



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

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March 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...

**Respect students, employees, the  
community, and our fellow board  
members.**



**REVISED**



**Board of Trustees' Meeting Agenda**  
**March 25, 2009**  
**The Rouse Company Foundation Student Services Hall**  
**Room: 400**

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

- I. Introduction of New Employees
- II. Eighth Annual Maryland Community Colleges' Student Advocacy Day
- III. Recognition of Howard Community College's Men's Basketball Team and All-Conference and All-Region Student Athlete Selections
- IV. Information Session: Learning Outcomes Assessment

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

- A. Approval of March 25, 2009, Agenda
- B. Board Priority Items
  1. Board End: Educational and Support Process Management
  2. Financial Statements
  3. **Board Retreat Agenda**
- C. President's Report
- D. Board Member Comments
- E. Report of the Audit and Finance Committee
- F. Approval of Minutes:
  1. February 25, 2009, Work Session
  2. February 25, 2009, Regular Session
- G. Consent Items
  1. Proposed New Hires
  2. Vending Services
  3. Professor Emeritus Recommendations
  4. Maryland Association of Community Colleges Grant Spending
  5. Telephone System Upgrade
  6. Belmont Change Orders
  7. Freelance Design Services
  8. Identity Theft Prevention Program
- H. Information Items
  1. Issue Bin
  2. Board Calendar
  3. Agreements Signed by the Board Chair Disclosure
  4. Personnel Summary

**Closed Session**

**(Board agendas are posted on the web one week prior to each meeting.)**

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

**Board materials are available in the Howard Community College Library.**

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

For the trustees' information, newly hired employees approved by the board at its February 25, 2009, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

## **II – Eighth Annual Maryland Community Colleges’ Student Advocacy Day**

### **Group Being Introduced:**

Cynthia Peterka, vice president of student services, and students Maureen Evans Arthurs, Judy Kahiu, Gabrielle Lockett, Linda Morris, Zina Richardson, Diana Thomas, and Craig Zolotrow.

### **Background:**

On February 11, over 400 students from Maryland community colleges, including students from Howard Community College, spent the day in Annapolis, Maryland visiting elected officials and advocating for community college issues. This advocacy day was the eighth year that community college students were organized in a statewide effort to raise awareness among the legislators about the value of a community college education and the need to have the appropriate funding to support the community college mission.

The Maryland Community Colleges’ Student Advocacy Day is organized by the vice presidents of student services across the state. The community college presidents also provided full support and many were present at the event as well. Staff members Randy Bengfort, Simone Breuninger, Llatetra Brown, Yvonne Everett, Nancy Gainer, Schnell Garrett, Errick Henlon, Kimberly McNair, Carol Parreco, Cindy Peterka, Olayta Rigsby, Kathy-Ann Royster, Mike Scrivener, James Symanek, Arla Webb, Linda Wu, and the Sodexo staff helped facilitate student participation in the event.

### **III – Recognition of Howard Community College’s Men’s Basketball Team and All-Conference and All-Region Student Athlete Selections**

**Group Being Introduced:**

The Howard Community College (HCC) men’s basketball team, the All Conference and All Region performers, and their coaches.

**Background:**

**Men’s Basketball**

The last time the HCC men’s basketball team was a runner-up at the Region XX championship was 15 years ago. In 1994, men’s basketball was classified as a Division III (D-III) program. Now classified as a Division II (D-II) program, the team consists of one sophomore and the rest are freshmen. HCC was seeded sixth in the Region XX tournament. They defeated the third seed, Community College of Baltimore County (CCBC), Dundalk, 81-62. HCC had a difficult game with the second seed, Community College of Beaver County in Pennsylvania, but upset Beaver County in a close 69-65 contest. This forced a re-match against the first seed, Cecil College (Cecil). At their last meeting during the Maryland Junior College Conference (JUCO) tournament, HCC upset several teams to play Cecil in the semi-finals, only to lose by one point with a final score of 68-67. This time, at the Region XX tournament Cecil took the lead with three minutes to go before the half and then never lost the lead. They claimed the Region XX title by a score of 89-75.

Overall, the HCC men’s basketball team finished 16-18 for the season and 7-10 in the conference.

Freshmen Joseph Jones was named to the All-JUCO tournament team. Jimmy Dorsey was also named to the All-JUCO tournament team, as well as the All-JUCO and Region XX first teams.

**Women’s Basketball**

Sophomore guard and team captain, Marcia Bond, was named to the All-JUCO second team.

Sophomore guard and team co-captain, Amanda Schwartz, received All-JUCO honorable mention.

## IV – Information Session: Learning Outcomes Assessment

**Background:** In order to offer degrees and have access to Federal financial aid for its students, Howard Community College must be accredited by the Middle States Commission on Higher Education (MSCHE). MSCHE requires HCC to comply with its *Characteristics of Excellence*: (<http://www.msche.org/publications/Characteristicsbook050215112128.pdf>).

The process that was developed and deployed (Learning Outcomes Assessment (LOA) projects) to be in compliance with one of the fourteen standards is discussed this evening.

### **Educational Effectiveness: Standard 14: Assessment of Student Learning**

Assessment of student learning demonstrates that the institution's students have knowledge, skills, and competencies consistent with institutional goals and that the students at graduation have achieved appropriate higher education goals.

The board of trustees has defined six goals for the organization.

### **Institutional Level Goals** **Source: Board Core Ends**

Howard Community College will:

**(Goal 1) create a dynamic and effective learning environment for its students;**

**(Goal 2) provide useful educational support processes;**

(Goal 3) display and develop leadership, fiscal and social responsibility;

(Goal 4) engage in beneficial planning;

**(Goal 5) foster data informed decision making; and**

(Goal 6) design and deploy programs to support faculty and staff development.

This work session will focus on the people and processes that contribute to the college's attainment of **Goals 1, 2 and 5**.

### **Learning Outcomes Assessment (LOA)**

The founding faculty and staff of HCC formulated an exceptional student-centered culture and embraced the continuous experimentation with instructional design to maximize student learning outcomes at the instructor level. In 1991, the board of trustees requested that the president create an office that would be devoted to helping faculty develop and execute research projects at the individual course and program levels. Hence, HCC was well-positioned in 2003 when the MSCHE decided to mandate such assessments.

Under the supervision of Zoe Irvin, executive director, planning, research, and organizational development, the LOA office consists of two research associates: Dr. Cheoleon Lee and Dr. Nassim Ebrahimi. To execute its charges, the LOA office relies on the generous staff support of the teaching and learning services division (Lucy Gardner, Linda Heinbauch, Angela Phillips) and utilizes the equipment in the information technology main office located near their new office suite.

The LOA office executes the student evaluation of instruction instrument (the IDEA survey was chosen by a faculty committee in 1991) in at least half of all classes each semester and monitors the overall accomplishment of the HCC general education goals. HCC piloted the Council for Aid to Education (CAE)'s Collegiate Learning Assessment (CLA) in FY08 and will again administer that test in FY10. LOA staff assists with the assessment of faculty-led initiatives on campus (i.e., Step-UP), as well as helping faculty formulate plans and conduct assessments within grants (i.e., NSF-TAP, STARTALK).

### **LOA Project Process**

Each June, division chairpersons working with their faculty identify potential projects and faculty leaders for those projects. Based on outcome metrics, the vice president of academic affairs may also suggest project ideas. Each division must begin two course level projects or one program review every year. Those names and ideas are forwarded to the LOA team.

A planning meeting is set up with the faculty to design the course or program level assessment project. Projects average three years in length. Program reviews run the spectrum of one to five years. Research associates act as the primary faculty contact for the projects. They help to brainstorm where the faculty can locate external benchmarking instruments, people for panels; design questions; extract data from central databases pertinent to the project, assist faculty with setting-up norming (scoring) sessions and monitor project deliverables and timetable.

The current listing of projects can be found in the board core end report included with this packet.

Two HCC faculty members will present a very short summary of their current student learning assessment projects at the work session.

