



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

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January 30, 2008  
The Rouse Company Foundation Student  
Services Hall – RCF-400 – 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*

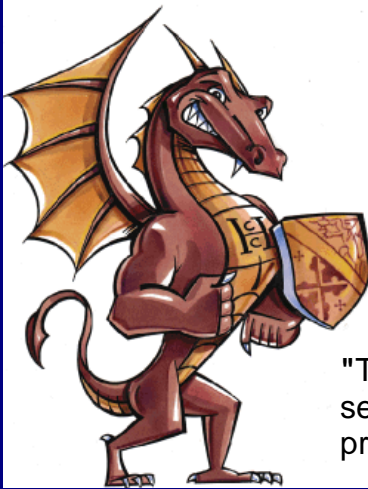
We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other



And we pledge to...

**Be Servant Leaders**

"The difference manifests itself in the care taken by the servant-first to make sure that other people's highest priority needs are being served." ~ Robert K. Greenleaf

**Board of Trustees**  
**January 30, 2008**  
**The Rouse Company Foundation Student Services Hall**  
**RCF 400**

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

- I. Introduction of New Employees
- II. Recognition of the Commission on the Future Chair

**Regular Meeting** – Immediately following the work session

- A. Approval of January 30, 2008, Agenda
- B. Board Priority Items
  - 1. Fiscal Year 2009 Integrated Operating Budget and Strategic Plan
  - 2. Other Post Employee Retirement Benefits
  - 3. Resolution to Borrow Funds from the Howard Community College Educational Foundation
- C. President's Report
- D. Board Member Comments
- E. Approval of:
  - 1. November 28, 2007, Work Session Minutes
  - 2. November 28, 2007, Regular Session Minutes
  - 3. November 28, 2007, Closed Session Minutes
  - 4. December 12, 2007, Regular Session Minutes
  - 5. December 12, 2007, Closed Session Minutes
  - 6. January 16, 2008, Budget Work Session Minutes
- F. Consent Items
  - 1. Proposed New Hires
  - 2. College-wide Compensation Study
  - 3. Nursing Supplies
  - 4. Purchase of Audiovisual Projection Systems for The Rouse Company Foundation Student Services Hall
  - 5. Science and Technology Building Lower Level Renovation Furniture for Lab "A", Lab "B," and Prep-room Change Order 2
  - 6. IBM Servers Emergency Purchase
  - 7. Purchasing Emergency Messaging Clocks
  - 8. Shuttle Service Expenses
  - 9. Furniture and Equipment for McCuan Hall and Smith Theatre
  - 10. Increase to Spending Allowance for Janitorial Supplies
  - 11. Increase in Spending Allowance for Landscaping Management Services Miscellaneous Items
  - 12. English as a Second Language / English Language Institute Class Materials
- G. Information Items
  - 1. Issue Bin
  - 2. Board Calendar
  - 3. Agreements Signed by the Board Chair Disclosure
  - 4. Financial Statements
  - 5. Personnel Summary

**Closed Session**

## **I – Introduction of New Employees**

For the trustees' information, newly hired employees approved by the board at its November 28, 2007, and December 12, 2007, meetings will be introduced to the trustees by Dr. Hetherington and area vice presidents.

## **II – Recognition of Commission on the Future Chair**

### **Background on Mary Ann Scully**

Mary Ann Scully has served with distinction as chairperson of Howard Community College's third Commission on the Future.

Mary Ann is the president and chief executive officer of Howard Bank and chairs the bank's board of directors. She is a lifelong banker with over 30 years of varied executive experiences in the Maryland marketplace.

Mary Ann has been a Howard County resident since 1995. She chairs the Howard County United Way Partnership Board and serves on the Board of the United Way of Central Maryland. She was also the 2003/2004 Howard County Campaign Chair of the United Way. She is a Horizon Foundation Board trustee. She is a board member of the Columbia Foundation and an advisory board member of the Howard County Women's Giving Circle. She is also a board member of University of Maryland, Baltimore County's Alex Brown Center for Entrepreneurship. She is a member of the Columbia Rotary and a member of St. Louis Parish in Clarksville, Maryland. Mary Ann was formerly a trustee of the Howard Community College Educational Foundation Board and also served on the college's Campaign Council. She was the 2005/2006 co-chair of the Grassroots Capital Campaign. She served on the Board of Advisors for Loyola College's Sellinger School of Business and she was a past vice president on the Baltimore Opera Company Board of Trustees and a member of the Maryland International Visitors Center Board.

In 2007, Mary Ann was recognized as an honoree in the Howard County Women's Hall of Fame. In 2002 and 2005, Mary Ann was recognized as one of Maryland's Top 100 Women by *The Daily Record*, was one of the *Baltimore Business Journal's* 2004 "Enterprising Women," and was a 2005 Alumni Laureate honoree of Loyola College.

### **Commission on the Future Information**

Planning for the Commission on the Future (COF) activities began spring 2007 after Mary Ann graciously accepted Kate Hetherington's offer to lead the COF. Mary Ann worked with the president and her team to draft topics and questions for consideration. The board of trustees formed the six task force topics and questions at its June 2007 retreat. During the summer, Mary Ann successfully encouraged several community members to assume the leadership roles of the task forces.

1. Creating a Leading-Edge Learning Organization: Shirley Collier
2. Environmental Sustainability: Carl Nelson
3. Global Education: Nayab Siddiqui

4. New Programs for the Future: Dr. Sam Seymour
5. Preparing Health Care Professional: Dr. Judith Krieg
6. Workforce Development: Richard Story

Mary Ann next met with the chairs and the president's team in August 2007. The task force chairs worked with Mary Ann to invite many other community members to join their teams by September 2007. Then the community members joined HCC faculty, staff, and the board members to work throughout the fall 2007 semester. They listened to invited expert speakers, examined existing data and best practices, and then developed their individual reports.

During the January 22, 2008, HCC convocation, Mary Ann Scully presented the major recommendations of the commission to the HCC college community.

Mary Ann's energy, ideas, and leadership have been invaluable to this important strategic planning process. In recognition of her leadership, energetic spirit, and essential contribution to the long-range planning for Howard Community College, HCC would like to thank Mary Ann Scully for her successful efforts on behalf of the college and its students.

## **A – Approval of January 30, 2008, Agenda**

**Regular Meeting** – Immediately following the work session

- A.** Approval of January 30, 2008, Agenda
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  - 1. Fiscal Year 2009 Integrated Operating Budget and Strategic Plan
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**Closed Session**

## B-1 Fiscal Year 2009 Integrated Operating Budget and Strategic Plan

**Background:** The board conducted a work session on January 16, 2008, on the FY09 operating budget and strategic plan. Prior to the work session, the Governor had released his budget and the college learned that it would receive the full CADE funding, so an additional \$381,000 was added to the budget. During the work session, the administration was instructed to add six new faculty positions to the original request of nine new faculty positions for a total of 15 faculty positions. In addition, it was decided to bring all staff positions that were to be originally shown as mid-year hires to be full-year hires.

The administration was also asked to obtain the step breakdown from the Howard County Public School System and the Howard County Government and to have comparable data to the college's salary increase. The information is as follows:

Agency	Step	COLA/ ECI	Merit	Total
Howard Community College	n/a	n/a	5.5%	5.5%
Howard County Government	1%	2-3%	n/a	3-4%
Howard County Public School System	2%	3%	n/a	5%

Based on this information, the administration is recommending that the merit increase stay at 5.5 percent. The board requested this information because the Hendricks Study noted that the college's actual staff salaries are behind the Howard County Government and Howard County Public School System and Hendricks had recommended a seven to nine percent salary increase.

Based on the above items, the total county request is now at an increase of 10.98 percent. This amount does not include the cable TV studio changes. These changes will be worked out with the county in the next few months and will be adjusted when the final budget is prepared in April. The budget also does not include any funding for the new GASB 45 ruling on "Other Post Employment Benefits" (OPEB). A separate discussion on OPEB follows and this item will go to the county as a separate request, but as part of the college's budget package.

Subsequent to the budget meeting, the administration held a meeting with the officials at the Howard County Government and the Howard County Public School System on OPEB options. The following item will detail this information further.

The administration has enclosed a revised "Proposed Source and Use of Funds" page along with the detail of the positions and total budget sheets for board review, based on the above changes.

**Purpose:** To obtain board approval for the FY09 integrated operating budget, which will go forward to the County Executive

**Location:** College-wide

**Timeline:** The FY09 budget is for the period July 1, 2008 – June 30, 2009

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the changes made to the FY09 budget, which includes 15 new faculty positions, all mid-year hires requested to full-year hires and a 5.5 percent merit increase. This budget includes an unrestricted amount of \$84,542,275 and a restricted budget amount of \$18,978,425 without the OPEB contribution. This budget also includes a 10.98 percent requested increase from the county without the OPEB contribution.

**Amount:** Final proposed unrestricted and restricted budget total will be \$103,520,700

**Source of funds:** Unrestricted budget and restricted budget.

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

**PROPOSED SOURCE AND USE OF OF FUNDS  
FY2009**

	<b>FY08 Budget</b>			<b>Requested Increase FY09 Budget</b>	<b>Percentage Increase Over FY08</b>
Tuition - Growth Increase (net of Bldg. Fund contribution)	\$ 15,348,034			\$ 1,830,700	11.93%
Instructional Fees and Consolidated Fee	2,362,527			78,548	3.32%
County	23,635,010			2,595,140	10.98%
State	11,617,946			1,734,589	14.93%
Other Income	700,000			80,000	11.43%
Unrestricted surplus	2,001,229			396,774	19.83%
Continuing Education	5,035,843			218,520	4.34%
Special Funds	8,298,866			676,884	8.16%
Auxiliary Funds - including Belmont	6,831,146			1,100,519	16.11%
	-				
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 75,830,601</b>			<b>\$ 8,711,674</b>	<b>11.49%</b>

**APPLICATION OF FUNDS**

		<b>Core Work</b>	<b>Strategic Priorities</b>		
<b>PERSONNEL COSTS</b>					
Performance Increases and Annualizing Adjustments	\$ 25,896,531	\$ 1,539,548	\$ -	\$ 1,539,548	5.94%
FICA and Fringe Benefits	5,915,999	422,061	-	\$ 422,061	7.13%
Part-time Faculty, Hourly and Hendrick Study Implementation	5,952,754	649,399	277,766	\$ 927,165	15.58%
New Positions		-	1,830,061	\$ 1,830,061	n/a
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 37,765,284</b>	<b>\$ 2,611,008</b>	<b>\$ 2,107,827</b>	<b>\$ 4,718,835</b>	<b>12.50%</b>
<b>NON-PERSONNEL COSTS</b>					
Contracted Services	\$ 4,250,667	\$ 424,373	\$ 29,000	\$ 453,373	10.67%
Supplies and Materials	1,540,765	107,404	-	\$ 107,404	6.97%
Communications	536,096	29,600	9,000	\$ 38,600	7.20%
Professional Development and Special Projects	826,945	23,850	3,500	\$ 27,350	3.31%
Utilities	2,987,099	135,000	-	\$ 135,000	4.52%
Fixed Costs	992,680	62,550	-	\$ 62,550	6.30%
Scholarships/Waivers/Grants	1,146,180	-	-	\$ -	0.00%
Furniture/ Equipment/Books	2,602,220	37,704	-	\$ 37,704	1.45%
<b>SUBTOTAL NON-PERSONNEL COSTS</b>	<b>\$ 14,882,652</b>	<b>\$ 820,481</b>	<b>\$ 41,500</b>	<b>\$ 861,981</b>	<b>5.79%</b>
<b>TOTAL OPERATING BUDGET (FUND 10) INCREASE</b>	<b>\$ 52,647,936</b>	<b>\$ 3,431,489</b>	<b>\$ 2,149,327</b>	<b>\$ 5,580,816</b>	<b>10.60%</b>
Continuing Education	\$ 6,735,955	436,843	-	\$ 436,843	6.49%
Special Funds	8,550,096	2,005,367	-	\$ 2,005,367	23.45%
<b>SUBTOTAL UNRESTRICTED FUND INCREASE</b>	<b>67,933,987</b>	<b>5,873,699</b>	<b>-</b>	<b>8,023,026</b>	<b>11.81%</b>
Auxiliary Funds - with Belmont	7,896,614	688,648	-	\$ 688,648	8.72%
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$ 75,830,601</b>	<b>\$ 6,562,347</b>	<b>\$ 2,149,327</b>	<b>\$ 8,711,674</b>	<b>11.49%</b>
<b>NET INCOME</b>	<b>0</b>			<b>-</b>	

