 'A' Building and Smith Theatre in the amount of \$9,774,000 (\$4,887,000 state share); 2) furniture and equipment funds for the new Student Services Building in the amount of \$2,040,000 (\$1,020,000 state share); and 3) construction funds for phase five of the athletic fields project in the amount of \$800,000 (\$400,000 state share). Continued state support will be necessary to manage growth in higher education, and specifically community colleges over the next decade. Efforts by the community college boards and presidents have secured additional funding for the community colleges in the capital budget over the past couple of years and the presidents will continue this endeavor for FY 2008. Community colleges will continue to serve the largest share of undergraduates during the next decade making state support critical.

County Participation

The college recognizes the limitations on the county's bond funding and has requested state funding on all eligible projects. However, it is mandated that 50 percent local participation be achieved to obtain the state match. Therefore, the college continues to pursue innovative funding alternatives for capital projects. The college's undertaking of a major capital campaign proved successful in significantly reducing the county's share for the arts and humanities building. In addition, the college has been able to coordinate alternative funding methods. With respect to the parking garage project, the county has agreed to float bonds on this project with the college repaying the county for the cost of construction through student fees. However, there is a limit to the burden that students can bear for capital projects and a limit to the dollars that can be raised from donors for capital projects. Continued county support is essential to manage and address enrollment growth.

Student Housing

In June 2004, the college completed a student housing market study. This study determined the level of demand by HCC students for on-campus housing and evaluated the opportunities and benefits that the campus might encounter if it introduced housing on campus. The results showed that students were willing to pay rent in amounts that would make the project financially viable and the demand for apartment-style housing was estimated at between 292 and 403 beds.

In light of this outcome, the college developed funding estimates based on an 86 unit/300 bed facility. Through the development of the facilities master plan, this estimate was reexamined in light of the construction market and unprecedented cost escalations. In addition, the consultants helped identify housing location options to be evaluated by proposed developers. Originally, an RFP was developed with the intent to seek potential bidders for this project shortly after the completion of the market study. However, with consideration to the severe parking deficit and new construction projects on campus, it was determined to be in the best interest of the college to temporarily suspend the student housing project. Now that the first garage is complete, the college will update its market study and report back to the board accordingly. The college understands that the county will not participate in the funding of this facility and is pursuing alternative funding methods through potential student housing developers.

Project Priorities

Current and new projects for this fiscal year are listed on page six. Priorities for these projects are set by the college's board of trustees. In addition, other immediate needs and future capital projects are identified at the end of this document and are supported by the college's facilities master plan.

Summary

Due to the consistent enrollment growth that the college has experienced over the last decade, the college must expand its physical space and renovate its existing buildings to accommodate new students and the faculty and equipment necessary to educate these students.

As previously noted, state space guidelines assist in determining higher education space needs that are eligible for capital funding. The space allocation guidelines are used to compute each college's maximum allowances for each type of space listed in the national Higher Education General Information Survey (HEGIS) Space Classification System. These guidelines are used by the state in evaluating individual construction projects as well as for long-range capital planning.

Capital projects are planned using a ten-year enrollment projection, which produces a FTDE student count. This count is used in conjunction with the on-campus weekly student contact hours (WSCH), and space factors as the basis for determining space needs. Based on the state's capital space allocation guidelines, the college is eligible for the new buildings proposed in the capital budget. As a result, the college was able to secure funding for three new buildings on campus.

However, **even after deducting these three buildings, the college continues to show a projected ten-year deficit of 252,481 NASF.** The Maryland Department of Legislative Services analysis of the FY 2007 Maryland Executive Budget includes a comparison of total net assignable square feet at Maryland Community Colleges. Their Exhibit 10 shows the inventory of academic space (classrooms, labs, offices, and study areas) and the percentage of need covered. The most pressing shortage is in the laboratory space, but even taking the total current need of all academic spaces, **Howard maintains the lowest percentage of all 16 community colleges in the state.** At only 59.19 percent of the academic need covered, Howard is the lowest followed by Carroll Community College at 64.61 percent and then Wor-Wic Community College at 68.36 percent.

The college's large space deficit truly emphasizes the seriousness of the college's campus deficiencies. HCC's capital needs are urgent and critical and a top priority for the board of trustees and president. In order to continue to carry out the mission and vision of the college, the proper infrastructure must exist. This means that current facilities must grow to support the college's customers — the citizens of Howard County and the State of Maryland.

PRIORITY OF FY 2008 CAPITAL PROJECT REQUESTS

Listed below are the capital project requests and priorities as approved by the board of trustees. Each of these projects is described in more detail in the sections that follow.

FY08 HCC Priorities	FY07 Priorities	HCC Project No.	HCC Project
High	High	M-0526	Parking Garages
High	High	M-0534	Renovations to "A" Building Instructional Space and Smith Theatre
High	High	M-0522	Safety, Compliance, and Facility Renewals <i>(formerly Campuswide Systemic Renovations)</i>
High	N/A	<i>(New)</i>	Campus Roadways
High	High	M-0533	Renovations to Vacated Student Services Areas (L & ST Buildings)
High	Moderate	M-0532	Medical Careers Building
High	High	M-0537	Belmont Conference Center
Moderate	Moderate	M-0536	Nursing Building Renovations
Moderate	Moderate	M-0538	Children's Learning Center
Moderate	Moderate	M-0512	Athletic & Fitness Center and Fields Renovations
Moderate	N/A	M-0528	HVAC Replacement and Upgrade
Moderate	Moderate	M-0535	Hickory Ridge Building Renovations
Moderate	Moderate	M-0539	Mathematics Building
Moderate	N/A	<i>(New)</i>	Science, Engineering, and Technology Building
Moderate	Moderate	<i>(New)</i>	Business/Computer Systems and Social Science/Teacher Education Building
Moderate	Moderate	<i>(New)</i>	Maintenance Building

PROJECT DESCRIPTIONS

FY 03 ARTS & HUMANITIES INSTRUCTIONAL BUILDING (PROJECT NUMBER M-0529)

Description

The purpose of this project was to design and construct an arts and humanities instructional building. Facilities were needed to specifically support the requirements of the performing and visual arts. In addition to classroom learning, the arts need to be experienced outside the classroom as well. Performing arts spaces must be appropriate to each discipline, and visual arts need exhibition and gallery space. The building has two major areas; one primarily instructional and the other will be a more public space, which will include performance, exhibition, as well as instructional space.

The performing arts disciplines include music, theatre, and dance, each with its own designated area. The visual arts areas encompass studio art, photography, and graphic/digital. And the Administrative Suite will include administrative and faculty offices, as well as individual instructional areas. Full-time and part-time faculty offices also serve as teaching studios for individual instruction. The vision was for offices to be near each other and close to the classrooms, studios and exhibition areas.

Finally, the entrance and lobby area serves as the main entry point to the building. It consists of high ceilings with natural light, and a glass front. The area has incandescent lighting and spotlights to highlight artwork and points of interest. The lobby will also be connected to the Smith Theatre and create an ambiance that sets the tone for the entire complex.

This facility also provided the college with the opportunity to further enhance the quadrangle that was initiated by the construction of the new instructional lab building. The final component of the quad will occur with the completion of the proposed student services building.

Justification

Student enrollment in the overall arts and humanities courses exceeds 11,000 student credit hours generated (SCHGs), close to 400 FTE per year. This represents a growth of 44 percent over the last eight years. Of the Arts and Humanities courses, the growth in the performing arts disciplines has been even more dramatic—108 percent over the last eight years. The performing arts disciplines generate over 4,500 SCHGs, over 150 FTE per year. Similarly, the music program has grown in student credit hours generated by over 40 percent with over 300 applied music students who take lessons throughout the year; and dance enrollment has increased a staggering 400 percent.

A strong learning community has developed in the arts disciplines. The college's needs include not just the new visual and performing arts center, but the renovation of the existing theatre and media arts areas in combination with the new building in order to create one complex for the arts.

Changes Since FY 2007

Based on the project development and the necessary equipment needed for the facility, the college requested additional funds to allow it to make owner changes that were required to be incorporated into the building in order to finish the project. A portion of the funds requested were approved by the county and the remaining requests were funded by the college.

Project Schedule and Cost Summary

There is no request for funding in FY 2008. Presented below is a summary of past funding for this project. The college has providing funds listed under the "Other" column. The source of funds was the HCC Educational Foundation, plant reserve fund, and student fees. The county has agreed to float the bonds on this project with the college repaying the county for 25 percent of the cost of construction.

Hence, through the college's capital campaign and student assessment, the college will pay \$4,157,000 of the construction costs for this project.

Year	Description	County	State	Other	CC Bonds	Total
FY03	Planning and Design – new building	\$0	\$693,129	\$1,146,871		\$1,840,000
	<i>FY03 Subtotal for Building</i>	<i>0</i>	<i>693,129</i>	<i>1,146,871</i>		<i>1,840,000</i>
FY04	Construction – new building	8,728,500	9,053,500	325,600		18,107,600
FY04	Construction – quad/sidewalks/roadway	293,500	587,500	293,400		1,174,400
	<i>FY04 Subtotal for Building</i>	<i>9,022,000</i>	<i>9,641,000</i>	<i>619,000</i>		<i>19,282,000</i>
FY05	Construction – new building steel escalation	450,000	0	448,431		898,431
FY05	Computer/AV Equipment/Other – bldg	37,000	0	0		37,000
FY05	Furniture and Equipment – new building	1,095,000	985,000	0		2,080,000
	<i>FY05 Subtotal for Building</i>	<i>1,582,000</i>	<i>985,000</i>	<i>448,431</i>		<i>3,015,431</i>
FY06	Construction – new building (see above)	(4,157,000)	0	0	4,157,000	0
	<i>FY06 Subtotal for Building</i>	<i>(4,157,000)</i>	<i>0</i>	<i>0</i>	<i>4,157,000</i>	<i>0</i>
FY07	Design – additional funds	7,150	0	7,150		14,300
FY07	Construction – additional project costs	426,416	0	426,416		852,832
FY07	Construction – add alternates	384,973	0	384,972		769,945
FY07	Furniture and Equipment – additional needs	181,461	0	659,462		840,923
	<i>FY07 Subtotal for Building</i>	<i>1,000,000</i>	<i>0</i>	<i>1,478,000</i>		<i>2,478,000</i>
Total		\$7,447,000	\$11,319,129	\$3,692,302	\$4,157,000	26,615,431

FY 06 PARKING GARAGES (PROJECT NUMBER M-0526)

Description

This project includes part of the arts and humanities instructional building project number M-0529 but is being broken out as a separate line item for tracking purposes. The original planned parking lot as part of the arts and humanities instructional building project consisted of a 300 space surface lot. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, the college determined that construction of a parking deck was more feasible than additional surface parking lots. And due to the severe parking shortage on campus, the 300 space facility was increased to 518 parking spaces.

In addition to the garage noted above, the college is proposing the construction of two more parking facilities. These have been identified as immediate needs in the revised facilities master plan. The second garage will be adjacent to the Hickory Ridge Building, and the third garage will be adjacent to the English, Language, Business (ELB) Building.

Justification

Even with the completion of the first parking garage on campus, the college is experiencing significant parking shortages. With the construction of the arts and humanities building and now the student services building, the parking deficit is compounding. With consideration to future development on campus, the most feasible solution is to construct more parking decks. After extensive discussions regarding innovative funding alternatives, the county agreed to float bonds for the college on this project. The college will repay the county with the revenue from student fees. The revised building fee for students was increased to cover facilities.

Changes Since FY 2007

As previously noted, one of the most critical areas on campus is the parking shortage. Even after the completion of the college's first parking garage containing 518 spaces, the college parking deficit remains at 1,304 spaces. With consideration of future infrastructure and campus expansion, the college must address its parking issues before its facility development and renewals. Discussions with the county regarding funding of the parking deck have taken place and the college will continue to pursue alternative funding options to help alleviate this on-going problem by utilizing a proposed county redevelopment authority or a private developer.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. The college will provide funds listed under the "Other" column, initially. The county has agreed to float the bonds on this project with the college repaying the county for the cost of construction. The garage associated with the arts and humanities building was funded in the amount of \$7,231,000 for FY 2006. Future requests are identified below.

Year	Description	County	State	Other	CC Bonds	Total
FY04	Design – parking garage	\$0	\$0	\$263,000		\$263,000
FY05	Construction – parking garage	0	450,000	0		450,000
FY06	Design – additional funds garage	0	0	44,500		44,500
FY06	Design – addt'l funds ped bridge	0	0	11,500		11,500
FY06	Construction – parking garage	0	0	0	7,231,000	7,231,000
FY07	Construction – parking garage	0	0	0	700,000	700,000
FY07	Construction – parking garage	0	0	0	(375,000)	(375,000)

Year	Description	County	State	Other	CC Bonds	Total
FY08	Construction – pedestrian bridge	300,000	0	0	300,000	600,000
	<i>Subtotal for Garage at A&H</i>	<i>300,000</i>	<i>450,000</i>	<i>319,000</i>	<i>7,856,000</i>	<i>8,925,000</i>
FY07	Design – 750 space garage HR	0	0	0	1,213,000	1,213,000
FY08	Construction Phase 1 – 550sp HR	5,830,000	0	0	5,830,000	11,660,000
FY09	Construction Phase 2 –200sp HR	2,120,000	0	0	2,120,000	4,240,000
	<i>Subtotal Garage at Hickory Ridge</i>	<i>7,950,000</i>	<i>0</i>	<i>0</i>	<i>9,163,000</i>	<i>17,113,000</i>
FY13	Design – 750 space garage ELB	615,000	0	0	615,000	1,230,000
FY14	Construction – 750sp garage ELB	7,835,000	0	0	7,835,000	15,670,000
	<i>Subtotal for Garage at ELB</i>	<i>8,450,000</i>	<i>0</i>	<i>0</i>	<i>8,450,000</i>	<i>16,900,000</i>
Total		\$16,700,000	\$450,000	\$319,000	\$25,469,000	\$42,938,000

FY 04 STUDENT SERVICES BUILDING (PROJECT NUMBER M-0530)

Description

The purpose of this project was to design and construct a student services building of 103,770 gross square feet and 62,465 net assignable square feet. The building provides a one-stop shop approach for students to receive a variety of services, including academic support, admissions and advising, counseling, registration, financial aid, career services, student support services, testing, tutoring, business office, bookstore services, and dining services. Prospective students are able to go directly to the Welcome Center, where they can obtain all necessary information about entering the college in one convenient location. Lounge and study space for both individual and group study are also available. And the development of the quad was finally completed with the construction of this new building.

Justification

The college had envisioned the creation of a one-stop shop facility for students where they can do a number of enrollment activities at one time with students being able to apply, test, register, and seek financial aid in one location. The current facilities for student services functions were inadequate and could not effectively serve the needs of the college or students.

The plans for the new student services building created a central location of services for enrolled students and prospective students, offering a one-stop shop approach for its students to make the enrollment process seamless.

Renovations to Existing Buildings

The college will need to renovate the vacated areas of the campus to provide additional classroom space for new and expanded course offerings. Renovations are required to the James Clark, Jr. Library Building as well as the necessary modifications to the science and technology building and student activities areas.

Changes Since FY 2007

As college staff finalized the furniture and equipment needs for this new facility, the original equipment budget remained fairly consistent with only a slight increase using the standard inflation factor. However, during the FY 2007 capital budget process, the county reduced its allocation for the student services building furniture and equipment. Because of this, the college requested that \$530,000 of the savings from project number M-0525 be transferred to the student services project number M-0530 to cover the furniture needs. The county agreed and approved an amendment to the budget.

Project Schedule and Cost Summary

There is no request for funding in FY 2008. Presented below is a summary of past funding for this project.

Year	Description	County	State	Other	Total
FY04	Planning and Design – new building	\$720,000	\$721,000	0	\$1,441,000
FY05	Planning and Design – expanded dining area	67,000	67,000	0	134,000
FY06	Construction – new building	12,325,000	12,325,000	0	24,650,000
FY07	Furniture and Equipment – new building	1,020,000	1,020,000	200,000	2,240,000
FY07	Funds reallocated from ILB for furniture	530,000	0	0	530,000
	Total	\$14,662,000	\$14,133,000	\$200,000	\$28,995,000

FY 05 RENOVATIONS TO “A” BUILDING INSTRUCTIONAL SPACE/SMITH THEATRE (PROJECT NUMBER M-0534)

Description

The purpose of this project is to design and renovate the “A” building and Smith theatre of approximately 32,700 net assignable square foot and 51,750 gross square feet. This renovation will complete the necessary modifications needed for the media arts area which is the remaining discipline of the arts and humanities division. The arts and humanities areas are grouped into four major areas: performing arts, visual arts, media arts, and administrative support. Of the four areas described above, performing arts, visual arts, and the administrative areas are housed in the new arts and humanities instructional building while media arts will consolidate to the vacated areas in the existing “A” building. The entrance to the building will be planned with aesthetics in mind and allow for the gathering of people as well as easy access for handicapped individuals.

