



Board of Trustees'

Board Meeting Materials

January 28, 2009

6:00 pm

The Rouse Company Foundation Student Services Hall
RCF-400

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...

**Partner with businesses and the
community to keep HCC a vital
and current institution**





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Board of Trustees' Meeting Agenda
January 28, 2009
The Rouse Company Foundation Student Services Hall
RCF 400**

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

I. Introduction of New Employees

Regular Meeting

A. Approval of January 28, 2009, Agenda

B. Board Priority Items

1. Financial Statements
2. Fiscal Year 2010 Integrated Operating Budget and Strategic Plan

C. President's Report

D. Board Member Comments

E. Approval of:

1. November 19, 2008, Work Session Minutes
2. November 19, 2008, Regular Session Minutes
3. November 19, 2008, Closed Session Minutes
4. December 10, 2008, Work Session Minutes
5. December 10, 2008, Regular Session Minutes
6. December 10, 2008, Closed Session Minutes
7. January 14, 2009, Budget Work Session Minutes

F. Consent Items

1. Proposed New Hires
2. Shuttle Service Expenses for Spring 2009
3. Laurel College Center Website Redevelopment
4. Belmont Construction Phase Change Orders 4, 5, and 6
5. Amendment to Sodexo Management Agreement
6. 403(b) Plan Document Approval
7. Waiver of Three-Month Residency Requirement for Civilian Employees and Defense Contractors Relocated due to BRAC

G. Information Items

1. Issue Bin
2. Board Calendar
3. Agreements Signed by the Board Chair Disclosure
4. 403(b) Plan Document
5. Personnel Summary

Closed Session

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its November 19 and December 10, 2008, meetings will be introduced to the trustees by Dr. Hetherington and area vice presidents.

A – Approval of January 28, 2009, Agenda

Regular Meeting

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- B.** Board Priority Items
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 - 2. Fiscal Year 2010 Integrated Operating Budget and Strategic Plan
- C.** President's Report
- D.** Board Member Comments
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Closed Session

B-1 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: November 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** 11/30/2008	YTD Budget 11/30/2008	YTD Budget Variance 11/30/2008	11/30/2008 Percent Variance From Budget	Total Budget FY2009
OPERATING BUDGET REVENUE					
TUITION					
Summer II & III	\$538,321	595,530	(\$57,209) 1	-9.61% 1	\$595,530
Fall	8,694,167	8,077,118	617,049 2	7.64% 2	8,077,118
Intersession	387,989	362,468	25,521 3	7.04% 3	466,035
Spring	3,541,102	3,404,656	136,446 3	4.01% 3	7,385,161
Summer I & Extended	(2,865)	0	(2,865) 4	na	763,290
Fees	1,757,296	1,726,838	30,458	1.76% 5	2,441,085
TOTAL TUITION AND FEES	\$14,916,009	\$14,166,611	\$749,398	5.29%	\$19,728,219
GOVERNMENTAL AND OTHER					
Howard County	\$10,498,115	10,498,115	\$0	0.00% 6	\$25,195,470
State of Maryland	4,220,007	4,462,561	(242,554)	-5.44% 7	10,710,146
Other Income	299,511	325,000	(25,489)	-7.84% 8	780,000
Unrestricted appropriations	560,210	100,000	460,210	460.21% 9	100,000
Continuing Education Support	0	0	0	0.00% 10	486,649
TOTAL GOV'T AND OTHER	\$15,577,843	\$15,385,676	\$192,167	1.25%	\$37,272,265
TOTAL OPERATING REVENUE	\$30,493,852	\$29,552,287	\$941,566	3.19%	\$57,000,484
OPERATING BUDGET EXPENSES					
Instruction	\$18,308,544	\$18,935,020	626,476	3.31% 11	\$26,223,775
Public Service	302,066	328,746	26,680	8.12% 11	395,052
Academic Support	2,846,189	2,986,162	139,973	4.69% 11	3,515,284
Student Services	4,389,162	4,630,599	241,437	5.21% 11	5,907,170
Institutional Support	7,792,566	8,148,430	355,864	4.37% 11	11,325,766
Plant	5,986,326	6,236,319	249,992	4.01% 11	8,500,657
Scholarship/Waivers	586,882	586,932	50	0.01%	1,132,780
TOTAL OPERATING EXPENSES	\$40,211,735	\$41,852,208	\$1,640,473	3.92%	\$57,000,484

n/c = not comparable

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

01/16/2009

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

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

November 2008

Tuition and Fees

- 1) Summer II and III tuition revenue is below budget by 9.61%, or \$57,209. Overall, a 3% FTE enrollment increase was budgeted. FTE enrollment for summer II was down 17% (or 11.8 FTE's) and summer III was up 1% (or 1.5 FTE's) from the prior year. Headcounts were down 19% and up 4%, respectively. No tuition rate increase was budgeted for these terms. In county tuition is currently \$114 per credit hour. Out-of-county and out-of-state tuitions are \$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 revenues are ahead of budget by 7.64%, or \$617,049. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was 6.26% and headcount increased by 5% as of the census date of September 12, 2008. (See note #1 for tuition rate information.)
- 3) Intersession and spring revenues are preliminary, as students pre-register for classes. Final revenue and statistics for intersession will be noted in the January financial statements and for spring will be noted in the February financial statements. At this time, both sessions are ahead of prior year enrollments.
- 4) These figures represent adjustments for prior year semesters made this year.
- 5) Fee revenues are ahead of budget, 1.76% or \$30,458. Fee budgets are typically built for potential growth; however, growth exceeded expectations.
- A breakdown of operating account fees is as follows: Course fees \$1,154,411 or 66%; consolidated fees \$534,681 or 30%; other student fees \$68,204 or 4%.

Governmental Revenue and Other Revenue

- 6) Howard County's contribution to the FY09 operating budget increased by 6.6% over the prior year and has no variance to the budget.

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

- 7) In October, the college learned that it would receive a state cut due to the projected state deficit. Although the original amount of the cut was \$499,527, funds of \$684,910 were moved into the reserve at that time, as the college anticipated additional cuts. The \$684,910 cut is detailed in the cost center variance reports that follow.
- In early January, the college learned that an additional cut was anticipated. HCC expects to receive official notification from the governor sometime in January on this cut. The administration is anticipating the total cut to be \$1,369,820 and have determined how this reduction in state aid will be made up. However, as the statements only reflect activity through November, only the \$684,910 is reflected and the appropriate portion of the \$1,369,820 will be shown in the January statements when the official notification is received. This reduction of state aid is made up as follows:
 - Fund 10- \$1,184,906
 - Fund 11 - \$ 168,961
 - Laurel College Center and Project Access - \$ 15,953
- 8) Other income is under budget by 7.84%, or \$25,489. This deficit is primarily due to lower than anticipated interest rates. Investment income represents \$255,410, or 85% of other income. Service revenues for administration of contracts and small miscellaneous revenue make up the other 15% of other income.
- 9) The use of \$100,000 from the continuing education fund balance was budgeted to be spent during FY09. If enrollment revenues continue to exceed budget and the college can cover the state cuts without using these funds, the fund balance will not be used. The \$560,210 recognized as revenue was taken from the special funds fund balance in order to cover some the state cut.
- 10) The \$486,649 for continuing education's contribution to the operating fund will be taken at year-end.

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

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 5% over FY08. In addition, the compensation study was implemented as planned to bring the college's wages more in line with the market wage.
- 11) In addition to the fund balances mentioned in note 9, all functional budgets designated for furniture and equipment purchases are being held for the current state cut and any potential funding cuts the college may get later in the year. In addition, some vacant positions have been frozen and the funds are being held in the functional reserves.
- Overall, the operating budget's functions are within budget and spending for the first five months of this year is on target with projected expenditures.

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

	YTD Expended & Encumbered** 11/30/2008	YTD Budget 11/30/2008	YTD Budget Variance 11/30/2008	11/30/2008 Percent Variance From Budget		Total Budget FY2009
FUND 11 REVENUES						
TUITION						
Credit Fall/Summer II & III	\$204,905	182,900	\$22,005	12.03%	1	\$182,900
Credit Intersession	41,192	50,700	(9,508)	-18.75%	2	50,700
Credit Spring/Summer I & Extended	69,117	31,987	37,129	116.08%	2	156,400
Non-Credit/Continuing Ed	1,923,362	1,855,132	68,230	3.68%	3	3,400,553
Fees	791,460	750,954	40,505	5.39%	4	1,320,341
TOTAL TUITION AND FEES	\$3,030,035	\$2,871,673	\$158,361	5.51%		\$5,110,894
GOVERNMENTAL AND OTHER						
State of Maryland	\$766,702	\$805,228	(\$38,527)	-4.78%	5	\$1,932,548
Service Revenues & Other Income	54,484	91,029	(36,545)	-40.15%	6	\$218,469
Unrestricted appropriation	0	0	0	0.00%	7	400,000
Transfer to Operating Fund	0	0	0	0.00%	8	(486,649)
TOTAL GOV'T. AND OTHER	\$821,186	896,257	(\$75,072)	-8.38%		\$2,064,368
TOTAL FUND 11 REVENUES	\$3,851,220	\$3,767,930	\$83,290	2.21%		\$7,175,262
EXPENDITURES						
Instruction	\$4,567,692	\$5,070,539	\$502,847	9.92%	9	\$6,535,262
Academic Support	0	0	0	0.00%		0
Plant	0	0	0	0.00%		0
Institutional Support	0	0	0	0.00%		0
Scholarship	306,254	306,982	728	0.24%		640,000
TOTAL OPERATING EXPENSES	\$4,873,946	\$5,377,521	\$503,575	9.36%		\$7,175,262

n/c = not comparable

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

01/16/2009

FUND 11 (Continuing Education and General)
Highlights and Current Developments

November 2008

Tuition and Fees

- 1) Credit fall/summer II and III tuition revenues are ahead of budget by 12.00% or \$22,005. 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 was budgeted to increase by 3% but to date is higher than anticipated. Credit enrollment statistics are discussed on the financial statements for fund 10 and apply to both divisions.
- 2) Credit intersession and spring/summer I revenues shown are only preliminary, as students pre-register for these sessions. Final intersession revenues and statistics will be noted in the January financial statements and spring revenues and statistics will be noted in the February financial statements.
- 3) Non-credit tuition revenues are ahead of budget by 3.68% or \$68,230. Higher enrollments and revenues in several cost centers including the English language institute, lifelong learning, motorcycles, and technology are the primary cause for this variance in non-credit tuition.
- 3) Fees are ahead of budget by 5.39% or \$40,505. Higher fees associated with higher credit and non-credit enrollments mentioned above are contributing to this variance.