**HOWARD COMMUNITY COLLEGE  
UNRESTRICTED AND AUXILIARY FUNDS  
FISCAL YEAR 2009**

	OPERATING		CONTINUING EDUCATION		SPECIAL		TOTAL	
	Approved Budget FY08	Requested Budget FY09	Approved Budget FY08	Requested Budget FY09	Approved Budget FY08	Requested Budget FY09	Approved Budget FY08	Requested Budget FY09
<b>SOURCE OF FUNDS</b>								
Tuition and Fees								
Summer	\$1,304,583	\$1,469,346	\$56,481	\$62,400	\$200,000	\$242,950	\$1,561,064	\$1,774,696
Fall	7,274,968	8,135,397	173,208	175,500	850,000	1,002,167	8,298,176	9,313,064
Intersession	353,005	389,619	48,950	50,700	30,000	30,369	431,955	470,688
Spring	6,415,478	7,184,372	97,900	101,400	816,000	1,002,167	7,329,378	8,287,939
Credit Free			3,087,278	3,345,553	646,462	759,217	3,733,740	4,104,770
Fees	2,362,527	2,441,075	1,119,538	1,300,341	310,845	416,050	3,792,910	4,157,466
<b>SUBTOTAL - Tuition and Fees</b>	<b>\$17,710,561</b>	<b>\$19,619,809</b>	<b>\$4,583,355</b>	<b>\$5,035,894</b>	<b>\$2,853,307</b>	<b>\$3,452,919</b>	<b>\$25,147,223</b>	<b>\$28,108,622</b>
Governmental								
Local (Howard County)	\$23,635,010	\$26,230,150	\$0	\$0			\$23,635,010	\$26,230,150
State of Maryland	9,643,517	11,112,144	1,763,587	2,005,084	210,842	235,307	11,617,946	13,352,535
Federal	0	0					0	0
Other	700,000	780,000	452,488	218,469	5,445,559	5,522,831	6,598,047	6,521,300
Continuing Education Contribution	463,475	486,649	(463,475)	(486,649)			0	0
Unrestricted Appropriation	495,373	0	400,000	400,000	1,105,856	1,998,003	2,001,229	2,398,003
<b>SUBTOTAL</b>	<b>\$34,937,375</b>	<b>\$38,608,943</b>	<b>\$2,152,600</b>	<b>\$2,136,904</b>	<b>\$6,762,257</b>	<b>\$7,756,141</b>	<b>\$43,852,232</b>	<b>\$48,501,988</b>
<b>AUXILIARY REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,831,146</b>	<b>\$7,931,665</b>	<b>6,831,146</b>	<b>7,931,665</b>
<b>TOTAL</b>	<b>\$52,647,936</b>	<b>\$58,228,752</b>	<b>\$6,735,955</b>	<b>\$7,172,798</b>	<b>\$16,446,710</b>	<b>\$19,140,725</b>	<b>\$75,830,601</b>	<b>\$84,542,275</b>
<b>USE OF FUNDS</b>								
Instruction	\$24,058,507	\$26,990,771	\$6,214,618	\$6,607,798	\$5,064,971	\$5,817,390	\$35,338,096	\$39,415,959
Public Service	374,215	396,402	0	0	71,055	77,000	445,270	473,402
Academic Support	3,524,121	3,622,425	0	0	841,624	837,690	4,365,745	4,460,115
Student Services	5,337,353	6,031,507	0	0	899,573	1,060,554	6,236,926	7,092,061
Plant	8,073,147	8,614,573	0	0	331,685	1,552,000	8,404,832	10,166,573
Institutional Support	10,154,413	11,446,892	0	0	1,091,188	960,829	11,245,601	12,407,721
Scholarships/Waivers	1,126,180	1,126,180	521,337	565,000	250,000	250,000	1,897,517	1,941,180
<b>SUBTOTAL</b>	<b>\$52,647,936</b>	<b>\$58,228,752</b>	<b>\$6,735,955</b>	<b>\$7,172,798</b>	<b>\$8,550,096</b>	<b>\$10,555,463</b>	<b>\$67,933,987</b>	<b>\$75,957,013</b>
<b>AUXILIARY EXPENSES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,896,614</b>	<b>\$8,585,262</b>	<b>7,896,614</b>	<b>8,585,262</b>
<b>TOTAL</b>	<b>\$52,647,936</b>	<b>\$58,228,752</b>	<b>\$6,735,955</b>	<b>\$7,172,798</b>	<b>\$16,446,710</b>	<b>\$19,140,725</b>	<b>\$75,830,601</b>	<b>\$84,542,275</b>
<b>NET INCREASE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**HOWARD COMMUNITY COLLEGE  
COMBINED CURRENT UNRESTRICTED, RESTRICTED AND AUXILIARY FUNDS  
FISCAL YEAR 2009**

	UNRESTRICTED		RESTRICTED		TOTAL	
	Approved Budget FY08	Requested Budget FY09	Approved Budget FY08	Requested Budget FY09	Approved Budget FY08	Requested Budget FY09
<b>SOURCE OF FUNDS</b>						
Tuition and Fees						
Summer	\$1,561,064	\$1,774,696	\$0	\$0	\$1,561,064	\$1,774,696
Fall	8,298,176	9,313,064	0	0	8,298,176	9,313,064
Intersession	431,955	470,688	0	0	431,955	470,688
Spring	7,329,378	8,287,939	0	0	7,329,378	8,287,939
Credit Free	3,733,740	4,104,770	0	0	3,733,740	4,104,770
Fees	3,792,910	4,157,466	0	0	3,792,910	4,157,466
<b>SUBTOTAL - Tuition and Fees</b>	<b>\$25,147,223</b>	<b>\$28,108,622</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,147,223</b>	<b>\$28,108,622</b>
Governmental						
Local (Howard County)	\$23,635,010	\$26,230,150	\$0	\$0	\$23,635,010	\$26,230,150
State of Maryland	11,617,946	13,352,535	3,756,982	3,898,974	15,374,928	17,251,509
Federal	0	0	8,051,128	11,315,315	8,051,128	11,315,315
Other	6,598,047	6,521,300	3,021,331	3,764,136	9,619,378	10,285,436
Unrestricted Appropriation	2,001,229	2,398,003	0	0	2,001,229	2,398,003
		0				
<b>SUBTOTAL</b>	<b>\$43,852,232</b>	<b>\$48,501,988</b>	<b>\$14,829,441</b>	<b>\$18,978,425</b>	<b>\$58,681,673</b>	<b>\$67,480,413</b>
<b>AUXILIARY FUNDS</b>	<b>\$6,831,146</b>	<b>\$7,931,665</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,831,146</b>	<b>\$7,931,665</b>
<b>TOTAL</b>	<b>\$75,830,601</b>	<b>\$84,542,275</b>	<b>\$14,829,441</b>	<b>\$18,978,425</b>	<b>\$90,660,042</b>	<b>\$103,520,700</b>
<b>USE OF FUNDS</b>						
Instruction	\$35,338,096	\$39,415,959	\$7,625,627	\$7,930,816	\$42,963,723	\$47,346,775
Public Service	445,270	473,402	50,000	50,000	495,270	523,402
Academic Support	4,365,745	4,460,115	151,000	225,999	4,516,745	4,686,114
Student Services	6,236,926	7,092,061	1,045,550	1,068,310	7,282,476	8,160,371
Plant	8,404,832	10,166,573	105,000	100,000	8,509,832	10,266,573
Institutional Support	11,245,601	12,407,721	733,549	850,000	11,979,150	13,257,721
Scholarships/Waivers	1,897,517	1,941,180	5,118,715	8,753,300	7,016,232	10,694,480
<b>SUBTOTAL</b>	<b>\$67,933,987</b>	<b>\$75,957,013</b>	<b>\$14,829,441</b>	<b>\$18,978,425</b>	<b>\$82,763,428</b>	<b>\$94,935,438</b>
<b>AUXILIARY FUNDS</b>	<b>\$7,896,614</b>	<b>\$8,585,262</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,896,614</b>	<b>\$8,585,262</b>
<b>TOTAL</b>	<b>\$75,830,601</b>	<b>\$84,542,275</b>	<b>\$14,829,441</b>	<b>\$18,978,425</b>	<b>\$90,660,042</b>	<b>\$103,520,700</b>
<b>NET INCREASE IN FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

NEW POSITIONS OPERATING FUND			FTE	Total	Strategic
See Attached Notes	Source and Use Reference	Description	Note a. below		
1		Professional - Assistant Director - PROD to 12 months	0.00	12,918	\$12,918
2		Administrator - Executive Director of Public Relations	1.00	142,180	142,180
3		Faculty - Social Science -Criminal Justice	1.00	68,978	68,978
4		Faculty - Physical Science	1.00	68,978	68,978
5		Faculty - Mathematics	1.00	\$ 68,978	68,978
6		Faculty - English & World Languages	3.00	206,934	206,934
7		Faculty - Business - Culinary	2.00	137,956	137,956
8		Faculty - Nursing	2.00	137,956	137,956
9		Faculty - Arts & Humanities- Dance	1.00	68,978	68,978
10		Faculty - Social Science - Education	1.00	68,978	68,978
11		Faculty - Business - Accounting	1.00	68,978	68,978
12		Faculty - Business - Business & Computers	1.00	68,978	68,978
13		Faculty - Arts& Humanities - Speech/Theatre	1.00	68,978	68,978
10		Professional - Horowitz Center Director	1.00	72,180	72,180
11		Professional - PT Clinical Assistant	0.50	21,733	21,733
12		Professional - Programmer/Analyst	1.00	62,537	62,537
13		Professional - Web Projects Assistant	1.00	73,030	73,030
14		Administrator - Budget Analyst	1.00	83,698	83,698
15		Professional - Retention Specialist	1.00	57,155	57,155
16		Support Staff - LAC Office Associate to Full-Time	0.33	23,271	23,271
17		Professional - Disabled Student Services Counselor	1.00	67,144	67,144
18		Professional - Admissions & Advising Specialist	1.00	54,466	54,466
19		Professional - Testing Specialist	1.00	58,322	58,322
20		Professional - Financial Aid Counselor	1.00	58,322	58,322
21		Professional - PT Coordinator, Career Links - increased hours	0.13	8,435	8,435
	15	<b>Total Operating Fund Positions</b>	<b>25.96</b>	<b>1,830,061</b>	<b>1,830,061</b>

OTHER FUNDS NEW POSITIONS			FTE	Total Cost
See Attached Notes	FUND	Description	Note a. below	Note b. below
1	Agency	Student Life - Office Associate V	1.00	\$45,491
2	Aux- CLC	Children's Learning Center - Curriculum Specialist	1.00	47,810
3	Aux- CLC	Children's Learning Center - Teacher III	1.00	58,703
4	Aux- CLC	Children's Learning Center - Teacher III	1.00	58,703
5	Aux- CLC	Children's Learning Center - Teacher III	1.00	58,703
6	Aux- CLC	Children's Learning Center - Teacher III	1.00	58,703
7	Aux- CLC	Children's Learning Center - Teacher III	1.00	58,703
8	Aux- CLC	Children's Learning Center - Teacher III	1.00	58,703
9	Grant	ESL Instructor	1.00	54,760
10	Grant	ESL Data and Registration Assistant	1.00	44,756
11	Aux - Belmont	Belmont - Senior Sous Chef - Hire for 3/4 of the year	0.75	42,943
12	Aux - Belmont	Belmont - Housekeeper Lead	1.00	47,164
13	Aux - Belmont	Belmont - Senior Maintenance Assistant Hire - Mid-year	0.50	28,246
14	Aux - Belmont	Belmont - Food Services Manager	1.00	61,374
15	Aux - Food Serv	Food service - Set up assistant	1.00	41,344
	Note b.	<b>Total Other Funds Positions</b>	<b>14.25</b>	<b>\$ 766,106</b>

Note a. FTE is full-time equivalent. If a position is already partially budgeted as a position control position, the amount represents the increase that will occur in the budget to fund the position. If the position was previously funded by hourly money, then it was not a position control position

## **B-2 Other Post Employee Retirement Benefits**

**Background:** At the January 16, 2008, budget work session of the Board of Trustees, the administration explained to the board that the “Other Post Retirement Benefit” (OPEB) contribution had not been included in the college’s county budget request. This item is the contribution that requires public agencies to report their costs and obligations pertaining to health and other benefits of current and future retired employees. These post retirement benefits must be recognized as a current cost during the working years of the employee, rather than a cost when these benefits are paid. The college is required to determine and disclose these costs as an expense and record a liability for all expenses that are not pre-funded. Currently, the college is only paying the direct cost of current retirees, but is not funding anything for future retirees.

Last year, Bolton Partnerships determined that the college’s liability is currently \$8,000,000 and the annual required contribution to fund the liability is \$1,000,000. The county is planning to update the study from last year and it is anticipated that this required annual contribution will increase to \$1,300,000 with the updated study. If this amount is unfunded, there is concern about the negative impact it could have on the county’s AAA bond rating.

Once the college begins to fund the liability, the funds must go into a trust fund. There are various ways the trust fund can be established. The administrators from the college and the public school system met with Ray Wacks and Sharon Greisz from the county to discuss the various options.

Please see the documents that follow to review the three options and the pros and cons of each. The county concentrated primarily on option 2 and option 3.

The college and the public school system prefer option 3, as the other options would require the college to establish a separate trust fund, which would require an additional audit and a separate board to monitor the fund. The college is now seeking approval from the board to proceed with option 3. The county has not finalized its recommendation, and this decision is still subject to approval by the County Council. The county also recommended that the college request the \$1,000,000 as its OPEB funding in the budget process until the study that was completed a year ago is updated.

The college needs board approval to proceed with option 3, the “Single Employer Trust” that covers all entities.

**Purpose:** To make the board aware of the OPEB trust requirements and obtain board approval for the budget request of \$1,000,000 that will go forward to the county for the OPEB contribution in the

FY09 budget. This request is in addition to the 10.98 percent requested increase for normal operations.

- Location:** College-wide
- Timeline:** Trust to be established by July 1, 2008
- Specifications:** See options pages included with this item

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the Single Employer Trust option that covers all five entities (the college, the county, the Howard County Public School System, the library, and Howard County Economic Development Authority). This decision would mean the county would form the OPEB Trust and establish guidelines in conjunction with the college and the other entities.

- Amount:** \$1,000,000
- Source of funds:** FY09 county funding through the unrestricted budget.
- Compliance:** This request is in compliance with board policy – Budgeting/Forecasting.

# **Other Post Employment Benefit Trust Options**

## **County, Schools, Community College, Library and EDA**

### **Option #1:**

#### **Single Employer Trust for Each Entity**

Each entity will form a trust to manage its OPEB assets and liabilities.

##### Pros/Cons

- Each entity will maintain complete control over their OPEB assets and liabilities.
- Duplication of asset management costs – investment consultant, investment custodian/trustee, investment managers, legal fees, etc.
- Schools, Community College, Library and EDA will face a huge learning curve as they do not currently manage investment assets.
- Each entity will recognize their OPEB liability and assets on their balance sheet which could negatively impact their ability to enter into lease financing agreements.
- OPEB funding will still reside with the County. If the County does not fully fund the annual required contribution each entity must either fund it themselves by cutting other expenditures or book a liability.
- There is a disconnect between who (the County) is responsible for funding OPEB for all five entities and who controls the costs of the benefit.