Renovations to Existing Building

Following the move of visual and performing arts to the new building, the college will need to renovate the vacated areas to provide additional classroom space for expanded course offerings and address current enrollment growth. These renovations will also include the development of the media arts wing, the TV studio, the expansion of senior administration areas, the Smith Theatre and lobby, and the remaining arts and humanities spaces.

Media Arts Wing – this will include video production, mass media, film, and public speaking. Facilities would need to specifically support the individual requirements of these specialized instructional disciplines. This wing needs video production, screening, and TV studio space and should be located near the multimedia labs of the commons area. The mass media and film courses could be taught in these labs. Public speaking would need a room that has built-in video recording and playback and a public address system. The central unit in this wing would be the TV studio. The video production program would use the TV studio for hands-on learning. Students would produce their own cable TV programs as part of their curriculum. The video production courses would need an edit suite with at least six edit systems and a video instructional lab with TV production equipment. The TV studio suite design should include two studios, five edit suites, tape storage, production support areas, and production offices.

Currently, the TV studio is not soundproofed making it virtually unusable for production when other events are scheduled in adjacent areas. Ceiling clearance is not sufficient for proper TV lighting instruments and the office space and other support and storage space is also inadequate. The need for space for the tape library has greatly increased, as will the future need to accommodate equipment for new technologies.

Senior Administration Areas – these modifications will be minor and will include the expansion of some areas to accommodate current and projected staff needs. Many offices are showing significant deficits in office space, meeting rooms, and storage areas. The necessary renovations will allow those departments to expand following the move into the new arts and humanities instructional building.

Smith Theatre and Remaining Arts and Humanities Areas – the areas associated with the Smith Theatre will be renovated and strategically planned in coordination with the newly constructed arts and humanities building. These spaces include support rooms, storage, concessions, ticket offices, drafting rooms, theatre assembly areas, control rooms, shops, and dressing rooms. Modifications to these areas are included as vital components to the project and will complete the vision of the entire complex.

Entrance and Lobby Development – while current lobby was expanded to accommodate the seating capacity when programs are dismissed, it still must be renovated with the development of this project.

The Smith Theatre lobby will be strategically planned with the inclusion of the new arts center. Special consideration will be given to the design and modifications necessary to connect the Smith Theatre lobby and the new arts and humanities instructional building. This area will serve as the entrance to the building and will consist of a high ceiling or higher space area with natural light. The area will have areas with incandescent lighting and spotlights to highlight artwork and points of interest. It is envisioned that the lobby connected to the Smith Theatre will create an ambiance that sets the tone for the entire complex.

Future technology is moving towards instruction on demand, which can involve using online self-paced instruction as well as CD and digital technologies. To continue to develop these technologies at the college and to enable the community to access them is of utmost importance. More media labs for teaching multimedia techniques and the development of multimedia products are imperative.

Justification

Student enrollment in the overall arts and humanities courses exceeds 11,000 student credit hours generated (SCHGs), close to 400 FTE per year, and represents a growth of over 44 percent. Similar to the performing arts disciplines, the visual and media arts are severely hindered with regard to growth because of the lack of sufficient facilities.

In addition to the need for additional space, the current arts facilities are extremely inadequate. All media arts teaching facilities have been adapted from otherwise designed space. The result is that none of the teaching facilities in the existing building are adequate, especially in the area of soundproofing, room size and ceiling height, and quality and control of lighting. In order to provide the appropriate facilities for video production, mass media, film, public speaking, and other media arts instruction, renovations are essential.

Changes Since FY 2007

The planning and design phase of this project is underway and the construction management at risk firm has been selected. Construction is expected to begin early Spring 2007 with a twelve month construction schedule. Due to the volatile construction market, the escalation costs associated with this project were higher than the preliminary estimates. Therefore, the college is requesting supplemental construction funds in addition to furnishings. The furniture and equipment list has been prepared in preparation for the FY 2008 funding request. As college staff finalized the furniture and equipment needs for this renovation project, the original budget remained fairly consistent with only a slight increase using the standard inflation factor.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY05	Planning and Design – vacated space	\$0	\$380,000	\$0	\$380,000
FY06	Planning and Design – vacated space	380,000	0	0	380,000
FY07	Construction – vacated space	4,887,000	4,887,000	0	9,774,000
FY08	Construction – vacated space	4,000,000	0	0	4,000,000
FY08	Furniture and Equipment – vacated space	790,000	790,000	0	1,580,000
Total		\$10,057,000	\$6,057,000	\$0	\$16,114,000

FY 95 SAFETY, COMPLIANCE, AND FACILITY RENEWALS (FORMERLY CAMPUSWIDE SYSTEMIC RENOVATIONS PROJECT NUMBER M-0522)

Description

This project was formerly known as Campuswide Systemic Renovations. Over the last decade, however, the project has evolved to much more than merely improvements to the college’s physical plant. Recently, the state transitioned from the BOCA building code to the 2000 International Building Code (IBC); while the county has adopted the 2003 IBC. With the implementation of new state and county codes, stringent ADA compliance, and critical deferred maintenance and facility renewals, this project has been appropriately renamed.

Justification

Below are the necessary projects for compliance with current safety standards and codes:

FY 2006	Phased installation of campuswide security access/camera control system/rekeying	250,000
	Phased resurfacing of campus parking lots and roadways - Hickory Ridge Lot	115,000
	Repair exterior masonry crack near parapet link to Galleria	20,000
	Phased public rest room upgrades	100,000
	Phased deferred maintenance per Building Assessment Study	100,000
	Carpeting replacements	80,000
	Interior improvements (classrooms, offices, and other)	125,000
	ADA renovations	<u>65,000</u>
	Total	\$855,000
FY 2007	Phased installation of campuswide security access/camera control system/rekeying	100,000
	Phased resurfacing of campus parking lots and roadways – Plant Operations Lot	85,000
	Phased public rest room upgrades	104,000
	Phased deferred maintenance per Building Assessment Study	100,000
	Carpeting replacements	83,000
	Interior improvements (classrooms, offices, and other)	260,000
	ADA renovations	<u>68,000</u>
	Total	\$800,000
FY 2008	Phased installation of campuswide security access/camera control system/rekeying	270,000
	ADA renovations	71,000
	* IT Modifications and Upgrades	300,000
	Phased public rest room upgrades	108,000
	Phased deferred maintenance per Building Assessment Study	312,000
	Carpeting replacements	86,000
	Interior improvements (classrooms, offices, and other)	135,000
	Landscape Plan development	<u>100,000</u>
	Total	\$1,382,000
FY 2009	Phased installation of campuswide security access/camera control system/rekeying	281,000
	ADA renovations	74,000

** NOTE: IT Modifications and Upgrades will be a separate project in the next budget book.*

	<i>* IT Modifications and Upgrades</i>	<i>300,000</i>
	Phased public rest room upgrades	112,000
	Phased deferred maintenance per Building Assessment Study	324,000
	Carpeting replacements	89,000
	Interior improvements (classrooms, offices, and other)	<u>140,000</u>
	Total	\$1,320,000
FY 2010	Phased installation of campuswide security access/camera control system/rekeying	292,000
	ADA renovations	77,000
	<i>* IT Modifications and Upgrades</i>	<i>300,000</i>
	Phased public rest room upgrades	116,000
	Phased deferred maintenance per Building Assessment Study	337,000
	Carpeting replacements	93,000
	Interior improvements (classrooms, offices, and other)	<u>146,000</u>
	Total	\$1,361,000
FY 2011	Phased installation of campuswide security access/camera control system/rekeying	303,000
	ADA renovations	80,000
	<i>* IT Modifications and Upgrades</i>	<i>300,000</i>
	Phased public rest room upgrades	120,000
	Phased deferred maintenance per Building Assessment Study	350,000
	Carpeting replacements	97,000
	Interior improvements (classrooms, offices, and other)	<u>152,000</u>
	Total	\$1,402,000
FY 2012	Phased installation of campuswide security access/camera control system/rekeying	315,000
	ADA renovations	80,000
	<i>* IT Modifications and Upgrades</i>	<i>300,000</i>
	Phased public rest room upgrades	125,000
	Phased deferred maintenance per Building Assessment Study	364,000
	Carpeting replacements	101,000
	Interior improvements (classrooms, offices, and other)	<u>152,000</u>
	Total	\$1,437,000

Changes Since FY 2007

Following the Building Assessment Study and the examination of critical campus systems, the college has continued with its deferred maintenance budget using an annual four percent inflation factor. The Building Assessment Study completed in June 2005, provided the college with a campuswide audit of all building systems including mechanical, electrical, structural, plumbing, and life safety.

It is a valuable tool to assess new and existing systems and determine building efficiency, as well as incorporate the database system that yields deferred maintenance lists that can be used as justification for building renovations. The goal of this assessment was to develop a deferred maintenance schedules that will ultimately reduce operating costs and increase building efficiency.

** NOTE: IT Modifications and Upgrades will be a separate project in the next budget book.*

Other FY 2007 projects included security access control systems, interior improvements for classrooms, restrooms and offices, as well as modifications to meet ADA compliance. Projects proposed for FY 2008 include phased installation of campuswide security access and camera control system, development of the landscape plan, upgrades for public restrooms, deferred maintenance, and additional ADA modifications.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. Funds listed under the “Other” column will be provided by the college. The source of funds is the Plant Reserve Fund and student fees.

Year	Description	County	State	Other	Total
FY05 & prior	Construction/Equipment	\$4,446,000	\$1,178,000	\$300,000	\$5,924,000
FY06	Construction/Equipment	855,000	0	0	855,000
FY07	Construction/Equipment	400,000	0	400,000	800,000
FY08	Construction/Equipment	1,382,000	0	0	1,382,000
FY09	Construction/Equipment	1,320,000	0	0	1,320,000
FY10	Construction/Equipment	1,361,000	0	0	1,361,000
FY11	Construction/Equipment	1,402,000	0	0	1,402,000
FY12	Construction/Equipment	1,437,000	0	0	1,437,000
Total		\$13,378,000	\$1,178,000	\$700,000	\$15,256,000

*** NOTE: IT MODIFICATIONS AND UPGRADES WILL BE BROKEN OUT AS A SEPARATE PROJECT IN THE NEXT CAPITAL BUDGET BOOK PRESENTED AT THE OCTOBER BOARD MEETING.**

FY 08 CAMPUS ROADWAYS (NEW PROJECT)

Description

This project was previously included as part of the Campuswide Systemic Renovations project. As the campus has grown to accommodate the college's significant enrollment growth and three new buildings were approved by the state and county, the college's roadway infrastructure has not kept pace with the new construction. With the severe parking shortage on campus, the college recently constructed a 500 space parking garage. In addition to this garage, the college is proposing the construction of two more parking facilities. The inclusion of parking garages on campus as well as the new construction and increased usage force the college to upgrade its campus roadways and address necessary changes to vehicular and pedestrian traffic patterns.

Currently, the college has three vehicular access points along two major roads. The main entrance off Little Patuxent Parkway is heavily wooded and is also obscured by the ELB parking lot. There are also limited street signs telling of the approach to the campus. The secondary entry point exists off Hickory Ridge Road of which there is no signage alerting the driver's arrival at the campus. This entrance is also begin utilized more as the main entry becomes more congested. The third entry in the form of a right-in and right-out is east of the main entrance on Little Patuxent Parkway. This entrance is primarily used for access to the new parking garage as well as deliveries to main receiving. Generally, visibility from Little Patuxent Parkway is very limited with few site lines and the access off Hickory Ridge Road is inadequate. While the traffic circle functions well for vehicles, it can be difficult to determine where to go. And while the internal campus road functions well for automobiles, there are pedestrian conflicts at two locations. The campus roadway upgrades and modifications have been identified as immediate needs in the revised facilities master plan.

Justification

Since construction began in 2001 on the first instructional building, the college's roadways have endured significant abuse by construction vehicles in addition to the everyday wear and tear from the college community. The college must upgrade its campus roadways to provide safe driving conditions and address state and local codes and compliance. The revised facilities master plan recommends a new campus road layout that keeps automobile traffic on the periphery of the campus leaving a car-free learning environment. There will then be four entry points celebrated with signage, a change in paving materials, crosswalks, and other physical language telling of the entrance to an education institution. Pick-up and drop-off points are planned along with new transit patterns to keep the buses from traveling through the parking lots. Improvements to the service road as well as modifications to the traffic circle are the most immediate needs. The circle must be reconstructed in accordance with county design standards for a single-lane roundabout with mountable curbs enabling movement of buses and trucks.

Changes Since FY 2007

As part of the facilities master plan, the college required the consultants to evaluate the vehicular and pedestrian traffic. The study yielded recommendations for roadway improvements and modification on campus. As previously noted, one of the most critical areas on campus is the parking shortage and second to the parking is the condition of the campus roadways to those parking areas. This is a critical area that must be maintained in order to access to the college.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY08	Design/Construction—improve service road & circle	\$520,000	\$0	\$0	\$520,000
FY09	Design/Construction—phased roadway resurfacing	225,000	0	0	225,000
FY10	Design/Construction— phased roadway resurfacing	230,000	0	0	230,000
FY11	Design/Construction— phased roadway resurfacing	240,000	0	0	240,000
FY12	Design/Construction— phased roadway resurfacing	250,000	0	0	250,000
	Total	\$1,465,000	\$0	\$0	\$1,465,000

FY 06 RENOVATIONS TO VACATED STUDENT SERVICES AREAS – L & ST BUILDINGS (PROJECT NUMBER M-0533)

Description

Once the space that is currently occupied by the student services area is vacated, renovations will need to occur in the James Clark, Jr. Library, student activities (SA), and science and technology (ST) buildings to provide new classroom space and adequate office space for the remaining staff and faculty. The vacated space totals 26,218 NASF which consists of 16,091 NASF contained in the library building, 9,831 NASF in the ST building, and 296 NASF in the SA Building. Of the three buildings to be vacated, the first project is the James Clark, Jr. Library renovations followed by the renovations to the ST/SA buildings. The second floor of the library building which houses the library and learning centers, will undergo modifications to allow for improved computer access and to accommodate other technological advances that are currently used in the learning resource center spaces. Therefore, the space to be renovated in the James Clark, Jr. Library Building including the vacated space on the first floor plus the second floor totals 53,890 NASF.

Justification

The college needs to renovate the vacated areas of the campus to provide additional classroom space for new and expanded course offerings as well as improved offices and student services areas. Library building renovations will be required to ensure that the library continues to provide quality services to the college community and to the community at large, including online access to library services. Other areas requiring consideration include the Information Technology department currently housed on the first floor, and the Wellness Center located in the Student Life area. Both these areas must be examined during the design phase of the library building renovations. Additionally, with the continued enrollment growth and the full-time day student population increasing, there has been a growing interest to expand student clubs and organizations. Renovations will also be necessary for the student activities area in order to respond to student requests to have meeting space for their clubs.

For the first phase of this project which will be the renovations to the James Clark, Jr. Library Building, the project is proposed to correct several facilities problems which include: (1) the renovation of the vacated space following the move into the new student services building; (2) the expansion of the science and technology disciplines including life sciences, wireless technology, biomedical engineering, engineering transfer, and photonics; (3) the necessary improvements to the library and cultural center; (4) the consolidation of instructional areas; (5) the consolidation of administrative spaces and functions; and (6) the upgrading and/or replacement of building systems including Federal Pacific Energy equipment, HVAC, electrical, telecommunications, ADA accessibility, security structures, rest rooms, and elevators.

The current facilities are extremely inadequate and overcrowded with few amenities in a single area. The essential components of this project are to renovate the vacated spaces in order to provide additional instructional space, and to provide the needed modifications to the existing library. In order to serve both prospective and current students adequately, the college needs to expand the space relocating key services and renovating the vacated spaces which will be converted into much needed classroom, lab, office, and service areas.