Governmental Revenue

- 4) The state contribution for FY09 for continuing education originally increased 9.6% over the prior year. However, due to the state deficit, this amount will not be received. HCC received official notification of a partial cut in October and is awaiting official notification of the second cut sometime in January. The college is anticipating a total cut to this division of \$168,961. The overall state cut to the college is currently anticipated to be \$1,369,820. As the statements only reflect activity through November, the 4.78% or \$38,527 variance to the budget is only 5/12 of the original cut to this division, since state aid is allocated evenly throughout the year in these financial statements (1/12th monthly). The second cut will be reflected in the January statements See more information about the anticipated state cut in the fund 10 notes. Original funding for FY09 was based on an FTE formula related to enrollments from FY07.

FUND 11 (Continuing Education and General)
Highlights and Current Developments

Service and Other Income

- 5) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently, this category is 40.15% under budget or \$36,545. Administrative overhead for grants is often charged at the end of the grant period, so these revenues are anticipated to be within budget later in the year.
- 6) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the continuing education areas as needed. \$400,000 is included in both the revenue and expense portion of this budget.
- 7) Continuing education's annual contribution to the operating fund will occur at year-end. For FY09 it will be \$486,649.

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 5% for FY09.

- 8) Instructional expenses are under budget by 9.92% or \$502,847. This budget line includes the \$400,000 in contingency funds (see note 6). When this \$400,000 is excluded from the YTD budget, spending is under budget by \$102,847, allowing coverage of the anticipated \$92,464 annual state cut.

**Howard Community College
11/2008
Cost Center Variances**

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar* Variance From Original B-A	Projected Percentage Variance from Original FY2009		
Instruction							
11200	Schoenbrodt honors	6,797	26,418	26,418	-	0%	
11300	Mathematics	1,615,079	2,047,937	2,047,937	-	0%	
11310	Health	185,076	274,086	274,086	-	0%	
11400	Social sciences	1,596,798	1,885,247	1,885,092	(155)	0%	
11410	Eng/world languages	2,552,468	2,906,699	2,906,699	-	0%	
11450	Arts & humanities	2,025,466	2,460,835	2,460,835	-	0%	
11480	Rouse scholars	77,055	131,311	131,311	-	0%	
11600	Distance learning	251,554	412,783	413,143	360	0%	
12100	Nursing	1,594,745	2,061,268	2,060,268	(1,000)	0%	
12118	Rad Tech Program	110,884	116,677	116,677	-	0%	
12120	Emergency medical technology	139,259	158,686	159,083	397	0%	
12150	Cardiovascular program	169,268	199,955	199,955	0	0%	
12200	Business & computers	1,304,809	1,842,846	1,795,213	(47,633)	-3%	Funds moved to reserve to fund state cut
12250	Science & technology programs	2,023,084	2,486,155	2,486,155	-	0%	
12280	Cooperative education	3,597	15,507	15,507	-	0%	
13500	Service Learning	69,391	84,130	84,130	-	0%	
13550	Instr. International program	136,392	139,347	139,347	-	0%	
44010	User computer services	432,705	480,265	480,265	-	0%	
44020	Student computer services	985,819	1,253,265	1,253,265	-	0%	
44030	Student labs	215,160	311,199	311,199	-	0%	
46100	1st floor support	153,671	171,045	171,045	-	0%	
46200	2nd floor support	98,273	108,939	108,939	-	0%	
46300	Hickory ridge	72,252	89,120	89,120	-	0%	
46400	Evening services	32	1,325	1,325	-	0%	
46700	ELB divisions support	111,778	129,499	129,499	-	0%	
46800	Arts & humanities support	70,486	125,217	108,861	(16,356)	-13%	Funds moved to reserve to fund state cut
47500	Faculty learning community	1,593	22,000	23,000	1,000	5%	
48000	Outcomes assessment	112,657	198,826	198,826	-	0%	
48500	Instructional direction	27,900	267,964	267,814	(150)	0%	
48501	Learning communities	178,270	204,246	204,246	-	0%	
48502	Program development	10,202	83,065	83,065	-	0%	
52102	Pool guards	26,488	97,215	97,215	-	0%	
53200	Learning assistance center	617,930	698,880	691,322	(7,558)	-1%	
99970	Benefits/chargebacks	1,331,608	3,815,876	3,811,486	(4,390)	0%	
99980	Division support	-	400,388	400,388	-	0%	
99990	Furniture/equipment	-	515,552	591,037	75,485	15%	Funds held to fund state cut
	Total instruction	18,308,544	26,223,775	26,223,775	0	0%	

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009
Public Service					
33250	Cable studio	276,628	307,428	-	0%
99970	Benefits/chargebacks	25,438	61,031	-	0%
99990	Furniture/equipment	-	26,594	-	0%
	Total public service	302,066	395,052	-	0%
Academic Support					
33400	Horowitz center	150,727	171,326	-	0%
33500	Student arts collective	100,229	131,058	(0)	0%
41001	Library services	740,443	806,297	-	0%
41002	Teaching & learning center	124,094	136,525	-	0%
43100	Education technology	259,017	301,692	-	0%
43200	Video services	47,351	83,813	-	0%
43300	Instructional Technology	129,817	136,726	-	0%
46000	VP of academic affairs	313,117	323,002	-	0%
47000	Faculty development	40,250	121,747	-	0%
48100	Interactive classroom	16,000	17,600	-	0%
99970	Benefits/chargebacks*	925,144	1,153,802	-	0%
99980	VP's Allocation		5,924	-	0%
99990	Furniture/equipment		125,773	-	0%
	Total academic support	2,846,189	3,515,284	(0)	0%

* annual charge from institutional support for IT staff is included

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009		
Student Services							
46500	Advising, academic services	489,174	516,429	516,226	(203)	0%	
46600	Welcome center & telephone adv.	136,105	194,872	194,872	-	0%	
51000	VP of student services	256,251	278,344	278,344	-	0%	
51200	Student ambassador program	8,078	9,432	9,432	-	0%	
52000	Student activities	-	2,603	2,603	-	0%	
52100	PE facility	326,264	379,181	379,181	-	0%	
53000	Career services	428,309	486,989	486,989	-	0%	
53100	Test center	293,318	343,967	343,967	-	0%	
53500	Retention	123,477	145,979	145,979	-	0%	
53555	Career links	25,930	38,541	38,541	-	0%	
54000	Financial aid services	549,024	750,578	744,078	(6,500)	-1%	New cost center created for special event
54001	Financial aid services special event	3,798	-	6,500	6,500	n/a	New cost center created for special event
55000	Admissions	723,553	815,364	815,364	-	0%	
55001	Workgroup	293,169	394,563	394,563	-	0%	
56000	Records	413,401	490,178	490,381	203	0%	
99970	Benefits/chargebacks	319,310	809,304	809,304	-	0%	
99980	Part time coverage	-	15,114	15,114	-	0%	
99990	Furniture/equipment	-	235,732	235,732	-	0%	
	Total student services	4,389,162	5,907,170	5,907,170	0	0%	

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009		
Institutional Support							
61000	President	595,999	641,565	641,385	(180)	0%	
61100	Board of trustees	65,975	132,145	132,145	-	0%	
61200	Research, planning and org. dev.	394,731	487,804	487,804	-	0%	
61900	Senior administration	2,905	13,617	13,617	-	0%	
62000	VP of administration & finance	322,629	332,045	332,045	-	0%	
62100	Finance office	1,161,856	1,288,778	1,288,778	-	0%	
63101	Human resources	484,815	600,533	600,533	-	0%	
63102	Recruitment	34,640	56,546	56,546	-	0%	
63103	Unemployment	41,355	47,253	47,253	-	0%	
63150	Diversity programs	5,818	12,000	12,000	-	0%	
63200	Reprographics	233,904	197,040	197,040	0	0%	
63400	Security	1,115,069	1,157,061	1,157,061	-	0%	
63500	Telecommunications	161,702	262,541	262,541	-	0%	
63554	Mediation & conflict resolution center	-	20,000	20,000	-	0%	
63600	Risk management	104,500	327,331	327,331	-	0%	
63700	General administration	165,774	799,297	799,297	-	0%	
63800	Commencement/award programs	30,180	123,989	123,989	-	0%	
64000	Administrative information systems	1,050,063	1,293,197	1,263,508	(29,689)	-2%	Funds moved to reserve to fund state cut
64001	Enterprise network	463,951	558,416	558,416	-	0%	
64002	Web Enterprise	178,566	284,678	269,834	(14,844)	-5%	Funds moved to reserve to fund state cut
64100	Information technology administration	262,913	314,772	314,772	-	0%	
65000	Public relations & marketing	637,321	814,521	814,701	179	0%	
65001	Public relations administration	101,425	168,612	120,077	(48,535)	-29%	Funds moved to reserve to fund state cut
65100	Development & alumni relations	509,590	583,912	571,605	(12,307)	-2%	Funds moved to reserve to fund state cut
65900	Fundraising	-	30,000	30,000	-	0%	
99970	Benefits/chargebacks*	(333,116)	647,998	647,998	-	0%	
99990	Furniture/equipment	-	130,116	235,491	105,375	81%	Funds held to fund state cut
	Total institutional support	7,792,566	11,325,766	11,325,766	0	0%	

* annual charge to academic support for IT staff is included

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009	
Plant						
71000	Plant administration	15,672	127,677	-	0%	
71100	General services	2,888,737	3,683,055	(158,132)	-4%	To reclass funds to new cost center
71110	Mailroom	153,445	-	158,132	n/a	New cost center established
71115	Set/up; Asset Reallocation	53,909	-	69,239	n/a	New cost center established
71150	Recycling	628	25,000	-	0%	
71500	Safety	73,623	75,871	145	0%	
72000	Engineering	961,657	1,135,666	(69,239)	-6%	To reclass funds to new cost center
72500	Preventive maintenance	168,243	286,221	-	0%	
73000	Housekeeping	1,003,802	1,489,174	4,855	0%	
75000	Grounds	321,843	365,310	-	0%	
76000	Renovations	71,079	176,729	(5,000)	-3%	
99970	Benefits/chargebacks	273,688	891,343	-	0%	
99990	Furniture/equipment	-	244,611	-	0%	
	Total plant	5,986,326	8,500,657	-	0%	
Scholarships						
81000	Scholarships	324,295	662,580	-	0%	
82000	Waivers	262,587	470,200	-	0%	
	Total scholarships	586,882	1,132,780	-	0%	
	Grand totals	40,211,735	57,000,484	0	0%	

Note 1:

When the budget was originally developed, all salaries were budgeted to increase at an average rate of 5%. As final salaries increases may have fluctuated based on performance levels and the relation of the individual's FY08 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.

