



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

February 25, 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...

Govern with Integrity





Board of Trustees' Meeting Agenda
February 25, 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
- II. United Way Contribution from Students
- III. Howard Community College Educational Foundation Annual Report
- IV. Information Session and Tour: Television Studios

Regular Meeting – Immediately following the work session

- A.** Approval of February 25, 2009, Agenda
- B.** Board Priority Items
 1. Board End: Faculty and Staff Focus
 2. Fiscal Year 2008 Workforce Snapshot
 3. Financial Statements
 4. Fiscal Year 2009 Awards
- C.** President's Report
- D.** Board Member Comments
- E.** Report of the Legislative and Community Relations Committee
- F.** Approval of Minutes:
 1. January 28, 2009, Work Session
 2. January 28, 2009, Regular Session
 3. January 28, 2009, Closed Session
- G.** Consent Items
 1. Proposed New Hires
 2. Grants and Scholarships
 3. Authorization for Board Chair to Act on Behalf of Board in Mediation
 4. Janitorial Supply Contract Spending Allowance Increase
- H. Discussion Item**
 1. **Resolution to Designate a Resident Agent for Howard Community College**
- I.** Information Items
 1. Issue Bin
 2. Board Calendar
 3. Agreements Signed by the Board Chair Disclosure
 4. Personnel Summary

Adjournment

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its January 28, 2009, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

II – United Way Contribution from Students

The Student Program Board (SPB) hosted its annual Halloween costume ball on October 31, 2008, which included a costume contest, pictures, disc jockey, and goodies. The SPB raised \$325.00 from the event. In addition, a bake sale was held on October 31, 2008, and \$175.45 was raised. A “Movie Wednesday” was held on November 19, 2008, and \$40.82 was raised. The grand total raised from all events was \$541.27. All proceeds from tickets sales were donated to the United Way. Thanks to the following students for planning these events: David Orellana, (former) SPB chairperson, Ashleigh Pettus, fall 2008 assistant SPB chairperson and current SPB chairperson, Stephanie McKnight, Joshua Jacobs, Brannon Baxley, Kathleen Fanske, William Leisher, Rooney Nelson, Ushma Zaveri, Rula Tamimi, Matt Reid, Caroline Amenabar, and Michael Anderson.

The following students and staff will attend the board meeting on February 27, 2008, to present the contribution.

Ashleigh Pettus
David Orellana
Schnell Garrett, Advisor

Student Program Board Chair
Student Program Board, member
Assistant Director of Student Life

III – Howard Community College Educational Foundation Annual Report

Background: The Howard Community College Educational Foundation (HCCEF), Inc. provides an informational report to the Howard Community College Board of Trustees once a year. At the February 25, 2009, meeting of the trustees, Michael Nagle, HCCEF chair, will provide an update of current activities and will be available for questions.

◆————— Recommendation —————◆

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



HOWARD
COMMUNITY COLLEGE
EDUCATIONAL
FOUNDATION, INC.

You Can Get There From Here.

Annual Report to the Howard Community College Board of Trustees

Presented February 25, 2009

Summary of Foundation Highlights for Fiscal Year 2008

General to the Howard Community College Educational Foundation (HCCEF)

1. Net asset base of \$8,754,562 in comparison to \$9,149,934 in FY07
2. Private gifts totaled \$2,252,538 in comparison to \$4,852,605 in FY07 (Note: The Rouse Company Foundation pledge of \$1.5 million was received in FY07.)
3. Special events generated gross revenue of \$724,854 in comparison to \$747,319 in FY07
4. Net profit from specific events include:
 - Grand Prix - \$167,000 in comparison to \$182,000 in FY07
 - Hunan Manor Event - \$20,575 in comparison to \$21,410 in FY07
 - President's Gala - \$9,100 in comparison to \$6,000 in FY07
 - Vino Scholastico - \$23,800 as compared to \$15,000 in FY07
5. Grants, competitive and non-competitive, generated revenue of \$6,497,559 in comparison to \$6,073,226 in FY07
6. Overall support provided to HCC for scholarships and programs equaled \$1,534,846 in comparison to \$1,465,097 in FY07
7. In-kind donations totaled \$194,381 in comparison to \$285,057 in FY07

State Matching Funds (Private Donations Incentive Program)

From July 1, 2000, through June 30, 2008, \$199,381 of a \$250,000 match was received from the state match program that began in FY00. The state still owes a total of \$50,619 and the payment is expected in FY10.