**First Presentation: Dave Beaudoin, assistant professor, mass media; acting division chair, arts and humanities; director of humanities and digital arts**

**Project:** A portfolio is a body of work that shows one’s ability and breadth as a designer. It is an essential component for job interviews as well as transfer evaluations. It should consist of the best work from school or professional experience. Student portfolios represent the culmination of several semesters of study in HCC’s program. If the portfolios are not up to the highest levels of proficiency, it will create problems for students as they transfer or look for jobs in the private sector and will reflect poorly on HCC’s students and programs.

This project will verify that HCC’s mass media and graphic design student portfolios are up to the highest levels of competency of foundational skills for two-year students. After completing the exit courses—web design and production II, multimedia authoring and design II, and art portfolio assessment—consistent and skillful use of typography, layout, imagery, video, and sound should be demonstrated in portfolios.

The results of this project will be used in reassessing HCC’s web, multimedia and graphic design curricula. They will also be used in developing a mass media capstone course, as well as helping HCC update class outlines where necessary to improve design and technology instruction. One of the outside consultants to this project is Lisa Sheirer, associate professor, communications, humanities and arts, Frederick Community College. She is also a free-lance artist and graphic designer. This project is in its third year of a three-year cycle.

**Degree programs that benefit from this project:**

|  |  |
|--|--|
| <b>Mass Media Design and Production</b>  |  |
| An Arts and Sciences A.A. Degree Program (Transfer)  |  |
| This curriculum is designed for students transferring to a four-year institution majoring in high demand technological media programs. Students are advised to check the requirements of the institution to which they intend to transfer. The main emphasis of the mass media design and production program is design principles and execution through hands-on experience with digital equipment and computer-based technology. Students may choose between four concentrations: television production, web design, multimedia design, and gaming and simulation design. |  |
| <b>Web Design Option</b>   |  |
| General Education Core Courses Plus:   |  |
| ARTT-109   | Drawing I                              |
| ARTT-112   | Introduction to Digital Media          |
| ARTT-130/MASS-130  | Introduction to Video I                |
| ARTT-148   | Digital Imaging, Raster Program I      |
| ARTT-200   | Graphic Design                         |
| ARTT-260/MASS-260  | Designing for Interactive Environments |
| ARTT-261/MASS-261  | Digital Video                          |
| ARTT-280/MASS-280  | Web Design and Production I            |
| ARTT-281/MASS-281  | Web Design and Production II           |

| <b>Multimedia Design Option</b>  |   |
|--|---|
| General Education Core Courses Plus:   |   |
| ARTT-109   | Drawing I   |
| ARTT-112   | Introduction to Digital Media   |
| ARTT-130/MASS-130  | Introduction to Video I   |
| ARTT-148   | Digital Imaging, Raster Program I   |
| ARTT-200   | Graphic Design  |
| ARTT-260/MASS-260  | Designing for Interactive Environments  |
| ARTT-261/MASS-261  | Digital Video   |
| ARTT-270/MASS-270  | Multimedia Authoring and Design I   |
| ARTT-271/MASS-271  | Multimedia Authoring and Design II  |
| <b>Art</b>   |   |
| Arts and Sciences A.A. Degree Program (Transfer)   |   |
| <p>This curriculum is designed as a guide for students planning to transfer to a four-year institution to complete a bachelor's degree in studio art/art history and such specialty areas as drawing, painting, graphic design, product design, interior design, architectural design, printmaking, photography, ceramics, sculpture, fiber arts, crafts, digital prepress, video and multimedia design. Students are advised to check the requirements of the institution to which they intend to transfer. The main emphasis in the art program is the development of conceptual and technical visualization skills and a transfer portfolio. There is also a flexible option whereby a student can prepare for a digital prepress career in the printing industry without compromising his or her ability to transfer to a four-year institution.</p> |   |
| <b>Studio Art Option</b>   |   |
| General Education Core Courses Plus:   |   |
| ARTT-104 or 105  | Art History I or II (course not taken in CORE)                                  |
| ARTT-101   | Two-Dimensional Basic Design  |
| ARTT-102   | Three-Dimensional Basic Design  |
| ARTT-109   | Drawing I   |
| ARTT-110   | Drawing II  |
| ARTT-211   | Painting I  |
| ARTT-250   | Art Portfolio Assessment  |
| ARTT   | Any course with an ARTT prefix (ARTT-201 Advanced Color Design is recommended.) |
| <b>Photography Option</b>  |   |
| General Education Core Courses Plus:   |   |
| ARTT-104 or 105  | Art History I or II (course not taken in CORE)                                  |
| ARTT-101   | Two-Dimensional Basic Design  |
| ARTT-109   | Drawing I   |
| ARTT-110   | Drawing II  |
|  | OR  |
| ARTT-146   | Digital Photography I   |
| ARTT-141   | Basic Photography   |
| ARTT-142   | Intermediate Photography  |
| ARTT-250   | Art Portfolio Assessment  |
| <i>Electives—Select 6-9 credits from the following courses (3 credits each):</i>   |   |
| ARTT-143   | History of Photography  |
| ARTT-241   | Advanced Black and White Photography  |
| ARTT-242   | Creative Darkroom Techniques  |
| ARTT-244   | Introduction to Color Photography   |
| ARTT-246   | Studio Lighting   |

| <b>Graphic Design Option</b>   |  |
|--|--|
| General Education Core Courses Plus:   |  |
| ARTT-104 or 105  | Art History I or II (course not taken in CORE) |
| ARTT-101   | Two-Dimensional Basic Design                   |
| ARTT-109   | Drawing I                                      |
| ARTT-112   | Introduction to Digital Media                  |
| ARTT-148   | Digital Imaging, Raster Program I              |
| ARTT-158   | Digital Imaging, Vector Program                |
| ARTT-200   | Graphic Design                                 |
| ARTT-250   | Art Portfolio Assessment                       |
| <i>Electives–Select 3-6 credits from the following courses (3 credits each):</i> |  |
| ARTT-110   | Drawing II                                     |
| ARTT-201   | Advanced Color Design                          |
| ARTT-204   | Digital Publishing                             |

| <b>Video/Multimedia Design Option</b> |  |
|---------------------------------------|--|
| General Education Core Courses Plus:  |  |
| ARTT-104 or 105                       | Art History I or II (course not taken in the CORE) |
| ARTT-101                              | Two-Dimensional Basic Design                       |
| ARTT-109                              | Drawing I  |
| ARTT-112                              | Introduction to Digital Media                      |
| ARTT-260/MASS-260                     | Designing for Interactive Environments             |
| ARTT-148                              | Digital Imaging, Raster Program I                  |
| ARTT-270/MASS-270                     | Multimedia Authoring and Design I                  |
| ARTT-261/MASS-261                     | Digital Video                                      |
| ARTT-250                              | Art Portfolio Assessment                           |

|                                |
|--------------------------------|
| <b>Dave Beaudoin Biography</b> |
|--------------------------------|

Dave holds a bachelors of fine arts (BFA) in art and design from Frostburg State University and a masters of fine arts (MFA) in integrated design from the University of Baltimore.

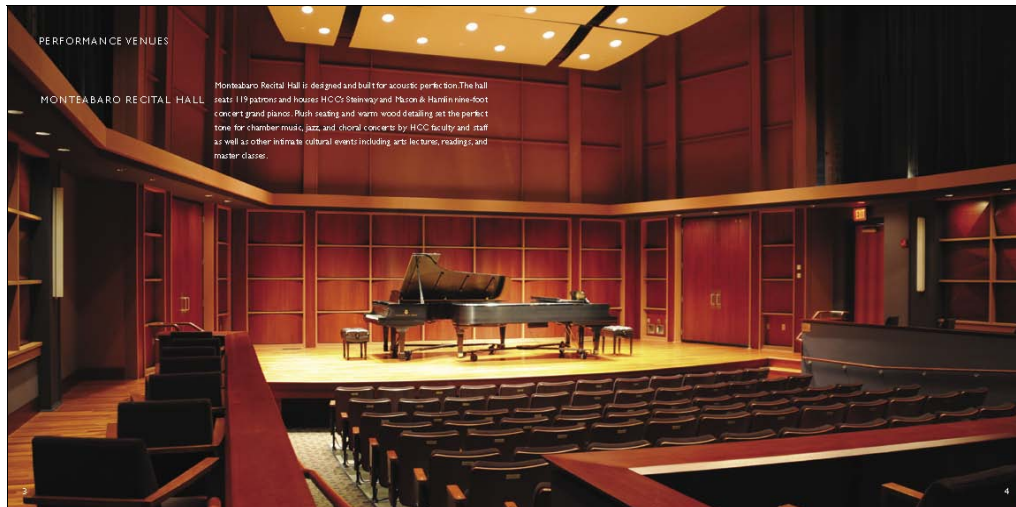
He worked for six years as a web designer for studios and corporations in the Baltimore and Washington DC areas, specializing in the design and production of Internet sites.