* Variances in excess of \$10,000 will be explained.

**Howard Community College
11/2008
Cost Center Spending Percentages**

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Instruction					
11200	Schoenbrodt honors	4,797	26,418	18%	1
11300	Mathematics	672,586	2,047,937	33%	
11310	Health	80,360	274,086	29%	
11400	Social sciences	609,168	1,885,092	32%	
11410	Eng/world languages	1,120,966	2,906,699	39%	
11450	Arts & humanities	897,548	2,460,835	36%	
11480	Rouse scholars	31,172	131,311	24%	2
11600	Distance learning	179,378	413,143	43%	
12100	Nursing	740,817	2,060,268	36%	
12118	Rad Tech Program	55,181	116,677	47%	
12120	Emergency medical technology	74,822	159,083	47%	
12150	Cardiovascular program	80,892	199,955	40%	
12200	Business & computers	647,452	1,795,213	36%	
12250	Science & technology programs	901,002	2,486,155	36%	
12280	Cooperative education	3,597	15,507	23%	1
13500	Service Learning	31,865	84,130	38%	
13550	Instructional international program	65,698	139,347	47%	
44010	User computer services	198,435	480,265	41%	
44020	Student computer services	482,538	1,253,265	39%	
44030	Student labs	117,217	311,199	38%	
46100	1st floor support	69,784	171,045	41%	
46200	2nd floor support	51,321	108,939	47%	
46300	Hickory ridge	33,509	89,120	38%	
46400	Evening services	32	1,325	2%	1
46700	ELB divisions support	49,824	129,499	38%	
46800	Arts & humanities support	43,721	108,861	40%	
47500	Faculty learning community	997	23,000	4%	3
48000	Outcomes assessment	63,186	198,826	32%	
48500	Instructional direction	23,300	267,814	9%	3
48501	Learning communities	77,361	204,246	38%	
48502	Program development	10,202	83,065	12%	3
52102	Pool guards	26,488	97,215	27%	
53200	Learning assistance center	320,775	691,322	46%	
99970	Benefits/chargebacks	1,299,854	3,811,486	34%	
99980	Division support	-	400,388	0%	3
99990	Furniture/equipment	-	591,037	0%	4
	Total instruction	9,065,844	26,223,775	35%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Public Service					
33250	Cable studio	118,227	307,428	38%	
99970	Benefits/chargebacks	25,438	61,031	42%	
99990	Furniture/equipment	-	26,594	0%	4
	Total public service	143,665	395,052	36%	
Academic Support					
33400	Horowitz center	67,290	171,326	39%	
33500	Student arts collective	53,112	131,058	41%	
41001	Library services	425,205	806,297	53%	
41002	Teaching & learning center	52,043	136,525	38%	
43100	Education technology	118,952	301,692	39%	
43200	Video services	29,522	83,813	35%	
43300	Instructional Technology	57,695	136,726	42%	
46000	VP of academic affairs	132,515	323,002	41%	
47000	Faculty development	38,992	121,747	32%	
48100	Interactive classroom	16,000	17,600	91%	5
99970	Benefits/chargebacks	322,701	1,153,802	28%	
99980	VP's Allocation		5,924	0%	3
99990	Furniture/equipment		125,773	0%	4
	Total academic support	1,314,029	3,515,284	37%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Student Services					
46500	Advising, academic	245,043	516,226	47%	
46600	Welcome center & telephone adv.	68,837	194,872	35%	
51000	VP of student services	112,739	278,344	41%	
51200	Student ambassador program	8,078	9,432	86%	1
52000	Student activities		2,603	0%	1
52100	PE facility	143,545	379,181	38%	
53000	Career services	199,235	486,989	41%	
53100	Test center	146,534	343,967	43%	
53500	Retention	52,132	145,979	36%	
53555	Career Links	18,468	38,541	48%	
54000	Financial aid services	281,277	744,078	38%	
54001	FAS New Year Eve	2,603	6,500	40%	
55000	Admissions	311,431	794,860	39%	
55001	Workgroup	164,128	405,989	40%	
56000	Records	196,767	490,381	40%	
99970	Benefits/chargebacks	314,425	809,304	39%	
99980	Part time coverage		15,114	0%	3
99990	Furniture/equipment		244,810	0%	4
	Total student services	2,265,241	5,907,170	38%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Institutional Support					
61000	President	299,448	641,385	47%	
61100	Board of trustees	42,318	132,145	32%	
61200	Research, planning and org. dev.	169,444	487,804	35%	
61900	Senior administration	1,718	13,617	13%	1
62000	VP of administration & finance	138,032	332,045	42%	
62100	Finance office	518,068	1,288,778	40%	
63101	Human resources	213,250	600,533	36%	
63102	Recruitment	17,730	56,546	31%	
63103	Unemployment	17,309	47,253	37%	
63150	Diversity programs	5,818	12,000	48%	
63200	Reprographics	86,504	197,040	44%	
63400	Security	488,756	1,157,061	42%	
63500	Telecommunications	32,058	262,541	12%	6
63554	Mediation & conflict resolution center		20,000	0%	7
63600	Risk management	67,694	327,331	21%	2
63700	General administration	164,909	799,297	21%	2
63800	Commencement/award programs	1,734	123,989	1%	2
64000	Administrative information systems	594,462	1,263,508	47%	
64001	Enterprise network	241,959	558,416	43%	
64002	Web Enterprise	92,106	269,834	34%	
64100	Information technology administration	122,464	314,772	39%	
65000	Public relations & marketing	262,036	814,701	32%	
65001	Public relations administration	36,068	120,077	30%	
65100	Development & alumni relations	232,968	571,605	41%	
65900	Fundraising		30,000	0%	2
99970	Benefits/chargebacks	256,578	647,998	40%	
99990	Furniture/equipment		235,491	0%	4
	Total institutional support	4,103,433	11,325,766	36%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	Plant administration	12,472	127,677	10%	3,2
71100	General services	790,478	3,524,923	22%	8
71110	Mailroom	61,581	158,132	39%	
71115	Set/up; Asset Reallocation	15,152	69,239	22%	9
71150	Recycling	628	25,000	3%	10
71500	Safety	31,781	76,016	42%	
72000	Engineering	409,269	1,066,427	38%	
72500	Preventive maintenance	71,897	286,221	25%	
73000	Housekeeping	489,471	1,494,029	33%	
75000	Grounds	147,653	365,310	40%	
76000	Renovations	27,451	171,729	16%	11
99970	Benefits/chargebacks	256,390	891,343	29%	
99990	Furniture/equipment		244,611	0%	4
	Total plant	2,314,224	8,500,657	27%	
Scholarships					
81000	Scholarships	324,295	662,580	49%	
82000	Waivers	262,587	470,200	56%	12
	Total scholarships	586,882	1,132,780	52%	
	Grand totals	19,793,317	57,000,484	35%	

Notes: Only variances greater than 55%, or less than 25% 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 Expenses in these cost center occur later in the year.
- 3 These programs, which support instruction, student services, and plant, will expend funds as needed during the year.
- 4 Furniture and equipment budgets are typically spent later in the year, but are being held for state cuts.
- 5 An annual fee for the video conferencing membership (UMAT) was paid early in the year.
- 6 Timing of payments is causing this temporary variance.
- 7 The mediation center has it's operating budget in the special funds. This amount supplements that budget.
- 8 Utility budgets are causing this temporary variance. Winter and Summer costs are pending.
- 9 This is a new cost center. Savings may occur due to late starting employees hired.
- 10 Recycling costs were paid by Howard County Government early in the year, but charges have resumed.
- 11 Renovations occur as timing allows throughout the year. Some funds are also being held for state cuts.
- 12 Waivers are granted at the time of registration; pre-registrations for winter and spring are included.

B-2 Fiscal Year 2010 Integrated Operating Budget and Strategic Plan

Background: The board conducted a work session on January 14 2009, on the FY10 operating budget and strategic plan. During the work session, the board was informed that an additional adjustment needed to be made to the state aid figure for FY10. The state aid figure had been adjusted downward to the FY08 budgeted figure, but the FY08 budget had been cut \$118,277. Hence, the state aid figure needed to be adjusted downward again to the final state appropriation. The adjustment was made in utilities and the unrestricted reserve.

The total county request is now at an increase of 6.0 percent. This amount does not include any funding for the GASB 45 ruling on “Other Post Employment Benefits” (OPEB). Last year, the county funded this benefit as a separate item in HCC’s budget similar to debt service.

Based on the above changes, the administration has included a revised “Proposed Source and Use of Funds” page along with the total budget sheets for board review.

Purpose: To obtain board approval for the FY10 integrated operating budget, which will go forward to the County Executive

Timeline: FY10 (July 1, 2009 – June 30, 2010)

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the changes made to the FY10 budget, which include the \$118,277 adjustment.

This budget includes an unrestricted amount of \$86,753,879 and a restricted budget amount of \$21,155,367 without the OPEB contribution. This budget includes a 6.0 percent requested increase from the county without the OPEB contribution.

Amount: Final proposed FY10 unrestricted and restricted budget total will be \$107,909,246. This represents an increase of 0.28 percent over the prior year.

Source of funds: Unrestricted budget and restricted budget.