Summary of Foundation Goals for Fiscal Year 2008

- Raised \$373,534 toward \$400,000 goal in private giving to endowments
- Raised \$268,545 toward \$600,000 goal in private giving to scholarships
- Raised \$2,291,255 toward \$2.5 million goal through public giving to college programs through federal, state and local grants
- Convened the President's Circle and Legacy Society recognition societies
- Researched the University System of Maryland Foundation as possible investment managers and ultimately moved endowment account to USMF
- Purchased and used prospect software as a tool for cultivation of new donors and stewardship of existing donors
- Began implementation of integrated development software for donor database and accounting systems for the foundation through purchase of Datatel Colleague Advancement
- Celebrated the opening of The Rouse Company Foundation Student Services Hall and the president's inauguration with the 2007 President's Gala
- Held the bi-annual alumni NYC bus trip and raised \$970 for the Alumni and Friends Endowment with 80 participants
- Convened the inaugural social for former HCCEF directors and board of trustee members
- Continued with existing fundraising events: Columbia Classic Grand Prix, Hunan Manor Fundraiser for Silas Craft Collegians, Vino Scholastico, Rep Stage receptions with donors

Additional Activities the Development Office and Foundation Were Involved in During Fiscal Year 2008

- Major Donor Party
- Nursing Recognition Ceremony (RN and LPN programs)
- Commencement Ceremony
- Distinguished Alumni Program (6 new members added in FY08)
- Rep Stage receptions with donors
- Student/Donor Luncheon
- President's inauguration activities and installation event
- Assisted with Mary Ellen Duncan Hall for English, Languages, and Business naming event
- Peter and Elizabeth Horowitz Visual and Performing Arts Center portrait unveiling
- Foundation committees: executive, finance and investment, alumni, Silas Craft Collegians/Hunan Manor, nominating, strategic planning and development, Grand Prix, President's Gala, athletics, arts, Rep Stage/theatre, and Vino Scholastico

Foundation Goals for Fiscal Year 2009

- Raise \$700,000 in private giving to endowments and scholarships
- Raise \$2.5 million through public giving to college programs through federal, state, and local grants
- Implement new strategic plan
- Implementation year of Phase I of the capital campaign to raise \$4 million for the college's 40th anniversary
- Research giving societies for additional involvement of the President's Circle members
- Begin using integrated development software for donor database and accounting systems for the foundation through Colleague Advancement and Colleague Finance
- Children's Learning Center ribbon cutting ceremony
- Patrick and Jill McCuan Hall dedication and portrait unveiling
- Radiologic Technology Laboratory ribbon cutting
- REPartee fundraising event for Rep Stage
- Continue to convene the Legacy Society
- Continue to increase the diversity of the foundation board
- Continue the documentation of all named gifts
- Continue annual giving with all stakeholders to increase giving to the foundation
- Continue the social for former HCCEF directors and board of trustee members
- Continue with existing fundraising events: Columbia Classic Grand Prix, Silas Craft Collegians/Hunan Manor Fundraiser, Vino Scholastico

IV – Television Studios Tour

Background: In May of 1982, Howard Community College activated “Cable 8.” At that time, the sole programming consisted of telecourses airing from 10 a.m. to noon, Monday through Friday, with extensive repeats. The rest of the time the channel remained black since there were no original television programs produced by the station.

Now known as HCC-TV, the television production facility is comprised of several units. The department’s mission is to provide the highest quality of script to screen television production and programming to support both the college’s mission and the community. In accordance with this mission, HCC provides live production and cable casting of approximately sixty-five productions a year for G-TV in support of the Howard County Government. Also housed in the college’s state-of-the-art facility is the mass media production and design program, which offers associate degrees in a multi-track curriculum. Students can choose from television production, web design, multimedia design, gaming and simulation design, and beginning in the fall of 2009, radio production.

The staff consists of eight full-time employees, and approximately ten part-time employees, who are on-call. Most of the full-time staff teaches in the television production track. Many of the part-time employees came through HCC’s mentorship program, which is open to all students who have completed the first course in the curriculum.

The television studio unit of HCC-TV produces original programs such as CineMaryland, The Writing Life, In the Spotlight, and two new shows soon to be launched, Health Maryland and Howard County Tonight. In addition, HCC-TV produces public service announcements for the college, promotionals, and provides support and documentation services. G-TV joined HCC this year and produces approximately 65 live productions a year.

