



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

November 29, 2006
Kittleman Room – 6:00 pm

GROUND RULES

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

Howard Community College's *Dragon Principles*

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

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other

And we pledge to...



Fire It Up!



**Board of Trustees
November 29, 2006
English, Language, and Business Building
Kittleman Room: ELB-100**

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

- A. Introduction of New Employees**
- B. Recognition of the Grand Prix Board Chair**
- C. Recognition of Howard Community College's Fall Athletic Teams**
- D. Meeting with Auditors**
- E. Howard Community College Educational Foundation Annual Report**
- F. Informational Tour: Arts and Humanities**

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

- A. Approval of November 29, 2006, Agenda**
- B. Approval of:**
 - 1. October 25, 2006, Work Session Minutes
 - 2. October 25, 2006, Regular Session Minutes
 - 3. November 15, 2006, Closed Session Minutes
- C. Report of the Audit and Finance Committee**
- D. Report of the Legislative Committee**
- E. President's Report**
- F. Board Member Comments**
- G. Consent Items**
 - 1. Proposed New Hires
 - 2. Telecommunications Services
 - 3. Fiscal Year 2008 Sabbatical Leave Recommendations
 - 4. December 2006 Graduates
 - 5. Trailer Purchase Resolution
 - 6. Student Services Building Furniture and Equipment
 - 7. Fiscal Year 2008 Proposed Course Fee Changes
 - 8. Proposed Student Fees for Printing
 - 9. Proposed Fee Change for External Exam Testing Services
- H. Discussion Items**
 - 1. Issue Bin
 - 2. Board Calendar
 - 3. Fiscal Year 2006 Audit Report and College Response to Management Letter
 - 4. Fiscal Year 2008 Legislative Agenda
 - 5. The Establishment of the Senator James Clark, Jr. Medal
- I. Information Items**
 - 1. Agreements Signed by the Board Chair Disclosure
 - 2. Financial Statements
 - 3. Report on Board End: Information and Analysis
 - 4. Personnel Summary

I-A Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its October 25, 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 19th Annual Columbia Classic Grand Prix, which was held on Sunday, September 24, 2006. In his final event as chair, the Grand Prix board raised \$177,000 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 Recognition of Howard Community College's Fall Athletic Teams

Group being Introduced:

The Howard Community College (HCC) men's cross country team, women's soccer team, women's volleyball team, the All-Region performers, and coaches.

Background:

The HCC women's volleyball team ended its season 27-9 overall, losing to Edison Community College of Ohio in the district championships held at HCC on November 4, 2006. The team captured the Junior College Conference (JUCO) championship going undefeated 11-0. This season was the first time in conference history that a women's Division III team went undefeated. The team won the Region XX Championship for the third straight year and was ranked as high as 7th nationally in the National Junior College Athletic Association (NJCAA) polls. Overall, the team finished 26-8, the best finish ever for HCC volleyball. Named to the All-Region XX Tournament Team were Faith Happel, Alana Eller, Amanda Rouillard, and Chrystal D'Amore. Coach Marc Moore was named coach of the year for his efforts.

Women's soccer, under eighth-year head coach Kate Seagroves, captured its first JUCO Championship, shared with Harford Community College, with a 6-1 record. HCC's women's soccer team defeated Division I, nationally ranked number 2, league-leading Community College of Baltimore County – Catonsville for the first time with a score of 1-0. HCC hosted the combined Region XX and Region XVII tournament for the first time at HCC on October 29, 2006, against Oxford Community College of Georgia. HCC came up short 5-4, sending Oxford Community College to the district championship the following week, hosted by Howard Community College. HCC finished overall with a record of 10-4-2 with their only JUCO loss to Division I Harford Community College. Students Nikki Hall, Brooke Ratcliffe, Mandy Pena-Ariet, Justine Matthews, Cassie Colassard, and Lauren Tutko were each named to the All-Region XX Team and the All-JUCO Maryland Team.

The men's cross country team captured the district meet in Rhode Island. Student Ben Lewis was ranked third overall. Coach Steve Musselman was named Region XX coach for the 11th time. Student Oscar Sancho-Davilla was named to the All-JUCO men's soccer team.

The teams and their coaches will attend the November 29, 2006, meeting of the board so that the trustees may have the opportunity to acknowledge the teams' success in person.

I-D Meeting with Auditors

At its September 13, 2006, meeting, members of the audit and finance committee of the board of trustees met with Mark Gillett, a partner of Clifton Gunderson, to receive a preliminary report of the college audit process. At that time, a first draft of the financial statements was reviewed and Mr. Gillett discussed the audit process and findings. The final audit and management letter were sent with the audit and finance materials. The audit partner is attending the November 29, 2006, work session to answer any questions on the final draft and the management letter.

As part of the board of trustees' discussion items, the board must approve the management letter and college response so that it can be sent along with the financial statements to the appropriate state and federal agencies.

I-E Howard Community College Educational Foundation Annual Report

Background: The Howard Community College Educational Foundation (HCCEF), Inc. provides an informational report to the Howard Community College Board of Trustees once a year. At the November 29, 2006, meeting of the trustees, a representative of the Howard Community College Educational Foundation, Inc. will provide an additional update of current activities.

Recommendation

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



HOWARD
COMMUNITY COLLEGE
EDUCATIONAL
FOUNDATION, INC.

You Can Get There From Here.

Annual Report to the Howard Community College Board of Trustees

Presented
November 29, 2006

Summary of Foundation Highlights for Fiscal Year 2006

General to the HCC Educational Foundation

1. Net asset base of \$6,066,352
2. Private gifts totaled \$1,756,910
3. Special events generated revenue of \$595,473
 - Grand Prix - \$177,000
 - Quad Brick Campaign - \$17,592
 - Hunan Manor Event - \$24,355
4. Grants, competitive and non-competitive, generated revenue of \$5,909,360
5. Overall support provided to HCC (scholarships and programs) equaled \$1,867,799 – a 10% increase
6. In-kind donations totaled \$56,444 – a 70% decrease

Specific to the Capital Campaign (July 1, 2000 – June 30, 2006)

1. Total raised \$10,203,044 toward the goal of \$12 million
2. Total in-kind donations totaled \$2,024,147
3. Faculty and staff contributions totaled \$297,338 representing a 43% overall participation rate
4. Total of \$2,714,361 was raised for the construction of the Peter & Elizabeth Horowitz Visual and Performing Arts Center

State Matching Funds (Private Donations Incentive Program)

Received to date \$148,763 from the state match program that began in FY 2000; \$101,237 still due to various HCCEF endowments.

Additional Activities the Development Office and Foundation Were Involved in During Fiscal Year 2006

- Major Donor Party
- Nursing Recognition Ceremony (RN and LPN programs)
- Commencement Ceremony
- Distinguished Alumni Program (6 new members added in FY06)
- 35th Anniversary Alumni Reunion and other 35th Anniversary Events and Activities
- Alumni at the Theatre Event
- Alumni NYC Bus Trip
- Can Film Festival
- Rep Stage Receptions with Donors
- Salon Fundraisers
- Horowitz Center Events
 - Donor Barbecue
 - Rooftop Visit
 - Hard Hat Tours
- Horowitz Center Ribbon Cutting
- Student Services Building Steel Topping
- Belmont Summer Concerts with the Panama Band and TanDem
- Viva Vino Wine Tasting Event
- Columbia Classic Grand Prix
- Howard County Iron Bridge Hounds Event at Belmont
- Silas Craft Collegians Program Fundraiser hosted by Hunan Manor Restaurant
- Student/Donor Luncheon
- Foundation Committees: Executive, Finance & Investment, Education & Marketing, New Ventures, Alumni, Silas Craft/Hunan Manor, Nominating, Strategic Planning, Grand Prix and Capital Campaign

Goals for Fiscal Year 2007

- Complete the campaign
- Increase private giving to endowments and scholarships
- Increase public giving to college programs through federal, state and local grants
- Implement the President's Circle recognition society
- Continue to increase the diversity of the Foundation Board
- Research and purchase prospect software
- Research and purchase new integrated development software for donor database and accounting systems for the Foundation
- Design and implement a new strategic plan
- Continue the documentation of all named gifts
- Implement and increase annual giving with all stakeholders
- Celebrate the opening of the Peter and Elizabeth Horowitz Visual and Performing Arts Center
- Research the inclusion of an additional major fundraiser

Campaigns Contributions by Constituency Type

(July 1, 2000 – June 30, 2006)

Employees	\$297,338
HCCEF Board	\$1,153,276
HCC Trustees	\$43,475
Community Organizations	\$641,007
Retirees	\$3,655
Individuals	\$1,425,959
Corporations	\$2,108,749
Foundations/Grants (Private)	\$1,966,674
HCC Alumni	\$144,827
HCC Departmental Contributions	\$322,380

Campaign Contributions by Project

(July 1, 2000 – June 30, 2006)

Endowments

	Funds Raised
Silas Craft Collegians Endowment	\$149,892
Rouse Scholars Endowment	\$189,134
Health Careers Scholars Endowment	\$12,400
Students with Learning/Physical Disabilities Endowment	\$304,905
Science, Math, Engineering and Technology Endowment	\$34,370
Other Endowment Funds	\$717,411
Charles Ecker Scholarship Endowment	\$67,400
Non-endowed Scholarships	\$756,153

Buildings

Horowitz Visual and Performing Arts Center	\$2,714,361
Student Services Building	\$7,705
Athletic Fields	\$353,913
Children's Learning Center	\$184,246

Other Designations

(scholarships, unrestricted funds and programs, state technology match)	\$2,687,008
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In-kind Donations

	\$2,024,147
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TOTAL	\$10,203,045
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I-F Informational Tour: Arts and Humanities

Core Work Mission: The Arts & Humanities Division has three units that work together to provide both educational and cultural programs to the community.

Instructional Unit: The mission of the Arts & Humanities Instructional Unit is to initiate and develop curricula that promote perceptual awareness and aesthetic sensitivity as well as a foundation for a life-long relationship with the arts regardless of the student's major field of study. The Arts & Humanities Instructional Unit 1) develops awareness in students of the ways in which people throughout the ages and in different cultures have responded to themselves and their environment in creative works that have sought to clarify the human experience, and 2) develops the students' own potential for creative activity that illuminates their unique insights. To this end, we offer courses in art and architectural history, creative writing, dance, film, fine arts, mass media, music, music therapy, philosophy, photography, public speaking, studio art, theatre, and women's studies, for both degree-seeking students and for community members seeking courses for personal enlightenment, professional enrichment, and self-fulfillment. Through a variety of learning strategies, divisional Humanities, Fine Arts, Interdisciplinary and Emerging Issues General Education Core Courses promote self-confidence and motivation, tolerance to diversity and ambiguity, open-mindedness, risk-taking, insight skills and the ability to redefine a problem and overcome obstacles, as well as values clarification. Students majoring in Arts & Humanities programs are also provided with a foundation for continued professional development and transfer to more advanced degree programs.

Production Unit: The mission of the Arts & Humanities Production Unit is to support the goals of the Arts & Humanities Instructional Unit. Together both units promote to the college and the broader community perceptual awareness and aesthetic sensitivity as well as a foundation for a life-long relationship with the arts. Through a variety of strategies, the Production Unit makes a significant contribution to the cultural, economic and social development of the community. To this end, the Arts & Humanities Division has established a professional performance company in residence at the college: Rep Stage, HCC's professional Equity theatre company. Additionally, the division directs the HCC Art Gallery for guest artists, faculty and student exhibitions; produces Student/Alumni theatre productions, student dance concerts, student music ensemble concerts and recitals and faculty concerts as well as supports the student Performing Arts Plus Group in its many

performing and exhibition outlets. The Musical Arts Center (MAC) is the noncredit section of the HCC Music Department. The MAC is a community music school and center featuring the music faculty of Howard Community College designed to meet the musical needs and interests of the Howard County community and surrounding counties. The division also manages the Smith and Outback Theatres, the Dreier Stage and various other performing and visual arts facilities for college and community use. As part of its community outreach program, the division has established credit-free arts programs for both youth and adults in both theatre and music.

Mass Media, TV Studio & HCC-TV: The Mass Media Production and Design program offers three tracks and a four track in the art curriculum. The main emphasis of the program is to teach design skills and execution through hands on experience with digital equipment and hands on technology. The television studio functions as the production unit of HCC-TV. The delivery of internal and external video productions is performed by this unit. Our mission is to deliver the highest quality product on time and with in budget to meet the needs of our customers. HCC-TV is an educational access channel providing a 24 hour, 7 day a week television schedule for HCC students and Howard County residents. The station schedules and airs all telecourses offered by the college and also gives students an additional service of rescheduling telecourses for students. The station also acquires programming from other sources with an emphasis on informational/educational content with an effort to promote diversity and the arts. HCC-TV offers two additional services to the community; a Community Bulletin Board highlighting college and community events as well as a monthly programming scheduled that is mailed out to the public.

Profile of Key Faculty Leaders & Staff:

Valerie Lash, Chairperson, has been both an administrator and faculty member at Howard Community College for the past 25 years. She holds an Associate in Arts Degree in Theatre from Essex Community College; both a Bachelor's and Master's Degree in Theatre from The Catholic University of America; and a second Master's Degree in English and Literature from Morgan State University. She holds the rank of Full Professor of Theatre and serves as the Division Chairperson of Arts and Humanities. In addition to these traditional academic roles, in 1993, Valerie founded the award-winning Rep Stage, Howard Community College's professional Equity theatre in residence. She served as Artistic Director and Producer through 2005. She has since moved into the role of Founding Director. Valerie is known to Rep Stage audiences as a leading actress and director. She was presented in 1993 with the Howard County Arts Council's "Howie Award" for "Educator of the Year," in 2001 she was honored as one of Howard County "Women of Achievement," and in 2003 she was inducted into the Howard County Women's Hall of Fame for her contributions to the arts in our community.

Dave Beaudoin, Associate Chairperson, Director of Humanities & Digital Arts, Assistant Professor, Mass Media, has made a significant contribution to the Arts and Humanities Division in his first three years at HCC. He designed and launched the Mass Media Student website. Dave designed an online, database-driven video equipment reservation system keeps track of all equipment check-out and check-in dates, and reports a real-time list of available equipment for the check-out date students request, thereby enabling them to better plan their shooting schedules. The system also keeps an inventory of all our equipment and its functioning status. Dave is also serving on the college's website and web standards committee. In December, 2005, Dave completed his MFA in Integrated Design from University of Baltimore.

Michael Stebbins, Artistic Director/Producer, comes to Rep Stage from Stage Door Acting Ensemble of New York, Inc. where he served as Artistic Director/Producer. He has appeared on many of the top regional stages across the country, from Berkeley Rep (Winner of the 1997 Tony Award for Outstanding Regional Theatre) to Woolly Mammoth, Washington, D.C. He has appeared with numerous off-Broadway theatres, including The Public Theater/New York Shakespeare Festival and the Mint Theater Company, winner of a 2002 Drama Desk Award. Directing credits range from college to regional to summer stock and include plays, musicals and operas. He directed *A Moon for the Misbegotten* for Rep Stage. He has workshopped and appeared in such diverse theatre pieces as Brian Freeman's *Civil Sex*, which explored the life of the African-American, homosexual and civil rights activist Bayard Rustin (cited on many "Top 10" lists including *The Washington Post*), as well as co-creating and appearing in two separate plays, with music, uncovering the history of Vaudeville on the American stage. He is a respected teacher of acting on the college circuit, and has been an adjunct professor at Howard Community College. Michael received his BFA and MFA from the Professional Theatre Training Program at the University of Wisconsin-Milwaukee and is a member of Actors' Equity Association and Screen Actors Guild.

