

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
BUDGET WORK SESSION MINUTES
January 14, 2009**

The Board of Trustees of Howard Community College (HCC) met in budget work session on Wednesday, January 14, 2009, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:18 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen Hetherington, secretary-treasurer, was also present. Trustee Mary B. Tung was absent.

Fiscal Year 2010 Integrated Operating Budget and Strategic Plan

Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the planning process and strategic goals. The strategic plan for FY10 was included in the budget book and is a work in progress. It will be refined as the semester progresses. Ms. Coleman discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary funds.

The FY10 proposed budget is based on a projected enrollment growth of 3 percent with a \$4 tuition increase planned. The total budget has an increase of 0.28 percent with a requested increase from the county of 6 percent. The county request reflects the need to cover the state cut that the college received in FY09.

Ms. Coleman outlined comparative data on tuition and fee rates for Maryland community colleges and the annual tuition and fee costs. Additionally, Ms. Coleman gave an overview of the Cade funding formula.

Uses of new funds were also reviewed. A 1.0 percent merit increase for budgeted faculty and staff has been included in this proposal. Ms. Coleman gave a detailed overview of the following:

- proposed increases in part-time faculty positions to accommodate enrollment growth;
- increases in the cost of employee benefits;
- an increase in tuition reimbursement;
- faculty promotion costs;
- new positions (the three new positions being requested are necessary for program accreditation purposes);
- current positions being held through all or part of FY10; and
- hourly money.

The trustees requested the gross sum that students have paid for capital projects over the past three to five years.

The continuing education budget, which will remain flat, as well as special and auxiliary funds were shared. The trustees asked that Ms. Coleman footnote the line item for

spending authority so it is clear that it is not a funding request. Ms. Coleman also reviewed the proposed Belmont Conference Center FY10 budget.

The trustees discussed the proposed FY10 budget, the role of the college in helping community members to recover from the current economic downturn, and the tangible consequences of a funding shortfall for HCC on the community it serves. The board members discussed the importance of effectively communicating these factors to the public and the college's elected officials.

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

The meeting was adjourned at 7:56 p.m.

The above constitutes the official minutes of the January 14, 2009, budget work session of the Howard Community College Board of Trustees as approved on January 28, 2009, and is a true and correct copy of same.



Kathleen Hetherington, secretary/treasurer