



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

---

October 25, 2006  
Charles I. Ecker Business Training Center – 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!



# REVISED

## Board of Trustees October 25, 2006

Charles I. Ecker Business Training Center: BTC Boardroom

Part I. **Work Session and Dinner** 6:00 pm (A light dinner will be served at 5:30 pm)

- A. Introduction of New Employees**
- B. Recognition of the Grand Prix Board Chair**
- C. Informational Tour: Business Training Center**

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

**A. Approval of October 25, 2006, Agenda**

**B. Approval of:**

- 1. September 27, 2006, Work Session Minutes
- 2. September 27, 2006, Regular Session Minutes

**C. President's Report**

**D. Board Member Comments**

**E. Consent Items**

- 1. Proposed New Hires
- 2. Website Support and Maintenance
- 3. Change Orders for the Horowitz Visual and Performing Arts Center and the Student Services Building
- 4. Furniture and Equipment for the Student Service Building

**F. Discussion Items**

- 1. Issue Bin
- 2. Board Calendar
- 3. The Establishment of the Senator James Clark, Jr. Medal
- 4. Board of Trustees' Award for Outstanding Service to Howard Community College
- 5. **Fiscal Year 2008 Capital Budget**

**G. Information Items**

- 1. Agreements Signed by the Board Chair Disclosure
- 2. Financial Statements
- 3. Full-time/Part-time Enrollment Ratios by Division
- 4. Report on Board End: Student and Stakeholder Focus
- 5. Personnel Summary

**Board of Trustees**  
**October 25, 2006**  
**Charles I. Ecker Business Training Center: BTC Boardroom**

Part I. **Work Session and Dinner** 6:00 pm (A light dinner will be served at 5:30 pm)

- A. Introduction of New Employees**
- B. Recognition of the Grand Prix Board Chair**
- C. Informational Tour: Business Training Center**

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

**A. Approval of October 25, 2006, Agenda**

**B. Approval of:**

- 1. September 27, 2006, Work Session Minutes
- 2. September 27, 2006, Regular Session Minutes

**C. President's Report**

**D. Board Member Comments**

**E. Consent Items**

- 1. Proposed New Hires
- 2. Fiscal Year 2008 Capital Budget
- 3. Website Support and Maintenance
- 4. Change Orders for the Horowitz Visual and Performing Arts Center and the Student Services Building
- 5. Furniture and Equipment for the Student Service Building

**F. Discussion Items**

- 1. Issue Bin
- 2. Board Calendar
- 3. The Establishment of the Senator James Clark, Jr. Medal
- 4. Board of Trustees' Award for Outstanding Service to Howard Community College

**G. Information Items**

- 1. Agreements Signed by the Board Chair Disclosure
- 2. Financial Statements
- 3. Full-time/Part-time Enrollment Ratios by Division
- 4. Report on Board End: Student and Stakeholder Focus
- 5. Personnel Summary

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

For the trustees' information, newly hired employees approved by the board at its September 27, 2006, meeting will be introduced to the trustees by Dr. Duncan and area vice presidents.

## **I-B Recognition of Grand Prix Board Chair**

Mr. C. Alan Jefferson served as chairperson of the 19<sup>th</sup> Annual Columbia Classic Grand Prix, which was held on Sunday, September 24, 2006. In his final event as chair, the Grand Prix board raised approximately \$180,000 in scholarship funds for Howard Community College (HCC) students, bringing the cumulative total for this specific event to over \$2 million. Alan's ideas, energy, and leadership were vital to the event. In recognition of his sales abilities, sense of humor, and positive spirit, HCC would like to thank Alan for his efforts on behalf of the college and its students and his ability to make this monumental event such a success.

## **I-C Informational Tour: Business Training Center**

### **Department:**

The Charles I. Ecker Business Training Center (BTC) is both a physical entity and a business concept. The tour will focus on the physical layout of the Ecker Business Training Center, 12,000 square feet of space on the first floor of the Gateway Building, as well as the services that are provided at this location. However, it is important to note that the Ecker Business Training Center is only one component of continuing education's overall workforce mission. There are a variety of business and training services offered elsewhere in the county, both on campus and at employers' sites, and other continuing education and workforce development staff who support businesses and organizations through training, needs assessments, consultations, and other means.

Since 1994, the Gateway location has been an asset to continuing education's workforce development mission. Its attractive and convenient location, state-of-the-art facility, and customer-focus allow continuing education to attract corporate and organizational customers who interact first-hand with the well-trained and flexible staff. It also showcases the kind of training that Howard Community College (HCC) can provide its customers.

The facility has an executive boardroom, two large conference rooms, four classrooms, and five computer labs. In this space, HCC staff members provide the technical support for a full range of audiovisual equipment and a wide range of computer applications. Staff members are also fully prepared to customize room settings, assist with client catering needs, support installation of proprietary software, and because of the central location of the offices, act as an information center to all building visitors.

The BTC staff at Gateway includes:

- Beverly Johnson – coordinator of technical training, continuing education
- Neetika Sharma – technology program administrator, continuing education
- Susan Miller – Gateway campus administrator, continuing education
- Michelle Monk – systems administrator, student computer support
- Crystal French – network specialist, student computer support
- Richard Neal – facility and administrative assistant, continuing education (part-time)
- Trevor Cottman – facility and administrative assistant, continuing education (part-time)

- Don Haithcock – facility and administrative assistant, continuing education (part-time)
- Clover Pert – evening housekeeping, plant operations
- Security – provided by Howard County Government after 4:00 p.m.

Although the first floor facility is provided free of charge by the Howard County Government, continuing education has responsibility for covering the expenses for administrative and support staff, as well as maintaining the physical infrastructure of the Ecker Business Training Center. These expenses average \$125,000 annually. This figure does not include the technical support staff from student computer support, housekeeping staff, or annual upgrades to the computer equipment.

The business training center (BTC) does not receive any portion of the FTE or the revenue from the courses that are held in this space or charge any fees to local and state government entities that use the space; however, the BTC staff does charge a fee for service to the business community. That revenue is used to offset the expenses incurred.

**Core Work Mission:**

The Ecker BTC provides a training center for HCC and is also used to market other continuing education and workforce development programs and services. It serves as a primary training site for continuing education, provides meeting and training space for HCC, local and state government, and a professional training location for Howard County businesses and community organizations.

**Benchmarks/Results:**

The results for the BTC are measured in terms of number of “bookings” and service fees that are generated. In addition to facility oversight, the staff at Gateway has responsibility for programming technology and on-line courses for continuing education.

- In FY06, continuing education held over 1,000 open enrollment and contract training courses and events at Gateway.
- Of those 1,000 classes and events, the BTC staff (including two contract training specialists in Hickory Ridge) programmed approximately half of the courses and events.
- The BTC staff at Gateway also provided a net of \$47,000 from the open enrollment technology courses to the division of continuing education and earned 70 FTE.
- Administrative units of HCC, including the president’s office, academic divisions, human resources, admissions, etc., held 70 events at the BTC last year.

- Departments with the Howard County and Maryland State Governments such as the budget office, the department of mental health and hygiene, and the Maryland Attorney General's Office held approximately 280 events.
- Business clients that needed meeting or training rooms used the facility for 650 events last year.

### **Future Plans and Goals:**

One main goal is to increase the awareness of the facility among new business clients in order to increase the revenue and enhance contract training opportunities. Marketing efforts this year will include offering clients improved bandwidth and DSL back-up, and announcing an upgrading in a computer lab so that it can support Microsoft Windows Vista.

The continuing education staff and the president's team are aware there is a possibility the county may sell the Gateway building and has developed contingency plans in case that occurs. Those plans include renegotiating the terms of usage of the current facility or relocating elsewhere.

The current location of the BTC is preferred because of its location in the Gateway Business Park!

**II-A Approval of October 25, 2006, Agenda**

**Board of Trustees**  
**October 25, 2006**  
**Charles I. Ecker Business Training Center: BTC Boardroom**

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

**A. Approval of October 25, 2006, Agenda**

**B. Approval of:**

1. September 27, 2006, Work Session Minutes
2. September 27, 2006, Regular Session Minutes

**C. President's Report**

**D. Board Member Comments**

**E. Consent Items**

1. Proposed New Hires
2. Fiscal Year 2008 Capital Budget
3. Website Support and Maintenance
4. Change Orders for the Horowitz Visual and Performing Arts Center and the Student Services Building
5. Furniture and Equipment for the Student Service Building

**F. Discussion Items**

1. Issue Bin
2. Board Calendar
3. The Establishment of the Senator James Clark, Jr. Medal
4. Board of Trustees' Award for Outstanding Service to Howard Community College

**G. Information Items**

1. Agreements Signed by the Board Chair Disclosure
2. Financial Statements
3. Full-time/Part-time Enrollment Ratios by Division
4. Report on Board End: Student and Stakeholder Focus
5. Personnel Summary

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

- September 27, 2006, Work Session Minutes
- September 27, 2006, Regular Session Minutes

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
September 27, 2006**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, September 27, 2006, in the Kittleman Room of the English, languages, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:07 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Louis G. Hutt, Jr., and Katherine K. Rensin. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Roberta E. Dillow was absent. Trustee Mary B. Tung was on a leave of absence.

**A. Introduction of New Employees**

Kate Hetherington, executive vice president, introduced Rachel Freedman, personal counselor; Carie Mellies, research associate; Tara Rupp, wellness coordinator; and Nidhi Srivastava, research associate.

Ron Roberson, vice president of academic affairs, introduced Rebecca Bafford, assistant professor, art, director, art gallery; Yvonne Beachum, office associate; Jenny Male, instructor, dance and theatre, coordinator of dance; Ryna May, instructor, English; Susan Morgan, assistant professor, chemistry; Kristen Navarro, continuing education/workforce development child care specialist; Ellen Nichols, interim instructor, nursing; Jeremy O'Roark, instructor, English; Frances Reynolds, instructor, nursing; Rebecca Swick, basic skills data entry and registration assistant; Angela Wood, assistant professor, English; Brandon Yerrid, educational technology/computer technician; Aimee York, assistant professor, English; Joanne Stato, ESL instructor; Caroline Torcaso, instructor, mathematics; and Theresa Lui, instructor, office technology.

Tom Glaser, vice president of information technology, introduced Carol Egan, programmer/analyst.

**B. Introduction of Constituency Group Leaders**

Constituency group leaders were introduced by their president's team liaisons. Some were not present due to other commitments.

- College Council representatives were introduced by Erin Yun, director of board relations and special projects.  
President - Carla Cipolari, office associate, public relations and marketing (absent)  
Vice President - David Buonora, director of government affairs and resource development
- Faculty Forum representatives were introduced by Ron Roberson  
President - Mike Heffren, associate professor, social sciences  
Vice President - Linda Wiley, professor, English

- Student Government Association representative was introduced by Kate Hetherington  
President - Diana Ponce, student
- Administrators group representatives were introduced by Erin Yun  
Chair - Mike Heinmuller, director, user and network services  
Vice Chair - Missy Matthey, director of development
- Professional/technical group representatives were introduced by Tom Glaser  
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 representatives were introduced by Lynn Coleman, vice president of administration and finance  
Chair - Arnette Haywood, lifelong learning assistant, continuing education  
Representatives  
Donna Kelly, lead materials handling clerk

**C. Introduction of Coca-Cola Scholar: Kimberly Savel**

This item was deferred.

**D. Web Redevelopment Project Update**

Rick Pollard, director, technology resources and Wanda Garcia, web engineer, gave an overview of the new website highlighting changes and improvements. Individual web pages have been decreased by 93 percent and a new search engine has been added. A public relations campaign will start next week to introduce the new website, which will be launched on November 17, 2006.

**E. Tour of the Student Services Building**

The board of trustees toured the new student services building.

**Adjournment**

The work session adjourned at 7:35 p.m.

The above constitutes the official minutes of the September 27, 2006, work session of the Howard Community College Board of Trustees as approved on October 25, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
September 27, 2006**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, September 27, 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 7:35 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Louis G. Hutt, Jr., and Katherine K. Rensin. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Roberta E. Dillow was absent. Trustee Mary B. Tung was on a leave of absence.

**A. Approval of September 27, 2006, Agenda**

Item H-7 purchase of modular buildings was added to the agenda.

*A recommendation to approve the September 27, 2006, agenda as amended, was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.*

**B. Approval of Minutes**

*A recommendation to approve the August 15, 2006, closed session minutes, and the August 23 work session, regular session, and closed session minutes, was moved by Trustee Rensin, seconded by Trustee Caplan, and unanimously approved.*

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

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

**D. Report of the Legislative Committee**

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

**E. President's Report**

Missy Matthey, director of development, announced that the Grand Prix raised \$170,000 for student scholarships. She mentioned that 1,008 raffle tickets were sold of which 230 were sold on the day of the event. She thanked all volunteers, especially plant operations staff.

Dr. Duncan gave board members entrepreneurial center business cards and asked them to share the cards with their business associates. She also gave the

board an update on Belmont, which they had requested at the last meeting.

#### **F. Board Member Comments**

- Chair Huddie commented on the Patrick and Jill McCuan donation of \$1 million and the \$200,000 challenge grant, the major donor party, and the Grand Prix. Kathy Rensin was thanked for her effort in securing this gift.
- Vice Chair Truby also commented on the McCuan gift and meeting Alex Nowadazkij, former SGA president, at the Grand Prix. He also mentioned that he has been talking to people throughout the county, explaining why HCC is the best steward for Belmont.
- Trustee Rensin echoed earlier comments. She also mentioned the student services building tour and the McCuan gift, pointing out that the McCuans were moved by the board's letter in *The Sun* supporting President Duncan's actions concerning the Belmont Conference Center.
- Trustee Caplan mentioned the letter Michael Nagle, foundation board member, and Patrick Huddie, board of trustees' chair, wrote, which was published in *The Sun*, in defense of Ed Waddell, foundation treasurer.

#### **G. Consent Items**

1. Proposed new hires
2. Apple computer technology awarded to The Apple Store for \$71,895.
3. Network fiber and cabling for the student services building awarded to FiberPlus, Inc. for \$382,000.
4. Cisco network technology awarded to NetStar1 for \$428,445.

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

#### **F. Discussion Items**

##### **1. Issue Bin**

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

##### **2. Board Calendar**

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

##### **3. Proposed Fiscal Year 2008 Capital Budget**

Lynn Coleman gave an overview and briefly reviewed the project priority list.

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

**4. Benchmarks for Maryland Higher Education Commission Indicator System**

Zoe Irvin gave an overview.

*A recommendation to approve the benchmarks as listed for the new MHEC indicator system was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.*

**5. Board of Trustees' Award for Outstanding Service to Howard Community College**

Dr. Duncan briefly explained the history and criteria for this award and shared a list from the administration of potential nominees.

The board decided to discuss further and re-consider at the November board meeting.

**6. Fire Science Program**

*A recommendation to approve charging out-of-county students in the fire science program who are working for Howard County Fire and Rescue in-county tuition rates, was moved by Vice Chair Truby, seconded by Trustee Caplan, and unanimously approved.*

**7. Purchase of Modular Buildings**

*A recommendation to approve the purchase of modular buildings for \$119,412 from Vanguard Modular Systems was moved by Trustee Rensin, seconded by Trustee Hutt, 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**

There were no financial statements this month.

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

**3. Employee Assistance Program**

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

**4. GSA Federal Supply Schedule Contract**

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

**5. Major Projects Timeline**

Dr. Duncan gave an overview of the major projects. Trustees suggested that the college consider student housing and the parking garage separately.

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

**6. Report on Board End: Strategic Planning**

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

**7. Personnel Summary**

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

**Adjournment**

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

The meeting was adjourned at 8:40 p.m.

The above constitutes the official minutes of the September 27, 2006, regular meeting of the Howard Community College Board of Trustees as approved on October 25, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

## **II-C President's Report**

### **Development Update**

#### **September Foundation Revenue**

\$186,281

#### **September Campaign Revenue**

\$66,119

### **Events updates**

#### *19<sup>th</sup> Annual Columbia Classic Grand Prix Update*

Initial numbers from the 2006 Grand Prix show a net profit of approximately \$177,000 with the potential to rise to \$180,000 due to some outstanding payments. The Grand Prix board met on October 5, 2006, to discuss how to boost the profit from this event and has several ideas that they plan to incorporate in 2007. This year's raffle sold 1,015 out of 1,200 tickets, the most sold in any one year.