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

PROPOSED FY10 DETAILED SOURCE OF FUNDS

SOURCE OF FUNDS	FY09 Budget	FY10 Total Increase	Change	FY10 Revised Increase	Percentage Increase Over FY09
Tuition	\$ 17,287,134	\$ 1,164,322		\$ 1,164,322	6.74%
Instructional fees	2,441,085	59,825		59,825	2.45%
County - 6%	25,195,470	1,511,730		1,511,730	6.00%
State	12,869,489	(1,251,543)	(118,277)	(1,369,820)	-10.64%
Miscellaneous Income	780,000	(255,000)		(255,000)	-32.69%
Unrestricted surplus	5,598,003	(1,792,979)	18,277	(1,774,702)	-31.70%
Continuing education	5,329,363	193,346		193,346	3.63%
Special funds	9,075,750	1,001,956		1,001,956	11.04%
Auxiliary funds	7,931,665	(285,737)		(285,737)	-3.60%
				0	
TOTAL SOURCE OF FUNDS	86,507,959	\$ 345,920	\$ (100,000)	\$ 245,920	0.28%

PERSONNEL COSTS					
Performance Increases and Annualizing Adjustments	28,137,023	\$ 563,976		563,976	2.00%
FICA and Fringe Benefits	6,876,121	321,500		321,500	4.68%
Part-time Faculty and Hourly	6,530,630	285,184		285,184	4.37%
New Positions		222,054		222,054	n/a
Positions Temporarily cut in FY10		(290,830)		(290,830)	n/a
SUBTOTAL PERSONNEL	\$ 41,543,774	\$ 1,101,884		1,101,884	2.65%
NON-PERSONNEL COSTS					
Contracted Services	\$ 4,686,094	\$ 333,639		\$ 333,639	7.12%
Supplies and Materials	1,621,049	96,675		96,675	5.96%
Communications	554,383	5,100		5,100	0.92%
Professional Development and Special Projects	925,674	5,250		5,250	0.57%
Utilities	3,122,099	270,000	(100,000)	170,000	5.45%
Fixed Costs	1,018,530	85,354		85,354	8.38%
Scholarships/Waivers/Grants	1,152,780	102,928		102,928	8.93%
Furniture/ Equipment/Books	2,376,101	(51,840)		(51,840)	-2.18%
SUBTOTAL NON-PERSONNEL COSTS	\$ 15,456,710	\$ 847,106	\$ (100,000)	\$ 747,106	4.83%
TOTAL OPERATING BUDGET (FUND 10) INCREASE	\$ 57,000,484	\$ 1,948,990	\$ (100,000)	1,848,990	3.24%
Continuing Education	\$ 7,175,262	53		53	0.00%
Special Funds	12,246,951	386,150		386,150	3.15%
SUBTOTAL UNRESTRICTED FUND INCREASE	76,422,697	2,335,193	(100,000)	2,235,193	2.92%
Auxiliary Funds	10,085,262	(1,989,273)		(1,989,273)	-19.72%
TOTAL APPLICATION OF FUNDS	\$ 86,507,959	345,920	\$ (100,000)	\$ 245,920	0.28%

HOWARD COMMUNITY COLLEGE
UNRESTRICTED AND AUXILIARY FUNDS
FISCAL YEAR 2010

	OPERATING		CONTINUING EDUCATION		SPECIAL		TOTAL	
	Approved Budget FY09	Requested Budget FY10	Approved Budget FY09	Requested Budget FY10	Approved Budget FY09	Requested Budget FY10	Approved Budget FY09	Requested Budget FY10
SOURCE OF FUNDS								
Tuition and Fees								
Summer	\$1,358,820	\$1,505,200	\$62,401	\$83,061	\$242,950	\$293,566	\$1,664,170	\$1,881,827
Fall	8,077,118	8,842,800	159,900	219,882	1,042,167	1,210,961	9,279,185	10,273,643
Intersession	466,035	483,656	58,500	63,504	30,369	36,696	554,904	583,856
Spring	7,385,161	7,619,800	109,199	122,149	1,042,167	1,210,961	8,536,527	8,952,910
Credit Free			3,400,553	3,455,172	759,217	917,395	4,159,770	4,372,567
Fees	2,441,085	2,500,910	1,320,341	1,373,766	436,050	438,600	4,197,476	4,313,276
SUBTOTAL - Tuition and Fees	\$19,728,219	\$20,952,366	\$5,110,894	\$5,317,534	\$3,552,920	\$4,108,179	\$28,392,032	\$30,378,079
Governmental								
Local (Howard County)	\$25,195,470	\$26,707,200	\$0	\$0			\$25,195,470	\$26,707,200
State of Maryland	10,710,146	9,525,240	1,932,548	1,763,587	226,795	210,842	12,869,489	11,499,669
Federal	0	0					0	0
Other	780,000	525,000	218,469	205,175	5,522,831	5,969,527	6,521,300	6,699,702
Continuing Education Contribution	486,649	510,981	(486,649)	(510,981)			0	0
Unrestricted Appropriation	100,000	628,687	400,000	400,000	5,098,003	2,794,614	5,598,003	3,823,301
SUBTOTAL	\$37,272,265	\$37,897,108	\$2,064,368	\$1,857,781	\$10,847,629	\$8,974,983	\$50,184,262	\$48,729,872
AUXILIARY REVENUE	\$0	\$0	\$0	\$0	\$7,931,665	\$7,645,928	7,931,665	7,645,928
TOTAL	\$57,000,484	\$58,849,474	\$7,175,262	\$7,175,315	\$22,332,213	\$20,729,090	\$86,507,959	\$86,753,879
USE OF FUNDS								
Instruction	\$26,223,775	\$26,961,571	\$6,535,262	\$6,509,701	\$6,408,878	\$6,241,176	\$39,167,915	\$39,712,448
Public Service	395,052	419,543	0	0	77,000	129,085	472,052	548,628
Academic Support	3,515,284	3,539,072	0	0	1,867,690	2,021,850	5,382,974	5,560,922
Student Services	5,907,170	6,131,062	0	0	1,060,554	1,142,766	6,967,724	7,273,828
Plant	8,500,657	8,725,589	0	0	1,552,000	1,450,000	10,052,657	10,175,589
Institutional Support	11,325,766	11,836,929	0	0	1,030,829	1,348,224	12,356,595	13,185,153
Scholarships/Waivers	1,132,780	1,235,708	640,000	665,614	250,000	300,000	2,022,780	2,201,322
SUBTOTAL	\$57,000,484	\$58,849,474	\$7,175,262	\$7,175,315	\$12,246,951	\$12,633,101	\$76,422,697	\$78,657,890
AUXILIARY EXPENSES	\$0	\$0	\$0	\$0	\$10,085,262	\$8,095,989	10,085,262	8,095,989
TOTAL	\$57,000,484	\$58,849,474	\$7,175,262	\$7,175,315	\$22,332,213	\$20,729,090	\$86,507,959	\$86,753,879
NET INCREASE IN FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

HOWARD COMMUNITY COLLEGE
 COMBINED CURRENT UNRESTRICTED, RESTRICTED AND AUXILIARY FUNDS
 FISCAL YEAR 2010

	UNRESTRICTED		RESTRICTED		TOTAL	
	Approved Budget FY09	Requested Budget FY10	Approved Budget FY09	Requested Budget FY10	Approved Budget FY09	Requested Budget FY10
SOURCE OF FUNDS						
Tuition and Fees						
Summer	\$1,664,170	\$1,881,827	\$0	\$0	\$1,664,170	\$1,881,827
Fall	9,279,185	10,273,643	0	0	9,279,185	10,273,643
Intersession	554,904	583,856	0	0	554,904	583,856
Spring	8,536,527	8,952,910	0	0	8,536,527	8,952,910
Credit Free	4,159,770	4,372,567	0	0	4,159,770	4,372,567
Fees	4,197,476	4,313,276	0	0	4,197,476	4,313,276
SUBTOTAL - Tuition and Fees	\$28,392,032	\$30,378,079	\$0	\$0	\$28,392,032	\$30,378,079
Governmental						
Local (Howard County)	\$25,195,470	\$26,707,200	\$120,000	\$145,700	\$25,315,470	\$26,852,900
State of Maryland	12,869,489	11,499,669	3,898,974	5,394,300	16,768,463	16,893,969
Federal	0	0	11,315,315	11,889,106	11,315,315	11,889,106
Other	6,521,300	6,699,702	3,764,136	3,726,261	10,285,436	10,425,963
Unrestricted Appropriation	5,598,003	3,823,301	0	0	5,598,003	3,823,301
		0				
SUBTOTAL	\$50,184,262	\$48,729,872	\$19,098,425	\$21,155,367	\$69,282,687	\$69,885,239
AUXILIARY FUNDS	\$7,931,665	\$7,645,928	\$0	\$0	\$7,931,665	\$7,645,928
TOTAL	\$86,507,959	\$86,753,879	\$19,098,425	\$21,155,367	\$105,606,384	\$107,909,246
USE OF FUNDS						
Instruction	\$39,167,915	\$39,712,448	\$7,930,816	\$9,418,749	\$47,098,731	\$49,131,197
Public Service	472,052	548,628	170,000	175,000	642,052	723,628
Academic Support	5,382,974	5,560,922	225,999	270,000	5,608,973	5,830,922
Student Services	6,967,724	7,273,828	1,068,310	1,145,618	8,036,034	8,419,446
Plant	10,052,657	10,175,589	100,000	150,000	10,152,657	10,325,589
Institutional Support	12,356,595	13,185,153	850,000	1,190,000	13,206,595	14,375,153
Scholarships/Waivers	2,022,780	2,201,322	8,753,300	8,806,000	10,776,080	11,007,322
SUBTOTAL	\$76,422,697	\$78,657,890	\$19,098,425	\$21,155,367	\$95,521,122	\$99,813,257
AUXILIARY FUNDS	\$10,085,262	\$8,095,989	\$0	\$0	\$10,085,262	\$8,095,989
TOTAL	\$86,507,959	\$86,753,879	\$19,098,425	\$21,155,367	\$105,606,384	\$107,909,246
NET INCREASE IN FUND BALANCE	\$0	\$0	\$0	\$0	\$0	\$0

C President's Report

Nursing Pinning

The Nursing Pinning Ceremony is a tradition held in nursing schools across the United States. Each nursing school designs its own pin and the pin is worn on the nursing uniform. On December 16, 2008, thirty-eight nursing graduates received their HCC Nursing Pin at the Pinning Ceremony held in the Smith Theatre. During the ceremony **Sandy Messina**, a nursing graduate, performed *Reverie* by Claude Debussy on the piano. The mother and two brothers of **Michele Ervin**, another nursing graduate, performed as a trio on the trumpet and piano. Also, nursing graduate, **Vanessa Hagan-Osei**, read a very touching poem entitled, "The Man in the Glass" by Peter Dale Wimbrow, Sr. **Special thanks to Daryl Beard, Janelle Broderick, Georgene Butler, Karen Carter, Stella Carton, Iris Dent, Chris Ferraro, Tanya Icaza, Quent Kardos, Dawn Malmberg, Cheryl Nitz, Jennifer Stanford, Christi Sutton, Steve Ward, Margaret Wedde, and Genie Wessel for all their help with the evening.**

Two New Grants!

The Horizon Foundation has awarded a grant to HCC in the amount of \$20,000 in support of a Southeast Howard County Workforce Development Initiative. HCC will determine the job training needs required of residents living in southeast Howard County and will develop a targeted marketing publication featuring course offerings in the area of workforce development in order to create new career opportunities and pathways to job success for residents of that area of the county. Congratulations to **Ron Roberson** and **JoAnn Hawkins** for receiving this grant.