Dave began teaching in 1999 as an adjunct faculty member at Frederick Community College (FCC). There he helped develop FCC's current web design curriculum and, within it, taught web design 1, communication graphics 1, and introduction to Macintosh courses. He joined Howard Community College as an adjunct faculty member in the arts and humanities division in the fall of 2002 and became a full time faculty member in 2003.

Dave has designed a college project for video and TV production students that is an online video equipment reservation site. They can reserve equipment up to a week in advance to work on their projects. The system gives them real time equipment availability for the day they choose, keeps track of all incoming and outgoing reservations, keeps full equipment inventory and functionality status, and has a complete administrative section where faculty can add and maintain student accounts, manage equipment rights. The new site has been working well, the real-

time availability lets student plan their shoots with more certainty, and it is now rare when students cannot get equipment.

Dave is currently an assistant professor of mass media and teaches HCC's web design and production, multimedia authoring, and design courses. He is also associate division chair of arts and humanities. He is serving as acting division chair this semester while Valerie Lash is on sabbatical leave. He designed the brochure for the Peter and Elizabeth Horowitz Visual and Performing Arts Center.



## Second presentation: Brian Gray - Professor of Mathematics

### Project: Precalculus Program Review

This ongoing project started in 2005 as a learning outcomes assessment project for college algebra.

#### Objectives:

- To examine the student characteristics within the program to assess how well college algebra (MATH 131) is meeting the needs of HCC students, both in terms of meeting their mathematics general education requirement and preparing them for further study in mathematics.
- To assess placement into MATH 131 and subsequent success rates.
- To compare HCC's precalculus program with area colleges.
- To assess modifications in advising and pedagogy.

MATH 131, college algebra, is the primary college level mathematics course taken by degree seeking students at Howard Community College. Along with MATH 133, college trigonometry, it forms a two-semester precalculus sequence.

College algebra is currently being taken by two distinctly different populations, those that need it as a prerequisite for further study (trigonometry and/or calculus, the precalculus group) and those that are simply attempting to finish their math distribution requirement. It is presumed the former group consists primarily of science, technology, or business majors and the latter of all other majors. There has been a trend of declining success rates, which is of concern. The overarching question is whether MATH 131, in its current form, is really meeting the needs of all students. First, are the precalculus students being adequately prepared for further study in mathematics and second, are those taking it merely as a last math requirement not succeeding because of the precalculus focus of the course? In other words, would a different course better satisfy the needs of this latter group?

#### Results:

- Success in MATH 131 is correlated to the method of placement, success in the prerequisite intermediate algebra, and motivation for taking the course.
- Modifications in first day advising and pedagogy have not made a significant impact on student success.
- There is no significant difference in the final grade distributions for students who take preparation courses for higher-level mathematics courses at HCC compared to students who place into those courses.
- A larger percentage of students at HCC are meeting their general education mathematics requirement by taking college algebra than at peer institutions.
- Area colleges, both two-year and four-year, have very diverse curricula, with regard to alternatives to college algebra.

## Brian Gray Biography

Currently, in his thirteenth year at Howard Community College, Brian Gray has thirty years of teaching experience at the college level. After receiving his B.S. in engineering (applied mathematics) from the University of Michigan and M.A. in mathematics from the University of Montana, he taught mathematics and computer science at Navajo Community College, Mary Baldwin College, and Jamestown Community College in New York. Further graduate courses in mathematics, computer science, and statistics have been completed at the University of Virginia, SUNY-Buffalo, St. Bonaventure University, Alfred University, and Johns Hopkins University.

Brian's primary professional focus centers on improving student learning in mathematics, at all levels of instruction. Having coordinated the precalculus courses for the past eleven years, he now coordinates the first-year calculus sequence. Brian was honored as outstanding faculty in the mathematics division for 2006-2007. An ongoing professional project is the co-authoring of a three-volume developmental mathematics textbook series, Mathematics in Action, published by Addison Wesley, currently going into a 4th edition.

Brian is an avid organic gardener and has been painting in oils and pastels since childhood, with many pieces in public and private collections. Landscapes have been a common theme as typified by two recent paintings shown here.



## **A – Approval of March 25, 2009, Agenda**

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

- A.** Approval of March 25, 2009, Agenda
- B.** Board Priority Items
  - 1. Board End: Educational and Support Process Management
  - 2. Financial Statements
- C.** President’s Report
- D.** Board Member Comments
- E.** Report of the Audit and Finance Committee
- F.** Approval of Minutes:
  - 1. February 25, 2009, Work Session
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- G.** Consent Items
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  - 4. Personnel Summary

**Closed Session**

## **B-1 Board Core End: Educational and Support Process Management**

**Background:** This report addresses the board core end, *Educational and Support Process Management*. HCC aligns its operations with the two Educational Excellence criteria for this category.

Measures were selected by the board in 2003. The administration now presents the dashboard as a vehicle to summarize the information. 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 approved all the current benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. If an indicator was dropped or added, it is indicated. The visiting Maryland team rated the college as operating within the same scoring band as the national Baldrige examiners. 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](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 6 - Educational and Support Process Management






This category examines the college's management of key learning-centered processes for HCC's educational programs, offerings, and services that create student, stakeholder, and organizational value. It also examines the related support processes.







| Source                           | Item   | Current                    | Benchmark     |
|----------------------------------|--|----------------------------|---------------|
| <b>External Quality Feedback</b> | <i>How does HCC <b>design and identify and manage</b> its key learning-centered processes for delivering student and stakeholder value and maximizing student learning and success, <b>prepare for emergencies, and achieve organizational success and sustainability</b>?</i> | <b>Baldrige<br/>30-45%</b> | <b>30-45%</b> |
|                                  |  | <b>MPEA<br/>30-45%</b>     |               |
|                                  | <i>How does HCC <b>design, implement, manage and improve</b> its key processes that support its learning-centered processes? <del>What is the HCC process for budgetary and financial management and continuity of operations in an emergency?</del></i>                       | <b>Baldrige<br/>50-65%</b> | <b>30-45%</b> |
|                                  |  | <b>MPEA<br/>50-65%</b>     |               |
| <b>MHEC</b>                      | <b>Licensure exam passing rate NCLEX RN</b>  | <b>89%</b>                 | <b>93%</b>    |
|                                  | <b>Licensure exam passing rate NCLEX PN</b>  | <b>100%</b>                | <b>97%</b>    |
|                                  | <b>Emergency Medical Technician (EMT-B)</b>  | <b>100%</b>                | <b>85%</b>    |
| <b>Internal Measures</b>         | <b>Paramedic</b>   | <b>100%</b>                | <b>80%</b>    |
|                                  | <b>Cardiovascular Technology (CVT)</b><br>Not required for employment at this time.  | <b>100%</b>                | <b>90%</b>    |
|                                  | <b>Geriatric Nursing Assistant (GNA) - Written</b>   | <b>98.4%</b>               | <b>86.4%</b>  |
|                                  | <b>Geriatric Nursing Assistant (GNA) - Skills</b>  | <b>89.1%</b>               | <b>73.8%</b>  |
















Also see the listing of current Learning Outcomes Assessment projects.