#### *President's Gala*

December 2, 2006 – black tie celebratory event in the Horowitz Center open to all. Tickets priced at \$75 for the community; \$50 for HCC employees; \$25 for HCC students. Hold the date cards went out in September and invitations will be mailed around October 20.

### **Belmont Update**

Belmont will be hosting a communication, problem-solving, and improvisation workshop on November 13, 2006, for local Leadership Howard County program graduates. Leadership Howard County, Leadership Baltimore County, The Leadership-Greater Baltimore Committee, Leadership Anne Arundel, and Leadership Maryland have agreed to participate.

The lodging management and operations course and introduction to travel and tourism projects are underway. Students will work with a project advisor and the appropriate staff at Belmont. Some of the projects that students will be working on include: (1) developing staffing matrixes to meet budget and service goals for hotel and restaurant staff; (2) recommending quality improvements including guest room upgrades and lighting improvements that fit with product positioning, style of house and budget, (3) developing a guest services survey that identifies key areas important to overnight guests, and (4) researching trends in providing healthy food options for conference attendees.

A winter health retreat for women will be held at Belmont on February 7-8, 2007. This unique event will provide health information sessions, massages, and fine dining options.

### **Helping Students Pay for College**

Howard Community College works diligently to make college affordable for students. There are a number of federal and state financial aid programs, funds set aside from the college's operating budget, and donations from individuals as well as foundations. Financial aid included funds to help offset expenses for tuition, fees, books, supplies, child care, and other educational expenses. Even with these sources of aid, students still demonstrate unmet need. The college continues to work towards increasing student scholarships and endowments as well as working with state and federal legislators for continued support for our students. For students who are not interested in borrowing student loan funds, there is a payment plan program that helps them to spread out tuition payments over a period of time. In addition, information is posted about all payment options on the web and a document outlining the payment options is given to students so they are aware of ways to pay their educational expenses.

The following chart shows the financial aid made available to students for the last fiscal year (FY06).

<b>Source of Aid</b>	<b>Total Amount Awarded</b>
Pell Grant (Federal funding)	\$2,063,014
SEOG (Federal funding)	\$144,730
Work Study (Federal funding)	\$153,495
Stafford Federal Loan	\$2,272,714
Parent Plus Federal Loan	\$115,923
State Funding (16 different programs)	\$586,194
General Operating Fund (4 different programs)	\$647,305
Institutional Work Study Program	\$36,559
Foundation Scholarships (92 different scholarships)	\$239,927
Foundation Work Study Program	\$24,780
Alternative Loans (not federally or state funded)	\$87,271
Private Outside Scholarships	\$38,613
Career Links (4 different programs)	\$26,793
Retention Services	\$6,048
Student Support Services	\$10,000
Children's Learning Center	\$177,301
Project Access	\$6,100
Project RENEW Scholarship Program	\$137,140
<b>Total</b>	<b>\$6,773,907</b>

### **HCC's Official Cohort Default Rate**

Howard Community College recently received its official cohort default rate for 2004 for federal student loans. The rate is 5.6 percent. The national cohort default rate for public institutions with their longest educational programs of two to three years (mostly represented by community colleges) is 8.1 percent for the same period of time. The cohort default rate is calculated annually, using the group or cohort of student loan borrowers who entered repayment on their loans within the fiscal year (10/1 to the following 9/30) as the denominator. The numerator is the number of those borrowers who defaulted on a student loan within that fiscal year or the next. The official cohort default rate for prior years is as follows:

<b>Year</b>	<b>Default Rate</b>
2003	2.3 percent
2002	1.1 percent
2001	1.1 percent
2000	1.9 percent
1999	1.8 percent
1998	3.1 percent
1997	8.3 percent
1996	13.8 percent

Factors contributing to HCC having an increase from FY03 (2.3 percent) to FY04 (5.6 percent) are as follows. First, the overall trend in student borrowing has increased substantially over the last five fiscal years. This trend is supported by the increase across all sectors of higher education. Second, the default management program at HCC has reduced its outreach because of the low rates HCC experienced in the past.

The default management coordinator is reestablishing a comprehensive plan that includes tracking student borrowers in repayment as well as their repayment status. These efforts should be reflected in the FY06 rate.

### **Mediation and Conflict Resolution Center**

October 19, 2006, is National Conflict Resolution Day. Governor Ehrlich has proclaimed that date as Conflict Resolution Day in Maryland. Howard County Executive James Robey has proclaimed that date as Conflict Resolution Day in Howard County. He specifically mentions HCC's Mediation and Conflict Resolution Center (MCRC) and its services to Howard County in his executive proclamation. On October 19, students in Introduction to Conflict Resolution will hold an all-day fair on the HCC campus to disseminate information and engage students, faculty, and staff in dialogue. This class is part of the core curriculum of HCC's AA degree program in conflict resolution, which is the only one of its kind in the United States.

As part of a campus-wide effort to inform students about the services of MCRC, a "Dear Charles" column is appearing in *The HCC Times*. Students can send a description of their personal conflict to the newspaper and MCRC staff will write a

response to it. The column will be part of each edition of *The HCC Times*. MCRC has also sent an email to all HCC students inviting them to use the college's conflict resolution services, as well as posting informational signs in high-traffic areas on campus. Llatetra Brown, director of student life, is also helping to promote MCRC's services to students.

### Housing in Howard County

Recently, the article entitled "High-priced Howard housing driving away teachers" appeared in the August 31, 2006, edition of *The Columbia Flier*. Due to the increased costs of housing, many employees are commuting from out-of-county and/or out-of-state. The charts below illustrate where HCC's employees reside versus the Howard County Public School System (HCPSS) employees. The data shown for HCC employees is shown for those paid as of September 15, 2006. HCC employees that live out of state reside in Washington DC, Delaware, Pennsylvania, Virginia, and West Virginia.

HCC is similar to HCPSS with about a third of its employees living out-of-county.

### Howard Community College

	Howard County		Out-of-County		Out-of-State		TOTAL
	N	%	N	%	N	%	
Faculty	83	65%	41	32%	3	2%	127
Administrators	30	61%	19	39%	0	0%	49
Professional/Technical	133	59%	90	40%	1	0%	224
Support	66	69%	29	31%	0	0%	95
Adjunct Faculty*	237	51%	226	48%	6	1%	469
Temporary	211	74%	71	25%	2	1%	284
	760	61%	476	38%	12	1%	1,248

\*includes credit and non-credit

Note: data shown for employees paid on 9/15/06

### Howard County Public Schools

Results from the Howard County public school system's study of staff during the 2005-2006 school year.		
Group	No. living in Howard/Total	% living in county
Support staff*	1,438/1,743	83
School-based administrators	119/183	65
Central administrators**	246/400	62
Teachers	2,341/3,907	60
Custodial/Warehouse	183/388	47
Maintenance/Grounds	64/164	39
*includes nurses, instructional assistants, clerical, food service, and interpreters		
**includes technical, management, food services managers, and administrative support personnel		

### **HCC's Success Story**

The cover of The Arc of Howard County's annual report for 2005-2006 features HCC student, Danielle Oliver. She is a real success story. She is a graduate of continuing education's specially-tailored class for people with developmental disabilities to learn to become entry-level child care workers, which HCC did in conjunction with Arc. Danielle has cerebral palsy and previously had been in a class to transition from high school into the adult world taught by HCC instructor Meredith Lowman. Before the latest class, Danielle had worked part-time for five years in the before-and-after care program at St John's Lane Elementary school. Now she is working full-time at La Petite Academy.

### **Calvin Lee Completes Master's Degree**

Congratulations to Calvin Lee, English Language Institute admissions specialist, who has just completed his Master's Degree of Liberal Arts from The Johns Hopkins University! The MLA is interdisciplinary, allowing for students to choose their concentration in the liberal arts. Calvin's concentration was in comparative literature.

The title of his thesis was "Asian American Perspectives on Home in America." In spite of Calvin's very busy schedule, we are so pleased and proud that he was able to finish his MLA degree!

### **Emerging Leader – Angel Burba**

In the "Emerging Leaders" section of the September issue of *EMS Magazine* is an article on Angel Burba, associate professor and program director of our EMT-Paramedic Program. In the article Angel talks frankly about personal challenges and accomplishments, the future of emergency medical services, and servant leadership. Go to the following link to read Angel's story:

<http://www.emsresponder.com/publication/article.jsp?pubId=1&id=4044>

### **Jean Svacina Completes Academy Program**

Jean Svacina has successfully completed the Academy for Leadership Training and Development's program. This skills-based program consists of two 5-day residential training sessions and a 12-month practicum. Congratulations Jean on this wonderful accomplishment!

### **Dale Schnepf Serves on Governor's Cyber Security Consensus Symposium**

Dale Schnepf, network security program coordinator, was invited to serve on the Governor's Cyber Security Consensus Symposium. As a member of CyberWATCH, an institutional academic partnership representing seven regional community colleges and eight local universities, Dale will be working with law enforcement agencies, federal, state, and local government agencies to define the role of state government to secure Maryland's Cyber Infrastructure. This invitation by the governor is a great honor for community college faculty.

### **Stones in His Pockets – Rep Stage does it again!**

The vice presidents, Zoe Irvin, Erin Yun, and I saw the Rep Stage season opener earlier this month, Stones In His Pockets. Stars Bruce Nelson (Charlie et al) and

Michael Stebbins (Jake et al) deftly morphed in and out of many roles and many emotions. At one point I even thought they were cows! Another highlight was their Irish dancing. The only thing they didn't do was sing "Danny Boy."

### **Maryland Alliance for Information Security Assurance (MAISA) Donates Equipment to HCC**

We are receiving \$30,000 worth of Cisco equipment through MAISA for a new security lab to be installed in ELB 310. Dale Schnepf, instructor, information technology and HCC's representative to MAISA, submitted a request with help from Vini Nithianandam, professor, computer technology and electronics/telecommunications. Their efforts have been outstanding!

### **Howard County Commission on Disability Issues Recognizes Members of the HCC Family**

The Howard County Commission on Disability Issues recognized several of the HCC family at its 12th annual breakfast earlier this month. Joey Kasura, a Rouse Scholar, received the youth award, Debbie Meyers, adjunct dance faculty, received the individual achievement award, and Bob Marietta (a.k.a, "Safety Bob"), facility renovations and safety manager, received the provider of the year award. They each received a trophy and a certificate from Senator Barbara Mikulski. Thanks to each of you for being such fabulous ambassadors for HCC!

### **ELI Student Visits Vantage House with Pets-on-Wheels**

Second-term English Language Institute (ELI) student Beibei Zhou and Squeak the Cat scored a major success for HCC, international students, and felines when they made their first Pets-on-Wheels visit to Vantage House retirement community in Columbia. The team stayed for about two hours and made brief but thoughtful visits to nursing home residents then headed for assisted living and charmed two long-time cat-loving ladies.

In all cases, Squeak the Cat comported herself regally, allowing all and sundry to "ooh and ahhh" and pet to their hearts' content. Bei was easygoing, charming, spoke very well and comfortably throughout. She walked straight up to folks who had expressed an interest in seeing a kitty and started a conversation. Bei confidently talked about Squeak's age, her cat in Beijing, and pretty much anything else about which folks wanted to chat. Bei and Squeak stayed with the last two residents for 20-30 minutes each, just talking away. What a hit!

She left promising that the two of them would return every Thursday, which was greeted with big smiles. Yayyyy Bei & Squeak!

### **Capital Update**

#### Arts and Humanities Instructional Building

The development of punchlist items continues and final walk-throughs and inspections are on-going. This process will continue until all punchlist items are completed and the project is approved for closeout. Based on the proposed signage

package, the sign installation in the building continues as the temporary signs placed throughout the building are replaced with the permanent signage.

Under Section 14-103 of the Finance and Procurement Article, Annotated Code of Maryland, state-aided agencies are required to purchase from Maryland Correctional Enterprises (MCE) all furniture and equipment it can provide. Due to several serious 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. This occurrence has resulted in significant delays in furniture delivery of up to six months for existing orders, and over a year for new orders.

Specifically, this situation impacted the faculty and administrative offices as the Canton wood line was delayed almost four months. Furniture alternatives are being investigated in coordination with MCE and temporary furniture is being installed until the permanent pieces are received in December. All arrangements are being handled by MCE at no expense to the college.

College staff continues to work closely with the architects and contractor as the final inspections are taking place and looks forward to project completion in January 2007.

#### Athletic Fields Renovations

The college received the Phase IV project specification and bid documents from Patton Harris Rust and Associates. The college expects to receive and evaluate bids in October and make a recommendation for award to the board at its November meeting.

#### Student Services Building

The construction phase is well underway for the new student services building. The actual start date was July 21, 2005, and the expected completion date remains February 2, 2007, for a 16-month construction schedule. The contractor has done an excellent job staying on schedule, which was facilitated by favorable weather conditions throughout the past year. To date, the project lost only 19 days due to inclement weather.

Now that classes have resumed for the fall semester, activity on campus has increased and is more populated. Because there are more students and vehicles present, all subcontractors were advised to be especially careful when working at the perimeter of the construction site.

The curtain wall framing has been installed at all elevations of the building. As the welding of the framing was completed much of the glass was installed. Louvers were fixed at key locations in anticipation of energizing the air handlers in early October.

The list of furniture and equipment procurement was submitted to the board for review at its October meeting. Following approval, the college will submit the request for state participation and authorization by the Board of Public Works. Although much of the furniture will be supplied by MCE, the Volition line, which is the primary selected office product, has not been impacted by the events at the correctional facilities and the college has been assured delivery and installation in January. The college will continue to work closely with MCE to ensure timely delivery of all items.

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

Design is progressing and college staff continues to meet with the architects and construction manager throughout the design phase. The architects are in the process of developing the 50 percent construction documents which will be forwarded to an outside firm for technical review. Since the Maryland Department of General Services (DGS) is no longer conducting these reviews, it is necessary for the college to seek a professional firm to provide this service. In accordance with the DGS reviews, the associated work includes:

- 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.

The college is working with the architects to identify the components of the constructability review required for the 50 percent documents and will solicit quotes accordingly.

As design continues, discussions include finishes and material selections, floor plan development, and budget estimates. Right now, the cost estimate is almost \$1.5 million over the authorized budget. Similar to the college's other projects, the architects and contractor are evaluating each construction discipline and are looking to reduce costs through value engineering. In the meantime, the college has requested an additional \$1.5 million from the county in the FY08 capital budget and will keep the board informed as design progresses.

As previously noted, after completion of the 95 percent construction documents the college will submit for board approval the guaranteed maximum price (GMP), and approval by the Maryland Board of Public Works. Construction is scheduled to begin spring 2007.

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

### Parking Garage

The architects finished the 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. The college continues to monitor progress to ensure completion of the project prior to the onset of winter weather.

### 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;
- Pathway development to the Hickory Ridge building;
- Reconfiguration of ELB labs for the entrepreneurial program;
- Nursing building restroom upgrades;
- Hickory Ridge improved lobby area for continuing education; and
- Security cameras for parking lots.

Arla Webb, director of auxiliary services, and Jean Anderson, housekeeper, have overseen the renovation of some of the older bathrooms across campus, including the one by the Galley and bookstore, and the one located on the second floor of the nursing building. The bathrooms look fabulous!

