



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

May 28, 2008
The Rouse Company Foundation Student
Services Hall – 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...

Support HCC's Strategic Goals



REVISED

Board of Trustees

May 28, 2008

The Rouse Company Foundation Student Services Hall

Room: 400

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

- I. Introduction of New Employees
- II. All-USA Academic Team Award
- III. Recognition of Southeast Region AstroTurf Athletics Director of the Year
- IV. Recognition of Howard Community College Athletes
- V. Informational Update: Crisis Communication at Howard Community College

Regular Meeting – Immediately following the work session

- A. Approval of May 28, 2008, Agenda
- B. Board Priority Items
 1. Fiscal Year 2010 Vision, Mission, Values, and Strategic Goals
 2. Financial Statements
 3. Election of Fiscal Year 2009 Board Officers
 4. Use of College Funds
- C. President's Report
- D. Board Member Comments
- E. Report of the Audit and Finance Committee
- F. Approval of:
 1. April 23, 2008, Work Session Minutes
 2. April 23, 2008, Regular Session Minutes
- G. Consent Items
 1. Proposed New Hires
 2. Sodexo Management Agreement
 3. Security Services Contract
 4. Office Supplies Contract
 5. Laurel College Center Lease
 6. Procurement Card Contract
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 8. Fiscal Year 2009 New Academic Programs
 9. Maryland Educational Enterprise Consortium
 10. Contract for Office Copiers
 11. Contract for Print Shop Copiers
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 20. Fiscal Year 2009 Credit and Non-Credit Schedule of Classes Printing
 21. Legal Fees
 22. Security Equipment Camera Installation Services Contract
 23. Environmental Services Contract Providing Personnel for Third Shift Housekeeping Chief
 24. Hickory Ridge Parking Deck Design Services

25. Furniture and Equipment for the Children's Learning Center
26. Furniture and Equipment for McCuan Hall and Smith Theatre
27. James Clark, Jr. Library Building Renovation Contract Amendment 2 for Design Services (Elevator Addition)
28. Continuing Education Furniture Purchase for the Ecker Business Training Center at Gateway
29. Radiologic Technology Purchases
30. Authorization for Board Chair to Approve on Behalf of Board Until Next Regular Meeting

H. Information Items

1. Issue Bin
2. Board Calendar
3. Agreements Signed by the Board Chair Disclosure
4. Anticipated Summer Approvals (VPAF)
5. Sodexo Report
6. Personnel Summary

Closed Session

Citizens who wish to present any matter of concern pertaining to the community college shall make written request to the secretary-treasurer of the board at least 72 hours prior to the regularly scheduled public meeting, in order that the matter may be included on the agenda for the meeting. In emergency situations, the board may, by a majority vote, give visitors who have not presented a written request in advance an opportunity to present their concerns to the board in any regular public meeting. The board, in recognition of the need to complete its business within reasonable time, reserves the right to terminate a presentation of this nature.

Board materials are available in the Howard Community College Library.

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its April 23, 2008, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

II – Recognition of Howard Community College’s All-USA Academic Team

People being introduced:

Howard Community College (HCC) student Stuart Knazik and Stephen Horvath, director of the Schoenbrodt Honors program and Phi Theta Kappa (PTK) advisor.

Background:

The All-USA Academic Team competition is sponsored by *USA TODAY*, Phi Theta Kappa Honor Society, and the American Association of Community Colleges. Students from community colleges across Maryland were nominated to participate in this competition, representing a high level of scholarship and academic achievement. The one student nominated from HCC was Stuart Knazik, member of the Schoenbrodt Honors program. Stuart and his family attended the All-Maryland Academic Awards Banquet on Wednesday, May 7, 2008, at the Turf Valley Country Club.

Stuart Knazik will attend the May 28, 2008, meeting of the board so that the trustees may have the opportunity to acknowledge his accomplishments in person.

**III – Recognition of Southeast Region AstroTurf Athletics
Director of the Year**

IV – Recognition of Howard Community College Athletes

Group being introduced:

Student athletes from the men's and women's basketball and women's lacrosse programs who have earned all conference and all-region selections as well as the 2008 men's lacrosse team.

Background:

All-Conference and All-Region Athletes

The following student athletes have been named to either the Maryland Junior College and Community College Conference (JUCO) championship or All Region XX in the winter and spring sports for the 2008 season.

Women's All-JUCO Conference

Honorable Mention

Amanda Schwartz is a first year player and leading scorer for the Dragons. She averaged 18 points per game and led as the 3-point scorer for the team with a 39 percent field goal average.

Jannelee Klipsteen is a second year player and captain of the team. She was the second leading scorer with 15 points per game and second leading rebounder with 10 rebounds per game.

Men's Basketball All-JUCO

Second Team All-JUCO and All-Region XX

Donta Ridley is a sophomore leading scorer with 18 points per game and a 75 percent free-throw average. He was the leading rebounder with 5 rebounds per game and also led in steals with 3 per game. Donta was a two-year starter.

Women's Lacrosse

All-Region XX

Chelsey Farley has been voted by her peers to be team captain for the past two years. She has garnered a reputation as being HCC's biggest scoring threat. Chelsea recorded 12 goals and 7 assists in 2007, helping her earn All-Region honors. This year, Chelsea led the team with 25 goals and 5 assists. She also grabbed 18 draw controls, 25 ground balls, and 7 caused turnovers. For the second year, Chelsea has been selected to the All-Region XX team, the only HCC women's lacrosse player to earn such an honor.

Men's 2008 Lacrosse Team

The men's 2008 lacrosse season ended its eighth year by winning the Maryland JUCO championship. The team finished 11-3 overall and 5-0 in the conference. The team was seeded first in the Region XX tournament held at the Community College of Baltimore County – Catonsville on May 2-4, 2008. The Dragons lost 12-9 in the championship game to the number two seed, Community College of Baltimore County - Essex. Howard Community College had seven players on the All-Region team and was also recognized as having the co-offensive player of the year. For his effort, head coach Mike Jones was named the Maryland JUCO coach of the year.

Men's All-Region XX

First Team All-Region Roster

<u>Name</u>	<u>Position</u>
Alex Ashcroft	Attack
Jimmy Kelly	Attack
Eric Segasser	Defense
Justin Williams	Defense

Second Team All-Region Roster

<u>Name</u>	<u>Position</u>
Tom Incontrera	Attack
Doug Kohlenstein	Midfield
Patrick Coppinger	Midfield

Honorable Mention

<u>Name</u>	<u>Position</u>
Ryan Eller	Goalkeeper

Special Recognition

<u>Name</u>	<u>Award</u>
Alex Ashcroft	Co-Offensive Player of the Year and First Team All-American
James Kelly	Second team All American
Eric Segasser	Second team All-American

V – Crisis Communication at Howard Community College

Though HCC had various emergency procedures in place for decades, an effort was initiated in 2000 to review, consolidate, and expand procedures to address probable emergency scenarios.

An emergency operations plan (EOP) committee was formed.

- The committee was charged with developing plans, procedures, and guidelines for emergency communication, protocols, and logistics.
- The committee has held emergency training, drills, tabletop exercises, debriefing sessions, and informational sessions to continuously improve emergency procedures and communications.
- The committee has recommended technology to provide improved emergency communication to the college community.

A comprehensive EOP was completed by the committee in January 2002 and continues to be updated. The plan, posted on the college website, includes:

- Emergency policies
- Contact information for key college personnel at all college locations
- Emergency procedures and checklist for 29 scenarios
- Maps for evacuation routes, assembly areas, tornado shelter areas, gas main cut-offs, etc.

The EOP committee meets every two weeks to update procedures, plan tests and drills, evaluate incidents, discuss tools, and other matters. Current members are:

- Randy Bengfort, director of public relations and marketing
- Shelly Bilello, program administrator (committee chair)
- Angel Burba, associate professor, emergency medical services
- Lynn Coleman, vice president of administration and finance
- Nanette Douglas, executive assistant to the vice president of administration and finance
- Tom Glaser, vice president of information technology
- Mike Heinmuller, director, user and network services
- Bob Marietta, facility renovations, safety and sustainability manager
- Janice Marks, associate vice president for student development
- Charles Mays, director of security
- Karina Meier, office associate, administration and finance

General communications sources and procedures

- HCC security (or 911 in urgent situations) is the primary source for reporting emergencies.

- Security notifies the crisis communication manager (CCM) of all incidents involving external emergency resources (e.g., police and fire departments).
 - Responsibilities of the CCM:
 - Designated to be on-call 24/7
 - Trained in use of communication systems and procedures
 - Initiates appropriate emergency communications message through appropriate campus systems
 - Provides follow up communications
 - Informs emergency response team
 - When appropriate to escalate an emergency response, the CCM will notify the emergency response team, building monitors, and internal publics
 - Advises on communication with external stakeholders

Emergency Response Team:

- The emergency response team takes the responsibility to deal with an emergency and to assure the safety and provide communication for the college community during an emergency crisis.

President

Vice presidents

Executive director of planning, research and organizational development

Director, board relations/special projects

Crisis communications manager

Director of security

Executive director of capital and facilities

Emergency response team coordinator

Emergency operations plan coordinator

Emergency operations communications liaison

Alternates are designated for all of the above

Building monitors are designated staff and faculty trained in emergency protocols and assigned to specific areas of buildings.

Communication Channels

Incoming (channels for the public to notify HCC authorities)

- Emergency security phone (4882)
- Non-emergency security phone (4225)
- Lighted emergency phones in parking lots and common areas
- Building evacuation alarms
- Elevator phones
- Classroom phones
- Office phones

Outgoing (channels to notify and inform the public of emergencies)

- Building evacuation alarms
- Emergency hotline: dedicated phone recording to provide information on emergencies (4228)
- Mobile alert: text messages sent to cell phones with options for email or RSS update communications feeds
- Office phone zone paging: voice messages transmitted through telephone handsets without lifting receiver
- Email
- College-wide public address system: speakers located in hallways, common areas and external building entrance locations throughout campus
- Security bullhorns
- Walk-around by security, building monitors, and plant operations staff members

Other

- Emergency information page on the college's website
- Predetermined command posts for major emergencies and events
 - President's office, room A-250
 - Rouse Company Foundation Service Hall, room RCF-401
 - Hickory Ridge, room HR-100
 - Parking garage, third floor pedestrian bridge
 - Gateway, boardroom
 - Howard County General Hospital, first floor conference room

Testing plans and communications

- Monthly tests of public address system
- Weekly testing of emergency generators
- Technology systems disaster recovery and monthly maintenance
- Quarterly drills (evacuation, tornado, lock-down)
- Tabletop exercises
 - Dirty bomb incident with fire department, police, Red Cross, public schools, hospital
 - Shelter in place exercise for a shooter on campus
 - Pandemic exercise
- Debriefings following incidents

Best practices

- EOP committee has consulted for best practices, procedures and documents:
 - Best practices from national organizations such as Society for College and University Planning and American International Group
 - Johns Hopkins University provided a continuity of operations plan
 - Shooter and lock down procedures from University of Maryland, College Park; University of Maryland, Baltimore; and Salisbury University.

- E Alert, lock down, and shelter in place procedures from Carroll, Montgomery, and Harford Community Colleges, College of Southern Maryland, and Community College of Baltimore County.
- Aon Consulting provided best practices on lock-downs and threat assessment
- Federal Emergency Management Agency's (FEMA) Emergency Management Institute provides training for college and county staff members
- Howard County Government – Community Emergency Response Network (CERN), police, fire, and emergency management are consulted for emergency procedures

Enhancements in progress or other items being explored

- Digital clocks that have screens that display emergency announcements
- External siren or voice notification system
- Integrating technologies so that one message can be sent through various communication channels at the same time
- Website outlines prepared in advance anticipating needed information
- Emergency back-up website for catastrophic network failure
- A convergent alert system to be installed into the Clark Library building as part of renovations that can be integrated across the campus

Related Websites

- Security and safety website provides college community information on emergencies and safety <http://www.howardcc.edu/students/security/>
- Emergency operations plan internal access only on the college' Intranet
- Emergency information and closings www.howardcc.edu/about_hcc — “Emergency Information and Closings”
- Mobile alert system website for information and sign-up www.howardcc.edu/alerts

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Closed Session

B-1 Fiscal Year 2010 New Vision, Mission, Values and Strategic Goals

Background: During the year, the planning council considers reports from numerous environmental scanning efforts. Council members review recommendations from the Middle States Association team visit and the Commission on the Future. The planning council interacts with all the cross-functional teams and reviews institutional progress on key performance indicators.