Margaret Kahlor, Director of Media Arts, TV Studio and HCC-TV, has her AA from Howard Community College in Technical Theatre. She went on to receive a BA from UMBC and her MA from American University. When Margaret graduated from HCC, she was the Arts and Humanities Division's Outstanding Student of the Year. She worked as a theatre technician while she was a student at HCC and was the first student to stage manage an HCC professional production. She started working in the TV Studio in 1992 as a producer and now heads up the operation. She developed HCC's Mass Media program with its options in TV Production, Web and Multimedia Design and Gaming and Simulation Design. Margaret has also been designing the renovation spaces for both the five track media arts curriculum and the TV studio's move to the basement of the Administration Building. She has created technology plans and has extensively researched possibilities for becoming an all digital network. This year HCC-TV programs won several award competitions.

Jim Adkins, Director of Visual Arts, Associate Professor of Art, has his BA and MA from the University of Maryland and his MFA from the Maryland Institute College of Art. Jim joined the college as a full-time faculty member in 1999, after many years as an adjunct in the Art Department. He heads up the Visual Arts Department, the largest department in the Arts and Humanities Division. In addition to all of his outstanding curricular work, Jim has been very involved in the design and development of the visual arts spaces in the new Horowitz Visual and Performing Arts Center. As a visual artist, Jim is amazing! His work is exhibited in several galleries and museums throughout the country. Jim is also very much a presence in the Howard County artistic community. He is a member of the Artistic Review Panel, Howard County Arts Council. He reviews grant proposals from Baltimore City, Howard County arts groups, and Howard County PTA groups for funds provided by the Howard County government and the Howard County Arts Council. He is a member of the advisory board for the Columbia Festival of the Arts Exhibition Committee, the Celebration of the Arts, the Howard County Arts Council Annual fundraiser for the visual and performing arts at the Jim Rouse Theater. In addition to being nationally exhibited, Jim continues to be a resident artist at the Howard County Center for the Arts, where he maintains a studio, and exhibits in the annual resident show. Jim also runs a life-drawing/painting session for the community. He received an Individual Artist Grant from the Maryland State Arts Council in 2004.

Deborah Kent, Director of Music, Associate Professor of Music, has her BM and MM from Mississippi College and her DMA from the Peabody Conservatory of the Johns Hopkins University. Deborah directs the Music Department which includes credit music instruction, student recitals and faculty and student concerts, as well as the Musical Arts Center, HCC's preparatory music program. She spent months researching equipment and materials for all music facilities in the new Horowitz Arts Center. Deborah is also a well know vocalist performing throughout the Baltimore-Washington area. She is also very active in the region's musical arts scene: continued participation in professional performance group, Emmanuel Episcopal Church Choir; performed in Faculty Recital(s) in the Spring of 06, W.A. Mozart Celebration; served as member emeritus of the Peabody Chapter of the JHU Alumni Association Steering Committee; served second of six-year term as member of the JHU Alumni Council; participated in Hopkins Leadership Week-end in October; served as member of Howard County Arts Council Grants Review Committee for sixth year; served on board of Baltimore Sinfonietta; continued memberships in NATS, MMEA/MENC, and NASM; and served as adjudicator for HCAC Arts Scholarship Competition, MMEA All-State Solo and Ensemble Competition.

Susan Kramer has been Student-Alumni Arts' Producer, Artistic Director, Production/ Marketing/ Company Manager, as well as SAArts' Webmaster and Resident Director since its inception in 1994. Recent SAArts' projects directed include YOU'RE A GOOD MAN, CHARLIE BROWN, OUR TOWN, the Actors' Studio Works In Progress original production, LETTERS TO S.A.N.T.A. and A

STREETCAR NAMED DESIRE. Kramer also directed Rep Stage's production of FULLY COMMITTED last winter. As producer, recent SAArts projects include a 7th improv group season (Yo' Mama's Cookin',) a stage combat and movement showcase, LOVE HURTS, as well as SAArts' fall and spring 2005 PLAY READING SERIES. Additional SAArts directing credits include, NOISES OFF (co-directed with Jenny Male,), HELLCAB, and original works developed/ written by SAArts' "Actors' Studio; Works In Progress," - (including BEYOND DICK AND JANE and CHEESY SILLY TALES). Recent SAArts design work includes SAArts productions of OUR TOWN and NOISES OFF (*collaborative set design,*) and HELLCAB (*sound design*). Recent on-stage work includes SAArts' productions of NOISES OFF, as *Mrs. Clackett* and THE VAGINA MONOLOGUES, directed by Denise Cumor. Susan is also co-coordinator for Rep Stage's Actors' Institute, and Acting Instructor at HCC. Kramer performed in HCC's 1st Theatre Outback production in 1992, (TALLEY'S FOLLY, as *Sally*, directed by Robert Marietta,) and directed its' final production; OUR TOWN. Susan brings to SAArts 25-plus years of theatre work. Her roots: Baltimore Community Theater. First production directed: HARVEY; Halethorpe, Maryland's Ascension Church Youth Group; Kramer was 17. Sue is the heart of HCC's "Collaboration in Art."

Lisa Wilde, Director of Theatre Arts, Associate Professor of Theatre, Rep Stage Resident Dramaturg/ Literary Manager, has her BA from Carleton College and her MFA and DFA from Yale School of Drama in dramaturgy and dramatic criticism. Lisa started teaching full-time in the English and World Language Division until she moved to the Arts and Humanities Division this fall. Lisa heads up the theatre, dance and film academic programs. Previously, Lisa has worked as the Associate Dramaturg/ Education Director at Center Stage in Baltimore and as the Education Director at Young Playwrights, Inc. in New York. She has taught writing, literature and theatre at several Baltimore area colleges and theatres including Olney Theatre Center and Towson University. In 2004, she made her Rep Stage directorial debut with *Vita & Virginia* and currently directs readings for the "Works in Progress" Play Development Program.

Full-time Faculty & Staff:

STAFF

Valerie Lash; MA, MA	Chairperson; Professor, Theatre; Founding Director, Rep Stage
Dave Beaudoin; MFA	Associate Division Chair; Assistant Professor, Mass Media; Director of Humanities & Digital Arts
Janelle Broderick, BA	Arts Facilities & Rep Stage Actors Institute Coordinator
Brett Crawford; PhD	Production Manager

Tony Hoos; BA	HCC-TV Programming Specialist/Technician
Margaret Kahlor; MA	Director of Media Arts, TV Studio & HCC-TV
Sue Kramer	Student-Alumni Arts Producer/Artistic Director
Margie McDonald; AA	Office Associate
Carl Merritt; BA	Video Producer, Animation Graphics Specialist
Michael Stebbins; MFA	Artistic Director/Producer, Rep Stage
Jose Tenorio	Studio/Field Production Specialist/Technician
Karen Vadnais; MA	Senior Producer/Director, HCC-TV
Sarah Washburn; BS	Box Office Manager
Michael Wood	Office Supervisor & Student-Alumni Arts Associate Artistic Director
Bill Yarborough	Technical Director

FACULTY

Jim Adkins; MA, MFA	Associate Professor, Art; Director of Visual Arts
Becky Bafford; MFA	Assistant Professor, Art/Director, Art Galleries
Barbara Brickman; MA	Assistant Professor, Arts & Humanities; Coordinator of Speech
Kasi Campbell; MA	Assistant Professor, Theatre
Peter Collier; MA	Assistant Professor, Art
Yifei Gan; MS, MFA	Professor, Art
Lee Hartman; MA, MLA	Professor, Arts & Humanities
Deborah Kent; DMA	Associate Professor, Music; Director of Music
Jenny Male; MFA	Instructor, Dance & Theatre; Coordinator of Dance
Helen Mitchell; PhD	Professor, Philosophy; Director of Women's Studies
Ben Myers; DMA	Assistant Professor, Music
Jan Starr; MS	Assistant Professor, Photography; Coordinator of Photography
Kris Suter; DMA	Associate Professor, Music
Marie Westhaver; MA	Assistant Professor, Humanities & Mass Media
Lisa Wilde; DFA	Associate Professor, Theatre; Director of Theatre Arts
Jane Winer; MFA	Professor, Art

Profile of Adjunct Faculty:

Over 70% of the student credit hours taught in the Arts and Humanities Division are taught by adjunct faculty. These part-time faculty members are professionals in their fields as well as excellent teachers. Professional careers include, Equity actors, musicians, visual artists, dancers, and ministers. Most of the adjuncts have masters' degrees with a high percentage having doctorates.

Profile of Students:

Students who take arts and humanities courses at HCC are as diverse as the entire student body. There are credit students who major in the many programs offered in the division as well students who take courses to meet the fine arts and/or humanities core requirement. There are students as young as two who take Kindermusik at the Musical Arts Center and students over ninety who take the arts just for the love of it. Here is just a sampling of the Arts and Humanities Division's Outstanding Students having been honored at the HCC Annual Awards Banquet:

- **Lindsey Nixon, 2006**, an HCC Theatre Performance major who is graduating this spring, is our Arts & Humanities OUTSTANDING STUDENT OF THE YEAR! Lindsey has been seen on and off stage, participating in a myriad of Student-Alumni Arts Showcases and Productions over the past few years. Her natural abilities... from delivering a punch line, sense of connection/ listening on stage, dependability, her 110% commitment -- to her honest approach and skills in risk taking has won her role after role...opportunity after opportunity. Lindsey has also proven her abilities -- time after time, as a team player and a detailed, focused artist, who enthusiastically embraces and respects the entire process and what it takes to make magic...on and off stage. Lindsey Nixon is one of the reasons SAArts' continues to raise the bar! Lindsey Nixon's STUDENT-ALUMNI ARTS Involvement: 2003-2006 include SAArts Productions: *Picasso at the Lapin Agile*, 2003: Production Assistant and Understudy; *Beyond Dick & Jane*, an original work; 2003: Ensemble Member; *Noises Off*, 2004: Ensemble Member, Production Assistant, & Understudy; *A Christmas Carol*, 2004: The roles of Tiny Tim & Asst.Stage Manager; *Letters to S.A.N.T.A.*, an original work; 2005: Mrs. Elfenhelper; SAArts Showcases: Open Mics, 2003 - 2004: Monologues & Improv Group performances; Play Reading Series, Spring and Fall, 2005: Various roles/readings; *Love Hurts*, Stage Combat & Movement Showcase, 2006: Performer; Improv Group – "Yo' Mama's Cookin'," 2004, 2005, & 2006 Seasons: Performer. Lindsey was also invited by Rep Stage's Actors' Institute to intern as Co-Stage Manager for its Pre-Teen programs from 2004 - 2005. Again, the students and staff enjoyed Lindsey's attention to detail and getting the job done. Lindsey Nixon is hoping to continue her education in Theatre Arts at Towson University.
- **Ji Youn (Julie) Lim, 2005**, arrived at Howard Community College in 2000, and was a total disaster academically. After struggling for a couple of years, she became an art major. Julie has turned out to be one of the most talented students we have ever

seen. She is particularly grateful to her teachers here at Howard and has specifically mentioned Jane Winer and Karen Warshal as two people that have made a difference in her life. Julie completed the Portfolio Assessment course last semester and clearly had the strongest portfolio. The Maryland Institute of Art was equally impressed and awarded her a financial package of over \$23,000, without which she would not be able to take advantage of their invitation to attend. Julie sent Jim Adkins, our Director of Visual Arts, an e-mail that read, "I am still in shock. I am speechless. This is one of the biggest goals I have ever accomplished in my entire life! I just don't know what to say but thank you again for everything! I know this is not the end but the beginning of a new journey for me. I am very excited!" Julie is one of those students who is a testament to the quality of the education and the teachers that we have at HCC, but more importantly, she didn't give up when many others might have. She found her experience in the arts to be the inspiration to pursue excellence, and she has achieved it. Her creativity and work ethic are always noticed by the other students. Julie is the type of student that makes a class better because of the example she sets. Her good nature and her dedication to quality are infectious. She contributes to the quality of the education that her fellow students receive. She has come a long way, honing and sharpened her artistic skills while attending HCC. She is truly a dedicated artist as well as arts student, and we are proud of her.

- **Leah Bassett, 2004**, is a diverse artist in the very truest sense. She has honed and sharpened her many artistic skills while attending Howard Community College as a Theatre Performance major. Our Arts and Humanities Division has had the pleasure of witnessing her gifts in music, dance, visual art, theatre over the past two years. She has exhibited her art work (mixed media, photography, & oils) both on and off campus; she was invited to exhibit her work at Howard County Center for the Arts this spring. Leah has performed as singer, actor, musician, and dancer in a number of student showcases and productions. HCC's Student-Alumni Arts original production this past fall of BEYOND DICK AND JANE included Leah's talents in choreography, acting, singing, dancing, and playing the flute. Other stage performances include PIPPIN, PICASSO AT THE LAPIN AGILE, as well as several music and dance concerts. She is a fulltime student here at HCC, and when she is not taking classes or working part time, she can be found working on projects in our photo lab, dance studio, and theatres and apparently she could also be found studying, since she has a 3.8 GPA. She is truly a dedicated artist as well as arts student, and we are proud of her.
- **Vanessa Kinzey, 2003**, a music and theatre student at HCC, is a founding member, and is currently performing for a third season in the college's comedy/improv group, "Yo Mama's Cookin'." Vanessa has appeared in various HCC Student-Alumni Arts productions. In THE ELEPHANT MAN, she played dual roles, a princess and a circus performer. In HCC's touring troupe, "Passing Thru Playhouse" Vanessa played multiple roles in its original piece, THE HUM. She has also performed in many HCC Music Forums, as well as her consistent Performing Arts Group Coffeehouse appearances, often creating and performing original music, on the

piano and vocally. During last fall's the Performing Arts Group's Eclectic Evening in the Smith Theatre, Vanessa created original music to another student's poetry. It was reportedly the best piece of the evening! Vanessa truly has a gorgeous voice! She has also worked with our Rep Stage Actors' Summer Institute, as an intern, helping to bring Shakespeare to life for our preteens. Vanessa is a solid B student and is currently looking at four years schools to transfer.

- **Eleonora Hakansson, 2002**, came to HCC from Sweden in the fall of 2000. She is a Visual Art major in the Studio Art track and has been a full-time student for two years. She has earned 48 credits and currently has a 4.0 GPA. Elie has been an outstanding art student. She has that wonderful combination of talent, a desire to learn, and an inspiring work ethic. She helps set the standard in every class she's in. Elie's work has been chosen to be in every student art exhibit since she arrived. She will be returning to her native Sweden to continue her art education this summer. She has been a tremendous asset to the art department, a delightful and charming young lady, and we are all going to miss.

Benchmarks/Results:

Arts & Humanities Programs

Architecture – Arts & Sciences	A.A. Degree
Art – Arts & Sciences	A.A. Degree
Studio Art Option	
Photography Option	
Graphic Design Option	
Digital Prepress Option	
Video/Multimedia Design Option	
Art History – Arts & Sciences	A.A. Degree
Art History Research Option	
Art History Research/Studio Option	
Arts Administration – Arts & Sciences	A.A. Degree
Interdisciplinary Arts Administration Option	
Visual Arts Administration Option	
Performing Arts Administration Option	
Media Arts Administration Option	
Arts Administration – Arts & Sciences	Certificate
Interdisciplinary Arts Administration Option	
Visual Arts Administration Option	
Performing Arts Administration Option	
Media Arts Administration Option	
Communications Studies – Arts & Sciences	A.A. Degree
Professional and Business Communications Option	
Journalism and Media Communications Option	
Interpersonal and Organizational Communications Option	
Speech and Written Communications Option	

Communications Studies – Arts & Sciences	Certificate	
Professional and Business Communications Option		
Journalism and Media Communications Option		
Interpersonal and Organizational Communications Option		
Speech and Written Communications Option		
Dance Performance – Arts & Sciences	A.A. Degree	
Interior Design – Arts & Sciences	A.A. Degree	
Liberal Arts – Arts & Sciences	A.A. Degree	
Mass Media Design and Production – Arts & Sciences Degree		A.A.
Television Production Option		
Web Design Option		
Multimedia Design Option		
Gaming and Simulation Design Option		
Mass Media Design and Production – Arts & Sciences Certificate		
Television Production Option		
Web Design Option		
Multimedia Design Option		
Gaming and Simulation Design Option		
Music – Arts & Sciences	A.A. Degree	
Music Therapy – Arts & Sciences	A.A. Degree	
Theatre/Performance – Arts & Sciences	A.A. Degree	
Theatre/Performance – Arts & Sciences	Letter of Recognition	
Theatre/Technical – Arts & Sciences	A.A. Degree	
Theatre/Technical – Arts & Sciences	Letter of Recognition	
Transfer Studies – Arts & Sciences	Certificate	

The chart below shows annual FTE growth from FY2000 through 2006. The growth in FTE from FY2000 to FY2006 was 46 percent.