## **II-D Board Member Comments**

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

## F-1 Issue Bin

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

<b>Board Liaisons to Ongoing Projects</b>	
<b>Project</b>	<b>Liaison(s)</b>
Capital Projects	T. James Truby
Entrepreneurial Center	Louis G. Hutt, Jr.
Foundation Board	Roberta E. Dillow/Katherine K. Rensin
Maple Lawn	Roberta E. Dillow/T. James Truby/Roger N. Caplan
Student Housing	Katherine K. Rensin

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

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

**Recommendation:**

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

## F-2 Board Calendar

Date	Event	Tentative Agenda Items	Trustees to Attend
November 9, 2006 Thursday 12:30-1:30 pm	Student/Donor Luncheon <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> </ul>	
November 13, 2006 Monday 7:30-9:30 am and 12:00-2:30 pm	Communication, Problem-solving, and Improvisation workshops  <i>Belmont</i>	<ul style="list-style-type: none"> <li>Leadership Howard County</li> <li>Leadership Baltimore County</li> <li>Leadership-Greater Baltimore Committee</li> <li>Leadership Anne Arundel</li> <li>Leadership Maryland</li> <li>Taught by Bruce Nelson</li> </ul>	NEW!
November 15, 2006 Wednesday 12 noon	Audit and Finance Committee  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>Quarterly Sole Source Report (July 1, 2006 – September 30, 2006)</li> <li>Parameters of FY08 Operating Budget</li> <li>Salary &amp; Benefits Recommendations</li> <li>Review of Salary Scales</li> <li>Tuition &amp; Fees</li> <li>FY06 Single Audit</li> </ul>	
November 16, 2006 Thursday 8:30 am	Legislative Committee Meeting  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>Planning for Legislative Breakfast</li> <li>Review of HCC Legislative Agenda</li> <li>National Legislative Summit</li> </ul>	
November 29, 2006 Wednesday 6 pm	Work Session  ----- Regular Meeting  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Introduction of New Employees</li> <li>HCCEF Annual Report</li> <li>Meeting with Auditors</li> <li>Informational Tour: Arts and Humanities</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>Recommendations on Sabbatical/Administrative Leave</li> <li>Report on Board End: Information and Analysis</li> <li>Approval of Legislative Agenda</li> </ul>	
November 30, 2006 Thursday TBD	Chamber Holiday Party		

Date	Event	Tentative Agenda Items	Trustees to Attend
December 2, 2006 Saturday 6 pm	President's Gala <i>Horowitz Center</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li>Black Tie Event</li> <li>Open to all</li> </ul>	
December 5, 2006 Tuesday 3:30 – 6:00 pm	Annual Legislative Gathering <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Legislators Invited</li> <li>County Council and Executive Invited</li> <li>Students Invited</li> <li>Tour of Student Services Building</li> </ul>	
December 13, 2006 Wednesday 6 pm	Consent Items followed by Closed Session <i>Belmont</i>	<ul style="list-style-type: none"> <li>Consent Items Only</li> <li>FY07 Presidential Mid-Year Evaluation</li> </ul>	
December 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"> <li>Review of FY08 Integrated Strategic Plan and Operating Budget</li> </ul>	
January 24, 2007 Wednesday 6 pm	Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Approval of FY08 Integrated Strategic Plan and Operating Budget</li> </ul>	
January 22, 2007 Monday 8:30 am	New Employee Recognition Breakfast <i>Burrill Galleria</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li>New employees recognized</li> </ul>	
January 22, 2007 Monday 9:30 am	Winter Convocation <i>Smith Theatre</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li><b>Welcome from Board Chair (10 am)</b></li> </ul>	
February 7, 2007 Wednesday 8:30 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>Progress of Annapolis Session</li> <li>Student Advocacy Day</li> <li>County Budget Process</li> <li>Legislative Summit</li> </ul>	
February 12-14, 2007 Monday – Wednesday	ACCT Legislative Summit	<ul style="list-style-type: none"> <li>Meetings Arranged with Board Members and Maryland Delegation in DC</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
	<i>Marriott Wardman Park Hotel Washington, DC</i>		
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"> <li>• FYI for Trustees</li> </ul>	
February 28, 2007 Wednesday 6 pm	Work Session <hr/> Regular Meeting <i>Laurel College Center</i>	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Informational Tour – Laurel College Center</li> <li>• Report on Board End: Faculty and Staff Focus</li> <li>• FY06 Workforce Snapshot</li> <li>• Honorary Degree Recipients</li> </ul>	
March 5, 2007 Monday 5 – 8:30 pm	Hunan Manor Fundraiser <i>Hunan Manor</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Board Chair Remarks</b></li> <li>• Fundraiser for the college</li> </ul>	
March 7, 2007 Wednesday 12 noon	Audit and Finance Committee  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>• Auditor Contract</li> <li>• Areas for Audit Review</li> <li>• Semi-Annual Cumulative Purchases Greater Than \$25,000 Report</li> <li>• Semi-Annual Non-Purchasing Agreement Disclosure</li> <li>• Quarterly Sole Source Report (October 1, 2006 – December 31, 2006)</li> <li>• Semi-Annual Compensation and Earnings Report (July 1, 2006 – December 31, 2006)</li> </ul>	
March 13, 2007 Tuesday 12:30 pm & 6 pm	Dean's Reception <i>Smith Theatre / Burrill Galleria</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Recognition for Dean's List and Distinguished Students</li> </ul>	
March 26-30, 2007 Monday-Friday TBD	Opening of Student Services Building <i>TBD</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Activities held throughout the week - TBD</li> </ul>	
March 28, 2006 Wednesday 6 pm	Work Session <hr/> Regular Meeting	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Vital Signs/ Learning Outcomes Assessment</li> <li>• Auditor Areas for Review</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
	<i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Report on Board End: Educational and Support Process Management</li> </ul>	
April 2-8, 2007 Monday - Sunday	HCC Spring Break		
April 25, 2007 Wednesday 6 pm	Work Session  <hr/> Regular Meeting  <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Introduction of New Employees</li> <li>All-USA Academic Team Awards</li> <li>Informational Tour: TBD</li> </ul> <hr/> <ul style="list-style-type: none"> <li>FY08 Operating Budget Approval (if necessary)</li> <li>FY08 Faculty Promotions</li> <li>Candidates for Commencement</li> <li>Report on Board End: Leadership</li> <li>Legislative Report</li> <li>Calendar of FY08 Meetings</li> </ul>	
April 28, 2007 Saturday <i>Time - TBD</i>	Wine Tasting Event <i>Student Services Building 4<sup>th</sup> Floor Dining Room</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li>New fundraiser for student scholarships</li> </ul>	<b>NEW!</b>
May 4, 2007 Friday 6:30 - 9 pm	Student Awards Banquet  <i>Sheraton Columbia</i>	<ul style="list-style-type: none"> <li><b>Welcome from Board Chair</b></li> <li><b>Trustees invited and participate in presenting awards</b></li> </ul>	
May 5, 2007 Saturday 6 pm	Fiesta Dinner  <i>Dr. Duncan's Residence</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> </ul>	
May 9, 2007 Wednesday 12 noon	Audit and Finance Committee  <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> <li>Quarterly Sole Source Report (January 1, 2007 – March 30, 2007)</li> <li>Meeting with Auditors (FY07 Report)</li> <li>Probable Bids for Summer</li> </ul>	
May 18, 2007 Friday 12 noon	Nursing Recognition Ceremony  <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> </ul>	
May 18, 2007 Friday	Reception for Platform Party	<ul style="list-style-type: none"> <li>Trustees Invited</li> </ul>	

Date	Event	Tentative Agenda Items	Trustees to Attend
2:30 pm	<i>Merriweather Post Pavilion</i>		
May 18, 2007 Friday 4 pm	Commencement <i>Merriweather Post Pavilion</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li><b>Board Members Confer Degrees</b></li> </ul>	
May 23, 2007 Wednesday 6 pm	Work Session	<ul style="list-style-type: none"> <li>Introduction of New Employees</li> <li>Informational Tour: TBD</li> </ul>	
	Regular Meeting	<ul style="list-style-type: none"> <li>FY09 Vision, Mission, Values and Beliefs and Strategic Initiatives and Goals</li> <li>FY08 Faculty Appointments</li> <li>Election of FY08 Board Officers</li> <li>Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting</li> <li>MHEC Report on Indicators</li> </ul>	
	Closed Session <i>Kittleman Room</i>	<ul style="list-style-type: none"> <li>Review President's Contract</li> </ul>	
May 24, 2007 Thursday 12 noon	Annual Retiree and New Employee Recognition Lunch <i>Burrill Galleria</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li>Reception to Honor College Faculty and Staff who Retired During FY07</li> </ul>	
May 24, 2007 Thursday 1:30 pm	Convocation  <i>TBD</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li><b>Welcome from Board Chair</b> (1:30 pm)</li> <li>Recognition event for retired employees, degree recipients. New employees recognized at lunch.</li> </ul>	
May 24, 2007 Thursday 3:30 pm	Employee Appreciation Activity <i>TBD</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li>Annual activity to thank employees for core &amp; strategic work efforts and volunteerism</li> </ul>	
June 5, 2007 Tuesday <i>Time - TBD</i>	Board Retreat  <i>Belmont</i>	<ul style="list-style-type: none"> <li>Agenda – TBD</li> </ul>	
September 15, 2007 Saturday <i>Time - TBD</i>	Major Donor Party  <i>Location - TBD</i>		<b>NEW!</b>


Date	Event	Tentative Agenda Items	Trustees to Attend
September __, 2007	20 <sup>th</sup> Annual Columbia Classic Grand Prix	<ul style="list-style-type: none"> <li>Annual equestrian show jumping event to raise funds for student scholarships. The exact date of the event has yet to be determined.</li> </ul>	<b>NEW!</b>

Notes:

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

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

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

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

Red denotes date change from original posting.

**NEW!** denotes item not on last calendar.

## **F-3 The Establishment of the Senator James Clark, Jr. Medal**

**Background:** Senator James Clark, Jr. was a man of extraordinary character. When he passed away in August of 2006, Howard County lost its most elder statesmen. His compassion, ethics, and dedication to the best interests of the people whom he served crossed party lines. As an article in the August 25, 2006, *Gazette* said, "He acted as a bridge between the past and the future. He helped steer Howard County through uncomfortable times as farmland gave way to Jim Rouse's Columbia...Clark was regarded as a founding father of modern Howard County."

A lifetime resident of Howard County, Senator Clark was a born farmer, passionate about his love of the land, but also committed to public service. He served as a member of the Maryland House of Delegates from 1959-63, as a member of the Maryland Senate from 1963-86, and as the Senate President from 1979-83. Additional posts that he held during his time in Annapolis include: chair, Agriculture and Natural Resources Committee, 1963-66; chair, Executive Nominations Committee, 1967-71; vice-chair, Finance Committee, 1971-75; chair, 1975-78; and member, Legislative Council (now Legislative Policy Committee), 1971-86. He was also appointed by President Carter as a member of the President's Commission on Pension Policy and served as chair of The National Balance the Budget Amendment Committee, a member, Economic and Environmental Affairs Committee, the Executive Nominations Committee, and a Special Joint Committee on Pensions. Senator Clark's most significant contributions to Maryland were Program Open Space and farmland preservation.

Other accomplishments include: U.S. Air Force, 1941-1945, 442nd Troop Carrier Group, 303rd Squadron; former Howard County Soil Conservation district supervisor; first vice president, Constitutional Convention of Maryland, 1967-68; member, Maryland Heritage Committee; Golden Age Card Task Force; member Rotary; VFW; author, *Jim Clark: Soldier, Farmer, Legislator-A Memoir*; and First Citizen Award, 1994.

Senator Clark was also instrumental in the founding of Howard Community College and for this reason the Howard Community College Board of Trustees dedicated the original campus building to him in April 2004.

In appreciation of the lifetime of contributions made by Senator Clark to Howard County, the board of trustees has proposed that HCC establish The Senator James Clark, Jr. Medal. In his remarks at the September 2, 2006, memorial service for

Senator Clark, Senator Lapides gave a particularly apt and moving description that the college administration would like to use as the criteria for the Clark Medal. He said, “Jim was a role model and the finest example of what it means to be an American. He had the qualities we usually associate with our founding fathers – unparalleled integrity and honesty, love of land, and love of country – all in a positive way – never saccharine, maudlin, or self-serving.”

The administration proposes that the Clark Medal be given to an individual whose character and accomplishments reflect the aforementioned life values of Senator Clark. This award, as opposed to the Trustees’ Award for Outstanding Service to Howard Community College, will not necessarily be given every year, but instead only when a particular individual meets the high standards set by Senator Clark during his life of service. The establishment of this award is in alignment with the board’s goal to promote servant leadership at all levels of the institution.

**Purpose:** To approve the establishment of the James Clark, Jr. Medal

### **Recommendation**

The administration requests that the board of trustees approve the establishment of the Senator James Clark, Jr. Medal according to the aforementioned criteria.

**Compliance:** This request is in compliance with Board Bylaws: Principles of Governance – Core Values.

## F-4 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.

## **Changes to the Capital Budget**

**Background:** Previously the board was sent the consent agenda with the changes to the FY08 Capital Budget. As previously noted in the consent agenda changes were made to the September, 2006 materials as follows:

<b>Location of Change</b>	<b>Change</b>
Page 6: Priority of Capital Project Requests	The project priorities were updated based on the board's discussion at the preliminary review and Telecommunications Upgrades previously under Systemic Renovations was added as a new project.
Page 10: Parking Garages Cost Summary for FY13 Design	The line item for the FY13 design funding request was reduced by \$280,000 from \$1,230,000 to \$950,000. The design costs are less since construction is not being phased with this garage.
Page 17: Telecommunications Upgrades	The IT Modifications and Upgrades previously under Systemic Renovations was broken out as a separate project as Telecommunications Upgrades and includes proposed state share funding.

In addition to the above, one additional change is being made to the FY05 Renovations to "A" Building Instructional Space and Smith Theatre. Subsequent to the materials being sent, meetings have been held with the architect about the design of this space. The architect is completing the 50% construction documents and as previously noted, concern exists about the original cost estimate that was done over two years ago. In addition, as this project is a renovation, unexpected changes may occur as walls are opened and some unforeseen conditions may exist. Originally we had allowed \$4,000,000 for inflation increases and unforeseen conditions. However, it is felt that a prudent amount would be \$2,000,000. This project has been changed accordingly from the September materials and the materials that were originally sent to the board for the October meeting. Attached are the changes to the capital budget, accordingly.

**Purpose:** To approve the proposed FY08 Capital Budget

**Location:** Collegewide

**Timeline:** July 1, 2007 to June 30, 2008

**Recommendation**

It is requested that the board of trustees approve:

**Source of funds:** FY08 Capital Budget

**Compliance:** This request is in support of the board of trustees' policies and Governance Process: Board Role and Presidential Boundaries; Budgeting/Forecasting



**HOWARD**  
COMMUNITY COLLEGE

*You Can Get There From Here.*

---

**Proposed  
FY 2008  
Capital Budget**

---

Final Board Review – October 25, 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**

# TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>1</b>
<b>PRIORITY OF FY2008 CAPITAL PROJECT REQUESTS.....</b>	<b>6</b>
<b>PROJECT DESCRIPTIONS.....</b>	<b>7</b>
<i>FY 03 ARTS &amp; HUMANITIES INSTRUCTIONAL BLDG (PROJECT NUMBER M-0529).....</i>	<i>7</i>
<i>FY 06 PARKING GARAGES (PROJECT NUMBER M-0526).....</i>	<i>9</i>
<i>FY 04 STUDENT SERVICES BUILDING (PROJECT NUMBER M-0530).....</i>	<i>11</i>
<i>FY 05 RENOVATIONS TO "A" BUILDING INSTRUCTIONAL SPACE/SMITH THEATRE     (PROJECT NUMBER M-0534).....</i>	<i>12</i>
<i>FY 95 SAFETY, COMPLIANCE, AND FACILITY RENEWALS (PROJECT M-0522).....</i>	<i>14</i>
<i>FY 08 TELECOMMUNICATIONS UPGRADES (NEW PROJECT).....</i>	<i>17</i>
<i>FY 08 CAMPUS ROADWAYS (NEW PROJECT) .....</i>	<i>18</i>
<i>FY 06 RENOVATIONS TO VACATED STUDENT SERVICES AREAS - L &amp; ST BUILDINGS     (PROJECT NUMBER M-0533).....</i>	<i>19</i>
<i>FY 10 MEDICAL CAREERS BUILDING (PROJECT NUMBER M-0532) .....</i>	<i>21</i>
<i>FY 11 NURSING BUILDING RENOVATIONS (PROJECT NUMBER M-0536) .....</i>	<i>23</i>
<i>FY 08 CHILDREN'S LEARNING CENTER (PROJECT NUMBER M-0538).....</i>	<i>24</i>
<i>FY 96 ATHLETIC &amp; FITNESS CENTER AND FIELDS RENOVATIONS (PROJECT     NUMBER M-0512) .....</i>	<i>25</i>
<i>FY 99 HVAC REPLACEMENT AND UPGRADE (PROJECT NUMBER M-0528).....</i>	<i>28</i>
<i>FY 10 SCIENCE, ENGINEERING, AND TECHNOLOGY BUILDING (NEW PROJECT).....</i>	<i>29</i>
<i>FY 09 HICKORY RIDGE BUILDING RENOVATIONS (PROJECT NUMBER M-0535) .....</i>	<i>30</i>
<i>FY 11 MATHEMATICS BUILDING (PROJECT NUMBER M-0539) .....</i>	<i>32</i>
<i>FY 13 BUSINESS/COMPUTER SYSTEMS AND SOCIAL SCIENCE/TEACHER EDUCATION     BUILDING (NEW PROJECT).....</i>	<i>33</i>
<i>FY 15 MAINTENANCE BUILDING (NEW PROJECT).....</i>	<i>34</i>
<i>FY 07 BELMONT CONFERENCE CENTER (PROJECT NUMBER M-0537) .....</i>	<i>35</i>
<b>SUMMARY OF CAPITAL PROJECT FUNDING .....</b>	<b>37</b>
<b>OTHER IMMEDIATE NEEDS .....</b>	<b>39</b>