The television services unit provides 24/7 programming schedules for both HCC-TV and G-TV. Through producing original programming, acquiring telecourses, and licensing programming contracts coupled with reciprocity agreements with other stations’ program schedules, both stations have been expanded by 738 hours this year alone.

The new production facility in which the studio is currently housed is an all-digital networked facility. The recent renovation enabled significant expansion of the production facilities available to students. Students now have their own television studio and control room that mirrors the production unit for the college’s television services. Students have a fully-dedicated editing lab, individual edit suites, and a radio production facility. The television services area houses three edit suites, a sound production facility with a sound booth, and a control room with adjacent

studio. The studio is outfitted with a virtual set system, three cameras with teleprompters, and an in-ear full back system (IFB) for producers to be able to talk directly to talent.

Core Work Mission: The television services unit provides programming to two cable channels offering a 24-hour, 7-day a week television-programming schedule for HCC students and Howard County residents. The HCC-TV station schedules and airs all telecourses offered by the college and also gives students an additional service of rescheduling missed telecourses. The G-TV station schedules and airs all live and rebroadcasted productions mandated in the agreement with Howard County. Both stations acquire programming from other sources with an emphasis on informational/educational content in an effort to promote diversity and the arts. HCC-TV offers a monthly schedule available to the public.

The television studio functions as the production unit. The unit takes abstract concepts from script to screen for both internal and external clients such as The Horizon Foundation, Howard County General Hospital, the Howard County Economic Development Authority, and Howard County Tourism. These projects give students hands-on experience and many are also revenue generating. The unit's mission is to deliver the highest quality product on time and within budget to meet the needs of its customers.

The mass media production and design program offers multiple tracks of curriculum. The main emphasis of the program is to teach design and production skills through hands on experience in a state-of-the-art facility.

Benchmarks/Results: The television production facility has met and exceeded every benchmark within its core work. While eight programs were included in the core work benchmark, eleven have currently either been produced or are in the process of being produced. Additionally, two new programs are under development. Two projects in support of the college mission were included in the core work benchmarks and nine are currently in the production matrix (six of which have already been completed). G-TV has sixty-five productions slated for this year. They will be produced live and maintained in the rebroadcast schedule. All programming within the schedule has been delivered on time and within budget. QUEST survey results over the past five years have consistently been above 4.0 on a 5-point scale. However, the TV studio still seeks to increase the visibility of its services to the college community and is currently devising methods of achieving this goal. This year, one student has already completed the studio's mentorship program and one is currently in the program. The current goal is to mentor one student each year; however, a two-level mentorship program is currently under development to enable more students to take advantage of this opportunity.

Due to a variety of reciprocity agreements and the subsequent addition of several new series, two hundred-twenty-two new programs have been added to HCC-TV and G-TV has added two hundred-sixty-seven new programs. Each month a schedule of programming for HCC-TV is mailed and G-TV's monthly schedule of programming is available on the G-TV website.

As of fall 2008, the enrollment in the mass media design and production curriculum was 80 students, a 515.4 percent increase over the fall 2001 enrollment of thirteen. The retention rate from fall 2007 to spring 2008 of all students in the major was 69.5 percent and the retention rate of all first-time students in the major from fall 2007 to spring 2008 was 69.6 percent.

Special Recognitions:

(Please see exhibit A)

Accreditations: The staff of the television production facility are active members in the Broadcast Educators Association and the Chesapeake Chapter of the Academy of Arts and Sciences.

Future Plans and Goals: Plans include increasing the original programming production numbers from three original series (CineMaryland, In the Spotlight, and Writing Life) to five with the addition of Healthy Maryland and Howard County Tonight. Discussions are also underway about the potential of adding an athletics show. Plans also exist to expand the internet radio station to include a low powered broadcast that students and staff can receive on the am band. This new venue will allow the audience to hear announcements regarding which lots have parking available and any emergency operations plan (EOP) announcements. The expansion of the current curriculum will include broadcast news and television network engineering. In addition, an active recruitment plan is in the works.