The vacated areas must be renovated following the construction and move into the new student services building. Phase one of this project is scheduled to begin with the planning for the renovations to the James Clark, Jr. Library Building in FY 2007, followed by phase two which is scheduled to begin in FY 2010 with the modifications to the ST and SA buildings. Staff will be developing the facilities program and educational specifications for the ST/SA renovations this year in preparation for design in FY 2009. Renovations to the library, ST and SA buildings are required to ensure that the college continues to provide quality services to the community.

Changes Since FY 2007

The state awarded the design phase for this project in FY 2006, however the county share was not funded until FY 2007. With the planned move into the new student services building, it is urgent to start the design of the vacated spaces. Based on the new proposed schedule, construction is scheduled to begin in FY 2008, followed by the furniture and equipment request in FY 2009. This project is critical in order to bring the library building up to current standards.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY06	Planning and Design–vacated space Clark library building	\$0	\$615,000	0	\$615,000
FY07	Planning and Design–vacated space Clark library building	615,000	0	0	615,000
FY08	Construction – vacated space Clark library building	7,110,000	7,110,000	0	14,220,000
FY09	Furniture – vacated space Clark library building	720,000	720,000	0	1,440,000
FY09	Planning and Design–vacated space ST/SA buildings	660,000	660,000	0	1,320,000
FY10	Construction – vacated space ST/SA buildings	6,400,000	6,400,000	0	12,800,000
FY11	Furniture – vacated space ST/SA buildings	600,000	600,000	0	1,200,000
Total		\$16,105,000	\$16,105,000	\$0	\$32,210,000

FY 10 MEDICAL CAREERS BUILDING (PROJECT NUMBER M-0532)

Description

The purpose of this project is to design and construct a medical careers building of approximately 95,000 gross square feet. One factor in identifying the academic thrust of an institution is the distribution of student participation among disciplines. The college offers a wide variety of high quality programs and learning opportunities to help build a vibrant community and assist students in discovering their unique strengths and achieving their goals. Of the nine instructional divisions at the college, health sciences has seen a dramatic increase in enrollment over the last decade. This new building will provide the facilities necessary to prepare students for a career in health sciences.

Justification

Interest in health sciences and medical careers has increased significantly. Maryland projects the greatest job-growth in the nursing and allied health fields. The supply of graduates from Maryland postsecondary health care programs was less than 60 percent of the occupational demand projected in fiscal year 2002. The gap between demand and supply continues for the top demand healthcare occupations. (Report of Maryland's Top Demand Healthcare Occupations -- Projected Demand and Reported Supply Provided by Maryland Higher Education Institutions, February 12, 2004).

Maryland is facing an unprecedented nursing crisis. The Maryland Department of Health and Mental Hygiene has designated both licensed practical nurse (LPN) and registered nurse (RN) as health occupation shortage areas. A confluence of factors has brought about this shortage, including increased numbers of patients seeking care; increased acuity of patients admitted to hospitals; greater variety of careers open to women; the aging of the current nursing workforce; and gender stereotyping that portrays nursing as a "female" occupation.

In 2005, the vacancy rate for registered nurses in Maryland was 14.5 percent, indicating a shortage of approximately 18,000 RNs. The rate for licensed practical nurses or LPNs was 13.1 percent. These staggering numbers actually represent a decline as RN vacancy rates were at their highest ever in 2001 at 15.6 percent. This decrease may be attributed to short-term strategies implemented by hospitals, such as hiring bonuses and the use of nurses from temporary agencies, rather than long-term improvements in the situation. The downturn in the economy has also played a role, bringing some nurses out of retirement and causing others to delay retirement. Nevertheless, the University of Maryland, Baltimore's Center for Health Workforce Development predicts that Maryland's unfilled need for nurses will continue to hover around 17,000 through 2012.

Currently, the health sciences division offers programs including cardiovascular technology, health care, health education, physical education and wellness, and nursing. Enrollments over the last nine years have increased dramatically, showing a 29 percent increase in nursing disciplines and a 75 percent increase in cardiovascular programs. Projections for these disciplines show an overall growth in weekly student contact hours (WSCH) of 120 percent over ten years.

Two new programs were added to the college's curriculum: (1) a mid-year admissions nursing program; and (2) an accelerated twelve-month associate degree in nursing program. In addition, the college maintains an articulation agreement with Anne Arundel Community College for its Radiologic Technology program. Currently, students complete all general education requirements at HCC, attend lectures and laboratory facilities located at Anne Arundel Community College, and perform their clinical experiences in the Howard County region. However, as Anne Arundel continues to expand its program, they may no longer be able to accommodate the HCC students.

This proposed facility will provide the necessary space to support the health sciences, allied health, and medical careers disciplines. It will provide the needed instructional lab space and related administrative support functions. Specific areas include classrooms, lecture hall, meeting room, general class labs, specialized class labs, administrative areas, faculty offices, and building support areas. It will also house a central utility plant that will provide the physical connectivity of utilities and allow for future expansion and development of the south end of campus and is supported in the college's ten-year facilities master plan.

These programs as well as others associated with the Mid-Maryland Allied Healthcare Education Consortium, provide further justification for the immediate need of this facility. Based on the current and projected headcount, the current facilities are severely inadequate. The college must expand its physical space and renovate its existing buildings and utility services in order to accommodate its students.

Renovations to Existing Buildings

The college will need to renovate the vacated areas of the campus to provide additional instructional classrooms, lab space, and administrative space. Renovations to the nursing building will be required to ensure that the college continues to provide quality services for the community including the newest technological advances.

Changes Since FY 2007

This project has appeared in the capital budget book for several years under future capital projects originally as an Allied Health and Science Building and is now more appropriately renamed as the Medical Careers Building. With consideration to debt capacities and funding limitations as both the county and state, the college decided to propose two smaller buildings as opposed to one large facility. The Medical Careers Building is being proposed for funding in FY 2008 while the Science, Engineering, and Technology Building is being proposed in FY 2010, this reducing the annual capital request as shown below. With the significant increase in enrollments and the demand experienced for these programs, it was imperative to move this project forward and identify this building as an immediate need. The facilities program and educational specifications was completed in Spring 2006 and submitted to the state along with the funding request for FY 2008.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY08	Planning and Design – new building	\$1,607,000	\$1,607,000	\$0	\$3,214,000
FY09	Construction – new building	17,225,000	17,225,000	0	34,450,000
FY10	Furniture and Equipment – new building	1,250,000	1,250,000	0	2,500,000
Total		\$20,082,000	\$20,082,000	\$0	\$40,164,000

FY 11 NURSING BUILDING RENOVATIONS (PROJECT NUMBER M-0536)

Description

Once the space that is currently occupied by health sciences is vacated, renovations will need to occur to the nursing building of 33,097 gross square feet and 18,410 net assignable square feet. Renovations to classroom space and meeting space are necessary to allow for additional classroom and lab space as well as administrative areas.

Justification

Following the move into the new allied health building, the college will be required to renovate the existing nursing building. This building is the second oldest building on campus, constructed in 1976. The building is divided by a central circulation corridor which is flanked by classrooms to the north and south. This allows for circulation in both directions, however, students are forced to sit and stand in the corridors waiting for classes to exit. Although the college has been diligent in providing minor renovations to individual classrooms and labs, instructional programs scheduled in this facility are sharing the classroom and lab spaces. It is clear that the current nursing building cannot support the demand for additional instructional spaces and that the building is being used to its maximum capacity. The college must expand its physical space and renovate its existing buildings and utility services in order to accommodate its students and employees.

Renovations to Existing Buildings

The college will need to renovate the vacated areas of the campus to provide additional classrooms, labs, and administrative spaces. Due to the location of the nursing building, it is a perfect opportunity to address the unmet needs in the administration area. With the nursing building attached to the administration building, the college can consolidate areas and allow for the overflow of administrative offices into the nursing building. Renovations to the nursing building will be required to ensure that the college continues to provide quality instruction and outstanding customer services to its community.

Changes Since FY 2007

This project is critical following the move into the new allied health building. Similar to the changes seen with the allied health disciplines, the significant increase in enrollments and the on-going need for additional space, force the college to move this project to forefront and identify this building as a critical need for funding in FY 2009.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY09	Planning and Design	\$320,000	\$320,000	\$0	\$640,000
FY10	Construction	3,178,000	3,178,000	0	6,356,000
FY11	Furniture and Equipment	450,000	450,000	0	900,000
Total		\$3,948,000	\$3,948,000	\$0	\$7,896,000

FY 08 CHILDREN’S LEARNING CENTER (PROJECT NUMBER M-0538)

Description

This project is included to support the Teacher Education, Early Childhood Education, and Early Childhood Development programs. The original center was constructed with an area consisting of approximately 4,400 square feet of “shell space”. The proposed renovation will complete the unfinished shell space and provide the addition of interactive instructional teaching labs. The college is seeking funds to complete the shell space as instructional areas for its students, staff and faculty.

Justification

This 12,000 GSF facility has maintained the shell space area since its inception in 2000. With the significant space deficit in classrooms and labs on campus, it is crucial to finish this space and utilize all areas of the college. Currently, the state does not fund space associated with revenue generating child care centers, however, with the academic component associated with this space and the current total classroom and lab deficit of 120,621 net assignable square feet, the college is pursuing state and county assistance to finish this area for academic use. The current facilities problems include insufficiency of space for instructional teaching laboratories and inadequacy of facilities related to ineffective design of labs to support collaborative and interactive learning. It is imperative to renovate the shell space in order to address the expected enrollment growth, expansion of program offerings, increased use of specialized learning environments and instructional delivery, and commitment to growth in the teacher education and early childhood education industries.

Changes Since FY 2007

Funding is being proposed in FY 2008. The facilities programs and educational specifications was completed and submitted to the state along with the funding request this Spring 2006. The funds needed to complete 4,400 square feet of space is minimal compared to the overall benefit and use that will be realized following the finishing of the shell space.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY08	Planning and Design	\$32,000	\$32,000	\$0	\$64,000
FY09	Construction	396,000	396,000	0	792,000
FY10	Furniture and Equipment	50,000	50,000	0	100,000
Total		\$478,000	\$478,000	\$0	\$956,000

FY 96 ATHLETIC & FITNESS CENTER AND FIELDS RENOVATIONS (PROJECT NUMBER M-0512)

Description

This project includes the current building renovations and the reconditioning and improvements to the athletic fields. Due to budget constraints, this project was phased over several years. The components to this project are outlined below.

Building Renovations

The purpose of this project was to establish a health fitness lab; modify the HVAC throughout the athletic and fitness center; replace the gym floor; renovate the locker rooms; and renovate the swimming pool area. In addition, air conditioning was added to the building.

In FY 2001, the replacement of the gym floor was completed. Since that time, the new HVAC system has been installed and the final renovations were completed in FY 2003. The remaining renovations needed to the building include replacement of the building's exterior siding and additional electrical upgrades. Based on the established priorities and phasing schedule, these final modifications are planned for FY 2008.

Athletic Fields

The purpose of this project is to renovate and reconfigure the soccer, lacrosse, baseball, softball, and practice fields and install a new running track and stadium area. All phases are dependant on the availability of funds and priority of other components of this project. The existing fields were in poor condition and dire need of restoration. All field renovations have taken place with the exception of the baseball and softball area. Stormwater management for the entire quadrant including the children's learning center was addressed as well as reforestation requirements for the entire campus.

Justification

Building Renovations

It was essential to modify and upgrade the current athletic facilities in order to properly serve the credit and credit-free programs, the college community and the citizens of Howard County. The facilities are used seven days a week for approximately fifteen hours a day. With the completion of the building modifications, the college is able to provide the necessary accommodations for the varsity athletes, as well as recreational and league programs.

Athletic Fields

The present athletic fields were in need of major repair in order to provide a safe playing environment and to meet Title IX standards. In addition, the existing fields were not in compliance with the National Junior Collegiate Athletic Association (NJCAA) standards for use in competition and are inadequate in size for their usage. Previously, there was no level playing area for team or recreational use, and the fields were hazardous as they all have some type of protruding rock, holes, or dips. As stated in the facilities master plan, the reconditioning of the fields included a new competition field and running track, athletic practice fields, a baseball and softball field. Installation of these new fields was critical to enhance the college's recreational and athletics programs.

The college must improve the athletic facilities to successfully participate in collegiate athletics. The demand for the sports programs has increased as the full-time student population has grown. More importantly, it is critical to provide a safe environment for the students and community.

The planned renovations are as follows:

FY 2000	Initial planning and design of the health fitness lab, locker room renovations, and locker rooms.
FY 2001	Continued planning and design of the health fitness lab, air conditioning of the locker rooms and gym, and replacement of the gym floor.
FY 2002	Construction of the health fitness lab and equipment and air conditioning for the remaining areas; additional HVAC modifications; renovation of the locker rooms; and renovations to the swimming pool and tennis courts.
	Athletic Fields Phase 1 - the development of the forest delineation plan, forest conservation plan, boundary survey, topographic survey, site development plan, landscape plan, and the grading and seeding of one temporary playing field that is level and free of holes. Funds that were previously allocated for this project have been consolidated below.
	Development of the stormwater management pond and design services for fields.
FY 2003	Athletic Fields Phase 2 - Renovate four athletic fields, remove track and grade site, provide access road and tree removal, install utility extension and water lines, and provide sanitary sewer.
FY 2004	Athletic Fields Phase 3 - Installation of new 400 meter track, high jump, shot put, and long jump areas; installation of storage areas; installation of fencing; and additional field grading.
FY 2005	Athletic Fields Phase 4 – Installation of ADA path for access to fields and ambulance service; installation of storage facility with locker areas, restrooms, athletic training and first aid room and storage areas; installation of permanent spectator seating.
FY 2007	Athletic Fields Phase 5 - Renovation of baseball and softball field, installation of dugouts and associated fencing.
FY 2008	Athletic Fields Phase 6 - Installation of exterior lighting, necessary utilities, and additional parameter fencing.
FY 2010	Replacement of exterior building siding and upgrading of building electrical systems.

Remarks

Building Renovations

The gym floor, HVAC system, and building modifications were finalized in FY 2003.

Athletic Fields

The design of the fields is ongoing and the construction of phase four is underway. Due to the condition of the existing fields and the extent of work required, the cost and scope of the project increased. With consideration to the complexity of this project and funding limitations, the college proposed phasing the field renovations over several years as shown above.

The final phase for the athletic fields will include the installation of scoreboards, concession stands, and additional bleacher seating for spectators as needed. The college anticipates contributions from donors and other organizations to assist in the funding for this phase.

Changes Since FY 2007

With consideration to the complexity of this project and funding limitations, the college decided to phase the athletic fields renovations over several years. The college recognized the limitations on the county's bond funding and has pursued contributions from donors and other organizations to assist in the funding of this project.

Phase five was approved at the state level during the FY 2007 legislative session. However, since the county did not support the project in FY 2007, the college is requesting funding in FY 2008. Not only is the completion of this project essential, but if an allocation to match the state funds is not received, the college risks losing the state share. The college will continue to pursue contributions from donors and other organizations to assist with the funding of this project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. Funds listed under the "Other" column were provided by the college. The source of funds includes \$68,000 from the Plant Reserve Fund in FY01; \$161,943 from year-end savings in FY02; \$199,782 from Systemic Renovations in FY02, \$16,666 from Auxiliary Reserve Fund, and \$350,000 from the Soccer Association of Columbia/Howard County, Inc. in FY03.

Year	Description	County	State	Other	Total
FY01 & prior	Planning, Design and Construction – interior building	\$809,000	\$50,000	\$68,000	\$927,000
FY02	Construction, Furniture and Equipment – interior building	490,000	550,000	161,943	1,201,943
FY02	Planning and Construction Phase 1 – athletic fields	0	0	199,782	199,782
FY03	Planning and Construction Phase 2 – athletic fields	0	350,000	366,666	716,666
FY04	Planning and Construction Phase 3 – athletic fields	400,000	346,683	0	746,683
FY05	Planning and Construction Phase 4 – athletic fields	400,000	453,317	0	800,000
FY07	Planning and Construction Phase 5 – athletic fields	0	400,000	0	400,000
FY08	Planning and Construction Phase 6 – athletic fields	750,000	350,000	0	1,100,000
FY10	Planning and Construction – building electrical systems and siding replacement	1,278,000	0	0	1,278,000
Total		\$4,127,000	\$2,500,000	\$796,391	\$7,423,391

FY 99 HVAC REPLACEMENT AND UPGRADE (PROJECT NUMBER M-0528)

Description

The purpose of this project was to replace and upgrade Howard Community College's HVAC system, which included renovations to replace air handlers, baseboard radiation, and piping as well as duct modifications and direct digital controls. Renovations were previously scheduled in the following areas: Smith Theatre, library, nursing, administration, galleria, and the ST buildings. However, with the scheduled renovations to specific buildings as planned per the college's capital improvements program and facilities master plan, HVAC replacements that were previously proposed as separate projects are now included as a component of the corresponding building renovation. The college has found this to be a more cost effective approach as well as a more efficient method of project management.