ARTS & HUMANITIES ANNUAL FTE ENROLLMENT BY DISCIPLINE								Change Fall'00 - 06*	
FY2000 - FY2006								FTE Difference	% Change
	2000	2001	2002	2003	2004	2005	2006		
ART	135.6	117.2	162.9	185.4	173.1	167.6	191.7	56.1	41%
SPEECH	44.6	45.9	59.2	62.9	63.8	67.6	68.9	24.3	54%
DANCE	10.1	10.5	12.9	14.5	13.4	14.9	17.4	7.3	73%
FILM	11.0	17.7	22.3	26.0	23.0	23.7	24.7	13.7	125%
FINE ARTS	37.2	36.2	45.8	50.9	48.5	49.1	40.3	3.1	8%
MASS MEDIA	4.1	2.7	7.4	6.3	5.5	13.2	8.2	4.1	100%
MUSIC	49.1	46.2	57.3	65.0	63.4	70.0	80.7	31.6	64%
PHILOSOPHY	26.8	27.4	29.9	36.0	36.0	40.0	39.2	12.4	46%
THEATRE	28.7	33.0	35.9	40.4	42.1	41.1	39.6	10.9	38%
WOMEN'S ST	5.4	3.6	1.6	3.9	5.4	4.7	5.2	(0.2)	-4%
ARTS & HUM	352.6	340.3	435.2	491.4	474.3	491.9	516.0	163.4	46%

The following two charts show that the full-time/part-time student ratio has remained largely constant from FY2006-2007.

FY2006 Enrollment: Student Credit Hours Generated Fall & Spring

Student Credit Hours Generated FY2006 Fall & Spring	SCHG Taught by Full-Time Faculty	SCHG Taught by Part-Time Faculty	TOTAL FT + PT	%FT	%PT
ARTT	1379	3153	4532	30%	70%
DANC	0	492	492	0%	100%
FILM	0	555	555	0%	100%
FINE	495	678	1173	42%	58%
MASS*	354	303	657	54%	46%
MUSC	415	1819	2234	19%	81%
PHIL	363	782	1145	32%	68%
SPCH	249	1605	1854	13%	87%
THET	9	1160	1169	1%	99%
WMST	99	54	153	65%	35%
AH Division Totals	3363	10601	13964	24%	76%

*Note: MASS figures include ARTT courses that are co-listed with MASS

FALL 2007 Enrollment: Student Credit Hours Generated

Division/Course Code	FALL FT SCHG	FALL PT SCHG	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%
Division Sub Total	2112	5619	7731	27%	73%

*Note: MASS figures include ARTT courses that are co-listed with MASS

HCC-TV 2005-2006 Awards:

2006

Aurora Awards

Platinum Best of Show 2006 (Fund Raising) – Horowitz Center

Producer/Director: Margaret Kahlor

Accolade Honorable Mention 2006 (Entertainment) – CineMaryland

Producers: Karen Hinds Vadnais & Rebecca Jessop

Director: Karen Hinds Vadnais

Accolade Honorable Mention 2006 (PSA) – CineMaryland Program Graphics

Pegasus Awards

Pegasus Award of Excellence 2006 (Fund Raising) – Horowitz Center

Producers: Margaret Kahlor

Pegasus Award of Excellence 2006 (Magazine Program) - CineMaryland

Producers: Karen Hinds Vadnais & Rebecca Jessop

Director: Karen Hinds Vadnais

Pegasus Award of Excellence 2006 (Documentary) – The History of Spurrier's Tavern

Producer/Director: Karen Hinds Vadnais

Producer: Grover Hinds

Pegasus Award of Excellence 2006 (PSA) – CCGP Raffle PSA

Producer/Director: Carl Merritt

Pegasus Award of Excellence 2006 (PSA) – CCGP Event PSA

Producer/Director: Carl Merritt

Telly Awards

Bronze Telly 2006 (Fundraiser) – Horowitz Building
Producer/Director: Margaret Kahlor

2005

Accolade Awards

Accolade Honorable Mention 2005 (Biographical) – The History of Spurrier's Tavern

Producers: Karen Hinds Vadnais & Grover Hinds
Director: Karen Hinds Vadnais

Accolade Honorable Mention 2005 – CCGP PSA
Producer/Director: Carl Merritt

Aurora Awards

Aurora Gold Award 2005 (PSA) – CCGC Raffle PSA
Producer/Director: Carl Merritt

Aurora Gold Award 2005 (Graphics) – CineMaryland Program Graphics
Graphic Designer: Carl Merritt

Communicator Awards

Communicator Award of Excellence 2005 (Entertainment) – CineMaryland
Producers: Karen Hinds Vadnais & Rebecca Jessop
Director: Karen Hinds Vadnais

Communicator Honorable Mention 2005 (Educational) – CineMaryland
Producers: Karen Hinds Vadnais & Rebecca Jessop
Director: Karen Hinds Vadnais

Crystal Communicator Award 2005 – Horowitz Performing Arts Center
Producer/Director: Margaret Kahlor

Communicator Award of Distinction 2005 (PSA) – CCGP Raffle PSA
Producer/Director: Carl Merritt

Davey Awards

2005 Silver Davey Award - CineMaryland
Producers: Karen Hinds Vadnais & Rebecca Jessop
Director: Karen Hinds Vadnais

2005 Gold Davey Award – The History of Spurrier's Tavern
Producers: Karen Hinds Vadnais & Grover Hinds
Director: Karen Hinds Vadnais

Telly Awards

Bronze Telly 2005 (PSA) – Grand Prix Raffle
Producers/Director: Carl Merritt

Videographer Awards

Videographer Award of Excellence 2005 (Entertainment) – CineMaryland
Producers: Karen Hinds Vadnais & Rebecca Jessop
Director: Karen Hinds Vadnais

Videographer Award of Distinction 2005 (Documentary) – History of Spurrier's Tavern
Producers: Karen Hinds Vadnais & Grover Hinds
Director: Karen Hinds Vadnais

Upcoming Events:

REPSTAGE:

THE SANTALAND DIARIES

By David Sedaris
Directed by Joe Brady
Starring Bruce Nelson
December 20, 2006 – January

STUDENT-ALUMNI ARTS:

YOU'RE A GOOD MAN, CHARLIE BROWN

The Original Off-Broadway Musical
Based on the Comic Strip "Peanuts"
by Charles M. Schulz
Book, Music and Lyrics by Clark Gesner
Directed by Sue Kramer
NOVEMBER 30 - DECEMBER 17, 2006

**ROUSE COMPANY
FOUNDATION ART
GALLERY**

**"RUSSIAN REALISM: STALIN TO PERESTROIKA
1935 – 1989"**

Runs from November 29, 2006 through January 31, 2007.
A closing reception and gallery talk is scheduled for
Wednesday, January 31, from 6 - 8 p.m.

MUSICAL ARTS CENTER

YOUTH RECITALS

Sunday, December 10

**HCC CANDLELIGHT
CONCERT SERIES**

MICHAEL TREE

March 4, 2007

II-A Approval of November 29, 2006, Agenda

**Board of Trustees
November 29, 2006
English, Language, and Business Building
Kittleman Room: ELB-100**

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

A. Approval of November 29, 2006, Agenda

B. Approval of:

1. October 25, 2006, Work Session Minutes
2. October 25, 2006, Regular Session Minutes
3. November 15, 2006, Closed Session Minutes

C. Report of the Audit and Finance Committee

D. Report of the Legislative Committee

E. President's Report

F. Board Member Comments

G. Consent Items

1. Proposed New Hires
2. Telecommunications Services
3. Fiscal Year 2008 Sabbatical Leave Recommendations
4. December 2006 Graduates
5. Trailer Purchase Resolution
6. Student Services Building Furniture and Equipment
7. Fiscal Year 2008 Proposed Course Fee Changes
8. Proposed Student Fees for Printing
9. Proposed Fee Change for External Exam Testing Services

H. Discussion Items

1. Issue Bin
2. Board Calendar
3. Fiscal Year 2006 Audit Report and College Response to Management Letter
4. Fiscal Year 2008 Legislative Agenda
5. The Establishment of the Senator James Clark, Jr. Medal

I. Information Items

1. Agreements Signed by the Board Chair Disclosure
2. Financial Statements
3. Report on Board End: Information and Analysis
4. Personnel Summary

II-B Approval of Minutes

- October 25, 2006, Work Session Minutes
- October 25, 2006, Regular Session Minutes
- November 15, 2006 Closed Session Minutes

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
October 25, 2006**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 25, 2006, in the boardroom of Howard Community College's Charles I. Ecker Business Training Center at Gateway in Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:13 p.m. The other board member present was trustee, Roberta E. Dillow. Mary Ellen Duncan, secretary-treasurer, was also present. Vice Chair T. James Truby and trustees Katherine K. Rensin, Roger N. Caplan, and Louis G. Hutt, Jr. were absent. Trustee Mary B. Tung was on a leave of absence.

A. Introduction of New Employees

Kathleen Hetherington, executive vice president, introduced Eli Stav, director of the test center, and Audrey Tutko, records information specialist.

Lynn Coleman, vice president of administration and finance, introduced Dianna Heaney-Reynolds, evening cashier in the finance office.

Ron Roberson, vice president of academic affairs, introduced Theresa Lui, interim instructor, information technology, and Karla Sellers, instructor, nursing.

B. Recognition of the Grand Prix Board Chair

This item was postponed since several board members were not present.

C. Informational Tour: Business Training Center

Patty Keeton, executive director workforce development, Beverly Johnson, coordinator, computer and advanced technology, continuing education, Susan Miller, Gateway campus administrator, and Neetika Sharma, technology program administrator, gave an overview of the Ecker Business Training Center's programs and clients. Michelle Monk, systems administrator, student computer support, and Crystal French, network specialist, who provide technical support at Gateway, were also introduced.

Board members went on a tour of the center.

Adjournment

The work session adjourned at 7:00 p.m.

The above constitutes the official minutes of the October 25, 2006, work session of the Howard Community College Board of Trustees as approved on November 29, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
October 25, 2006**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, October 25, 2006, in the boardroom of Howard Community College's Charles I. Ecker Business Training Center at Gateway in Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:05 p.m. Other board members present included trustees Roger N. Caplan, Roberta E. Dillow and Louis G. Hutt, Jr. Mary Ellen Duncan, secretary-treasurer, was also present. Vice Chair T. James Truby and trustee Katherine K. Rensin were absent. Trustee Mary B. Tung was on a leave of absence.

A. Approval of September 27, 2006, Agenda

Consent item: Fiscal Year 2008 Capital Budget was moved to discussion item #5.

A recommendation to approve the October 25, 2006, agenda as amended, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the September 27, 2006, work session and regular session minutes, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

C. President's Report

Dr. Kathleen Hetherington, executive vice president, briefly mentioned how well the women's sports teams are doing.

D. Board Member Comments

- Chair Huddie commented on the sessions he attended at the Association of Community College Trustees (ACCT) convention in Orlando. The Spellings Commission report is available on the Department of Education website and Erin Yun will email it to trustees. Dr. Duncan was recognized as the northeast region's chief executive of the year.
- Trustee Dillow commented on her visit to Valencia Community College's culinary arts and hospitality program while at ACCT. She said they have a live hotel reservation system and also provide restaurant experiences. She went to a session on life mapping where students map out their goals and track them. She attended a session on federal priorities and the Spellings

Commission.

- Trustee Hutt commented on his visit to Belmont and meeting with Anne Johnson and commended the staff on their operational management and flexibility in serving clients.
- Trustee Caplan complimented Dave Buonora, director of government affairs and resource development, on the candidate forums held at Howard Community College. He also commended Randy Bengfort, director of public relations and marketing, on moderating the Vernon Swaback session.
- Chair Huddie conveyed Trustee Rensin's congratulations to Dr. Duncan on receiving the northeast region CEO award.

E. Consent Items

1. Proposed new hires
2. Website support and maintenance to CentreTEK Solutions, LLC, not to exceed \$50,000
3. Change orders for the Horowitz Visual and Performing Arts Center and the student services building to Design Collective in the amount of \$60,715
4. Furniture and equipment for the student services building as follows:
 - a. General furniture, office, dining, lounge, study to Maryland Correctional Enterprises for \$1,844,700.
 - b. Specialized furniture – government contract to Falcon Products, Schwab Corporation, Glaro, Peter Pepper, KI, OFS, Borroughs, Howe Furniture, Mayline/Kwik, Penco, Wordon, and US Business Interiors for \$241,100.
 - c. Specialized furniture – Non-government contract to Carlisle Food Service Products, Home Depot appliances, Hamilton Safe, and the Malik Gallery Collection for \$155,200.
 - d. Information technology and audiovisual equipment to Dell, Verizon, CCS, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) Agreement for \$529,000.

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

F. Discussion Items

1. Issue Bin

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

It was decided to postpone this discussion since Vice Chair Truby, who suggested this award and was a friend and neighbor of Senator Clark, was absent.

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

Trustee Dillow asked that board members be present when this award is given to appropriately recognize the honoree. It was felt that another venue (like the former President's Forum) would be more appropriate to give this award rather than at convocation. There could be a special event (like an HCC Community Awards Night) to recognize all volunteer groups like the Commission on the Future and other advisory boards.

The board decided to move the nomination process to the newly renamed legislative and community relations committee. Kathleen Hetherington and Erin Yun will develop a brief proposal to start the process.

5. Fiscal Year 2008 Capital Budget

Lynn Coleman, vice president of administration and finance, gave an overview of the changes since the last meeting.

A recommendation to approve the changes to the capital budget was moved by Trustee Caplan, 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

Lynn Coleman gave an overview.

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

3. Full-Time/Part-time Enrollment Ratios by Division

Ron Roberson, vice president of academic affairs, gave an overview.

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

4. Report on Board End: Student and Stakeholder Focus

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

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

5. Personnel Summary

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

Adjournment

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

The meeting was adjourned at 8:00 p.m.

The above constitutes the official minutes of the October 25, 2006, regular meeting of the Howard Community College Board of Trustees as approved on November 29, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

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

November 16, 2006
Howard Community College
Administration Building
Schoenbrodt Boardroom (A225)

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

At approximately 2:10 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board:

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

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on November 15, 2006, at 2:10 pm in the administration building Schoenbrodt Boardroom to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects 1 or more specific individuals as permitted under Section 10-508(a)(1) (i and ii) and that such meeting shall continue in closed session until the completion of business.

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

The meeting was adjourned at 3:30 pm.

The above constitutes the official minutes of the November 15, 2006, closed meeting of the Howard Community College Board of Trustees as approved on November 29, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer

II-C Report of the Audit and Finance Committee

- November 15, 2006, Meeting Minutes

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

Meeting Minutes
November 15, 2006

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

Staff: Lynn Coleman, vice president of administration and finance; Kathleen Hetherington, executive vice president; Janet Cullison, director of finance; Erin Yun, director of board relations/special projects, Dan Friedman, professor, chemistry and division chair, science and technology; Yosef Gutema, associate professor, economics; and Todd Allen, director of human resources, were in attendance.

Chair Huddie brought the meeting to order at 12:15 p.m.