## 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  |  | Oct 2005 -HCC's score<br>Score given as an interval, e.g.,<br>total: 376-475 |
|  | 2006- Score interval in which HCC was rated                                      |  | May 2008 - HCC's score<br>Total: 561-711                                     |
|  | 2007-Score interval- no overall range of other applicant scores provided anymore |   | No range is provided for other applicant scores.                             |

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

|                        |   |                          | 0-9 | 10-29   | 30-49   | 50-69   | 70-89   | 90-100 |  |
|------------------------|---|--------------------------|-----|---|---|---|---|--------|--|
| <b>Category<br/>6.</b> | <b>Educational<br/>and Support<br/>Process<br/>Management<br/>(85 points)</b> | <b>6.1<br/>35 points</b> |     |   |  |   |   |        |  |
|                        |   |                          |     |  |  |    |   |        |  |
|                        |   |                          |     |  |  |    |   |        |  |
|                        |   | <b>6.2<br/>50 points</b> |     |   |   |  |   |        |  |
|                        |   |                          |     |  |  |    |  |        |  |
|                        |   |                          |     |  |  |    |   |        |  |

**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. After winning the 2007 Maryland Performance Excellence Award (MPEA) in May 2008, the college submitted an application for the Baldrige Award. HCC hosted a site visit during October 2008, and received its feedback report in December 2008. [A team is working to submit another Baldrige application, which is 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 6 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.

*Percentage of graduates who on their first try passed licensing and certification examinations in each academic field offered for which such tests are conducted and mandatory for employment in the field.*

|   | FY<br>2004 | FY<br>2005 | FY<br>2006 | FY<br>2007 | FY<br>2008  | Benchmark<br>FY 2010 |
|---|------------|------------|------------|------------|-------------|----------------------|
| <b>Licensure exams<br/>passing rate</b> |            |            |            |            |             |                      |
| <b>NCLEX RN</b>                         | 94%        | 91%        | 94%        | 93%        | <b>89%</b>  | <b>93%</b>           |
|   | n=49/52    | n=39/43    | n=65/69    | n=92/99    | n=108/122   |                      |
| Peer AVG:                               | 88%        | 91%        | 89%        | 88%        | 88%         |                      |
| State AVG:                              | 88%        | 89%        | 92%        | 93%        | 89%         |                      |
| Nat'l AVG:                              | 87%        | 86%        | 88%        | 88%        | 86%         |                      |
| <b>NCLEX PN</b>                         | 100%       | 92%        | 100%       | 94%        | <b>100%</b> | <b>97%</b>           |
|   | n=24/24    | n=22/24    | n=15/15    | n=17/18    | n=19/19     |                      |
| Peer AVG:                               | 100%       | 100%       | 100%       | 94%        | 100%        |                      |
| State AVG:                              | 97%        | 97%        | 98%        | 98%        | 99%         |                      |
| Nat'l AVG:                              | 89%        | 90%        | 88%        | 88%        | 87%         |                      |

*Percentage of graduates who by on their first try third attempt\*\* passed licensing and certification examinations in each academic field offered for which such tests are conducted.*

|   | FY<br>2004 | FY<br>2005 | FY<br>2006 | FY<br>2007 | FY<br>2008  | Benchmark<br>FY 2010 |
|---|------------|------------|------------|------------|-------------|----------------------|
| <b>Emergency<br/>Medical<br/>Technician<br/>(EMT-B)</b> | 71%        | 94%        | 100%       | 100%       | <b>100%</b> | <b>85%</b>           |
|   | n=15/21    | n=16/17    | n=19/19    | n=20/20    | n=4/4       |                      |
| Written   | 95%        | 94%        | 100%       | 80%        |             | <b>90%</b>           |
|   | n=20/21    | n=16/17    | n=20/20    | n=16/20    |             |                      |
| Practical   | 76%        | 100%       | 100%       | 70%        |             | <b>90%</b>           |
|   | n=16/21    | n=17/17    | n=20/20    | n=14/20    |             |                      |
| State AVG:  | 88%        | 93%        | 95%        | 91%        | n/a*        |                      |
| Nat'l AVG:  | 64%        | 65%        | 71%        | 70%        | n/a*        |                      |

\*State/National data are not available at this time. There are no peer averages.

\*\*Note: the reporting of this category has changed. Previous numbers (from first try licensing/certification) are shown crossed-out.

## Internal Measures

The college voluntarily tracks additional licensure exam pass rates for paramedic, cardiovascular technology, and certified nursing assistant completers. The benchmarks for some of the measures that follow are still under consideration.

*Percentage of graduates who by on their first try third attempt\*\* passed licensing and certification examinations in each academic field offered for which such tests are conducted.*

|                  | FY<br>2004   | FY<br>2005      | FY<br>2006   | FY<br>2007   | FY<br>2008    | Benchmark<br>FY 2010 |
|------------------|--------------|-----------------|--------------|--------------|---------------|----------------------|
| <b>Paramedic</b> | 50%<br>n=1/2 | 17%<br>n=2/12   | 80%<br>n=4/5 | 78%<br>n=7/9 | 100%<br>n=4/4 | 80%                  |
| Written          | 0%*<br>n=0/4 | 58%<br>n=7/12   | 60%<br>n=3/5 | 78%<br>n=7/9 |               | 70%                  |
| Practical        | 0%<br>n=0/4  | 16.7%<br>n=2/12 | 20%<br>n=1/5 | 67%<br>n=6/9 |               | 70%                  |
| State AVG:       | 59%          | 44%             | 73%          | 52%          | n/a*          |                      |
| Nat'l AVG:       | 63%          | 64%             | 62%          | 63%          | n/a*          |                      |

\*State and national data are not available at this time.

\*\*Note: the reporting of this category has changed. Previous numbers (from first try licensing/certification) are shown crossed-out.

*Percentage of graduates who on their first try passed licensing and certification examinations in each academic field offered for which such tests are conducted.*

|  | FY<br>2004 | FY<br>2005 | FY<br>2006 | FY<br>2007 | FY<br>2008 | Benchmark<br>FY 2010 |
|--|------------|------------|------------|------------|------------|----------------------|
| <b>Cardiovascular Technology (CVT)</b>       | 100%       | 100%       | 63%        | 100%       | 100%       | 90%                  |
| Not required for employment at this time. ** |            |            |            |            |            |                      |
|  | n=2/2      | n=5/5      | n=5/8      | n=6/6      | n=5/5      |                      |

\*\* Students are not required to take the certification exam.

*Percentage of graduates who on their first try passed licensing and certification examinations in each academic field offered for which such tests are conducted.*

|  | FY<br>2004      | FY<br>2005      | FY<br>2006     | FY<br>2007      | FY<br>2008       | Benchmark<br>FY 2010 |
|--|-----------------|-----------------|----------------|-----------------|------------------|----------------------|
| <b>Geriatric Nursing Assistant (GNA)</b> |                 |                 |                |                 |                  |                      |
| Written                                  | 99%<br>n=78/79  | 100%<br>n=34/34 | 98%<br>n=56/57 | 100%<br>n=39/39 | 98.4%<br>n=63/64 | 86.4%                |
| State AVG:                               | 96%             | 85%             | 83%            | 82%             | n/a*             |                      |
| Skills                                   | 66%<br>n=68/103 | 61%<br>n=38/62  | 89%<br>n=51/57 | 82%<br>n=32/29  | 89%<br>n=57/64   | 73.8%                |
| State AVG:                               | 59%             | 72%             | 74%            | 72%             | n/a*             |                      |

\*State data are not available at this time

The administration now presents a short overview of the **learning outcomes assessment projects** for courses and programs during 2008-2009. Shading is provided simply to ease the reading transition from one academic division to the next.