## 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:

<b>Unduplicated Headcount Enrollment Credit and Non-Credit by Fiscal Year</b>			
<b>Fiscal Year</b>	<b>Credit</b>	<b>Non-Credit</b>	<b>Total Headcount</b>
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 14<sup>th</sup> greatest in the United States for numbers of residents and 16<sup>th</sup> 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 6<sup>th</sup> 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 Priorities	HCC Project No.	HCC Project
High	M-0526	Parking Garages
High	M-0534	Renovations to “A” Building Instructional Space and Smith Theatre
High	M-0522	Safety, Compliance, and Facility Renewals <i>(formerly Campuswide Systemic Renovations)</i>
High	<i>(New)</i>	Telecommunications Upgrades
High	<i>(New)</i>	Campus Roadways
High	M-0533	Renovations to Vacated Student Services Areas (L & ST Buildings)
High	M-0532	Medical Careers Building
High	M-0537	Belmont Conference Center
Moderate	M-0536	Nursing Building Renovations
Moderate	M-0538	Children’s Learning Center
Moderate	M-0512	Athletic & Fitness Center and Fields Renovations
Moderate	M-0528	HVAC Replacement and Upgrade
Moderate	M-0535	Hickory Ridge Building Renovations
Moderate	M-0539	Mathematics Building
Moderate	<i>(New)</i>	Science, Engineering, and Technology Building
Moderate	<i>(New)</i>	Business/Computer Systems and Social Science/Teacher Education Building
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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>CC Bonds</b>	<b>Total</b>
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>
	<b>Total</b>	\$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)

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>CC Bonds</b>	<b>Total</b>
FY08	Construction – pedestrian bridge	300,000	0	0	300,000	600,000
	<i>Subtotal for Garage at A&amp;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	475,000	0	0	475,000	950,000
FY14	Construction – 750sp garage ELB	7,835,000	0	0	7,835,000	15,670,000
	<i>Subtotal for Garage at ELB</i>	<i>8,310,000</i>	<i>0</i>	<i>0</i>	<i>8,310,000</i>	<i>16,620,000</i>
<b>Total</b>		\$16,560,000	\$450,000	\$319,000	\$25,329,000	\$42,658,000

## **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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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
	<b>Total</b>	<b>\$14,662,000</b>	<b>\$14,133,000</b>	<b>\$200,000</b>	<b>\$28,995,000</b>

## **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	2,000,000	0	0	2,000,000
FY08	Furniture and Equipment – vacated space	790,000	790,000	0	1,580,000
<b>Total</b>		\$8,057,000	\$6,057,000	\$0	\$14,114,000

**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>
	<b>Total</b>	<b>\$855,000</b>
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>
	<b>Total</b>	<b>\$800,000</b>
FY 2008	Phased installation of campuswide security access/camera control system/rekeying	270,000
	ADA renovations	71,000
	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>
	<b>Total</b>	<b>\$1,082,000</b>
FY 2009	Phased installation of campuswide security access/camera control system/rekeying	281,000
	ADA renovations	74,000

	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>
	<b>Total</b>	\$1,020,000
FY 2010	Phased installation of campuswide security access/camera control system/rekeying	292,000
	ADA renovations	77,000
	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>
	<b>Total</b>	\$1,061,000
FY 2011	Phased installation of campuswide security access/camera control system/rekeying	303,000
	ADA renovations	80,000
	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>
	<b>Total</b>	\$1,102,000
FY 2012	Phased installation of campuswide security access/camera control system/rekeying	315,000
	ADA renovations	80,000
	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>
	<b>Total</b>	\$1,137,000

### 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.

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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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	1,082,000	0	0	1,082,000
FY09	Construction/Equipment	1,020,000	0	0	1,020,000
FY10	Construction/Equipment	1,061,000	0	0	1,061,000
FY11	Construction/Equipment	1,102,000	0	0	1,102,000
FY12	Construction/Equipment	1,137,000	0	0	1,137,000
	<b>Total</b>	\$11,103,000	\$1,178,000	\$700,000	\$12,981,000

## FY 08 TELECOMMUNICATIONS UPGRADES (NEW PROJECT)

### Description

This project was previously included as part of the Campuswide Systemic Renovations project. As the campus has grown significantly to accommodate the college's enrollment growth, information technology modifications and upgrades are a necessary component of campus development. Technology is having, and will continue to have, a significant impact on academic programs, academic and student services, and institutional support. This includes what is delivered, how it is delivered, where it is delivered, and when it is delivered. The other known trend regarding higher education planning for technology advances is that technology will continue to be an integral part of campus.

As institutions seek to link technology and capital planning, two important trends affect the quality of the learning environment and the fiscal efficiency of the college. First, the introduction of new technologies into the learning environment; and second, the urgency to upgrade technology while dealing with dated buildings, deferred maintenance, overcrowding, and new accessibility requirements. The integration of technologies within facilities is a complex and expensive endeavor.

### Justification

As technologies evolve, the college must plan to meet these changing advances. Currently, the college's computer cable infrastructure in each existing building needs to be evaluated and replaced to meet current industry standards. Cabling management systems should be installed in the ceilings and old cabling discarded. Blown fiber conduit should be installed to provide fiber connectivity within the buildings to meet future network capacity for video, voice and data communication to classrooms and offices. In addition, the college's Private Branch Exchange (PBX) system needs to be replaced. The PBX system is a dependable but dated type of telephone system that provides a wide range of features and can be expanded as the college grows. The college's current PBX has reached its life expectancy and must be replaced with a new system. These systems typically come standard with several features and options. In addition, they are programmable and can support the most complex implementations and convergence of campus communication systems. The college must continue to prepare for future technologies within its facilities that will address the needs of the institution.

### Changes Since FY 2007

As part of the facilities master plan, the college required the consultants to identify targeted planning trends with consideration to technology advances and learning environments of the future. This is a critical area as the college must have in place the framework to assist in creating an infrastructure to support the present and future addition of technology into the college's environment.

### Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY08	Design/Construction– IT mods and upgrades	\$300,000	\$0	\$0	\$300,000
FY09	Design/Construction– PBX replacement	325,000	325,000	0	650,000
FY10	Design/Construction– IT mods and upgrades	200,000	200,000	0	400,000
FY11	Design/Construction– IT mods and upgrades	200,000	200,000	0	400,000
FY12	Design/Construction– IT mods and upgrades	200,000	200,000	0	400,000
<b>Total</b>		\$1,225,000	\$925,000	\$0	\$2,150,000

## 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
	<b>Total</b>	\$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
<b>Total</b>		\$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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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
	<b>Total</b>	\$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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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
<b>Total</b>		\$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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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
<b>Total</b>		<b>\$478,000</b>	<b>\$478,000</b>	<b>\$0</b>	<b>\$956,000</b>

## **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
<b>Total</b>		\$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
<b>Total</b>		\$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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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
<b>Total</b>		<b>\$21,600,000</b>	<b>\$21,600,000</b>	<b>\$0</b>	<b>\$43,200,000</b>

## **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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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
<b>Total</b>		\$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
<b>Total</b>		\$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.

<b>Year</b>	<b>Description</b>	<b>County</b>	<b>State</b>	<b>Other</b>	<b>Total</b>
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
	<b>Total</b>	\$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
	<b>Total</b>	\$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
<b>Total</b>		\$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	-	9,022,000	1,582,000	(4,157,000)	1,000,000	-	-	-	-	-	-	-	-	-	-	\$ 26,615,431
County	-	9,641,000	985,000	-	-	-	-	-	-	-	-	-	-	-	-	
State	693,129	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	1,146,871	619,000	448,431	-	1,478,000	-	-	-	-	-	-	-	-	-	-	
CC Bonds	-	-	-	4,157,000	-	-	-	-	-	-	-	-	-	-	-	
Parking Garages - M-0526	-	-	-	-	-	6,130,000	2,120,000	-	-	-	475,000	7,835,000	-	-	-	\$ 42,658,000
County	-	-	450,000	-	-	-	-	-	-	-	-	-	-	-	-	
State	-	263,000	-	56,000	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	7,231,000	1,538,000	6,130,000	2,120,000	-	-	-	475,000	7,835,000	-	-	-	
CC Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Student Services Building - M-0530	-	720,000	67,000	12,325,000	1,550,000	-	-	-	-	-	-	-	-	-	-	\$ 28,995,000
County	-	721,000	67,000	12,325,000	1,020,000	-	-	-	-	-	-	-	-	-	-	
State	-	-	-	-	200,000	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Renovations to 'A' Building/Smith Theatre - M-0534	-	-	-	380,000	380,000	2,790,000	-	-	-	-	-	-	-	-	-	\$ 14,114,000
County	-	-	-	-	-	790,000	-	-	-	-	-	-	-	-	-	
State	-	-	380,000	-	4,887,000	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Safety, Compliance, and Facility Renewals - M-0522	3,446,000	500,000	500,000	855,000	400,000	1,082,000	1,020,000	1,061,000	1,102,000	1,137,000	1,172,000	1,208,000	1,245,000	1,284,000	1,325,000	\$ 19,215,000
County	-	415,000	-	-	400,000	-	-	-	-	-	-	-	-	-	-	
State	763,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	300,000	-	-	-	400,000	-	-	-	-	-	-	-	-	-	-	
Telecommunications Upgrades - NEW	-	-	-	-	-	300,000	325,000	200,000	200,000	200,000	-	-	-	-	-	\$ 2,150,000
County	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
State	-	-	-	-	-	-	325,000	200,000	200,000	200,000	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Campus Roadways - NEW	-	-	-	-	-	520,000	225,000	230,000	240,000	250,000	-	-	-	-	-	\$ 1,465,000
County	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ren to Student Services Areas, L & ST Bldgs - M-0533	-	-	-	-	615,000	7,110,000	1,380,000	6,400,000	600,000	-	-	-	-	-	-	\$ 32,210,000
County	-	-	-	-	-	7,110,000	1,380,000	6,400,000	600,000	-	-	-	-	-	-	
State	-	-	-	615,000	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Medical Careers Building - M-0532	-	-	-	-	-	1,607,000	17,225,000	1,250,000	-	-	-	-	-	-	-	\$ 40,164,000
County	-	-	-	-	-	1,607,000	17,225,000	1,250,000	-	-	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nursing Building Renovations - M-0536	-	-	-	-	-	-	320,000	3,178,000	450,000	-	-	-	-	-	-	\$ 7,896,000
County	-	-	-	-	-	-	320,000	3,178,000	450,000	-	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Children's Learning Center - M-0538	-	-	-	-	-	32,000	396,000	50,000	-	-	-	-	-	-	-	\$ 956,000
County	-	-	-	-	-	32,000	396,000	50,000	-	-	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Athletic & Fitness Center and Fields Renovations - M-0512	1,299,000	400,000	400,000	-	-	750,000	-	1,278,000	-	-	-	1,067,000	10,675,000	1,723,000	-	\$ 34,300,074
County	-	346,683	400,000	-	400,000	350,000	-	-	-	-	-	1,067,000	10,675,000	1,723,000	-	
State	950,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	796,391	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
HVAC Replacement and Upgrade - M-0528	700,000	-	512,900	-	-	-	-	-	-	-	-	-	-	-	-	\$ 1,819,049
County	558,649	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
State	47,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Science, Engineering, and Technology Building - NEW	-	-	-	-	-	-	-	1,900,000	18,100,000	1,600,000	-	-	-	-	-	\$ 43,200,000
County	-	-	-	-	-	-	-	1,900,000	18,100,000	1,600,000	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Hickory Ridge Building Renovations - M-0535	-	-	-	-	-	-	-	-	650,000	6,200,000	600,000	-	-	-	-	\$ 14,900,000
County	-	-	-	-	-	-	-	-	650,000	6,200,000	600,000	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Mathematics Building - M-0539	-	-	-	-	-	-	-	-	1,000,000	990,000	9,993,000	820,000	-	-	-	\$ 25,606,000
County	-	-	-	-	-	-	-	-	1,000,000	990,000	9,993,000	820,000	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Business/Computer Systems & Social Sci/Teacher Ed - NEW	-	-	-	-	-	-	-	-	-	-	1,095,000	10,930,000	860,000	-	-	\$ 25,770,000
County	-	-	-	-	-	-	-	-	-	-	1,095,000	10,930,000	860,000	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Maintenance Building - NEW	-	-	-	-	-	-	-	-	-	-	-	-	300,000	3,250,000	350,000	\$ 7,800,000
County	-	-	-	-	-	-	-	-	-	-	-	-	300,000	3,250,000	350,000	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>SUBTOTAL - COUNTY</b>	5,445,000	10,642,000	3,061,900	9,403,000	8,452,000	20,321,000	23,011,000	15,547,000	22,342,000	10,377,000	13,335,000	21,860,000	13,080,000	6,257,000	1,675,000	184,808,900
<b>SUBTOTAL - STATE</b>	2,964,778	11,123,683	2,282,000	12,940,000	6,307,000	9,889,000	19,646,000	12,978,000	21,000,000	8,990,000	11,688,000	12,817,000	11,835,000	4,973,000	350,000	149,783,461
<b>SUBTOTAL - OTHER</b>	2,290,762	882,000	448,431	56,000	2,078,000	-	-	-	-	-	-	-	-	-	-	5,755,193
<b>SUBTOTAL - CC BONDS</b>	-	-	-	11,388,000	1,538,000	6,130,000	2,120,000	-	-	-	475,000	7,835,000	-	-	-	29,486,000
<b>TOTAL MAIN CAMPUS</b>	\$ 10,700,540	\$ 22,647,683	\$ 5,792,331	\$ 33,787,000	\$ 18,375,000	\$ 36,340,000	\$ 44,777,000	\$ 28,525,000	\$ 43,342,000	\$ 19,367,000	\$ 25,498,000	\$ 42,512,000	\$ 24,915,000	\$ 11,230,000	\$ 2,025,000	\$ 369,833,554

## 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
<b>BELMONT CONFERENCE CENTER - M-0537</b>																
Carriage House Renovations																-
Land Acquisition						5,210,000										5,210,000
<b><i>SUBTOTAL - COUNTY</i></b>	-	-	-	-	-	2,605,000	-	-	-	-	-	-	-	-	-	2,605,000
<b><i>SUBTOTAL - STATE</i></b>	-	-	-	-	-	2,605,000	-	-	-	-	-	-	-	-	-	2,605,000
<b><i>SUBTOTAL - OTHER</i></b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b><i>TOTAL BELMONT</i></b>	-	-	-	-	-	5,210,000	-	-	-	-	-	-	-	-	-	5,210,000
<b><i>TOTAL - COUNTY</i></b>	5,445,000	10,642,000	3,061,900	9,403,000	8,452,000	22,926,000	23,011,000	15,547,000	22,342,000	10,377,000	13,335,000	21,860,000	13,080,000	6,257,000	1,675,000	187,413,900
<b><i>TOTAL - STATE</i></b>	2,964,778	11,123,683	2,282,000	12,940,000	6,307,000	12,494,000	19,646,000	12,978,000	21,000,000	8,990,000	11,688,000	12,817,000	11,835,000	4,973,000	350,000	152,388,461
<b><i>TOTAL - OTHER</i></b>	2,290,762	882,000	448,431	56,000	2,078,000	-	-	-	-	-	-	-	-	-	-	5,755,193
<b><i>TOTAL - CC BONDS</i></b>	-	-	-	11,388,000	1,538,000	6,130,000	2,120,000	-	-	-	475,000	7,835,000	-	-	-	29,486,000
<b><i>GRAND TOTAL</i></b>	10,700,540	22,647,683	5,792,331	33,787,000	18,375,000	41,550,000	44,777,000	28,525,000	43,342,000	19,367,000	25,498,000	42,512,000	24,915,000	11,230,000	2,025,000	375,043,554

## 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.

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

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

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

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

**Timeline:** September 16, 2006, through October 10, 2006

### **Disclosure**

There were no items for the board chair to approve during this time period.