Topic	Outcome
1. Salary and Benefits for FY08	<p>Salary and benefits committee members, including Dan Friedman and Josef Gutema, discussed the committee's merit increase request of 6 percent with an additional 3 percent for a cost of living adjustment. Comparative data from other community colleges was discussed. The committee members emphasized that HCC faculty salaries are below the top one-third of Maryland community college salaries for a couple of rankings (full professor and assistant professor). Additionally, many staff members have not yet reached the mid-point of their salary ranges.</p> <p>The committee also asked that the tuition and fee reimbursement for employees be increased from \$1,800 to \$2,000 per employee. This figure would equate to slightly less than 6 credits per year at University of Maryland, College Park.</p> <p>Trustees expressed their appreciation for the committee members' remarks and complete support of the board of trustees for HCC employees.</p> <p>Trustees also discussed the recommendation from Charles Hendricks, consultant, for salary range increase. Hendricks recommended a 7 percent increase for staff and a 6 percent for faculty. HCC has never given different increases to faculty versus staff.</p> <p>COLA is currently factored into the Hendricks formula through which employees received their annual salary increases; however, it is not broken out as a separate number. Additionally, clarification needs to be made about the meaning of "market rate" and what it means for personnel to be below market, which serves as the mid-point for HCC's salary ranges. The administration will examine various ways to make this factor clearer in the future.</p>
2. FY08 Proposed Fee Changes for Courses	The committee reviewed the proposed fee changes for courses in the entrepreneurial courses, including ENTR-102, 103, 104, 105, 106, 107, 108, 109, 110, and 111. One-credit courses will have a fee of \$25 and three-credit courses will have a fee of \$50. The committee recommended the proposed changes to the full board.
3. Student Fees for Printing	The committee reviewed the proposed changes in the fee structure for printing in the student computer labs. Students would receive 250 sheets of printing (single-side or duplex) for free. After that point, they would be charged 10 cents for single-sided prints and 15 cents for duplex prints. The committee recommended the proposed changes to the full board.

4. Fee Change for External Exam Testing Services	The committee reviewed the proposed fee changes for external exam testing services. The change would increase testing fees from \$25 to \$30 for the College Level Examination Program, Dantes Subject Standardized Tests, Microsoft Office Specialist, and Prometric Information Technology tests. The committee recommended the proposed changes to the full board.
5. FY08 Budget Outlook and Discussion	Lynn Coleman gave an overview of the FY08 budget outlook. The committee members emphasized their desire to keep any tuition increases to a minimum since there was a significant increase in FY07. Enrollment in coming years was also discussed. While in 2012 the public school enrollment is supposed to level off, this projection does not take into account BRAC and its impact on the region. Additionally, as the campus grows and improves, it is attracting additional students. A key priority will be making headway on the full-time/part-time faculty ratio.
6. FY06 Single Audit	The committee members reviewed the single audit. There were no findings with the audit.
7. Management Letter and College Response	The committee members reviewed the management letter from the auditors outlining areas that they feel the college should address. They also discussed and approved the college response.
8. Quarterly Sole Source Vendors Report	The committee reviewed the report. This item was for information only and no committee action was requested.
9. 403(b) IRS Audit	Lynn Coleman explained to the board that this past summer the college's retirement plans went through an IRS audit. This audit brought about a question on whether the college was in compliance with the Internal Revenue Code as no part-time employees who worked over 20 hours per week had taken advantage of the retirement plan. Lynn Coleman emphasized the important role Todd Allen played in responding to this question. He drafted a response explaining that the part-time employees working over 20 hours per week were eligible and why they had not taken advantage of the benefit. The IRS has agreed that the college is in compliance.
10. Horowitz Center Roof Leaks	Riparius and their subcontractor have repaired the roof. The college is seeking methods to either apply a non-slip surface on areas by doors or put down carpet strips.
11. Governmental Accounting Standards Board (GASB) Statement 45	The committee discussed implementation issues surrounding the 2004, Governmental Accounting Standards Board (GASB) issued Statement 45, "Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions," which requires public agencies to report their costs and obligations pertaining to health and other benefits of current and future retired employees. GASB 45 becomes effective in FY08. Under the current accounting method, the college's annual expenses for increased liability or pay-as-you-go amount is \$200,000.
12. Other	Kathleen Hetherington discussed the potential for renovating the existing tennis courts for student use. On the last YESS survey, students expressed interest in having courts. The college would like to issue an RFP and bring the item to the board in March 2007. Lynn Coleman discussed the move of Starbucks from the ELB to the student services building. The cart is unable to be moved as Starbucks does not support these carts anymore. A full-service Starbucks will be placed in the student services building. This change has required additional costs that will be brought to the board as soon as possible. The audit and finance committee adjourned at 1:30 p.m.

II-D Report of the Legislative Committee

- November 16, 2006, Meeting Minutes

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

Meeting Notes
November 16, 2006, 8:30 a.m.
Schoenbrodt Boardroom (A225)

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

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

Topic	Outcome
Trustee Truby brought the meeting to order at 8:36 a.m.	
1. Review of HCC Legislative Agenda	<p>The committee discussed the importance of emphasizing HCC's bottom ranking of all the Maryland community colleges in space per full-time equivalent student. Despite the new facilities, because HCC's student body continues to grow, in the projected future HCC will remain last.</p> <p>Dr. Duncan and Dave Buonora gave a brief overview of the legislative agenda, including operating and capital projects, student financial aid, teacher education, and the Laurel College Center. A discussion was also held about opportunities to cooperate further with the Maryland State Department of Education.</p> <p>The committee unanimously approved the legislative agenda. It will be taken to the full board for approval in November.</p>
2. Howard Community College Legislative Reception	<p>The legislative reception will take place on December 5, 2006, at 3:30 p.m. It will start in the Horowitz Center and then move into a tour of the student services building. Approximately a dozen students will be present at the reception and will be given the opportunity to introduce themselves to elected officials and discuss their stories. The SGA president will give a brief presentation and Dr. Duncan will go over the legislative agenda. Dave Buonora will draft a one-page synopsis of briefing points for the trustees prior to this event. Additionally, the quick facts card will be updated and distributed. A map will also be developed showing the enrolled students in each district.</p> <p>Unfortunately, the day of the appropriations committee retreat was moved and is now conflicting with this event. Therefore, Frank Turner, Steve DeBoy, and Gail Bates will not be present. They will be met with on a one-on-one basis as appropriate.</p>
3. Recognition of Senator Sandy Schrader	<p>The committee recommended that Senator Sandy Schrader be invited to a board meeting to be thanked for her support of the college. She will be given a piece of faculty art work and a certificate of thanks.</p>

Topic	Outcome
4. National Legislative Summit	Mr. Buonora is working with legislative staffers on Capitol Hill to schedule a meeting with Maryland's delegation. Erin Yun asked trustees to let her know as soon as possible if they will be attending so she can register them for the summit. One issue to be discussed is the implementation of the Spellings Commission recommendations.
5. Student Advocacy Day	This year will be the sixth for student advocacy day, which will take place on February 14, 2007. Plans are moving along smoothly and invitations will be sent to various elected officials.
The meeting adjourned at 9:55 a.m.	

II-E President's Report

HCC's Receiving Site Visit for Maryland Performance Excellence Awards

HCC received notification that it will be receiving a site visit on November 30, 2006, from the Maryland Performance Excellence Awards. This is very exciting news since the site visit is the final step organizations go through prior to the awards announcement. HCC is one of only four organizations across the state that were assessed high enough to receive a site visit.

Kudos to Zoe Irvin and her staff, Barbara Livieratos, Jean Frank, Shirin Nazma, Betsy See, Rosemarie Presley, and Susan Hellenbrand, for their work in this process. Thanks also to Todd Allen, Sung Lee, Steve Horvath, and Erin Yun for serving on the team to put this application together.

Enrollment Update for Winter/Spring Terms

Enrollments are starting strong for the winter and spring 2007 semesters. As of November 14, 2006, winter headcount is up by 11 percent and full-time equivalent (FTEs) are up by 15 percent compared to the same time last year. Spring enrollments are up by 9 percent in headcount and 12 percent in FTEs. This year the schedule of classes was mailed two weeks earlier than last year and may have contributed to this increase over last year. We anticipate that these increases will level out as students continue to register for the upcoming terms.

Development Update

October Foundation Revenue

\$171,074

October Campaign Revenue

\$50,293

President's Gala

December 2, 2006 – black tie event in the Horowitz Center open to all. Tickets priced at \$75 for the community; \$50 for HCC employees; \$35 for HCC students.

Belmont Update

We are waiting to get approval for the building permit so we can begin renovation of the manager's house, which will provide four additional guest rooms for the property.

Road repair of Belmont Woods Road has been scheduled for the week of Thanksgiving. The contractor will fill pot holes and repair the road from Belmont to Elibank Drive.

Kudos to Bruce Nelson and JoAnn Hawkins for their work on three improvisation workshops at Belmont on November 13. Ninety area executives learned about improvisation techniques. Thanks to Bruce for maintaining high energy through all the workshops.

HCC Faculty and Staff Take Part in Maryland TESOL

Kudos to all of the HCC English as a second language (ESL) staff who were involved in Saturday's Maryland Teachers of English to Speakers of Other Languages (TESOL) conference. Almost 350 ESL teachers from across the state attended the all-day conference that was held at the Loyola College Columbia Graduate Center. Dr. Laurette Simmons, an adjunct ESL instructor in both the credit and non-credit divisions at HCC, chaired the conference. Janet Schreiberstein, the current president of Maryland TESOL, is a staff member and adjunct instructor. She opened the conference with an electronically televised address to welcome the attendees. Four of the Maryland TESOL board members are also from the HCC staff: Tamara Jones, Linda Lark, Minah Woo, and Sandra French. The following HCC staff presented at the conference: Tamara Jones, Sandra French, Laurette Simmons, Emily Hicks, Sarah Saxer, Trudy Snope, Joanne Stato, Nancy Hutchison, Judy Ross, Heidi Goldenman, and Rebecca Price. Many staff members from both the credit and non-credit departments were in attendance.

It was a successful conference and a great day for showcasing the expertise and professionalism of the HCC staff!

Ron Roberson Appointed to NEA Panel

Ron Roberson has been appointed to the National Endowment of the Arts (NEA) FY07 State Partnership Panel. Ron will serve as the lead reviewer of applications for the state partnership grant program, which supports increased access to the arts in communities. Congratulations Ron.

HCC's Service Learning Program Recognized

Howard Community College's service learning program made President Bush's Higher Education Community Service Honor Roll. This recognition program is designed to increase public awareness of the contributions that college students are making within their local communities and across the country through volunteer service. Congratulations to Carol Parreco as well as all the faculty, staff, and students who have made this program so successful.

Why Adults CAN Learn a Language

Congratulations to Cheryl Berman and Jean Broderick for their recent story in the Washington Post. The article discusses HCC's diverse language offerings and increasing trend among adults to seek new language proficiency.

Fall Job/Career Fair

On Friday, November 3, 2006, the office of counseling and career services hosted its annual fall Job/Career Fair. The fair was well attended, with 84 registered employers and approximately 600 job seekers. Several new employers attended

this fall's event including Honeywell Technology Solutions Inc., The Jackson Organization, and XP Lasersport. Counselors were also on hand to review resumes for participants. Job seekers can continue to identify job leads through the HCC Jobs Online database. Overall evaluation survey feedback indicated a high satisfaction with the quality of the event. Kudos go to Tonya Osmond, Kathy Kersheskey, Janice Marks, Suzie Friedman, Alissa Putman, Paul Martin, Irma Rosado, Stacey Tash, Betsy Lew, Carla Lawson, and Anita Blake. A big thank you goes out to our student and community volunteers who kept this event running smoothly. We would also like to recognize the significant contributions of plant operations, housekeeping, security, business office, and print shop employees.

Students fundraise for the HCC United Way Campaign

Under the direction of Sandra Clausen, student program board chair, there were three events held in October 2006, to support the annual United Way Campaign. On Monday, October 2, the students showed the movie, "Pirates of the Caribbean 2, Dead Man's Chest" and collected donations for the United Way in exchange for movie popcorn. On Tuesday, October 24, the students sponsored "Temptation Tuesday," a bake sale that featured a variety of donated homemade or store purchased goodies. The students also hosted its annual Halloween Costume Ball on October 27, 2006, which included a costume contest, pictures, DJ, and goodies. The Student Program Board raised \$466.49 from these events and all proceeds will be donated to the United Way.

Students Thank Donors for Scholarships

On November 9, over 175 students and donors met over lunch as part of the 6th annual student/donor luncheon. The students had a chance to meet their donors and thank them for their generous contributions toward scholarships. Three student speakers (Jonah Cohen, Mario Rodriguez, Angelique C. Graham) gave moving testimony about the positive impact that the scholarships have had on their ability to stay in school and give financial relief to them and their families. Many thanks to the numerous staff who organized and helped make the event a success including: Melanie Moore, Kim McNair, Kate Hetherington, Karen Paris, Marge Cullison, Missy Matthey, Jackie Taylor, Cynthia Sikorski, Dave Buonora, Shirley Chao, Joyce Danzig, Randy Bengfort, Erin Yun, Brenda Anderson, Cheryl Reynolds, Katherine Allen, Arla Webb, Coleen Haspert, Jean Anderson, Mary Banaszak, Noreen Golden, Yvonne Parker-Mansell, Andre Wright, Joshua Tsitlik, Narinder Sharma, June Lui, Pam Cornell, Greg Fleisher, Dorothy Gleit, Joe Mason, Charles Mays, Gavilian Hailey, Melodie Gale, Parul Shah, Jimmy Robbins, Eldridge Brown, and students Michael Saunders, Jeremy Kessler, Oga Dim, Will James, Bianca Douyon, Patrick Dylan, and Wendell Epps.

News from the English and World Languages Division

The Two Year College English Association–Northeast Region (TYCA-NE) Conference was held in Providence, RI on October 19-21. The theme of the conference was "The Terrible Two's: Defining and Resisting the Roles of the Two-Year College in the Academy." Professor Barbara Graham Cooper is the chair of TYCA-NE, and the following three HCC faculty presented at the conference:

- Professor Dr. Peggy Walton, "Is This as Good as it Gets? Renewel and Re-engagement of Faculty in Higher Education"
- Adjunct English faculty Carleen Grossman, "Project-Based Service Learning"
- Adjunct English faculty Lynda Case Lambert, "Teaching English in Context: The Role a Knowledge of History Plays in Understanding"

Who's Who – HCC Faculty Recognized

Five Howard Community College faculty members were honored in this year's edition of *Who's Who Among America's Teachers*, including: Alice Conn, Gabriel Ayine, Patrick Finley, Bernie Sandruck, and Helen Mitchell. Congratulations on this professional achievement.

Transfer Fair a Great Success

More than eight hundred students had the opportunity to speak to college admissions counselors representing 67 institutions from the mid-Atlantic region and beyond during the fall Transfer Fair held on November 19, 2006. First time institutional attendees included Coastal Carolina University, Arcadia College and Radford University. Thanks to Dorothy Plantz, Joi Ryan and the office of admissions and advising, the welcome center, financial aid services, Arla Webb and the Sodexo staff, plant operations, security, faculty, and staff for making this one our largest transfer fair in HCC history.

Student's Privacy Rights, Are We Protecting Them?

More than 140 staff and faculty registered for the session on October 18, 2006, presented by Pinhas Friendenberg a national expert on student privacy rights and academic law. During the two hour session we were entertained and enlightened. Thanks to human resources for providing handouts and refreshments for the session. Thanks to Judi Bulliner and the records and registration staff for organizing and staffing the session.

Faculty Perform to "Standing Room" Only Crowd

Dr. Deborah Kent, director of music, treated onlookers with her powerful voice "greeting the grand hall" at the first faculty recital in the Monteabaro Hall on November 1, 2006. Each selection was appropriate for the opening and the season. The expanse and depth of talent of our faculty were breathtaking. They also brought passion to their performance – we know they love what they do.