Special Recognitions over the Last Five Years

Television Production Facility

Exhibit A

2007

Accolade Awards

Accolade Award of Excellence 2007 (History) – HCC’s 35th Anniversary Video
Producers: **Karen Hinds Vadnais & Margaret Kahlor**

Accolade Honorable Mention 2007 (Entertainment)
CineMaryland
Producers: **Karen Hinds Vadnais & Rebecca Jessop** Director:
Karen Hinds Vadnais

Media Achievements Awards

Media Achievement Award of Distinction 2007
(Magazine Format) – CineMaryland
Producers: **Karen Hinds Vadnais & Rebecca Jessop** Director:
Karen Hinds Vadnais

Media Achievement Award of Distinction 2007 (History)
HCC’s 35th Anniversary Video; Producers: **Karen Hinds Vadnais & Margaret Kahlor**

Media Achievement Award of Distinction 2007 (PSA)
Vino Scholastico
Producer: **Carl Merritt**

Pegasus Awards

Pegasus Award of Excellence 2007 (Magazine Program) -
CineMaryland
Producers: **Karen Hinds Vadnais & Rebecca Jessop**; Director:
Karen Hinds Vadnais

Pegasus Honorable Mention 2007 (Historical) – HCC’s 35th Anniversary Video; Producers: **Karen Hinds Vadnais & Margaret Kahlor**

2007 (con't)

Telly Awards

Silver Telly 2007 (Information) – HCC’s 35th Anniversary Video
Producers: **Karen Hinds Vadnais & Margaret Kahlor**

2006

Accolade Awards

Accolade Honorable Mention 2006 (Entertainment)
CineMaryland; Producers: **Karen Hinds Vadnais & Rebecca Jessop**
Director: **Karen Hinds Vadnais**

Accolade Honorable Mention 2006 (PSA)
CineMaryland Program Graphics
Director: **Carl Merritt**

Aurora Awards

Aurora Platinum Best of Show 2006 (Fundraiser)
Horowitz Center
Producer/Director: **Margaret Kahlor**

Davey Awards

2006 Silver Davey Award- CineMaryland
Producers: **Karen Hinds Vadnais & Rebecca Jessop**; Director:
Karen Hinds Vadnais

2006 Gold Davey Award – Howard Community College 35th Anniversary Video
Producers: **Karen Hinds Vadnais & Margaret Kahlor**

Pegasus Awards

Pegasus Award of Excellence 2006 (Magazine Program)
CineMaryland
Producers: **Karen Hinds Vadnais & Rebecca Jessop**; Director:
Karen Hinds Vadnais

2006 (con't)

Pegasus Award of Excellence 2006 (Documentary)

The History of Spurrier's Tavern

Producer/Director: **Karen Hinds Vadnais** Producer: Grover Hinds

Pegasus Award of Excellence 2006 (PSA)

CCGP Raffle PSA

Producer/Director: **Carl Merritt**

Pegasus Award of Excellence 2006 (PSA)

CCGP Event PSA

Producer/Director: **Carl Merritt**

Pegasus Award of Excellence (Fundraiser)

Horowitz Center

Producer/Director: Margaret Kahlor

Telly Awards

Bronze Telly 2006 (Fundraiser)

Horowitz Building

Producer/Director: **Margaret Kahlor**

2005

Accolade Awards

Accolade Honorable Mention 2005 (Biographical)

The History of Spurrier's Tavern

Producers: **Karen Hinds Vadnais** & Grover Hinds

Director: **Karen Hinds Vadnais**

Accolade Honorable Mention 2005

CCGP PSA

Producer/Director: **Carl Merritt**

Aurora Awards

Aurora Gold Award 2005 (PSA)

CCGC Raffle

Producer/Director: **Carl Merritt**

Aurora Gold Award 2005 (Graphics)

CineMaryland Program Graphics

Graphic Designer: **Carl Merritt**

Communicator Awards

Communicator Award of Excellence 2005 (Entertainment)

CineMaryland

Producers: **Karen Hinds Vadnais** & Rebecca Jessop; Director:

Karen Hinds Vadnais

Communicator Honorable Mention 2005 (Educational)

CineMaryland

Producers: **Karen Hinds Vadnais** & Rebecca Jessop

Director: **Karen Hinds Vadnais**

Communicator Award of Excellence 2005

Horowitz Performing Arts Center

Producer/Director: **Margaret Kahlor**

Communicator Award of Distinction 2005 (PSA)

CCGP Raffle PSA

Producer/Director: **Carl Merritt**

Davey Awards

2005 Silver Davey Award - CineMaryland

Producers: **Karen Hinds Vadnais** & Rebecca Jessop Director:

Karen Hinds Vadnais

2005 Gold Davey Award – The History of Spurrier's Tavern;

Producers: **Karen Hinds Vadnais** & Grover Hinds

Director: **Karen Hinds Vadnais**

2005 (con't)