| Year | Division                     | Course or Program  | Focus of Study   | Lead Faculty           |
|------|------------------------------|--|--|------------------------|
| 1    | Arts and Humanities          | Music Theory I-IV  | Investigate success rate of students through the Music Theory I – IV sequence.   | Kristina Suter         |
| 1    | Business and Computers       | Entire division  | Legitimize the intent & outcomes of curricular and co-curricular experiences for students enrolled in the Division.  | Martha Matlick         |
| 1    | English and World Languages  | ESL Program Review                                       | Are ESL students successful in subsequent writing intensive courses?   | Sarah Saxer            |
| 1    | Health Sciences              | Global Health  | Comparison of HCC and UMBC Global Health course students.  | Jeanette Jeffrey       |
| 1    | Health Sciences              | Mini Nursing Program                                     | After streamlining data output, identify performance gaps in newer curriculum sequence and create intervention.  | Georgene Butler        |
| 1    | Mathematics                  | MATH 105<br>Drug Calculations                            | Ensure course is meeting requirements for EMT and Nursing students.  | Guy Bunyard            |
| 1    | Mathematics                  | MATH 122<br>Ideas in Mathematics                         | Review the MATH 122 course across other colleges and within HCC in terms of course objectives, kinds of projects and their relative weights and resultant impact on performance. | Darrin Berkley         |
| 1    | Science and Technology       | BIOL 107<br>Fundamentals of Microbiology                 | Investigate curriculum at key transfer institutions, identify problem areas, design intervention and assess feasibility of an externally benchmarked assessment.                 | Luda Bard/Will Straube |
| 1    | Science and Technology       | CCNA Certification-CISCO                                 | Investigate success rate of the students on the CISCO certification exam and impact of the transition to the four-course program.  | John Siebs             |
| 1    | Social Sciences/T. Education | New 2010 Str Plan<br>Objective Action<br>Plan Metric 1.2 | Working to develop baseline data to assist any pilot team working to improve student performance at HCC.   | Jim Bell               |
| 1    | Social Sciences/T. Education | HMDV 200<br>Lifespan<br>Development                      | Assessment of critical thinking changes from pre- to post-test using newly designed survey.  | Peggy Armitage         |

| <b>Year</b> | <b>Division</b>              | <b>Course or Program</b>                   | <b>Focus of Study</b>  | <b>Lead Faculty</b>                          |
|-------------|------------------------------|--|--|--|
| 2           | Arts and Humanities          | Acting Program                             | The Acting I and Acting II curriculum- prerequisites, text books, syllabus, goals/ objectives, portfolios and exiting skills; type of support that adjunct faculty need. | Kasi Campbell                                |
| 2           | Business and Computers       | BMGT 130 Principles of Marketing           | Assess curriculum content and expectations and student achievement in reference to these elements.   | Mary Beth Furst                              |
| 2           | Business and Computers       | HMGT 120 Food Preparation I                | Assess if and to what degree students are achieving the theoretical and practical objectives of the course.  | Vinnie Rege                                  |
| 2           | English and World Languages  | ENGL121-122 College Composition I & II     | Assess the impact of ENGL 122 on student success in subsequent general education courses.  | Tara Hart<br>Jude Opkala/<br>Andrea Dardello |
| 2           | Health Sciences              | EXSC-209 Sport and Exercise Nutrition      | Assess if and to what degree students are achieving the theoretical and practical objectives of the new course.  | Patrick Finley                               |
| 2           | Mathematics                  | MATH 061 Basic Algebra & Geometry          | Assess the impact of a pilot course in MATH 061 on student success and confidence.   | Consuelo Stewart                             |
| 2           | Mathematics                  | MATH 121 Finite Math                       | Explore viability of MATH 121 as a prerequisite for MATH 145.  | Caroline Torcaso                             |
| 2           | Science and Technology       | CHEM 103 Fundamentals of General Chemistry | Determine if students are learning the course using the ACS exam and changes to be implemented to enhance student learning.  | Susan Morgan                                 |
| 2           | Science and Technology       | PHYS 101 Technical Physical Science        | Evaluation of CVT program.   | Dave Rader                                   |
| 2           | Social Sciences/T. Education | Rouse Scholars Program                     | Evaluation of the Rouse Scholars Program.  | Laura McHugh                                 |

| <b>Year</b> | <b>Division</b>              | <b>Course or Program</b>            | <b>Focus of Study</b>  | <b>Lead Faculty</b>      |
|-------------|------------------------------|-------------------------------------|--|--------------------------|
| 3           | Arts and Humanities          | Digital Media program               | Examine students' progression through curriculum, benchmark with external four-year /other programs.                 | Dave Beaudoin            |
| 3           | Business and Computers       | Business Administration             | Examine students' progression thru curriculum, benchmark with external four-year programs.                           | Judith Kizzie            |
| 3           | English and World Languages  | Information Literacy                | Survey writing intensive and composition instructors to determine infusion level of information literacy objectives. | Jude Opkala<br>Tara Hart |
| 3           | Mathematics                  | Calculus Sequence                   | Benchmarking Calculus curriculum externally.   | Roger Hartman            |
| 3           | Science and Technology       | BIOL 105 Environmental Science      | Experiment with new instructional methods/interventions to improve student retention and success.                    | Debby Luquette           |
| 3           | Social Sciences/T. Education | Social Science Program Review-Econ  | Assess student critical thinking skills, determine methods of assessment in different disciplines.                   | Yoseph Gutema            |
| 3           | Social Sciences/T. Education | Social Science Program Review-PSYCH | Assess student critical thinking skills, determine methods of assessment in different disciplines.                   | Jim Bell                 |

| Year              | Division                    | Course or Program  | Focus of Study   | Lead Faculty                                   |
|-------------------|-----------------------------|--|--|--|
| <i>Continuing</i> | Business and Computers      | Technology Assessment Program (TAP)– Grant                       | Assessment of the National Science Foundation TAP grant  | Wayne Swann                                    |
| <i>Continuing</i> | English and World Languages | Step-UP/ First Year Experience (FYE)- Newer Learning Communities | Program outcomes   | Susan Frankel/<br>Betty Logan/<br>Melodie Gale |
| <i>Continuing</i> | English and World Languages | STARTALK- Grant  | Program outcomes   | Cheryl Berman                                  |
| <i>Continuing</i> | Mathematics                 | Pre-Calculus Program   | Determine if a math course other than college algebra may be more suitable for non-pre-calculus students; whether early identification and faculty intervention will help improve student success rates for those who need to take college algebra for graduation or transfer. | Brian Gray                                     |

### Talking Points for the Board of Trustees

HCC students perform very well on board certification exams.

- HCC nursing student graduate scores (RN and PN) exceed the national average!
- HCC emergency medical technician (basic and paramedic) and geriatric nursing assistant students perform above the national average on their boards!
- 100% of the cardiovascular technology (CVT) students who take the board exam pass it!

HCC is committed to a broad range of student learning outcomes research to determine the effectiveness of its courses and programs as compared to external best practices.