### **Option #2:**

#### **Single Employer Trust for Each Entity and an Investment Pool**

Each entity will form a trust to manage its OPEB liability but will utilize an Investment Pool to manage the assets.

##### Pros/Cons

- An Investment Pool eliminates the duplication in asset management costs.
- Each entity can chose to discontinue participation in the pool at any given time.
- Each entity will maintain complete control over their OPEB assets and liabilities.
- Each entity will recognize their OPEB liability and assets on their balance sheet which could negatively impact their ability to enter into lease financing agreements.
- OPEB funding will still reside with the County. If the County does not fully fund the annual required contribution each entity must either fund it themselves by cutting other expenditures or book a liability.
- There is a disconnect between who (the County) is responsible for funding OPEB for all five entities and who controls the costs of the benefit.

### **Option #3:**

#### **Single Employer Trust that covers all five entities**

The County forms an OPEB Trust that covers the employees of all five entities.

##### Pros/Cons

- Places the responsibility for the OPEB liability with the entity responsible for funding the benefit
- The County assumes the liability for OPEB for all five entities. Only the County books an OPEB liability.
- Benefit levels – all participants can, but are not required to, have the same benefit. *Note – I verified this with an attorney.*
- The County is responsible for “negotiation” of benefit changes with the employees of all five entities. The other entities may not wish to give up total control over the benefit to the County. Responsibility for setting/approving benefit levels by group of employees could be spelled out in the trust legislation or via memorandums of understanding between the County and all other entities.
- Eliminates the duplication of asset management costs.

sg/t:/director/opeb/trust/options

## **B-3 Resolution to Borrow Funds from the Howard Community College Educational Foundation**

**Background:** At the board's January 16, 2008, budget work session, the administration discussed the Belmont barn project. When the original budget was prepared and sent to the county in FY05, there was a request for \$3,000,000 to renovate the Carriage House. Subsequent to that time, the college requested that the renovation occur to the barn instead and the county funded \$2,820,000 for the project. The board stated it would like to demonstrate its commitment to the advancement of sustainability and environmentally responsible design and construction practices. This decision would mean the project should follow sustainable principles to the extent possible and also include geothermal energy principles that will enhance the building efficiency. As these costs were not considered when the original project was initiated, the college will need to seek additional funding through the Howard Community College Educational Foundation, Inc. (HCCEF), donations and grants to fund this change. At the budget work session, the board requested that the administration develop a resolution to borrow the funds from the HCCEF.

The administration is still working with the architects and construction manager to finalize these additional costs, but does not expect them to exceed \$1,100,000. When the costs are finalized, this amount will be brought back to the full board for approval.

After the budget work session, the administration discussed the changes to the project with the county budget office and learned that the college would also need to request that the County Executive propose legislation adding the additional funding to the project. The legislation would then need to be passed by the Howard County Council.

**Purpose:** To pass a resolution to borrow funds from the HCCEF for the Belmont Barn – capital project M-0537

**Location:** Belmont Conference Center

**Timeline:** January 2008

**Specifications:** The detail of the additional costs will be brought before the board when finalized

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve the following resolution.

**Amount:** \$1,100,000

**Vendor:** Ayers Saint Gross (architect) and Struever, Brothers, Eccles and Rouse – (CM at Risk)

**Source of funds:** Howard Community College Educational Foundation, Inc. other donations, and grants. Any money that the HCCEF would need to borrow would be repaid by the college through student fees or the operating budget.

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

## **Resolution to Borrow Money from the Howard Community College Educational Foundation**

WHEREAS, the Howard Community College Board of Trustees is currently renovating and expanding the barn at the Belmont Conference Center to offer culinary arts and hospitality management programs at the conference center; and

WHEREAS, the Howard Community College Board of Trustees wishes the project to be one that will demonstrate its commitment to the advancement of sustainability and climate neutrality through environmentally responsible design and construction practices;

WHEREAS, this renovation and expansion project will incorporate new technological advances using green technology and geothermal energy principles that will enhance building efficiency, decrease operating costs, and provide a superior educational facility that is socially responsible;

WHEREAS, the original budget for the project was not fully funded by the county to cover the costs associated with these principles and the inclusion of geothermal technologies into the project;

WHEREAS, the Howard Community College Educational Foundation, Inc. (HCCEF) has the ability to borrow funds as well as solicit donations to incorporate these sustainable enhancements into the project;

NOW, THEREFORE BE IT RESOLVED, that the Howard Community College Board of Trustees does hereby formally request that the HCCEF borrow the funds to assist with the project, not to exceed \$1,100,000 and that the administration request the County Executive to propose legislation to increase the expenditure limit in the capital project M-0537 – Belmont Conference Center to include this funding and;

BE IT ALSO RESOLVED that Howard Community College will repay any borrowed funds from the HCCEF through either donations to the project, grant solicitations for the project or its operating budget.

\_\_\_\_\_  
Patrick L. Huddie, Board Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## **C – President's Report**

### **Enrollment for the Winter Session and Spring Semester**

Final data for the winter 2008 session as compared to winter 2007 indicates that the student headcount and full-time equivalent enrollment (FTE) are about even this year. In winter 2008, the college enrolled 1,266 students compared to 1,257 students in winter 2007, representing a one percent increase in enrollment. The FTE for winter 2008 was 129.6 compared to 129.5 for winter 2007.

Preliminary enrollment data for the spring 2008 semester shows an upward trend. As of January 13, 2008, with twelve days remaining for students to register, both the headcount and FTE are higher. Headcount is up by five percent and FTE is up by six percent when compared to the same time period last year.

As of January 8, 2008, credit enrollments at the Laurel College Center for the spring 2008 semester totaled 647 with 270 for Howard Community College (HCC) and 377 for Prince George's Community College (PGCC). This compares to 608 enrollments for the same time period last year.

### **Campus Shuttle Makes a Return**

With enrollment for the spring semester on the climb, we anticipate that parking on campus for the first few weeks of classes will be tight. To help ease congestion, the college will offer faculty, staff, and students a shuttle service from the Columbia Mall to the college. The shuttle service will begin January 28, 2008, and will run from 7:00 a.m. to 7:00 p.m. A private parking lot (across from Ring Road) will be made available at the mall for college employees.

### **News from Development**

#### November Foundation Revenue

\$187,734 (FY07 - \$258,098)

#### December Foundation Revenue

\$600,273 (FY07 - \$574,325)

#### November Endowment, Scholarship and Grant Revenue

\$7,662 (\$153,821 raised to date toward endowment goal of \$400,000)

\$574 (\$110,230 raised to date toward scholarship goal of \$600,000)

\$9,239 (\$1,218,287 raised to date toward grant goal of \$2.5 million)

### December Endowment, Scholarship and Grant Revenue

\$78,670 (\$234,491 raised to date toward endowment goal of \$400,000)

\$29,527 (\$139,757 raised to date toward scholarship goal of \$600,000)

\$390,109 (\$1,608,396 raised to date toward grant goal of \$2.5 million)

### **President's Gala Was a Tremendous Event**

The President's Gala was the culminating event of the many activities associated with my inauguration and what a lovely event for the finale! It was wonderful seeing everyone dressed up in black-tie attire and having a good time. The Rouse Company Foundation Student Services Hall was transformed into an elegant venue with festive lights and decorations. There were 300 guests who attended and over \$11,000 was raised. Many thanks go out to the individuals who worked so hard to make the evening a success. The planning committee led by trustee Kathy Rensin included Jodi Allaire, decorating sub-committee co-chair, Katherine Allen, Simone Breuninger, decorating sub-committee co-chair, Lucy Gardner, Schnell Garrett, Anna Hamilton, Tabitha Herry, Cheryl-Anne Juba, P.J. Kahlor, Miji Kim, Howard Community College Educational Foundation board member, Kim McNair, Neetika Sharma, Valerie Smith, Margaret Wedde, Linda Wu, and Jackie Taylor. Many thanks to all of the terrific volunteers who helped with set up, decorations, clean up and/or worked the evening of the event. Thanks also to plant operations and the food services staff for their wonderful help. And finally, a special thanks to Marge Cullison, event coordinator, and Missy Matthey, director of development.

### **Nursing Pinning**

On December 17, 2007, the college held its first mid-year pinning ceremony to honor our newest group of nursing graduates. Forty-six graduates were joined by family and friends and faculty, staff and members of the college's board of trustees to celebrate the tremendous accomplishment of completing the associate's degree in nursing program. I know that you join me in congratulating the nursing faculty on their dedicated work with these very talented students. Special thanks for the successful ceremony go to Dr. Sharon Pierce, Dr. Georgene Butler, Cheryl Nitz, Rita Quarles, Ellen Nichols, Marie Ball, Karen Carter, Daryl Beard, and Eric Moore.

### **Maryland Performance Excellence Award (MPEA) Site Visit**

On January 16, the college hosted the MPEA site examiners. The examiners met with Vice Chair Truby, president's team, and various members of the college community, as well as toured the campus. I would like to thank everyone who helped to prepare the application and organize the documents the site examiners requested; this was a significant job! Thanks also to those who were interviewed and to everyone who they met and talked with along the college campus tour. The site visitors expressed their appreciation for the warm welcome they received.

I would like to extend a special thanks to Zoe Irvin, Barbara Livieratos, Jean Frank, Susan Hellenbrand, Dr. Shirin Nazma, Betsy See, Rosemarie Presley, Carie Mellies, Kathy Rigby, Arla Webb's food service team, Daryl Beard and his AV colleagues,

Roger Stott, IT Help Desk staff, Patty Grim, and Security Services who helped to facilitate this successful day!

We expect to hear how our application was rated on April 7. Let's keep our fingers crossed!

## **Capital Projects**

### The Rouse Company Foundation Student Services Hall

The installation of the pavers for the Dragon Walk is complete. Later this spring when temperatures increase and weather conditions permit, the college will evaluate the brick dye and then the final sealant will need to be applied. In addition, final building interior signage is in production and the bronze plaques have been installed. College staff continues to work with the contractor to finalize the remaining items in preparation for project closeout.

### Athletic Fields Renovations

The deforestation at the athletic field's project area became necessary for the enlargement of the storm water management pond and the creation of the ADA path. The director of planning and zoning of Howard County reviewed and approved the college's proposal to replace the planting and/or retention for trees requirements for the athletic fields project to the Belmont location via an off-site forest conservation easement. A plat for the college will have to be re-recorded as a plat of revision to reflect that the forest conservation is being addressed offsite instead of by a fee-in-lieu for the college campus. A plat and a forest conservation plan will be recorded as part of the site development plan for the Belmont site, which can include areas of extra credit for future development at the college campus. Howard County will refund the previously required fee-in-lieu of \$28,475 paid by the college for the deforestation of an area at the college campus. The fee by the civil engineer for the Belmont forest conservation easement plat was \$11,300 and the cost for planting trees will be \$6,000.

While the college anticipated the project to be complete in December, two utility issues caused a delay. The original duct banks had to be redesigned around the athletic fields. Due to inclement weather, this project will be completed in February 2008 followed by final grading and seeding in March 2008.

Planning meetings for the last phase of the athletic fields renovations have started. These meetings will determine the final renovations required with consideration to the project's budget balance. The college expects to complete the project by fall 2009.

### McCuan Hall and Smith Theatre Renovations

Construction began in early October 2007 starting with the lower levels of McCuan Hall and the Smith Theatre. Currently, the television studio construction is forty

percent complete. This area is proposed to be finished by mid-March with the television studio and media arts areas moving to their new space over spring break.

The departments and offices housed in the senior administration area moved in December to clear the way for renovations. Offices in McCuan Hall ("A" building) have been temporarily relocated to the first floor of the James Clark Jr. Library building. Temporary office locations are as follows: the development, alumni and government affairs office (L-125); planning, research and organizational development office (L-140); president (L-145); vice presidents and senior administration (L-135); and public relations and marketing (L-130). The television studio will remain on the first floor of McCuan Hall for another few months before it moves. The theatre box office will be in the lobby of the Horowitz Center. The student art gallery closed in December and will reopen in a new location on the first floor of McCuan Hall when the renovations are complete.

Demolition on the first and second floors of McCuan Hall began immediately following the final move. Construction is currently on schedule and the departments are slated to return to the building by mid-summer 2008.

The college continues to work closely with the architect, contractor, and regulatory agencies to resolve issues and move the project forward.

#### James Clark, Jr. Library Building Renovations

The design phase for this project is progressing. The ninety-five percent construction documents were prepared and submitted to the state for review. Following the review, responses to questions from the Maryland Department of General Services (DGS) will be submitted.

The college is developing the guaranteed maximum price (GMP), which is expected to be completed and submitted for board approval at its March 26, 2008, meeting. While this is being developed, the 2008 legislative session is underway and the college looks to the Governor and County Executive for their funding commitment to this project. Following their budget recommendations, funds will be authorized by the Maryland General Assembly and Howard County Council respectively. At the conclusion of the legislative session, the college will submit a formal request for state participation to the Maryland Department of General Services (DGS) for the next Board of Public Works (BPW) meeting to receive the 50 percent state share. The county match follows without a formal request process and the construction phase of this project can commence.

Project meetings continue with college staff, the architects, and the construction management firm to resolve issues and move the project forward.

#### Belmont Conference Center Barn Renovations

Design is progressing and the final conceptual drawings are being completed. Preliminary cost estimates based on the current design exceed the approved project

budget. The college is currently value engineering the project. While the initial plan was to have the renovations completed for fall 2008 classes, it is now anticipated the barn will be completed for the spring 2009 semester. The architects, contractor, and college staff continue to work closely with all entities to move the project forward.