This year, the planning council also reviewed many best practice examples of more succinct cultural statements and strategic goals. In collaboration with the entire college community, the council developed new statements with goals and presented a recommendation for the FY10 strategic plan to the president's team. They also endorsed keeping the current HCC tagline: *You can get there from here!*

The administration presents the attached recommendation to the board for the FY10 strategic plan (vision, mission, values, and strategic goals). Once approved, the president's team will work to create five-year strategic objectives related to the three goals and select measures to track progress on those objectives. The president's team will then work with the core work units, cross-functional teams and the planning council to align campus plans and select activities that will contribute to the accomplishment of each objective during FY10. This work will be reviewed by the board as part of the annual integrated strategic plan and budget proposal cycle.

Purpose: To confirm the new cultural statements and approve the FY10 strategic goals

Timeline: Annual

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the new mission, vision, values, and strategic goals.

Howard Community College

Fiscal Years 2010-2015

Mission

Providing pathways to success

Vision

A place to discover greatness in yourself and others

Values

I N S P I R E

Innovation
Nurturing
Sustainability
Partnerships
Integrity
Respect
Excellence

Strategic Goals (2010-2015)

- Student success and lifelong learning
- Organizational excellence
- Building community

B-2 Financial Statements

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

Purpose: Disclosure to the board of trustees.

Timeline: March 2008

◆———— 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** 3/31/2008	YTD Budget 3/31/2008	YTD Budget Variance 3/31/2008	3/31/2008 Percent Variance From Budget	Total Budget FY2008
OPERATING BUDGET REVENUE					
TUITION					
Summer II & III	\$597,470	550,000	\$47,470	8.63% 1	\$550,000
Fall	8,049,667	7,274,968	774,699	10.65% 2	7,274,968
Intersession	457,874	353,005	104,869	29.71% 3	353,005
Spring	7,256,403	6,415,478	840,925	13.11% 4	6,415,478
Summer I & Extended	125,404	114,000	11,404	10.00% 5	754,583
Fees	2,164,456	2,332,572	(168,116)	-7.21% 6	2,362,527
TOTAL TUITION AND FEES	\$18,651,276	\$17,040,023	\$1,611,252	9.46%	\$17,710,561
GOVERNMENTAL AND OTHER					
Howard County	\$17,726,265	17,726,265	\$0	0.00% 7	\$23,635,010
State of Maryland	7,143,930	7,232,641	(88,711)	-1.23% 8	9,643,517
Other Income	728,394	525,000	203,394	38.74% 9	700,000
Unrestricted appropriations	88,711	0	88,711	na 10	495,373
Continuing Education Support	0	0	0	0.00% 11	463,475
TOTAL GOV'T AND OTHER	\$25,687,300	\$25,483,906	\$203,394	0.80%	\$34,937,375
TOTAL OPERATING REVENUE	\$44,338,575	\$42,523,929	\$1,814,646	4.27%	\$52,647,936
OPERATING BUDGET EXPENSES					
Instruction	\$20,440,698	\$20,442,918	2,220	0.01%	\$24,058,507
Public Service	295,572	341,699	46,127	13.50% 12	374,215
Academic Support	3,113,987	3,115,227	1,239	0.04%	3,524,121
Student Services	4,513,910	4,519,102	5,193	0.11%	5,337,353
Institutional Support	8,276,627	8,289,256	12,630	0.15%	10,154,413
Plant	6,469,933	6,472,527	2,594	0.04%	8,073,147
Scholarship/Waivers	930,894	958,439	27,545	2.87%	1,126,180
TOTAL OPERATING EXPENSES	\$44,041,621	\$44,139,169	\$97,548	0.22%	\$52,647,936

n/c = not comparable

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

05/16/2008

FUND 10 - OPERATING BUDGET HIGHLIGHTS AND CURRENT DEVELOPMENTS

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

March 2008

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 **10.65%, or \$774,699**. 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) Intersession revenue is ahead of budget by **29.71% or \$104,869**. While a 3% FTE increase was budgeted, enrollment was flat for this term. The higher tuition revenue is the result of higher out-of-county and out-of-state enrollments. Headcount increased 1% over the prior year.
- 4) Spring revenue is ahead of budget by **13.11% or \$840,925**. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was 4.54% and headcount increased by 4.21% as of the census date of February 21st. The high variance to budget is due to higher than anticipated out-of-county and out-of-state enrollments. (See note #1 for tuition rate information)
- 5) These figures represent **pre-registrations for summer classes**.
- 6) Fee revenues are under budget by **7.21%, or \$168,116**. 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 **\$1,389,903 or 64%**; consolidated fees **\$667,115 or 31%**; other student fees **\$107,438 or 5%**.

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

Governmental Revenue and Other Revenue

- 7) Howard County's contribution to the FY08 operating budget increased by 16% over the prior year and has no variance to the budget.
- 8) The State's appropriation to the FY08 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.
- 9) Other income is ahead of budget by **38.74%, or \$203,394**. Investment income represents **\$652,321 or 90%** of other income. Interest rates are higher than anticipated and interest revenue is currently causing this excess budget balance. Service revenues for administration of contracts and small miscellaneous revenue make up the other **10%** of other income.
- 10) The college 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.
- 11) 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 FY07.
- 12) The public service function is under budget by **13.50% or \$46,127**. 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 **nine** 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** 3/31/2008	YTD Budget 3/31/2008	YTD Budget Variance 3/31/2008	3/31/2008 Percent Variance From Budget	Total Budget FY2008
FUND 11 REVENUES					
TUITION					
Credit Fall/Summer II & III	\$180,649	154,689	\$25,960	16.78%	1 \$154,689
Credit Intersession	36,005	48,950	(12,945)	-26.44%	2 48,950
Credit Spring/Summer I & Extended	186,524	122,188	64,336	52.65%	3 172,900
Non-Credit/Continuing Ed	2,927,461	2,729,464	197,997	7.25%	4 3,087,278
Fees	1,133,400	956,619	176,781	18.48%	5 1,119,538
TOTAL TUITION AND FEES	\$4,464,040	\$4,011,911	\$452,129	11.27%	\$4,583,355
GOVERNMENTAL AND OTHER					
State of Maryland	\$1,322,690	\$1,322,690	(\$0)	0.00%	6 \$1,763,587
Service Revenues & Other Income	\$219,143	\$339,366	(\$120,223)	-35.43%	7 \$452,488
Unrestricted appropriation	\$0	\$0	\$0	0.00%	8 400,000
Transfer to Operating Fund	0	0	0	0.00%	9 (463,475)
TOTAL GOV'T. AND OTHER	\$1,541,833	1,662,056	(\$120,223)	-7.23%	\$2,152,600
TOTAL FUND 11 REVENUES	\$6,005,873	\$5,673,967	\$331,906	5.85%	\$6,735,955
EXPENDITURES					
Instruction	\$4,827,061	\$5,321,544	\$494,483	9.29%	10 \$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	560,409	521,337	(39,072)	-7.49%	11 521,337
TOTAL OPERATING EXPENSES	\$5,387,470	\$5,842,881	\$455,411	7.79%	\$6,563,913

n/c = not comparable

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

05/16/2008

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

March 2008

Tuition and Fees

- 1) Credit fall/summer II & III tuition revenues are ahead of budget by **16.78% or \$25,960**. Credit enrollment in this division is primarily telecourses and tele-web classes. Tele-web classes use an online 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) Intersession tuition revenues are under budget by **26.44% or \$12,945**. This amount was due to lower than anticipated enrollment for this term. The budget was built on a 3% FTE increase and overall intersession FTE was flat from the prior year. Headcount increased by 1%.
- 3) Currently, spring/summer credit tuition revenues are ahead of budget by **52.65% or \$64,336**. Spring FTE increased 4.21% over the prior year and headcount increased 4.54%. The spring/summer credit budget was built on 3% growth and hence is ahead of budget. Summer revenues are pending in this category. **Registration began in late March.**
- 4) Non-credit tuition revenues are ahead of budget by **7.25% or \$197,997**. 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%. The spring term runs April through June; registrations began in February and therefore some spring revenues are in this number.
- 5) Fees are ahead of budget by **18.48% or \$176,781**. This figure is due to fees earned in excess of budget for classes where enrollment is higher than anticipated mentioned in number 2 above.

Governmental Revenue

- 6) The state contribution for FY08 for continuing education increased 18.58% over the prior year, and has no variance to budget. Funding for FY08 is based on an FTE formula related to enrollments from FY06. The college made the decision to take all the state cuts from the Fund 10 operating budget

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

Service and Other Income

- 1) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently, this category is **35.43%** under budget or **\$120,223**. 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.
- 2) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the hickory ridge building as needed.
- 3) 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 FY08.

- 4) Instructional expenses are under budget by **9.29% or \$494,483**. 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.
- 5) **Scholarships are over budget by 7.49% or \$39,072**. It is anticipated that for the year, scholarships will be higher than budgeted due to the increase in tuition and the associated waiver for adult basic education courses. Spending authority for growth is budgeted in the special funds and will cover this overage.