Justification

The completed modifications to the James Clark, Jr. Library Building, which was the original building on campus, included replacement of air handlers/duct modification, replacement of baseboard radiation, and piping as well as the direct digital controls. The modifications to the nursing building, which was the next phase, included the replacement of baseboard radiation and piping as well as induction terminal reheat units.

Remarks

The college completed the construction of the James Clark, Jr. Library Building modifications first and will complete the modifications to the nursing building baseboard radiation and piping in the next phase. These are the needed replacement equipment changes due to currently failed systems. In addition, consideration must be given to the Central Plant cooling towers and ice chillers that are nearing their life expectancy.

Changes Since FY 2007

With the James Clark, Jr. Library Building modifications completed in the first phase, this next phase scheduled was to continue with the HVAC renovations to the nursing building. Since the nursing building renovations are planned in FY 2009, the college is evaluating the current status of the Nursing building as well as the Central Plant equipment to determine if replacement of the cooling towers and reconditioning of the ice chillers is a higher priority than the Nursing building modifications. College staff will make a recommendation following the HVAC analysis and continue with the necessary HVAC modifications for the college. While there is no request for FY 2008, this project remains active until all modification are completed.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. Funds listed under the "Other" column were provided by the college. The source of funds is the year-end savings allocated for HVAC. There is no funding request for FY 2008.

Year	Description	County	State	Other	Total
FY03 & prior	Design and Construction	\$700,000	\$558,649	\$47,500	\$1,306,149
FY05	Design and Construction	512,900	0	0	512,900
Total		\$1,212,900	\$558,649	\$47,500	\$1,819,049

FY 10 SCIENCE, ENGINEERING, AND TECHNOLOGY BUILDING (NEW PROJECT)

Description

The purpose of this project is to design and construct a science, engineering, and technology building of approximately 110,000 gross square feet. This new facility will provide the necessary space to support the science and engineering disciplines. The college offers a wide variety of high quality programs and learning opportunities to help build a vibrant community and assist students in discovering their unique strengths and achieving their goals. Of the nine instructional divisions at the college, science and technology has seen a dramatic increase in enrollment over the last decade. This new building will provide the facilities necessary to prepare students for a career in science and engineering.

Justification

Since 1999, the science and technology division has grown 62 percent over the last five years and is continued to show significant growth as seen in the ten year projection of 51 percent by 2015. With an astounding 12,743 weekly student contact hours generated, the continued growth in science and technology will no longer permit the current labs to accommodate the demand.

Current facilities problems include insufficiency of space for classrooms, laboratories, offices and their support functions. Inadequacy of facilities includes ineffective laboratory design, aged and improperly equipped laboratory facilities, inadequate laboratory service rooms for storage and hazardous materials, fragmentation of functions, inappropriate mix of academic classrooms and labs, in appropriate mix of tutorial and open study environments, lack of facilities that support collaborative learning environments, undersized offices, and insufficient support spaces.

Changes Since FY 2007

This project has appeared in the capital budget book for several years under future capital projects originally connected with health sciences as the Medical Careers Building (formerly the Allied Health and Science Building). With consideration to debt capacities and funding limitations at both the county and state, the college decided to propose two smaller buildings rather than one large facility. The Science, Engineering, and Technology Building is being proposed for funding in FY 2010. With the significant increase in enrollments and the demand experienced for these programs, it was imperative to move this project forward and identify this building as an immediate need.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY10	Planning and Design – new building	1,900,000	1,900,000	0	3,800,000
FY11	Construction – new building	18,100,000	18,100,000	0	36,200,000
FY12	Furniture and Equipment – new building	1,600,000	1,600,000	0	3,200,000
Total		\$21,600,000	\$21,600,000	\$0	\$43,200,000

FY 09 HICKORY RIDGE BUILDING RENOVATIONS (PROJECT NUMBER M-0535)

Description

The continuing education and workforce development division supports the college's mission by providing noncredit courses, contract credit courses and professional services to individuals, county agencies, and employers. Approximately forty full-time and part-time administrative, professional-technical and support and support staff are currently located in the Hickory Ridge building, with three additional continuing education staff and two technical support staff in the Gateway building. The purpose of this project will allow the continuing education division to utilize the entire Hickory Ridge Building.

Renovations to the Hickory Ridge building will be required to ensure that the college continues to provide quality services to the community, including online and web accessibility. The college will need to renovate the vacated areas and the HVAC systems as well as other major systems in this building need a complete overall. In addition, parking spaces will be required to meet projected growth based on enrollment trends.

Justification

Continuing education provides special services to the Howard County community and state agencies such as contract training (credit and noncredit) in business management, healthcare, advanced technology and other areas. Services also include open enrollment classes for personal and professional development, year-round enrichment programs for elementary, middle and high school students, non-traditional high school diplomas for adults, credit opportunities in a noncredit format, adult basic skills and literacy courses, and a variety of levels of English as a second language training. The continuing education and workforce development division produces approximately 26 percent of the total full-time equivalent (FTE) enrollments for HCC generating total registrations of 24,825 in FY 2005.

Courses and programs are offered in a variety of formats and are held at various sites throughout Howard County. The majority of classes are held either on the first floor of the Hickory Ridge Building of approximately 18,300 square feet or at the Ecker Business Training Center of approximately 16,000 square feet in the Gateway building located at Columbia Gateway Drive in Columbia. The division is presently experiencing major growth in the English as a Second Language Program and the English Language Institute and has needed to expand into six offices, six additional classrooms, and a conference/storage room on the second and third floors of Hickory Ridge comprising an additional 7,100 square feet in Hickory Ridge. In addition, the Kids on Campus program reached capacity by using all available space at the Hickory Ridge building during its summer 2006 program.

Classes are also offered at the Laurel College Center—where the continuing education division shares 34,815 square feet of instructional space with the HCC credit and Prince George's Community College credit and non-credit divisions. Because of space limitations in Hickory Ridge and Gateway, continuing education uses approximately 200 square feet of space in the nursing building and the Children's Learning Center for yoga and T'ai Chi, plus ten to fifteen classrooms in three high schools in Howard County for evening classes for an additional 12,000 square feet.

The majority of the 88,000 square feet to which continuing education currently has access are in shared facilities where the space is not assured for the future. The space that HCC occupies in the Gateway building is owned by the county and is considered a valuable asset that may be sold in the near future. As Laurel College Center develops as a higher education center and adds partners and programs, less space will be available for continuing education. The dramatic growth in first-time, full-time students means growth in the mathematics program and limits on continuing education's ability to expand within the Hickory Ridge building. Classes at the high school have always presented a logistical problem to the

students because of differences in operating hours, calendars, and emergency closing policies. The new continuing education building will assure that the division continues to have operating space and will reduce management costs by consolidating operations that are currently distributed throughout many different sites.

The college’s strategic initiatives and goals commit the institution to taking a lead role in workforce training and supporting Howard County government and Maryland’s economic development efforts.

Given the sluggish economic conditions, certain areas of workforce training have remained relatively flat for the last two years but that is expected to change and increase as the economy improves and companies invest more in their employees. Advances in technology, heightened global competition, fast-paced innovation, and shifting demographics of the regional workforce demand skilled individuals prepared for these changes. The college’s mission charges the institution with responding to the economic needs of its community.

Changes Since FY 2007

This project has appeared in the capital budget book for several years under future capital projects. Since it is not scheduled for funding until FY 2011, the college has conducted a space analysis to identify more efficient uses of space. Facilities staff have been diligent in completing internal modification to maximize the existing space until the complete building renovation is funded. With the significant increase in continuing education enrollments, it is critical to identify this building as a future capital need.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY11	Planning and Design – new building	\$650,000	\$650,000	\$0	\$1,300,000
FY12	Construction – new building	6,200,000	6,200,000	0	12,400,000
FY13	Furniture and Equipment – new building	600,000	600,000	0	1,200,000
Total		\$7,450,000	\$7,450,000	\$0	\$14,900,000

FY 11 MATHEMATICS BUILDING (PROJECT NUMBER M-0539)

Description

The mathematics division currently shares the Hickory Ridge building with continuing education. The purpose of this project is to design and construct a new mathematics building of approximately 71,000 gross square feet. The construction of a new math building serves two purposes: 1) to accommodate the increased enrollment growth and future need for math instructional space; and 2) to renovate the existing building exclusively for continuing education. This will allow for the Hickory Ridge Building to be solely dedicated to continuing education with the possibility of incorporating activities currently housed at the Gateway Building as well.

Justification

Since 1998, the math division has grown almost 33 percent. Students are able to take courses that range from self-paced labs for developmental students to advanced calculus. Each year this division has grown so that the projected ten-year growth is expected at 37 percent by 2015. With this continued growth the current classrooms will no longer be able to accommodate the demand.

Advances in technology, heightened global competition, fast-paced innovation, and shifting demographics of the regional workforce demand skilled individuals prepared for these changes. The college's mission charges the institution with responding to the economic needs of its community.

Changes Since FY 2007

During the development of the facilities master plan, mathematics has been identified as a viable program justifying the need for its own facility. Previously, math disciplines were remaining in the Hickory Ridge Building, but after a thorough analysis it was determined to be in the best academic and economic interest of the college to construct a new facility for the mathematics division. With the significant increases in math enrollments, it is important to identify this building as a necessary capital project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY11	Acquisition – Little Patuxent Parcel	\$1,000,000	\$1,000,000	\$0	\$2,000,000
FY12	Planning and Design – new building	990,000	990,000	0	1,980,000
FY13	Construction – new building	9,993,000	9,993,000	0	19,986,000
FY14	Furniture and Equipment – new building	820,000	820,000	0	1,640,000
Total		\$12,803,000	\$12,803,000	\$0	\$25,606,000

FY 13 BUSINESS/COMPUTER SYSTEMS AND SOCIAL SCIENCE/TEACHER EDUCATION BUILDING (NEW PROJECT)

Description

The business/computer systems disciplines currently share the English, Language, Business (ELB) Building (formerly the instructional laboratory building) with the English and world languages division. Once that division expands in the ELB, the business/computer systems and social science/teacher education areas will need to move to a new facility. The purpose of this project is to design and construct a building of approximately 88,000 gross square feet.

Justification

The new facility will be designed to concentrate several departments into consolidated areas, and to meet new programmatic demands for lab type settings that facilitate computer assisted learning and technology. The new space will expand the business/computer systems and social science/teacher education offerings that are in high demand. Computer classes and office technology programs will also be expanded into the new building to meet the additional needs caused by enrollment increases.

This facility is a priority and is based on its importance to the community and the local economy as well as the need for additional space. The program goals of meeting enrollment growth, the development of an instructional infrastructure that fully utilizes new technology and software to assist the learning process, and the consolidation of the computer labs and office technology offerings into one area can be accomplished most effectively with the development of this new building.

In addition, parking spaces will be required to meet projected growth based on enrollment trends. The college expects to construct another parking garage associated with the buildings on the south of campus.

Changes Since FY 2007

During the development of the facilities master plan, business/computer systems and social science/teacher education have been identified as a viable programs needing their own facility. Currently, the business/computer systems division is located in the ELB, but after a thorough analysis of enrollment trends and projections, it was determined to be in the best academic and economic interest of the college to construct a new facility that will house this division in addition to social science/teacher education. With the significant enrollment increases and community demands, it is important to identify this building as a necessary capital project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY13	Planning and Design	\$1,095,000	\$1,095,000	\$0	\$2,190,000
FY14	Construction	10,930,000	10,930,000	0	21,860,000
FY15	Furniture and Equipment	860,000	860,000	0	1,720,000
	Total	\$12,885,000	\$12,885,000	\$0	\$25,770,000

FY 15 MAINTENANCE BUILDING (NEW PROJECT)

Description

As the college continues to grow, the campus maintenance area has not kept pace with new construction and renovations. Additionally, the college's utilities need to be upgraded to support future buildings and load requirements. In order to properly serve the needs of the campus, the college proposes to design and construct a maintenance building and central utility plant of approximately 36,000 gross square feet.

Building utilities such as chilled water, heating hot water, plant steam, and cooling water are not only required to support the load requirements for HVAC but are needed to handle process loads as well. A central utility plant is designed to house water-cooled chillers, steam boilers, heat exchangers, air compressors, and water pumps separate from buildings in order to save space.

Locating these utilities in a different building separates the main building function from the working facility. The utility plant can be designed to house at least two of each utility generators to provide system redundancy and the ability to diversify the load for optimum energy efficiency. On a campus with future growth planned, the utility plant is designed with expansion capability and space for future equipment with main headers sized for future load. In addition, all emissions from boiler stacks and vents are centralized for ease of maintenance and treatment.

This project includes a central utility plant that will serve future facilities to be located on the college's campus. This facility is necessary to support future buildings and load requirements.

Justification

With the new construction of three new buildings on campus, this brings the college's total on-campus gross square feet to an astounding 662,261. In order to properly service the campus buildings, infrastructure and college community, a maintenance building must be constructed. With the continued growth, the current facilities can no longer accommodate the demand.

Advances in technology and fast-paced innovation are also considerations for this new facility. New technologies will assist the college in developing cost-saving programs that will enhance building and efficiency and ultimately decrease operating costs.

Changes Since FY 2007

This project was identified during the development of the facilities master plan. With the expansion of the college's campus, significant enrollment increases, and community demands, it is important to identify this building as a necessary capital project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY15	Planning and Design – new building	\$300,000	\$300,000	\$0	\$600,000
FY16	Construction – new building	3,250,000	3,250,000	0	6,500,000
FY17	Furniture and Equipment – new building	350,000	350,000	0	700,000
	Total	\$3,900,000	\$3,900,000	\$0	\$7,800,000

FY 07 BELMONT CONFERENCE CENTER (PROJECT NUMBER M-0537)

Description

With the support of a supporter of the Howard Community College Educational Foundation, Inc. (HCCEF), the college acquired the Belmont Conference Center. Belmont is a 68.25 acre parcel of land consisting of a full service conference center and the Manor House that was constructed in 1738, among other structures. Belmont also has a nearby 13.52 acre parcel of land known as the Dobbin House, so that there is a total of 81.77 acres of land. Belmont features three meeting facilities: the Carriage House (accommodating up to 50 participants), the Manor House (accommodating up to 25 participants), and the Dobbin House. In addition, it features overnight accommodations for up to 20 guests (15 bedrooms in the Manor House and 5 bedrooms in the Dobbin House). Among its amenities, Belmont features hiking trails, tennis and volleyball courts, swimming pool and an indoor exercise room (collectively “the Property”). The 68.25 acre parcel is under easement by the Maryland Historical Trust.

Belmont currently offers accommodations for conferences, weddings and retreats. HCCEF, as landlord, plans to continue to operate Belmont as a conference center and has entered into an agreement with the college as tenant, to manage and run the Property. The College has integrated its current hospitality management program into Belmont’s ongoing operations and to plans to offer its culinary arts program at the center once the kitchen is built. By supporting Belmont’s business objectives and Howard Community College’s educational goals, Belmont will continue to serve the community and also offer an outstanding experience for the college’s students.

Justification

Established in 1738, the Belmont estate in Elkridge is an historic treasure. Since 1964, when two Washington-based organizations established and operated the Belmont Conference Center, the estate began taking on a new legacy of enriching the professional and personal growth of citizens through corporate and association conferences, special events and family gatherings. Today, Belmont’s dual roles are intertwined. The historic preservation of Belmont is dependent on its successful operation as an educational and cultural center.