On Wednesday, January 14, representatives from the PNC Foundation came to HCC to announce the **Children's Learning Center (CLC)** received a grant of \$10,000. The PNC visitors took the opportunity during their visit to read a story to the children. They were also presented with a big thank you card decorated by the children and signed by the teachers. The grant will allow the CLC to purchase a new curriculum for use at the center and train two administrators and twelve teachers to implement the curriculum for all age levels. Congratulations to **Kim Pins** and the CLC!

Thank you to **Sarah Angerer**, grants coordinator/writer, for helping write the winning grant requests.

In the Spotlight: The Horowitz Visual and Performing Arts Center

Did you know that the Peter and Elizabeth Horowitz Visual and Performing Arts Center offers a world of arts and culture to the community? A new program produced by HCC-TV highlights the offerings of the Horowitz Center to the Howard County public. Senior producer/director **Karen Hinds Vadnais**, producer of HCC-TV's CineMaryland, now brings us "In the Spotlight: The Horowitz Visual and

Performing Arts Center.” Producer and host **Janelle Broderick** teams up with reporters **Grace Anastasiadis** and **Ray Hoffmann** to introduce viewers to the visual and performing arts opportunities and events available to students and community members. The first episode of “In the Spotlight” is now airing on Comcast channel 96 and Verizon channel 41, on Sundays at 7:30 p.m. and Tuesdays at 11:30 a.m., 4:30 p.m., and 7:30 p.m. In the inaugural show, viewers learn about the establishment of the Horowitz Center from **Valerie Lash**. They talk with **Michael Stebbins**, Rep Stage artistic director; **Sue Kramer**, producer and artistic director of the Student Arts Collective; and **Becky Bafford**, art gallery director. The program also shines a light on music events in the Horowitz Center. The production team of “In the Spotlight” includes **Janelle Broderick**, **Karen Hinds Vadnais**, **Ray Hoffmann**, **Danielle Malloy**, **Carl Merritt**, **Jordan Metzger**, **Geran Mortensen**, and **Jose Tenorio**. This first episode would not have been possible without the support and participation of **Becky Bafford**, **Sue Kramer**, **Valerie Lash**, **Carol McNeely**, **Hsien-Ann Meng**, **Michael Stebbins**, the **Horowitz Center box office staff**, **Margaret Kahlor** and the **staff of HCC-TV**, and the **Horowitz Center scenic shop staff**.

Phi Theta Kappa Fall Induction Ceremony

On December 5, 2008, the student officers and faculty advisors of Phi Theta Kappa (PTK) inducted 18 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. Led by **Dr. Susan Morgan**, 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 **Ron Roberson**, vice president of academic affairs, on scholarships and leadership in a global environment. Honorary membership in the chapter was bestowed upon Mr. Roberson by chapter president **Ethan Myers**. Keynote speaker **Fred Campbell** challenged new inductees to engage in the “competitive collaboration” in the pursuit of greatness that is one of the rewards of active participation in the chapter. Each inductee was recognized and received a certificate. **Don Cook**, the Maryland State President of PTK, encouraged new members to take advantage of the opportunities that come with membership. Thanks to the PTK student officers: **Ethan Myers**, **Amber Butler**, **Thi Phung**, **Maria Viera**, and **Shayna Wise** as well as faculty advisors: **Llatetra Brown**, **David Buck**, **Fred Campbell**, **Steve Horvath**, **Ryna May**, **Susan Morgan**, and **Carol Parreco**. Special thanks to the office of **student life** and **Sodexo**.

An Entrepreneurial Celebration

The fall 2008 entrepreneurial celebration held on December 3 was a great college and community event. The celebration showcased students from the “Entrepreneurship & Creativity” and “Taking Innovation to Market” classes. Each group of students made their presentations to an audience comprised of members from the college, community, and peers. Students distinguished themselves as they presented their analyses and business plans on a wide variety of business ideas and inventions. There was a great show of support from the community at large and the college community. Thank you to **Peggy Alexander**, **Anjula Batra**, **Dennis Gilbert**, **Brian Kelley**, **Judith Kizzie**, **Betty Logan**, **Betty Noble**, **Sharon Schmickley**, **Mike**

Scrivener, Jane Sharp, Wayne Swann, Lev Volynskiy, Rose Volynskiy, and Ashley Allen, as well as **plant operations, Arla Webb, and Sodexo** for all their help with the evening. Sincere thanks also to the entrepreneurship faculty members who prepared the ENTR-101 students as part of their class work this semester: **Aaron Altscher, Mike Genna, Michael Mobley, Patti Taylor, and Will Walker**.



Alumni Help Provide Pathways to Success

On November 25, counseling and career services and the development office hosted a student/alumni networking luncheon for second year Rouse Scholars Program students. **Paul Martin** and **Cynthia Sikorski** matched alumni professionals with students sharing similar career interests.

The following HCC alumni participated: **Laura Cannon**, Rouse 6, outreach advisor with HCC's admissions and advising office; **Tanya Davis**, 2006 HCC theatre arts graduate employed at the Drama Learning Center; **Linda Day Clark**, 1991 HCC fine arts graduate, HCC distinguished alumna, professor of fine arts at Coppin State University; **Ian Kennedy**, Rouse 3, working with Howard County Executive Ken Ulman's administration; **Glenda Kruger**, 1982 HCC graduate, HCC distinguished alumna, retired accountant; **Joel Land**, Rouse 7, computer scientist at the Johns Hopkins University Applied Physics Lab; and **Father Jonathan Mitchican**, Rouse 6, Episcopal priest at the Church of the Holy Comforter in Drexel Hill, PA. **Shaun Koenig**, M.B.A., J.D., Rouse 4, employed at the University of Maryland Biotechnology Institute, gave a great presentation to the students about the value of networking. Special thanks to the other professionals who networked with the students: **Erin Foley, Sharon Kulesz, Lindsay Kreisher, Kathy MacMillan, Ken Plantz, Mike Scrivener, and Kate Seagroves** and to **Maura Dunnigan, Greg Fleisher, Ann Kukulies, Betsy Lew, Janice Marks, Paul Martin, and Cynthia Sikorski** for their help in organizing the event. Also, special thanks to **Sodexo** and **plant operations** staff for all their efforts with the event logistics!

Legislative Breakfast

HCC's annual legislative breakfast is an important tradition that brings together representatives from the college's student body and their parents, trustees, and members of the administration with the county council, county executive, and legislators representing Howard County in the Maryland General Assembly. On Tuesday, January 13, HCC's legislative breakfast brought many of its legislators to campus for a program that featured students and parents.

Very special thanks go to our students and parents who engaged our legislators throughout the morning: **Amy Johnson** (speaker), **Adebayo Olokodana** (speaker), **Darline Glaus** (speaker), **Jeff Morrison** (speaker), **Maureen Arthurs, Tyler Brown, Amber Butler, Jonathan De Wald, Mekdela Fekadu, Anne Horstkamp,**

Toure Johnson, Sean Keyman, Linda Morris, Nana Opoku, Christina Soto, and Joseph Wasserkrug.

Thanks also go to **Nancy Santos Gainer** for organizing the event with the help of **Kathy-Ann Royster**. In addition, thanks are sent to **Daryl Beard, Randy Bengfort, Llatetra Brown, Pam Cornell, Carla Lawson, Cindy Peterka, Mike Scrivener, and Arla Webb**.

Report on Contract Employee Tuition Waivers

As previously indicated to the board, the administration will report annually on contract employees who have benefited by tuition waivers. Allied Security had six employees who have taken courses at HCC with a grand total of 42 credit hours in the fall of 2008. Two Allied Security officers have taken continuing education courses in the fall of 2008. We are pleased that these contract employees were able to benefit from this policy.

Foundation Update

November Foundation Revenue		
	2008	2007
November monthly total	\$88,768	\$187,734
November endowment revenue	\$820	\$7,662
November scholarship revenue	\$0	\$574
November grant revenue	\$0	\$0

December Foundation Revenue		
	2008	2007
December monthly total	\$392,410	\$600,273
December endowment revenue	\$15,317	\$78,670
December scholarship revenue	\$10,288	\$29,527
December grant revenue	\$1,329	\$0

In a recent memo from Leonard Raley, President and CEO of the University System of Maryland Foundation, Inc., he advised that:

For the month ending December 31, 2008, the USMF endowment returned 0.1% vs. 1.1% for the S & P 500. For the fiscal year to date 2009, the endowment has returned -21.3% vs. -28.5% for the S & P 500. For the calendar year 2008, the endowment was -25.3% vs. -37.0% for the S & P 500.

For the month ending November 30, 2008, the endowment returned -3.0% vs. -7.2% for the S & P 500. For the fiscal year to date 2009, the endowment has returned -21.4% vs. -29.2% for the S & P 500. For calendar year to date 2008, the endowment has returned -25.4% vs. 37.7% for the S & P 500.

As you are aware, all investors are struggling right now and the USM Foundation has not been immune from these financial difficulties. Although 2008 was a difficult one for investment performance, our results were better than what we would have achieved in the way we used to invest in an 80/20 stocks/bonds portfolio. The extent of the problems for the U.S. and world financial markets is substantially worse than at any time since the Great Depression. What gives hope to containment of economic and financial stress is that the U.S. Government is taking very strong, unprecedented action through fiscal and monetary policies/actions. I think we would all agree that we face a great deal of economic uncertainty. During this time, the investment committee and investment staff continue to follow developments and the portfolio carefully. They have stepped up the pace of meetings in response to very dynamic conditions.

Pay for College Initiative

Emily Owen, Michelle Moses-Yearwood, and Barbara Greenfeld presented on HCC's Pay for College initiative at the "Promoting Student Success: The First Year and Beyond" conference held at the College of Southern Maryland. The Pay for College initiative was developed by HCC's related-issues team. The team focuses on the "mechanics" of the enrollment process. Members include representatives from administrative information systems, finance, continuing education, records and registration, financial aid services, and admissions and advising - **Tabitha Herry, Linda Wu, Janet Cullison, Martha Sunderland, Alaka Dharmadhikari, Terry Graham, Judi Bulliner, Michael Driscoll, Katherine Allen, Barbara Greenfeld, Dorothy Plantz and Emily Owen.**

The Pay for College initiative is designed to unite all cost, payment, and financial aid information under one umbrella making it easier for students, faculty, and staff to locate. Communicating that multiple payment methods can be used simultaneously is also a top priority. The initiative includes the creation of a Pay for College catalogue chapter, the Howard Cost Calculator (HCC), and a brochure. Special thanks to **Roger Stott** and **Michelle Moses-Yearwood** for their excellent work on the cost calculator.