**Howard Community College
3/2008
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	
Instruction						
11200	Schoenbrodt honors	12,862	23,701	23,701	-	0%
11300	Mathematics	1,665,473	1,920,062	1,936,214	16,152	1% Additional hours allocated for student lab employee.
11310	Health	224,855	242,621	244,971	2,350	1%
11400	Social sciences	1,710,366	1,783,637	1,786,037	2,400	0%
11410	Eng/world languages	2,608,502	2,744,992	2,748,892	3,900	0%
11450	Arts & humanities	2,285,868	2,270,155	2,285,868	15,713	1% To fund hourly support and costs for the Horowitz Center brochure.
11480	Rouse scholars	86,075	94,283	94,283	-	0%
11600	Distance learning	325,312	385,152	388,940	3,788	1%
12100	Nursing	1,747,702	1,774,229	1,771,729	(2,500)	0%
12118	Rad Tech Program	58,372	74,760	74,760	-	0%
12120	Emergency medical technology	116,918	179,550	179,550	-	0%
12150	Cardiovascular program	150,744	171,574	171,324	(250)	0%
12200	Business & computers	1,591,349	1,806,751	1,810,651	3,900	0%
12250	Science & technology programs	2,187,435	2,307,201	2,318,801	11,600	1% LOA* stipends and funds for software
12280	Cooperative education	6,610	12,848	12,848	-	0%
13500	Service Learning	69,614	79,732	79,732	-	0%
13550	Instr. International program	140,113	129,529	150,958	21,429	17% Support for international program costs
44010	User computer services	417,932	437,968	442,232	4,264	1%
44020	Student computer services	989,400	1,024,953	1,034,117	9,164	1%
44030	Student labs	246,441	299,742	299,742	-	0%
46100	1st floor support	151,886	160,407	163,907	3,500	1%
46200	2nd floor support	109,150	103,470	125,332	21,862	14% Hourly support funded by division support
46300	Hickory Ridge	71,796	85,003	85,003	-	0%
46400	Evening services		1,325	1,325	-	0%
46700	ELB divisions support	118,051	130,078	130,078	-	0%
46800	Arts & humanities support	56,104	66,638	68,235	1,597	2%
47500	Faculty learning community	7,673	16,500	17,500	1,000	6%
48000	Outcomes assessment	134,159	187,781	161,781	(26,000)	-14% Distribution of LOA* (learning outcomes assessment) stipends
48500	Instructional direction	53,809	260,742	211,705	(49,037)	-19% Funded additional hours for employee (11300), and international costs.
48501	Learning communities	223,810	243,169	243,169	-	0%
48502	Program development	48,772	82,879	58,931	(23,948)	-29% Covered costs in international education and software purchase for science and technology. Fund hourly support & Horowitz Center costs.
51100	Webmaster		3,894	-	(3,894)	-100%
52102	Pool guards	50,767	68,929	68,929	-	0%
53200	Learning assistance center	592,411	632,970	637,458	4,488	1%
99970	Benefits/chargebacks	2,177,566	3,787,425	3,767,810	(19,615)	-1% Various Hendricks approved reclassifications funded.
99970	Reserve for fee shortfall		168,116	168,116	-	0%
99980	Division support	2,800	163,276	161,414	(1,862)	-1% Division office supported for hourly costs (46200)
99990	Furniture/equipment	-	132,464	132,464	-	0%
	Total instruction	20,440,698	24,058,507	24,058,507	0	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		
Public Service							
33250	Cable studio	254,075	286,188	286,188	-	0%	
99970	Benefits/chargebacks	41,496	84,098	84,098	-	0%	
99990	Furniture/equipment	-	3,928	3,928	-	0%	
	Total public service	295,572	374,215	374,215	-	0%	
Academic Support							
33400	Cultural theater	109,748	110,428	112,552	2,124	2%	
33500	Student alumni productions	101,192	108,158	111,069	2,911	3%	
41001	Library services	740,944	760,592	760,592	-	0%	
41002	Teaching & learning center	221,309	239,304	239,304	-	0%	
43100	Education technology	262,898	294,614	290,384	(4,230)	-1%	
43200	Video services	57,204	75,352	75,352	-	0%	
43300	Instructional Technology	3,490	-	12,010	12,010	n/a	New cost center established for instructional technology
46000	VP of academic affairs	295,928	314,964	314,964	-	0%	
47000	Faculty development	76,237	111,747	111,747	-	0%	
48100	Interactive classroom	16,000	23,980	16,200	(7,780)	-32%	
65001	Academic promotions	124,112	143,016	143,016	-	0%	
99970	Benefits/chargebacks	1,104,926	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	3,113,987	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		
Student Services							
46500	Advising, academic	454,921	462,426	462,433	5,007	1%	
46600	Welcome center & telephone adv.	151,855	170,555	173,929	3,374	2%	
51000	VP of student services	232,276	255,598	259,245	3,647	1%	
51200	Student ambassador program	9,249	9,232	11,732	2,500	27%	
52000	Student activities	-	2,603	2,603	-	0%	
52100	PE facility	295,992	313,117	323,058	9,941	3%	
53000	Career services	430,610	462,791	462,791	-	0%	
53100	Test center	254,200	257,513	257,513	-	0%	
53500	Retention	81,329	89,380	92,151	2,771	3%	
53555	Career links	19,091	26,396	26,396	-	0%	
54000	Financial aid services	566,588	642,079	650,692	8,613	1%	
55000	Admissions	699,287	738,507	739,507	1,000	0%	
55001	Workgroup	341,326	363,815	365,720	1,905	1%	
56000	Records	427,916	419,933	433,031	13,098	3%	Positions reclassified
65002	Student services promotions	4,655	35,392	38,632	3,240	9%	
99970	Benefits/chargebacks	542,617	982,451	932,874	(49,577)	-5%	Various Hendricks approved reclassification funded.
99980	Part time coverage	2,000	15,114	9,595	(5,519)	-37%	
99990	Furniture/equipment	-	95,451	95,451	-	0%	
	Total student services	4,513,910	5,337,353	5,337,353	-	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		
Institutional Support							
61000	President	573,670	600,206	612,642	12,436	2%	Funds for hourly support from unallocated funds.
61100	Board of trustees	70,958	133,979	133,979	-	0%	
61200	Research, planning and org. dev.	389,656	427,457	427,457	-	0%	
61900	Senior administration	10,196	13,617	13,617	-	0%	
62000	VP of administration & finance	312,482	320,462	320,810	347	0%	
62100	Finance office	1,106,396	1,140,339	1,153,609	13,270	1%	Positions reclassified
63101	Human resources	555,840	585,414	591,378	5,964	1%	
63102	Recruitment	45,358	56,546	56,546	-	0%	
63103	Unemployment	29,744	47,253	47,253	-	0%	
63150	Diversity programs	8,188	12,000	12,000	-	0%	
63200	Reprographics	156,209	180,540	180,540	-	0%	
63400	Security	976,390	1,107,061	1,107,061	-	0%	
63500	Telecommunications	111,019	262,541	262,541	-	0%	
63554	Mediation & conflict resolution center	20,000	20,000	20,000	-	0%	
63600	Risk management	266,882	296,149	295,802	(347)	0%	
63700	General administration	302,813	774,197	774,197	-	0%	
63800	Commencement/award programs	30,163	35,489	35,489	-	0%	
64000	Administrative information systems	1,116,844	1,200,087	1,206,305	6,218	1%	
64001	Enterprise network	509,356	526,440	529,095	2,655	1%	
64002	Web Enterprise	276,047	283,662	283,662	-	0%	
64100	Information technology adm.	272,656	297,947	297,947	-	0%	
65000	Public relations & marketing	546,658	567,095	567,095	-	0%	
65100	Development & alumni relations	605,694	638,468	641,558	3,090	0%	
65900	Fundraising	-	30,000	30,000	-	0%	
99970	Benefits/chargebacks	(16,592)	591,642	548,009	(43,633)	-7%	Various Hendricks approved reclassifications funded
99990	Furniture/equipment	-	5,824	5,824	-	0%	Unallocated funds moved to support hourly costs.
	Total institutional support	8,276,627	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		
Plant							
71000	Plant administration**	71,130	93,177	93,177	-	0%	
71100	General services**	2,999,231	3,494,584	3,498,345	3,761	0%	
71150	Recycling	7,577	25,000	25,000	-	0%	
71500	Safety	71,839	72,500	72,500	-	0%	
72000	Engineering	1,050,270	1,090,258	1,094,225	3,967	0%	
72500	Preventive maintenance	151,816	199,667	193,477	(6,190)	-3%	
73000	Housekeeping	1,115,360	1,417,500	1,393,384	(24,116)	-2%	Position reallocated to grounds
75000	Grounds	325,158	331,449	359,455	28,006	8%	Position reallocated from housekeeping
76000	Renovations	83,429	163,929	159,229	(4,700)	-3%	
99970	Benefits/chargebacks	594,124	1,175,911	1,175,182	(729)	0%	
99990	Furniture/equipment	-	9,173	9,173	-	0%	
	Total plant	6,469,933	8,073,147	8,073,147	0	0%	
Scholarships							
81000	Scholarships	544,128	659,280	659,280	-	0%	
82000	Waivers	386,766	466,900	466,900	-	0%	
	Total scholarships	930,894	1,126,180	1,126,180	-	0%	
	Grand totals	44,041,621	52,647,936	52,647,936	(0)	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	
Instruction					
11200	Schoenbrodt honors	11,847	23,701	50%	
11300	Mathematics	1,215,576	1,936,214	63%	
11310	Health	156,868	244,971	64%	
11400	Social sciences	1,181,372	1,786,037	66%	
11410	Eng/world languages	1,882,070	2,748,892	68%	
11450	Arts & humanities	1,656,843	2,285,197	73%	
11480	Rouse scholars	65,722	94,283	70%	
11600	Distance learning	274,791	388,940	71%	
12100	Nursing	1,283,722	1,771,729	72%	
12118	Rad Tech Program	37,060	74,760	50%	
12120	Emergency medical technology	89,671	179,550	50%	
12150	Cardiovascular program	115,433	171,324	67%	
12200	Business & computers	1,183,169	1,810,651	65%	
12250	Science & technology programs	1,604,635	2,318,801	69%	
12280	Cooperative education	6,610	12,848	51%	
13500	Service Learning	54,631	79,732	69%	
13550	Instructional international program	110,827	150,958	73%	
44010	User computer services	323,359	442,232	73%	
44020	Student computer services	783,677	1,034,117	76%	
44030	Student labs	203,824	299,742	68%	
46100	1st floor support	117,825	163,907	72%	
46200	2nd floor support	89,803	125,332	72%	
46300	Hickory Ridge	55,656	85,003	65%	
46400	Evening services	-	1,325	0%	1
46700	ELB divisions support	90,648	130,078	70%	
46800	Arts & humanities support	43,494	68,235	64%	
47500	Faculty learning community	6,537	17,500	37%	1
48000	Outcomes assessment	105,336	161,781	65%	
48500	Instructional direction	51,929	212,376	24%	2
48501	Learning communities	168,544	243,169	69%	
48502	Program development	48,772	58,931	83%	
52102	Pool guards	50,767	68,929	74%	
53200	Learning assistance center	469,301	637,458	74%	
99970	Benefits/chargebacks	2,164,350	3,767,810	57%	
99970	Reserve for fee shortfall		168,116	0%	3
99980	Division support	2,800	161,414	2%	2
99990	Furniture/equipment	-	132,464	0%	4
	Total instruction	15,707,468	24,058,507	65%	

Cost Center		FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Public Service					
33250	Cable studio	191,370	286,188	67%	
99970	Benefits/chargebacks	41,496	84,098	49%	5
99990	Furniture/equipment	-	3,928	0%	4
	Total public service	232,866	374,215	62%	
Academic Support					
33400	Cultural theater	99,161	112,552	88%	
33500	Student alumni productions	79,222	111,069	71%	
41001	Library services	624,177	760,592	82%	
41002	Teaching & learning center	164,511	239,304	69%	
43100	Education technology	207,284	290,384	71%	
43200	Video services	46,145	75,352	61%	
43300	Instructional technology	3,490	12,010	29%	6
46000	VP of academic affairs	217,784	314,964	69%	
47000	Faculty development	76,237	111,747	68%	
48100	Interactive classroom	16,000	16,200	99%	7
65001	Academic promotions	42,316	143,016	30%	8
99970	Benefits/chargebacks	653,909	1,296,031	50%	
99980	VP's allocation	-	5,924	0%	2
99990	Furniture/equipment	-	34,977	0%	4
	Total academic support	2,230,236	3,524,121	63%	

Cost Center		FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Student Services					
46500	Advising, academic	355,596	462,433	77%	
46600	Welcome center & telephone adv.	122,139	173,929	70%	
51000	VP of student services	171,691	259,245	66%	
51200	Student ambassador program	9,249	11,732	79%	
52000	Student activities	-	2,603	0%	1
52100	PE facility	226,220	323,058	70%	
53000	Career services	336,242	462,791	73%	
53100	Test center	208,646	257,513	81%	
53500	Retention	65,198	92,151	71%	
53555	Career links	15,291	26,396	58%	
54000	Financial aid services	448,107	650,692	69%	
55000	Admissions	528,825	739,507	72%	
55001	Workgroup	278,633	365,720	76%	
56000	Records	338,850	433,031	78%	
65002	Student services promotions	1,385	38,632	4%	8
99970	Benefits/chargebacks	539,109	932,874	58%	
99980	Part time coverage	2,000	9,595	21%	2
99990	Furniture/equipment	-	95,451	0%	4
	Total student services	3,647,181	5,337,353	68%	

Cost Center		FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Institutional Support					
61000	President	460,050	612,642	75%	
61100	Board of trustees	62,692	133,979	47%	
61200	Research, planning and org. dev.	301,439	427,457	71%	
61900	Senior administration	9,516	13,617	70%	
62000	VP of administration & finance	236,510	320,810	74%	
62100	Finance office	859,191	1,153,609	74%	
63101	Human resources	423,750	591,378	72%	
63102	Recruitment	29,220	56,546	52%	
63103	Unemployment	15,704	47,253	33%	9
63150	Diversity programs	8,188	12,000	68%	
63200	Reprographics	92,593	180,540	51%	
63400	Security	676,822	1,107,061	61%	
63500	Telecommunications	80,839	262,541	31%	10
63554	Mediation & conflict resolution cen	20,000	20,000	100%	11
63600	Risk management	251,528	295,802	85%	
63700	General administration	302,813	774,197	39%	12
63800	Commencement/award programs	2,828	35,489	8%	8
64000	Administrative information system:	910,825	1,206,305	76%	
64001	Enterprise network	374,520	529,095	71%	
64002	Web Enterprise	213,452	283,662	75%	
64100	Information technology adm.	212,682	297,947	71%	
65000	Public relations & marketing	454,254	567,095	80%	
65100	Development & alumni relations	478,787	641,558	75%	
65900	Fundraising	-	30,000	0%	8
99970	Benefits/chargebacks	391,375	548,009	71%	
99990	Furniture/equipment	-	5,824	0%	4
	Total institutional support	6,869,580	10,154,413	68%	

Cost Center		FY2008 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	Plant administration	71,130	93,177	76%	
71100	General services	1,426,607	3,498,345	41%	13
71150	Recycling	6,447	25,000	26%	14
71500	Safety	54,664	72,500	75%	
72000	Engineering	779,549	1,094,225	71%	
72500	Preventive maintenance	87,348	193,477	45%	15
73000	Housekeeping	872,251	1,393,384	63%	
75000	Grounds	254,399	359,455	71%	
76000	Renovations	47,742	159,229	30%	16
99970	Benefits/chargebacks	588,899	1,175,182	50%	
99990	Furniture/equipment	-	9,173	0%	4
	Total plant	4,189,035	8,073,147	52%	
Scholarships					
81000	Scholarships	544,128	659,280	83%	
82000	Waivers	386,766	466,900	83%	
	Total scholarships	930,894	1,126,180	83%	
	Grand totals	33,807,259	52,647,936	64%	

Notes: Only variances greater than 90%, or less than 50% are noted at this time. Annual expenses paid early caused higher than expected variances in some cost centers. Also, in some cost centers expenses are low until the start of the fall term.