In FY 2006, the county offered to purchase Belmont from the HCC Educational Foundation, Inc. and also budgeted funds in the Parks and Recreation budget for an expansion of the barn and the Carriage House. The college has also requested funding from the state to assist with the purchase of Belmont. The county renovations include the following:

The Carriage House

Renovation and addition to the Carriage House to provide classrooms, kitchen, and support space for students enrolled in the Culinary and Hospitality Management Programs. Additionally, students and staff will grow academically and professionally by providing services for Belmont guests. The kitchen will also be used to serve retreat guests.

The Renovation and Expansion of the Old Stone Barn

This project renovates the existing Old Stone Barn to provide meeting rooms supporting conferences and events held at the Conference Center. It expands the current capacity of the facility by excavating the lower floor and providing dormers to provide adequate headroom. The building is actually two unconnected structures and an engineering study is required to analyze the stone structure as to the specific building parameters. The analysis may change the available space and thereby the overall plans. Consideration should also be given to providing and interior connection between the two sections to increase usability.

Remarks

Until the decision on the county purchase is finalized, the college has put on hold other projects at Belmont. The approved county project is subject to the following:

- Approval of the final Barn design by the Maryland Historic Trust

Project Priorities

The current project priorities are as follows:

1. Land Acquisition

To assist in the preservation and restoration of this historic facility, the college is pursuing support from the state and county towards the acquisition of the Belmont Conference Center.

2. Carriage House and Barn Renovations

Construction of an addition to the Carriage House, to provide classrooms, kitchen, and support space for students enrolled in Culinary and Hospitality Management Programs. Sections of the barn are structurally unsound. Renovations to the barn will include meeting rooms and support spaces.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. Funds listed under the “Other” column are provided by the college.

Year	Description	County	State	Other	Total
FY07	Carriage House and Barn Renovations	\$0*	\$0*	\$0*	\$0*
FY08	Land Acquisition	2,605,000	2,605,000	0	5,210,000
Total		\$2,605,000	\$2,605,000	\$0	\$5,210,000

**Note: In FY 2007, the county allocated Paygo funds for the Belmont Conference Center renovations as Project Number N3961 under the Recreation and Parks Budget in the amount of \$2 million.*

SUMMARY OF CAPITAL PROJECT FUNDING

CURRENT PROJECTS FOR FY 2008	Prior Funds	FY2004 Funds	FY2005 Funds	FY2006 Funds	FY2007 Funds	FY2008 Funds	FY2009 Funds	FY2010 Funds	FY2011 Funds	FY2012 Funds	FY2013 Funds	FY2014 Funds	FY2015 Funds	FY2016 Funds	FY2017 Funds	TOTAL
Arts & Humanities Instructional Building - M-0529																
County	-	9,022,000	1,582,000	(4,157,000)	1,000,000	-	-	-	-	-	-	-	-	-	-	
State	693,129	9,641,000	985,000	-	-	-	-	-	-	-	-	-	-	-	-	
Other	1,146,871	619,000	448,431	-	1,478,000	-	-	-	-	-	-	-	-	-	-	
CC Bonds	-	-	-	4,157,000	-	-	-	-	-	-	-	-	-	-	-	\$ 26,615,431
Parking Garages - M-0526																
County	-	-	-	-	-	6,130,000	2,120,000	-	-	-	615,000	7,835,000	-	-	-	
State	-	-	450,000	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	263,000	-	56,000	-	-	-	-	-	-	-	-	-	-	-	
CC Bonds	-	-	-	7,231,000	1,538,000	6,130,000	2,120,000	-	-	-	615,000	7,835,000	-	-	-	\$ 42,938,000
Student Services Building - M-0530																
County	-	720,000	67,000	12,325,000	1,550,000	-	-	-	-	-	-	-	-	-	-	
State	-	721,000	67,000	12,325,000	1,020,000	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	200,000	-	-	-	-	-	-	-	-	-	-	\$ 28,995,000
Renovations to "A" Building/Smith Theatre - M-0534																
County	-	-	-	380,000	4,887,000	4,790,000	-	-	-	-	-	-	-	-	-	
State	-	-	380,000	-	4,887,000	790,000	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 16,114,000
Safety, Compliance, and Facility Renewals - M-0522																
County	3,446,000	500,000	500,000	855,000	400,000	1,382,000	1,320,000	1,361,000	1,402,000	1,437,000	1,472,000	1,508,000	1,545,000	1,584,000	1,625,000	
State	763,000	415,000	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	300,000	-	-	-	400,000	-	-	-	-	-	-	-	-	-	-	\$ 22,215,000
Campus Roadways - NEW																
County	-	-	-	-	-	520,000	225,000	230,000	240,000	250,000	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,465,000
Ren to Student Services Areas, L & ST Bldgs - M-0533																
County	-	-	-	-	615,000	7,110,000	1,380,000	6,400,000	600,000	-	-	-	-	-	-	
State	-	-	-	615,000	-	7,110,000	1,380,000	6,400,000	600,000	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 32,210,000
Medical Careers Building - M-0532																
County	-	-	-	-	-	1,607,000	17,225,000	1,250,000	-	-	-	-	-	-	-	
State	-	-	-	-	-	1,607,000	17,225,000	1,250,000	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 40,164,000
Nursing Building Renovations - M-0536																
County	-	-	-	-	-	-	320,000	3,178,000	450,000	-	-	-	-	-	-	
State	-	-	-	-	-	-	320,000	3,178,000	450,000	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 7,896,000
Children's Learning Center - M-0538																
County	-	-	-	-	-	32,000	396,000	50,000	-	-	-	-	-	-	-	
State	-	-	-	-	-	32,000	396,000	50,000	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 956,000
Athletic & Fitness Center and Fields Renovations - M-0512																
County	1,299,000	400,000	400,000	-	-	750,000	-	1,278,000	-	-	-	1,067,000	10,675,000	1,723,000	-	
State	950,000	346,683	400,000	-	400,000	350,000	-	-	-	-	-	1,067,000	10,675,000	1,723,000	-	
Other	796,391	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 34,300,074
HVAC Replacement and Upgrade - M-0528																
County	700,000	-	512,900	-	-	-	-	-	-	-	-	-	-	-	-	
State	558,649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	47,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,819,049
Science, Engineering, and Technology Building - NEW																
County	-	-	-	-	-	-	-	1,900,000	18,100,000	1,600,000	-	-	-	-	-	
State	-	-	-	-	-	-	-	1,900,000	18,100,000	1,600,000	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 43,200,000
Hickory Ridge Building Renovations - M-0535																
County	-	-	-	-	-	-	-	-	650,000	6,200,000	600,000	-	-	-	-	
State	-	-	-	-	-	-	-	-	650,000	6,200,000	600,000	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 14,900,000
Mathematics Building - M-0539																
County	-	-	-	-	-	-	-	-	1,000,000	990,000	9,993,000	820,000	-	-	-	
State	-	-	-	-	-	-	-	-	1,000,000	990,000	9,993,000	820,000	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 25,606,000
Business/Computer Systems & Social Sci/Teacher Ed - NEW																
County	-	-	-	-	-	-	-	-	-	-	1,095,000	10,930,000	860,000	-	-	
State	-	-	-	-	-	-	-	-	-	-	1,095,000	10,930,000	860,000	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 25,770,000
Maintenance Building - NEW																
County	-	-	-	-	-	-	-	-	-	-	-	-	300,000	3,250,000	350,000	
State	-	-	-	-	-	-	-	-	-	-	-	-	300,000	3,250,000	350,000	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 7,800,000
SUBTOTAL - COUNTY	5,445,000	10,642,000	3,061,900	9,403,000	8,452,000	22,321,000	22,986,000	15,647,000	22,442,000	10,477,000	13,775,000	22,160,000	13,380,000	6,557,000	1,975,000	188,723,900
SUBTOTAL - STATE	2,964,778	11,123,683	2,282,000	12,940,000	6,307,000	9,889,000	19,321,000	12,778,000	20,800,000	8,790,000	11,688,000	12,817,000	11,835,000	4,973,000	350,000	148,858,461
SUBTOTAL - OTHER	2,290,762	882,000	448,431	56,000	2,078,000	-	-	-	-	-	-	-	-	-	-	5,755,193
SUBTOTAL - CC BONDS	-	-	-	11,388,000	1,538,000	6,130,000	2,120,000	-	-	-	615,000	7,835,000	-	-	-	29,626,000
TOTAL MAIN CAMPUS	\$ 10,700,540	\$ 22,647,683	\$ 5,792,331	\$ 33,787,000	\$ 18,375,000	\$ 38,340,000	\$ 44,427,000	\$ 28,425,000	\$ 43,242,000	\$ 19,267,000	\$ 26,078,000	\$ 42,812,000	\$ 25,215,000	\$ 11,530,000	\$ 2,325,000	\$ 372,963,554

SUMMARY OF CAPITAL PROJECT FUNDING

<i>CURRENT PROJECTS FOR FY 2008 - Continued</i>	Prior Funds	FY2004 Funds	FY2005 Funds	FY2006 Funds	FY2007 Funds	FY2008 Funds	FY2009 Funds	FY2010 Funds	FY2011 Funds	FY2012 Funds	FY2013 Funds	FY2014 Funds	FY2015 Funds	FY2016 Funds	FY2017 Funds	TOTAL
BELMONT CONFERENCE CENTER - M-0537																
Carriage House Renovations																-
Land Acquisition						5,210,000										5,210,000
SUBTOTAL - COUNTY	-	-	-	-	-	2,605,000	-	-	-	-	-	-	-	-	-	2,605,000
SUBTOTAL - STATE	-	-	-	-	-	2,605,000	-	-	-	-	-	-	-	-	-	2,605,000
SUBTOTAL - OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL BELMONT	-	-	-	-	-	5,210,000	-	-	-	-	-	-	-	-	-	5,210,000
TOTAL - COUNTY	5,445,000	10,642,000	3,061,900	9,403,000	8,452,000	24,926,000	22,986,000	15,647,000	22,442,000	10,477,000	13,775,000	22,160,000	13,380,000	6,557,000	1,975,000	191,328,900
TOTAL - STATE	2,964,778	11,123,683	2,282,000	12,940,000	6,307,000	12,494,000	19,321,000	12,778,000	20,800,000	8,790,000	11,688,000	12,817,000	11,835,000	4,973,000	350,000	151,463,461
TOTAL - OTHER	2,290,762	882,000	448,431	56,000	2,078,000	-	-	-	-	-	-	-	-	-	-	5,755,193
TOTAL - CC BONDS	-	-	-	11,388,000	1,538,000	6,130,000	2,120,000	-	-	-	615,000	7,835,000	-	-	-	29,626,000
GRAND TOTAL	10,700,540	22,647,683	5,792,331	33,787,000	18,375,000	43,550,000	44,427,000	28,425,000	43,242,000	19,267,000	26,078,000	42,812,000	25,215,000	11,530,000	2,325,000	378,173,554

OTHER IMMEDIATE NEEDS AND FUTURE PROJECTS

IMMEDIATE NEEDS

- Parking - Even with the addition of the new parking garage, the college is experiencing significant parking shortages. Currently, make-shift space has been added on the front lawn; however, long term, this is not a viable option for the college. In addition, the tennis courts were converted to a parking lot, and a temporary gravel lot was constructed behind the athletic fields as overflow parking. The county's continued support with the construction of parking garages on campus is the only feasible option. There is a critical need to continue with the development of future parking facilities and expanded parking on campus.
- Student Housing Facility - In June 2004, the college completed a student housing market study. The results showed students willing to pay rent in amounts that would make the project feasible for the college. The proposed funding level of \$18,000,000 was estimated for a 300 bed and 86 unit facility. The college continued to investigate the feasibility of this project, however it was placed on hold to address other urgent campus needs including the parking situation on campus. Now that the first garage is complete, the college will update its market study, prepare a new funding level analysis, and report back to the Board accordingly.
- Business Training Center (BTC) - Currently, the BTC occupies 14,247 gross square feet in the Gateway building. With increased demands from growing businesses in Howard and the surrounding counties, this space needs to be doubled. If the county requests that the college leave the Gateway building, alternative space will be critical to serve the needs of business and industry.
- Laurel College Center (Regional Higher Education Center) – The current facility is adequate for the current student population, but if enrollment grows, a larger space will be necessary.

H-4 Benchmarks for Maryland Higher Education Commission Indicator System

Background: At its May 22, 2002, meeting, the board of trustees approved benchmarks for the required Maryland Higher Education Commission (MHEC) indicators. Last year there was a statewide discussion about which state indicators would continue and what new indicators will be added to the mandated list. The administration, after examining all available data, now brings forward a recommendation for benchmarks for the latest list of MHEC indicators for board approval.

On the pages that follow, the older indicators are indicated, along with any data the board has already seen relative to those measures, in black. If the indicator is not on the new MHEC list, there is also a strikethrough.

If the indicators are continuing or brand new, then that indicator name appears along with the latest numbers available in **blue**. There is also a suggested benchmark in **red**. The approved benchmarks must be sent to the Maryland Higher Education Commission on September 30, 2006. There will be an opportunity for further refinement, if necessary, as part of the annual performance accountability report in June 2007.

At the end of the report the list of definitions is included for board review.

Purpose: Monitor the progress of the institution

Timeline: As requested by MHEC

Recommendation

The administration recommends the benchmarks be set as listed to the new MHEC indicator system.

CROSSWALK BETWEEN OLD AND NEW MHEC PERFORMANCE ACCOUNTABILITY INDICATORS

Student Characteristics (not Benchmarked)				
<i>These descriptors are not performance indicators subject to improvement by the college, but clarify institutional mission and provide context for interpreting the performance indicators that follow. No benchmarks needed.</i>				
	Fall 2002	Fall 2003	Fall 2004	Fall 2005
A. Percent credit students enrolled part-time	65.4%	64.7%	63.7%	61.0%
B. Students with developmental education needs	65.0%	65.7%	62.6%	63.6% (n=4206/6841) (n=926/1456)
	FY 2002	FY 2003	FY 2004	FY 2005
C. Total unduplicated headcount enrollment in ESOL courses	1,731	1,619	1,730	1,854
D. Financial aid recipients				
a. Percent receiving Pell grants	10.6%	10.2%	12.7%	11.2% (n=1118/9950)
b. Percent receiving any financial aid	21.3%	21.7%	28.3%	27.6% (n=2741/9950)
E. Credit students employed 20+ hrs/ week			Spring 2004	Spring 2006
<i>Source: Community College Survey of Student Engagement</i>			n/a	53% (n=339/645)
	Fall 2002	Fall 2003	Fall 2004	Fall 2005
F. Student racial/ethnic distribution				Total Known: 6513 Unknown: 328
a. African American	19.3%	19.8%	21.0%	20.8% (n=1354)
b. Asian, Pacific Islander	9.1%	8.0%	8.6%	9.3% (n=603)
c. Hispanic	3.2%	3.6%	3.7%	3.7% (n=240)
d. Native American	0.5%	0.4%	0.3%	0.6% (n=37)
e. White	62.4%	61.8%	60.1%	58.5% (n=3807)
f. Foreign	3.6%	4.4%	5.0%	6.0% (n=391)
g. Other	1.8%	1.9%	1.3%	1.2% (n=81)

Mission Mandate	Performance Indicator	FY 2002	FY 2003	FY 2004	FY2005	Benchmark FY2005		Benchmark FY 2010
Accessibility and Affordability								
1	Total- Annual Unduplicated Headcount across both credit and noncredit <i>This is <u>not</u> the sum of the next two numbers.</i>	22,607	22,312	23,751	23,548	-		26,642
	Number of credit students enrolled (unduplicated within credit)	9,012	9,262	9,545	9,950	9,462		11,535
	Number of noncredit students enrolled (unduplicated within noncredit)	13,690	13,640	14,722	14,221	13,530		15,701
		AY 01-02	AY 02-03	AY 03-04	AY 04-05	Benchmark AY 04-05		
2	Market share of service area undergraduates	44.0%	44.3%	44.7%	43.6%	45.5%		Benchmark Fall 2010
			Fall 2002	Fall 2003	Fall 2004	-	Fall 2005	
2	Market share of first-time, full-time freshmen		38.5%	40.3%	37.5%		42.5% (n=781/1838)	45.0%
3	Market share of part-time undergraduates		66.3%	67.1%	67.0%		66.7% (n=3325/4984)	70.0%
		AY 01-02	AY 02-03	AY 03-04	AY 04-05	Benchmark AY 04-05		Benchmark AY 09-10
4	Market share of recent public high school graduates in service area Market share of recent, college-bound public high school graduates (same data, new name)	44.5%	39.6%	40.8%	41.6% (n=704/1692)	46.0%		45%