Telly Awards

Bronze Telly 2005 (PSA)

Grand Prix Raffle

Producers/Director: **Carl Merritt**

Videographer Awards

Videographer Award of Excellence 2005 (Entertainment)

CineMaryland

Producers: **Karen Hinds Vadnais & Rebecca Jessop**

Director: **Karen Hinds Vadnais**

Videographer Award of Distinction 2005 (Documentary)

History of Spurrier's Tavern

Producers: **Karen Hinds Vadnais & Grover Hinds**

Director: **Karen Hinds Vadnais**

2004

Howard Community College Board

"HCC Emmy" Award for Best Film – Senator James Clark, Jr.

Producer: **Margaret Kahlor**

AXIEM Awards

Silver AXIEM Award 2004 (Education) CineMaryland; Producers:

Karen Hinds & Rebecca Jessop; Director: Karen Hinds

Silver AXIEM Award 2004 (Entertainment) CineMaryland;

Producers: **Karen Hinds & Rebecca Jessop**

Director: **Karen Hinds**

Silver AXIEM Award 2004 (Commerical)

You Can Get There From Here

Producer: **Margaret Kahlor**

2004 (con't)

Silver AXIEM Award 2004 (PSA)

You Can Get There From Here

Producer: **Margaret Kahlor**

Communicator Awards

Communicator Award of Distinction 2004 (Entertainment)

CineMaryland

Producers: **Karen Hinds & Rebecca Jessop; Director: Karen Hinds**

Communicator Award of Distinction 2004 (Documentary)

History of Spurrier's Tavern; Producers: **Karen Hinds & Grover**

Hinds; Director: **Karen Hinds**

Communicator Award of Distinction 2004 (Graphics)

CineMaryland

Producer/Director: **Carl Merritt**

Telly Awards

Bronze Telly 2004 (Entertainment)

Bronze Telly 2004 (Information)

CineMaryland

Producers: **Karen Hinds & Rebecca Jessop; Director: Karen Hinds**

Videographer Awards

Videographer Award of Excellence 2004 (Entertainment)

CineMaryland

Producers: **Karen Hinds & Rebecca Jessop; Director: Karen Hinds**

Videographer Award of Distinction 2004 (Public Service)

You Can Get There From Here; Producer: **Margaret Kahlor**

2003

National Academy of Television Arts and Sciences- National Capital/Chesapeake Bay Chapter

Emmy Award Winner

Promotion: Station Image/HCC-TV ID Campaign

Producer: **Carl Merritt**; Director of Photography: **Jose Tenorio**

Emmy Award Nomination

Public Service Announcement: Single Spot

You Can Get There From Here

Producer: **Margaret Kahlor**

Aurora Awards

Aurora Gold Award 2003 – CineMaryland

Producers: **Karen Hinds** & Rebecca Jessop; Director: **Karen Hinds**

Aurora Gold Award 2003 - HCC-TV Promo

Producer: **Margaret Kahlor**; Director: **Carl Merritt**

Aurora Platinum Best of Show 2003

Columbia Classic Grand Prix PSA

Producer: **Carl Merritt**

AXIEM Awards

Silver AXIEM Award 2003 (Educational) CineMaryland

Silver AXIEM Award 2003 (Entertainment) CineMaryland

Producers: **Karen Hinds** & Rebecca Jessop; Director: **Karen Hinds**

Silver AXIEM Award 2003 - HCC-TV Promo

Producer: **Margaret Kahlor**; Director: **Carl Merritt**

Silver AXIEM Award 2003 (Fundraising) - President's Gala

Producer/Editor: **Margaret Kahlor**

2003 (con't)

Bronze AXIEM Award 2003

HCC-TV Station ID

Producer: **Carl Merritt**

Communicator Awards

Communicator Award of Distinction 2003 CineMaryland

Producers: **Karen Hinds** & Rebecca Jessop Director: **Karen Hinds**

Communicator Award of Distinction 2003

(Creative concepts) & (Education)