The Danse Macabre was an exciting piano duo by Lisa Rehwoldt and Kris Suter. We also had flute, guitar, clarinet, and wonderful soprano solos. The finale was performed by the famous Gemini Piano Trio (Sheng-Tsung Wang, Ben Myers, and Hsui-Hui Wang). Their energy filled every bit of space in the hall and lifted us out of our seats.

Ed Waddell, Steve Pindell, Tom Welsh, and Jon Files from the John G. Monteabaro Charitable Foundation were recognized and gave the background of Dr. Monteabaro's life.

HCC's New Face on the Internet

On November 17, the new HCC website was launched. After more than a year of planning and preparation, HCC has a brand new look and new tools for helping students achieve their educational goals.

Highlights and new features include:

- Powerful search capability with Verity's engine;
- Stakeholder-focused navigation that puts information within 1 or 2 mouse clicks;
- "Find it Fast" navigation to frequently-visited pages;
- New calendars showing what's happening on campus; and
- New admissions page that provides six easy steps for enrollment.

Thanks to the web enterprise services team, Rick Pollard, director, technology resources, Wanda Garcia, web engineer, and Julie Jones, web assistant as well as Randy Bengfort, director of public relations and marketing, Margie Dunklee, graphic artist, Mike Heinmuller, director, user and network services, Jane Sharp, marketing manager and site coordinator for "About HCC," Valerie Smith, senior network administrator, Marie Westhaver, assistant professor, arts and humanities and site coordinator for "Academics," Greg MacPhee, admissions and recruitment counselor and site coordinator for "Admissions and Enrollment," Joanne Erickson, continuing education coordinator of marketing and site coordinator for "Continuing Education," Kim McNair, director, welcome center, executive associate to the executive vice president, and site coordinator for "Student," Kim Smith, associate director of finance and contract administration and Nanette Douglas, executive assistant to the vice president of administration and finance and site coordinators for "Business Services," Missy Matthey, director of development, executive director, educational foundation, and site coordinator for "Donors, Alumni, Friends," and Jodi Allaire, executive information specialist and site coordinator for "Visitors and Community," and all of the HCC staff that made this happen!

MACCRAO Meets at HCC

Howard Community College hosted the fall meeting of the Maryland Association of Community College Registrars and Admission Offices (MACCRAO) on October 19, 2006, to fifty of its membership. Presenters included Pinhas Friendenberg (student rights) and Dale Goff (transfer issues). Both are nationally known for their expertise. Thanks to Judi Bulliner for organizing the event along with other members of MACCRAO and to the staff of records, admissions and advising, arts and humanities, and plant operations for their efforts in making the event a success.

Carolyn Keleman Receives Outstanding Service Award

The Maryland Council for Dance recently announced its selection of Carolyn Keleman, adjunct faculty member, as the 2006 honoree for Outstanding Service to Dance in Maryland. What a wonderful recognition of her work! Congratulations Carolyn – HCC's students are lucky to have you.

Capital Update

Horowitz Visual and Performing Arts Center

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

All furniture and equipment has been received with the exception of the Canton wood line that was delayed almost four months. This impacted the faculty and administrative offices. Final furniture delivery is schedule for the second week of December 2006, and the beginning of January 2007. In early November, a punchlist specific to furniture was developed in coordination with the architects. These items will be addressed in coordination with future deliveries so that a final inspection and approval will be completed in mid-January 2007.

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

Athletic Fields Renovations

The college received the Phase IV project specification and bid documents from Patton Harris Rust and Associates. The invitation to bid is in progress, which will close on December 14, 2006. The evaluation of bids will take place during December and college staff will make a recommendation to the board at its January 24, 2007, meeting.

Once approved, the college will forward a state participation request to the Maryland Department of General Services (DGS) for the Board of Public Works (BPW) meeting in February 2007. Following BPW approval, the college will issue a notice to proceed and the next phase will begin in the spring of 2007.

Student Services Building

The construction phase continues as planned for the new student services building and the expected completion date remains February 2, 2007. The building construction continues to progress. All three elevators are installed, heating and cooling is now available throughout the building, and partition rough-in and light fixture installation is in progress.

Recent developments include the redesign for the Starbucks area and the HCC dragon sidewalk in the quad. The engineers revised the mechanical, electrical, and plumbing design to accommodate the Starbucks requirements. The dragon figure will be flat and part of the paver sidewalk. Materials and paver units will be determined by the end of November in consultation with the sketch designer and then the paving contractors will be consulted with regard to constructability issues.

The college continues to develop the move schedule with the departments based on construction completion, furniture delivery, and departmental activity for the semester. The "move-ins" are based on the optimal timeframe for each department. Departments will relocate throughout the month of February into March 2007.

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. The grand opening week will occur March 26-30, 2007.

'A' Building (to be known as McCuan Hall) and Smith Theatre Renovations

Design is progressing and college staff continues to meet with the architects and construction manager throughout the design phase. The 50 percent construction documents have been completed and are being reviewed by McDonough Bolyard Peck who performs similar services for the DGS. Reviews will be completed by November 30, 2006, and the architects will implement review comments as they are preparing the 95 percent documents.

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

Construction of the pedestrian bridge will continue over the coming months and is expected to be completed by January 2007. The review of punchlist items for the garage will continue following the completion of the bridge. The college diligently monitors progress to ensure timely completion of the project.

Campuswide Systemic Renovation Projects

The college continues to prioritize and schedule the immediate renovation needs as identified in the Facilities Condition Assessment. The systemic renovation projects in progress or recently completed include:

- ADA pathway repairs;
- Hickory Ridge pathway modifications;
- Nursing Building restroom upgrades;
- Hickory Ridge improvements to lobby area and corridors; and
- Security cameras for parking lots.

College staff will be asking the board to approve the security camera bid in December.

II-F Board Member Comments

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

H-1 Issue Bin

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

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

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

Committees	
Audit and Finance	Patrick L. 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.

H-2 Board Calendar

Date	Event	Tentative Agenda Items	Trustees to Attend
November 30, 2006 Thursday 6-10 pm	Chamber Holiday Party <i>The Elkridge Furnace Inn</i>		
December 2, 2006 Saturday 7-11 pm	President's Gala <i>Horowitz Center</i>	<ul style="list-style-type: none"> • Trustees Invited • Black Tie Event • Open to all 	
December 5, 2006 Tuesday 3:30 – 6 pm	Annual Legislative Reception <i>Kittleman Room</i>	<ul style="list-style-type: none"> • Legislators Invited • County Council and Executive Invited • Students Invited • Tour of Student Services Building 	
December 12, 2006 Tuesday 6 pm	Consent Items followed by Closed Session <i>Belmont</i>	<ul style="list-style-type: none"> • Consent Items Only • FY07 Presidential Mid-Year Evaluation 	
December 12, 2006 Tuesday 7:30 pm	Board of Trustees Holiday Dinner <i>Belmont</i>		
December 14, 2006 Thursday 6 pm	Voices of Vision Speaker Series <i>Smith Theatre</i>	<ul style="list-style-type: none"> • Trustees Invited • Sponsored by General Growth Properties • Reception at 6:00 pm • Speaker at 7:00 pm: Robert W. Burchell, Ph.D., Center for Urban Policy Research, Rutgers University 	NEW!
December 24, 2006 – January 1, 2007 Sunday – Monday	HCC Winter Break		
January 10, 2007 Wednesday 6 pm	Budget Work Session <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> • Review of FY08 Integrated Strategic Plan and Operating Budget 	

Date	Event	Tentative Agenda Items	Trustees to Attend
January 11, 2007 Thursday 6 pm	Voices of Vision Speaker Series <i>Smith Theatre</i>	<ul style="list-style-type: none"> Trustees Invited Sponsored by General Growth Properties Reception at 6:00 pm Speaker at 7:00 pm: Adam J. Lerner, Ph.D., Laboratory of Art and Ideas at Belmar 	NEW!
January 24, 2007 Wednesday 6 pm	Regular Meeting <i>Kittleman Room</i>	<ul style="list-style-type: none"> Approval of FY08 Integrated Strategic Plan and Operating Budget 	
January 22, 2007 Monday 8:30 am	New Employee Recognition Breakfast <i>Burrill Galleria</i>	<ul style="list-style-type: none"> Trustees Invited New employees recognized 	
January 22, 2007 Monday 9:30 am	Winter Convocation <i>Smith Theatre</i>	<ul style="list-style-type: none"> Trustees Invited Welcome from Board Chair (10 am) 	
February 7, 2007 Wednesday 8:30 am	Legislative Committee Meeting <i>Schoenbrodt Boardroom</i>	<ul style="list-style-type: none"> Progress of Annapolis Session Student Advocacy Day County Budget Process Legislative Summit 	
February 12-14, 2007 Monday – Wednesday	ACCT Legislative Summit <i>Marriott Wardman Park Hotel Washington, DC</i>	<ul style="list-style-type: none"> Meetings Arranged with Board Members and Maryland Delegation in DC 	
February 14, 2007 Wednesday 9 am – 1:30 pm	Maryland Community College Student Advocacy Day <i>Annapolis, MD</i>	<ul style="list-style-type: none"> FYI for Trustees 	
February 28, 2007 Wednesday 6 pm	Work Session ----- Regular Meeting Laurel College Center	<ul style="list-style-type: none"> Introduction of New Employees Informational Tour – Laurel College Center Report on Board End: Faculty and Staff Focus FY06 Workforce Snapshot Honorary Degree Recipients 	
March 5, 2007 Monday 5 – 8:30 pm	Hunan Manor Fundraiser <i>Hunan Manor</i>	<ul style="list-style-type: none"> Trustees Invited Board Chair Remarks Fundraiser for the college 	

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

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

Date	Event	Tentative Agenda Items	Trustees to Attend
May 24, 2007 Thursday 12 noon	Annual Retiree and New Employee Recognition Lunch <i>Burrill Galleria</i>	<ul style="list-style-type: none"> Trustees Invited Reception to Honor College Faculty and Staff who Retired During FY07 	
May 24, 2007 Thursday 1:30 pm	Convocation <i>TBD</i>	<ul style="list-style-type: none"> Trustees Invited Welcome from Board Chair (1:30 pm) Recognition event for retired employees, degree recipients. New employees recognized at lunch. 	
May 24, 2007 Thursday 3:30 pm	Employee Appreciation Activity <i>TBD</i>	<ul style="list-style-type: none"> Trustees Invited Annual activity to thank employees for core & strategic work efforts and volunteerism 	
June 5, 2007 Tuesday <i>Time - TBD</i>	Board Retreat <i>Belmont</i>	<ul style="list-style-type: none"> Agenda – TBD 	
September 15, 2007 Saturday <i>Time - TBD</i>	Major Donor Party <i>Location - TBD</i>		
September __, 2007	20 th Annual Columbia Classic Grand Prix	<ul style="list-style-type: none"> Annual equestrian show jumping event to raise funds for student scholarships. The exact date of the event has yet to be determined. 	

Notes:

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

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

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

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

Red denotes date change from original posting.

NEW! denotes item not on last calendar.

H-3 Fiscal Year 2006 Audit Report and College Response to Management Letter

Background: Representatives from the college's audit firm, Clifton Gunderson LLP, will attend the work session to answer any questions on the audit reports and the management letter. The audit and finance committee reviewed the college's financial audit and now it must be approved by the full board. All items were included in the audit and finance mailing to the board.

**Recommendation on Financial Statements and CC-4
(Appendix A and the one marked as "Annual Financial Report" included with
audit and finance materials)**

These audits are information items only and do not require board approval.

**Management Letter and College Response (Appendix B included with audit
and finance materials)**

In addition to the audit, Clifton Gunderson LLP must also prepare a management letter, which details items that they observed during the course of the audit that they feel the college should address. The college's response follows this item.

Purpose: To present the college's response to the management letter

Timeline: July 1, 2005 - June 30, 2006

Recommendation

The administration requests that the board of trustees approve the college's response to the management letter. Once approved, this report will be forwarded on to federal agencies. As no material weaknesses were reported, the college does not need to submit the report to the Maryland Higher Education Commission (MHEC).

Compliance: This request is in support of the board of trustees' policies Board-Staff Relationship – Monitoring Organizational Performance.

Management Letter Response

Internal Control Assessments

An audit committee should evaluate the effectiveness of the internal control system on a regular basis. It was noted that the audit committee does discuss internal controls, but only when a weakness is identified by management. We recommend that the AICPA audit committee toolkit be distributed to the members of the audit committee. The toolkit may be obtained from the following website:

<http://www.aicpa.org/Audcommctr/toolkitscorp/homepage.htm>)

This guide will assist the College's audit committee with guidance on addressing internal controls in a proactive manner.

College Response

The college administration has brought internal control issues of concern to the audit and finance committee in the past. In addition, each spring the college also discusses a list of all college areas with the committee that it feels needs to be reviewed in conjunction with the audit. These items are discussed even if a weakness has not been identified. On a regular basis, the administration also prepares a series of reports for the board about staff compensation beyond base salary, sole source purchases, purchases greater than \$25,000, and non-purchasing agreements. These reports were established to assist the board in monitoring some of the college's internal control procedures.

The college has ordered copies of the AICPA audit committee toolkit for the audit and finance committee members. The administration anticipates using the guide to further discussions of internal controls with the committee. The administration will also incorporate the internal control review process into the regular committee agendas.

Fixed Assets

The College maintains records of fixed assets in several electronic spreadsheets. These spreadsheets are each formatted differently, and many of the spreadsheets do not contain all of the information about a particular asset in a single location. By not maintaining the fixed asset detail in a single location with summarized data, the College runs the risk of misstating their fixed assets and creating a cumbersome system for tracking depreciation expense, fixed asset additions, and disposals. We recommend purchasing a fixed asset software package, or generating a single database in excel or access, to track all information related to the fixed assets in a single location.

College Response

During FY06, the college worked with an outside consultant to develop an Access database for fixed assets. Unfortunately, before the work was complete, the consultant passed away. In April, the inventory coordinator who had worked with the consultant left employment with the college and therefore the project was never completed.

It is the college's intent to complete this project during FY07 once the inventory coordinator's position is filled. It should be noted that this replacement was delayed in order to reorganize and upgrade the position due to increasing responsibilities and workload in this area.

H-4 Fiscal Year 2008 Legislative Agenda

Background: The Howard Community College (HCC) legislative agenda is included for board review. This agenda is designed to mesh with the agenda developed by the Maryland Association of Community Colleges (MACC). The legislative committee reviewed and approved the agenda with minor edits at its November 16, 2006, meeting.

Purpose: To discuss and approve the legislative agenda

Timeline: FY08

Recommendation

The administration requests that the board of trustees approve this legislative agenda.

Compliance: This request is in support of board policy, Governance Process: Governance Commitment.

Fiscal Year 2008 Legislative Agenda (DRAFT)

INTRODUCTION

Howard Community College (HCC) is a dynamic, thriving, and growing institution that is integral to the success of Howard County. New campus facilities and quality academic programs are key factors that contribute to making HCC the college choice for many Howard County residents. This fall, 30 percent of the graduating class of the Howard County Public School System (HCPSS) applied to HCC, and almost 25 percent have enrolled. Last fall, 23 percent of the HCPSS graduating class enrolled at HCC.

Credit enrollment at HCC in the fall of 2006 was almost 7,200 students. This figure represents a 5 percent increase from last fall. Noncredit enrollments have surpassed 15,000, with programs being offered in a variety of areas including motorcycle safety, summer programs for elementary to high school students, industry certification courses, and customized training for Howard County businesses.

The Laurel College Center, operated jointly with Prince George's Community College (PGCC), continues to be a marked success. Designated as a regional higher education center by the Maryland Higher Education Commission (MHEC), the center is proud to provide associate, baccalaureate, and master's degree programs through HCC, Prince George's Community College, Towson University, University of Maryland University College, and the College of Notre Dame of Maryland.