As noted above in the athletic fields project, the director of planning and zoning of Howard County reviewed and approved the college's proposal to replace the planting and/or retention for trees requirements for the athletic fields project to the Belmont location via an off-site forest conservation easement. A plat and a forest conservation plan will be recorded as part of the site development plan for the Belmont site, which can include areas of extra credit for future development at the college campus. The fee by the civil engineer for the Belmont forest conservation easement plat was \$11,300 and the cost for planting the trees will be \$6,000.

#### Children's Learning Center Renovations

Design is underway and construction is slated to begin the week of March 17 over spring break. College staff continues to work closely with the design-build team to ensure a smooth process during the construction phase. The project remains within budget and on schedule for the opening of the new shell space for the start of the fall 2008 semester.

The college looks forward to completing the renovations to existing shell space, which will support the children's learning center operations and enhance the teacher education, early childhood education, and early childhood development disciplines.

#### Campus-wide 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 are listed below.

In progress:

- On-going deferred maintenance items;
- Science and technology building labs – the design is finished and the project is 95 percent complete; the labs will be completed and ready for use this spring semester;
- On-going exterior signage design and installation;
- On-going campus-wide ADA modifications and development of RFP based on full survey to be completed February 2008;
- Rad-Tech lab renovations are underway in N200 in anticipation of usage summer 2008; and
- RFP is being issued for modular classroom buildings to be located in Hickory Ridge lot and provide two 36-seat classrooms.

Recently completed:

- Science and technology building classrooms conversion is complete and being occupied;
- The ADA full survey by Penza is complete;
- Old tennis courts relined for additional parking spaces; and
- Several carpet replacement projects completed over winter break.

**D – Board Member Comments**

## **E – Approval of Minutes**

1. November 28, 2007, Work Session
2. November 28, 2007, Regular Session
3. November 28, 2007, Closed Session
4. December 12, 2007, Regular Session
5. December 12, 2007, Closed Session
6. January 16, 2008, Budget Work Session

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
November 28, 2007**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 28, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:00 p.m. Other board members present included vice chair T. James Truby, trustees Kevin J. Doyle, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mary B. Tung were absent. Trustee Louis G. Hutt, Jr. was on a leave of absence.

**I. Introduction of New Employees**

Kate Hetherington introduced Melanie Moore, office associate in the president's office.

Lynn Coleman, vice president of administration, introduced David Bradsher, materials handling clerk in plant operations.

Tom Glaser, vice president of information technology, introduced Linda Rampolla, office associate in the information technology office.

Cindy Peterka, vice president of student services, introduced Lori Hartley, admissions advisor (international).

**II. Recognition of Fall Athletic Teams**

Diane Schumacher, director of athletics, introduced the men's soccer and cross-country teams, women's soccer and volleyball teams, the All-Region and All-American performers, and their coaches.

**III. Introduction of Cross-Functional Team Leaders**

Kate Hetherington introduced the professional development team co-chairs Todd Allen and Steve Horvath and salary and benefits chair Dan Friedman and vice chair Anna Hamilton. Diversity team chair Kim McNair and vice chair Cindy Durham were absent.

Ron Roberson, vice president of academic affairs, introduced Sharon Lyon, chair of the curriculum and instruction committee.

Cindy Peterka introduced Randy Bengfort and Barbara Greenfeld, co-chairs of the enrollment management team.

Lynn Coleman introduced Bob Marietta, chair of the health and safety committee, and co-chair of the facilities and sustainability team (FAST).

**IV. Howard Community College Educational Foundation (HCCEF) Annual Report**

Michael Nagle, chair of the HCCEF board of directors, presented the foundation's annual report to the board of trustees. He mentioned the recently completed capital campaign, which exceeded its goal by \$2 million for a total of \$14 million. HCCEF will be investing its endowed funds with the University System of Maryland (USM) fund management. A new capital campaign will be launched in July 2008 and will run for three years with a goal of \$4 million.

**V. Information Tour: Computer Forensics**

Ron Roberson introduced Patrick O'Guinn, professor of criminal justice, who gave a brief overview of the computer forensics program. The board of trustees then toured the computer forensics lab where the Computer Forensics (CFOR) 101 lab was in session. Vinitha Nithianandam, professor of technology, conducted an interactive demonstration of how to find a deleted file. She explained that when a suspect deliberately deletes files, an examiner can retrieve all or fragmented files. Students talked about their experiences in their programs and their future goals to work in areas such as homeland security, the Naval Criminal Investigative Service, the Federal Bureau of Investigation, and corporate forensics.

The work session adjourned at 7:10 p.m.

The above constitutes the official minutes of the November 28, 2007, work session of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
November 28, 2007**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 28, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddle, chair, brought the regular session to order at 7:20 p.m. Other board members present included vice chair T. James Truby, trustees Kevin J. Doyle, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mary B. Tung were absent. Trustee Louis G. Hutt, Jr. was on a leave of absence.

**A. Approval of November 28, 2007, Agenda**

*A recommendation to approve the November 28, 2007, agenda, was moved by Trustee Rensin, seconded by Trustee Doyle, and unanimously approved.*

**B. Board Priority Items**

**1. Board Core End: Information and Analysis**

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

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

**2. Fiscal Year 2007 Legislative Agenda**

Dave Buonora, director of government affairs and resource development, gave a brief overview.

The draft overview mentions, "almost one out of four graduates of Howard County Public School System (HCPSS) enrolled at HCC in fall 2007." A question was raised about where the other HCPSS graduates went. The administration will get that information to the board.

Under the capital budget section of the draft it mentions, "the college continues to show a projected ten-year space deficit of 242,361 net assignable square feet." Chair Huddle said that the board and administration need to let legislators know that the college is operating with half the space that the Maryland Higher Education Commission (MHEC) recommends the college needs for the programs it offers or conversely, the college is teaching twice as many students in half the space. It was suggested that a single sheet of bulleted points outlining the

legislative issues be developed that trustees could use when meeting with legislators. It was also suggested that talking points be prepared for students to use when they meet with legislators on student advocacy day on February 13, 2008. Finally, trustees would like to know the details of the Governor's budget.

*A recommendation to approve the legislative agenda, was moved by Trustee Doyle, seconded by Vice Chair Truby, and unanimously approved.*

**3. Disbursement of Funds Agreement with Howard County for the Belmont Conference Center Barn Renovations Project**

*A recommendation to approve the disbursement of funds agreement between Howard Community College and the Howard County Government, was moved by Vice Chair Truby, seconded by Trustee Rensin, and unanimously approved.*

**C. President's Report**

Kate Hetherington thanked everyone for their work on and attendance at the inaugural activities, with special thanks to Trustee Tung for serving on the inaugural planning committee and Tom Glaser, vice president of information technology, for chairing the committee. Chair Huddie thanked Randy Bengfort, director of public relations and marketing, for emceeding the inauguration ceremony, which ran smoothly and on time. Dr. Hetherington also thanked Trustee Rensin for chairing the planning committee for the Presidential Gala, which is scheduled for December 8. She also noted the opening reception for the Rodin exhibit, which will also take place on December 8.

Dr. Hetherington talked about the Commission on the Future (COF), which will be concluding soon. Task force chairs will present brief reports at a luncheon on December 7. Dr. Hetherington thanked Zoe Irvin, executive director of planning, research and organizational development (PROD), and her staff for coordinating all the details for the COF for the last few months. She also thanked Mary Ann Scully, chief executive officer, Howard Bank, for chairing the COF. Ms. Scully will present the final report to the college community at the winter convocation on January 22, 2008.

Howard Community College submitted the winning program in the National Council of Instructional Administrators (NCIA) Exemplary Initiatives category "Student Retention and Success." The awards recognize outstanding ways to enhance the quality of higher education provided at two-year institutions in the United States.

HCC's application has been reviewed very favorably by the state examiners for the Maryland Performance Excellence Award (MPEA). The MPEA site visit team

will come to campus in January. The PROD staff, Zoe Irvin, Jean Frank, Susan Hellenbrand, Barbara Livieratos, and Shirin Nazma were thanked for working on behalf of the college to submit a competitive application.

#### **D. Board Member Comments**

Trustee Rensin echoed earlier comments on the inauguration and mentioned that the keynote speaker, Dr. Preston Pulliams, president of Portland Community College, was “fabulous.” She mentioned the upcoming President’s Gala and urged everyone to support the event and raise money toward Mr. and Mrs. McCuan’s matching grant of up to \$200,000.

Vice Chair Truby commented on Diane Schumacher’s energy and enthusiasm for the athletic program. He commended faculty and staff on working with our partners through the visioning event at the Laurel College Center and the annual meeting with the Howard County Public School System.

Trustee Doyle declined comment.

Chair Huddie congratulated President Hetherington on her installation and commented that it was one of his best experiences as board chair.

#### **E. Report of the Audit and Finance Committee**

Chair Huddie mentioned that Dan Friedman, chair of the salary and benefits committee, and Anna Hamilton, vice chair, gave a good presentation on the salary and benefits committee’s recommendations.

#### **F. Report of the Legislative and Community Relations Committee**

Issues not on the legislative agenda, such as teacher certification for professionals that want to be teachers, were raised. Chair Huddie asked board members to complete the trustee network summary page, which would provide valuable information for the upcoming legislative session. He also mentioned that parents of students could be possible advocates for the college.

#### **G. Approval of Minutes**

*A recommendation to approve the October 24, 2007, work session and regular session minutes, was moved by Vice Chair Truby, seconded by Trustee Doyle, and unanimously approved.*

#### **H. Consent Items**

1. Proposed new hires;
2. Fiscal year 2009 sabbatical leave recommendations;

3. Candidates for commencement;
4. Fiscal year 2009 proposed fee changes for courses as detailed in the November 28, 2007, board materials;
5. Application fees for the clinical radiologic technology and cardiovascular technology programs as detailed in the November 28, 2007, board materials;
6. Consulting services for Rep Stage awarded to Clair Zamoiski Segal, LLC, in the amount of \$29,250 (\$3,250 per month) with an option to extend the contract for another three months for a total of \$39,000;
7. Radiology lab equipment purchase and installation contracted services awarded to Chesapeake Medical Systems Inc., in the amount of \$98,495;
8. Hickory Ridge and the science and technology building re-flooring projects awarded to Interface Americas, Inc. in the amount of \$91,396.55;
9. Nursing supplies purchase awarded to Physician's Sales and Services not to exceed \$25,000 per year;
10. Athletic fields phase IV, change order 6 awarded to Hudak's Construction, Inc. in the amount of \$4,460;
11. Cooling tower refurbishment contract awarded to CTHX Engineering Repair Services, Inc. in the amount of \$124,073;
12. Science and technology building lower level renovation furniture for lab A, lab B and prep-room change order 1 awarded to VWR International in the amount of \$1,593.74 for change order 1 – furniture and installation contract; and
13. Fiscal Year 2009 capital budget.

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

## **I. Information Items**

### **1. Issue Bin**

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

### **2. Board Calendar**

Linda Emmerich, executive assistant to the president emeritus, brought the board's attention to the following items.

December 12, 2007 – holiday dinner and gift exchange (each person is asked to bring a \$25 gift)

January 14, 2008 – MACC trustee leadership conference and legislative reception

January 28, 2008 – annual legislative breakfast

February 11-13, 2008, ACCT-Legislative Summit in Washington DC – early bird deadline for registration is December 7; trustees intending to

attend were asked to let Linda know for registration purposes. Dave Buonora will arrange meetings with the delegation.

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

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

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

**4. Financial Statements**

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

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

**5. Full-time/Part-time Enrollment Ratios by Division**

Ron Roberson, vice president of academic affairs, gave a brief overview. He said fifteen new faculty were hired last year but with enrollment up 5.6 percent, the new faculty hires keep the ratio steady. The arts, English and nursing programs are seeing increasing enrollments and new faculty will need to be hired in those areas.

**6. Personnel Summary**

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

**Adjournment and Closed Session**

Chair Huddie read the resolution for the board to move into closed session.

*A recommendation to adjourn the November 28, 2007, meeting, was moved by Vice Chair Truby, seconded by Trustee Doyle, and unanimously approved.*

The regular meeting was adjourned at 8:20 pm.

The above constitutes the official minutes of the November 28, 2007, regular meeting of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
CLOSED SESSION MINUTES  
November 28, 2007**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, November 28, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:00 p.m. Other board members present included vice chair T. James Truby, trustees Kevin J. Doyle and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mary B. Tung were absent. Trustee Louis G. Hutt, Jr. was on a leave of absence.

Additional attendees included: Todd Allen, director of human resources; Lynn Coleman, vice president of administration and finance; Linda Emmerich, executive assistant to the president emeritus; Thomas Glaser, vice president of information technology; Charles Hendricks, president, Hendricks and Associates; Zoe Irvin, executive director, planning, research, and organizational development; Cindy Peterka, vice president of student services, and Ronald Roberson, vice president of academic affairs.

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 on November 28, 2007, at the conclusion of its regular meeting in The Rouse Company Foundation Student Services Hall (RCF 400) 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 under Section 10-508 (1i), and to consider the acquisition of real property for a public purpose and matters directly related thereto under Section 10-508 (3).

The board entered into closed session at 8:35 p.m. During the closed session, the board discussed personnel matters and considered the acquisition of real property for a public purpose and matters directly related thereto.

The meeting was adjourned at 9:55 p.m.

The above constitutes the official minutes of the November 28, 2007, closed session of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
December 12, 2007**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, December 12, 2007, in the Manor House Conference Room, Belmont Conference Center, Elkridge, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 6:24 p.m. Other board members present included T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was on a leave of absence.

**A. Approval of November 28, 2007, Agenda**

*A recommendation to approve the December 12, 2007, agenda, was moved by Trustee Rensin, seconded by Vice Chair Truby, and unanimously approved.*

**B. Consent Items**

1. Proposed new hires;
2. James Clark, Jr. Library renovation contract amendment 1 for design services; and
3. Hickory Ridge fire alarm system upgrade contract.