HCC Commercial

Producer/Director: **Margaret Kahlor**

Telly Awards

Bronze Telly 2003 – HCC-TV Promo

Producer: **Margaret Kahlor**

Bronze Telly 2003 – President's Gala

Producer/Director- **Margaret Kahlor**

Bronze Telly 2003 - CineMaryland

Producers: **Karen Hinds** & Rebecca Jessop; Director: **Karen Hinds**

Bronze Telly 2003 – HCC-TV Promotional Video

Producer: **Carl Merritt**

Videographer Awards

Videographer Award of Distinction 2003 - CineMaryland

Producers: **Karen Hinds** & Rebecca Jessop; Director: **Karen Hinds**

Videographer Award 2003 (Commercial)

Columbia Classic Grand Prix

Producer: **Carl Merritt**

Award Descriptions:

Accolade Awards- The Accolade is a non-traditional, virtual venue with seasonal deadlines that allow timely online publicity opportunities. Awards go to those filmmakers, television producers and videographers who produce fresh, standout entertainment, animation and compelling documentaries. The Accolade is a showcase for cinematic gems and unique voices.

AXIEM Awards – (**Absolute Excellence in Electronic Media**) An international awards program created to honor those who produce the very best in all forms of electronic media.

Aurora Awards – The Aurora Awards are designed to recognize local, regional, independent, and industrial excellence.

Community College Association for Instruction & Technology (CCAIT) (National) presents a unique opportunity for two-year colleges and their TV production students to share their finest efforts in video production with other professionals.

The Communicator Awards - An international competition honoring television and film production.

Davey Awards- Honoring the creative excellence of smaller agencies and companies worldwide

Hometown Video Festival Awards - A national competition honoring cable access television productions.

Instructional Technology Video Awards (ITVA) – Achievement in video production.

Media Achievement Awards- *Honoring the Best* in Media Communications

Maryland Press Club Media Awards – Award for outstanding achievement in media.

Pegasus Awards-An award competition designed to recognize the work of non-broadcast video professionals

Telly Awards –An international competition honoring non-network television commercials and programs and non-broadcast video and film productions.

Videographer Awards – An international awards program created by communications professionals to honor talented individuals and companies in the video production field.

A – Approval of February 25, 2009, Agenda

Regular Meeting – Immediately following the work session

- A.** Approval of February 25, 2009, Agenda
- B.** Board Priority Items
 - 1. Board End: Faculty and Staff Focus
 - 2. Fiscal Year 2008 Workforce Snapshot
 - 3. Financial Statements
 - 4. Fiscal Year 2009 Awards
- C.** President's Report
- D.** Board Member Comments
- E.** Report of the Legislative and Community Relations Committee
- F.** Approval of Minutes:
 - 1. January 28, 2009, Work Session
 - 2. January 28, 2009, Regular Session
 - 3. January 28, 2009, Closed Session
- G.** Consent Items
 - 1. Proposed New Hires
 - 2. Grants and Scholarships
 - 3. Authorization for Board Chair to Act on Behalf of Board in Mediation
 - 4. Janitorial Supply Contract Spending Allowance Increase
- H.** Information Items
 - 1. Issue Bin
 - 2. Board Calendar
 - 3. Agreements Signed by the Board Chair Disclosure
 - 4. Personnel Summary

Adjournment

B-1 Board Core End: Faculty and Staff Focus

Background: This report addresses the board core end – *Faculty and Staff Focus*. HCC aligns its operations with the **two** Educational Excellence criteria for this category. Measures were selected by the board in 2003. The dashboard was introduced as a vehicle to summarize the information in 2005. Green ■ – signals that HCC is operating above the benchmark, yellow ■ – performance is at the benchmark, and red ■ – the operating level is still below the benchmark. Detail pages follow the dashboard. Any updates are indicated in **blue**.

At its September 27, 2006, meeting, the trustees reset and approved all the current benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. Since these benchmarks are 5-year goals, most of the current flags will naturally be red.

At its November 29, 2006, meeting, the trustees requested that the administration supply a short *Talking Points* summary for each core end. This summary is provided at the end of the report.

Once viewed by the board, this report will be posted on the college's website so that members of the college community can become familiar with the measures that are part of the board core end (Key Performance Indicator) system. The website address is:

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

The administration and relevant staff review the details of all the reports that contribute to these measures. Plans for improvement are developed and included in appropriate core work and/or strategic planning for the next integrated strategic planning and budget development cycles.

Purpose: Report on the progress of the institution

Timeline: Annual

◆————— Recommendation —————◆

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

Compliance: This report is in compliance with Board By-Law VII – Board Execution and Evaluation of Policy: Suggested Timeline for Important Tasks.