The Belmont Conference Center provides unparalleled opportunities for HCC's culinary and hospitality management students. These popular programs are well-enrolled and allow students to learn skills necessary for professional and management level positions in the hospitality industry (a critical workforce shortage area throughout Maryland, as recognized by the Maryland Department of Business and Economic Development).

HCC's Charles I. Ecker Business Training Center, located in the Gateway building with its professional meeting spaces and computer labs, is a resource for

the local business community to meet and train so that they can continue to be regional, national, and international leaders in their respective industries.

HCC is an institution that strives for excellence. It is committed to continuous quality improvement, and has adopted the Baldrige framework to measure and improve performance. HCC won a Bronze Maryland State Quality Award in both 2002 and 2003 and has also received the Senator Paul Simon Award for Campus Internationalization. The only community college in the nation with a professional equity theater in residence, Rep Stage productions have been awarded multiple Helen Hayes Awards.

HCC works in concert with the Maryland Association of Community Colleges (MACC) and the other fifteen community colleges in the state to pursue a state-focused legislative agenda that collectively addresses the needs of Maryland's community colleges. Over 120,000 students enroll in credit classes at community colleges across the state and another 350,000 enroll in continuing education classes. HCC encourages the Maryland General Assembly and the executive branch of state government to support the priorities developed by MACC. Statewide and local priorities of special concern to HCC are outlined in this legislative agenda.

Fiscal Year 2008 Legislative Agenda (DRAFT)

Operating Budget

Position: Support funding for HCC at the state level through full funding of the Cade community college funding formula and through county appropriations at the local level.

HCC receives funding for its operating budget from several sources: 15 percent comes from the state of Maryland, 31 percent comes from Howard County, and 34 percent comes from tuition and fees paid by students, 20 percent is from other sources such as auxiliary enterprises, which support themselves.

Last year, great strides were made at the state level augmenting the Cade funding formula in order to better support community college students. Legislation was passed by the Maryland General Assembly and signed by the Governor increasing the percentage of funding community colleges receive relative to the appropriation given to Maryland's public four year schools. For FY08, this percentage-funding tie is set by statute at 25.5 percent. This .5 percent increase from last year, coupled with an increase in the appropriation of the four-year schools, means that HCC will see an increase of about \$1.7 million in FY08 over FY07. **HCC requests that the state fund the Cade funding formula for FY08 at the statutory prescribed level of 25.5 percent of the funding for the four-year public colleges.**

This increase will be critical in helping HCC serve students. In fact, over a recent five-year span (from FY00 to FY05) state and county funding per student at HCC was essentially flat.

On the county level, the HCC budget request is still being formulated. When the request is finalized, it will be forwarded to the county.

Access and affordability of higher education are directly associated with the level of state and county operating funding. Strong operating support from the state and county, coupled with prudent fiscal management by HCC, helps to keep student tuition as affordable as possible.

Capital Budget

Position: Support funding of HCC capital projects

HCC's partnership with state and local government has led to an unprecedented and much need capital improvement initiative on campus. The opening of the English, language, and business (ELB) building and the Peter and Elizabeth Horowitz Visual and Performing Arts Center, provides state of the art facilities to serve students. The opening of the student services building in early 2007 will provide another much-needed addition to the campus.

Despite these construction projects, HCC is still experiencing a shortage in space and parking. In fact, a recent study conducted by the Maryland Department of Legislative Services shows that HCC has the greatest unmet space need based on state facilities guidelines of all 16 community colleges. A thorough narrative and justification of HCC's capital request is included with this legislative agenda.

Laurel College Center

Position: Support state funding for the Laurel College Center

The Laurel College Center (LCC) was formed as a partnership between Prince George's (PGCC) and Howard (HCC) Community Colleges in 2001. The center has expanded educational opportunities to many residents in the Laurel region. PGCC, HCC, and four-year partners including Towson University, University of Maryland University College, and the College of Notre Dame of Maryland, offer more than 120 sections of credit courses in which students can receive degrees in business administration, general studies, criminal justice, and applied information technology. More than 100 job-training and workforce-development courses are also offered at Laurel.

Overall, enrollments at Laurel are strong. In fall 2006, there were 764 credit students and 1,169 noncredit students enrolled in courses offered by HCC and PGCC. Enrollments in programs offered by the four-year partners total 78 students.

At its inception, the center was fully funded by both Prince George's and Howard Community Colleges. In the summer of 2005, the first direct appropriation of \$100,000 was provided by the state to support LCC. Directed by Joint Chairmen's Report language, MHEC conducted a study in the fall of 2005 to develop an equitable, consistent, and ongoing funding strategy for all regional higher education centers in the state. This study helped lead to another \$100,000 in the FY07 budget for Laurel. This funding has allowed HCC and PGCC to create strong agreements with four-year partners, and has helped drive enrollment increases.

Continued state support will help continue this momentum. **HCC requests support of \$711,118 in state funding for the Laurel College Center in the FY08 state operating budget.** This figure is based on a funding target developed by an MHEC working group last year, which takes into account a level of base funding for each regional higher education center as well as enrollments.

Student Financial Aid

Position: Support funding for financial aid

Howard Community College works diligently to make college affordable for students. There are federal and state financial aid programs, funds set aside from the college's operating budget, and donations from individuals and foundations that provide students financial support for college. Even with this support, many students still have financial need.

In FY06, about one-third of all HCC students received some form of financial aid totaling \$6.7 million. This aid helps to offset expenses for tuition, fees, books, supplies, child care, and other educational expenses. Even with this aid, many students still have unmet needs that make it difficult for them to afford college.

Because of this continuing need, **HCC asks that the state continue to make funding for financial aid, particularly need based aid, a priority in the state budget.**

Teacher Education

Position: Support the role of community colleges in teacher education

To address the teacher shortage crisis in Maryland, community colleges developed a new degree program, the associate of arts degree in teaching, which is offered at Howard Community College. This program is designed to provide seamless articulation into four-year teaching programs and get highly qualified teachers into the classroom. In addition, through HCC's partnership with Towson University at LCC, HCC students may articulate their programs and earn a bachelor of arts degree in elementary education and special education from Towson. Community colleges are also well positioned to provide the education needed by adult career changers who want to become teachers in our schools. MSDE has determined to end the community college's role in working with career changers in 2009. **Considering this workforce crisis, HCC would like to maintain an active role in preparing Maryland's teachers.**

Fiscal Year 2008 Capital Budget Request (DRAFT)

INTRODUCTION

Due to consistent enrollment growth experienced by Howard Community College (HCC) over the last decade, the college must expand its physical space and renovate its existing buildings to accommodate new students.

State space guidelines assist in determining which higher education space needs are eligible for capital funding. The space allocation guidelines are used to compute a college's maximum allowance for each type of space listed in the national Higher Education General Information Survey (HEGIS) space classification system

Based on the state's capital space allocation guidelines, the college is eligible for the new buildings proposed in the capital budget. In fact, **even with the inclusion of the three newest HCC buildings, the college continues to show a projected ten-year deficit of 252,481 net assignable square feet (NASF)**. The Maryland Department of Legislative Services' analysis of the FY07 Maryland executive budget includes a comparison of total net assignable square feet at Maryland community colleges. This calculation shows that HCC has only 59.19 percent of its academic space needs. No other community college in Maryland has a larger gap between its current physical space and its academic need.

The college's large space deficit emphasizes the seriousness of the campus deficiencies. HCC's capital needs are urgent and critical. In order to continually 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.

Renovations to Vacated Student Services Areas – Clark Library and ST Buildings

Description

After the space that is currently occupied by the student services area is vacated in spring 2007 for the new student services building, 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. The first project is the James Clark, Jr. Library building renovations, followed by the renovations to the ST and 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.

The project is proposed to correct several facility needs, 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, restrooms, and elevators.

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. Clark 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.

State Request: \$7,110,000

County Request: \$7,110,000

Medical Careers (Allied Health and Science) Building

Description

The purpose of this project is to design and construct a 95,000 gross square foot medical careers building. Of the nine instructional divisions at the college, the health sciences division has seen the most 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.

The proposed facility will provide space necessary to support the health sciences, such as nursing, cardiovascular technology, and others as described below. 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, as detailed in the college's ten-year facilities master plan.

Justification

Based on the current and projected headcount in the health sciences programs, existing 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.

Maryland projects the greatest job-growth in the nursing and allied health fields. The supply of graduates from Maryland postsecondary healthcare programs was less than 60 percent of the occupational demand projected. 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 in the midst of an unprecedented nursing crisis. The Maryland Department of Health and Mental Hygiene has designated both licensed practical nurse (LPN) and registered nurse (RN) personnel as health occupation shortage areas.

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 LPNs was 13.1 percent. 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, healthcare, 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.

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 (RT) 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, it will no longer be able to accommodate HCC students. It is imperative that HCC have the facilities for a fully functioning radiologic technology program on campus. Over 200 students have declared RT as their major and are working to satisfy the minimum requirements for the program. Having the facilities to educate these students, who will go on to jobs in a much needed career field, is important for the community.

Howard Community College also offers noncredit continuing education allied health training for those students who either want to begin a career in healthcare or require continued education to maintain professional status. Courses include certified nursing assistant (CNA), phlebotomy technician training, pharmacy technician training, and refresher nursing. Classes are also offered in CPR training for various age groups, emergency medical technician (EMT) to CNA transition, advanced patient care skills, medicine aide, phlebotomy skills for nurses, registered nurse case manager delegating for assisted living, introduction to dental assisting, and prescription compounding for pharmacy technicians, not to mention a variety of healthcare office skills classes. Most of these students receive either continuing education units (CEU's) or American Nursing Association contact hours, which are essential for certification and licensure. This division frequently co-sponsors with the Maryland Department of Health and Mental Hygiene in offering professional training for employees and healthcare professionals who need updates in specific topics and also provides customized training for healthcare providers. In FY06 there were approximately 3,000 enrollments in noncredit allied health courses, which equated to over 150 FTE.

State Request: \$1,607,000

County Request: \$1,607,000

Renovations to “A” Building Instructional Space/Smith Theatre

Description

This project will design and renovate the “A” building and Smith Theatre of 32,700 net assignable square feet and 51,750 gross square feet. This renovation will complete the necessary modifications needed for the media arts area. The media arts will consolidate to 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.

Now that the visual and performing arts programs can be moved to the Horowitz Center, the college needs to renovate the vacated areas to provide additional classroom space for expanded course offerings and address enrollment growth. These renovations include the development of the media wing, the television studio, the expansion of senior administration areas, the Smith Theatre and lobby, and the remaining arts and humanities spaces.

The Media Wing – will include video production, mass media, film, and public speaking. Facilities will specifically support the individual requirements of these specialized instructional disciplines. This wing will include video production, screening, and television studio space.

Senior Administration Areas – these minor modifications 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.

Smith Theatre and Arts and Humanities Areas – the areas associated with the Smith Theatre will be renovated and strategically planned in coordination with the Horowitz Center. These spaces include support rooms, storage, concessions, ticket offices, drafting rooms, theatre assembly areas, control rooms, and dressing rooms.

Entrance and Lobby Development – The Smith Theatre lobby will be strategically planned with the inclusion of the Horowitz Center. Special consideration will be given to the design and modifications necessary to connect the Smith Theatre lobby and the Horowitz Center.

Justification

In addition to the need for more space, the current media facilities are extremely inadequate. All media teaching facilities have been adapted from space originally designed for other purposes. The result is that none of the teaching facilities in the existing building are adequate; especially in the areas 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 instruction, renovations are essential.

County Request: \$2,790,000

State Request: \$ 790,000

Safety, Compliance, and Facility Renewals *(Formerly Campus-wide Systemic Renovations)*

Description

This project was formerly known as campus-wide systemic renovations. Over the last decade, the project has evolved to much more than merely improvements to the college's physical plant. Recently, the state transitioned from the Building Officials and Code Administrators (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.

Below are the necessary projects for compliance with current safety standards, building codes, and deferred maintenance:

Phased installation of campus-wide security access/camera control system/re-keying	270,000
ADA renovations	71,000
Phased public restroom 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	100,000
Total	\$1,082,000

County Request: \$1,082,000

Telecommunications Upgrades

Description

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.

Justification

The campus has grown significantly to accommodate the college's enrollment growth, and information technology modifications and upgrades are necessary components of campus development. Technology is having, and will continue to have, a significant impact on academic programs, academic and student services, and institutional support.

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 that must be a continual focus of the institution and policy makers.

County Request: \$300,000

Parking Garage

Description

The original parking lot planned as part of the Horowitz Center consisted of a 300 space surface lot. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetlands restrictions, the college determined that construction of a parking deck was more feasible than additional surface lots. Due to the severe parking shortage on campus, a 518 space parking garage is being requested.

Justification

One of the most critical areas of concern on campus is the parking shortage. Even after the completion of the college's first parking garage, the college's parking deficit remains at 1,304 spaces. With consideration of future infrastructure and campus expansion, the college must address its parking issues.

County Request: \$5,830,000

Community College Bond: \$5,830,000

Campus Roadways

Description

Since construction began in 2001 on the English, language, and business (ELB) 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 revised facilities master plan recommends a new campus road layout that keeps automobile traffic on the periphery of the campus, leaving a green, car-free learning environment. 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 behind the ELB 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.

Justification

As the campus has grown to accommodate the college's significant enrollment growth and three new buildings were designed and built, 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 eventual construction of two more parking facilities. The inclusion of parking garages on campus, as well as the new building construction, requires the college to upgrade its campus roadways and address necessary changes to vehicular and pedestrian traffic patterns. The college must upgrade its campus roadways to provide safe driving and pedestrian conditions, and address state and local codes and compliance.

County Request: \$520,000

Children’s Learning Center

Description

This project is included to support the Teacher Education, Early Childhood Education, and Early Childhood Development programs. The original Children’s Learning Center (CLC) 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 the programs mentioned above.

Justification

This 12,000 gross square foot CLC 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, the college is pursuing state and county assistance to finish this area for academic use. The current problems include insufficient 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 programs.

State Request: \$32,000

County Request: \$32,000

Athletic and Fitness Center and Fields Renovations

Description

The renovations to the HCC athletic facilities have been underway since FY01 and have been funded by a combination of state, local, and community donations. For FY08, HCC is requesting funds for phase 6 of this project, which will provide installation of exterior lighting for the soccer and lacrosse fields, necessary utilities, and additional perimeter fencing that needs to be installed around the athletic fields.

Justification

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 by the college and extensively by community groups.

The demand for sports programs has increased as the full-time student population has grown. The improved athletic facilities have allowed HCC to successfully participate in collegiate athletics. HCC has placed in the top ten in the nation in track and cross-country, women's soccer, and lacrosse. Women's soccer placed third at the nationals in 2003 and HCC track coaches were selected as national coaches of the year by the National Junior College Athletic Association in 2004.

State Request: \$350,000

County Request: \$750,000

Belmont Conference Center

Description

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. Retiring the debt associated with its purchase will allow the activities at Belmont to strongly support students and the community, and preserve this venue for future generations of Howard County. HCC requests state funding to help retire this debt.

Justification

Belmont currently offers accommodations for conferences, weddings, and retreats. The Howard Community College Educational Foundation, Inc. (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 plans to offer its culinary arts program at the center once a teaching 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 a unique experience for the college's students.

State Request: \$2,605,000

County Request: \$2,605,000

H-5 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 Lapidés 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.