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

**C. Adjournment and Closed Session**

Chair Huddie read the resolution for the board to move into closed session.

*A recommendation to adjourn the December 12, 2007, meeting, was moved by Vice Chair Truby, seconded by Trustee Tung, and unanimously approved.*

The regular meeting was adjourned at 6:26 p.m.

The above constitutes the official minutes of the December 12, 2007, regular meeting of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
CLOSED SESSION MINUTES  
December 12, 2007**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, December 12, 2007, in the Manor House Conference Room, Belmont Conference Center, Elkridge, Maryland. Patrick L. Huddie, chair, brought the closed session to order at 6:30 p.m. Other board members present included vice chair T. James Truby, trustees Roberta E. Dillow, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was on a leave of absence.

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 on December 12, 2007, at the conclusion of its regular meeting in the Manor House Conference Room, Belmont Conference Center, Elkridge, Maryland 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 under Section 10-508 (1i).

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

The meeting was adjourned at 7:25 p.m.

<p>The above constitutes the official minutes of the December 12, 2007, closed session of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.</p>
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<p>Kathleen B. Hetherington, secretary/treasurer</p>
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**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
BUDGET WORK SESSION MINUTES  
January 16, 2008**

**The Rouse Company Foundation Student Services Hall  
Room 400**

**Present:** Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, and Katherine K. Rensin were present. Kathleen Hetherington, secretary-treasurer, was also present. Trustee Mary B. Tung was absent. Trustee Louis G. Hutt, Jr. was on a leave of absence.

Chair Huddie called the budget work session to order at 6:02 p.m.

Dr. Hetherington acknowledged Zoe Irvin, the planning, research and organizational development staff and the vice presidents for their stellar job on preparing for and hosting the Maryland Performance Excellence Award site examiners. Vice chair Truby commended Dr. Hetherington on her presentation about the college to the site examiners, noting that her succinct explanation of Howard Community College was the best he had heard. He requested that the presentation be given by her to the board at a future meeting.

Dr. Hetherington thanked the trustees for their participation in the Maryland Association of Community College's trustees workshop and legislative reception on January 14, 2008. The trustees and Dr. Hetherington commented that it was good to have Michael Nagle of the Howard Community College Educational Foundation (HCCEF) present at the event.

It was noted that the Governor has indicated plans to increase the capital budget to \$81 million. Approximately \$115 million dollars in capital funds would need to be included in the state budget for Howard Community College to receive funding for its new allied health building.

### **FY09 Integrated Operating Budget and Strategic Plan**

Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the FY09 strategic plan. She discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary funds.

The FY09 proposed budget is based on a projected enrollment growth of 3 percent with no tuition increase planned. The total budget has an increase of 13.5 percent with a requested increase from the county of 10.6 percent. Ms. Coleman noted that this increase does not include funding of the Government Accounting Standards Board 45 (GASB 45) initiative.

Uses of new funds were also reviewed. A 5.5 percent merit increase for budgeted faculty and staff has been included in this proposal. Full funding of the Hendrick's

compensation study is also being recommended by the administration. Proposed new positions and progress toward the 50/50 full-time/part-time faculty ratio were discussed. Breakouts of the continuing education budget, as well as special and auxiliary funds were shared.

An update on the planned consolidation to move the county's government cable television function to Howard Community College, effective July 1, 2008, was given to the trustees by staff.

The trustees deliberated on the proposed FY09 budget and requested the following modifications:

- Obtain the step increase breakdown from the Howard County Public School System and the Howard County Government. Consider increasing the amount of proposed merit by the percentage equivalent of a step increase, if appropriate;
- Increase the number of new faculty being hired in an effort to comply with the Maryland Higher Education Commission directive of a 50/50 full-time/part-time faculty ratio; and
- Adjust the proposed mid-year hires to full-year hires.

These modifications are not to exceed an overall increase of fourteen to fifteen percent.

Ms. Coleman gave the trustees an update on the Belmont Conference Center barn renovation and addition project. She reviewed the current funding for the project and reported that the architect and builders for the project have advised the college that the available funding is insufficient for the project that is planned.

The trustees discussed the issue and determined the following:

- Staff will need to determine the dollar amount that is needed to complete the project, including sufficient funds to support sustainability initiatives;
- A resolution should be brought to the January 30, 2008, board of trustees meeting that allows the Board of Trustees to work with the HCCEF board to borrow monies to fund the project in the short term; and
- The college should develop a long-term fundraising plan, including grants that would pay for the project's funding gap.

The trustees commended Lynn Coleman and the administration and finance staff on the budget and the clear and comprehensive budget briefing.

The meeting was adjourned at 8:10 p.m.

The above constitutes the official minutes of the January 16, 2008, budget work session of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer

**F – Consent Items were previously distributed to members  
of the Board of Trustees**

## G-1 Issue Bin

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

<b>Board Liaisons to Ongoing Projects</b>	
Project	Liaison(s)
Capital Projects	T. James Truby
Entrepreneurial Center	Louis G. Hutt, Jr.
Foundation Board	Roberta E. Dillow
Possible future location of Laurel College Center	On Hold
Student Housing	On Hold
Sustainability	Patrick L. Huddie; Roberta E. Dillow; Mary B. Tung
Technology Advisory Board	Mary B. Tung

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

<b>Committees</b>	
Audit and Finance	Patrick L. Huddie, committee chair; Katherine K. Rensin; Mary Beth Tung
Legislative and Community Relations	T. James Truby, committee chair; Roberta E. Dillow; Louis G. Hutt, Jr.

### ◆————— Recommendation —————◆

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

## G-2 Board Calendar

Date	Event	Tentative Agenda Items
<b>February 2008</b>		
February 6, 2008 Wednesday 8:30-10:00 am	Legislative and Community Relations Committee Meeting <i>Café on the Quad - RCF-120B</i>	<ul style="list-style-type: none"> <li>• Progress of Annapolis Session</li> <li>• Student Advocacy Day</li> <li>• County Budget Process</li> <li>• Legislative Summit</li> </ul>
February 11-13, 2008 Monday – Wednesday	ACCT Legislative Summit <i>Marriott Wardman Park Hotel, Washington, DC</i>	<ul style="list-style-type: none"> <li>• Meetings Arranged with Board Members and Maryland Delegation in DC</li> </ul>
February 13, 2008 Wednesday 9:00 am-1:30 pm	Community College Student Advocacy Day <i>Annapolis, MD</i>	<ul style="list-style-type: none"> <li>• FYI for Trustees</li> </ul>
February 18, 2008 Monday 8:30 am-2:00 pm	Board Mini-Retreat  <i>RCF-401</i>	<ul style="list-style-type: none"> <li>• Workshop with Jim Tschechtelin</li> </ul> <p style="text-align: right; color: magenta; font-weight: bold; margin-top: 10px;">NEW!</p>
February 27, 2008 Wednesday 6:00 pm	Work Session  ----- Regular Meeting  <i>RCF-400</i>	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Informational Tour: Sustainability Effort</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Report on Board End: Faculty and Staff Focus</li> <li>• FY07 Workforce Snapshot</li> <li>• Honorary Degree Recipients</li> </ul>
<b>March 2008</b>		
March 10, 2008 Monday 5:00-8:30 pm	Hunan Manor Fundraiser  <i>Hunan Manor</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Board Chair Remarks</b></li> <li>• Fundraiser for the college</li> </ul>
March 11, 2008 Tuesday 12:30 pm & 6:00 pm	Dean's Reception <i>Location TBD</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Recognition for Dean's List and Distinguished Students</li> </ul>
March 12, 2008 Wednesday 12:00 noon	Audit and Finance Committee  <i>Café on the Quad - RCF-120B</i>	<ul style="list-style-type: none"> <li>• Areas for Audit Review</li> <li>• Semi-Annual Non-Purchasing Agreement Disclosure</li> <li>• Quarterly Sole Source Report (October – December)</li> <li>• Committee of Sponsoring Organizations Checklist Items</li> </ul>

Date	Event	Tentative Agenda Items
March 17-23, 2008 Monday-Sunday	HCC Spring Break	
March 26, 2008 Wednesday 6:00 pm	Work Session	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Informational Tour: Learning Outcomes Assessments</li> </ul>
	Regular Meeting  <i>RCF-400</i>	<ul style="list-style-type: none"> <li>• Auditor Areas for Review</li> <li>• Report on Board End: Educational and Support Process Management</li> </ul>
<b>April 2008</b>		
April 23, 2008 Wednesday 6:00 pm	Work Session	<ul style="list-style-type: none"> <li>• Introduction of New Employees</li> <li>• Tour: Laurel College Center</li> </ul>
	Regular Meeting  <i>Laurel College Center</i>	<ul style="list-style-type: none"> <li>• FY09 Operating Budget Approval (if necessary)</li> <li>• FY09 Faculty Promotions</li> <li>• Candidates for Commencement</li> <li>• Report on Board End: Leadership</li> <li>• Legislative Report</li> <li>• Calendar of FY09 Meetings</li> </ul>
April 26, 2008 Saturday 7:00 -10:00 pm	Vino Scholastico  <i>RCF-400</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• A ticketed special pre-tasting event with Danny Haas will be offered from 6 – 6:45 p.m.</li> <li>• Tickets cost \$75 per event.</li> </ul> <p style="text-align: right;"><b>NEW!</b></p>
<b>May 2008</b>		
May 2, 2008 Friday 6:30-9:00 pm	Student Awards Banquet  <i>Sheraton Columbia</i>	<ul style="list-style-type: none"> <li>• <b>Welcome from Board Chair</b></li> <li>• <b>Trustees invited and participate in presenting awards</b></li> </ul>
May 14, 2008 Wednesday 12:00 noon	Audit and Finance Committee <i>Café on the Quad - RCF-120B</i>	<ul style="list-style-type: none"> <li>• Quarterly Sole Source Report (January – March)</li> <li>• Meeting with Auditors (FY08 Report)</li> <li>• Year-end Purchases</li> </ul>
May 16, 2008 Friday 12:00 noon	Nursing Recognition Ceremony <i>HCC Campus/Grand Prix Field</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>
May 16, 2008 Friday 2:30 pm	Reception for Platform Party <i>RCF – 2<sup>nd</sup> Floor Lobby</i>	<ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>


Date	Event	Tentative Agenda Items
May 16, 2008 Friday 4:00 pm	Commencement <i>HCC Campus/Grand Prix Field</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li><b>Board Members Confer Degrees</b></li> </ul>
May 22, 2008 Thursday 12:00 noon	Annual Retiree and New Employee Recognition Lunch <i>TBD</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li>Reception to Honor College Faculty and Staff who Retired During FY08</li> </ul>
May 22, 2008 Thursday 1:30 pm	Convocation  <i>TBD</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li><b>Welcome from Board Chair</b> (1:30 pm)</li> <li>Recognition event for retired employees, degree recipients. New employees recognized at lunch.</li> </ul>
May 22, 2008 Thursday 3:30 pm	Employee Appreciation Activity  <i>TBD</i>	<ul style="list-style-type: none"> <li>Trustees Invited</li> <li>Annual activity to thank employees for core &amp; strategic work efforts and volunteerism</li> </ul>
May 28, 2008 Wednesday 6:00 pm	Work Session	<ul style="list-style-type: none"> <li>Introduction of New Employees</li> <li>Informational Tour: Crisis Communications</li> </ul>
	Regular Meeting	<ul style="list-style-type: none"> <li>FY10 Vision, Mission, Values and Beliefs and Strategic Initiatives and Goals</li> <li>FY09 Faculty Appointments</li> <li>Election of FY09 Board Officers</li> <li>Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting</li> <li>MHEC Report on Indicators</li> </ul>
	Closed Session <i>RCF-400</i>	<ul style="list-style-type: none"> <li>Review President's Contract</li> </ul>
<b>June 2008</b>		
June 9, 2008 Monday <i>Time - TBD</i>	Board Retreat  <i>Belmont</i>	<ul style="list-style-type: none"> <li>Agenda – TBD</li> </ul>
<b>September 2008</b>		
September 20 or 21, 2008 Saturday or Sunday 10:00 am – 4:00 pm	21 <sup>st</sup> Annual Columbia Classic Grand Prix <i>HCC Grounds</i>	<ul style="list-style-type: none"> <li>Trustees and Spouses/Guests Invited</li> <li>Major Community and Fundraising Event</li> </ul>

Notes:

All work sessions and regular meetings will be held in The Rouse Company Foundation Student Services Hall (RCF-400) at 6 p.m., unless otherwise noted. All Audit and Finance Committee and Legislative and Community Relations Committee meetings will be held in the Cafe on the Quad (RCF-120B), unless otherwise noted. Additional Audit and Finance and Legislative and Community Relations 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 personnel 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 information change from original posting.