- 1 These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.
- 2 These programs, which support instruction and student services, will expend funds as needed during the year.
- 3 This budget is reserved for any fee shortfalls.
- 4 Furniture and equipment budgets are typically spent later in the year.
- 5 Savings is expected in this function due to lower than anticipated benefits costs.
- 6 This is a new cost center and little spending has occurred to date.
- 7 An annual fee for the UMAT membership (video conferencing) was paid early in the year.
- 8 These programs will expend funds later in the year.
- 9 An accrual from the prior year is causing this variance, expenditures are incurred quarterly.
- 10 Timing of payments is causing this temporary variance.
- 11 The mediation center has it's operating budget in the special funds. This amount supplements that budget.
- 12 The annual bad debt expense will be recorded at year-end and is causing this variance.
- 13 Utilities budgets have not been fully committed. Encumbrances may increase after pending costs are assessed.
- 14 Recycling costs have been eliminated through efforts with the Howard County government.
- 15 Preventive maintenance projects are scheduled and encumbered. Funds will be expended by year end.
- 16 Renovations are scheduled and expenditures will occur later in the year.

Belmont Conference Center
Projected Working Quarterly Budgets
Fiscal Year 2008

	March Actuals	Through 3rd Quarter- Budget	Budget Variance
Revenue:			
Conference revenue	\$ 991,125	\$ 1,055,000	\$ (63,875)
HCC Facility use fee	112,500	112,500	0
Total conference revenue	1,103,625	1,167,500	(63,875)
Pass through revenue	119,567	120,000	(433)
Credit tuition	0	0	0
Non-credit tuition	0	0	0
Misc. revenue	0	0	0
Total Revenue	<u>\$ 1,223,192</u>	<u>\$ 1,287,500</u>	<u>\$ (64,308)</u>
Expenses:			
Cost of Sales			
Food purchases	\$ 136,990	\$ 135,000	\$ (1,990)
Beverage purchase	24,923	29,000	4,077
Pass through expenses	119,567	120,000	433
Kitchen supplies	20,496	16,000	(4,496)
Direct Wages			
Food & Beverage FT	75,731	76,551	820
Food & Beverage Hourly	113,672	137,000	23,328
Housekeeper PT & Hourly	12,739	17,500	4,761
Commissions	14,792	34,000	19,208
Faculty salaries	3,250	0	(3,250)
Indirect Wages			
Admin-FT	227,355	235,482	8,127
Admin-PT	20,547	20,814	267
Grounds Temp	3,435	8,000	4,565
Grounds FT	83,403	85,221	1,818
General Operating			
Benefits	137,586	154,548	16,962
Contracted Services	42,324	40,000	(2,324)
Printing, Publications	2,862	9,000	6,138
Recruitment	4,589	3,000	(1,589)
Credit card commissions	10,201	9,000	(1,201)
Promotional services	22,681	16,000	(6,681)
Promotional supplies	8,601	6,000	(2,601)
General office supplies	4,429	8,500	4,071
Special supplies	18,101	11,000	(7,101)
Grounds supplies	15,476	17,000	1,524
Telephone services	8,670	16,500	7,830
Rentals	2,444	3,750	1,307
Postage	2,833	5,500	2,667
Conferences & meetings	7,221	5,500	(1,721)
Training	2,457	1,500	(957)
Insurance	18,154	20,600	2,446
License, permits, and dues	8,681	7,500	(1,181)
Heat and gas	44,141	32,000	(12,141)
Electricity	<u>40,678</u>	<u>48,000</u>	<u>7,322</u>
Operating expenses	1,259,031	1,329,466	70,435
Operating Profit or (Loss)	(35,838)	(41,966)	6,128
Support and fixed changes			
HCC share of loan	182,276	424,500	(242,224)
Loan	(182,276)	(424,500)	242,224
Facility repairs	(44,893)	(45,000)	107
Furniture and fixtures	<u>(27,374)</u>	<u>(20,000)</u>	<u>(7,374)</u>
Support and fixed charges	(72,268)	(65,000)	(7,268)
Net Profit or (Loss)	<u>\$ (108,106)</u>	<u>\$ (106,966)</u>	<u>\$ (1,140)</u>

Howard Community College
Children's Learning Center

Description of account	FY07 Actuals To 6/30/07	FY08 Actuals 3/31/08	FY08 Estimated to 6/30/08	FY08 Approved Budget	FY08 Variance To Budget
Revenue:					
Tuition - child care/other	559,793	439,592	526,648	557,941	(31,293)
College support (coke)	70,000	0	70,000	70,000	0
Educational foundation	29,506	0	29,505	29,505	0
Bookstore support	0	0	35,222	35,222	0
Instructional support	30,000	0	30,000	30,000	0
Student services/operating	58,495	0	58,495	58,495	0
Fund balance/misc	66,801	122,074	31,111	0	31,111
Total revenue	814,595	561,667	780,981	781,163	(182)
Expenses:					
Hourly	620	6,866	10,000	5,000	(5,000)
Overtime	242	264	500	1,000	500
Budgeted wages*	381,485	417,637	418,000	425,000	7,000
Benefits	159,985	127,178	184,488	182,020	(2,468)
Tuition reimbursement	2,801	1,769	3,000	2,000	(1,000)
Contracted services	0	280	500	500	0
Printing, publications	0	0	0	500	500
Advertising/recruitment	602	240	500	750	250
General office supplies	2,567	1,045	2,000	1,250	(750)
Instructional supplies	212	1,231	1,500	1,000	(500)
First aid and diaper supplies	850	255	500	1,250	750
Snack foods	2,440	2,268	2,500	2,000	(500)
Classroom supplies-food	1,323	701	1,000	1,000	0
Classroom supplies-non-food	1,180	2,461	3,000	1,800	(1,200)
Kitchen supplies	558	1,018	1,500	1,000	(500)
Cleaning supplies	0	150	500	2,200	1,700
Special supplies	1,043	271	500	1,500	1,000
Portable communications	588	752	1,000	1,000	0
Postage	23	39	100	500	400
Conferences and meetings	0	36	1,000	1,000	0
Travel-local	244	0	250	250	0
Catering	228	80	250	500	250
Dues and subscriptions	512	475	500	250	(250)
Utilities	40,625	0	45,000	45,000	0
Scholarships	0	3,612	5,000	5,000	0
Special projects	0	0	2,500	2,500	0
Liability insurance	8,800	0	8,800	8,800	0
Equipment/renovations	0	306	1,000	1,000	0
Net before debt service	606,928	568,937	695,388	695,570	182
Debt service	85,593	85,593	85,593	85,593	0
Total expenses with debt service	692,522	654,530	780,982	781,163	182
Net balance of account	122,074	-92,863	0	0	0

B-3 Election of Fiscal Year 2009 Board Officers

Background: The bylaws of the Howard Community College Board of Trustees state, "the chair and vice-chair of the board shall be elected annually from among the trustees at the last regular meeting of the academic year." In compliance with the bylaws, the board will conduct its election process at the May 28, 2008, meeting.

◆———— Recommendation ———◆

The administration requests that the board of trustees elect its chair and vice chair for fiscal year 2009.

Compliance: This recommendation is in compliance with the Howard Community College board of trustees' bylaws, Article IV, Officers of the Board of Trustees.

B-4 Use of College Funds

Background: In FY08, the county allocated \$2,200,000 in the capital budget for the college to purchase Belmont Conference Center. A stipulation in the budget was that the college then needed to match those funds to complete the purchase. The loan for Belmont is \$4,431,900. This requirement means the college would need to fund \$2,231,900. The college had planned to match these funds by utilizing \$1,900,000 from the Howard Community College Educational Foundation, Inc. (HCCEF) with the college providing the remaining funds of \$331,900 plus closing costs (estimated at \$100,000), for a total college contribution of \$431,900.

When HCC originally finalized the FY08 capital budget, HCCEF had the donations to provide its share, but subsequently the decision was made to utilize \$1,300,000 of these funds to settle the Lundy agreement leaving HCCEF with a balance of \$600,000. The intent was then to sell the Dobbin House, which is part of the property, to recoup this money and settle the debt on the conference center.

Unfortunately, the administration subsequently learned that because of the lawsuit concerning Belmont, clear title to the property cannot be passed on, so the sale of the Dobbin House has been delayed. Understanding this situation, the college would now like to use \$1,731,900 of its own funds to settle the debt. (This amount represents the original \$431,900 that the college had planned to pay plus the \$1,300,000 that the HCCEF used to settle the Lundy debt.)

The proposed funds would normally have been used to make year-end purchases. There are additional monies available this year due to vacant positions and increased enrollment. The college would move these funds into the plant operation fund and then settle the debt with the bank in early FY09 (July-September).

Once clear title to the Dobbin House is obtained, the property would be sold. Hence, the college could recoup some of these funds through the sale of Dobbin. It should also be noted that HCCEF is anticipating collecting an additional \$600,000 in pledges from one of the original donors over the next few years that could also be repaid to the college. If the HCCEF receives any of these funds prior to the settlement, the administration would reduce the amount the college is contributing.

This proposal was discussed at the May 23, 2008, meeting of the audit and finance committee and received unanimous support.

Purpose: To obtain board approval to use college funds to complete the purchase of Belmont Conference Center

Location: Belmont Conference Center, Elkridge, Maryland

Timeline: July-September 2008

Specifications: Utilize the necessary funds to complete the purchase of Belmont

◆————— Recommendation —————◆

The administration, with the support of the audit and finance committee, requests that the board of trustees approve the use of college funds to complete the purchase of Belmont Conference Center.

Amount: \$1,731,900

Source of funds: Operating Funds

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

C – President's Report

Commencement and Nursing Recognition 2008

What a lovely day Friday, May 16th was despite the rain! I am sure our graduates will remember the day for years to come. It was wonderful to have Governor O'Malley here to share their successes and celebrate with them. I always enjoy commencement and this year was even more special as I was able to take part in it as HCC's president!

For the second year in a row, we had both the commencement and nursing pinning ceremonies on our beautiful campus and the events were a huge success thanks to the efforts of the staff, faculty, students, and the board of trustees. A big thank you to **plant operations, the bookstore, the ushers, the international flag bearers, the alumni, public relations, student services personnel (especially records and registration), faculty and staff from the health sciences area, security, and Sodexo.**

Lieutenant Governor Visits HCC

On Monday, May 12, Lieutenant Governor Anthony Brown visited HCC to present a check from the state for its \$7.9 million share of the capital renovations to the Clark Library Building. He was joined by County Executive Ken Ulman who also made remarks. After the check presentation, the Lt. Governor visited one of the anatomy and physiology labs where students **Jason Pabst, Milu Bhattacharyya, and Rob Rhodes**, facilitated a demonstration with iWORKS assessing several different aspects of the Lt. Governor's cardiovascular, respiratory, and neuromuscular physiology – he passed with flying colors! The day ended with a lunch where the Lt. Governor had the opportunity to speak with students **Robert Harrell, Linda Morris, Ethan Myers, and Wes Myers**. Special thanks go to faculty members **Bhuvana Chandran, Dan Friedman, Patti Turner, and Ann Repka** as well as staff members **Daryl Beard, Randy Bengfort, Scott Bohandy, Michael Scrivener, Dennis Collier, Andre Wright, Michael Saunders**, and the rest of the **plant staff**, and **Erin Yun**. Thank you to **Sharon Frey, Lucy Gardner** and the **library staff**. And finally, kudos to **Arla Webb** and the **Sodexo staff** for setting out a wonderful spread for lunch!