I-1 Agreements Signed by the Board Chair Disclosure

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

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

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

Timeline: October 11, 2006, through November 16, 2006

Disclosure

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

I-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: September 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** 09/30/2006	YTD Budget 09/30/2006	YTD Budget Variance 09/30/2006	09/30/2006 Percent Variance From Budget		Total Budget FY2007	
OPERATING BUDGET REVENUE							
TUITION							
Summer II & III	\$480,984	483,300	(\$2,316)	1	-0.48%	1	\$483,300
Fall	7,348,799	6,731,100	617,699	2	9.18%	2	6,731,100
Intersession	468	0	468	3	na		326,300
Spring	(3,051)	0	(3,051)	3	na		5,933,100
Summer I & Extended	(1,717)	0	(1,717)	3	na		724,900
Fees	1,078,762	1,124,967	(46,204)		-4.11%	4	2,285,400
TOTAL TUITION AND FEES	\$8,904,246	\$8,339,367	\$564,879		6.77%		\$16,484,100
GOVERNMENTAL AND OTHER							
Howard County	\$5,092,398	5,092,398	\$0		0.00%	5	\$20,369,595
State of Maryland	2,011,184	2,011,184	(0)		0.00%	6	8,044,735
Other Income	210,949	154,601	56,348		36.45%	7	618,404
Unrestricted appropriations	0	0	0		0.00%	8	495,373
Continuing Education Support	0	0	0		0.00%	8	360,203
TOTAL GOV'T AND OTHER	\$7,314,531	\$7,258,183	\$56,348		0.78%		\$29,888,310
TOTAL OPERATING REVENUE	\$16,218,777	\$15,597,550	\$621,227		3.98%		\$46,372,410
OPERATING BUDGET EXPENSES							
Instruction	\$13,751,666	\$13,788,861	37,195		0.27%		\$21,002,500
Public Service	247,793	253,957	6,164		2.43%	9	342,410
Academic Support	2,540,340	2,549,320	8,980		0.35%		3,237,200
Student Services	3,073,276	3,076,978	3,702		0.12%		4,687,100
Institutional Support	5,997,414	5,999,580	2,166		0.04%		9,082,100
Plant	3,855,210	3,868,684	13,473		0.35%		6,924,200
Scholarship/Waivers	517,518	548,450	30,932		5.64%	10	1,096,900
TOTAL OPERATING EXPENSES	\$29,983,218	\$30,085,830	\$102,612		0.34%		\$46,372,410

n/c = not comparable

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

11/17/2006

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

For ease of reading new information appears in red ink.

September 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 9.18%, or \$617,699. 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.) **The increased tuition for fall is from state-funded programs, which was not reflected in the August revenue.**
- 3) These figures represent adjustments for prior year semesters made this year.
- 4) Fee revenues are under budget by 4.11%, or \$46,204. 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 \$714,360 or 66%; consolidated fees \$314,401 or 29%; other student fees \$50,001 or 5%.

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 **36.45%, or \$56,348**. Investment income represents **\$195,417 or 93%** 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 **7%** 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 **2.43% or \$6,164**. 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 **have been** disbursed later in the fall term, and currently waivers are under budget by **5.64% or \$30,932**.
- Overall, the operating budget's functions are within budget and spending for the first three 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** 09/30/2006	YTD Budget 09/30/2006	YTD Budget Variance 09/30/2006	09/30/2006 Percent Variance From Budget		Total Budget FY2007
FUND 11 REVENUES						
TUITION						
Credit Fall/Summer II & III	\$161,583	162,500	(\$917)	-0.56%	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	1,152,568	964,109	188,460	19.55%	3	2,529,100
Fees	553,104	299,452	253,652	84.71%	4	810,700
TOTAL TUITION AND FEES	\$1,866,336	\$1,426,061	\$440,275	30.87%		\$3,692,900
GOVERNMENTAL AND OTHER						
State of Maryland	\$371,807	\$371,807	\$0	0.00%	5	\$1,487,229
Service Revenues & Other Income	\$31,700	\$90,994	(\$59,293)	-65.16%	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)
TOTAL GOV'T. AND OTHER	\$403,507	462,801	(\$59,293)	-12.81%		\$1,891,000
TOTAL FUND 11 REVENUES	\$2,269,843	\$1,888,861	\$380,982	20.17%		\$5,583,900
EXPENDITURES						
Instruction	\$3,544,673	\$3,684,292	\$169,619	4.60%	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	66,145	107,923	41,778	38.71%	10	265,800
TOTAL OPERATING EXPENSES	\$3,610,818	\$3,792,215	\$211,397	5.57%		\$5,583,900

n/c = not comparable

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

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

September 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 **19.55% or \$188,460**. 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 **84.71% or \$253,652**. This is due to fees earned in excess of budget for classes where enrollment is higher than anticipated mentioned in #3 above. Motorcycle safety classes have a high ratio of fees to tuition charged, hence the larger variance of fees over budget than tuition.

Governmental Revenue

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

Service and Other Income

- 6) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently this category is **65.16% under budget or \$59,293**. The division is currently targeting new markets to identify business in this area.
- 7) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the hickory ridge building as needed.
- 8) Continuing education's annual contribution to the operating fund will occur at year-end. For FY07 it will be \$360,203.

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

Continued

Expenses

It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures. Salaries increased by an average of 6.39% for FY2007.

9) Instructional expenses are on track with budget for the year, showing small variances of 4.60%

10) Scholarships are current under budget by 38.71% or \$41,778, due to the timing in processing ABE waivers. Last year they occurred earlier in the year.

**Howard Community College
9/2006
Cost Center Variances**

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007		
Instruction							
11200	Schoenbrodt honors	1,254	14,020	14,020	-	0%	
11300	Mathematics	1,258,434	1,610,462	1,610,462	-	0%	
11310	Health	170,374	239,303	239,303	-	0%	
11400	Social sciences	1,273,611	1,443,652	1,443,652	-	0%	
11410	Eng/world languages	2,028,788	2,300,027	2,300,027	-	0%	
11450	Arts & humanities	1,496,720	1,878,363	1,878,363	-	0%	
11480	Rouse scholars	67,842	48,739	87,739	39,000	80%	Temporary position in Rouse program
11600	Distance learning	222,516	311,118	316,118	5,000	2%	
12100	Nursing	1,005,912	1,448,417	1,448,417	-	0%	
12120	Emergency medical technology	99,152	125,190	123,422	(1,768)	-1%	
12150	Cardiovascular program	135,197	159,079	160,847	1,768	1%	
12200	Business & computers	1,226,358	1,557,922	1,558,330	408	0%	
12250	Science & technology programs	1,670,746	2,098,497	2,098,497	-	0%	
12280	Cooperative education	1,147	12,848	12,848	-	0%	
13550	Instructional international program	98,402	117,046	117,046	-	0%	
44010	User computer services	332,112	419,022	419,022	-	0%	
44020	Student computer services	678,070	888,422	888,422	-	0%	
44030	Student labs	169,803	278,421	278,421	-	0%	
46100	1st floor support	128,917	147,758	147,758	-	0%	
46200	2nd floor support	75,843	96,469	96,469	-	0%	
46300	Hickory ridge	57,808	79,100	79,100	-	0%	
46400	Evening services	137	1,325	1,325	-	0%	
46700	ELB divisions support	84,496	123,785	123,785	-	0%	
46800	Arts & humanities support	51,667	67,203	67,203	-	0%	
47500	Faculty learning community	1,329	16,500	16,500	-	0%	
48000	Outcomes assessment	95,146	178,715	178,715	-	0%	
48500	Instructional direction	42,203	271,724	266,724	(5,000)	-2%	
48501	Learning communities	203,206	233,830	233,830	-	0%	
48502	Program development	20,333	82,879	82,879	-	0%	
51100	Webmaster	143	3,894	3,894	-	0%	
52102	Pool guards	14,527	59,000	59,000	-	0%	
53200	Learning assistance center	421,770	556,744	556,744	(0)	0%	
99970	Benefits/chargebacks	617,704	3,223,062	3,223,062	-	0%	
99970	Reserve for fee shortfall	-	46,204	46,204	-	0%	
99980	Division support	-	730,888	691,888	(39,000)	-5%	Cover temporary position in Rouse program
99990	Furniture/equipment	-	132,872	132,464	(408)	0%	
	Total instruction	13,751,666	21,002,500	21,002,500	(0)	0%	

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
Public Service						
33250	Cable studio	235,608	260,939	260,939	-	0%
99970	Benefits/chargebacks	12,185	78,411	78,411	-	0%
99990	Furniture/equipment	-	3,060	3,060	-	0%
	Total public service	247,793	342,410	342,410	-	0%
Academic Support						
33400	Cultural theater	166,520	176,948	176,948	-	0%
33500	Student alumni productions	61,361	98,228	98,228	-	0%
41001	Library services	648,350	712,773	712,573	(200)	0%
41002	Teaching & learning center	119,950	131,700	131,900	200	0%
43100	Education technology	242,694	295,340	295,340	-	0%
43200	Video services	27,788	69,626	69,626	-	0%
46000	VP of academic affairs	281,914	298,743	298,743	-	0%
47000	Faculty development	25,242	108,534	108,534	-	0%
48100	Interactive classroom	18,306	23,980	23,980	-	0%
65001	Academic promotions	124,433	143,016	143,016	-	0%
99970	Benefits/chargebacks	823,782	1,138,701	1,138,701	-	0%
99990	Furniture/equipment	-	39,611	39,611	-	0%
	Total academic support	2,540,340	3,237,200	3,237,200	-	0%

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
Student Services						
46500	Advising, academic	382,313	411,931	411,931	-	0%
46600	Welcome center & telephone adv.	108,256	150,635	150,635	-	0%
51000	VP of student services	262,224	275,742	283,117	7,375	3%
51200	Student ambassador program	979	6,450	6,450	-	0%
52000	Student activities	-	2,595	2,595	-	0%
52100	PE facility	256,734	283,174	283,174	-	0%
53000	Career services	364,453	432,949	432,949	-	0%
53100	Test center	138,605	194,536	194,536	-	0%
53500	Retention	60,512	85,953	85,953	-	0%
53555	Career links	8,050	26,396	26,396	-	0%
54000	Financial aid services	368,759	566,103	566,103	-	0%
55000	Admissions	456,707	551,275	551,275	-	0%
55001	Workgroup	251,734	338,382	338,382	-	0%
56000	Records	255,306	373,008	373,008	-	0%
65002	Student services promotions	5,173	35,392	35,392	-	0%
99970	Benefits/chargebacks	153,472	856,974	856,974	-	0%
99980	Part time coverage	-	15,114	7,739	(7,375)	-49%
99990	Furniture/equipment	-	80,491	80,491	-	0%
	Total student services	3,073,276	4,687,100	4,687,100	-	0%

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007
Institutional Support					
61000	President	527,765	586,295	-	0%
61100	Board of trustees	58,829	133,961	-	0%
61200	Research, planning and org. dev.	329,847	403,557	-	0%
61900	Senior administration	3,057	13,603	-	0%
62000	VP of administration & finance	291,518	300,798	-	0%
62100	Finance office	898,449	1,060,713	-	0%
63101	Human resources	496,795	540,710	5,000	1%
63102	Recruitment	35,591	56,517	-	0%
63103	Unemployment	31,406	47,253	-	0%
63150	Diversity programs	-	12,000	-	0%
63200	Reprographics	136,165	168,132	-	0%
63400	Security	821,631	926,900	-	0%
63500	Telecommunications	191,674	312,137	-	0%
63554	Mediation & conflict resolution cen	20,000	20,000	-	0%
63600	Risk management	57,692	259,568	(5,000)	-2%
63700	General administration	171,621	670,677	-	0%
63800	Commencement/award programs	32,550	35,485	-	0%
64000	Administrative information systems	959,450	1,170,803	-	0%
64001	Enterprise network	449,178	553,898	-	0%
64100	Information technology adm.	238,363	292,058	-	0%
65000	Public relations & marketing	350,929	504,763	-	0%
65050	Governmental affairs & developme	74,734	84,630	(8,830)	-9%
65100	Development & alumni relations	335,802	377,387	8,830	2%
65900	Fundraising	2,890	30,000	-	0%
99970	Benefits/chargebacks	(518,522)	511,358	-	0%
99990	Furniture/equipment	-	67	-	0%
	Total institutional support	5,997,414	9,082,100	-	0%

Cost Center	FY2007 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2007	
Plant						
71000	Plant administration	2,196	83,177	83,177	-	0%
71100	General services	1,873,188	2,996,815	3,004,715	7,900	0%
71150	Recycling	-	25,000	20,100	(4,900)	-20%
71500	Safety	65,645	69,503	69,503	-	0%
72000	Engineering	721,982	985,665	985,665	-	0%
72500	Preventive maintenance	120,170	174,667	174,667	0	0%
73000	Housekeeping	680,246	1,180,685	1,180,685	-	0%
75000	Grounds	232,575	289,130	289,130	-	0%
76000	Renovations	43,786	163,929	163,929	-	0%
99970	Benefits/chargebacks	115,422	946,456	943,456	(3,000)	0%
99990	Furniture/equipment	-	9,173	9,173	-	0%
	Total plant	3,855,210	6,924,200	6,924,200	0	0%
Scholarships						
81000	Scholarships	338,571	644,640	644,640	-	0%
82000	Waivers	178,947	452,260	452,260	-	0%
	Total scholarships	517,518	1,096,900	1,096,900	-	0%
	Grand totals	29,983,218	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
9/2006
Cost Center Spending Percentages**

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Instruction					
11200	Schoenbrodt honors	872	14,020	6%	1
11300	Mathematics	243,357	1,610,462	15%	
11310	Health	29,455	239,303	12%	
11400	Social sciences	234,462	1,443,652	16%	
11410	Eng/world languages	404,265	2,300,027	18%	
11450	Arts & humanities	298,417	1,878,363	16%	
11480	Rouse scholars	21,280	87,739	24%	
11600	Distance learning	102,172	316,118	32%	2
12100	Nursing	205,987	1,448,417	14%	
12120	Emergency medical technology	32,734	123,422	27%	
12150	Cardiovascular program	36,882	160,847	23%	
12200	Business & computers	342,379	1,558,330	22%	
12250	Science & technology program	339,616	2,098,497	16%	
12280	Cooperative education	1,147	12,848	9%	3
13550	Instructional international progr	25,843	117,046	22%	
44010	User computer services	91,046	419,022	22%	
44020	Student computer services	171,409	888,422	19%	
44030	Student labs	62,185	278,421	22%	
46100	1st floor support	36,497	147,758	25%	
46200	2nd floor support	23,847	96,469	25%	
46300	Hickory ridge	13,896	79,100	18%	
46400	Evening services	137	1,325	10%	
46700	ELB divisions support	30,458	123,785	25%	
46800	Arts & humanities support	12,917	67,203	19%	
47500	Faculty learning community	529	16,500	3%	4
48000	Outcomes assessment	17,359	178,715	10%	
48500	Instructional direction	35,580	266,724	13%	
48501	Learning communities	55,386	233,830	24%	
48502	Program development	13,422	82,879	16%	
51100	Webmaster	143	3,894	4%	5
52102	Pool guards	14,527	59,000	25%	
53200	Learning assistance center	118,072	556,744	21%	
99970	Benefits/chargebacks	535,472	3,223,062	17%	
99970	Reserve for fee shortfall	-	46,204	0%	6
99980	Division support	-	691,888	0%	7
99990	Furniture/equipment	-	132,464	0%	8
	Total instruction	3,551,750	21,002,500	17%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Public Service					
33250	Cable studio	60,067	260,939	23%	
99970	Benefits/chargebacks	12,185	78,411	16%	
99990	Furniture/equipment	-	3,060	0%	8
	Total public service	72,252	342,410	21%	
Academic Support					
33400	Cultural theater	48,894	176,948	28%	
33500	Student alumni productions	17,690	98,228	18%	
41001	Library services	290,924	712,573	41%	9
41002	Teaching & learning center	30,210	131,900	23%	
43100	Education technology	68,186	295,340	23%	
43200	Video services	9,799	69,626	14%	
46000	VP of academic affairs	70,892	298,743	24%	
47000	Faculty development	21,710	108,534	20%	
48100	Interactive classroom	4,577	23,980	19%	
65001	Academic promotions	-	143,016	0%	10
99970	Benefits/chargebacks	184,071	1,138,701	16%	
99990	Furniture/equipment	-	39,611	0%	8
	Total academic support	746,953	3,237,200	23%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Student Services					
46500	Advising, academic	104,461	411,931	25%	
46600	Welcome center & telephone a	34,339	150,635	23%	
51000	VP of student services	74,929	283,117	26%	
51200	Student ambassador program	979	6,450	15%	
52000	Student activities	-	2,595	0%	11
52100	PE facility	69,212	283,174	24%	
53000	Career services	103,372	432,949	24%	
53100	Test center	40,810	194,536	21%	
53500	Retention	18,499	85,953	22%	
53555	Career links	6,739	26,396	26%	
54000	Financial aid services	117,357	566,103	21%	
55000	Admissions	126,563	551,275	23%	
55001	Workgroup	78,113	338,382	23%	
56000	Records	92,493	373,008	25%	
65002	Student services promotions	-	35,392	0%	10
99970	Benefits/chargebacks	142,454	856,974	17%	
99980	Part time coverage	-	7,739	0%	12
99990	Furniture/equipment	-	80,491	0%	8
	Total student services	1,010,320	4,687,100	22%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Institutional Support					
61000	President	189,407	586,295	32%	13
61100	Board of trustees	4,671	133,961	3%	14
61200	Research, planning and org. de	85,667	403,557	21%	
61900	Senior administration	2,611	13,603	19%	
62000	VP of administration & finance	76,771	300,798	26%	
62100	Finance office	260,872	1,060,713	25%	
63101	Human resources	129,574	545,710	24%	
63102	Recruitment	7,947	56,517	14%	
63103	Unemployment	(1,694)	47,253	-4%	15
63150	Diversity programs	-	12,000	0%	16
63200	Reprographics	24,586	168,132	15%	
63400	Security	155,679	926,900	17%	
63500	Telecommunications	32,993	312,137	11%	
63554	Mediation & conflict resolution	20,000	20,000	100%	17
63600	Risk management	31,230	254,568	12%	
63700	General administration	128,146	670,677	19%	
63800	Commencement/award program	1,401	35,485	4%	18
64000	Administrative information system	408,169	1,170,803	35%	19
64001	Enterprise network	136,942	553,898	25%	
64100	Information technology adm.	63,466	292,058	22%	
65000	Public relations & marketing	135,791	504,763	27%	
65050	Governmental affairs & develop	18,684	84,630	22%	
65100	Development & alumni relation	96,490	386,217	25%	
65900	Fundraising	2,890	30,000	10%	
99970	Benefits/chargebacks	111,031	511,358	22%	
99990	Furniture/equipment	-	67	0%	8
	Total institutional support	2,123,324	9,082,100	23%	