## G-2 Financial Statements

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

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

**Timeline:** July – August 2006

### Recommendation

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

HOWARD COMMUNITY COLLEGE  
CURRENT INCOME & EXPENSE SUMMARY - FUND 10

	YTD Expended & Encumbered** 08/31/2006	YTD Budget 08/31/2006	YTD Budget Variance 08/31/2006	08/31/2006 Percent Variance From Budget		Total Budget FY2007	
<b>OPERATING BUDGET REVENUE</b>							
<b>TUITION</b>							
Summer II & III	\$480,984	483,300	(\$2,316)	1	-0.48%	1	\$483,300
Fall	7,039,849	6,546,111	493,738	2	7.54%	2	6,731,100
Intersession	147	0	147	3	na		326,300
Spring	(2,336)	0	(2,336)	3	na		5,933,100
Summer I & Extended	(1,717)	0	(1,717)	3	na		724,900
Fees	1,073,658	1,113,388	(39,730)		-3.57%	4	2,285,400
<b>TOTAL TUITION AND FEES</b>	<b>\$8,590,585</b>	<b>\$8,142,798</b>	<b>\$447,786</b>		<b>5.50%</b>		<b>\$16,484,100</b>
<b>GOVERNMENTAL AND OTHER</b>							
Howard County	\$3,394,932	3,394,932	\$0		0.00%	5	\$20,369,595
State of Maryland	1,340,789	1,340,789	(0)		0.00%	6	8,044,735
Other Income	138,423	103,067	35,355		34.30%	7	618,404
Unrestricted appropriations	0	0	0		0.00%	8	495,373
Continuing Education Support	0	0	0		0.00%	8	360,203
<b>TOTAL GOV'T AND OTHER</b>	<b>\$4,874,144</b>	<b>\$4,838,789</b>	<b>\$35,355</b>		<b>0.73%</b>		<b>\$29,888,310</b>
<b>TOTAL OPERATING REVENUE</b>	<b>\$13,464,729</b>	<b>\$12,981,587</b>	<b>\$483,142</b>		<b>3.72%</b>		<b>\$46,372,410</b>
<b>OPERATING BUDGET EXPENSES</b>							
Instruction	\$12,064,582	\$12,082,634	18,052		0.15%		\$21,002,500
Public Service	243,041	249,971	6,930		2.77%	9	342,410
Academic Support	2,477,577	2,491,366	13,789		0.55%		3,237,200
Student Services	2,972,396	2,976,083	3,687		0.12%		4,687,100
Institutional Support	5,819,547	5,832,685	13,137		0.23%		9,082,100
Plant	3,750,356	3,762,354	11,998		0.32%		6,924,200
Scholarship/Waivers	178,385	182,115	3,730		2.05%	10	1,096,900
<b>TOTAL OPERATING EXPENSES</b>	<b>\$27,505,885</b>	<b>\$27,577,209</b>	<b>\$71,324</b>		<b>0.26%</b>		<b>\$46,372,410</b>

n/c = not comparable

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

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

Please note that all the information that follows is new information. For ease of reading this information is in black ink rather than red. Next month new items will appear in red.

**August 2006**

**Tuition and Fees**

- 1) Summer II & III tuition revenue is under budget by .48 %, or \$2,316. Overall, a 3% FTE enrollment increase was budgeted. FTE enrollment for Summer II was up 35% (or 13.6 FTE's) and Summer III was up 8% (or 7.7 FTE's) from the prior year. Headcounts were also up 23% and 6%, respectively. In-county tuition increased from \$105 per credit hour to \$110 per credit hour, or 4.8%. Out-of-county and out-of-state tuition increased by \$5 each to \$193 and \$238, respectively. For each credit hour of tuition paid, \$3 goes towards the cost of the Horowitz performing arts building. Summer revenue is under budget due to lower than anticipated out-of-state enrollments for summer.
- 2) Fall revenues are currently ahead of budget by 7.54%, or \$493,738. Final fall revenues will be reflected in the September financial statements, as students drop and add classes during the first few weeks of classes. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was at 5.37% and headcount increased by 4.68% as of the census date on September 15th. (See note #1 for tuition rate information.)
- 3) These figures represent adjustments for prior year semesters made this year.
- 4) Fee revenues are under budget by 3.57%, or \$39,730. The fee budget is developed to allow for unanticipated enrollment growth and divisional fees are tied to divisional expenses. Spending is monitored and occurs as fees are earned. Currently, budget in the instructional function is being held to cover this deficit; however, excess revenues in tuition currently offset this variance.
- A breakdown of operating account fees is as follows: Course fees \$711,126 or 66%; consolidated fees \$318,491 or 30%; other student fees \$44,041 or 4%.

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

**Governmental Revenue and Other Revenue**

- 5) Howard County's contribution to the FY2007 operating budget increased by 19.5% over the prior year and has no variance to the budget.
- 6) The State's appropriation to the FY2007 operating budget increased by 9.4% over the prior year and has no variance to the budget.
- 7) Other income is ahead of budget by 34.3%, or \$35,355. Investment income represents \$124,779 or 90% of other income. Interest rates are higher than anticipated and interest revenue is currently causing this excess budget balance. Service revenues for administration of contracts and small misc. revenue make up the other 10% of other income.
- 8) \$495,373 of unrestricted appropriations anticipated to come from the continuing education fund will occur at year-end if needed. Excess tuition revenues from the fall term may fund the \$495,373 if enrollment revenues continue to exceed budget. \$360,203 for continuing education's contribution to the operating fund will be taken at year-end.

**Expenses**

- It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures.
- Salaries increased by an average of 6.39% over FY2006.
- 9) The public service function is under budget by 2.77% or \$6,930. Funding for the cable studio of \$254,310, which was previously County grant funded, is now classified as part of the college's operating budget and is included in this function. It continues to be funded by the County with operating funds. Unspent funds are allocated for replacement equipment for the studio.
- 10) Scholarships will be disbursed later in the fall term, and currently waivers are under budget by 2.05% or \$3,730.
- Overall, the operating budget's functions are within budget and spending for the first two months of this year is proportionally similar to the prior year.

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

	YTD Expended & Encumbered** 08/31/2006	YTD Budget 08/31/2006	YTD Budget Variance 08/31/2006	08/31/2006 Percent Variance From Budget		Total Budget FY2007
<b>FUND 11 REVENUES</b>						
<b>TUITION</b>						
Credit Fall/Summer II & III	\$162,526	162,500	\$26	0.02%	1	\$162,500
Credit Intersession	0	0	0	na		48,500
Credit Spring/Summer I & Extended	(919)	0	(919)	na	2	142,100
Non-Credit/Continuing Ed	1,058,004	825,703	232,301	28.13%	3	2,529,100
Fees	479,271	257,326	221,945	86.25%	4	810,700
<b>TOTAL TUITION AND FEES</b>	<b>\$1,698,882</b>	<b>\$1,245,529</b>	<b>\$453,353</b>	<b>36.40%</b>		<b>\$3,692,900</b>
<b>GOVERNMENTAL AND OTHER</b>						
State of Maryland	\$247,872	\$247,872	\$0	0.00%	5	\$1,487,229
Service Revenues & Other Income	\$10,216	\$60,662	(\$50,446)	-83.16%	6	\$363,974
Unrestricted appropriation	\$0	\$0	\$0	0.00%	7	400,000
Transfer to Operating Fund	0	0	0	0.00%	8	(360,203)
<b>TOTAL GOV'T. AND OTHER</b>	<b>\$258,088</b>	<b>308,534</b>	<b>(\$50,446)</b>	<b>-16.35%</b>		<b>\$1,891,000</b>
<b>TOTAL FUND 11 REVENUES</b>	<b>\$1,956,970</b>	<b>\$1,554,063</b>	<b>\$402,907</b>	<b>25.93%</b>		<b>\$5,583,900</b>
<b>EXPENDITURES</b>						
Instruction	\$3,269,132	\$3,418,330	\$179,198	5.24%	9	\$5,318,100
Academic Support	0	0	0	0.00%		
Plant	0	0	0	0.00%		0
Institutional Support	0	0	0	0.00%		
Scholarship	58,461	59,693	1,232	2.06%	9	265,800
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,327,593</b>	<b>\$3,478,023</b>	<b>\$180,429</b>	<b>5.19%</b>		<b>\$5,583,900</b>

n/c = not comparable

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

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

**August 2006**

**Tuition and Fees**

- 1) Credit fall/summer II & III tuition revenues are on track with budget. Credit enrollment in this division is primarily telecourses and tele-web classes. Tele-web classes use an on-line feature along with the pre-recorded lectures used by telecourses. Credit enrollment statistics are discussed on the financial statements for fund 10.
- 2) This amount represents adjustments to prior year registrations.
- 3) Non-credit tuition revenues are ahead of budget by 28.13% or \$232,301. Open enrollment courses which include kids-on-campus and enrollment in adult basic education courses continue to exceed expectations. Also, when the budget was built last year, the motorcycle safety program had not been approved and therefore was not included. Revenue from that program is therefore contributing to the variance over budget.
- 4) Fees are ahead of budget by 86.25% or \$221,945. This is due to fees earned in excess of budget for classes where enrollment is higher than anticipated mentioned in #3 above. Motorcycle safety classes have a high ratio of fees to tuition charged, hence the larger variance of fees over budget than tuition.

**Governmental Revenue**

- 5) The state contribution for FY07 for continuing education increased 9.4% over the prior year, and has no variance to budget. Funding for FY07 is based on an FTE formula related to enrollments from FY05.

**Service and Other Income**

- 6) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently this category is 83.16% under budget or \$50,446. The division is currently targeting new markets to identify business in this area.
- 7) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the Hickory Ridge building as needed.
- 8) Continuing education's annual contribution to the operating fund will occur at year-end. For FY07 it will be \$360,203.

**Expenses**

It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures. Salaries increased by an average of 6.39% for FY07.

- 9) Instructional and scholarship expenses are on track with budget for the year, showing small variances of 5.24% and 2.06%, respectively. Both are under budget at this time.

**Howard Community College  
8/2006  
Cost Center Variances**

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007		
<b>Instruction</b>							
11200	Schoenbrodt honors	568	14,020	14,020	-	0%	
11300	Mathematics	1,089,910	1,610,462	1,610,462	-	0%	
11310	Health	123,753	239,303	239,303	-	0%	
11400	Social sciences	1,121,722	1,443,652	1,443,652	-	0%	
11410	Eng/world languages	1,831,772	2,300,027	2,300,027	-	0%	
11450	Arts & humanities	1,196,480	1,878,363	1,878,363	-	0%	
<b>11480</b>	<b>Rouse scholars</b>	<b>66,908</b>	<b>48,739</b>	<b>87,739</b>	<b>39,000</b>	<b>80%</b>	<b>Temporary position in Rouse program</b>
11600	Distance learning	159,293	311,118	316,118	5,000	2%	
12100	Nursing	917,309	1,448,417	1,448,417	-	0%	
12120	Emergency medical technology	82,291	125,190	125,190	-	0%	
12150	Cardiovascular program	121,853	159,079	159,079	-	0%	
12200	Business & computers	1,099,785	1,557,922	1,558,330	408	0%	
12250	Science & technology programs	1,470,827	2,098,497	2,098,497	-	0%	
12280	Cooperative education	707	12,848	12,848	-	0%	
13550	Instructional international program	98,164	117,046	117,046	-	0%	
44010	User computer services	279,234	419,022	419,022	-	0%	
44020	Student computer services	669,947	888,422	888,422	-	0%	
44030	Student labs	161,508	278,421	278,421	-	0%	
46100	1st floor support	127,548	147,758	147,758	-	0%	
46200	2nd floor support	73,236	96,469	96,469	-	0%	
46300	Hickory ridge	57,040	79,100	79,100	-	0%	
46400	Evening services	3	1,325	1,325	-	0%	
46700	ELB divisions support	110,470	123,785	123,785	-	0%	
46800	Arts & humanities support	51,667	67,203	67,203	-	0%	
47500	Faculty learning community	969	16,500	16,500	-	0%	
48000	Outcomes assessment	94,895	178,715	178,715	-	0%	
48500	Instructional direction	40,477	271,724	266,724	(5,000)	-2%	
48501	Learning communities	199,559	233,830	233,830	-	0%	
48502	Program development	16,016	82,879	82,879	-	0%	
51100	Webmaster	143	3,894	3,894	-	0%	
52102	Pool guards	7,003	59,000	59,000	-	0%	
53200	Learning assistance center	392,624	582,327	582,327	(0)	0%	
99970	Benefits/chargebacks	400,901	3,203,953	3,203,953	-	0%	
99970	Reserve for fee shortfall	-	39,730	39,730	-	0%	
<b>99980</b>	<b>Division support</b>	<b>-</b>	<b>730,888</b>	<b>691,888</b>	<b>(39,000)</b>	<b>-5%</b>	<b>Cover temporary position in Rouse program</b>
99990	Furniture/equipment	-	132,872	132,464	(408)	0%	
	<b>Total instruction</b>	<b>12,064,582</b>	<b>21,002,500</b>	<b>21,002,500</b>	<b>(0)</b>	<b>0%</b>	

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
<b>Public Service</b>						
33250	Cable studio	234,942	260,939	260,939	-	0%
99970	Benefits/chargebacks	8,099	78,411	78,411	-	0%
99990	Furniture/equipment	-	3,060	3,060	-	0%
	Total public service	243,041	342,410	342,410	-	0%
<b>Academic Support</b>						
33400	Cultural theater	162,110	176,948	176,948	-	0%
33500	Student alumni productions	58,980	98,228	98,228	-	0%
41001	Library services	643,221	712,773	712,773	-	0%
41002	Teaching & learning center	119,899	131,700	131,700	-	0%
43100	Education technology	237,072	295,340	295,340	-	0%
43200	Video services	25,487	69,626	69,626	-	0%
46000	VP of academic affairs	281,485	298,743	298,743	-	0%
47000	Faculty development	7,807	108,534	108,534	-	0%
48100	Interactive classroom	18,306	23,980	23,980	-	0%
65001	Academic promotions	120,437	143,016	143,016	-	0%
99970	Benefits/chargebacks	802,773	1,138,701	1,138,701	-	0%
99990	Furniture/equipment	-	39,611	39,611	-	0%
	Total academic support	2,477,577	3,237,200	3,237,200	-	0%

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
<b>Student Services</b>						
46500	Advising, academic	373,586	411,931	411,931	-	0%
46600	Welcome center & telephone adv.	103,511	150,635	150,635	-	0%
51000	VP of student services	253,615	275,742	275,742	-	0%
51200	Student ambassador program	803	6,450	6,450	-	0%
52000	Student activities	-	2,595	2,595	-	0%
52100	PE facility	255,455	283,174	283,174	-	0%
53000	Career services	359,389	432,949	432,949	-	0%
53100	Test center	90,303	194,536	194,536	-	0%
53500	Retention	58,849	85,953	85,953	-	0%
53555	Career links	6,989	26,396	26,396	-	0%
54000	Financial aid services	385,367	566,103	566,103	-	0%
55000	Admissions	448,463	551,275	551,275	-	0%
55001	Workgroup	202,929	338,382	338,382	-	0%
56000	Records	325,836	373,008	373,008	-	0%
65002	Student services promotions	-	35,392	35,392	-	0%
99970	Benefits/chargebacks	107,301	856,974	856,974	-	0%
99980	Part time coverage	-	15,114	15,114	-	0%
99990	Furniture/equipment	-	80,491	80,491	-	0%
	<b>Total student services</b>	<b>2,972,396</b>	<b>4,687,100</b>	<b>4,687,100</b>	<b>-</b>	<b>0%</b>