CCID/Global Education Site Visit

Community Colleges for International Development (CCID) conducted a site visit on campus May 5–6 for the purpose of reaffirming HCC's membership in this organization of over 160 community colleges committed to providing a strong global education to their students. The two representatives, John Halder, president and executive director, and Dr. Art Scott, president of Northampton Community College, repeatedly mentioned how impressed they were by the array of HCC's global education programs and initiatives. In a series of meetings, they met with HCC senior administration, board members, faculty, and staff to discuss HCC's global education programs and initiatives. HCC's enthusiastic and innovative approach to global education stood out as a common theme to the discussions and a very positive assessment. Global education programs and initiatives are a core part of the HCC mission, and participation in CCID is an important element of those efforts. A special thank you to **Patrick Huddie, George Barlos, Cheryl Berman, Patty Bylsma, Christele Cain, Lynn Coleman, Kevin Doyle, Tom Glaser, Farida Guzdar, Barbara Greenfeld, JoAnn Hawkins, Zoe Irvin, Virginia Kirk, Valerie Lash, Ama Manu, Rebecca Mihelcic Chapman,**

Cindy Peterka, Rebecca Price, Ron Roberson, Barbara Schulte, and Jean Svacina for help in preparing for and/or participating in the CCID site visit.

Dr. Freeman Hrabowski Presentation

On April 15th, Dr. Freeman Hrabowski, president of UMBC spoke to a standing room only crowd of students, faculty, and staff about his experience working with Dr. Martin Luther King, Jr. during the civil rights movement. He discussed the lessons that he learned during that experience that have helped him to succeed academically, professionally, and personally. He also talked about leadership and the importance of higher education in the 21st century. Dr. Hrabowski's presentation was recorded and several copies have been placed in the HCC Library. They will be available to borrow beginning next week. Thank you to **Llatetra Brown, Farida Guzdar, Kimberly McNair, Dorothy Plantz, Arla Webb**, the **AV department, Sodexo staff**, the offices of **student life, admissions and advising**, and the **diversity committee** for helping to make this exciting event possible.

Student Awards Banquet

On Friday, May 2, 2008, the 31st annual student awards banquet was held at the Sheraton Columbia Hotel. Over 180 students and guests enjoyed a wonderful dinner as we celebrated and recognized several HCC students for their outstanding academic achievements and service to Howard Community College. Each year, guests are inspired by the many incredible stories of students overcoming seemingly insurmountable odds to accomplish their goals, and this year was no exception. It is truly a joy to hear how so many of our students really can "Get There From Here!" Special thanks to **Kimberly McNair, Yvonne Everett, Cindy Peterka, Quent Kardos, Christi Sutton, Margie Dunklee, Patty Grim, Judi Bulliner, Debbie Isner, Colleen Haspert, and students Christine Conover, Victoria Cook, and Amber Golden** for all of their help in making this event possible

HCC 2008 Alumnus of the Year and Distinguished Alumni

HCC honored the Alumnus of the Year and its newest group of Distinguished Alumni at Commencement exercises on May 16. They will join former Distinguished Alumni from 2001-2007 in the processional. Distinguished Alumni are selected as part of an annual recognition program that honors top graduates of HCC who have gone on to achieve both professional and personal distinction.

Thank you to all the HCC faculty and staff who submitted nominations for consideration by the selection committee. The HCC Distinguished Alumni of 2008 are:

Janelle M. Broderick, facilities coordinator, Peter and Elizabeth Horowitz Visual and Performing Arts Center; assistant production manager, The Student Arts Collective; **Margot B. Chaffee**, elementary education teacher, Laurel Elementary School; **Chiara C. D'Amore**, senior associate, ICF International, Energy and Resources Practice; **Linda C. Olson**, charge nurse, assisted living unit, Fairhaven; **Keira A. Saunders**, police sergeant, Baltimore City Police Department; **M. Courtney Watson**, vice president, sales, Rossman-Hurt-Hoffman, Inc.; chairperson, Howard County Council.

Special recognition goes to **Kevin Preston, the 2008 HCC Alumnus of the Year**. A lieutenant colonel in the U.S. Army, Kevin has held numerous diverse and enriching assignments over his 22-year career, including command at both the company and battalion levels. He has performed extensive work in the development of Bosnia and continues to play an active role in that country. He has over twenty-five military awards and decoration, including two Meritorious Service medals.

Kevin is currently director of domestic disaster and continuity operations with the Maryland National Guard in Reisterstown, Maryland. In addition to his military duties, he has been a guest lecturer at colleges and high schools, has taught as a substitute teacher in the Howard County School System, has performed in many community theater productions, and is the organizer of a community 5K road race as well as the co-organizer of the military segment of the annual Longfellow Fourth of July parade. At HCC, Kevin was inducted into the Phi Theta Kappa honorary society and earned an associate of arts degree in business. He went on to earn B.B.A. and M.Ed. degrees from Loyola College where he is currently completing coursework for an M.B.A. degree. Congratulations to Kevin and to all the 2008 Distinguished Alumni!

News from Development

April 2008 Foundation Revenue

\$121,170

April 2007 Foundation Revenue

\$128,439

April 2008 Endowment, Scholarship and Grant Revenue

\$9,184 (\$296,236 raised to date toward endowment goal of \$400,000)

\$14,775 (\$242,897 raised to date toward scholarship goal of \$600,000)

\$217,601 (\$2,241,255 raised to date toward grant goal of \$2.5 million)

April 2007 Endowment, Scholarship and Grant Revenue

\$6,364 (\$414,204 raised to date in FY07 toward year-end endowment amount of \$445,568)

\$1,076 (\$386,100 raised to date in FY07 toward year-end scholarship amount of \$395,630)

\$297,042 (\$2,248,379 raised to date in FY07 toward year-end competitive grant amount of \$2,302,369)

April 2007 Campaign Revenue

\$8,553

Event Updates

Vino Scholastico Wine Tasting Event

As of April 30, the net proceeds are expected to exceed \$20,000 from the second year of this event. Last year's event raised approximately \$18,000. Ticket sales for the pre-event numbered 25 and sales for the wine tasting event numbered 193. Raffle ticket sales reached 159 out of the 500 \$50 raffle tickets were sold. Guests were excited about the event, amazed at the college campus, and plan to bring friends next year!

Alumni Social

On Thursday evening, April 3, alumni, friends, and faculty gathered for the annual "Alumni Social" on the fourth floor of the RCF Hall. The event provided an opportunity for alumni to meet with faculty and staff and to hear an update from me about the college.

Many alumni hadn't been back to campus recently and enjoyed witnessing the wonderful changes. **James Jump**, retired IT faculty member, was very happy to see the college's transformation. **Vlad Marinich** enjoyed seeing former students, especially **Judi Lewis** and **Joellen Murphy**. **Ken** and **Marie Kittelberger**, an HCC distinguished alumna, appreciated the chance to visit campus and chat with **Ellen Jenkins**, another distinguished alumna, and her husband, **Joe**. **Troy Goodman** stopped by to share the

plaque he received for his participation in HCC's Trio Program. **Laura Zeender**, Rouse Scholar, took time from her busy schedule working in government relations on Capitol Hill, to attend the event.

It was a very enjoyable evening for all. Special thanks to **David McGarvey**, HCC alumnus and adjunct faculty member, who provided the perfect background music with his jazz trio; to **Arla Webb** and the **Sodexo** staff for the terrific food and beverage presentation; to **Mike Scrivener** for taking photos; and to the development staff – **Marge Cullison**, **Joyce Danzig**, **Missy Mattey**, **Cynthia Sikorski**, and **Jackie Taylor** for planning and serving at the event. **Martha Lewis** gave her very best at this event as she always did at every event at HCC.

Entrepreneurial Celebration

The entrepreneurial celebration on May 14 was a great college and community event. The celebration showcased students from Entrepreneurship & Creativity, Technology Transfer from Invention to Marketplace, and students enrolled in hospitality and culinary courses. Each group made their presentations to an audience comprised of members from the college, community, and peers. Students distinguished themselves as they presented their analyses, business plans, and comparative data on a wide variety of business ideas and inventions. In addition to the student presenters, two entrepreneurs who have launched their businesses from the Center for Entrepreneurial and Business Excellence (CEBE) were recognized and several CEBE businesses had information tables. There was a great show of support from the community at large and the college community. Thanks to **Annette Gonzales**, **David Karn**, **Betty Logan**, **Martha Matlick**, **Betty Noble**, **Sharon Schmickley**, **Wayne Swann**, **Lev Volynskiy**, **Rose Volynskiy**, and **Arla Webb**, as well as **plant operations**, **Sodexo**, and all the staff members who helped to make this evening a great success!

PTK Spring Induction Ceremony

On April 18, 2008, the student officers and faculty advisors of Phi Theta Kappa (PTK) inducted over 30 new students into the Alpha Alpha Sigma chapter at HCC. PTK is the official honor society for two-year colleges. Each semester, the ceremony celebrates some of our brightest students. The ceremony began with a reception followed by a procession of the PTK officers and advisors, special guests, and inductees. The program included remarks by **Dr. Cindy Peterka** and me on scholarships and leadership. I was also privileged to be inducted as an honorary member by chapter president **Jennifer Weathers**. In a memorable keynote address, former PTK advisor **Vlad Marinich** challenged the students to be not just responsible academics, but responsible citizens and leaders on our campus and in our community. Each inductee was recognized and received a certificate from **Ron Roberson**, vice president of academic affairs. A new class of PTK officers was sworn in by **Don Cook**, the Maryland State President of PTK. The new officers include **Amber Butler**, **Ethan Myers**, **Maria Viera**, and **Shayna Wise**. Thanks to the PTK outgoing student officers: **Jennifer Weathers**, **Christina Wofford**, **Wesley Meyers**, **April Waskey**, and **Ian Koningsdorfer** as well as faculty advisors: **Llatetra Brown**, **Fred Campbell**, **Steve Horvath**, **Ryna May**, **Susan Morgan**, and **Carol Parreco**. Special thanks to the office of **student life** and **Sodexo**.

Environmental Awareness

HCC started celebrations of "Earth Day" the week prior and had almost two weeks of activities! On April 16, the **Facilities and Sustainability Team (FAST)** hosted the webcast "Chill Out" by the National Wildlife Federation, which featured sustainability videos from colleges all over the country competing for prizes and recognition. **Carol Parreco** and groups of **service learning students** from **Dr. Aimee Gibney's** classes

spent several hours a day over the two weeks attacking several species of invasive plants growing on campus.

On Monday the 21st, the **student life department** put on an event called "Consume Less; Live More" featuring the Baltimore Free Store. They gave away gifts, played the animated video "The Story of Stuff," and had various games to play.

On Tuesday (Earth Day), **the environmental club, student life, and FAST members** hosted table displays in the quad and Duncan Hall lobby. An environmental movie, "11th Hour" starring Leonardo DiCaprio, was featured in the Kittleman Room. Local businesses and non-profit environmental groups had tables with a variety of information to share. The environmental club swapped plastic bags people brought in for reusable HCC canvas bags from the book store, thanks to **Arla Webb**, and FAST had a water tasting table, run by **Kim Davis**, comparing bottled/tap/and delivered samples. Bottled water won the taste-test, followed closely by good old tap water. Delivered water was a distant third choice. Free flower samples were given away by **Debbie Luquette** who, along with **Will Straube**, are advisors of the club. Will conducted a transportation survey among the attendees. There was a recycling poster contest (reused paper and markers) and prize-winning posters will be used around campus. After showing "11th Hour" again Tuesday evening, guest speaker **Ned Tillman**, chair of the Howard County Environmental Sustainability Task Force and the Howard County Conservancy, gave a great presentation on sustainability in Howard County.

On Wednesday morning, art and environment classes, under **Carol Galbraith's** direction, planted trees and removed invasive species from part of the new nature trail.

On Thursday, the environmental club conducted a "Dumpster Dive" on the quad that the **housekeeping and grounds crews** set up for them. Ten 55-gallon containers made an impressive pile on the quad. Lead by Lauren and Remy (pictured), participants went through one day's worth of trash from the north side of campus. When sorted, 30 percent was found to be recyclable materials that should have been placed in recycling containers instead of the trash bins. Recyclables are removed from the college for free but trash removal is an expense the college has to pay!

Friday afternoon, the environmental club ended "Earth Week" by planting flowers provided by **Dennis Collier** in the urns around the quad.

It was an outstanding week of raising awareness of sustainability! Many thanks to everyone who participated.