Cost Center		FY2007 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	Plant administration	2,196	83,177	3%	20
71100	General services	349,381	3,004,715	12%	
71150	Recycling	-	20,100	0%	21
71500	Safety	16,822	69,503	24%	
72000	Engineering	187,106	985,665	19%	
72500	Preventive maintenance	42,370	174,667	24%	
73000	Housekeeping	207,042	1,180,685	18%	
75000	Grounds	67,338	289,130	23%	
76000	Renovations	20,926	163,929	13%	
99970	Benefits/chargebacks	115,422	943,456	12%	
99990	Furniture/equipment	-	9,173	0%	8
	Total plant	1,008,604	6,924,200	15%	
Scholarships					
81000	Scholarships	338,571	644,640	53%	22
82000	Waivers	178,947	452,260	40%	23
	Total scholarships	517,518	1,096,900	47%	
	Grand totals	9,030,720	46,372,410	19%	

Notes: Only variance greater than 30%, or less than 10% are noted at this time. Annual expenses paid early caused higher than expected variances in some cost centers.

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

I-3 Report on Board End: Information and Analysis

Background: This report addresses the board core end, *Information and Analysis*. HCC aligns its operations with the two educational excellence criteria for this category.

Measures were selected by the board in 2003. The administration now presents the dashboard as a vehicle to summarize the information. 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:

www.howardcc.edu/about_hcc/campus_profile/board_core_ends/index.html

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 4 - Information and Analysis






This category examines how the college selects, gathers, analyzes, manages, and improves its data, information, and knowledge assets.

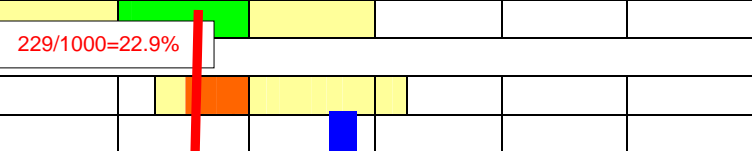
Source	Item	Current	Benchmark
External Quality Feedback	Measurement, Analysis, and Review of Organizational Performance <i>How does your organization measure, align, review, and improve student and operational performance data and information at all levels and parts of the organization?</i>	30-45%	45%
	Information and Knowledge Management <i>How does the college ensure quality and availability of needed data and information for faculty and staff, student, and stakeholders including its supplier and partners? Describe how your organization builds and manages its knowledge assets.</i>	30-45%	45%
MHEC	Performance at transfer institutions: a. Percent with cumulative GPA after first year of 2.0 or above	78.9%	85%
	b. Mean GPA after 1 st year of transfer within USM	2.55	2.74
	Four-year transfer/graduation rate of full-time students	36.1%	37.3%
	Four-year transfer/graduation rate of full-time minority students	30.6%	34.0%
	Six-year transfer/graduation rate	32.2%	32.5%
	Six-year transfer/graduation rate of all minority students	21.9%	25.0%
	Second year retention rate of first time, full-time degree-seeking freshmen	70.8%	68.0%
	Developmental completers after four years	37.3%	40%
	Successful-persistor rate after four years: a. College-ready students	85.3%	90%
	b. Developmental completers	89.3%	90%
	c. Developmental non-completers	52.4%	60%
	d. All students in cohort	74.5%	80%
	Successful-persistor rate after four years (by race/ethnicity): a. African American	59.3%	80%

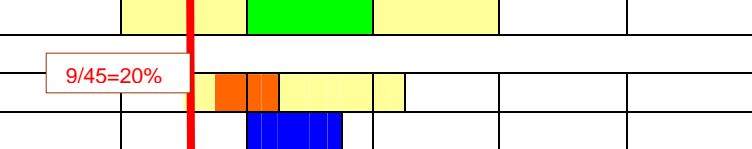
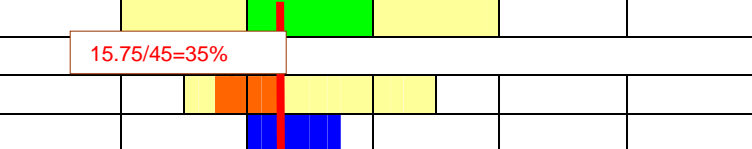
MHEC	b. Asian, Pacific Islander	70.2%		80%
	c. Hispanic	Too few-not reported		n/a
	Graduation-transfer rate after four years:			
	a. College-ready students	72.7%		80%
	b. Developmental completers	64.9%		70%
	c. Developmental non-completers	35.0%		35%
	d. All students in cohort	56.0%		60%
	Graduation-transfer rate after four years (by race/ethnicity):			
	a. African American	44.9%		60%
	b. Asian, Pacific Islander	52.4%		60%
c. Hispanic	Too few-not reported		n/a	
Special Research Studies	Overall fall-to-fall retention rate for first-time freshman	52.8%		54.0%

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		2003 -HCC's Score		Oct 2005 -HCC's score
	2002 - Score interval in which HCC was rated		Specific score assigned, converted below to % for comparison purposes		Score given as an interval 376-475
	2003 - Score interval in which HCC was rated				

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

			0-9	10-29	30-49	50-69	70-89	90-100
4:	Measurement, Analysis and Knowledge Management (90 points)	4.1 45 points						
			$9/45=20\%$					
		4.2 45 points						
			$15.75/45=35\%$					

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in the 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. HCC has been selected to host a site visit \(November 30, 2006\).](#)

Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 and above received at least site visits. Therefore, the administration recommended a Category benchmark aligned with that: **The college will receive a rating for Category #4 of 45 percent** on the Maryland Performance Excellence Award by 2007 or Baldrige by 2009.

Next are **six** measures **mandated by the Maryland Higher Education Commission (MHEC)**. Note Peer Colleges: College of Southern Maryland, Harford Community College, Frederick Community College.

New MHEC Indicators					
Peer and statewide averages for new MHEC indicators will be available after Commission approval of 2006 Performance Accountability reports.					
<i>Percent of transfers at Maryland public four-year colleges and universities with cumulative grade point averages of 2.0 and above; mean GPA after first year.</i>					
	AY 01-02	AY 02-03	AY 03-04	AY 04-05	Benchmark AY 09-10
Performance at transfer institutions					
a. Percent with cumulative GPA after first year of 2.0 or above	84.8%	87.3%	83.4%	78.9% n=460/ 583	85%
			Statewide Avg:	77.9%	
			Peer Avg:	81.3%	
b. Mean GPA after first year	2.69	2.73	2.74	2.55 n=583	2.74
			Statewide Avg:	2.56	
			Peer Avg:	2.69	
<i>Percentage of students in entering fall cohort with at least one area of developmental need, who, after four years, have completed all recommended developmental coursework. Denominator is unduplicated headcount of students identified as needing developmental coursework in English, reading, and/or mathematics (excluding ESOL). Students in numerator have completed all recommended developmental courses.</i>					
			Fall 2000 Cohort	Fall 2001 Cohort	Benchmark 2006 Cohort
Developmental completers after four years			38.7%	37.3% n=327/ 876	40%

Percent of first-time fall entering students attempting 18 or more credit hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry.

	Fall 2000 Cohort	Fall 2001 Cohort	Benchmark 2006 Cohort
Successful-persistor rate after four years:			
a. College-ready students	94.9%	85.3% n=197/ 231	90%
b. Developmental completers	89.1%	89.3% n=275/ 308	90%
c. Developmental non-completers	55.0%	52.4% n=166/ 317	60%
d. All students in cohort	76.8%	74.5% n=638/ 856	80%

Percent of first-time fall entering students attempting 18 or more credit hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry, by minority racial/ethnic category.

	Fall 2000 Cohort	Fall 2001 Cohort	Benchmark 2006 Cohort
Successful-persistor rate after four years (by race/ethnicity):			
a. African American	55.8%	59.3% n=99/ 167	80%
b. Asian, Pacific Islander	76.0%	70.2% n=59/ 84	80%
c. Hispanic	n<50	n<50 n=25/ 29	n/a

Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education within four years.

	Fall 2000 Cohort	Fall 2001 Cohort	Benchmark 2006 Cohort
Graduation- transfer rate after four years			
a. College-ready students	75.2%	72.7% n=168/ 231	80%
b. Developmental completers	65.0%	64.9% n=200/ 308	70%
c. Developmental non-completers	37.1%	35.0% n=111/ 317	35%
d. All students in cohort	56.0%	56.0% n=479/ 856	60%

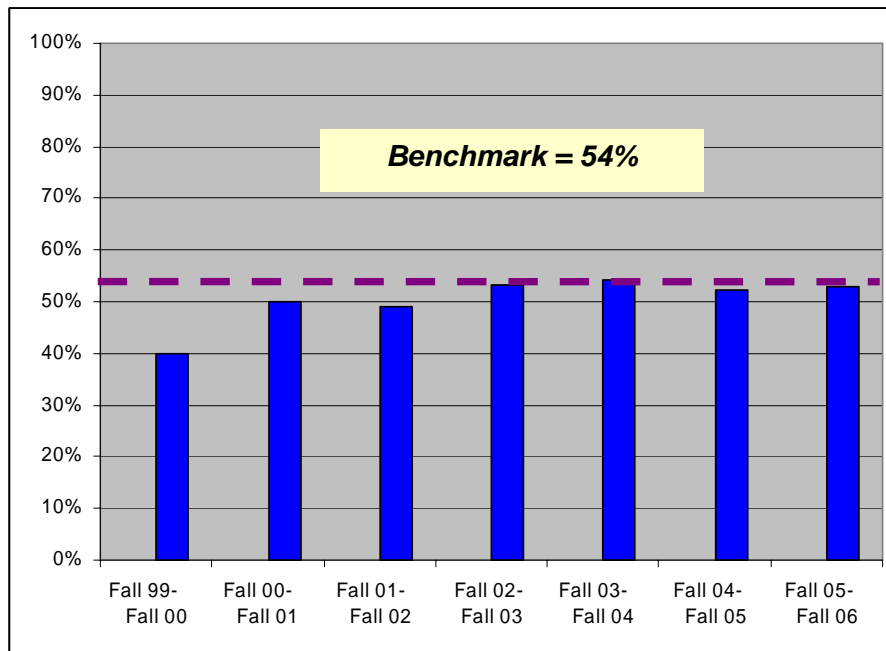
Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education within four years, by minority racial/ethnic category.

	Fall 2000 Cohort	Fall 2001 Cohort	Benchmark 2006 Cohort
Graduation-transfer rate after four years (by race/ethnicity):			
a. African American	40.0%	44.9% n=75/ 167	60%
b. Asian, Pacific Islander	65.6%	52.4% n=44/ 84	60%
c. Hispanic	n<50	n<50 n=19/ 29	n/a

Since MHEC indicators track only certain limited cohorts, HCC initiated its own tracking system.

Overall Fall-to-Fall Retention Rate for First-time Freshman

							Previous Benchmark	New Benchmark*?	Current Benchmark	Status
Fall 99- Fall 00	Fall 00- Fall 01	Fall 01- Fall 02	Fall 02- Fall 03	Fall 03- Fall 04	Fall 04- Fall 05	Fall 05- Fall 06	Fall 04- Fall 05	Fall 10- Fall 11		Getting There
40%	50%	49%	53.2%	54.2%	52.2%	52.8%	54%	52.3%*		



Description of the Indicator: The percentages shown on the chart are first-time HCC credit student freshmen (only students who have no other post secondary experience) who were enrolled in the fall semester and who returned the following fall.

(Fall 2005-Fall 2006, n= 768/1,455)

Benchmark: The percent of first-time HCC students in the fall who return the following fall will meet or exceed 54 percent (August 2001, Report #110-Postsecondary Education Opportunity Journal - 2 year public institutions). *ACT, 2006 - 52.3%

Performance Outcome: This retention figure includes those whose goal is to take a single course or two, as well as first-time HCC students with other goals. If the data included only those students who had a goal of attaining an AA degree or transferring, the retention figures would be higher and would most likely come close to or exceed the benchmark.

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

I-4 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: October 2006

Recommendation

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

October 1, 2006 – October 31, 2006

Section I – Change in Status

ASSOCIATE DIVISION CHAIR APPOINTMENTS (3-YEAR TERM)

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

RECLASSIFICATIONS

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation ¹	Name	Effective Date

SPECIAL ASSIGNMENTS

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

CHANGE IN POSITION SATUS

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

CHANGE IN TITLE ONLY

Old Title	New Title	Department	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Testing Specialist	Senior Testing Specialist	Test Center	10	\$38,473-\$61,556	\$50,679	Coffey, Frederica	10/18/06

TRANSFER

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

PHASED RETIREMENT

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

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

October 1, 2006 – October 31, 2006

Section I – Change in Status (Continued)

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date
Accounting Assistant for AR/Cashiering	Roberts, Regina	N/A	N/A	N/A	N/A	Roberts, Regina	10/12/06

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

October 1, 2006 – October 31, 2006

Section II – Leaves

SABBATICAL LEAVE

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

LEAVE WITHOUT PAY

Name	Position	Beginning Date of Leave	Ending Date of Leave
Davis, Kimberly	Housekeeper	8/16/06	10/10/06
Isner, Deborah	Office Associate IV	10/09/06	10/13/06
Shipman, Robin	Teacher II	9/25/06	10/13/06

MILITARY LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			

PROFESSIONAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			