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

## **G-3 Agreements Signed by the Board Chair Disclosure**

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

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

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

**Timeline:** November 16, 2007 – January 17, 2008

### **Disclosure**

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

## G-4 Financial Statements

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

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

**Timeline:** October – November 2007

### ◆———— Recommendation ———◆

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

HOWARD COMMUNITY COLLEGE  
CURRENT INCOME & EXPENSE SUMMARY - FUND 10

	YTD Expended & Encumbered** 11/30/2007	YTD Budget 11/30/2007	YTD Budget Variance 11/30/2007	11/30/2007 Percent Variance From Budget	Total Budget FY2008
<b>OPERATING BUDGET REVENUE</b>					
<b>TUITION</b>					
Summer II & III	\$597,470	550,000	\$47,470	8.63% 1	\$550,000
Fall	8,384,876	7,274,968	1,109,908	15.26% 2	7,274,968
Intersession	355,239	286,110	69,129	24.16% 3	353,005
Spring	3,339,001	2,934,474	404,527	13.79% 3	6,415,478
Summer I & Extended	(1,740)	0	(1,740) 4	na	754,583
Fees	1,618,944	1,770,147	(151,204)	-8.54% 5	2,362,527
<b>TOTAL TUITION AND FEES</b>	<b>\$14,293,789</b>	<b>\$12,815,699</b>	<b>\$1,478,090</b>	<b>11.53%</b>	<b>\$17,710,561</b>
<b>GOVERNMENTAL AND OTHER</b>					
Howard County	\$9,847,924	9,847,924	\$0	0.00% 6	\$23,635,010
State of Maryland	3,968,850	4,018,133	(49,283)	-1.23% 7	9,643,517
Other Income	452,811	291,667	161,144	55.25% 8	700,000
Unrestricted appropriations	49,283	0	49,283	na 9	495,373
Continuing Education Support	0	0	0	0.00% 10	463,475
<b>TOTAL GOV'T AND OTHER</b>	<b>\$14,318,868</b>	<b>\$14,157,724</b>	<b>\$161,144</b>	<b>1.14%</b>	<b>\$34,937,375</b>
<b>TOTAL OPERATING REVENUE</b>	<b>\$28,612,658</b>	<b>\$26,973,423</b>	<b>\$1,639,235</b>	<b>6.08%</b>	<b>\$52,647,936</b>
<b>OPERATING BUDGET EXPENSES</b>					
Instruction	\$16,890,359	\$16,897,994	7,635	0.05%	\$24,058,507
Public Service	274,991	315,928	40,937	12.96% 11	374,215
Academic Support	2,789,633	2,813,195	23,562	0.84%	3,524,121
Student Services	3,976,132	3,978,404	2,272	0.06%	5,337,353
Institutional Support	7,409,789	7,416,190	6,401	0.09%	10,154,413
Plant	5,909,842	5,922,115	12,273	0.21%	8,073,147
Scholarship/Waivers	531,213	539,636	8,423	1.56%	1,126,180
<b>TOTAL OPERATING EXPENSES</b>	<b>\$37,781,959</b>	<b>\$37,883,462</b>	<b>\$101,503</b>	<b>0.27%</b>	<b>\$52,647,936</b>

n/c = not comparable

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

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

For ease of reading, all new information appears in red ink.

**November 2007**

**Tuition and Fees**

- 1) Summer II & III tuition revenue is ahead of budget by **8.63%, or \$47,470**. Overall, a 3% FTE enrollment increase was budgeted. FTE enrollment for Summer II was up 30% (or 15.7 FTE's) and Summer III was up 21% (or 22.06 FTE's) from the prior year. Headcounts were also up 18% and 21%, respectively. In-county tuition increased from \$110 per credit hour to \$114 per credit hour, or 3.6%. Out-of-county and out-of-state tuition increased by \$4 each to \$197 and \$242, respectively. For each credit hour of tuition paid, \$3 goes towards paying the debt on the Horowitz Visual and Performing Arts center.
- 2) Fall revenue is ahead of budget by **15.26%, or \$1,109,908**. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was 4.4% and headcount increased by 5.1% as of the census date of September 14th. The high variance to budget is due to higher than anticipated enrollment in Statewide/manpower shortage programs and revenues from out-of-state students. (See note #1 for tuition rate information.)
- **3) These amounts represent pre-registrations for intersession and spring. Final revenues for intersession will be presented in the January statements and for spring will be presented in the February statements.**
- 4) These figures represent adjustments for prior year semesters made this year.
- 5) Fee revenues are under budget by **8.54%, or \$151,204**. 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 \$1,050,302 or 65%; consolidated fees \$505,066 or 31%; other student fees \$63,576 or 4%.**

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

**Governmental Revenue and Other Revenue**

- 6) Howard County's contribution to the FY2008 operating budget increased by 16% over the prior year and has no variance to the budget.
- 7) The State's appropriation to the FY2008 operating budget increased by 19.9% over the prior year. In FY08 the College received a cut from the State's appropriation of \$118,276. Funds were reserved from last year to cover this deficit and are shown as unrestricted appropriations. The entire cut was taken from the Fund 10 Operating budget and no cuts were taken from Fund 11 – Continuing Education.
- 8) Other income is ahead of budget by **55.25%, or \$161,144**. Investment income represents **\$387,923 or 85%** of other income. Interest rates are higher than anticipated and interest revenue is currently causing this excess budget balance. Service revenues for administration of contracts and small misc. revenue make up the other **15%** of other income.
- 9) We had budgeted to use \$495,373 of the continuing education fund balance which represents the unrestricted appropriations line. If enrollment revenues continue to exceed budget, these funds will not be used. Subsequent to finalizing the FY08 budget but prior to closing the FY07 books, we learned that the state would reduce their FY08 appropriation by \$118,276. Hence these funds were also held at year end (in addition to the \$495,373) to cover this anticipated shortfall. The \$118,276 is also being shown on this line.
- 10) The \$463,475 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 6.86% over FY2007.
- 10) The public service function is under budget by **12.96% or \$40,937**. Unspent funds are allocated for replacement equipment for the cable studio.
- Overall, the operating budget's functions are within budget and spending for the first **five** months of this year is on target with projected expenditures.

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

	YTD Expended & Encumbered** 11/30/2007	YTD Budget 11/30/2007	YTD Budget Variance 11/30/2007	11/30/2007 Percent Variance From Budget	Total Budget FY2008
<b>FUND 11 REVENUES</b>					
<b>TUITION</b>					
Credit Fall/Summer II & III	\$180,795	154,689	\$26,106	16.88%	1 \$154,689
Credit Intersession	38,885	37,560	1,325	3.53%	2 48,950
Credit Spring/Summer I & Extended	52,357	41,141	11,216	27.26%	2 172,900
Non-Credit/Continuing Ed	1,810,214	1,527,211	283,004	18.53%	3 3,087,278
Fees	669,053	580,050	89,003	15.34%	4 1,119,538
<b>TOTAL TUITION AND FEES</b>	<b>\$2,751,305</b>	<b>\$2,340,651</b>	<b>\$410,653</b>	<b>17.54%</b>	<b>\$4,583,355</b>
<b>GOVERNMENTAL AND OTHER</b>					
State of Maryland	\$734,828	\$734,828	(\$0)	0.00%	5 \$1,763,587
Service Revenues & Other Income	\$89,473	\$188,537	(\$99,064)	-52.54%	6 \$452,488
Unrestricted appropriation	\$0	\$0	\$0	0.00%	7 400,000
Transfer to Operating Fund	0	0	0	0.00%	8 (463,475)
<b>TOTAL GOV'T. AND OTHER</b>	<b>\$824,301</b>	<b>923,365</b>	<b>(\$99,064)</b>	<b>-10.73%</b>	<b>\$2,152,600</b>
<b>TOTAL FUND 11 REVENUES</b>	<b>\$3,575,606</b>	<b>\$3,264,016</b>	<b>\$311,590</b>	<b>9.55%</b>	<b>\$6,735,955</b>
<b>EXPENDITURES</b>					
Instruction	\$4,179,930	\$4,607,986	\$428,055	9.29%	9 \$6,042,576
Academic Support	0	0	0	0.00%	0
Plant	0	0	0	0.00%	0
Institutional Support	0	0	0	0.00%	0
Scholarship	295,153	296,002	849	0.29%	521,337
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,475,083</b>	<b>\$4,903,987</b>	<b>\$428,904</b>	<b>8.75%</b>	<b>\$6,563,913</b>

n/c = not comparable

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

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

**November 2007**

**Tuition and Fees**

- 1) Credit fall/summer II & III tuition revenues are ahead of budget by **16.88% or \$26,106**. 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 increases were budgeted to be 3% but were higher than anticipated. Credit enrollment statistics are discussed on the financial statements for fund 10 and apply to both divisions.
- 2) **These amounts present pre-registration revenue for intersession and spring. Final intersession revenues will be presented in the January statements, and final spring revenues will be presented in the February statements.**
- 3) Non-credit tuition revenues are ahead of budget by **18.53% or \$283,004**. Enrollment in adult basic education and the English Language Institute courses continue to grow beyond budgeted expectations. On average, growth for summer and fall has been 20%.
- 4) Fees are ahead of budget by **15.34% or \$89,003**. This is due to fees earned in excess of budget for classes where enrollment is higher than anticipated mentioned in #2 above.

**Governmental Revenue**

- 5) The state contribution for FY2008 for continuing education increased 18.58% over the prior year, and has no variance to budget. Funding for FY2008 is based on an FTE formula related to enrollments from FY2006. The college made the decision to take all the state cuts from the Fund 10 operating budget

**Service and Other Income**

- 6) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently this category is **52.54%** under budget or **\$99,064**. Budgeted revenues in this area were based on FY06 contracts and contracts at this time are requiring less administrative charges. Work continues to target 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.

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

**Service and Other Income (con't)**

- 8) Continuing education's annual contribution to the operating fund will occur at year-end. For FY08 it will be \$463,475.

**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 6.86% for FY2008.

- 9) Instructional expenses are under budget by **9.29% or \$428,055**. This budget includes the \$400,000 in contingency funds (see note 3). Some of this reserve has been used to offset needs due to unanticipated growth in the adult basic education program.

**Howard Community College  
11/2007  
Cost Center Variances**

Cost Center	FY2008 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 FY2008		
<b>Instruction</b>							
11200	Schoenbrodt honors	6,083	23,701	23,701	-	0%	
<b>11300</b>	<b>Mathematics</b>	<b>1,482,042</b>	<b>1,920,062</b>	<b>1,930,614</b>	<b>10,552</b>	<b>1%</b>	<b>Additional hours allocated for student lab employee.</b>
11310	Health	158,359	242,621	242,371	(250)	0%	
11400	Social sciences	1,485,423	1,783,637	1,782,137	(1,500)	0%	
11410	Eng/world languages	2,306,871	2,744,992	2,744,992	-	0%	
11450	Arts & humanities	1,890,413	2,270,155	2,270,155	-	0%	
11480	Rouse scholars	79,142	94,283	94,283	-	0%	
11600	Distance learning	248,409	385,152	388,940	3,788	1%	
12100	Nursing	1,483,602	1,774,229	1,771,729	(2,500)	0%	
12118	Rad Tech Program	55,675	74,760	74,760	-	0%	
12120	Emergency medical technology	93,509	179,550	179,550	-	0%	
12150	Cardiovascular program	135,275	171,574	171,324	(250)	0%	
12200	Business & computers	1,357,485	1,806,751	1,806,751	-	0%	
12250	Science & technology programs	1,854,831	2,307,201	2,314,901	7,700	0%	
12280	Cooperative education	3,660	12,848	12,848	-	0%	
13500	Service Learning	64,808	79,732	79,732	-	0%	
13550	Instr. Internatio	130,032	129,529	129,529	-	0%	
44010	User computer services	410,830	437,968	442,232	4,264	1%	
44020	Student computer services	849,104	1,024,953	1,034,117	9,164	1%	
44030	Student labs	211,531	299,742	299,742	-	0%	
46100	1st floor support	146,460	160,407	163,907	3,500	1%	
46200	2nd floor support	95,540	103,470	103,470	-	0%	
46300	Hickory ridge	67,738	85,003	85,003	-	0%	
46400	Evening services		1,325	1,325	-	0%	
46700	ELB divisions support	114,180	130,078	130,078	-	0%	
46800	Arts & humanities support	62,577	66,638	66,638	-	0%	
47500	Faculty learning community	(1,241)	16,500	17,500	1,000	6%	
48000	Outcomes assessment	137,022	187,781	187,781	-	0%	
<b>48500</b>	<b>Instructional direction</b>	<b>18,686</b>	<b>260,742</b>	<b>248,402</b>	<b>(12,340)</b>	<b>-5%</b>	<b>Funded additional hours for employee (11300).</b>
48501	Learning communities	215,042	243,169	243,169	-	0%	
48502	Program development	40,959	82,879	77,073	(5,806)	-7%	
51100	Webmaster		3,894	-	(3,894)	-100%	
52102	Pool guards	26,828	68,929	68,929	-	0%	
53200	Learning assistance center	531,733	632,970	637,458	4,488	1%	
<b>99970</b>	<b>Benefits/chargebacks</b>	<b>1,127,750</b>	<b>3,804,337</b>	<b>3,786,422</b>	<b>(17,915)</b>	<b>0%</b>	<b>Various Hendricks approved reclassifications funded.</b>
99970	Reserve for fee shortfall		151,204	151,204	-	0%	
99980	Division support	-	163,276	163,276	-	0%	
99990	Furniture/equipment	-	132,464	132,464	-	0%	
	<b>Total instruction</b>	<b>16,890,358</b>	<b>24,058,507</b>	<b>24,058,507</b>	<b>0</b>	<b>0%</b>	

Cost Center	FY2008 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 FY2008		
<b>Public Service</b>							
33250	Cable studio	252,810	286,188	286,188	-	0%	
99970	Benefits/chargebacks	22,181	84,098	84,098	-	0%	
99990	Furniture/equipment	-	3,928	3,928	-	0%	
	Total public service	274,991	374,215	374,215	-	0%	
<b>Academic Support</b>							
33400	Cultural theater	110,874	110,428	112,552	2,124	2%	
33500	Student alumni productions	83,238	108,158	111,069	2,911	3%	
41001	Library services	716,148	760,592	760,592	-	0%	
41002	Teaching & learning center	220,298	239,304	239,304	-	0%	
43100	Education technology	246,897	294,614	290,384	(4,230)	-1%	
43200	Video services	39,395	75,352	75,352	-	0%	
<b>43300</b>	<b>Instructional Technology</b>	<b>170</b>	<b>-</b>	<b>12,010</b>	<b>12,010</b>	<b>n/a</b>	<b>New cost center established for instructional technology</b>
46000	VP of academic affairs	301,122	314,964	314,964	-	0%	
47000	Faculty development	45,934	111,747	111,747	-	0%	
48100	Interactive classroom	16,000	23,980	16,200	(7,780)	-32%	
65001	Academic promotions	-	143,016	143,016	-	0%	
99970	Benefits/chargebacks	109,556	1,301,066	1,296,031	(5,035)	0%	
99980	VP's Allocation	-	5,924	5,924	-	0%	
99990	Furniture/equipment	-	34,977	34,977	-	0%	
	Total academic support	1,889,633	3,524,121	3,524,121	-	0%	