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
<b>Institutional Support</b>						
61000	President	523,306	586,295	586,295	-	0%
61100	Board of trustees	58,691	133,961	133,961	-	0%
61200	Research, planning and org. dev.	327,400	403,557	403,557	-	0%
61900	Senior administration	2,501	13,603	13,603	-	0%
62000	VP of administration & finance	290,290	300,798	300,798	-	0%
62100	Finance office	949,608	1,060,713	1,060,713	-	0%
63101	Human resources	490,711	540,710	540,710	-	0%
63102	Recruitment	34,395	56,517	56,517	-	0%
63103	Unemployment	31,406	47,253	47,253	-	0%
63150	Diversity programs	-	12,000	12,000	-	0%
63200	Reprographics	133,832	168,132	168,132	-	0%
63400	Security	819,873	926,900	926,900	-	0%
63500	Telecommunications	190,857	312,137	312,137	-	0%
63554	Mediation & conflict resolution cen	10	20,000	20,000	-	0%
63600	Risk management	54,334	259,568	259,568	-	0%
63700	General administration	156,607	670,677	670,677	-	0%
63800	Commencement/award programs	31,300	35,485	35,485	-	0%
64000	Administrative information systems	902,978	1,170,803	1,170,803	-	0%
64001	Enterprise network	417,425	553,898	553,898	-	0%
64100	Information technology adm.	254,011	292,058	292,058	-	0%
65000	Public relations & marketing	340,239	504,763	504,763	-	0%
65050	Governmental affairs & developme	74,804	93,460	93,460	-	0%
65100	Development & alumni relations	330,554	377,387	377,387	-	0%
65900	Fundraising	1,420	30,000	30,000	-	0%
99970	Benefits/chargebacks	(597,003)	511,358	511,358	-	0%
99990	Furniture/equipment	-	67	67	-	0%
	<b>Total institutional support</b>	<b>5,819,547</b>	<b>9,082,100</b>	<b>9,082,100</b>	<b>-</b>	<b>0%</b>

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
<b>Plant</b>						
71000	Plant administration	2,151	83,177	83,177	-	0%
71100	General services	1,868,857	2,996,815	2,996,815	-	0%
71150	Recycling	-	25,000	25,000	-	0%
71500	Safety	65,145	69,503	69,503	-	0%
72000	Engineering	696,855	985,665	985,665	-	0%
72500	Preventive maintenance	112,531	174,667	174,667	0	0%
73000	Housekeeping	658,799	1,180,685	1,180,685	-	0%
75000	Grounds	224,800	289,130	289,130	-	0%
76000	Renovations	43,786	163,929	163,929	-	0%
99970	Benefits/chargebacks	77,432	946,456	946,456	-	0%
99990	Furniture/equipment	-	9,173	9,173	-	0%
	Total plant	3,750,356	6,924,200	6,924,200	0	0%
<b>Scholarships</b>						
81000	Scholarships	3,059	644,640	644,640	-	0%
82000	Waivers	175,326	452,260	452,260	-	0%
	Total scholarships	178,385	1,096,900	1,096,900	-	0%
	Grand totals	27,505,885	46,372,410	46,372,410	(0)	0%

Note 1:  
When the budget was originally developed, all salaries were budgeted to increase at the rate of 6.39%. As final salaries increases may have fluctuated based on performance levels and the relation of the individual's FY06 salary to the mid-point of the salary scale, the original budget figures were adjusted to reflect the actual starting salaries for the cost center.

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

**Howard Community College  
8/2006  
Cost Center Spending Percentages**

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Instruction</b>					
11200	Schoenbrodt honors	568	14,020	4%	1
11300	Mathematics	97,749	1,610,462	6%	
11310	Health	5,568	239,303	2%	2
11400	Social sciences	95,685	1,443,652	7%	
11410	Eng/world languages	171,847	2,300,027	7%	
11450	Arts & humanities	130,605	1,878,363	7%	
11480	Rouse scholars	13,838	87,739	16%	
11600	Distance learning	78,251	316,118	25%	3
12100	Nursing	76,153	1,448,417	5%	
12120	Emergency medical technology	18,660	125,190	15%	
12150	Cardiovascular program	23,380	159,079	15%	
12200	Business & computers	199,806	1,558,330	13%	
12250	Science & technology program	156,407	2,098,497	7%	
12280	Cooperative education	707	12,848	6%	
13550	Instructional international progr	17,542	117,046	15%	
44010	User computer services	62,391	419,022	15%	
44020	Student computer services	114,770	888,422	13%	
44030	Student labs	41,672	278,421	15%	
46100	1st floor support	23,369	147,758	16%	
46200	2nd floor support	15,709	96,469	16%	
46300	Hickory ridge	8,607	79,100	11%	
46400	Evening services	3	1,325	0%	4
46700	ELB divisions support	20,207	123,785	16%	
46800	Arts & humanities support	8,611	67,203	13%	
47500	Faculty learning community	169	16,500	1%	5
48000	Outcomes assessment	9,598	178,715	5%	
48500	Instructional direction	21,824	266,724	8%	
48501	Learning communities	35,577	233,830	15%	
48502	Program development	8,372	82,879	10%	
51100	Webmaster	143	3,894	4%	6
52102	Pool guards	7,003	59,000	12%	
53200	Learning assistance center	69,551	582,327	12%	
99970	Benefits/chargebacks	309,532	3,203,953	10%	
99970	Reserve for fee shortfall	-	39,730	0%	7
99980	Division support	-	691,888	0%	8
99990	Furniture/equipment	-	132,464	0%	9
	<b>Total instruction</b>	<b>1,843,875</b>	<b>21,002,500</b>	<b>9%</b>	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Public Service</b>					
33250	Cable studio	39,897	260,939	15%	
99970	Benefits/chargebacks	8,099	78,411	10%	
99990	Furniture/equipment	-	3,060	0%	9
	Total public service	47,996	342,410	14%	
<b>Academic Support</b>					
33400	Cultural theater	32,570	176,948	18%	
33500	Student alumni productions	10,425	98,228	11%	
41001	Library services	245,295	712,773	34%	10
41002	Teaching & learning center	20,297	131,700	15%	
43100	Education technology	43,679	295,340	15%	
43200	Video services	6,646	69,626	10%	
46000	VP of academic affairs	47,422	298,743	16%	
47000	Faculty development	3,918	108,534	4%	11
48100	Interactive classroom	3,051	23,980	13%	
65001	Academic promotions	-	143,016	0%	12
99970	Benefits/chargebacks	87,686	1,138,701	8%	
99990	Furniture/equipment	-	39,611	0%	9
	Total academic support	500,987	3,237,200	15%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Student Services</b>					
46500	Advising, academic	67,736	411,931	16%	
46600	Welcome center & telephone a	21,641	150,635	14%	
51000	VP of student services	46,200	275,742	17%	
51200	Student ambassador program	803	6,450	12%	
52000	Student activities	-	2,595	0%	13
52100	PE facility	43,305	283,174	15%	
53000	Career services	70,031	432,949	16%	
53100	Test center	25,684	194,536	13%	
53500	Retention	11,819	85,953	14%	
53555	Career links	5,989	26,396	23%	
54000	Financial aid services	75,178	566,103	13%	
55000	Admissions	82,101	551,275	15%	
55001	Workgroup	44,479	338,382	13%	
56000	Records	61,810	373,008	17%	
65002	Student services promotions	-	35,392	0%	12
99970	Benefits/chargebacks	95,059	856,974	11%	
99980	Part time coverage	-	15,114	0%	14
99990	Furniture/equipment	-	80,491	0%	9
	Total student services	651,834	4,687,100	14%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Institutional Support</b>					
61000	President	144,542	586,295	25%	15
61100	Board of trustees	5,746	133,961	4%	16
61200	Research, planning and org. de	56,098	403,557	14%	
61900	Senior administration	2,034	13,603	15%	
62000	VP of administration & finance	51,861	300,798	17%	
62100	Finance office	177,585	1,060,713	17%	
63101	Human resources	83,314	540,710	15%	
63102	Recruitment	7,947	56,517	14%	
63103	Unemployment	(2,244)	47,253	-5%	17
63150	Diversity programs	-	12,000	0%	18
63200	Reprographics	5,093	168,132	3%	19
63400	Security	85,376	926,900	9%	
63500	Telecommunications	20,302	312,137	7%	
63554	Mediation & conflict resolution	10	20,000	0%	20
63600	Risk management	25,124	259,568	10%	
63700	General administration	113,132	670,677	17%	
63800	Commencement/award program	1,401	35,485	4%	21
64000	Administrative information system	341,136	1,170,803	29%	22
64001	Enterprise network	100,744	553,898	18%	
64100	Information technology adm.	43,024	292,058	15%	
65000	Public relations & marketing	88,697	504,763	18%	
65050	Governmental affairs & develop	12,526	93,460	13%	
65100	Development & alumni relation	65,935	377,387	17%	
65900	Fundraising	1,420	30,000	5%	23
99970	Benefits/chargebacks	106,799	511,358	21%	
99990	Furniture/equipment	-	67	0%	9
	<b>Total institutional support</b>	<b>1,537,600</b>	<b>9,082,100</b>	<b>17%</b>	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Plant</b>					
71000	Plant administration	2,151	83,177	3%	23
71100	General services	194,910	2,996,815	7%	
71150	Recycling	-	25,000	0%	24
71500	Safety	10,892	69,503	16%	
72000	Engineering	117,504	985,665	12%	
72500	Preventive maintenance	30,186	174,667	17%	
73000	Housekeeping	136,250	1,180,685	12%	
75000	Grounds	41,409	289,130	14%	
76000	Renovations	18,386	163,929	11%	
99970	Benefits/chargebacks	77,432	946,456	8%	
99990	Furniture/equipment	-	9,173	0%	9
	Total plant	629,120	6,924,200	9%	
<b>Scholarships</b>					
81000	Scholarships	3,059	644,640	0%	25
82000	Waivers	175,326	452,260	39%	26
	Total scholarships	178,385	1,096,900	16%	
	Grand totals	5,389,797	46,372,410	12%	

Notes: Only variances greater than 20%, or less than 5% are noted at this time. Annual expenses paid early caused higher than expected variances in some cost centers. Also, in some cost centers expenses are low until the start of the fall term.

- 1,5 Expenses for these programs occur primarily in the major semesters.
- 2 Summer enrollment is low in this division. Expenses will increase with the fall term.
- 3 Renewal of the WebCT license early in the year for the entire year is causing this variance.
- 4,6,13 These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.
- 7 This budget is reserved for any fee shortfalls.
- 8,11,14 These programs, which support instruction and student services, will expend funds as needed during the year.
- 9 Furniture and equipment budgets are typically spent later in the year.
- 10 The library pays annual service fees for contracts and online access early in the year for the entire year.
- 12,18,20,21,23 These programs will expend funds later in the year.
- 15 Payment of annual dues and travel expenses made early in the year are causing this high variance.
- 16 An accrual from the prior year is causing lower than anticipated legal expenses at this time.
- 17 This credit is from the prior year accrual, expenditures occur quarterly.
- 19 Chargebacks to other areas for services are causing this temporary low variance.
- 22 Maintenance contracts paid at the beginning of the year are causing this high variance.
- 24 Recycling costs have been eliminated through efforts with the County government. B35
- 25 Scholarships will be disbursed later in the term.
- 26 Waivers are granted at the time of registration for the summer and fall terms.

## G-3 Full-time/Part-time Enrollment Ratios by Division

**Background:** For the fall semester and at year-end, academic affairs computes the full-time/part-time ratios overall and by discipline. This information allows the college to track progress toward the Maryland Higher Education Commission (MHEC) benchmark of 50/50 for full-time and part-time faculty and also to identify the most pressing new faculty needs by discipline. Despite an aggressive initiative that resulted in a net increase of 12 full-time faculty, for the fall of 2006, the full-time/part-time ratio is 41 percent full-time and 59 percent part-time, unchanged from the corrected fall 2005 ratio. The aggressive hiring was off-set by a more than 5 percent increase in FTE, so that the new positions only kept HCC from losing more ground against the 50/50 target. Additional full-time positions in nursing and English to be added in the spring semester still have the potential of moving the college forward.

**Purpose:** To track progress toward the MHEC benchmark and to identify the most pressing faculty needs by discipline

**Timeline:** The full-time part-time ratio is computed at the end of the fall semester and at year-end.

### Recommendation

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

Ratios by Division

Division/Course Code	FALL FT (# of Students x # of Credits)	FALL PT (# of Students x # of Credits)	TOTAL FT + PT	% FT	% PT
ARTT	964	1646	2610	37%	63%
DANC	31	236	267	12%	88%
FILM	0	339	339	0%	100%
FINE	303	462	765	40%	60%
MASS	156	219	375	42%	58%
MUSC	190	946	1136	17%	83%
PHIL	168	334	502	33%	67%
SPCH	159	834	993	16%	84%
THET	84	567	651	13%	87%
WMST	57	36	93	61%	39%
<b>Division SubTotal</b>	<b>2112</b>	<b>5619</b>	<b>7731</b>	<b>27%</b>	<b>73%</b>
ACCT	753	715	1468	51%	49%
BMGT	216	1339	1555	14%	86%
CMGT	0	180	180	0%	100%
CMSY	1358	1266	2624	52%	48%
COOP	3	22	25	12%	88%
ENTR	15	398	413	4%	96%
FNPL	42	51	93	45%	55%
HMG	0	255	255	0%	100%
MSFT	0	93	93	0%	100%
OFFI	134	18	152	88%	12%
RETL	0	0	0	0%	0%
<b>Division SubTotal</b>	<b>2521</b>	<b>4337</b>	<b>6858</b>	<b>37%</b>	<b>63%</b>
AMSL	0	204	204	0%	100%
ARAB	0	162	162	0%	100%
CHNS	0	72	72	0%	100%
ENGL w/o Dev	3025	4438	7463	41%	59%
ENGL Dev ONLY	1562	1893	3455	45%	55%
FREN	0	140	140	0%	100%
GERM	0	96	96	0%	100%
GREK	0	12	12	0%	100%
ITAL	0	104	104	0%	100%
KORE	0	64	64	0%	100%
PORT	0	0	0	0%	0%
RUSS	0	44	44	0%	100%
SPAN	241	556	797	30%	70%
<b>Division SubTotal</b>	<b>4828</b>	<b>7785</b>	<b>12613</b>	<b>38%</b>	<b>62%</b>
CARD	243	45	288	84%	16%
EMSP	165	102	267	62%	38%
EXSC	69	40	109	63%	37%
HEAL	4	77	81	5%	95%
HEED	330	1111	1441	23%	77%
HUMS	0	141	141	0%	100%
LFIT	40	186	226	18%	82%
NURS	1044	1309	2353	44%	56%
<b>Division SubTotal</b>	<b>1895</b>	<b>3011</b>	<b>4906</b>	<b>39%</b>	<b>61%</b>
MATH	2250	2146	4396	51%	49%
MATH Dev	2540	3018	5558	46%	54%
<b>Division SubTotal</b>	<b>4790</b>	<b>5164</b>	<b>9954</b>	<b>48%</b>	<b>52%</b>
ANTH	0	132	132	0%	100%
CRES	0	24	24	0%	100%
CRIM	97	468	565	17%	83%
ECON	714	306	1020	70%	30%
EDUC	603	860	1463	41%	59%
GEOG	0	150	150	0%	100%
HIST	783	1131	1914	41%	59%
HMDV	201	576	777	26%	74%
POLI	135	135	270	50%	50%
PSYC	558	864	1422	39%	61%
SOCI	696	891	1587	44%	56%
<b>Division SubTotal</b>	<b>3787</b>	<b>5537</b>	<b>9324</b>	<b>41%</b>	<b>59%</b>
ASTR	0	43	43	0%	100%
BIOL	2966	3403	6369	47%	53%
BMET	0	45	45	0%	100%
CADD	132	30	162	81%	19%
CFOR	74	0	74	100%	0%
CHEM	1235	557	1792	69%	31%
CMSY	111	63	174	64%	36%
CSCO	114	63	177	64%	36%
ELEC	0	122	122	0%	100%
ENES	114	66	180	63%	37%
GEOL	86	72	158	54%	46%
HORT	0	0	0	0%	0%
METO	0	111	111	0%	100%
PHYS	393	320	713	55%	45%
<b>Division SubTotal</b>	<b>5225</b>	<b>4895</b>	<b>10120</b>	<b>52%</b>	<b>48%</b>
<b>TOTAL</b>	<b>25158</b>	<b>36348</b>	<b>61506</b>	<b>41%</b>	<b>59%</b>

## G-4 Report on Board End: Student and Stakeholder Focus

**Background:** This report addresses the board core end - *Student and Stakeholder Focus*. Howard Community College (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 September 27, 2006, meeting, the trustees approved all the current benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. If an indicator was dropped or added it is so indicated.

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 item is for information only and requires no board action.

### Category 3 - Student and Stakeholder Focus

This category examines how the college determines the requirements, needs, expectations, and preference of students, stakeholders, and markets. All measures are within 20 percent of the target benchmark.