HCC De Stress Fest

The office of student life in conjunction with the Kaiser Permanente Wellness Center sponsored the first annual "De Stress Fest" on Wednesday, December 3, 2008. The daylong event offered students an opportunity to take a break from studying and to learn about stress management. Students were encouraged to unwind and take advantage of relaxation techniques including auricular acupuncture, zero balancing, Tai Chi, massage, and deep breathing. The counseling and career service office offered information on dealing with test anxiety and other related resources. The learning assistance center offered on site tutoring in math and English as well as on the spot assistance with research papers and essays.

Over 200 students participated in the events. During the evening hours, students were offered free massages and were treated to coffee and cakes wishing them "Good Luck on Finals." A warm thanks to the practitioners from Tai Sophia, **Sherrie**

Black, Douglas Weinstein, Debbie Tang and Kristen Lasor, who continue to offer excellent services to our students; **Jeff Gordon, Parul Shah, Debra Greene, Leo Abernathy, John Smith, Marcia Sanders, Celia Shiner, Fawad Khan, Barbara Frazier, Carol Bucher, Vivian Stevens, Judith McNamara, and Carol Manchester** of the learning assistance center; and **Suzie Friedman and Alissa Putman** from counseling and career services. Thanks also to **Sodexo** for providing students with delicious treats throughout the day as well as **Tara Rupp** of the wellness center, **Schnell Garrett** and **Chelsey Barrett** from the office of student life and **plant operations**.

World AIDS Day

In recognition of “World AIDS Day” on December 1st, the wellness center partnered with the Howard County Health Department to provide free HIV testing on campus. Testing took place over two days. Students visited the mobile clinic for testing and received their results in 20 minutes. The college also had several pieces of the National AIDS Memorial Quilt hanging in the Burrill Galleria. The quilt is handmade by friends and family members who have lost loved ones to AIDS. The health department and the wellness center also teamed up to provide information tables in Duncan Hall, RCF Hall, and the Burrill Galleria over the two days providing students with information related to HIV and sexual health.

Special thanks to **Tara Rupp** and **Patty Lancaster** for their coordination, and the Howard County Health Department for their assistance.

Electronic Holiday Card Contest

For the first time this year and in keeping with our new value of sustainability, HCC had an electronic holiday card contest. There were many submissions from both employees and students. The winning submission was created by **Patricia Quinn**, continuing education/BTC program assistant. Congratulations, Patricia! I’d like to acknowledge the committee that designed the contest and recommended several cards from which I chose the winner. Thanks to **Christi Sutton** for chairing the committee as well as committee members **Jodi Allaire, Dave Beaudoin, Stephanie Lemghari, Susan Pazornick, Kathy-Ann Royster, and Sylwia Surowiec**.

Student Art Awards Reception

A reception for the student art exhibition was held December 4 for the exhibits in The Rouse Company Foundation Gallery and the Art Department Gallery. A large crowd enjoyed the evening that consisted of a recycled fashion show, where Ms. McCleary’s 3-dimensional design students modeled their original hats and clothing made from found or recycled materials; a ceramic sale where students of **Becky Bafford, Karen Grossman, and Christina McCleary** sold very affordable ceramic pieces; and the presentation of scholarships and awards. Congratulations go to **Ryan Heister** and **Dylan Kates** for receiving the Kathleen Berry photography award and the Nick Vogel photography scholarship. I was delighted to join **Ron Roberson** and **Valerie Lash** in choosing special “favorite” awards that were presented to **Daniel Heifetz, Ingrid Nuttle, and Patrick Dillon**, though all students participating are considered winners since only two from each studio class are selected to be in the exhibit!

A Mathematic Artist

Congratulations to math professor, **Brian Gray**, whose paintings were on display at the Majestic Theater Gallery in Gettysburg, Pennsylvania during the month of December! According to the [Majestic's website](#), "Most recently Brian has been working on small spontaneous landscapes based on his travels from the Appalachians to the Great Lakes, and larger naturalistic compositions that evolve from Brian Gray's imagination."

Capital Update

The Rouse Company Foundation Student Services Hall

The college is planning the project closeout with Riparius. One remaining item for consideration is the acoustics, noise, and functionality of the cashiers' area. Currently, the noise level from the adjoining atrium is such that the cashiers cannot properly serve their customers. The college has contracted with two firms to evaluate the cashiers' work area and make recommendations with respect to aesthetics, performance, cost, and time. Architects By Design and Polysonics are evaluating the area and will design and specify all requirements for optimum acoustics in the atrium and cashiers reception areas. This effort will include recommendations for the selection of ceiling, floor covering, and wall materials, a schedule for interior walls, floor coverings, and ceiling to assure proper sound transmission classification (STC) and noise reduction classification (NRC) ratings, suspended ceiling and/or walls to attain the desired acoustical environment in each space. All work and recommendations will be coordinated with the college for aesthetic and structural conformity. Noise measurements will be conducted using precision sound testing equipment.

The college is working closely with the firms and will report back to the board all findings and recommendations.

Athletic Fields Renovations

Phase four of the athletic fields' renovations is complete; the punchlist was agreed upon and finalized with Hudak's Construction. College staff is closing out this phase in preparation for phase five.

The college recently bid phase five to include installation of a multi-purpose turf field to serve multiple teams, including baseball and softball. All bids received exceeded the project budget and were, therefore, rejected by the college. An examination of the scope of work took place in order to break the project into components for rebidding. In addition, the college investigated becoming members of the Pennsylvania joint venture purchasing agreement, which would allow the college to participate in the Association of Educational Purchasing Agencies (AEPA) contract for phase five of the athletic fields' project. The agreement was forwarded to the Maryland Department of General Services review and was recently approved. Recommendations for contract award are anticipated to be presented to the board at its February meeting.

McCuan Hall and Smith Theatre Renovations

Currently, all areas of the building renovation are complete and occupied. Punchlist items for McCuan Hall and the Smith Theatre are being completed. The theatre sound system and associated work through AVI-SPL is approximately 75 percent complete. The college met with the AVI-SPL staff to review the final modifications needed to complete the scope of work. AVI-SPL is proposing a change order for additional services based on discrepancies in drawings and specifications provided by the construction management firm. Incomplete path and conduit that were erroneously left off the drawings required additional design and labor to complete the required installation work for the building. The college is currently negotiating a fair and reasonable price for the additional work required.

In addition, the firm installing the adjoining system in the Horowitz Visual and Performing Arts Center has filed for bankruptcy. The college had discussed the situation with the Maryland Department of General Services with regard to the contract that the college maintains with the firm. Currently, the college has been advised to continue to work with the firm cooperatively to complete the project. In the meantime, staff is consulting with the college attorney as a precautionary measure to limit its overall risk and exposure.

Finally, the work on the elevator at McCuan Hall near the nursing building is on schedule and is planned for completion by the start of the spring semester. The grand opening of McCuan Hall, along with the unveiling of the McCuan portrait is scheduled for January 26 prior to convocation.

James Clark, Jr. Library Building Renovations

Construction has been progressing and is on schedule. The network room and entire information technology (IT) department, as well as the library and wellness center, have remained open during the renovations.

Phase one, which included the north side of the building encompassing six classrooms, one open computer lab, the outcomes assessment office, international education office, and about three-fourths of the IT department, is complete. The use and occupancy permit was received and the occupants for those areas are scheduled to move in by the second week of January.

Phase two, which includes the west side of the building and half of the library renovations, is approximately 60 percent complete. The library is preparing to make their next scheduled move over spring break. Phase three is scheduled to start on January 26, 2009, and includes the east side of the building with nine classrooms and the remaining portion of the IT department; followed by phase four, which is the south side of the building encompassing the remaining portion of the library, the information literacy room, and student/faculty training rooms.

The college has been very pleased with the progress made on this project. On-going project meetings continue with college staff, the architects, and the construction management firm to resolve issues and continue to move the project forward.

Belmont Conference Center Barn Renovations

The 75 percent construction documents (CDs) were expected to be received by the college in December 2008; however, they have been delayed. Currently, the college anticipates delivery of the 75 percent CDs by mid to late January 2009.

During the preconstruction phase, the Howard County Health Department has required multiple percolation tests, which have delayed submission of the site development plan (SDP) to the county. Currently, the college has completed four tests and is now required to complete a fifth.

Finally, due to the additional required percolation tests, which delayed the original submission date of the SDP, the college may now be required to adhere to the green building standards for public and private buildings in Howard County that went into effect July 1, 2008, with Council Bill No. 47-2007. These new requirements entail a LEED silver rating for the Belmont barn project. The administration is discussing these issues with the county.

Campus-wide Safety, Compliance, and Facility Renewal Projects

The college prioritizes and schedules the immediate renovation needs as documented in the facilities condition assessment as well as priorities identified in the capital budget. The renovation projects in progress or recently completed are listed below.

In progress:

- On-going deferred maintenance items;
- On-going interior and exterior signage design and installation;
- Walk-off carpets in vestibules for campus buildings throughout campus;
- Hospitality kitchen renovations and upgrades;
- Nursing control room.

Recently completed:

- Campus-wide ADA modifications including installation of pathways and the curb-cuts.

D – Board Member Comments

E – Approval of Minutes

1. November 19, 2008, Work Session
2. November 19, 2008, Regular Session
3. November 19, 2008, Closed Session
4. December 10, 2008, Work Session
5. December 10, 2008, Regular Session
6. December 10, 2008, Closed Session
7. January 14, 2009, Budget Work Session

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
November 19, 2008**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 19, 2008, in the Children's Learning Center (CLC) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:01 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Kevin J. Doyle were absent.

I. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Patricia Quinn, continuing education/BTC program assistant.

II. Information Session: Children's Learning Center

Cindy Peterka, vice president of student services, introduced Kim Pins, director of the Children's Learning Center (CLC). Ms. Pins introduced three users of the center who talked about their experiences at the CLC. Michele Bilello, capital programs administrator, and her son, Joshua, a CLC student, talked about how the CLC helped Joshua advance academically compared to his sister Katie who had in-home care when she was the same age. HCC student, Kerry Smith, talked about the financial and moral support she received from the CLC staff when she relocated to Maryland with her daughter, Georgia, while her husband is serving in Iraq. Octavia Busby, an early childhood education student who uses the CLC as a lab school and is a work-study student at the CLC, talked about the real-life experiences she receives at the center that have confirmed her passion for working with young children.