## B-2 Financial Statements

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

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

**Timeline:** January 2009

### ◆———— 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<br>Expended &<br>Encumbered**<br>1/31/2009 | YTD<br>Budget<br>1/31/2009 | YTD<br>Budget<br>Variance<br>1/31/2009 | 1/31/2009<br>Percent<br>Variance<br>From<br>Budget | Total<br>Budget<br>FY2009 |
|----------------------------------|--|----------------------------|--|--|---------------------------|
| <b>OPERATING BUDGET REVENUE</b>  |  |                            |  |  |                           |
| <b>TUITION</b>                   |  |                            |  |  |                           |
| Summer II & III                  | \$539,320                                      | 595,530                    | (\$56,210)                             | 1 -9.44%   | 1 \$595,530               |
| Fall                             | 8,682,672                                      | 8,077,118                  | 605,554                                | 2 7.50%  | 2 8,077,118               |
| Intersession                     | 487,878  | 466,035                    | 21,843                                 | 3 4.69%  | 3 466,035                 |
| Spring                           | 7,536,884                                      | 7,166,786                  | 370,098                                | 3 5.16%  | 4 7,385,161               |
| Summer I & Extended              | (2,116)  | 0                          | (2,116)                                | 5 na   | 5 763,290                 |
| Fees                             | 2,302,299                                      | 2,273,040                  | 29,259                                 | 6 1.29%  | 6 2,441,085               |
| <b>TOTAL TUITION AND FEES</b>    | <b>\$19,546,936</b>                            | <b>\$18,578,509</b>        | <b>\$968,427</b>                       | <b>5.21%</b>                                       | <b>\$19,728,219</b>       |
| <b>GOVERNMENTAL AND OTHER</b>    |  |                            |  |  |                           |
| Howard County                    | \$14,697,361                                   | 14,697,361                 | \$0                                    | 7 0.00%  | 7 \$25,195,470            |
| State of Maryland                | 5,992,136                                      | 6,247,585                  | (255,449)                              | 8 -4.09%   | 8 10,710,146              |
| Other Income                     | 369,797  | 455,000                    | (85,203)                               | 9 -18.73%  | 9 780,000                 |
| Unrestricted appropriations      | 560,000  | 100,000                    | 460,000                                | 10 460.00%   | 10 100,000                |
| Continuing Education Support     | 0  | 0                          | 0                                      | 11 0.00%   | 11 486,649                |
| <b>TOTAL GOV'T AND OTHER</b>     | <b>\$21,619,294</b>                            | <b>\$21,499,946</b>        | <b>\$119,348</b>                       | <b>0.56%</b>                                       | <b>\$37,272,265</b>       |
| <b>TOTAL OPERATING REVENUE</b>   | <b>\$41,166,230</b>                            | <b>\$40,078,455</b>        | <b>\$1,087,775</b>                     | <b>2.71%</b>                                       | <b>\$57,000,484</b>       |
| <b>OPERATING BUDGET EXPENSES</b> |  |                            |  |  |                           |
| Instruction                      | \$19,493,532                                   | \$20,253,860               | 760,328                                | 12 3.75%   | 12 \$26,223,775           |
| Public Service                   | 314,683  | 331,116                    | 16,432                                 | 12 4.96%   | 12 395,052                |
| Academic Support                 | 2,970,215                                      | 3,207,009                  | 236,794                                | 12 7.38%   | 12 3,515,284              |
| Student Services                 | 4,699,308                                      | 4,749,585                  | 50,277                                 | 12 1.06%   | 12 5,907,170              |
| Institutional Support            | 8,638,032                                      | 8,927,990                  | 289,958                                | 12 3.25%   | 12 11,325,766             |
| Plant                            | 6,340,069                                      | 6,593,219                  | 253,151                                | 12 3.84%   | 12 8,500,657              |
| Scholarship/Waivers              | 726,523  | 728,988                    | 2,465                                  | 12 0.34%   | 12 1,132,780              |
| <b>TOTAL OPERATING EXPENSES</b>  | <b>\$43,182,362</b>                            | <b>\$44,791,768</b>        | <b>\$1,609,406</b>                     | <b>3.59%</b>                                       | <b>\$57,000,484</b>       |

n/c = not comparable

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

03/12/2009

## FUND 10 - OPERATING BUDGET HIGHLIGHTS AND CURRENT DEVELOPMENTS

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

### January 2009

#### **Tuition and Fees**

- 1) Summer II and III tuition revenue is below budget by 9.44%, or \$56,210. 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 7.50%, or \$605,554. 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 revenues are ahead of budget by 4.69%, or \$21,843. Overall, FTE's were up over last year by 10.36% and headcount was up 10.98%. Only a 3% FTE enrollment increase was budgeted.
- 4) Spring registrations are only preliminary at this time, as the final census will occur in February and final enrollment statistics will be noted in the February financial statements. At this time, enrollments are ahead of the prior year.
- 5) These figures represent adjustments for prior year semesters made this year.
- 6) Fee revenues are ahead of budget, 1.29% or \$29,259. Fee budgets are typically built for potential growth; however, growth exceeded expectations.
- A breakdown of operating account fees is as follows: Course fees \$1,502,030 or 65%; consolidated fees \$705,408 or 31%; other student fees \$94,861 or 4%.

#### **Governmental Revenue and Other Revenue**

- 7) 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**

- 8) In October, the college learned that it would receive a state cut due to the projected state deficit. It is now known that the total cut will be \$499,527. The cut is being taken from fund 10 and 11 as follows:
  - Fund 10- \$437,913
  - Fund 11 - \$ 61,614
- 9) Other income is under budget by 18.73%, or \$85,203. This deficit is primarily due to lower than anticipated interest rates. Investment income represents \$302,621, or 82% of other income. Service revenues for administration of contracts and small miscellaneous revenue make up the other 18% of other income.
- 10) 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 \$560,000 recognized as revenue was taken from the special funds fund balances allocated to other instructional projects in order to cover the state cut. However, this may not be used now as the revenue surplus may cover the state shortfall.
- 11) The \$486,649 for continuing education's contribution to the operating fund will be taken at year-end.

**Expenses**

- It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures.
- Salaries increased by an average of 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.
- 12) In addition to the fund balances mentioned in note 10, furniture and equipment purchases and vacant positions were frozen in anticipation of further state cuts. The administration is currently reevaluating the budget outlook for both FY09 and FY10 in light of the latest news from the state.
- Overall, the operating budget's functions are within budget and spending for the first seven months of this year is on target with projected expenditures.

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

|                                   | YTD<br>Expended &<br>Encumbered**<br>1/31/2009 | YTD<br>Budget<br>1/31/2009 | YTD<br>Budget<br>Variance<br>1/31/2009 | 1/31/2009<br>Percent<br>Variance<br>From<br>Budget |    | Total<br>Budget<br>FY2009 |
|-----------------------------------|--|----------------------------|--|--|----|---------------------------|
| <b>FUND 11 REVENUES</b>           |  |                            |  |  |    |                           |
| <b>TUITION</b>                    |  |                            |  |  |    |                           |
| Credit Fall/Summer II & III       | \$204,905                                      | 182,900                    | \$22,005                               | 12.03%   | 1  | \$182,900                 |
| Credit Intersession               | 47,193   | 50,700                     | (3,507)                                | -6.92%   | 2  | 50,700                    |
| Credit Spring/Summer I & Extended | 157,853  | 102,996                    | 54,857                                 | 53.26%   | 3  | 156,400                   |
| Non-Credit/Continuing Ed          | 2,726,573                                      | 2,669,289                  | 57,283                                 | 2.15%  | 4  | 3,400,553                 |
| Fees                              | 1,040,272                                      | 980,411                    | 59,860                                 | 6.11%  | 5  | 1,320,341                 |
| <b>TOTAL TUITION AND FEES</b>     | <b>\$4,176,794</b>                             | <b>\$3,986,296</b>         | <b>\$190,498</b>                       | <b>4.78%</b>                                       |    | <b>\$5,110,894</b>        |
| <b>GOVERNMENTAL AND OTHER</b>     |  |                            |  |  |    |                           |
| State of Maryland                 | \$1,091,379                                    | \$1,127,320                | (\$35,941)                             | -3.19%   | 6  | \$1,932,548               |
| Service Revenues & Other Income   | 161,330  | 127,440                    | 33,890                                 | 26.59%   | 7  | \$218,469                 |
| Unrestricted appropriation        | 0  | 0                          | 0                                      | 0.00%  | 8  | 400,000                   |
| Transfer to Operating Fund        | 0  | 0                          | 0                                      | 0.00%  | 9  | (486,649)                 |
| <b>TOTAL GOV'T. AND OTHER</b>     | <b>\$1,252,708</b>                             | <b>1,254,760</b>           | <b>(\$2,052)</b>                       | <b>-0.16%</b>                                      |    | <b>\$2,064,368</b>        |
| <b>TOTAL FUND 11 REVENUES</b>     | <b>\$5,429,503</b>                             | <b>\$5,241,056</b>         | <b>\$188,447</b>                       | <b>3.60%</b>                                       |    | <b>\$7,175,262</b>        |
| <b>EXPENDITURES</b>               |  |                            |  |  |    |                           |
| Instruction                       | \$4,835,474                                    | \$5,317,118                | \$481,644                              | 9.06%  | 10 | \$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                       | 538,315  | 538,659                    | 344                                    | 0.06%  |    | 640,000                   |
| <b>TOTAL OPERATING EXPENSES</b>   | <b>\$5,373,789</b>                             | <b>\$5,855,777</b>         | <b>\$481,988</b>                       | <b>8.23%</b>                                       |    | <b>\$7,175,262</b>        |

n/c = not comparable

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

03/12/2009

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

**January 2009**

**Tuition and Fees**

- 1) Credit fall/summer II and III tuition revenues are ahead of budget by 12.03% 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 funds.
- 2) Credit intersession for this division was slightly under budget by 6.92% or \$3,507. As noted above, credit enrollment is primarily telecourses and teleweb classes. While overall FTE's were up by 10.36% throughout the college, this area did not experience the same growth.
- 3) Spring/summer I revenues shown are only preliminary, as students pre-register for these sessions. Spring revenues and enrollments will be noted in the February financial statements.
- 4) Non-credit tuition revenues are ahead of budget by 2.15% or \$57,283. 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 6.11% or \$59,860. Higher fees associated with higher credit and non-credit enrollments mentioned above are contributing to this variance.