5	Percent of students transferring to Maryland public four-year institutions	FY 2002 34.4%	FY 2003 31.8%	FY 2004 37.8%	FY 2005 34.4%	Benchmark FY2005 36.0%		Benchmark Fall 2010
	Enrollment in online courses							
	a. Credit	1,851	2,268	2,319	2,210			2,562
	b. Noncredit	351	462	535	564			623
6	Tuition and fees as a % of tuition and fees at Maryland public four-year institutions	FY 2002 56.2%	FY 2003 53.9%	FY 2004 41.1%	FY 2005 44.7%	Benchmark FY 2006 60.0%	FY 2006	Benchmark FY 2011
	(Statewide agreement to adjust from 24 to 30 credits per year)			51.3%	52.8%		52.4% (n=3604/ 6876)	55%

Learner Centered Focus for Student Success

Quality and Effectiveness: Student Satisfaction, Progress and Achievement

7	Graduate satisfaction with educational goal achievement	Alumni Survey 1996 92.9%	Alumni Survey 1998 98.3%	Alumni Survey 2000 96.4%	Alumni Survey 2002 94.3% (n=83/88)	Benchmark 2006 98.3%		Benchmark Survey 2008 98.3%
8	Non-returning student satisfaction with educational goal achievement	Spring 2000 Cohort 75.4%	Spring 2001 Cohort 71.4%	Spring 2003 Cohort 74.7%	Spring 2005 Cohort 68.6% (n=208/303)	Benchmark 2005 78.0%		Benchmark 2009 Cohort 75.4%
							Fall 2000 Cohort 38.7% (n=336 /869)	Fall 2001 Cohort 37.3% (n=327 /876)
9	Developmental completers <of recommended dev ed courses> after four years.							Benchmark 2006 Cohort 40%

6	Second year retention rate	2000 Cohort 71.8%	2001 Cohort 70.4%	2002 Cohort 70.1%	2003 Cohort 70.8%	Benchmark 2004 Cohort 68.0%			
7	Four-year transfer/graduation rate of full-time students <i>Former #6 and #7 replaced by:</i>	1997 Cohort 37.8%	1998 Cohort 37.2%	1999 Cohort 43.3%	2000 Cohort 36.1%	Benchmark 2001 37.3%			
10	Successful persister rate after four years: a. College-ready students b. Developmental completers c. Developmental non-completers d. All students in cohort						Fall 2000 Cohort 94.9%	Fall 2001 Cohort 85.3% (n=197/231) 89.3% (n=275/308) 52.4% (n=166/317) 74.5% (n=638/856)	Benchmark 2006 Cohort 90% 90% 60% 80%
8	Six-year transfer/graduation rate	1995 Cohort 31.8%	1996 Cohort 30.2%	1997 Cohort 28.6%	1998 Cohort 32.2%	Benchmark 1999 32.5%	Fall 2000 Cohort	Fall 2001 Cohort	Benchmark 2006 cohort
11	Graduation/transfer rate after four years (#8 revised) a. College-ready students b. Developmental completers c. Developmental non-completers d. All students in cohort						75.2%	72.7% (n=168/231) 64.9% (n=200/308) 35.0% (n=111/317) 56.0% (n=479/856)	80% 70% 35% 60%

Note: #10 and #11 - Be sure to read the definitions of these cohorts.

		AY 2000-2001	AY 2001-2002	AY 2002-2003	AY 2003-2004	Benchmark 2004-2005	AY 2004-2005	Benchmark AY 09-10
12	Academic performance at institutions of transfer: GPA after 1st year Performance at transfer institutions: a. Percent with cumulative GPA after first year of 2.0 or above b. Mean GPA after first year.		84.8%	87.3%	83.4%		78.9% (n=460/583) 2.55	85% 2.74
13	Student satisfaction with quality of transfer preparation Graduate satisfaction with preparation for transfer (just rewording of name)	Alumni Survey 1996 78.8%	Alumni Survey 1998 80.7%	Alumni Survey 2000 82.4%	Alumni Survey 2002 76.6% (n=36/47)	Benchmark 2006 83.0%		Benchmark Alumni Survey 2008 83%

Diversity								
		Fall 2002	Fall 2003	Fall 2004	Fall 2005	Benchmark Fall 2005		Benchmark Fall 2010
14	Minority student enrollment as % of service area population compared to service area population (same/slightly different name) a Percent minority student enrollment	32.2%	31.9%	33.6%	34.3% (n=2234/6513)	29.0%		35%
	b Percent minority population of service area, 18 or older)	28.1%	29.1%	30.5%	31.8% (n=63,222/198,539)	n/a		n/a
15	Percent minorities of full-time faculty	18.3%	18.8%	20.5%	20.0% (n=23/115)	23.0%		23.0%
16	Percent minorities of full-time administrative/professional staff	24.5%	24.7%	22.0%	22.9% (n=39/170)	23.0%		23.0%

Support of Regional Economic and Workforce Development

Economic Growth and Vitality, Workforce Development

	FY2002	FY2003	FY2004	FY2005			Benchmark FY 2010
19	Occupational program Associate degrees and credit certificates awarded by program area :						
	a. Business	12	6	17	17		20
	b. Data Processing	16	15	15	10		13
	c. Engineering Technology	10	7	11	14		14
	d. Health Services	84	78	82	106		110
	e. Natural Science	0	0	0	0		0
	f. Public Service	2	5	10	6		8
		Alumni Survey 1996	Alumni Survey 1998	Alumni Survey 2000	Alumni Survey 2002	Benchmark 2006	Benchmark Survey 2008
20	Percent of career program graduates employed full-time in related area						
		76%	75%	89%	95%	81%	85%
				(n=20/21)			
		Alumni Survey 1996	Alumni Survey 1998	Alumni Survey 2000	Alumni Survey 2002	Benchmark 2006	Benchmark Survey 2008
21	Student satisfaction with job preparation Graduate satisfaction with job preparation (same data)						
		82%	85%	84%	85%	86%	90%
				(n=17/20)			
		Alumni Survey 1996	Alumni Survey 1998	Alumni Survey 2000	Alumni Survey 2002	Benchmark 2006	Benchmark Survey 2008
22	Employer satisfaction with community college career program graduates						
		82%	100%	91%	80%	90%	90%
				(n=4/5)			

	FY 2001	FY 2002	FY 2003	FY 2004	Benchmark FY 2005	FY2005	Benchmark FY 2010		
23	Licensure /certification exams passing rates								
	NCLEX RN	79%	90%	98%	94%	93%	91% (n=39/43)	93%	
	NCLEX PN	77%	92%	100%	100%	89%	92% (n=22/24)	97%	
	EMT-B (written/practical)	-	-	81%	71%	-	94% (n=16/17)	85%	
					Benchmark FY 2005		Benchmark FY 2010		
24	Wage growth of occupational degree graduates.								
	a. Median income one year prior to graduation		\$14,884	\$16,620	\$15,854		n<=86 (degree, working FT)	\$15,128	\$16,620
	b. Median income three years after graduation		\$44,685	\$48,037	\$48,238			\$52,419	\$52,419
	c. Percent increase		200%	189%	204%			247%	n/a
					Benchmark FY 2005		Benchmark FY 2010		
25	Enrollment in workforce development courses								
		8,306	9,403	9,666	9,807	40,000			
	Enrollment in noncredit workforce development courses:								
	a. Unduplicated annual headcount		6,504	6,421	7,708			7,010	7,740
	b. Annual course enrollments		9,174	9,347	10,282			9,930	10,964
26	Enrollment in Continuing Professional Education leading to government or industry-required certification or licensure:								
	a. Unduplicated annual headcount				3,869			4,025	4,444
	b. Annual course enrollments				4,984			4,974	5,492

		FY 2002	FY 2003	FY 2004	FY 2005	Benchmark FY2006		Benchmark FY 2010
24	Number of contract training courses offered	440	578	637	515	600		
27	Number of business organizations provided training and services (began in FY05) under contract.	63	63	66	61	(80)		70
28	Number of participants in contract training	5,640	6,998	7,299	7,440	7,500		
	Enrollment in contract training courses:							
	a. Unduplicated annual headcount	4,936	4,903	5,942	5,154			5,690
	b. Annual course enrollments	7,167	7,402	7,948	7,311			8,072
						Benchmark FY2006		Benchmark FY 2010
29	Employer/organization satisfaction with community college contract training	94.8%	94.6%	100.0%	100.0% (n=61/61)	100%		100%

Community Outreach and Impact								
		FY2001	FY 2002	FY 2003	FY 2004	Benchmark FY 2005	FY2005	Benchmark FY 2010
30	Senior adult enrollment in non-credit courses	2,856	3,008	3,170	3,173	3,200		
	Enrollment in noncredit community service and lifelong learning courses:							
	a. Unduplicated annual headcount		4,960	4,897	5,375	n/a	5,352	5,909
	b. Annual course enrollments		9,471	9,650	10,305	n/a	10,248	11,315
31	Enrollment in noncredit basic skills and literacy courses:							
	a. Unduplicated annual headcount		2,200	2,172	2,171	n/a	2,368	2,614
	b. Annual course enrollments		4,232	4,312	4,185	n/a	4,572	5,048

Effective Use of Public Funding								
		FY 2002	FY 2003	FY 2004	FY2005	Benchmark FY 2005		Benchmark FY 2010
32	Percentage of expenditures on instruction	51.6%	51.5%	53.6%	53.8% (n=\$22,795,209/ \$42,350,458)	50.0%		50%
33	Percentage of expenditures on instruction and selected academic support	58.7%	58.9%	60.8%	61.4% (n=\$22,796,209+ \$3,438,893- \$249,807/ 42,350,458)	58.0%		58%

MISSION/ MANDATE PERFORMANCE INDICATORS – COMMUNITY COLLEGES

No.	Indicator	Source	Operational Definition
STUDENT CHARACTERISTICS			
A.	Percent credit students enrolled part-time	Campus data	Percent of fall credit students enrolled for fewer than 12 credits.
B.	Students with developmental education needs	Campus data	Percentage of first-time, fall credit student headcount needing developmental coursework in English, reading, and/or mathematics (excluding ESOL).
C.	Total unduplicated headcount enrollments in English for Speakers of Other Languages (ESOL) courses	Campus data	Total combined unduplicated headcount enrollment (credit and noncredit) in ESOL courses during the fiscal year.
D.	Financial aid recipients a. Percent receiving Pell grants b. Percent receiving any financial aid	Annual financial aid report	Percent of credit students receiving financial aid. Denominator is unduplicated annual credit student headcount; numerator of (b) is unduplicated count of students receiving any type of financial aid during the fiscal year as reported in annual financial aid report.
E.	Credit students employed more than 20 hours per week	CCSSE	Percent of credit students who were employed more than 20 hours per week while enrolled.
F.	Student racial/ethnic distribution a. African American b. Asian, Pacific Islander c. Hispanic d. Native American e. White f. Foreign g. Other	Enrollment Information System	Percent of fall credit students identified in each racial/ethnic group. Students with unknown or missing race/ethnicity are to be removed from the denominator.

ACCESS AND AFFORDABILITY			
1.	Annual unduplicated headcount a. Total b. Credit students c. Noncredit students	Campus data	Unduplicated fiscal year headcounts, including out-of-service area and out-of-state students. Total (a) is the unduplicated number derived from (b) and (c).
2.	Market share of first-time, full-time freshmen	MHEC Enrollment by Residence report	Percent of service area residents enrolled as first-time, full-time freshmen in any Maryland college or university who are attending the community college.
3.	Market share of part-time undergraduates	MHEC Enrollment by Residence report	Percent of service area residents enrolled as part-time undergraduates at any Maryland college or university who are attending the community college.
4.	Market share of recent, college-bound public high school graduates	High School Graduate System	Percent of new service-area public high school graduates enrolled in Maryland higher education who are attending the community college.
5.	Enrollment in online courses a. Credit b. Noncredit	Campus data	Total fiscal year enrollments in credit and noncredit online courses (those in which 50 percent or more of the course content is delivered online).
6.	Tuition and fees as a percent of tuition and fees at MD public four-year institutions	MACC Databook, Governor's Budget Book	Ratio of tuition and fees for a full-time, service-area student to average tuition and fees for full-time resident undergraduate at Maryland public four-year institutions.
QUALITY AND EFFECTIVENESS: STUDENT SATISFACTION, PROGRESS AND ACHIEVEMENT			
7.	Graduate satisfaction with educational goal achievement	Graduate Follow-Up Survey	Percentage of graduates indicating that their educational goal was completely or partly achieved at the time of graduation.
8.	Non-returning student satisfaction with educational goal achievement	Non-Returning Student Survey	Percentage of students enrolled in the spring that neither received an award nor enrolled in the subsequent fall, who indicated that they had achieved their educational goal in attending the community college.

9.	Developmental completers	Campus data	Percentage of students in entering fall cohort with at least one area of developmental need, who, after four years, have completed all recommended developmental coursework. Denominator is unduplicated headcount of students identified as needing developmental coursework in English, reading, and/or mathematics (excluding ESOL). Students in numerator have completed all recommended developmental courses.
10.	Successful-persister rate after four years a. College-ready students b. Developmental completers c. Developmental non-completers d. All students in cohort	Degree Progress Analysis (Campus data)	Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled, four years after entry. Four rates are reported for each cohort.
11.	Graduation-transfer rate after four years a. College-ready students b. Developmental completers c. Developmental non-completers d. All students in cohort	Degree Progress Analysis (Campus data)	Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education, within four years. Four rates are reported for each cohort.
12.	Performance at transfer institutions: a. Percent with cumulative GPA after first year of 2.0 or above b. Mean GPA after first year	Transfer Student System	Percent of transfers at Maryland public four-year colleges and universities with cumulative grade point averages of 2.0 and above; mean GPA after first year.
13.	Graduate satisfaction with preparation for transfer	Graduate Follow-Up survey	Percent of transfer program graduates who transferred to a four-year institution who rated their preparation for transfer as very good or good.

DIVERSITY			
14.	Minority student enrollment compared to service area population a. Percent nonwhite enrollment b. Percent nonwhite service area population, 18 or older	Enrollment Information System, U.S. Bureau of the Census/Maryland Office of Planning population statistics	The percentage of nonwhite full- and part-time students enrolled in the fall and the percentage of nonwhites 18 years of age or older in the service area population. Two percentages will be reported. May include multiple counties if service area is larger. Nonwhite students include African Americans, Asian Americans, Hispanics and Native Americans; nonwhite students do not include Foreign and Other. Students with unknown or missing race will be eliminated from the denominator. The number of nonwhites in the service area is determined by subtracting the number of whites from the total population.
15.	Percent minorities of full-time faculty	Employee Data System	Minorities include African Americans, Asian Americans, Hispanics, and Native Americans.
16.	Percent minorities of full-time administrative and professional staff	Employee Data System	Minorities include African Americans, Asian Americans, Hispanics, and Native Americans. Includes EDS occupational categories 1 and 6.
17.	Successful-persister rate after four years a. African American b. Asian, Pacific Islander c. Hispanic	Degree Progress Analysis (Campus data)	Same definition as indicator 10, reported separately for African Americans, Asians, and Hispanics. Not reported for groups with fewer than 50 students in the cohort for analysis.
18.	Graduation-transfer rate after four years a. African American b. Asian, Pacific Islander c. Hispanic	Degree Progress Analysis (Campus data)	Same definition as indicator 11, reported separately for African Americans, Asians, and Hispanics. Not reported for groups with fewer than 50 students in the cohort for analysis.

ECONOMIC GROWTH AND VITALITY; WORKFORCE DEVELOPMENT			
19.	Occupational program Associate degrees and credit certificates awarded by program area: a. Business b. Data Processing b. Engineering Technology c. Health Services d. Natural Science e. Public Service	Degree Information System	Number of associate degrees and credit certificates awarded by major field (2-digit HEGIS level) per fiscal year.
20.	Percent of career program graduates employed full-time in a related field	Graduate Follow-Up Survey	Percent of career program graduates employed full-time in jobs related or somewhat related to their academic major.
21.	Graduate satisfaction with job preparation	Graduate Follow-Up Survey	Percent of credit career program graduates employed full-time in a related or somewhat related field to their academic major who rated their preparation for employment very good or good.
22.	Employer satisfaction with career program graduates	Employer Follow-Up Survey	Percentage of employers who rated the overall job preparation of career program graduates very good or good.
23.	Licensure/certification examination pass rates	Licensure Boards and Agencies	Number of first-time candidates tested and percent of graduates who passed on their first try licensing and certification examinations in each academic field offered at the institution for which such tests are conducted. Figures are to be reported separately for each exam.