Alpha Beta Gamma Beta Epsilon Induction

On Tuesday, May 6, the Beta Epsilon Chapter of the Alpha Beta Gamma International Business Honor Society at HCC held its fourth induction ceremony and banquet. Fifteen new members were honored bringing membership to seventy students. It was my pleasure to welcome the honorees and their guests. The evening's keynote speaker, **Shirley Collier**, CEO of Optemax, emphasized the importance of taking risks and not being afraid to fail. **David Karn**, Beta Epsilon's chapter adviser, conducted the induction proceedings. **Sharon Schmickley**, chair of the business and computers division, wrapped up the evening by commending the students' efforts and challenging them to cultivate their leadership skills.

Many thanks go to everyone who contributed to the success of this event including, **Betty Logan** (who is one of Alpha Beta Gamma's newest members!), **Polly Coles, Erin Eitemiller,**

Annette Gonzales, Judith Kizzie, Stephanie Lemghari, Theresa Lui, Betty Noble, Sherry Stewart, Cathy Sutton, Lev Volynskiy, Rose Volynskiy, the A/V department and plant operations staff.

For the first time, the event was catered by HCC's very own hospitality and culinary management students! Special thanks go to **Vinnie Rege** and **all of the students** in Tuesday evening's Food Prep II class who provided a fabulous dinner and dessert!

Attack of the Invasive Species!

On Wednesday, April 30, 2008, Howard Community College took part in the "Maryland Community College Week of Service," an event during which community colleges across the state each take part in a service project that benefits their respective communities. From 11:00 am–2:00 pm, 14 members of the HCC student body, faculty, and staff helped HCC fight back against invasive plants that are taking over the campus, focusing primarily on eradicating the overgrowth of garlic mustard behind Duncan Hall. The group removed 10 completely filled industrial-sized trash bags. A special thank you goes out to all who assisted with the clean up: **Jase Dry, Schnell Garrett, Sabrina Gray, Susan Hellenbrand, Barbara Livieratos, Vlad Marinich, Ethan Myers, Wesley Myers, Tracie Palm, Carol Parreco, Tara Rupp, Robert Schaefer, Karin Wuertz-Schaefer, and Ushama Zaven.**

Financial Literacy Summit

County Councilmember Calvin Ball hosted a Financial Literacy Summit in the Café on the Quad on Saturday, April 19. Several exhibitors were here to provide information on their financial programs and services. There was also a panel discussion of financial literacy topics and resources. Thanks to **Cindy Peterka** and **Kim McNair** for coordinating HCC's participation; **Judith Kizzie** for representing HCC on the panel; **Daryl Beard** for setting up the AV; **Arla Webb, Jean Anderson** and **plant operations staff** for setting up the event; and **Farida Guzdar** for coordinating with the county. As Melania Pender, special assistant to Councilmember Ball said, "The event was great! Thank you so much for your help!" Kudos and special thanks to those of you who were here on Saturday.

Freshman Focus

Freshman Focus is HCC's longest running and largest enrollment program for incoming graduating high school seniors. Its purpose is to provide an early and well-prepared start to college through application, testing, advising, registration, and related programs such as financial aid, study abroad, career counseling, and parent information sessions. It is the first community college program to win NACADA's (National Academic Advising Association) Outstanding Advising Program Award. The program enjoys an 82 percent retention first-year fall to spring retention rate.

Freshman Focus begins in the fall of students' senior year in high school serving its applicants all through the following summer as they prepare for fall classes. This year's applicant pool was 1,139 students, including some from out-of-state moving into the area and many from surrounding counties, private schools and home schooling, exceeding last year's applicant pool. This year's advising and registration event on May 5-8 served approximately 600 students, about 110 more than last year during the parallel four-day period! Many other students have been or will be assisted with their registration for this summer and the coming fall.

A huge thanks goes to all those who made this successful, especially with such significant growth, including **Christy Thomson, Laura Cannon**, and the rest of the **outreach team**, the entire **admissions and advising staff**, the **test center**, **financial aid services**,

records and registration, international education, finance office, disability support services, student support services, counseling and career services, and the many faculty and staff advisors who participated in training and advising.

HCC Marketing Class Participates in Unique Class Project

On April 21, the "Principles of Marketing" class, taught by **Barbara Surran**, an adjunct instructor in the business and computers division, presented marketing plans to the Ellicott City Fire Department, which had approached HCC for student help in fundraising and marketing. The event, which capped the semester long project, was a huge success! Six student teams presented their marketing plans to a panel of judges consisting of marketing professionals and members from the fire department. Afterwards, the fire department received copies of each group's marketing plan for use at its station. For more coverage, read the *Baltimore Sun's* article of the event and to see pictures, visit HCC's online photo gallery. This project was an invaluable hands-on learning experience for those students. Congratulations to Barbara and all of her students on a job well done!

Project Access Conference

The sixth annual Project Access conference for parents and professionals, held on the Howard Community College campus on April 17, 2008, was a huge success. Ninety-nine people attended the conference, and \$10,200 was raised to support the Project Access Merritt Scholars Program. Kudos go to **Mary Fuller, Anne Marie Lee, Irma Rosado, Dr. Linda Schnapp, Stacey Tash**, and the **staff from academic support services**, who served as moderators. In addition, thanks to the individuals in the **print shop, plant operations, AV services**, the **mailroom**, and **housekeeping**, who also made the success of this conference possible.

Rouse Scholars Recognition Celebration

On Thursday, May 1, the Rouse Scholars Program celebrated the end ceremony to the graduating Rouse 14 students. Close to 100 people, including parents and students, from both classes (Rouse 14 and 15) were in attendance. Students reminisced about their Rouse years, spoke about their mentoring experiences, and watched a video that captured the highlights of the Rouse 14 activities. Rouse Scholar stoles were presented to the graduates and the sophomores (Rouse 14) presented the freshmen with a plaque commemorating the Rouse 15 class. Entertainment was provided by **Nathan Bell's** (Rouse 15) band. Thanks to **Jerry Casway, Dorothy Gleit, Maura Dunnigan, Greg Fleisher**, and **Laura McHugh** for arranging the event as well as to **Sodexo** for a wonderful dinner.

Silas Craft Collegians News

The Silas Craft Collegians (SCC) program honored the 2008 graduates and transfer students at the graduate and transfer recognition program on April 30. Seven students are graduating and transferring to universities in Maryland and Virginia and three students are transferring before completing their associate's degrees. It was a touching ceremony, especially when the students told their personal stories and gave advice to the remaining SCC students. The students' accomplishments were celebrated by students, families, friends, faculty, staff, and board members.

Thanks to all of our HCC faculty and staff who have served and supported the SCC students. Special thanks to **Pam Cornell** and **Joe Mason**, who direct the program, and to **Carla Lawson, Dorothy Gleit, Margaret Wedde, Dawn Malmberg, Quent Kardos** and the **AV staff**, and **plant operations** for the support they provided for this event.

Tech Day

You did see the Mars land rover in the ELB on Friday, April 18! It was here because HCC hosted the Fort Meade Alliance's first High School Tech Day. The event featured technology and career presentations by area engineers, technologists, and scientists to over 240 high school students in 9th and 10th grades from Howard and Anne Arundel counties. NASA, Northrup Grumman, Science Applications International Corporation, Fiber Plus, Defense Information Systems Agency, APL, and others participated in the presentations and demonstrations. HCC's engineering club members' **Dan Maglasang, Wesley Myers, and Khalid Shourdaji** did a great presentation on the development of their interest in engineering and their studies at HCC.

The event was a huge success! Volunteers from HCC helped the event run flawlessly and on schedule. Special thanks to **Gerick Allen, Brad Beachum, Dennis Bivens, Harsha Desai, Jase Dry, Carol Egan, Jean Frank, Tom Glaser, Jason Harris, Mike Hatcher, Susan Hellenbrand, Zoe Irvin, Heather Joseph, Patty Keeton, Sung Lee, Greg MacPhee, Paul Martin, Stephanie Millar, Tonya Osmond, Linda Rampolla, Karim Schuyler, Chris Taddeo, Christy Thomson, Kiran Vidyasagar, and Michelle Moses-Yearwood** for giving so generously of their time and assistance.

High School English Teachers

HCC hosted a group of 35 Howard County high school English teachers on Thursday, April 24th to discuss enriching our partnership efforts on college readiness. Teachers were greeted with breakfast in Duncan Hall by English faculty, **Peggy Walton** and **Tara Hart**; vice president of student services, **Cindy Peterka**, gave an overview of national college readiness initiatives, key information about Howard County Public School System students at HCC, and an introduction to Accuplacer, our English placement test instrument. The teachers enjoyed seeing the new quad and The Rouse Company Foundation Student Services Hall (especially Starbucks!) as they made their way to the test center to experience firsthand the Accuplacer tests in reading and sentence skills. A discussion of the experience and what we can do together to prepare more high school students for college followed. Thank you to **Polly Coles, Barbara Greenfeld, Stephanie Lemghari, Kim McNair, Dorothy Plantz, Buck Setter, Eli Stav, and Caroline Wood**, who all did their parts to welcome the teachers and make the visit a success.

Teacher Education Career Day

On Wednesday, April 16, HCC held a teacher education career day for students in the child development/teacher academy of Howard County Public Schools. Eighty-seven students attended the program, which consisted of a campus tour and workshops. Tour guides and workshop presenters included **Laura Cannon, Melodie Gale, Kate Kenney, Fran Kroll, Ann Kukulies, Greg MacPhee, Barb Maestas, Kevin Maffey, Paul Martin, Joe Mason, Jane Scott, and Christy Thomson**. The day concluded with a presentation by a panel of professionals representing early childhood education, Howard County Head Start, child psychology, and school administration. Thanks to **Laurie Collins** from the career and technology office of Howard County Public Schools and **Frank Kroll, Jean Lyons, and Paul Martin** from HCC for coordinating the event. Thanks also to **plant operations** and **AV** for setting up the rooms and equipment.

To Be or Not To Be – Shakespeare's Birthday

On Wednesday, the theatre and literature programs sponsored a celebration of Shakespeare's 444th birthday in the outdoor Dreier Stage. Although the weather was chilly – a beautiful English spring day – around fifty people participated in readings, staged combat scenes, and ate cake! Valerie Lash, Barbara Brickman, and I read

sonnets; the Improv class presented "This is Your Life, William Shakespeare," and the Wilde Lake Shakespeare club performed an abridged but high-energy version of *Love's Labours Lost*. Thanks to **Lisa Wilde, Jenny Male, and Patricia van Amburg** for organizing the event with help from **student co-curricular programs**.

Children's Literature

The students in the children's literature class each wrote, illustrated, and published a hardcover children's picture book, which was displayed at a book reception on May 1 in the Burrill Galleria. This project gives students a wonderful real life experience as they embark on careers in education and other fields. The fact that each one can proudly attest to being a published author is sure to impress as they pursue their professional dreams. The project enhances their knowledge and appreciation of the writing and publishing process. The main focus of the project is creative writing. However, they are also able to practice writing independent short narratives and stories, use creative drawings or other artwork to describe people, places, and events, revise drafts to add details and precision, develop proofreading skills, practice intra-class communication, plan and schedule work as a team, and interface with professionals outside the college community.

The students are not only able to credit such a project in their resumes and portfolios, but they will also have a "keepsake" book that was published. Congratulations and thank you to **Carleen Grossman** and her **students** for a job well done and a lovely reception. Thank you to **plant operations, Donna Brunne,** and the **student services areas** for helping them pull it all together.

Shadowing Day

The counseling and career services department and Howard County General Hospital (HCGH) co-sponsored a shadowing day on April 10 to give students an opportunity to observe health care professionals in their day-to-day work. Eleven students shadowed professionals in diagnostic imaging, operating services, pharmacy, nursing, and rehabilitation services. Feedback from the students and the hospital was very positive; students said the program increased their interest in pursuing an allied health career and HCGH staff said our students were genuinely interested in and excited about their experience. Thanks to the students who participated and to **Alicia Rowe**, senior director of human resources at HCGH, and **Paul Martin**, HCC career counselor, for coordinating the program.