**Governmental Revenue**

- 5) The state contribution for FY09 for continuing education originally increased 9.6% over the prior year. However, due to a state cut, this amount will not be received. HCC received official notification of a state cut in October and was anticipating notification of a second cut. Recent news from the governor indicates that only the original cut, which was lower than the college planned for, will come to fruition. In total, the college received a cut of \$499,527, with \$61,614 of that cut being allocated to this division. As the statements only reflect activity through January, the 3.19% or \$35,941 variance to budget is only 7/12 of the cut to this division, since state aid is allocated evenly throughout the year in these financial statements (1/12<sup>th</sup> monthly). 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**

- 6) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently, this category is 26.59% over budget or \$33,890.
- 7) 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.
- 8) 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.

- 9) Instructional expenses are under budget by 9.06% or \$481,644. 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 \$81,644, allowing coverage of the \$61,614 annual state cut. In addition, excess revenues of \$188,447 are also available.

**Howard Community College  
1/2009  
Cost Center Variances**

| Cost Center        | FY2009<br>Actual to date<br>(Note 2) | Total<br>Original<br>Budget<br>(Note 1)<br>A | Total<br>Projected<br>Expenditures<br>B | Dollar*<br>Variance<br>From Original<br>B-A | Projected<br>Percentage<br>Variance from<br>Original FY2009 |           |  |
|--------------------|--------------------------------------|--|---|---|---|-----------|--|
| <b>Instruction</b> |                                      |  |   |   |   |           |  |
| 11200              | Schoenbrodt honors                   | 10,486                                       | 26,418                                  | 26,418                                      | -   | 0%        |  |
| 11300              | Mathematics                          | 1,676,197                                    | 2,047,937                               | 2,047,937                                   | -   | 0%        |  |
| 11310              | Health                               | 190,018                                      | 274,086                                 | 274,086                                     | -   | 0%        |  |
| 11400              | Social sciences                      | 1,650,007                                    | 1,885,247                               | 1,890,092                                   | 4,845   | 0%        |  |
| 11410              | Eng/world languages                  | 2,626,247                                    | 2,906,699                               | 2,906,699                                   | -   | 0%        |  |
| 11450              | Arts & humanities                    | 2,069,930                                    | 2,460,835                               | 2,460,835                                   | -   | 0%        |  |
| 11480              | Rouse scholars                       | 77,582                                       | 131,311                                 | 131,311                                     | -   | 0%        |  |
| 11600              | Distance learning                    | 270,981                                      | 412,783                                 | 413,143                                     | 360   | 0%        |  |
| 12100              | Nursing                              | 1,678,556                                    | 2,061,268                               | 2,074,616                                   | 13,348  | 1%        | Temporary nursing faculty salary adjusted for spring term. |
| 12118              | Rad Tech Program                     | 113,306                                      | 116,677                                 | 116,677                                     | -   | 0%        |  |
| 12120              | Emergency medical technology         | 147,428                                      | 158,686                                 | 159,083                                     | 397   | 0%        |  |
| 12150              | Cardiovascular program               | 170,781                                      | 199,955                                 | 199,955                                     | 0   | 0%        |  |
| 12200              | Business & computers                 | 1,348,947                                    | 1,842,846                               | 1,795,213                                   | (47,633)  | -3%       | Funds moved to reserve for state cut                       |
| 12250              | Science & technology programs        | 2,080,283                                    | 2,486,155                               | 2,486,155                                   | -   | 0%        |  |
| 12280              | Cooperative education                | 5,740  | 15,507                                  | 15,507                                      | -   | 0%        |  |
| 13500              | Service Learning                     | 73,356                                       | 84,130                                  | 84,130                                      | -   | 0%        |  |
| 13550              | Instr. International program         | 143,619                                      | 139,347                                 | 145,588                                     | 6,241   | 4%        |  |
| 44010              | User computer services               | 436,817                                      | 480,265                                 | 480,265                                     | -   | 0%        |  |
| 44020              | Student computer services            | 1,041,221                                    | 1,253,265                               | 1,253,265                                   | -   | 0%        |  |
| 44030              | Student labs                         | 227,407                                      | 311,199                                 | 311,199                                     | -   | 0%        |  |
| 46100              | 1st floor support                    | 157,874                                      | 171,045                                 | 171,045                                     | -   | 0%        |  |
| 46200              | 2nd floor support                    | 104,044                                      | 108,939                                 | 108,939                                     | -   | 0%        |  |
| 46300              | Hickory ridge                        | 74,665                                       | 89,120                                  | 89,120                                      | -   | 0%        |  |
| 46400              | Evening services                     | 32   | 1,325                                   | 1,325                                       | -   | 0%        |  |
| 46700              | ELB divisions support                | 114,574                                      | 129,499                                 | 129,499                                     | -   | 0%        |  |
| 46800              | Arts & humanities support            | 77,550                                       | 125,217                                 | 108,861                                     | (16,356)  | -13%      | Funds moved to reserve for state cut                       |
| 47500              | Faculty learning community           | 1,924  | 22,000                                  | 23,000                                      | 1,000   | 5%        |  |
| 48000              | Outcomes assessment                  | 116,920                                      | 198,826                                 | 198,826                                     | -   | 0%        |  |
| 48500              | Instructional direction              | 61,339                                       | 267,964                                 | 261,574                                     | (6,391)   | -2%       |  |
| 48501              | Learning communities                 | 183,995                                      | 204,246                                 | 204,246                                     | -   | 0%        |  |
| 48502              | Program development                  | 12,852                                       | 83,065                                  | 78,065                                      | (5,000)   | -6%       |  |
| 52102              | Pool guards                          | 35,548                                       | 97,215                                  | 97,215                                      | -   | 0%        |  |
| 53200              | Learning assistance center           | 657,052                                      | 698,880                                 | 691,322                                     | (7,558)   | -1%       |  |
| 99970              | Benefits/chargebacks                 | 1,850,490                                    | 3,815,876                               | 3,797,138                                   | (18,738)  | 0%        | Funds moved to nursing for temp faculty.                   |
| 99980              | Division support                     | -  | 400,388                                 | 400,388                                     | -   | 0%        |  |
| 99990              | Furniture/equipment                  | 5,764  | 515,552                                 | 591,037                                     | 75,485  | 15%       | Funds held for fund state cut                              |
|                    | <b>Total instruction</b>             | <b>19,493,532</b>                            | <b>26,223,775</b>                       | <b>26,223,775</b>                           | <b>0</b>  | <b>0%</b> |  |