24.	Wage growth of occupational degree graduates a. Median income one year prior to graduation b. Median income three years after graduation c. Percent increase	State UI and wage records; Jacob France Institute analysis	Percentage increase in the median annual income of full-time employed occupational program associate degree graduates during the following period: one year prior to graduation to three years after graduation. Maryland data only.
25.	Enrollment in noncredit workforce development courses a. Unduplicated annual headcount b. Annual course enrollments	CC3, CC10, campus data	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with workforce intent (open enrollment and contract courses).
26.	Enrollment in Continuing Professional Education leading to government or industry-required certification or licensure a. Unduplicated annual headcount b. Annual course enrollments	MCCACET Licensure and Certification Affinity Group annual report, campus data	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with CPE intent, reported for fiscal year.
27.	Number of business organizations provided training and services under contract	Campus data	Unduplicated number of business and organizational units provided workforce and/or workplace related training and services under a contractual agreement, reported by fiscal year.
28.	Enrollment in contract training courses a. Unduplicated annual headcount b. Annual course enrollments	Campus data	Unduplicated annual headcount and fiscal year total course enrollments in workforce and/or workplace related contract training courses.
29.	Employer satisfaction with contract training	Campus data using standard questions from affinity groups	Percentage of business and organizational units contracting for training and services who were very satisfied or satisfied.

COMMUNITY OUTREACH AND IMPACT			
30.	Enrollment in noncredit community service and lifelong learning courses a. Unduplicated annual headcount b. Annual course enrollments	CC3, CC10, CC12, campus data	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with general education intent.
31.	Enrollment in noncredit basic skills and literacy courses a. Unduplicated annual headcount b. Annual course enrollments	CC3, CC10, campus data	Unduplicated annual headcount and fiscal year total course enrollments in noncredit courses with basic skills intent (e.g., ABE, GED, high school completion prep, college entrance prep courses).
EFFECTIVE USE OF PUBLIC FUNDING			
32.	Percentage of expenditures on instruction	MHEC Form CC4	Amount of operating expenses that go to “instruction” (Exhibit II, Item 1 under Expenditures by Function, Column 1)/Total Educational and General Expenditures (Exhibit II, Line 2, Column 1).
33.	Percentage of expenditures on instruction and selected academic support	MHEC Form CC4	Amount of operating expenses that go to “instruction” (Exhibit II, Item 1 under “Expenditures by Function, Column 1) plus amount of operating expenses that go to “academic support” (Exhibit II, Item 4 under “Expenditures by Function, Column 1) minus the amount of operating expenses that go to “academic administration” (obtained from campus sources)/Total Educational and General Expenditures (Exhibit II, Line 2, Column 1).

H-5 Board of Trustees' Award for Outstanding Service to Howard Community College

Background: At the August 27, 2003, regular session of the board of trustees, the board voted to establish the "Trustees' Award for Outstanding Service to Howard Community College."

The award is given to a community member based on the following criteria:

1. The nominee is not currently a trustee or full-time employee of Howard Community College.
2. The nominee has contributed significantly in time and effort to Howard Community College.
3. The nominee may have contributed funds for scholarships, student loans, or for other purposes to the college.
4. The nominee may have contributed non-cash assets to the college, thereby assisting the activities of the institution.
5. The nominee has served the college in a significant manner over a period of time.

Purpose: To determine the award recipient for 2006 (to be awarded in 2007)

Recommendation

The administration requests that the board of trustees determine the recipient of the Trustees' Award for Outstanding Service to Howard Community College for 2006.

Compliance: This request is in compliance with board bylaws, Article II, Responsibilities and Powers of the Board of Trustees and policy, Governance Process: Board's Role.

H-6 Fire Science Program

Background: Howard County Fire and Rescue (HCFR) and Howard Community College (HCC) have agreed to jointly develop a fire science program to start when the new HCFR training facility opens. The general education courses will be taught at HCC and the practical courses at the new HCFR facility.

Howard County is subsidizing tuition for members of this program to attend the college. Some of the students are not Howard County residents, although they do work in Howard County.

The board has the right to charge these students in-county tuition rather than out-of-county tuition, which is appropriate given the nature of the arrangement with the county.

Purpose: To gain board approval for charging out-of-county students in the fire science program who are working for Howard County Fire and Rescue in-county tuition rates

Timeline: Starting in FY09

Recommendation

The administration requests that the board of trustees approve charging out-of-county students in the fire science program who are working for Howard County Fire and Rescue in-county tuition rates.

Compliance: This request is in compliance with Board Policy – Governance Process – Board’s Role and Education Article of the Maryland Annotated Code, Sec. 16-103(j).

I-1 Agreements Signed by the Board Chair Disclosure

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

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

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

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

Timeline: August 11, 2006, through September 15, 2006.

Disclosure

Agreement Name	Agreement Type	Owner	Sent to Attorney	BOT Signature
Maryland Energy Administration – Intergovernmental Contract #2005-08-B043J	Pass thru	Sandy DeLaney	No	08/15/2006
Maryland DHS Employment Success Training - Renewal	Non-Purchasing	Becky Lessey	No	08/23/06

I-2 Financial Statements

Background: Typically, the trustees receive financial statements that were closed out the preceding month as a routine information item at each board meeting. In the case of the July statements, the college normally does not prepare July financial statements due to the extended process of closing out the books for the year-end in time for the auditors. Since it normally takes two weeks to close out the books, the August statements would not be available in advance of the September board meeting. In order for the trustees to have the monthly statements with sufficient time to review them, the August statements will be submitted with the October board materials. The distribution of financial statements for FY07 will be as follows:

Purpose: Disclosure to the board of trustees.

Timeline:

Statement for the Month of:	Month of Distribution
July	October*
August	October
September	November
October	January**
November	January
December	February
January	March
February	April
March	May
April	August***
May	August***
June	August

*Incorporated with August statement

**Incorporated with November statement

***Incorporated with June statement

Recommendation

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

I-3 Employee Assistance Program

Background: Howard Community College provides an employee assistance program (EAP) to all full-time budgeted employees. This important benefit provides eight free confidential counseling sessions per employee or member of household per incident per year (including legal and financial counseling) plus training for HCC employees on a variety of topics such as stress management and time management. On September 30, 2006, the college will complete a three-year contract with Business Health Services (BHS) as the outsourced provider of EAP services. The office of human resources previously conducted a competitive bid process in August 2003 and found BHS best met employee's needs with a strong provider network and services in proximity to employees' work and home locations plus best pricing. BHS saved the college approximately \$5,000 annually or \$15,000 over the life of the contract. The administration was so pleased with the bid results that when this was reported to the board via an information item in October 2003, the administration asked and received board of trustees' support to allow latitude upon contract renewal to waive the requirement for a mandatory competitive bid process due to the sensitive nature of this benefit. The college would "waive the competitive bid process only if BHS services are still considered excellent by our high standards." BHS did exceed the services the college was accustomed to and has been an outstanding partner to date. BHS has proposed only a 5 percent rate increase, which the administration considers acceptable. BHS is a high quality EAP provider that serves employees at several Maryland colleges. This contract costs the college approximately \$10,000 per year. Because it is less than \$25,000, it does not require board approval. However, as it is a multi-year contract, the administration is making the board aware of this situation. The BHS contract will renew seamlessly on October 1, 2006.

Purpose: To provide HCC full-time employees a comprehensive EAP program at a reasonable cost.

Timeline: 3-year contract beginning October 1, 2006, at a cost of \$1.74 per covered employee per month (previous 3 year rate was \$1.65 per covered employee per month).

Recommendation

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

I-4 GSA Federal Supply Schedule Contract

On behalf of Howard Community College, continuing education received an award notice on September 5, 2006, for a General Services Administration (GSA) Schedule Contract with the Federal Government. A GSA Schedule Contract is a long-term Government-wide Acquisition Contract (GWAC) containing pre-negotiated prices, delivery terms, warranties, and other terms and conditions. Having a GSA Schedule Contract will equip the college with the preferred tool for selling to the Federal marketplace and enable HCC to improve its efficiency of responding to complex RFP's, reduce otherwise lengthy procurement processes and grow the college's business through Federal Government sales.

Benefits of having a GSA Schedule Contract are:

- It opens the door to easily sell HCC's products and services to Federal Government customers;
- It's the fastest growing GWAC; and
- It shortens the procurement cycle.

The specific schedule for which the college applied was Schedule 69 – Training Aids and Devices, which allows HCC to sell training, instructional material and services to federal customers. Sample categories of Schedule 69 include:

- Training aids and devices;
- Prepared printed instructional materials;
- Prepared audio and visual instructional materials and multi-media program kits;
- Instructor-led training;
- Course development; and
- Test administration.

The courses submitted thus far on the Federal Supply Schedule include approximately 100 continuing education courses as well as approximately 100 custom class courses from the following divisions: business and computers, English/world languages, and science and technology. The next steps require that we outline a marketing plan, review staffing, prepare paper and electronic price lists, and submit an electronic catalog to the GSA.

Recommendation

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

I-5 Major Projects Timeline

Background: At the board's request, the college administration developed a listing of all major capital projects as well as a description and timeline for each one. The timeline includes anticipated start and end dates as well as project milestones.

Purpose: To inform the board of major capital projects and their timelines

Timeline: From the present until the fall of 2009

Specifications: Major construction projects to occur on the main campus and at Belmont

Recommendation

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

**Howard Community College
Timeline of Major Projects**

Projects	Descriptions
Hire architect - Clark Library renovations	Once the student services departments move to the new building, the college will begin design and renovations of the entire Clark Library building. The first floor will include additional wet science labs, more classrooms, and an expansion of the IT department. The library will remain on the second floor and will also be updated and renovated.
Hire construction manager (CM) at risk Clark Library renovations	This step is to hire the CM at risk for the library renovations.
Bid and begin Belmont manager house renovations	Renovations to the manager's house to include four guest bedrooms.
Student services building (SSB) opens and move-in	New student services building opens
TV studio renovations (Outback area)	With the opening of the Horowitz Center, the Smith Theatre and Admin building will be renovated. The first phase of this renovation is moving the TV studio to the basement of the Admin building and expanding that space. Timeline still to be finalized.
Continue athletic field renovations	There are a number of phases to the athletic field renovations and this project will continue through 2010
Student housing (SH) market study update	Student housing market study updated.
Smith renovations	With the opening of the Horowitz Center, the Smith Theatre and Admin building will be renovated. The Smith Theatre renovation will begin in May 2007 and reopen by April 2008.
Admin move to L building	The first floor of the Admin building will be renovated and new HVAC will be installed in the entire building. In order to install the HVAC, the first and second floors will need to be vacated. Timeline still to be finalized.
Senior admin renovations	With the Smith Theatre/Admin renovations, little changes will occur to the president's office and boardroom. The north side of the hall will be renovated and the development office and will move to the first floor. The public relations (PR) office will expand to include offices that are currently located in other areas of the college. The planning, research and organizational development (PROD) office will also expand. Timeline still to be finalized.

**Howard Community College
Timeline of Major Projects**

Projects	Descriptions
Hire architect - Hickory Ridge (HR) parking deck	This project will begin the design of the second garage on campus.
Belmont barn renovations	The funding for this project is currently in the Parks and Recreation budget of the county. The barn renovations will include additional conference space.
Belmont carriage house renovations	The funding for this is currently in the Parks and Recreation budget of the county. The carriage house renovations will include an expanded kitchen, classroom, and conference space.
ST lower level renovations Galley and bookstore	When this space is vacated, this area will be expanded to include wet labs and classroom space.
Begin construction HR parking deck	This project will begin the construction of the second garage on campus.
Student Housing (SH) - get college, county and state authorizations	Student housing discussions will take place with trustees, county, and state officials after the second market study is completed.
SH - request for questions (RFQ) for long list of developers	A request for questions will go out for possible developers for student housing.
SH request for proposal (RFP) - short list of Developers	A short list of developers for student housing would be determined.
SH finalize financing and documents	Financing documents for student housing would be developed.
SH construction	Student housing would begin construction.
SH occupancy	Student housing would open.
Begin Clark Library renovations	The college would begin the construction of the renovations to the Clark Library building.
Hire architect and design medical careers	If funding is approved, the architect for the medical careers building would be hired.
Hire architect and contractor for the Children's Learning Center (CLC)	If funding is approved, the architect and contractor for the Children's Learning Center would be hired. This project possibly would be design/build construction.

**Howard Community College
Timeline of Major Projects**



Description	Sept 06- Dec 06	Jan 07- March 07	April 07 - June 07	July 07 - Sept 07	Oct 07 - Dec 07	Jan 08- March 08	April 08 - June 08	July 08 - Sept 08	Oct 08 - Dec 08	Jan 09- March 09	April 09 - June 09	July 09 - Sept 09
Hire Architect - Clark Library Renovations												
Hire CM@ Risk Clark Library Renovations												
Bid and Begin Belmont Mgr House Renovations												
SSB Opens and Move-in												
TV Studio Renovations (Outback area)												
Continue Athletic Field Renovations												
SH Market Study Update												
Smith Renovations												
Admin Move to L Bldg												
Senior Admin Renovations												
Hire Architect - Hickory Ridge Parking Deck												
Belmont Barn Renovations												
Belmont Carriage House Renovations												
ST lower Level Renovations Galley and Bookstore												
Begin Construction HR Parking Deck												
SH - Get College, County and State Authorizations												
SH - RFQ for long list of Developers												
SH RFP - short list of Developers												
SH Finalize Financing and Documents												
SH Construction												
SH Occupancy												
Begin Clark Library Renovations												
Hire Architect and Design Medical Careers												
Hire Architect and Contractor CLC												

*no county or state funds

I-6 Report on Board End: Strategic Planning

Background: This report addresses the board core end, *Strategic Planning*.

HCC aligns its operations with the two educational excellence criteria for this category.

Measures were selected by the board in 2003. The dashboard was introduced as a vehicle to summarize the information in 2005. Green ■ – signals that HCC is operating above the benchmark, yellow ■ – performance is at the benchmark, and red ■ – the operating level is still below the benchmark. Detail pages follow the dashboard. Any updates are indicated in **blue**.

At its May 22, 2002, meeting, the trustees approved all the current benchmarks for the required Maryland Higher Education Commission (MHEC) indicators. About every five years, MHEC asks the board to re-examine those targets. Last year there was a statewide discussion about which indicators will continue or be added to the mandated list. As part of this board packet the administration is bringing forward a recommendation for benchmarks for the latest MHEC indicators system for board approval.

Once viewed by the board, this report will be posted on the college's website so that members of the college community can become familiar with the measures that are part of the board core end (Key Performance Indicator) system. The website address is:

<http://www.howardcc.edu/hcc/plan&eval/BoardEnds/boardends.htm>

The administration and relevant staff review the details of all the reports that contribute to these measures. Plans for improvement are developed and included in appropriate core work and/or strategic planning for the next integrated strategic planning and budget development cycles.

Purpose: Report on the progress of the institution

Timeline: Annual

Recommendation:

This is an information item and requires no board action.





Category 2 - Strategic Planning

This category examines how the college develops and deploys its strategic objectives and action plans, as well as, how the college assesses progress on those plans.

Source	Item	Current	Benchmark
External Quality Feedback	Strategy Development <i>How does your organization establish its strategy and strategic objectives? How does the college address its strategic challenges?</i>	30-45%	45%
	Strategy Deployment <i>How does your organization convert its strategic objectives into action plans to accomplish the objectives? How does the college assess progress relative to these plans?</i>	30-45%	45%
MHEC <i>(in transition)</i>	(Continuing) Credit headcount	10,135	9,462
	(Continuing) Noncredit headcount	14,253	13,530
	(Not Continuing) Enrollment by residence	43.4%	45.5%
QUEST (Employee Survey)	Effective Strategic Planning	3.74	3.50

External Measures

The college has prepared and submitted applications to various Baldrige-based quality awards competitions.