Cost Center	FY2008 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 FY2008		
<b>Student Services</b>							
46500	Advising, academic	435,142	457,426	462,433	5,007	1%	
46600	Welcome center & telephone adv.	132,587	170,555	173,929	3,374	2%	
51000	VP of student services	222,779	255,598	259,245	3,647	1%	
51200	Student ambassador program	4,938	9,232	9,232	-	0%	
52000	Student activities	-	2,603	2,603	-	0%	
52100	PE facility	285,790	313,117	323,058	9,941	3%	
53000	Career services	401,796	462,791	462,791	-	0%	
53100	Test center	225,149	257,513	257,513	-	0%	
53500	Retention	72,084	89,380	92,151	2,771	3%	
53555	Career links	7,853	26,396	26,396	-	0%	
54000	Financial aid services	516,286	642,079	647,673	5,594	1%	
55000	Admissions	682,988	738,507	739,507	1,000	0%	
55001	Workgroup	304,201	363,815	365,720	1,905	1%	
<b>56000</b>	<b>Records</b>	<b>397,763</b>	<b>419,933</b>	<b>433,031</b>	<b>13,098</b>	<b>3%</b>	<b>Positions reclassified</b>
65002	Student services promotions	1,385	35,392	35,392	-	0%	
<b>99970</b>	<b>Benefits/chargebacks</b>	<b>285,390</b>	<b>982,451</b>	<b>936,114</b>	<b>(46,337)</b>	<b>-5%</b>	<b>Various Hendricks approved reclassifications funded.</b>
99980	Part time coverage	-	15,114	15,114	-	0%	
99990	Furniture/equipment	-	95,451	95,451	-	0%	
	<b>Total student services</b>	<b>3,976,132</b>	<b>5,337,353</b>	<b>5,337,353</b>	<b>-</b>	<b>0%</b>	

Cost Center	FY2008 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 FY2008		
<b>Institutional Support</b>							
61000	President	541,724	600,206	606,642	6,436	1%	
61100	Board of trustees	63,525	133,979	133,979	-	0%	
61200	Research, planning and org. dev.	376,196	427,457	427,457	-	0%	
61900	Senior administration	4,825	13,617	13,617	-	0%	
62000	VP of administration & finance	307,876	320,462	320,462	-	0%	
<b>62100</b>	<b>Finance office</b>	<b>1,075,015</b>	<b>1,140,339</b>	<b>1,153,609</b>	<b>13,270</b>	<b>1%</b>	<b>Positions reclassified</b>
63101	Human resources	568,402	585,414	591,378	5,964	1%	
63102	Recruitment	38,064	56,546	56,546	-	0%	
63103	Unemployment	29,744	47,253	47,253	-	0%	
63150	Diversity programs	594	12,000	12,000	-	0%	
63200	Reprographics	188,261	180,540	180,540	-	0%	
63400	Security	973,431	1,107,061	1,107,061	-	0%	
63500	Telecommunications	83,446	262,541	262,541	-	0%	
63554	Mediation & conflict resolution center	20,000	20,000	20,000	-	0%	
63600	Risk management	216,048	296,149	296,149	-	0%	
63700	General administration	187,075	774,197	774,197	-	0%	
63800	Commencement/award programs	30,064	35,489	35,489	-	0%	
64000	Administrative information systems	1,027,907	1,200,087	1,206,305	6,218	1%	
64001	Enterprise network	469,294	526,440	529,095	2,655	1%	
64002	Web Enterprise	273,159	283,662	283,662	-	0%	
64100	Information technology adm.	251,061	297,947	297,947	-	0%	
65000	Public relations & marketing	488,187	567,095	567,095	-	0%	
65100	Development & alumni relations	594,047	638,468	641,558	3,090	0%	
65900	Fundraising	-	30,000	30,000	-	0%	
<b>99970</b>	<b>Benefits/chargebacks</b>	<b>501,846</b>	<b>591,642</b>	<b>554,009</b>	<b>(37,633)</b>	<b>-6%</b>	<b>Various Hendricks approved reclassifications funded.</b>
99990	Furniture/equipment	-	5,824	5,824	-	0%	
	Total institutional support	8,309,789	10,154,413	10,154,413	-	0%	

Cost Center	FY2008 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 FY2008		
<b>Plant</b>							
71000	Plant administration**	67,376	93,177	93,177	-	0%	
71100	General services**	3,001,675	3,496,345	3,496,345	-	0%	
71150	Recycling	6,737	25,000	25,000	-	0%	
71500	Safety	69,352	72,500	72,500	-	0%	
72000	Engineering	928,930	1,090,258	1,089,225	(1,033)	0%	
72500	Preventive maintenance	128,401	199,667	198,477	(1,190)	-1%	
<b>73000</b>	<b>Housekeeping</b>	<b>1,092,453</b>	<b>1,417,500</b>	<b>1,393,384</b>	<b>(24,116)</b>	<b>-2%</b>	<b>Position reallocated to grounds</b>
<b>75000</b>	<b>Grounds</b>	<b>316,241</b>	<b>331,449</b>	<b>359,455</b>	<b>28,006</b>	<b>8%</b>	<b>Position reallocated from housekeeping</b>
76000	Renovations	53,612	163,929	159,229	(4,700)	-3%	
99970	Benefits/chargebacks	245,066	1,175,911	1,177,182	1,271	0%	
99990	Furniture/equipment	-	9,173	9,173	-	0%	
	Total plant	5,909,842	8,074,909	8,073,147	(1,762)	0%	
<b>Scholarships</b>							
81000	Scholarships	277,093	659,280	659,280	-	0%	
82000	Waivers	254,120	466,900	466,900	-	0%	
	Total scholarships	531,213	1,126,180	1,126,180	-	0%	
	Grand totals	37,781,959	52,649,698	52,647,936	(1,762)	0%	

Note 1:  
When the budget was originally developed, all salaries were budgeted to increase at the rate of 6.86%.  
As final salaries increases may have fluctuated based on performance levels and the relation of the individual's FY07 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.

\* Variance greater than \$10,000 are explained.

\*\* A position was identified miscoded between these two account and these starting budgets have been revised to reflect this change.

**Howard Community College  
11/07  
Cost Center Spending Percentages**

Cost Center		FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Instruction</b>					
11200	Schoenbrodt honors	5,523	23,701	23%	1
11300	Mathematics	610,454	1,930,614	32%	
11310	Health	73,777	242,371	30%	
11400	Social sciences	569,106	1,782,137	32%	
11410	Eng/world languages	964,881	2,744,992	35%	
11450	Arts & humanities	839,084	2,270,155	37%	
11480	Rouse scholars	35,600	94,283	38%	
11600	Distance learning	175,882	388,940	45%	
12100	Nursing	655,962	1,771,729	37%	
12118	Rad tech program	6,189	74,760	8%	2
12120	Emergency medical technology	46,184	179,550	26%	
12150	Cardiovascular program	59,972	171,324	35%	
12200	Business & computers	606,145	1,806,751	34%	
12250	Science & technology programs	807,231	2,307,201	35%	
12280	Cooperative education	3,660	12,848	28%	
13500	Service learning	29,848	79,732	37%	
13550	Instructional international program	59,629	129,529	46%	
44010	User computer services	185,413	437,968	42%	
44020	Student computer services	402,135	1,024,953	39%	
44030	Student labs	113,751	299,742	38%	
46100	1st floor support	66,310	163,907	40%	
46200	2nd floor support	51,180	103,470	49%	
46300	Hickory ridge	30,928	85,003	36%	
46400	Evening services	-	1,325	0%	1
46700	ELB divisions support	51,185	130,078	39%	
46800	Arts & humanities support	33,152	66,638	50%	
47500	Faculty learning community	(3,079)	17,500	-18%	3
48000	Outcomes assessment	59,984	187,781	32%	
48500	Instructional direction	18,686	248,402	8%	4
48501	Learning communities	91,255	243,169	38%	
48502	Program development	40,959	84,773	48%	
52102	Pool guards	26,828	68,929	39%	
53200	Learning assistance center	254,552	632,970	40%	
99970	Benefits/chargebacks	1,096,477	3,804,338	29%	
99970	Reserve for fee shortfall	-	151,204	0%	5
99980	Division support	-	163,275	0%	4
99990	Furniture/equipment	-	132,464	0%	6
	<b>Total instruction</b>	<b>8,068,842</b>	<b>24,058,507</b>	<b>34%</b>	

Cost Center		FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Public Service</b>					
33250	Cable studio	106,497	286,188	37%	
99970	Benefits/chargebacks	22,181	84,098	26%	
99990	Furniture/equipment	-	3,928	0%	6
	Total public service	128,678	374,215	34%	
<b>Academic Support</b>					
33400	Cultural theater	81,422	112,552	72%	7
33500	Student alumni productions	37,564	111,069	34%	
41001	Library services	432,659	760,592	57%	8
41002	Teaching & learning center	88,074	239,304	37%	
43100	Education technology	113,124	290,384	39%	
43200	Video services	20,806	75,352	28%	
43300	Instructional technology	170	12,010	1%	9
46000	VP of academic affairs	127,440	314,964	40%	
47000	Faculty development	45,934	111,747	41%	
48100	Interactive classroom	16,000	16,200	99%	10
65001	Academic promotions	-	143,016	0%	11
99970	Benefits/chargebacks	332,184	1,296,031	26%	
99980	VP's allocation	-	5,924	0%	4
99990	Furniture/equipment	-	34,977	0%	6
	Total academic support	1,295,376	3,524,121	37%	

Cost Center	FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date		
<b>Student Services</b>					
46500	Advising, academic	203,467	462,433	44%	
46600	Welcome center & telephone adv.	68,452	173,929	39%	
51000	VP of student services	83,656	259,245	32%	
51200	Student ambassador program	4,938	9,232	53%	
52000	Student activities	-	2,603	0%	1
52100	PE facility	123,424	323,058	38%	
53000	Career services	184,352	462,791	40%	
53100	Test center	118,855	257,513	46%	
53500	Retention	34,985	92,151	38%	
53555	Career links	6,453	26,396	24%	12
54000	Financial aid services	245,410	647,673	38%	
55000	Admissions	285,681	739,507	39%	
55001	Workgroup	158,905	365,720	43%	
56000	Records	191,081	433,031	44%	
65002	Student services promotions	1,385	35,392	4%	11
99970	Benefits/chargebacks	277,203	936,114	30%	
99980	Part time coverage	-	15,114	0%	4
99990	Furniture/equipment	-	95,451	0%	6
	<b>Total student services</b>	<b>1,988,249</b>	<b>5,337,353</b>	<b>37%</b>	

Cost Center	FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date		
<b>Institutional Support</b>					
61000	President	279,988	606,642	46%	
61100	Board of trustees	46,433	133,979	35%	
61200	Research, planning and org. dev.	164,994	427,457	39%	
61900	Senior administration	3,525	13,617	26%	
62000	VP of administration & finance	132,650	320,462	41%	
62100	Finance office	476,003	1,153,609	41%	
63101	Human resources	250,563	591,378	42%	
63102	Recruitment	14,168	56,546	25%	
63103	Unemployment	4,484	47,253	9%	13
63150	Diversity programs	507	12,000	4%	11
63200	Reprographics	56,372	180,540	31%	
63400	Security	345,837	1,107,061	31%	
63500	Telecommunications	42,981	262,541	16%	14
63554	Mediation & conflict resolution cen	20,000	20,000	100%	15
63600	Risk management	181,017	296,149	61%	16
63700	General administration	187,075	774,197	24%	17
63800	Commencement/award programs	2,207	35,489	6%	11
64000	Administrative information system	602,009	1,206,305	50%	
64001	Enterprise network	263,012	529,095	50%	
64002	Web enterprise	127,337	283,662	45%	
64100	Information technology adm.	115,790	297,947	39%	
65000	Public relations & marketing	278,514	567,095	49%	
65100	Development & alumni relations	269,132	641,558	42%	
65900	Fundraising	-	30,000	0%	11
99970	Benefits/chargebacks	232,102	554,009	42%	
99990	Furniture/equipment	-	5,824	0%	6
	<b>Total institutional support</b>	<b>4,096,698</b>	<b>10,154,413</b>	<b>40%</b>	

Cost Center		FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
<b>Plant</b>					
71000	Plant administration	66,796	93,177	72%	18
71100	General services	629,054	3,496,345	18%	19
71150	Recycling	4,737	25,000	19%	20
71500	Safety	29,677	72,500	41%	
72000	Engineering	415,589	1,089,225	38%	
72500	Preventive maintenance	63,278	198,477	32%	
73000	Housekeeping	529,264	1,393,384	38%	
75000	Grounds	151,976	359,455	42%	
76000	Renovations	27,684	159,229	17%	21
99970	Benefits/chargebacks	241,672	1,177,182	21%	22
99990	Furniture/equipment	-	9,173	0%	6
	Total plant	2,159,726	8,073,147	27%	
<b>Scholarships</b>					
81000	Scholarships	277,093	659,280	42%	
82000	Waivers	254,120	466,900	54%	
	Total scholarships	531,213	1,126,180	47%	
	Grand totals	18,268,783	52,647,936	35%	

Notes: We have only noted variance greater than 55%, or less than 25% at this time. Annual expenses paid early caused higher than expected variances in some cost centers. Also, in some cost centers expenses are low until the start of the fall term.