Ms. Pins gave a brief overview of the funding and enrollment at the CLC.

The work session adjourned at 6:31 p.m.

The above constitutes the official minutes of the November 19, 2008, 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 B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
November 19, 2008**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 19, 2008, in the Children's Learning Center (CLC) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:42 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Kevin J. Doyle were absent.

A. Approval of November 19, 2008, Agenda

A recommendation to approve the November 19, 2008, agenda with the addition of discussion item 1 – virtual set production, was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.

B. Board Priority Items

1. Core End: Information and Analysis

Zoe Irvin, executive director of planning, research and organizational development, reviewed the highlights of the core end and clarified the definitions for developmental completer and persistor.

Ron Roberson, vice president of academic affairs, reported on initiatives that address the needs of developmental repeaters.

The board asked for information on how peer institutions are addressing developmental education at a future board meeting.

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

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave a brief overview. Cindy Peterka, vice president of student services, reported that enrollment for the winter and spring semesters is up; more accurate figures will be available after Thanksgiving.

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

3. Fiscal Year 2010 Legislative Agenda

A recommendation to approve the FY10 legislative agenda as presented was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

4. Board of Trustees' Bylaws and Policies

Vice Chair Rensin gave a brief overview of the legislative and community relations committee's deliberations on the proposed revisions to the board's bylaws and policies. The committee recommended that the following language

be added to both the bylaws and policies: “In the event a board member pursues political office, s/he must resign from the board at the time s/he files for candidacy.” The recommended change applies to Bylaws – Article III, Ethics Policy, number 4 and Policies – Governance Process: The Political Process and the Board of Trustees number 8.

A recommendation to approve adding the aforementioned language to both the board of trustees’ bylaws and policies as recommended by the legislative and community relations committee, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

C. President’s Report

President Hetherington thanked faculty, staff, and board members for their role in the Baldrige site visit. She also thanked trustees Truby and Doyle for attending the GED ceremony and trustees Hutt and Rensin for attending the student-donor luncheon. She reported that the Belmont transfer to HCC from the Howard Community College Educational Foundation, Inc. was completed on November 18. She also mentioned making presentations at the American Association of University Women (AAUW), the Clarksville Rotary Club, and the A+ partnership with the Howard County Library. She also participated in the Howard County Economic Development Authority’s strategic planning meeting and did an interview for the *Down to Business* television program. She reported that the REPartee event on Saturday was a success.

D. Board Member Comments

Chair Truby echoed the president’s remarks. He also gave a brief overview of the Maryland Association of Community Colleges (MACC) board chair meeting that he attended that morning. He commended the public relations and marketing department for winning silver and bronze awards for promotions and communications.

Trustee Hutt commended trustees Truby and Rensin and President Hetherington for the outstanding delivery of their presentation at the recent Association of Community College Trustees (ACCT) convention; he thought it was the best presentation at the convention! He thanked all the staff involved in developing the presentation.

Trustee Huddie talked about “resilient fundraising in tough economic times” that was discussed at the board chair meeting that morning. He said alumni and seniors could be possible prospects for planned giving.

Trustee Tung thanked the staff and users of the Children’s Learning Center for their presentations at the work session earlier. She mentioned she knows one of the students in the Students Arts Collective’s upcoming performance of *A Funny Thing Happened on the Way to the Forum* and encouraged board members to attend a performance.

Trustee Rensin echoed comments made by other board members and commended Trustee Hutt on winning the Leadership in Law award.

E. Report of the Audit and Finance Committee

Trustee Truby gave a brief overview.

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

F. Report of the Legislative and Community Relations Committee

Trustee Rensin mentioned that trustees and staff will be given talking points for the legislative breakfast in January and that legislators will be seated with students and parents. A parent will be asked to speak since that was well-received at the last legislative breakfast.

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

G. Approval of Minutes

A recommendation to approve the October 22, 2008, work session and regular session minutes, was moved by Trustee Hutt, seconded by Trustee Rensin, and unanimously approved.

H. Consent Items

1. Proposed new hires;
2. Fiscal year 2010 sabbatical leave recommendations;
3. December 2008 graduates;
4. Fiscal year 2010 proposed fee change;
5. Standard application fee waiver for veterans of the armed forces and the dependents of disabled or deceased veterans;
6. Year-end items approval process;
7. Nursing lab instructional supplies was awarded to Physician's Sales and Services in an amount not to exceed \$30,000 per year;
8. Legal fees was awarded to Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC and Carney, Kelehan, Bresler, Bennett, & Scherr, LLP in an amount not to exceed \$150,000;
9. Imaging expenses for scanning and storing documents was awarded to Perceptive Software in the amount of \$125,000;
10. Belmont fire pump and tank engineering design was awarded to Ayers Saint Gross in the amount of \$18,975; and
11. Nursing building fire alarm system upgrade was awarded to Siemens Building Technologies, Inc. in the amount of \$68,240.

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

Discussion Item 1 – Virtual Set Production

Ron Roberson and Margaret Kahlor, executive producer, technical services director, explained the need for this purchase.

A recommendation to approve the purchase of a virtual set production system from sole source vendor, ORAD Hi-Tech Systems, was moved by Trustee Huddie, seconded by Trustee Rensin, and unanimously approved.

I. Information Items

1. Issue Bin

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.

November 21	Leadership in Law luncheon
December 3	Entrepreneurial Celebration
December 5	Hold for "Capital for a Day"
December 10	Board closed session – Chair Truby would like to start at 5:30 pm to allow time to discuss the budget and talking points for the January legislative breakfast.
December 11	Chamber holiday party
December 16	Nursing Pinning ceremony
January 26	McCuan Hall Dedication – Chair Truby asked board members to attend to honor the McCuans.

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

Chair Truby read the resolution to meet in closed session.

A recommendation to adjourn the November 19, 2008, regular meeting and move into closed session was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 7:51 p.m.

The above constitutes the official minutes of the November 19, 2008, regular meeting of the Howard Community College Board of Trustees as approved on January 28, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
November 19, 2008**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, November 19, 2008, in Children's Learning Center at Howard Community College, Columbia, Maryland. At approximately 7:51 p.m., Chair Truby read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included vice chair, Katherine K. Rensin, trustees Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Kevin J. Doyle were absent.

Additional attendees included: Lynn Coleman, vice president of administration and finance; Jerrold Thrope and Valerie Albrecht from the law firm of Gordon, Feinblatt, Rothman, Hoffberger and Hollander, LCC; and Angela Grau from the law firm of Davis, Agnor, Rapaport & Skalny, LLC.

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

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on November 19, 2008, at the conclusion of the regular meeting in Children's Learning Center 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.

The meeting was adjourned at 9 p.m.

The above constitutes the official minutes of the November 19, 2008, closed session of the Howard Community College Board of Trustees as approved January 28, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
December 10, 2008**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, December 10, 2008, in the boardroom at the Belmont Conference Center in Elkridge, Maryland. Chair T. James Truby brought the work session to order at 5:47 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Fiscal Year 2010 Budget Outlook and Discussion

Lynn Coleman, vice president of administration and finance, gave an overview of the budget outlook for FY10. The state and county are both facing a significant recession and this situation will dramatically impact the college's revenue. The college administration has been developing a budget proposal for next year that focuses primarily on fixed cost increases. The board will review this budget proposal at its January work session and it will be approved at the January regular session. The approved budget will be submitted to the county in February 2009.

After receiving the latest figures, the county revenue is showing a slight surplus for FY09; however, concern still exists about the remainder of this year. The county's revenue figures for personal income tax are prepared by the state and these figures are always several months behind. Hence, the county may not see the projections from the September/October occurrences until early 2009. The county has taken several cost cutting moves such as selective hiring freezes and borrowing from special funds. All department heads at the county have been asked to review discretionary spending.

The board of trustees discussed the importance of preserving the high quality of services provided to students by HCC employees by safeguarding jobs at the college as well as keeping tuition affordable for HCC students.

II. Talking Points for the Fiscal Year 2010 Legislative Session

Nancy Gainer, executive director of public relations, gave an overview of the talking points for the FY10 legislative session. These talking points will serve as background for the board members, parents, and students for the January legislative breakfast. The trustees asked that information be added about the health sciences shortage, the waiting list for the nursing program, and the number of nursing students who stay in the area after leaving HCC.

The trustees requested that, if possible, a radiologic technology student speak at the January legislative breakfast.

They also requested that the talking points include a mention of the parking shuttle being run and additional information on the Laurel College Center.

The work session adjourned at 6:18 p.m.

The above constitutes the official minutes of the December 10, 2008, 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 B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
December 10, 2008**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, December 10, 2008, Chair T. James Truby brought the regular session to order 6:18 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Consent Items

1. Proposed new hires;
2. Wayfinding Signage Master Plan awarded to Ayers Saint Gross not to exceed \$99,000; and
3. Commencement and Nursing Pinning Expenses to Party Plus for \$82,026

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

B. Adjournment

Chair Truby read the resolution to meet in closed session.

A recommendation to adjourn the December 10, 2008, regular meeting and move into closed session was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 6:20 p.m.

The above constitutes the official minutes of the December 10, 2008, regular meeting of the Howard Community College Board of Trustees as approved on January 28, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
December 10, 2008**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, December 10, 2008, in the boardroom of Belmont Conference Center, Elkridge, Maryland. T. James Truby, chair, brought the closed session to order at 6:20 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, Louis G. Hutt, Jr., and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

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

Now, therefore, be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session on December 10, 2008, at the conclusion of its regular meeting in the boardroom of the Belmont Conference Center, Elkridge, Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction under Section 10-508 (1i).

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

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

The above constitutes the official minutes of the December 10, 2008, closed 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 B. Hetherington, secretary/treasurer

**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

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

G-1 Issue Bin

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

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

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	T. James Truby, committee chair; Kevin J. Doyle; Mary B. Tung
Legislative and Community Relations	Katherine K. Rensin, committee chair; Roberta E. Dillow; Louis G. Hutt, Jr.