Source	Item	Current	Benchmark
<b>External Quality Feedback</b>	<b>Student, Stakeholder, and Market Knowledge</b> <i>How does your organization determine requirements, needs, expectations, and preferences of students, stakeholders, and markets to ensure the continuing relevance of your educational programs, offerings, and services; to develop new opportunities; and to create an overall climate conducive to learning and development for all students?</i>	30-45%	45%
	<b>Student and Stakeholder Relationships</b> <i>How does your organization build relationships to attract, satisfy, and retain students and stakeholders; to increase student and stakeholder loyalty? Describe how your organization determines student and stakeholder satisfaction.</i>	30-45%	45%
<b>MHEC</b>	Graduate satisfaction with educational goal achievement	94.3%	98.3%
	Non-returning student satisfaction with educational goal achievement	68.6%	75.4%
	Graduate satisfaction with transfer preparation	76.6%	83%
	Graduate satisfaction with job preparation	85%	90%
	Employer satisfaction with career program graduates	80%	90%
	Employer/organization satisfaction with contract training	100%	100%
	Number of business organizations provided training and services under contract	61	70
	Senior adult enrollment in non-credit courses	3,173	3,200
	HCC share of recent public high school graduates	41.6%	45%
	Enrollment in noncredit workforce development courses		
	a. Unduplicated annual headcount	7,010	7,740
	b. Annual course enrollments ( <i>continuing measure</i> )	9,930	10,964
	Enrollment in Continuing Professional Education leading to government or industry-required certification or licensure		
a. Unduplicated annual headcount	4,025	4,444	
b. Annual course enrollments	4,974	5,492	

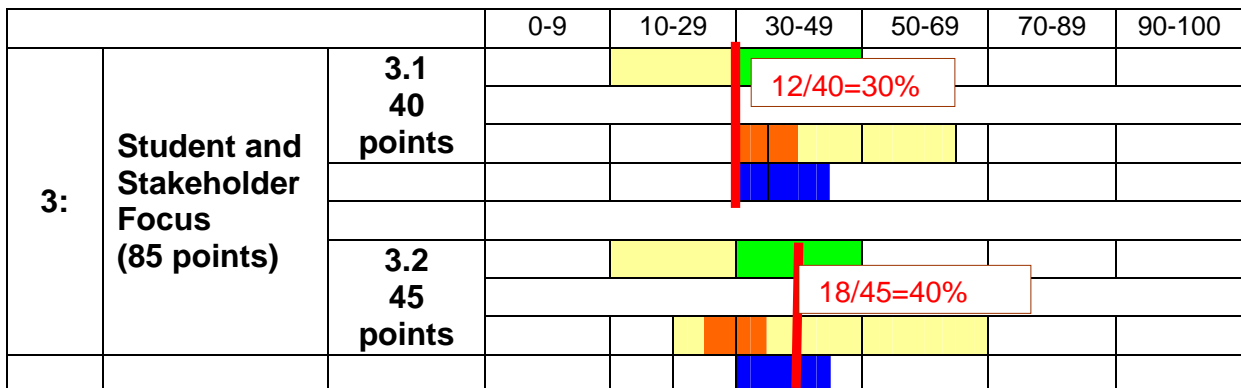
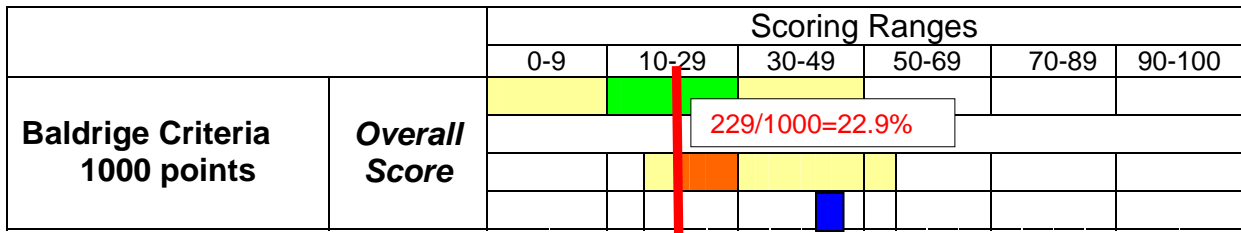
Source	Item	Current	Benchmark
	Enrollment in noncredit community service and lifelong learning courses		
	a. Unduplicated annual headcount	5,352	5,909
	b. Annual course enrollments	10,248	11,315
MHEC	Enrollment in noncredit basic skills and literacy courses		
	a. Unduplicated annual headcount	2,368	2,614
	b. Annual course enrollments	4,572	5,048
	Wage growth of occupational degree graduates		
	a. Median income one year prior to graduation	\$15,128	\$16,620
	b. Median income three years after graduation	\$52,419	\$52,419
	c. Percent increase	247%	- n/a
	Enrollment in contract training courses		
	a. Unduplicated annual headcount	5,154	5,690
	b. Annual course enrollments	7,311	8,072
In class surveys	Overall student satisfaction by age (YESS Survey)	3.73	4
	Progress relevant to credit course objectives (IDEA Survey)	72%	80%
	Excellence of teacher (IDEA Survey)	76%	80%
	Quality of instruction-overall (YESS Survey)	80%	80%
	Overall noncredit course satisfaction as measured on course evaluations (ConEd Survey)	98.2%	80%

Also see FY06 **Comment Card** Trends report.

## External Measures

The college prepared and submitted applications to various Baldrige-based quality awards competitions; the results are indicated below.

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



**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 #3 of 45 percent on the Maryland Performance Excellence Award by 2007 or Baldrige by 2009.**

Next are **fourteen** measures **mandated by MHEC**. The college can compare the results to all Maryland community colleges and also to peer (based on number of students) colleges: College of Southern Maryland, Harford Community College, and Frederick Community College.

<i>Percentage of graduates indicating that their educational goal was completely or partly achieved at the time of graduation.</i>						
	Alumni Survey 1994	Alumni Survey 1998	Alumni Survey 2000	Alumni Survey 2002	Alumni Survey 2005	Benchmark 2008
Graduate satisfaction with educational goal achievement	92.9%	98.3%	96.4%	94.3% n=83/88	*Spring 2006 – MHEC has not released results yet	<b>98.3%</b>
		Statewide AVG:	93.9%	96.2%		
		Peer AVG:	94.4%	94.3%		
<i>Percentage of students enrolled in the spring term that neither received an award nor enrolled in the subsequent fall term who indicated that they achieved their educational goal.</i>						
		Spring 2000 Cohort	Spring 2001 Cohort	Spring 2003 Cohort	Spring 2005 Cohort	Benchmark 2009
Non-returning student satisfaction with educational goal achievement		75.4%	71.4%	74.7%	68.6% n=208/303	<b>75.4%</b>
		Statewide AVG:	66.2%	67.6%		
		Peer AVG:	67.1%	64.3%		
<i>Percentage of community college transfer program graduates who transferred to a four-year institution who rated their preparation for transfer as very good or good.</i>						
	Alumni Survey 1996	Alumni Survey 1998	Alumni Survey 2000	Alumni Survey 2002	Alumni Survey 2005	Benchmark 2008
Graduate satisfaction with transfer preparation	78.8%	80.7%	82.4%	76.6% n=36/47	Spring 2006*	<b>83.0%</b>
		Statewide AVG:	81.3%	83.5%		
		Peer AVG:	82.9%	84.0%		

<i>Percentage of credit career program graduates employed full-time in areas related or somewhat related to their academic major who rated their preparation for employment as very good or good.</i>						
	Alumni Survey 1996	Alumni Survey 1998	Alumni Survey 2000	Alumni Survey 2002	Alumni Survey 2005	Benchmark 2008
Graduate satisfaction with job preparation	82%	85%	84%	85% n=17/20	Spring 2006*	90%
	Statewide AVG:		79%	82.4%		
	Peer AVG:		79%	89.0%		
<i>Percentage of employers who rated the overall preparation of career program graduates as very good or good.</i>						
	Alumni Survey 1996	Alumni Survey 1998	Alumni Survey 2000	Alumni Survey 2002	Alumni Survey 2005	Benchmark 2008
Employer satisfaction with career program graduates	82%	100%	91%	80% n=4/5	Spring 2006*	90%
	Statewide AVG:		93.8%	95.6%		
	Peer AVG:		93.5%	98.3%		
<i>Percentage of employers and organizations who rated their satisfaction with contract training as very satisfied or satisfied.</i>						
	FY01	FY02	FY03	FY04	FY05	Benchmark FY10
Employer/organizations satisfaction with contract training	100%	94.8%	94.6%	100%	100% n=61/61	100%
	Statewide AVG:		98%	98%	98.1%	
	Peer AVG:		99%	99%	97.9%	
<i>The unduplicated number by site of businesses or organizations provided workforce and /or workplace related training and services under a contractual agreement.</i>						
	FY01	FY02	FY03	FY04	FY05	Benchmark FY10
Number of business organizations provided training and services under contract	61	63	63	66	61	70
	Statewide AVG:		66	62		
	Peer AVG:		74	65		

The percent of new public high school graduates enrolled in Maryland Higher Education Institutions who attend HCC.

	AY 99-00	AY 00-01	AY 01-02	AY 02-03	AY 03-04	AY 04-05 n=704/ 1692	Benchmark AY09-10
HCC share of recent public school graduates	42.6%	47.5%	44.5%	39.6%	40.8%	41.6%	45.0%
				Statewide AVG:	58.3%	59.6%	
				Peer AVG:	66.0%	65.7%	

### New MHEC Indicators

Peer and statewide averages for new MHEC indicators will be available after Commission approval of 2006 Performance Accountability reports.

Annual unduplicated headcount and course enrollments in noncredit courses with workforce intent.

	FY02	FY03	FY04	FY05	Benchmark FY10
Enrollment in noncredit workforce development courses					
a. Unduplicated annual headcount	6,504	6,421	7,708	7,010	7,740
b. Annual course enrollments (continuing measure)	9,174	9,347	10,282	9,930	10,964

Annual unduplicated headcount and course enrollments in noncredit courses with continuing professional education intent.

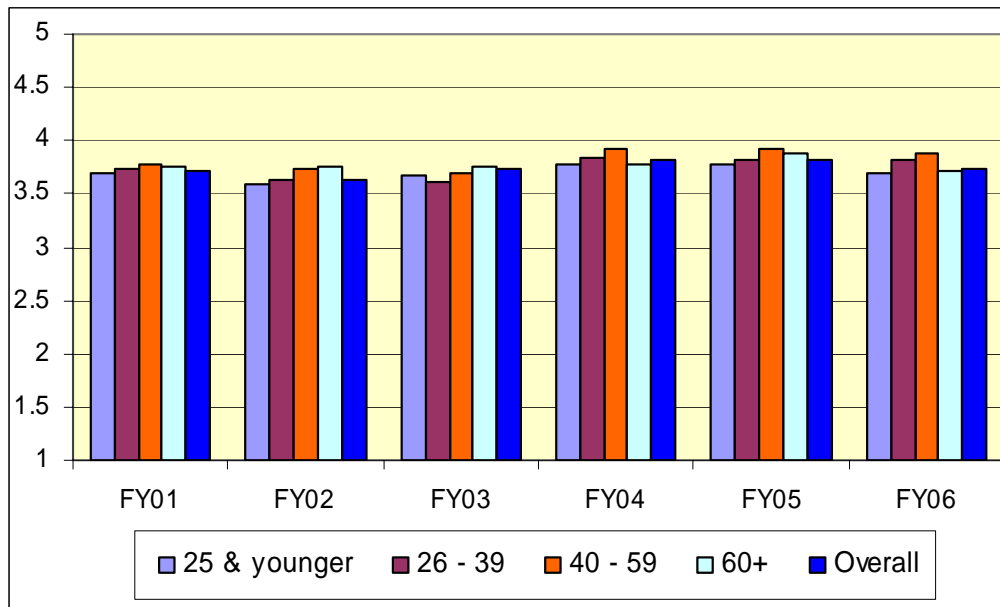
	FY04	FY05	Benchmark FY10
Enrollment in Continuing Professional Education leading to government or industry-required certification or licensure.			
a. Unduplicated annual headcount	3,869	4,025	4,444
b. Annual course enrollments	4,984	4,974	5,492

<i>Annual unduplicated headcount and course enrollments in noncredit courses with general education intent.</i>					
	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>Benchmark FY10</b>
Enrollment in noncredit community service and lifelong learning courses					
a. Unduplicated annual headcount	4,960	4,897	5,375	5,352	<b>5,909</b>
b. Annual course enrollments	9,471	9,650	10,305	10,248	<b>11,315</b>
<i>Annual unduplicated headcount and course enrollments in noncredit courses with basic skills intent (e.g., ABE, GED, college prep).</i>					
	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>Benchmark FY10</b>
Enrollment in noncredit basic skills and literacy courses					
a. Unduplicated annual headcount	2,200	2,172	2,171	2,368	<b>2,614</b>
b. Annual course enrollments	4,232	4,312	4,185	4,572	<b>5,048</b>
<i>Percent increase in the median annual income of full-time employed occupational program associate degree graduates one year prior to graduation to three years after graduation. ONLY Maryland Data.</i>					
	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>Benchmark FY10</b>
Wage growth of occupational degree graduates					
a. Median income one year prior to graduation	\$14,884	\$16,620	\$15,854	\$15,128	<b>\$16,620</b>
b. Median income three years after graduation	\$44,685	\$48,037	\$48,238	\$52,419	<b>\$52,419</b>
c. Percent increase	200%	189%	204%	247%	n/a
<i>Annual unduplicated headcount and course enrollments in workforce and/or workplace related contract training courses.</i>					
	<b>FY02</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>Benchmark FY10</b>
Enrollment in contract training courses					
a. Unduplicated annual headcount	4,936	4,903	5,942	5,154	<b>5,690</b>
b. Annual course enrollments	7,167	7,402	7,948	7,311	<b>8,072</b>

## Internal Measures

The next three measures are also Vital Signs.

<b>CREDIT STUDENT SATISFACTION BY AGE GROUP</b>								<b>Benchmark</b>	<b>Current</b>
<b>Overall Student Satisfaction by Age as Measured by the Annual YESS Survey</b>								<b>New FY10</b>	<b>Benchmark</b>
	FY01	FY02	FY03	FY04	FY05	FY06	?	<b>Status</b>	
<b>25 &amp; younger</b>	3.70	3.59	3.67	3.78	<b>3.79</b>	<b>3.69</b>	<b>4.00</b>	<b>Getting There</b>	
<b>26 - 39</b>	3.74	3.64	3.61	3.84	<b>3.82</b>	<b>3.81</b>	<b>4.00</b>	<b>Getting There</b>	
<b>40 - 59</b>	3.78	3.74	3.70	3.93	<b>3.93</b>	<b>3.89</b>	<b>4.00</b>	<b>Getting There</b>	
<b>60+</b>	3.75	3.76	3.76	3.78	<b>3.88</b>	<b>3.72</b>	<b>4.00</b>	<b>Getting There</b>	
<b>Overall</b>	3.72	3.63	3.73	3.81	<b>3.81</b>	<b>3.73</b>	<b>4.00</b>	<b>Getting There</b>	



**Description of the Indicator:** The YESS Survey is administered every year to a sample of HCC credit students in the spring semester. Ratings are given on a five-point satisfaction scale, ranging from "Very Satisfied" (5) to "Very Dissatisfied" (1). The ratings on this chart are each year's averaged ratings for all of the items on the survey that are rated on the five-point scale by age group. (For FY06, N= (25 & younger) 476, (26-39) 136, (40-59) 69, (60+)17, Spring Enrollment 6,428, YESS respondents-717)

**Benchmark:** Set by the board, the overall or composite rating for overall student satisfaction will be 4.00 for all age groups.

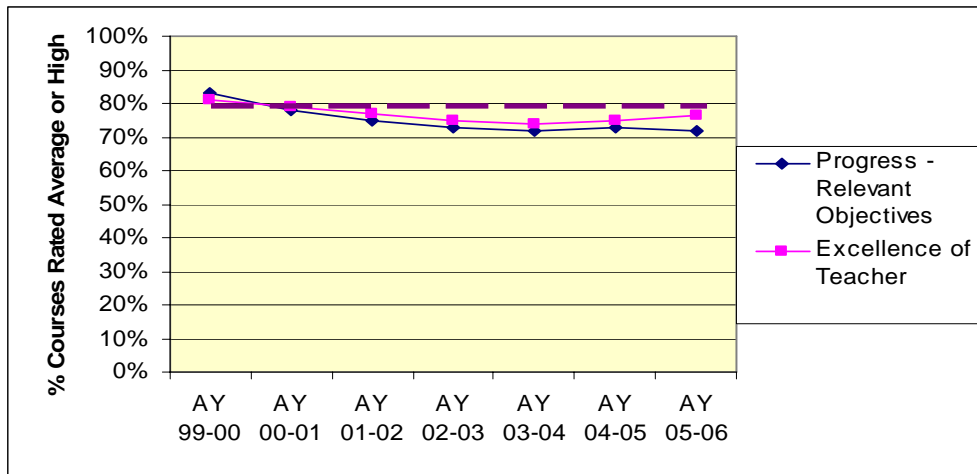
**Performance Outcome:** The benchmark was not met for any of the age groups for any of the past six years.