**NOTES:**

- 1 These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.
- 2 Rad tech is a new program and faculty was recently hired. The first courses will start in summer.
- 3 The credit represents transfers from other cost centers to support this effort.
- 4 These programs which support instruction and student services, will expend funds as needed during the year.
- 5 This budget is reserved for any fee shortfalls.
- 6 Furniture and equipment budgets are typically spent later in the year.
- 7 Hourly costs, special supplies and contracted wages are causing this high variance.
- 8 The library pays annual service fees for contracts and on line access early in the year for the entire year.
- 9 This is a new cost center and little spending has occurred to date.
- 10 An annual fee for the UMAT membership (video conferencing) was paid early in the year.
- 11 These programs will expend funds later in the year.
- 12 Scholarship funds in the account will be spent later in the year and are causing this variance.
- 13 An accrual from the prior year is causing this variance, expenditures are incurred quarterly.
- 14 Timing of payments is causing this temporary variance.
- 15 The mediation center has it's operating budget in the special funds. This amount supplements that budget.
- 16 Insurance payments for the year have been made to date.
- 17 The annual bad debt expense will be recorded at year-end and is causing this variance.
- 18 Annual property insurance payments have been made and are the primary expense in this cost center.
- 19 Utilities budgets have not been fully committed. Encumbrances may increase after winter costs are assessed.
- 20 Recycling costs have been eliminated through efforts with the County government.
- 21 Renovations are scheduled and expenditures will occur later in the year.
- 22 Benefits savings are anticipated in this cost center due to the use of hourly employees and contracted services for housekeeping services.

## G-5 Personnel Summary

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

**Purpose:** Disclosure to the board

**Timeline:** December 2007

◆————— Recommendation —————◆

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

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**November 1, 2007 – December 31, 2007**

*Section I – Change in Status*

**RECLASSIFICATIONS**

<b>Old Title</b>	<b>New Title</b>	<b>Department</b>	<b>Old Grade</b>	<b>New Grade</b>	<b>Range for Grade</b>	<b>Compensation<sup>1</sup></b>	<b>Name</b>	<b>Effective Date</b>
Foundation Accounting Assistant (18.75 Hours)	Foundation Accounting Specialist (18.75 Hours)	Development, Alumni & Government Affairs	8	9	\$19,260-\$30,815	\$20,711	Danzig, Joyce	7/01/07
Office Associate V	Executive Office Associate	President's Office	7	9	\$38,519-\$61,630	\$46,941	Moore, Melanie	11/01/07
Arts Facilities & Rep Stage Actors Institute Coordinator	Arts & Humanities Facilities Coordinator	Arts and Humanities	8	10	\$42,101-67,362	\$45,769	Broderick, Janelle	7/01/07
Student-Alumni Arts Producer/Artistic Director	Producing Artistic Director-Student Arts Collective	Arts and Humanities	13	14	\$60,086-\$96,138	\$64,970	Kramer, Susan	7/01/07
Lifelong Learning Assistant	Lifelong Learning Administrative Associate	Continuing Education Office	7	8	\$35,242-\$56,386	\$42,420	Haywood, Arnette	7/01/07
Business Training Contracts Specialist	Business Training Contracts Specialist II	Continuing Education Office	12	13	\$54,974-\$87,958	\$65,009	Hornak, Sharon	7/01/07
Coordinator, Computer & Advanced Technology	Director of Technical Training & Business Services	Continuing Education Office	13	14	\$60,086-\$96,138	\$69,275	Johnson, Beverly	7/01/07
English Language Institute Lead Instructor	ELI Lead Instructor	Continuing Education Office	11	12	\$50,296-\$80,474	\$53,570	Jones, Tamara	7/01/07
ESL and ELI Programs Director	Director, ESL and ELI	Continuing Education Office	13	14	\$60,086-\$96,138	\$68,893	Price, Rebecca	7/01/07
Information/Room Scheduling Assistant	Scheduling and Information Specialist	Continuing Education Office	6	8	\$35,242-\$56,386	\$39,127	Verzier, Lynda	7/01/07
ESL Program Assistant	ESL Program Assistant	Continuing Education Office	7	8	\$35,242-\$56,386	\$38,211	Wang, Chun-I	7/01/07
Accounting Assistant, Continuing Education	Accounting Assistant, Continuing Education	Finance	7	8	\$35,242-\$56,386	\$41,371	Butler, Margaret	7/01/07
Accounting Assistant for AR/Cashiering	Accounting Assistant for AR/CR	Finance	7	8	\$35,242-\$56,386	\$37,626	Jones, Maria	7/01/07
Account Analyst (25 Hours)	Accounting Analyst (25 Hours)	Finance	7	10	\$28,069-\$44,910	\$29,261	Nicholls, Laura	7/01/07
Benefits Administrator	Benefits Manager	Human Resources	12	13	\$54,974-\$87,958	\$66,275	Heckler, Sharon	7/01/07
Compensation & HR Technology Manager	Compensation & HRIS Manager	Human Resources	12	13	\$59,974-\$87,598	\$68,622	Logan, Portia	7/01/07
Carpentry Maintenance Mechanic	HVAC Mechanic I	Plant Operations	6	7	\$34,389-\$55,019	\$41,375	Garnett, Brian	11/01/07
Lead Materials Handling Clerk	Lead Materials Handling Clerk	Plant Operations	4	5	\$28,794-\$46,061	\$39,262	Kelly, Donna	7/01/07
Senior Programmer/Analyst	Technical Supervisor	Administrative Information Systems	12	13	\$54,974-\$87,958	\$82,154	Butler, Debra	7/01/07

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**November 1, 2007 – December 31, 2007**

<b>RECLASSIFICATIONS (CONTINUED)</b>								
<b>Old Title</b>	<b>New Title</b>	<b>Department</b>	<b>Old Grade</b>	<b>New Grade</b>	<b>Range for Grade</b>	<b>Compensation<sup>1</sup></b>	<b>Name</b>	<b>Effective Date</b>
Programmer	Programmer/Analyst	Administrative Information Systems	10	11	\$46,017-\$73,627	\$53,107	Harry, Tabitha	7/01/07
Coordinator of Student Computer Support	Coordinator of Student Computer Support	Student Computer Support	13	14	\$60,086-\$96,138	\$73,499	DeYoung, Nicholas	7/01/07
Computer/Network Support Technician	Senior SCS Computer and Network Support Technician	Student Computer Support	8	9	\$38,519-\$61,630	\$44,860	Dry, Jason	7/01/07
Computer/Network Support Technician	Senior SCS Computer and Network Support Technician	Student Computer Support	8	9	\$38,519-\$61,630	\$41,593	Hatcher, Michael	7/01/07
Computer/Network Support Technician	Senior SCS Computer and Network Support Technician	Student Computer Support	8	9	\$38,519-\$61,630	\$45,437	Suh, Jae	7/01/07
Computer/Network Support Technician	Senior UNS Computer and Network Support Technician	User/Network Services	8	9	\$38,519-\$61,630	\$42,277	Beachum, Bradford	7/01/07
Computer/Network Support Technician	Senior UNS Computer and Network Support Technician	User/Network Services	8	9	\$38,519-\$61,630	\$43,894	Eldridge, Bobby	7/01/07
Senior Telecommunications Technician	Network Engineer	User/Network Services	11	12	\$50,296-\$80,474	\$60,269	Gibson, Willie	7/01/07
Assistant Director of LAC/Retention Services	Assistant Director of the LAC/Retention Services	Academic/Student Support & Career Services	12	13	\$54,974-\$87,958	\$61,596	Gale, Melodie	7/01/07
Assistant Director of Disabled Student Services	Assistant Director of Disabled Student Services	Academic/Student Support & Career Services	12	13	\$54,974-\$87,958	\$63,430	McSweeney, Kathleen	7/01/07
Office Associate III	Office Associate IV	Academic/Student Support & Career Services	5	6	\$29,499-\$47,199	\$36,695	Watts, Catherine	7/01/07
Admissions & Advising Information Specialist (Transfer Adv & Articulation).	Admissions & Advising Information Specialist (Transfer & Articulation)	Admissions & Advising	8	9	\$38,519-\$61,630	\$41,147	Ryan, Kimberly	7/01/07
Admissions & Advising Information Specialist (Advising)	Admissions & Advising Information Specialist (Academic & Transfer Advising)	Admissions & Advising	8	9	\$38,519-\$61,630	\$42,419	Surowiec, Eva	7/01/07
Athletics & Fitness Center Tech Professional	Facility and Athletic Operations-Leagues and Intramural Professional	Athletic & Fitness Center	9	10	\$42,101-\$67,362	\$45,381	Henlon, Errick	7/01/07
Life Fitness Center Manager	Assistant Director of Facility and Athletic Operations	Athletic & Fitness Center	10	12	\$50,296-\$80,474	\$53,236	Musselman, Stephen	7/01/07
Athletics & Fitness Center-Fitness Professional	Facility and Athletic Operations – Fitness Professional	Athletic & Fitness Center	9	10	\$42,101-\$67,362	\$46,030	Seagroves, Katherine	7/01/07
Director, Financial Aid Services	Director of Financial Aid Services	Financial Aid Services	15	16	\$72,539-\$116,062	\$84,978	Allen, Katherine	7/01/07
Financial Aid Information Analyst	Financial Aid Information Analyst	Financial Aid Services	8	9	\$38,519-\$61,630	\$42,707	Vidyasagar, Kiran	7/01/07
Director of Records & Registration	Director of Records, Registration & Veterans' Affairs	Records & Registration	15	16	\$72,539-\$116,062	\$86,471	Bulliner, Judith	7/01/07

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**November 1, 2007 – December 31, 2007**

<b>RECLASSIFICATIONS (CONTINUED)</b>								
Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Records & Registration Information Specialist (Transcripts)	Records and Registration Specialist I	Records & Registration	7	8	\$35,242-\$56,386	\$37,583	Mayo, Tijuana	7/01/07
Registration Information Specialist	Records and Registration Specialist I	Records & Registration	7	8	\$35,242-\$56,386	\$38,919	Tutko, Audrey	7/01/07
Records Information Specialist (18.75 Hours)	Records and Registration Specialist I (18.75 Hours)	Records & Registration	7	8	\$17,621-\$28,193	\$18,810	Voyton, Lynn	7/01/07
Director of Welcome Center & Executive Associate to EVP	Director of the Welcome Center & Executive Associate to the VPSS	Student Services Office	14	15	\$65,674-\$105,079	\$72,132	McNair, Kimberly	7/01/07
Office Associate IV	Welcome Center Supervisor	Welcome Center	6	8	\$35,242-\$56,386	\$38,283	Sharma, Narinder	7/01/07

<b>SPECIAL ASSIGNMENT</b>									
Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Eff. Date	End Date	
Interim Director, Mediation & Conflict Resolution Center (25 Hours)	Mediation/Conflict Resolution Center	Existing Position Replacement	13	\$54,974-\$87,958	\$36,651	Rockefeller, Kathryn	9/3/07	6/30/08	
Acting Division Chair, English & World Languages; Associate Professor ESI	English & World Languages	Existing Position Replacement	Acting Division Chair	\$78,458-\$125,533	\$86,546	Svacina, Jean	12/17/07	TBD	

<b>CHANGE IN TITLE ONLY</b>							
Old Title	New Title	Department	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Executive Information Specialist	President's Office Technology Manager	President's Office	10	\$42,101-\$67,362	\$48,807	Allaire, Jodi	11/01/07
HVAC Mechanic	HVAC Mechanic III	Plant Operations	10	\$42,101-\$67,362	\$52,200	Thomas, Clinton	11/01/07
Network Engineer	Network Engineer II	User/Network Services	13	\$54,974-\$87,958	\$63,751	Wible, Jeffrey	11/01/07

<b>PHASED RETIREMENT</b>							
Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Professor, Accounting	Business & Computer Systems	N/A	N/A	N/A	N/A	Gardner, Mary	8/05
Professor, Computer Systems	Business & Computer Systems	N/A	N/A	N/A	N/A	Stewart, Sharon	8/06

<b>CHANGE IN POSITON STATUS ONLY</b>							
Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Foundation Accounting Specialist	Development, Alumni, & Government Affairs	Part/Time to Full/Time Temporary with Benefits	69 9	\$38,519-\$61,630	\$41,421	Danzig, Joyce	12/10/07

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

November 1, 2007 – December 31, 2007

**SEPARATIONS**

Title	Department	Position Control Status	Grade	Range for Grade	Compensation <sup>1</sup>	Name	Effective Date
Housekeeper	Plant Operations	N/A	N/A	N/A	N/A	Green, Joan	11/21/07

*Section II – Leaves*

**SABBATICAL LEAVE**

Name	Position	Beginning Date of Leave	Ending Date of Leave
Cooper, Barbara	Professor, English	8/06/07	12/31/07
Jeffrey, Jeanette	Associate Professor, Health/Life Fitness	8/06/07	6/06/08
Lowe, William	Assistant Professor, English	8/06/07	6/06/08
Stanford, Jennifer	Associate Professor, Nursing	8/06/07	12/31/07
Sweeney, Susan	Associate Professor, Human Development	8/06/07	12/31/07

**LEAVE WITHOUT PAY**

Name	Position	Beginning Date of Leave	Ending Date of Leave
Maitland, Noriko	International Student Admissions Officer & Academic Advisor	11/16/07	Undetermined
Rockwell, Lorretta	Registration Assistant - A	12/10/07	12/14/07
Sun, Samien	Housekeeper	10/04/07	Undetermined

**Resolution for Board of Trustees to Meet in Closed  
Session on January 30, 2008**

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

**NOW, THEREFORE, BE IT RESOLVED**, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on January 30, 2008, at the conclusion of the regular meeting in the Rouse Company Foundation Student Services Hall, room 400 to consult with counsel to obtain legal advice as permitted under § 10-508 (a)(7) and that such meeting shall continue in closed session until the completion of business.