Category 5 – Faculty and Staff Focus







This category examines the college’s efforts to build and maintain a work environment and faculty and staff support climate, conducive to performance excellence and to personal and organizational growth.




















Source	Item	Current	Benchmark
External Quality Feedback	Work Systems How do your organization’s work and jobs enable faculty and staff and the organization to achieve high performance? How do compensation, career progression, and related workforce practices enable faculty and staff and the organization to achieve high performance?	Baldrige 70-85%	30-45%
		MPEA 50-65%	
	Faculty and Staff Learning and Motivation How do HCC’s faculty and staff education, training, and career development support the achievement of the college’s overall objectives and contribute to high performance? How do the organization’s education, training, and career skills development build faculty and staff knowledge, skills, and capabilities?	Baldrige 50-65%	30-45%
		MPEA 30-45%	
MHEC	Percent minorities of full-time faculty	21.1%	23.0%
	Percent minorities of full-time administrative/professional staff	23.3%	23.0%
QUEST (Employee Survey)	Overall Job Satisfaction	4.32	3.50
	Campus Climate:		
	Have a safe workplace.	4.37	3.50
	Satisfied with opportunities for job-related training.	4.31	3.50
	Recognized for contributing to improved quality.	4.13	3.50
	Satisfied with the job security of my present position.	4.08	3.50

External Measures

The college prepared and submitted applications to various Baldrige-based quality awards competitions; the results are indicated below.

Maryland State Quality Award		Baldrige	
	Range of total applicant scores.		October 2005 - HCC's score
	August 2006- Score interval in which HCC was rated.		Score given as an interval, e.g., Total: 376-475
	August 2007- Score interval in which HCC was rated.		May 2008 - HCC's score Total: 561-711 No range is provided for other applicant scores.

		Scoring Ranges (%)					
		0-9	10-29	30-49	50-69	70-89	90-100
Baldrige Criteria 1000 points	Overall Score						
							
							
							

			0-9	10-29	30-49	50-69	70-89	90-100
Category 5	Faculty and Staff Focus (85 points)	5.1 45 points						
								
								
								
		NEW 5.2 combined with 5.3-40 points						
								
								
								

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in the category. A team reviews those reports, collects information on the process improvements that occur in the intervening months, and submits a new application. In May 2008, the college submitted an application to the Baldrige Award committee, hosted a site visit during October 2008, and received its feedback report in December 2008. A team is working to create a Baldrige application due in May 2009.

Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 and above received at least site visits. Therefore, the administration recommended a category benchmark aligned with that goal: **The college will receive a rating for category 5 of 45 percent on the Maryland Performance Excellence Award by 2007 or Baldrige by 2009.**

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

<i>Minorities include African Americans, Asian Americans, Hispanics, and Native Americans; minorities do not include foreign or other.</i>						
	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Benchmark Fall 2010
Percent minorities of full-time faculty	20.5%	20.0%	18.9%	22.1%	21.1%	23.0%
			n=24/127	n=31/140	n=31/147	
<i>Peer AVG:</i>	10.7%	9.7%	10.3%			
<i>Statewide AVG:</i>	14.5%	13.6%	14.6%			

<i>Minorities include African Americans, Asian Americans, Hispanics, and Native Americans; minorities do not include foreign or other.</i>						
	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Benchmark Fall 2010
Percent minorities of full-time administrative/professional staff	22.0%	23.4%	22.8%	20.9%	23.3%	23.0%
			n=41/180	n=36/172	n=42/180	
<i>Peer AVG:</i>	11.1%	11.9%	11.5%			
<i>Statewide AVG:</i>	18.8%	19.1%	20.1%			

Internal Measures

Employee satisfaction is an original board of trustees' indicator.

HCC's most valuable resource is its employees; therefore, the college will take steps to assure a productive, competent, up-to-date, and competitively compensated workforce. Several measures will demonstrate this commitment.

- Compensation. The college will monitor information about market rates every year and will propose salary scale changes to the board every two or three years. A major study will take place at other intervals.
- Currently employed staff will annually be given the systematic opportunity to rate their job satisfaction, college climate, and the various college services. **Benchmark: All employee groups will evaluate their job satisfaction and college climate at the 3.5 (out of 5) or above level.**

Compensation

Working with an outside consultant, the office of human resources completed the board-approved comprehensive faculty and staff salary study during fall 2007. Based on the results of this study, the college spent \$205,641 for employee salaries to reclassify positions at the appropriate level. The overall FY10 salary considerations were discussed during the [January 28, 2009](#), board of trustees meeting as part of the budget proposal approval process.