CNN Correspondent Elizabeth Cohen Visits HCC

On April 30, CNN Medical Correspondent Elizabeth Cohen visited HCC to talk about the ins and outs of health care. Ms. Cohen, who is the author of CNN's online column "The Empowered Patient," gave tips on a variety of topics, including how to choose the right doctor, tips for savvy medical web surfing, and how to help your doctor help you. Special thanks to **Randy Bengfort, Barbara Greenfeld, and Mike Scrivener** for putting the event together and to plant ops and A/V for their assistance. Thanks also to **Howard Bank**, sponsor of the On Campus speaker series. To see pictures from the event, visit HCC's [online photo gallery](#). For more information on how you can become an empowered patient, visit Ms. Cohen's column at www.cnn.com/empoweredpatient.

Spring Fling 2008

On Friday, May 2, 2008, the Student Program Board hosted its annual "Spring Fling" in the quad. Over 300 students, faculty, and staff participated in the Hawaiian themed event, which included inflatable games, caricatures, food, music, and mini-fashion show by

Fashion Mystique, one of HCC's newest student clubs. Also, several campus groups had information booths including the *HCC Times*, wellness center, international education, and the team gathering information for the greenhouse gas commute survey.

The event was a tremendous success and special thanks to **Llatetra Brown, Schnell Garrett, Tracie Palm, Tara Rupp** and all the members of the **student life team, Andrew Giotis, Stephanie McKnight** and the members of **Student Program Board, Arla Webb**, the **Sodexo staff, plant operations, Jason Harris (IT), Rica Wilson, Anita Blake** and the **Career Links Program**, and student volunteers, **Ashleigh Pettus, Heidi Stultz, Robert Mang**, and the members of HCC's fashion club, **Fashion Mystique**.

Another Doctor in the House!

Congratulations to Professor **Barbara Graham Cooper**, who successfully defended her doctoral dissertation on April 18 at the University of Maryland, College Park and will be receiving her Ph.D. in English Language and Literature at College Park's commencement. Dr. Cooper's dissertation research examined best practices in teaching writing to college students with attention deficit hyperactivity disorder (AD/HD). Additionally, she was inducted into Phi Kappa Phi, an academic honor society that selects the top 10 percent of graduate students and seniors in all disciplines!

Outstanding Teacher

Arlene Snyder, adjunct faculty member and coordinator for HCC's interior design program, was recently recognized and honored as an outstanding teacher at the Maryland Institute College of Art (MICA), where she was recognized by students and the administration for her service and dedication to the study of interior design and architecture. Arlene has taught design and design theory at MICA for more than five years and she teaches a unique class in color theory here at HCC. She is the principal and design director of Custom Concepts, a design firm based in Columbia, Maryland. Known for her personal touch and ability to listen to her clients needs, she brings the same sensitivity to the classroom at MICA and HCC where she shares her enthusiasm and love of design, space, color, and light. Congratulations to Arlene on this well-deserved honor! Also, Arlene's class worked on a project this semester using their knowledge of design concepts to redesign my office using environmentally friendly products. The class did a very impressive job.

Study Abroad in Japan

Rouse Scholar **Shelagh Cully** will participate in this year's Rouse-Dickinson Summer Study Abroad Program in a 4-week Japan practicum. This program focuses on Japan in the time of the geisha and samurai, known as the Tokugawa era. The program will be centered in Nagoya, the fourth-largest city in Japan, and will include travel to Kyoto, Japan's cultural center. Shelagh will study history, literature, and architecture and apply coursework by visiting historical and modern sites. She can expect to come away with a deeper knowledge and appreciation of Japanese history and culture past and present. Shelagh is the second Rouse Scholar to travel to Japan and the first to travel there as part of the Dickinson Program. She will earn upper division credit, which may be applied to her HCC coursework or later when she transfers. Shelagh will be an excellent ambassador for the Rouse Program and for HCC as she fulfills this lifetime dream.

Entrepreneurship Student Receives Scholarship

Leo Carelle Garcia is a Reservoir High School student who enrolled in the class "Technology Transfer: From Invention to Market" here at HCC, taught by **Wayne Swann**, as part of his "Academy of Finance" class. Leo and his team worked on a marketing plan for an existing patented technology from Johns Hopkins University Applied Physics Laboratory that

was so impressive and relevant that the inventor of the technology personally congratulated Leo and also shared the marketing plan with his coworkers. At its 14th Annual Committee for Business and Economic Diversity Awards Program this week, the Howard County Economic Development Authority awarded Leo a \$1,000 *Howard County General Hospital Rising Business Star Scholarship!* This honor is great for the student and for HCC's entrepreneurial program!

Good news from HCC's Art Department

Professor **Yifei Gan** won the "Torpedo Factory Award of Excellence" from the Alexandria City Hall Bi-Annual Art Exhibit. The reception for this juried show was on May 13, 2008, at the City Hall of Alexandria. Congratulations (祝賀) Yifei!

TESOL Academic Award Winner

Minah Woo, ELI coordinator, has completed her Master's in TESOL (Teaching English for Speakers of Other Languages) from the College of Notre Dame and has been selected for this year's Academic Award in TESOL. "This award is chosen by the department and given annually to the graduating student in each area who best exemplifies the scholarship, values, and commitment to excellence for which Notre Dame is known." Congratulations, Minah!

Graduate Certificates Completed

Congratulations to HCC mathematics faculty members, **Betty Anderson** and **Dr. Gabriel Ayine** on completion of the graduate certificate program in survey design and data analysis offered by the Columbian College of Arts and Sciences, department of statistics, George Washington University. This program includes four semesters of graduate coursework related to survey design and analysis. As part of their final projects, Betty worked with the facilities and sustainability team (FAST) to design a survey on sustainable practices and Gabriel designed a survey related to student retention in mathematics courses.

Capital Projects Update

The Rouse Company Foundation Student Services Hall

The remaining punchlist items for the building are being completed including the signage package installation. The brick pavers used to create the Dragon Walk are being re-dyed and then the final sealant applied following the dye application. This work is expected to be completed by the end of May. College staff are working with the contractor to finalize the remaining items and close-out the project.

Athletic Fields Renovations

It was necessary to redesign the original duct banks around the athletic fields in order to correct the utility issues. Based on the contractor's schedule, it is now anticipated that the final work will begin late May and be completed by August 2008. The completion of this phase includes repaving the pedestrian walkways, correcting of the draining issues, completing the ADA parking area, and final seeding and landscaping.

Planning meetings for the last phase of the athletic fields renovations will be scheduled in June followed by development of the RFP. These meetings will determine the final renovations required with consideration to the project's budget balance. The college expects to complete the next project phase by fall 2009.

McCuan Hall and Smith Theatre Renovations

Construction began last fall starting with the lower levels of McCuan Hall and the Smith Theatre. The television studio construction is now 95 percent complete and that area is

proposed to be finished and available for occupancy on May 21, 2008. The television studio and media arts areas are scheduled to move to the new areas beginning on May 22.

Construction remains on schedule and the college is working with the contractors to finalize the move dates for the remaining departments. Furniture and equipment through Maryland Correctional Enterprises (MCE) has been delayed. While the college requested a waiver to work with another vendor, the request was denied based on Section 14-103 of the Finance and Procurement Article, Annotated Code of Maryland. This section affirms that state-aided agencies are required to purchase from MCE unless the product cannot be provided without regard to delivery or time constraints. The college will use its existing furniture and equipment until MCE is able to deliver and install the new furniture.

College staff met with Office Movers in early May and will be preparing a "move-back" schedule in consultation with the departments residing in that building. The college continues to work closely with the architects, contractor, and regulatory agencies to resolve issues and move the project forward.

James Clark, Jr. Library Building Renovations

The contractor recently completed the guaranteed maximum price (GMP), which was approved by the board at its last meeting. Following approval of the GMP, the college prepared a request for 50 percent state participation in the construction phase of the project. This item was submitted to the Maryland Department of General Services (DGS) on May 8, 2008, for the next Board of Public Works (BPW) meeting planned for June 11, 2008. Construction is scheduled to begin in June 2008 following BPW approval.

Furniture and equipment meetings will begin late June in preparation for completion of the first phase in January 2009. 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

The design phase is underway. The civil engineers have developed the site development plan including the topographic survey and geotechnical services needed to support the design of the parking lot associated with the project. As well, the engineers are completing plans to incorporate the geothermal energy principles that will enhance building efficiency, decrease operating costs, and provide an environmentally and socially responsible educational facility.

It is anticipated that the barn renovations will be completed by summer 2009. The architects, contractor, and college staff continue to work closely to resolve issues and move the project forward.

Children's Learning Center Renovations

Construction is on schedule with no delays and completion expected by the beginning of July. The furniture and equipment meeting took place and the selections are being finalized at this time. Delivery and installation will be coordinated with the completion of construction in preparation for the required child care inspections prior to the start of the fall 2008 semester.

The college looks forward to completing the renovations to existing shell space that 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;
- On-going exterior signage design and installation;
- On-going campus-wide ADA modifications;
- Radiologic technology laboratory renovations underway in N200 anticipated to be complete for usage at the end of May 2008; and
- Permitting is in progress for the installation of two modular classroom buildings to be placed in the Hickory Ridge parking lot. The college applied for a waiver to the subdivision review committee to waive site development plan required. Following approval, the building permits will be issued and installation is expected by July 1.

Recently completed:

- Science and technology (ST) laboratory conversion completed and occupied;
- ST classrooms conversion completed and occupied; and
- Installation of new carpet on ST second floor.

D – Board Member Comments

E – Report of the Audit and Finance Committee

Minutes from the May 23, 2008, audit and finance meeting will be distributed at the May board meeting since board materials were sent to trustees prior to the audit and finance committee meeting date.

F – Approval of Minutes

1. April 23, 2008, Work Session
2. April 23, 2008, Regular Session

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
April 23, 2008**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 23, 2008, at the Laurel College Center, in Laurel, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin J. Doyle was absent.

I. Recognition of Alternative Break Participants

Carol Parecco, director of service learning, gave an overview of the winter alternative break trip to Franklin, West Virginia, and the spring alternative break trip to Perryville, Arkansas, which combined service with experiential learning. Advisors Maura Dunnigan and Julie Jones, as well as students related their experiences. The students commented that the trip was a “great learning experience, enabled them to learn about a different way of life right here in the United States, provided real-life simulations of life in other countries, taught them about the uneven distribution of food throughout the world, connected a diverse group of students from various schools, and gave them experiences that cannot be duplicated in the classroom. Additionally, because of support from the Howard Community College Educational Foundation, students paid minimal amounts (\$50-\$100) for the experience for which they were very appreciative.

II. Informational Update: Laurel College Center

Laurel College Center (LCC) provides five associates degrees, two 2+2 programs, and a master’s degree in mathematics education as well as a variety of continuing education classes. Howard Community College enrollments have increased 29.1 percent between spring 2007 and spring 2008. Forty-five percent of students taking classes at LCC live in Laurel and students present commented on how important the proximity of the LCC to their homes was to the ability to pursue their higher education goals. More than three-quarters of LCC students are part-time and 60 percent are over 25 years of age. LCC received the award of excellence from the Baltimore Corridor Chamber of Commerce last year for its contributions to education in the corridor area. Looking to the future, a visioning event was held last November and a telephone survey will be conducted to ascertain the current educational and training needs of the community. The advent of BRAC and the revitalization plans are two of the events that will be considered in the development of future plans for LCC.

Nancy Grinberg, program supervisor, introduced several LCC students who talked about the convenience of taking classes at LCC, the quality of the education they receive, and the support from the center staff, especially Ms. Grinberg.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the April 23, 2008, work session of the Howard Community College Board of Trustees as approved on May 28, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
April 23, 2008**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, April 23, 2008, at the Laurel College Center, in Laurel, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:05 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of April 23, 2008, Agenda

A recommendation to approve the April 23, 2008, agenda, was moved by Trustee Hutt, seconded by Trustee Tung, and unanimously approved.

B. Board Priority Items

1. Report on Board End: Leadership

Kate Hetherington, president gave an overview and responded to questions from board members.

A recommendation to affirm the design of this core end and accept the report on its key performance indicators was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

2. Fiscal Year 2009 Capital Budget Reallocation

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

A recommendation to approve the reallocation of funds in the FY09 capital budget for telecommunications upgrades was moved by Trustee Hutt, seconded by Trustee Truby, and unanimously approved.

3. Fiscal Year 2009 Operating Budget

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

A recommendation to approve the cuts to the budget totaling \$1,517,716 and the revised budget presented to the board at the meeting was moved by Trustee Truby, seconded by Trustee Hutt, and unanimously approved.