Maryland State Quality Award		CQIN Pacesetter		Baldrige	
	Range of total applicant scores		HCCs Score - 2002		Oct. 2005 – HCC's Score
	2002 - Score interval in which HCC was rated		Specific score is issued		Score given as an interval, e.g.
	2003 - Score interval in which HCC was rated		Total: 376-475		

		Scoring Ranges					
		0-9	10-29	30-49	50-69	70-89	90-100
Baldrige Criteria 1000 points	Overall Score						
		229/1000=22.9%					

2:	Strategic Planning (85 points)	2.1 40 points								
			12/40=30%							
		2.2 45 points								
			13.5/45=30%							

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in each category. A team reviews those reports, collects information on the process improvements that occur in the intervening months, and submits a new application.

The college received its feedback report from the 2005 Baldrige application in late October of last year. On August 31, 2006, the college submitted an application to the Maryland State Quality Award and will receive its feedback report in March 2007.

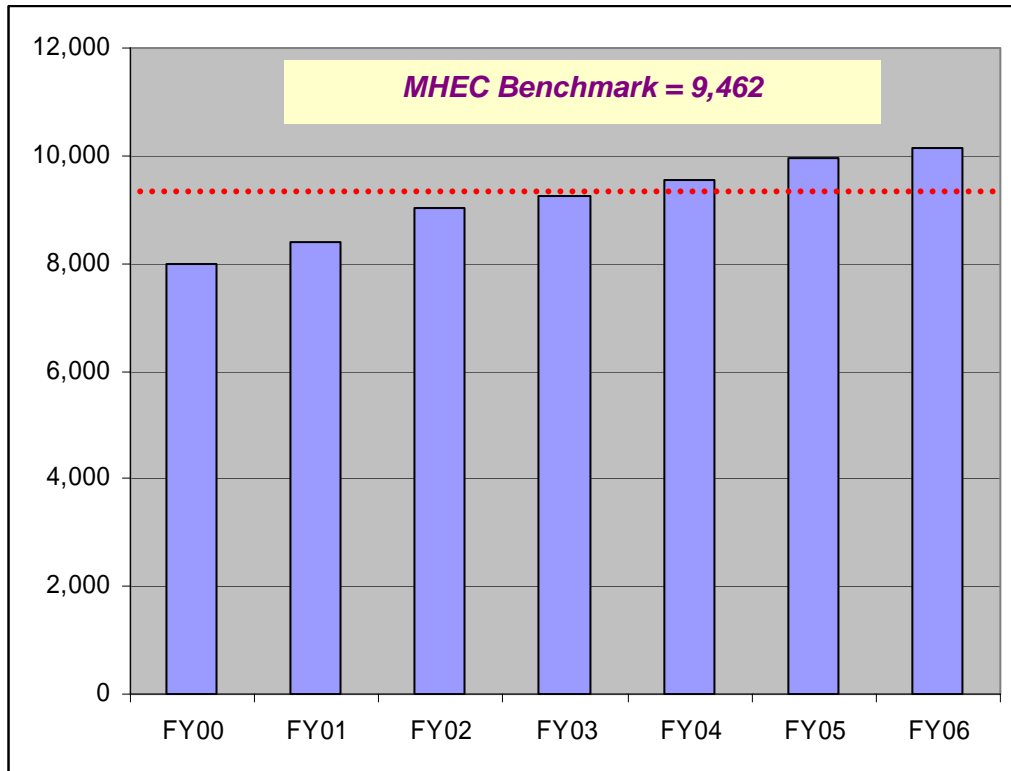
Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 or more receive at least site visits. Therefore, the administration recommended a category benchmark aligned with that: **The college will receive a rating for category #2 of 45 percent.**

Here are three measures **mandated**, over the last several years, **by the Maryland Higher Education Commission (MHEC)**. Two were also selected as measures that will continue to be reported.

UNDUPLICATED HEADCOUNT ENROLLMENT: CREDIT STUDENTS

FY00	FY01	FY02	FY03	FY04	FY05	FY06*	MHEC Benchmark*	FY05	Current Benchmark Status
7,992	8,406	9,012	9,262	9,545	9,950	10,135	9,462	9,462	Exceeded



Description of the Indicator: Credit enrollment is the most basic indicator of how well the college is fulfilling its mission.

Benchmark: The board has set the MHEC benchmark for HCC's credit enrollment at 9,462 for FY05.

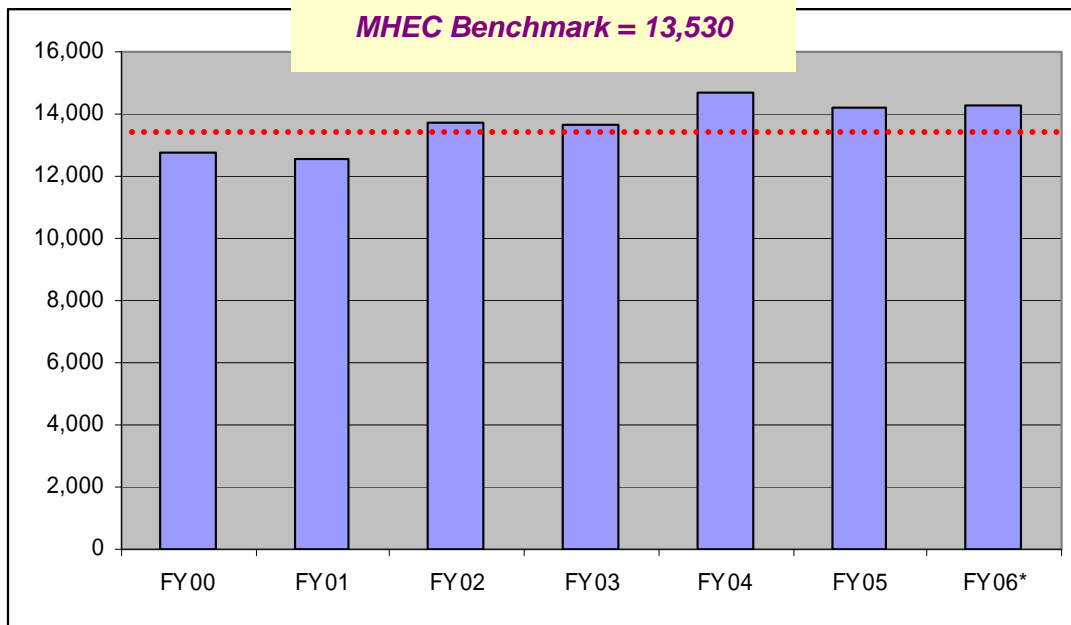
Performance Outcome: The existing benchmark for HCC's FY05 enrollment was surpassed for three years.

Data Source: Data is from HCC's enrollment files prepared by IT and analyzed by the PROD Office.

** A new benchmark will be set in the Discussion Item-MHEC within this board packet.*

UNDUPLICATED HEADCOUNT ENROLLMENT: NONCREDIT STUDENTS

FY00	FY01	FY02	FY03	FY04	FY05	FY06*	MHEC Benchmark FY05	Current Benchmark Status
12,766	12,568	13,690	13,640	14,722	14,221	14,253	13,530	Exceeded



Description of the Indicator: Noncredit enrollment is an important indicator of how well the college is meeting the diverse needs of the community. Whether enrolled for lifelong learning, to gain or upgrade job-related skills, or for personal enrichment, strong noncredit enrollment signals the alignment of college offerings with community needs.

Benchmark: The board has set the MHEC benchmark for HCC's noncredit enrollment at 13,530 for FY05.

Performance Outcome: The existing benchmark for HCC's FY05 noncredit enrollment was **exceeded in each of the last five years.**

Data Source: Data is from HCC's enrollment files prepared by IT and analyzed by the PROD Office.

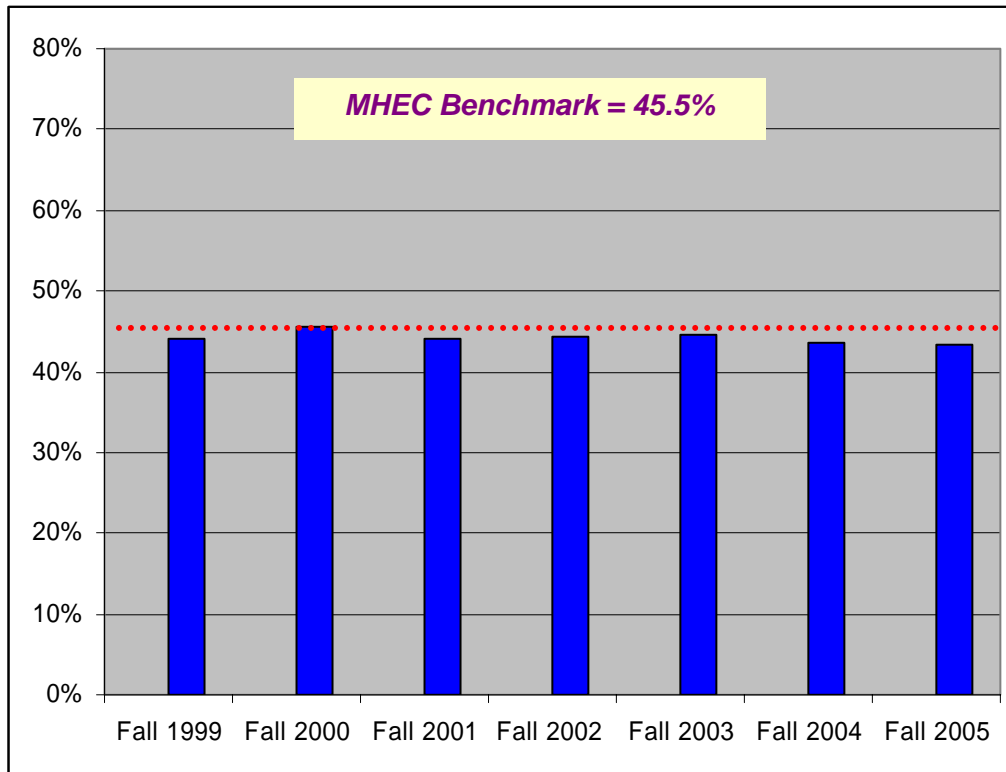
**A new benchmark will be set in the Discussion Item-MHEC within this board packet.*

This report is the last one for this measure as defined. It was replaced by two measures.

ENROLLMENT BY RESIDENCE

Percent of County Undergraduates Enrolled in Maryland Institutions who attend HCC

Fall 1999	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	MHEC Benchmark	Current Benchmark Status
44.2%	45.5%	44.0%	44.3%	44.7%	43.6%	43.4%	45.5%	Getting There



Description of the Indicator: Examining the percentage of county undergraduates enrolled in Maryland institutions of higher education who attend HCC is one measure of the college’s accessibility to residents of the service area. Shown is the percentage of these Howard County undergraduates who are attending HCC.(n=5,436/12,512)

Benchmark: The board set the MHEC benchmark for Howard County undergraduates enrolled at HCC at 45.5 percent.

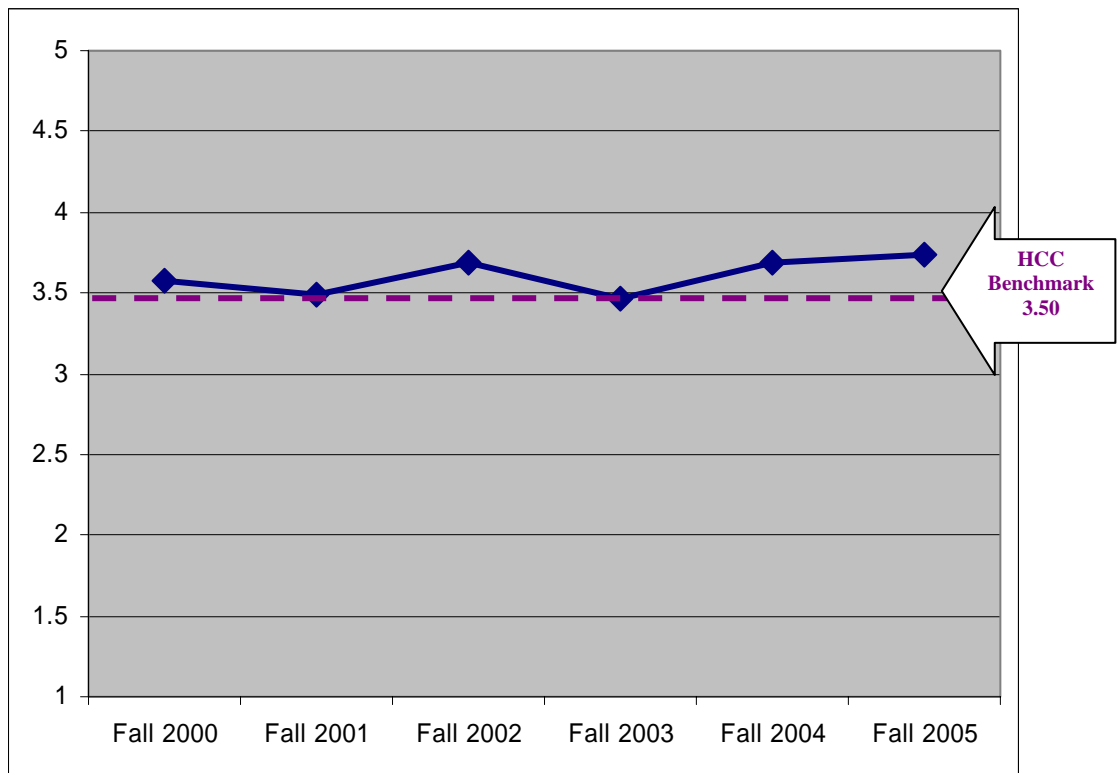
Performance Outcome: Although HCC is located in a county with a large number of four-year and other community colleges campuses nearby, the attendance rates have remained stable over the time period. The benchmark has been met for one of the last six years.

Data Source: Maryland Higher Education Commission (MHEC) Enrollment by Place of Residence report published annually in the spring.

Internal Measures

Each fall the college distributes a web-based survey: QUEST (QUality Evaluation of Service Trends). All budgeted employees are asked to rate services and initiatives across the campus on a five point scale (with five being the most positive). The response rate is excellent; for example, in fall of **2005, 72%** of the employees participated. All items on the QUEST have a **benchmark of 3.5** (consistent with expected outcomes for organization-wide surveying). The rating for *Effective Strategic Planning* this year was **3.74**.

Effective Strategic Planning



I-7 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: August 2006

Recommendation

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

August 1, 2006 – August 31, 2006

Section I – Change in Status

ASSOCIATE DIVISION CHAIR APPOINTMENTS (3-YEAR TERM)

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

RECLASSIFICATIONS

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

SPECIAL ASSIGNMENTS

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

CHANGE IN POSITION STATUS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date

CHANGE IN TITLE ONLY

Old Title	New Title	Department	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Financial and Operations Associate	Operations Associate	Continuing Education	11	\$41,967-\$67,147	\$48,847	MacTaggart, Patricia	8/01/06
Network Engineer	Senior Network Engineer	User/Network Services	13	\$49,936-\$79,897	\$69,760	Juba, Cheryl-Anne	8/23/06

TRANSFER

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

PHASED RETIREMENT

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

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

August 1, 2006 – August 31, 2006

Section I – Change in Status (Continued)

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date
Teacher I	Children's Learning Center	N/A	N/A	N/A	N/A	Johnson, Yonetta	8/04/06
Assistant Director of Records & Registration	Records & Registration	N/A	N/A	N/A	N/A	Riley, Toni	8/11/06
Maintenance Assistant	Belmont Conference Center	N/A	N/A	N/A	N/A	Bauman, Luke	8/11/06
Inventory/Finance Coordinator	Finance	N/A	N/A	N/A	N/A	Weems, Terry	8/14/06
Accounting Clerk/Cashier	Finance	N/A	N/A	N/A	N/A	Newton, Julie	8/17/06
Publications Manager*	Public Relations & Marketing	N/A	N/A	N/A	N/A	Bestany, Kathy	8/31/06
Benefits Analyst*	Finance	N/A	N/A	N/A	N/A	Heber, Carol	8/31/06
Educational Technology/Computer Technician**	Teaching and Learning Services	N/A	N/A	N/A	N/A	Tsitlik, Joshua	7/31/06

*Retired

**Left off August Meeting Activity Report

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

August 1, 2006 – August 31, 2006

Section II – Leaves

SABBATICAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			

LEAVE WITHOUT PAY

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			

MILITARY LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			

PROFESSIONAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			