◆———— Recommendation —————◆

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

G-2 Fiscal Year 2009 Board Calendar

Date	Event	Tentative Agenda Items
January 2009		
January 29, 2009 Wednesday 8:30-10:00 am	Legislative and Community Relations Committee Meeting Schoenbrodt Boardroom	<ul style="list-style-type: none"> • Progress of Annapolis Session • Student Advocacy Day • County Budget Process
February 2009		
February 9-11, 2009 Monday-Wednesday	ACCT Legislative Summit Marriott Wardman Park Hotel - Washington, DC	• Meetings with Board Members and Maryland Delegation in DC
February 11, 2009 Wednesday 9:00 am-1:30 pm	Community College Student Advocacy Day Annapolis, MD	<ul style="list-style-type: none"> • FYI for Trustees
February 25, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • HCCEF Annual Report • Informational Tour: Television Studio • Report on Board End: Faculty and Staff Focus • FY08 Workforce Snapshot • Award Recipients
March 2009		
March 9, 2009 Monday 5:00-8:00 pm	Silas Craft Collegians Fundraiser Hunan Manor Restaurant	<ul style="list-style-type: none"> • Trustees Invited • Board Chair Remarks • Fundraiser for the College
March 10, 2009 Tuesday 8:30 am	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> • Interviews with Potential Audit Firms • Audit Areas for Review • Semi-Annual Non-Purchasing Agreement Disclosure • Quarterly Sole Source Report (October – December)
March 11, 2009 Wednesday 9:00-10:30 am	Commission on the Future Update RCF-400	• Trustees Invited
March 17, 2009 Tuesday 12:30 pm & 6:00 pm	Dean's Reception Smith Theatre	<ul style="list-style-type: none"> • Trustees Invited • Recognition for Dean's List and Distinguished Students
March 19, 2009 Thursday 6:00-8:00 pm (moved from February 18)	Former Board Social Belmont Carriage House	<ul style="list-style-type: none"> • Trustees Invited • Current and Former HCCEF Board Members, Former Board of Trustees Members, Former Capital Campaign Council Members, and Former

Date	Event	Tentative Agenda Items
		Howard Business Ventures Board Members Invited
March 19, 2009 Thursday 6:00-8:00 Cancelled	Alumni Social TBD	<ul style="list-style-type: none"> • Trustees Invited • Mingle with Alumni, Faculty, and HCCEF Board Members
March 25, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • Informational Tour: Learning Outcomes Assessment • Audit Areas for Review • Report on Board End: Educational and Support Process Management
April 2009		
April 6-12, 2009 Monday-Sunday	HCC Spring Break	
April 22, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • Informational Tour: Diversity Cross-Functional Team • FY10 Operating Budget Approval (if necessary) • FY10 Faculty Promotions • Candidates for Commencement • Report on Board End: Leadership • Calendar of FY10 Meetings
April 29, 2009 Wednesday 1:30-3:00 pm	Silas Craft Collegians Graduate and Transfer Recognition Ceremony RCF-400	<ul style="list-style-type: none"> • Trustees Invited
May 2009		
May 1, 2009 Friday 6:30-9:00 pm	Student Awards Banquet Sheraton Columbia	<ul style="list-style-type: none"> • Welcome from Board Chair • Trustees Invited and Participate in Presenting Awards
May 2, 2009 Saturday 6:00-10:00 pm	Vino Scholastico RCF-400	<ul style="list-style-type: none"> • Trustees Invited • 6:00 – 7:00 p.m. – Special Pre-Event Tasting • Tickets Cost \$75 Per Event or \$125 for Both
May 18, 2009 Wednesday 8:30 a.m.	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> • Quarterly Sole Source Report (January – March) • Meeting with Auditors (FY09 Report) • Year-end Purchases
May 20, 2009 Wednesday 6:30-9:00 pm	Second Annual Student Athlete Banquet Sheraton Columbia	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 10:00 am	Nursing Recognition Ceremony HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 12:30 pm	Reception for Platform Party RCF-400	<ul style="list-style-type: none"> • Trustees Invited

Date	Event	Tentative Agenda Items
May 22, 2009 Friday 2:00 pm	Commencement HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> Trustees Invited Board Members Confer Degrees
May 26, 2009 Tuesday 12:30 pm	Pre-Convocation Lunch TBD	<ul style="list-style-type: none"> Trustees Invited Lunch Preceded by Innovation Fair Trustees' Award for Outstanding Service to Howard Community College Presentation
May 26, 2009 Tuesday 1:30 pm	Convocation TBD	<ul style="list-style-type: none"> Trustees Invited Welcome from Board Chair (1:30 pm) Recognition Event for Retired Employees, Degree Recipients, and New Employees
May 26, 2009 Tuesday 3:45 pm	Employee Appreciation Event TBD	<ul style="list-style-type: none"> Trustees Invited
May 27, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting / Closed Session RCF-400	<ul style="list-style-type: none"> Informational Tour: Radiologic Technology Program and Laboratory FY11 Vision, Mission, Values, and Strategic Goals Election of FY10 Board Officers Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting Review President's Contract
June 2009		
June 8, 2009 Monday Time - TBD	Board Retreat Belmont	<ul style="list-style-type: none"> Agenda – TBD
June 11, 2009 Thursday 6:00 pm	Appreciation Event Belmont	<ul style="list-style-type: none"> Trustees Invited Other Boards and Committees also Invited

NEW! Looking to the Future:

Sunday, September 20, 2009 – Columbia Classic Grand Prix, gates open at 10:00 a.m.

~~Saturday, December 5, 2009 — Grand Opening Barn Dance at the newly expanded and renovated Belmont Barn~~

Saturday, December 4, 2010 — President's Gala to celebrate the college's 40th anniversary


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.

The calendar can also be accessed by board members on the board's portal.

G-4 403(b) Plan Document

Background: A 403(b) plan is a tax-advantaged retirement plan similar to a 401(k) plan, except that 403(b) plans are available *only* to public education organizations and some non-profit employers. Until recently, the IRS had never required an employer to have a written plan document describing the employer's policies in administering the plan. On July 26, 2007, the Department of Treasury issued new regulations requiring all employers offering a 403(b) plan to have a written plan document in place by January 1, 2009. On December 11, 2008, the IRS gave employers a one-year reprieve, meaning that the plan document is not required until January 1, 2010, provided that the employer operates its 403(b) plan in accordance with a reasonable interpretation of 403(b) regulations during 2009. However, HCC has the document ready and the administration is seeking to make it effective as of January 1, 2009.

The college worked with an attorney on the development of the document.

There are two components to Howard Community College's 403(b) plan document. The first is the plan document itself that simply contains unedited IRS model language for the provisions of the plan, including some provisions that are optional. The second is the adoption agreement, in which HCC clarifies, among other things:

- Whether the employer will provide any matching contributions (HCC will not provide);
- Whether the employer will allow loans and hardship withdrawals from its approved vendors (HCC will allow for vendors that allow them);
- Whether the employer will allow Roth contributions from employees (HCC will not allow at this time);
- Whether the employer will allow 15-years of service catch-up contributions (HCC will not allow);
- Whether the employer will allow transfers and exchanges between its approved vendors (HCC will allow);
- Which vendors are part of HCC's plan; and
- Who at HCC is responsible for administering the plan on campus.

Along with the plan document comes additional responsibility for the employer. In addition to monitoring employee contributions to the extent possible, HCC's human resources (HR) department will now have to closely review requested hardship withdrawals, loans, and any other activities within the 403(b) program for compliance with IRS regulations. Prior to the adoption of this plan document, the carrier for the 403(b) annuities monitored these responsibilities. The HR department is prepared to accept this additional responsibility.

Purpose: To inform the board of steps taken to comply with IRS regulations

Timeline: Plan document effective January 1, 2009

◆————— Recommendation —————◆

This item is for information only.

G-5 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: December 2008

◆———— Recommendation —————◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

November 1 – December 31, 2008

Section I – 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	\$52,522-\$87,187	\$38,727	Rockefeller, Kathryn	9/03/07	Undetermined
Interim Admissions Counselor (25 Hours)	Admissions & Advising	Existing Position Replacement	13	\$52,522-\$87,187	\$35,013	Johnson, Danielle	7/01/08	10/31/08
Acting Associate Director, Human Resources	Human Resources	Existing Position Replacement	16	\$67,272-\$111,671	\$79,795	Logan, Portia	7/01/08	12/12/08
Acting Director, Human Resources	Human Resources	Existing Position Replacement	18	\$79,340-\$131,705	\$80,755	Young, Karlyn	7/01/08	12/12/08
Interim Academic Advisor (25 Hours)	Admissions & Advising	Temp with Benefits New Position	12	\$48,363-\$80,283	\$32,247	Cripps, Laura	8/04/08	6/30/09
Acting Instructor, Nursing	Health Sciences	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$65,166	Wong, Dianne	8/04/08	12/19/08
Acting Assistant Professor, English	English/World Languages	New Position	Asst. Prof. (10 Month)	\$46,503-\$74,237	\$48,690	Leith, Richard	8/16/08	6/05/09

PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Benefits Manager	Human Resources	N/A	N/A	N/A	N/A	Heckler, Sharon	3/01/08

CHANGE IN POSITION STATUS

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation ¹	Name	Effective Date
Acting Associate Director of Human Resources	Compensation & HRIS Manager	Human Resources	16	14	\$57,039-\$94,685	\$72,541	Logan, Portia	12/15/08
Acting Director, Human Resources	Associate Director of Human Resources	Human Resources	18	16	\$67,272-\$111,671	\$73,414	Young, Karlyn	12/15/08

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

November 1, 2008 – December 31, 2008

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Technology Specialist	Admissions & Advising	N/A	N/A	N/A	N/A	Moses-Yearwood, Michelle	11/06/08
Director of Purchasing and Contract Administration	Finance	N/A	N/A	N/A	N/A	Norris, Mitchell	11/05/08
Financial Aid Counselor	Financial Aid Services	N/A	N/A	N/A	N/A	McGinnis, Jason	12/05/08
ESL Instructor	Continuing Education Office	N/A	N/A	N/A	N/A	Bui, Kim-Lan	12/12/08
Housekeeper	Plant Operations	N/A	N/A	N/A	N/A	Webster, Curtis	12/12/08
Acting Instructor, Nursing	Health Sciences	N/A	N/A	N/A	N/A	Wong, Dianne	12/19/08

Section II – Leaves

SABBATICAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
Nithianandam, Vinitha*	Professor, Computer Technology & Electronics/Telecommunications	7/01/08	6/30/09
O'Guinn, Patrick*	Professor, Criminal Justice & Co-Director, Computer Forensics	8/04/08	6/05/09
Yongue, Amelia	Assistant Professor, English	8/04/08	12/31/08

LEAVE WITHOUT PAY

Name	Position	Beginning Date of Leave	Ending Date of Leave
Jewer, Kimberlee	Catering Manager	12/04/08	12/14/08
Johnson, Danielle	Interim Admissions and Academic Advisor	12/02/08	Undetermined

*Modified half year spread over FY09