4. Financial Statements

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

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

C. President's Report

President Hetherington thanked Lynn Coleman, Janet Cullison, associate vice president of finance, and their staff for their work on the budget. She also commended the faculty and staff (especially Zoe Irvin and her staff), the board of trustees, and community members for the role they played in enabling HCC to win the U.S. Senate Productivity Award. Randy Bengfort, director of public relations and marketing, was commended for his help in producing the brochure announcing the award.

President Hetherington mentioned several speakers that have presented at the college in the past month. Among them were Dr. Freeman Hrabowski, president, University of Maryland Baltimore County, who spoke to a packed audience of students, faculty, and staff about his experiences as a child in the civil rights movement; Calvin Ball, county council member, who spoke at the Silas Craft collegians' colloquium; and Secretary Catherine A. Raggio, Maryland Department of Disabilities, who spoke to Project Access students and parents. She also mentioned recent events, including board and alumni socials, and thanked board members for attending. The semi-annual meeting with the Howard County Public School System staff was held on April 17, 2008; the meeting was productive and strengthened the college's relationship with the school system.

D. Board Member Comments

Vice Chair Truby was very impressed by the students' presentations on their alternative break experiences. He mentioned that he was overwhelmed by the excitement of being present when HCC was named the U.S. Senate Productivity Award winner. He was impressed by the high quality of the projects undertaken by the faculty for their promotions.

Trustee Dillow commented on the board and alumni receptions she attended. She asked board members to consider advertising their companies in the *Business Monthly's Salute to HCC* insert. She was also thrilled at the excitement of being at the U.S. Senate Productivity Awards event.

Trustee Rensin was very proud of HCC for winning the U.S. Senate Productivity Award. With reference to the alternative break presentations, she said that HCC

is educating leaders who know the importance of giving back. She commended the board for its vision in entering into the partnership with Prince George's Community College to create LCC. She wished President Hetherington all the best on the upcoming completion of her first year as president.

Trustee Doyle congratulated faculty and staff for winning the U.S. Senate Productivity Award and said he often hears positive comments about HCC from community members and is proud to be associated with the college.

Trustee Hutt echoed earlier comments about the U.S. Senate Productivity Award, alternative break experiences, and the LCC students' comments. He was impressed by the resources HCC has to meet the needs of a diverse student population.

Chair Huddle related a conversation he overheard in a local restaurant where HCC was presented in a positive light. Chair Huddle said he was proud of everyone at the college for winning the U.S. Senate Productivity Award. He said the strength of HCC is how it interlinks and interweaves people and projects to form a real community; he thanked everyone for making this possible.

E. Approval of Minutes

A recommendation to approve March 26, 2008, work session and regular session minutes, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Fiscal Year 2009 faculty promotions;
3. Candidates for commencement;
4. Housekeeping and engineering supplies awarded to W.W. Grainger in the amount of \$75,000 for housekeeping supplies for FY09, \$45,000 for engineering supplies for FY09, and \$10,000 increase to the engineering supplies and equipment spending limit for FY08;
5. Landscaping management services awarded to Brickman in the amount of \$62,642 for the contract and \$24,000 for miscellaneous items not included in contract;
6. Athletic fields management awarded to Brickman in the amount of \$72,492 for the annual contract and \$25,000 for miscellaneous items;
7. Extension of trade services contracts: awarded to Emjay for plumbing (\$50,010), Emjay for HVAC (\$50,000), Polyzos for painting (\$50,000), and Supreme Maintenance for carpentry (\$75,000);
8. James Clark, Jr. library building renovations guaranteed maximum price awarded to Atlantic Builders Group in the amount of \$15,782,000;

9. Janitorial supply contract awarded to Fitch Co. in the amount of \$55,000;
10. Technical support service contract awarded to Siemens Building Technologies Landis Division in the amount of \$48,978;
11. Telecommunications services awarded to Verizon Maryland Inc. in the amount of \$167,900;
12. Telephone system software/firmware upgrade awarded to Verizon Select Services, Inc. in the amount of \$46,456.60;
13. Waste management service agreement awarded to Waste Management of Maryland in the amount of \$50,000 in FY09 and a \$10,000 increase in the spending allowance for FY08;
14. Elevator maintenance services contract awarded to ThyssenKrupp Elevator in the amount of \$12,942.60;
15. Belmont design phase change order 1 awarded to Struever Bros. Eccles & Rouse, Inc. in the amount of \$9,695;
16. Electricity delivery and supply contract awarded to BGE and PEPCO in the amount of \$508,000 for BGE and \$1,392,000 for PEPCO;
17. Natural gas delivery and supply charges awarded to BGE (delivery) and Washington Gas and Energy (supply) in the amount of \$55,000 estimated delivery charge, and \$625,000 estimated supply charge; and
18. Ratify and confirm Hickory Ridge modular classroom civil engineering work and Belmont parking lot design awarded to KCI Technologies, Inc. in the amount of \$27,805.

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

G. Information Items

1. Issue Bin

Trustee Dillow reminded the board to attend and support the Vino Scholastico fundraiser on April 26.

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

2. Board Calendar

Erin Yun, director of board relations and special projects, brought the board's attention to the following dates.

May 2 – Student Awards Banquet

May 5 – CCID dinner with John Halder and Art Scott

May 16 – Nursing Recognition, reception and commencement

May 22 – Spring Convocation including presentation of trustees' awards

May 23 – Audit and Finance Committee Meeting

June 9 – Board Retreat

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. Personnel Summary

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

Adjournment

A recommendation to adjourn the April 23, 2008, regular meeting, was moved by Trustee Truby, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 8:25 pm.

The above constitutes the official minutes of the April 23, 2008, regular meeting of the Howard Community College Board of Trustees as approved on May 28, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

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

H-1 Issue Bin

Background: In an effort to organize meetings and better utilize board members' time, an issue bin 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.

Board Liaisons to Ongoing Projects	
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.

Committees	
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.

H-2 Board Calendar

Date	Event	Tentative Agenda Items
June 2008		
June 2, 2008 Monday 6:30 pm	Trans-Atlantic Teaching and Training Alliance Dinner <i>Belmont</i>	<ul style="list-style-type: none"> Dinner with TA3 members and guests Trustees Invited <p style="text-align: right; color: purple;">NEW!</p>
June 5, 2008 Thursday 8:00 am	Horizon Foundation Breakfast <i>Howard County Conservancy-Gudelsky Center</i>	<ul style="list-style-type: none"> Trustees Invited HCC's Health Science Division Receiving Award
June 9, 2008 Monday 8:00 am – 2:00 pm	Board Retreat <i>Belmont – Manor House</i>	<ul style="list-style-type: none"> Agenda – Bylaws, Cohort Tracking, Case Study, Operational Items, Closed Session
September 2008*		
September 4, 2008 Thursday 6:00 pm	Rouse Scholars Presidential Reception <i>RCF 400/401</i>	<ul style="list-style-type: none"> Welcome from Board Chair Trustees and spouses/guests invited Dinner served
September 12, 2008 Friday 6:00 – 9:00 pm	Major Donor Party <i>Location: TBD</i>	<ul style="list-style-type: none"> Trustees Invited Major donors will be invited Remarks by Board Chair
September 20, 2008 Saturday 10:00 am – 4:00 pm	21 st Annual Columbia Classic Grand Prix <i>HCC Grounds</i>	<ul style="list-style-type: none"> Trustees and Spouses/Guests Invited Major Community and Fundraising Event

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.

*See board take home packet for complete FY09 calendar.

H-4 Anticipated Summer Approvals

Background: The table below contains items the administration anticipates the board chair will be asked to approve over the summer.

Purpose: Disclosure to the board

Timeline: May 29 – August 13, 2008

Summer List of Potential Board Approval Items

Item Description	Comments
AmeriGas for Belmont	Increase of blanket purchase order
Maryland Higher Education Commission Performance Accountability Report	Annual Summer Report
Purchase of Disaster Recovery Services for College Website	New
Maryland Association of Community Colleges Dues	Yearly Dues
Children’s Learning Center Mortgage Payments to HCCEF	Yearly
Web Printing	Increase of blanket purchase order

◆————— Recommendation —————◆

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

H-5 Sodexo Report

Background: Food service, which includes retail sales in the Café on the Quad, catering, and Starbucks, is provided by Sodexo (formerly Sodexho), Incorporated and Affiliates (Sodexo) through a management agreement signed May 24, 2000. Through the terms of the arrangement, Sodexho operates the food service under a management fee arrangement. The college pays three percent of gross sales in a general support services allowance, a management fee of \$20,000, and expenses in excess of sales. The administration has arranged for funds from the Coca-Cola commission and bookstore profits to cover the costs of operating food service under the management agreement. The 10-year Coca-Cola Exclusive Beverage Agreement expires May 1, 2009. A beverage agreement request for proposals will be developed this fall.

March marked the food services' first full year of operation in the Rouse Company Foundation Student Services Hall (RCF). Overall sales have increased by 20 percent over FY07. Starbucks sales increased by 54 percent, which is contributed to increased offerings at the new location compared to cart service in the Duncan Hall student lounge. Catering sales increased by 144 percent, which is contributed to significant event catering such as events for the Commission on the Future, presidential installation, and the President's Gala, as well as the popularity and heavy usage of the rooms on the RCF 4th floor.

The food service area is meeting its sustainability objectives by introducing biodegradable single-use serving pieces and using local organic food choices through Albert's Organics. Additionally, the kitchen has changed to green cleaning chemicals provided by EcoLab.

While annual sales continue to increase, Sodexo staff salaries, benefits, and other expenses also continue to increase.

Food Service Annual Sales:

FY03: \$343,004

FY04: \$381,004

FY05: \$532,317

FY06: \$556,920

FY07: \$643,554

FY08: \$772,051 (YTD)

The cost of operating food service under the management agreement has averaged approximately \$90,000 annually over the Coca-Cola commission and is covered by bookstore profits. In addition, the bookstore covers the costs of housekeeping and

supplies, equipment repair and replacement, renovations, furniture replacements, kitchen and catering small wares, contracted facilities services, linen cleaning, printing, and association membership dues.

Sodexo remains committed to increasing sales and reducing expenses while maintaining a high level of food quality and service; however, the new facility requires additional staff. The Starbucks license stipulates a staffing level requirement and the serving area of the Café on the Quad has an additional checkout and a new station layout requiring more servers. Hours of operation for the months of January and May – August are being reviewed for adjustment to increase sales as well as keep costs under control. The catering pricing structure, including labor expenses related to an increase in evening and weekend events for the rooms on the RCF 4th floor, was reviewed leading to an increase in catering pricing which commenced January 2008.

Purpose: To give a summary of the management agreement with Sodexo and an overview of the costs associated with food service.

◆———— Recommendation ———◆

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

H-6 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: April 2008

◆———— Recommendation —————◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

April 1, 2008 – April 30, 2008

Section 1 – Change in Status

SPECIAL ASSIGNMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	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

PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	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
Benefits Manager	Human Resources	N/A	N/A	N/A	N/A	Heckler, Sharon	3/08

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Assistant Manager, Nursing and Health Laboratories (Part-time)	Health Sciences	N/A	N/A	N/A	N/A	Quarles, Rita	4/10/08
Research Support Assistant	Planning, Research, and Organizational Development	N/A	N/A	N/A	N/A	Rigby, Kathleen	4/15/08
Director of Government Affairs and Resource Development	Development, Alumni, and Government Affairs	N/A	N/A	N/A	N/A	Buonora, David	4/18/08
Box Office Manager	Arts and Humanities	N/A	N/A	N/A	N/A	Yarbrough, Sarah	4/18/08

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

April 1, 2008 – April 30, 2008

Section II – Leaves

SABBATICAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
Jeffrey, Jeanette	Associate Professor, Health/Life Fitness	8/06/07	6/06/08
Lowe, William	Assistant Professor, English	8/06/07	6/06/08

LEAVE WITHOUT PAY

Name	Position	Beginning Date of Leave	Ending Date of Leave
Durham, Cindy	Program Manager, Professional Development and Training	2/20/08	4/25/08
O'Rafferty, Patricia	BTC Project and Budget Assistant	4/08/08	4/14/08

EMERGENCY LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
O'Rafferty, Patricia*	BTC Project and Budget Assistant	4/15/08	Undetermined

*Intermittent

**Resolution for Board of Trustees to Meet in Closed
Session on May 28, 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 May 28, 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 Section 10-508 and that such meeting shall continue in closed session until the completion of business.