Employee Satisfaction Survey Results

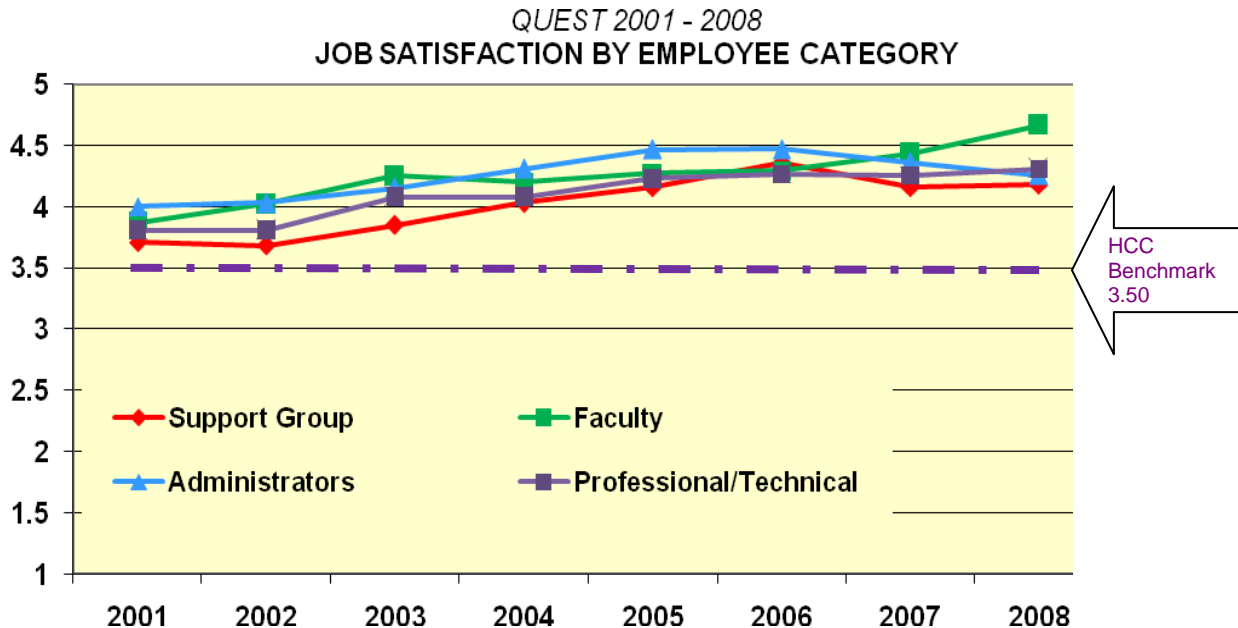
The QUEST (QUality Evaluation of Service Trends) survey ratings shown below are on a five-point agreement scale, with 5 being the highest and 1 the lowest. [This year's overall job satisfaction rating does exceed the 3.5 benchmark set by the board.](#)

Job Satisfaction

BY YEARS AT HCC

	2004 QUEST	2005 QUEST	2006 QUEST	2007 QUEST	2008 QUEST
1 to 5 Years	4.12	4.27	4.28	4.31	4.35
6 to 10 Years	4.00	4.01	4.30	4.37	4.30
11 to 15 Years	4.06	4.26	4.20	4.14	4.26
16 to 20 Years	4.17	4.44	4.50	4.30	4.07
21 to 25 Years	4.20	4.33	4.41	4.32	4.79
Over 25 years	4.42	4.40	4.64	4.13	4.25
OVERALL RATING ON JOB SATISFACTION	4.11	4.23	4.31	4.29	4.32

This next indicator is also a Dragon's Vital Sign.



Description of the Indicator: The QUEST survey is administered every year to all budgeted HCC employees in the fall semester. Ratings are given on a five-point satisfaction scale, ranging from "Strongly Agree" (5) to "Strongly Disagree" (1). The ratings on this chart show the mean rating on job satisfaction for each employee group. The current categories have been used since 2000.

Benchmark: The overall rating for employee satisfaction will be 3.50 for all groups. Since this benchmark has been met for a number of years, it will be raised to 4.0.

Performance Outcome: For 2008, the benchmark is met for all groups. It is the highest ever overall rating.

Data Source: Data is from HCC's annual QUEST survey administered and analyzed by the planning, research, and organizational development (PROD) office.