**Data Source:** Data is from HCC's annual YESS Survey administered and analyzed by the PROD Office.

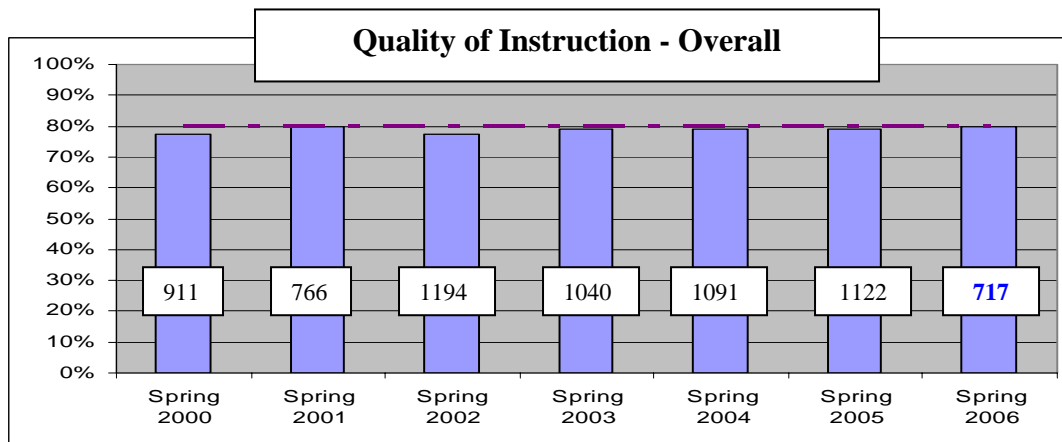
## IDEA Survey Rating

**Currently enrolled credit students** are given the systematic opportunity annually to rate their classes, their programs, their goal achievement, college services, and the college overall. **Benchmark (set by the board): Eighty percent of the responding credit students will evaluate the college programs and services at the satisfactory or above level.**

The college routinely administers course evaluations in credit courses. The students of all new instructors complete evaluations. Students of other faculty evaluate their classes on a rotating schedule. The college is currently using the IDEA survey developed and scored by Kansas State University. During the 05-06 academic year, the IDEA survey was administered to students in 1,080 course sections. Students in **seventy-two** percent of these classes evaluated the course at the satisfactory or above level when rating their progress against relevant course objectives. Students in **seventy-six** percent of these classes responded at the satisfactory or above level when rating the excellence of the teacher.



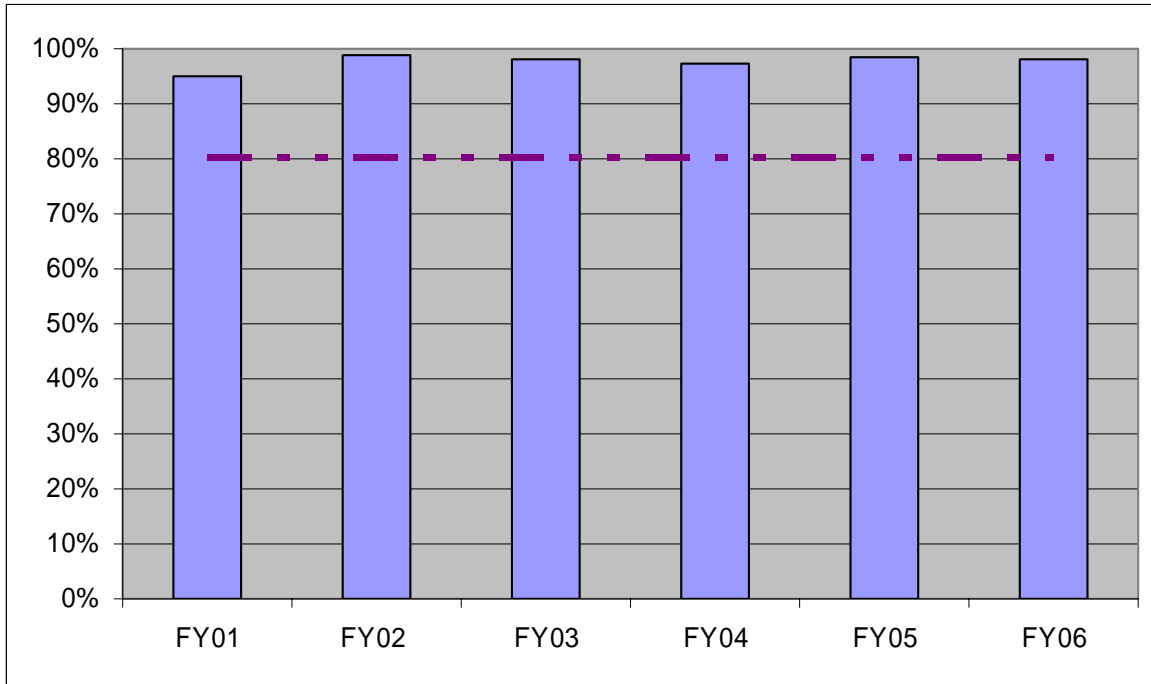
On the YESS survey, the overall quality of instruction is rated slightly higher at **80 percent**:



Numbers in boxes represent the number of survey respondents.

## NONCREDIT STUDENT SATISFACTION.

FY01	FY02	FY03	FY04	FY05	FY06	Benchmark New FY10 ?	<u>Current Benchmark Status</u>
95%	99%	98%	97.5%	98.5%	98.2%	80%	Exceeded



**Description of the Indicator:** A survey is administered at the end of a non-credit class to all HCC students. Course ratings are given on a five-point satisfaction scale, ranging from "Excellent" (5) to "Poor" (1). This indicator measures the percent of students choosing Excellent, Good or Satisfactory on the 5 point scale. For FY06 n=8,185/8,334.

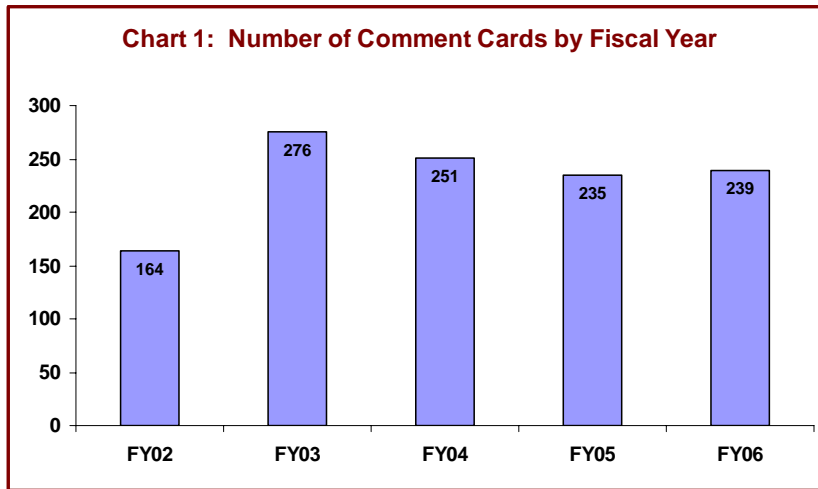
**Benchmark:** Set by the board, eighty percent of all respondents will rate their overall course satisfaction as satisfactory, good, or excellent.

**Performance Outcome:** The benchmark has been exceeded for the past six years.

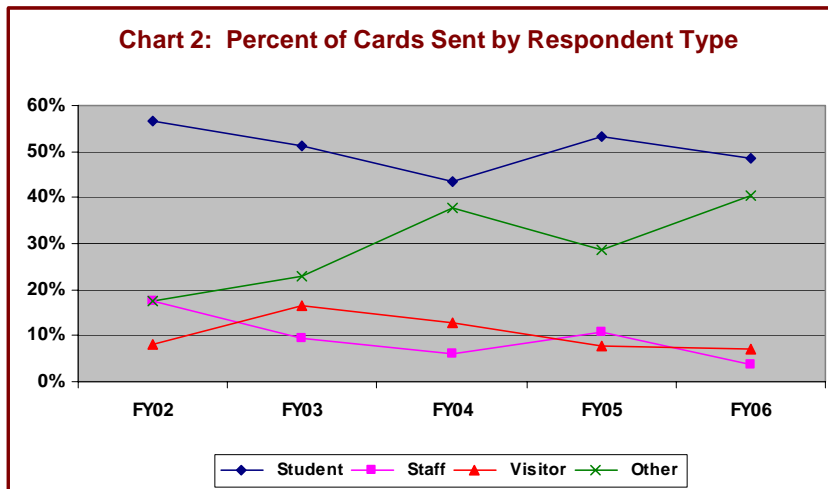
**Data Source:** Data is from HCC's division of continuing education and workforce development's student course evaluations analyzed by the PROD Office.

### Comment Card Trends

There were a total of 239 comment cards received in FY06, which is a 2 percent increase over FY05 and an average increase of 9 percent since FY02.



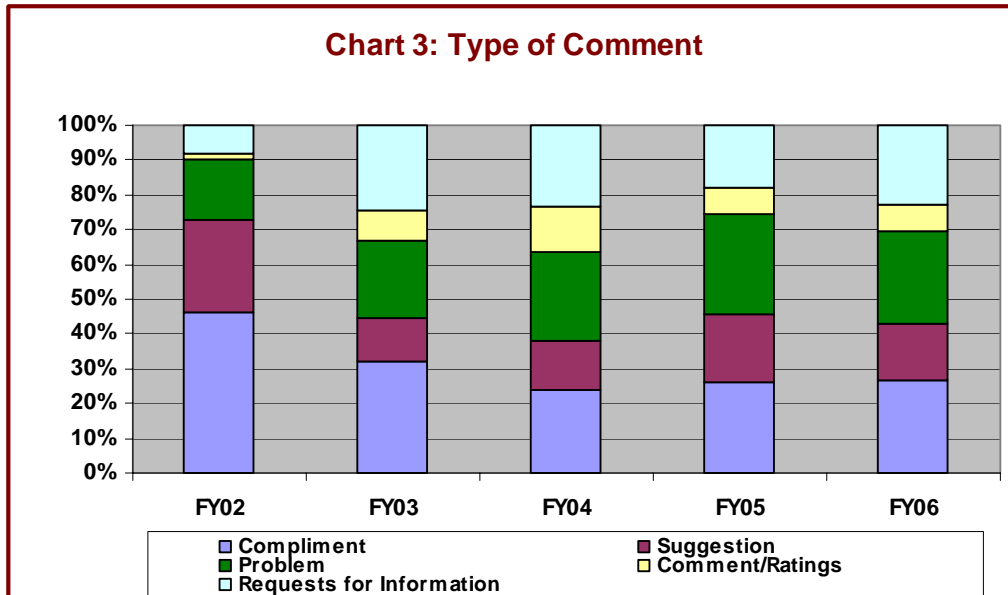
The percent of comment cards sent by each respondent group has varied in the last few years. Student comments rose somewhat last year, but fell this year. There was an increase from the “other” category (see chart 2). The “other” group includes students who are also staff members, parents of students, prospective students, alumni, etc. The largest number of comments from that group is parents of students.



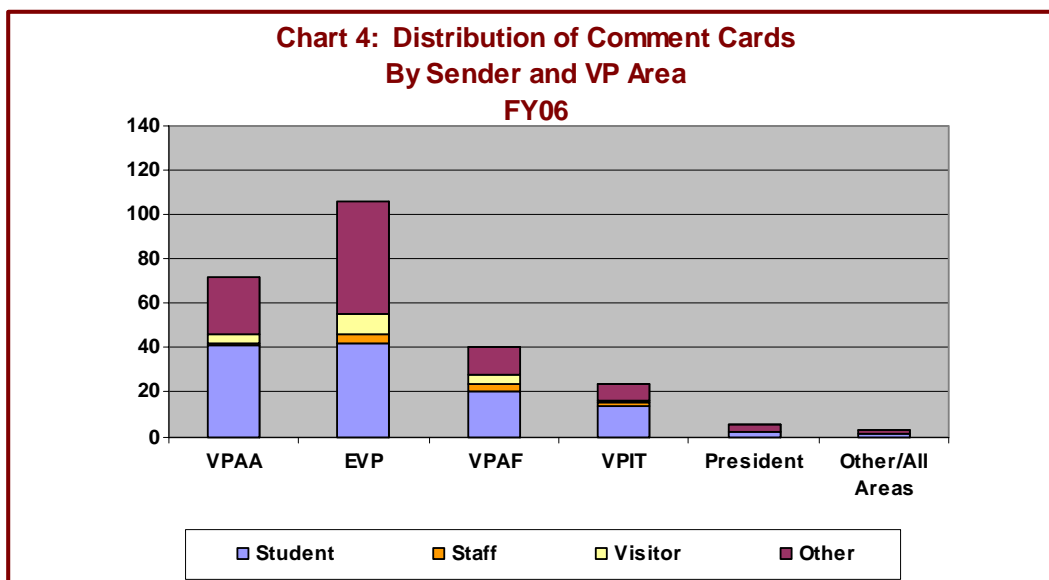
Sixty-one percent (145) of the cards received in FY06 were sent from the online web form and 39 percent (94) from the traditional paper card. Both the percentage and number of online cards decreased slightly over last year. The decline in the number web cards reflects a 13 percent decrease from FY05.

The percentages of various comment types can be seen in the next chart (chart 3). Compliments and problems tied for the highest percentage of comments; both receiving 27% (64) of all comments. Examples of some of the comments labeled as problems are: issues logging into or registering with HCC Express, parking, navigating the HCC

website, etc. The majority of the problems and all of the requests for information were received from the online web form.



As in previous years, comment cards sent by HCC's stakeholders were distributed to the vice president of the topic area for their review and/or action. Copies of cards commending an individual were sent to that person to acknowledge their contribution to HCC. Additionally, a list of suggestions was compiled for review at the end of the fiscal year. Many of the suggestions were from HCC students and were related to the website or administrative policy on school closings, parking, etc.



## **G-5 Personnel Summary**

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

**Purpose:** Disclosure to the board

**Timeline:** September 2006

### **Recommendation**

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

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

September 1, 2006 – September 30, 2006

*Section I – Change in Status*

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

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

**RECLASSIFICATIONS**

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Assistant Director of Records and Registration	Assistant Director of Records and Registration	Records and Registration	12	13	\$49,936-\$79,897	N/A	Vacant	9/01/06

**SPECIAL ASSIGNMENTS**

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

**CHANGE IN POSITION SATUS**

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

**CHANGE IN TITLE ONLY**

Old Title	New Title	Department	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
None							

**TRANSFER**

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
None								

**PHASED RETIREMENT**

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

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

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**September 1, 2006 – September 30, 2006**

*Section I – Change in Status (Continued)*

**SEPARATIONS**

<b>Title</b>	<b>Department</b>	<b>Position Control Status</b>	<b>Grade</b>	<b>Range for Grade</b>	<b>Compensation<sup>1</sup></b>	<b>Name</b>	<b>Effective Date</b>
Office Manager/Financial Aid Information Analyst	Financial Aid Services	N/A	N/A	N/A	N/A	Hood-Scott, Brenda	9/11/06
Financial and Operations Assistant/Con.Ed.	Continuing Education	N/A	N/A	N/A	N/A	MacTaggart, Patricia	9/29/06

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**September 1, 2006 – September 30, 2006**

*Section II – Leaves*

**SABBATICAL LEAVE**

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

**LEAVE WITHOUT PAY**

<b>Name</b>	<b>Position</b>	<b>Beginning Date of Leave</b>	<b>Ending Date of Leave</b>
Isner, Deborah	Office Associate IV	9/26/06	9/29/06
Shipman, Robin	Teacher II	9/25/06	10/13/06

**MILITARY LEAVE**

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

**PROFESSIONAL LEAVE**

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