| Cost Center             | FY2009<br>Actual to date<br>(Note 2) | Total<br>Original<br>Budget<br>(Note 1)<br>A | Total<br>Projected<br>Expenditures<br>B | Dollar<br>Variance<br>From Original<br>B-A | Projected<br>Percentage<br>Variance from<br>Original FY2009 |
|-------------------------|--------------------------------------|--|---|--|---|
| <b>Public Service</b>   |                                      |  |   |  |   |
| 33250                   | Cable studio                         | 278,848                                      | 307,428                                 | -  | 0%  |
| 99970                   | Benefits/chargebacks                 | 35,835                                       | 61,031                                  | -  | 0%  |
| 99990                   | Furniture/equipment                  | -  | 26,594                                  | -  | 0%  |
|                         | Total public service                 | 314,683                                      | 395,052                                 | -  | 0%  |
| <b>Academic Support</b> |                                      |  |   |  |   |
| 33400                   | Horowitz center                      | 158,099                                      | 171,326                                 | -  | 0%  |
| 33500                   | Student arts collective              | 115,985                                      | 131,058                                 | (0)  | 0%  |
| 41001                   | Library services                     | 755,243                                      | 806,297                                 | -  | 0%  |
| 41002                   | Teaching & learning center           | 127,335                                      | 136,525                                 | -  | 0%  |
| 43100                   | Education technology                 | 267,746                                      | 301,692                                 | -  | 0%  |
| 43200                   | Video services                       | 59,683                                       | 83,813                                  | -  | 0%  |
| 43300                   | Instructional Technology             | 131,207                                      | 136,726                                 | -  | 0%  |
| 46000                   | VP of academic affairs               | 315,178                                      | 323,002                                 | -  | 0%  |
| 47000                   | Faculty development                  | 44,626                                       | 121,747                                 | -  | 0%  |
| 48100                   | Interactive classroom                | 16,000                                       | 17,600                                  | -  | 0%  |
| 99970                   | Benefits/chargebacks*                | 979,114                                      | 1,153,802                               | -  | 0%  |
| 99980                   | VP's Allocation                      | -  | 5,924                                   | -  | 0%  |
| 99990                   | Furniture/equipment                  | -  | 125,773                                 | -  | 0%  |
|                         | Total academic support               | 2,970,215                                    | 3,515,284                               | (0)  | 0%  |

\* annual charge from institutional support for IT staff is included

| Cost Center             | FY2009<br>Actual to date<br>(Note 2) | Total<br>Original<br>Budget<br>(Note 1) | Total<br>Projected<br>Expenditures | Dollar<br>Variance<br>From Original | Projected<br>Percentage<br>Variance from<br>Original FY2009 |           |   |
|-------------------------|--------------------------------------|---|------------------------------------|-------------------------------------|---|-----------|---|
|                         |                                      | A                                       | B                                  | B-A                                 |   |           |   |
| <b>Student Services</b> |                                      |   |                                    |                                     |   |           |   |
| 46500                   | Advising, academic services          | 492,416                                 | 516,429                            | 516,226                             | (203)   | 0%        |   |
| 46600                   | Welcome center & telephone adv.      | 146,327                                 | 194,872                            | 194,872                             | -   | 0%        |   |
| 51000                   | VP of student services               | 260,719                                 | 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                          | 332,150                                 | 379,181                            | 379,181                             | -   | 0%        |   |
| 53000                   | Career services                      | 440,544                                 | 486,989                            | 486,989                             | -   | 0%        |   |
| 53100                   | Test center                          | 311,837                                 | 343,967                            | 343,967                             | (0)   | 0%        |   |
| 53500                   | Retention                            | 125,656                                 | 145,979                            | 145,979                             | -   | 0%        |   |
| 53555                   | Career links                         | 28,702                                  | 38,541                             | 38,541                              | -   | 0%        |   |
| 54000                   | Financial aid services               | 609,057                                 | 750,578                            | 744,078                             | (6,500)   | -1%       | New cost center created for special event                 |
| 54001                   | Financial aid services special event | 6,174                                   | -                                  | 6,500                               | 6,500   | n/a       | New cost center created for special event                 |
| 55000                   | Admissions                           | 724,514                                 | 815,364                            | 794,860                             | (20,504)  | -3%       | Position reclassified to 55001                            |
| 55001                   | Workgroup                            | 313,133                                 | 394,563                            | 405,989                             | 11,426  | 3%        | Position reclassified from 55000, less funds held for cut |
| 56000                   | Records                              | 427,776                                 | 490,178                            | 490,381                             | 203   | 0%        |   |
| 99970                   | Benefits/chargebacks                 | 462,298                                 | 809,304                            | 809,304                             | -   | 0%        |   |
| 99980                   | Part time coverage                   | -                                       | 15,114                             | 15,114                              | -   | 0%        |   |
| 99990                   | Furniture/equipment                  | 9,926                                   | 235,732                            | 244,810                             | 9,078   | 4%        |   |
|                         | <b>Total student services</b>        | <b>4,699,308</b>                        | <b>5,907,170</b>                   | <b>5,907,170</b>                    | <b>0</b>  | <b>0%</b> |   |

| Cost Center                  | FY2009<br>Actual to date<br>(Note 2)   | Total<br>Original<br>Budget<br>(Note 1)<br>A | Total<br>Projected<br>Expenditures<br>B | Dollar<br>Variance<br>From Original<br>B-A | Projected<br>Percentage<br>Variance from<br>Original FY2009 |           |   |
|------------------------------|--|--|---|--|---|-----------|---|
| <b>Institutional Support</b> |  |  |   |  |   |           |   |
| 61000                        | President                              | 617,190                                      | 641,565                                 | 641,385                                    | (180)   | 0%        |   |
| 61100                        | Board of trustees                      | 67,069                                       | 132,145                                 | 132,145                                    | -   | 0%        |   |
| 61200                        | Research, planning and org. dev.       | 402,789                                      | 487,804                                 | 487,804                                    | -   | 0%        |   |
| 61900                        | Senior administration                  | 4,282  | 13,617                                  | 13,617                                     | -   | 0%        |   |
| 62000                        | VP of administration & finance         | 323,626                                      | 332,045                                 | 332,812                                    | 767   | 0%        |   |
| 62100                        | Finance office                         | 1,183,123                                    | 1,288,778                               | 1,288,778                                  | -   | 0%        |   |
| 63101                        | Human resources                        | 553,660                                      | 600,533                                 | 610,533                                    | 10,000  | 2%        | Funding required for associate VP position            |
| 63102                        | Recruitment                            | 36,040                                       | 56,546                                  | 56,546                                     | -   | 0%        |   |
| 63103                        | Unemployment                           | 41,905                                       | 47,253                                  | 47,253                                     | -   | 0%        |   |
| 63150                        | Diversity programs                     | 5,884  | 12,000                                  | 12,000                                     | -   | 0%        |   |
| 63200                        | Reprographics                          | 199,041                                      | 197,040                                 | 197,040                                    | 0   | 0%        |   |
| 63400                        | Security                               | 1,120,694                                    | 1,157,061                               | 1,157,061                                  | -   | 0%        |   |
| 63500                        | Telecommunications                     | 162,597                                      | 262,541                                 | 262,541                                    | -   | 0%        |   |
| 63554                        | Mediation & conflict resolution center | 20   | 20,000                                  | 20,000                                     | -   | 0%        |   |
| 63600                        | Risk management                        | 281,367                                      | 327,331                                 | 326,565                                    | (767)   | 0%        |   |
| 63700                        | General administration                 | 252,321                                      | 799,297                                 | 799,297                                    | -   | 0%        |   |
| 63800                        | Commencement/award programs            | 112,306                                      | 123,989                                 | 123,989                                    | -   | 0%        |   |
| 64000                        | Administrative information systems     | 1,172,057                                    | 1,293,197                               | 1,263,508                                  | (29,689)  | -2%       | Funds moved to reserve for state cut                  |
| 64001                        | Enterprise network                     | 488,360                                      | 558,416                                 | 558,416                                    | -   | 0%        |   |
| 64002                        | Web Enterprise                         | 178,566                                      | 284,678                                 | 269,834                                    | (14,844)  | -5%       | Funds moved to reserve for state cut                  |
| 64100                        | Information technology administration  | 272,982                                      | 314,772                                 | 314,772                                    | -   | 0%        |   |
| 65000                        | Public relations & marketing           | 670,991                                      | 814,521                                 | 814,701                                    | 179   | 0%        |   |
| 65001                        | Public relations administration        | 101,425                                      | 168,612                                 | 119,412                                    | (49,200)  | -29%      | Funds moved to reserve for state cut                  |
| 65100                        | Development & alumni relations         | 520,934                                      | 583,912                                 | 572,270                                    | (11,642)  | -2%       | Funds moved to reserve for state cut                  |
| 65900                        | Fundraising                            | -  | 30,000                                  | 30,000                                     | -   | 0%        |   |
| 99970                        | Benefits/chargebacks*                  | (131,196)                                    | 647,998                                 | 637,998                                    | (10,000)  | -2%       | Funds moved to human resources to cover position need |
| 99990                        | Furniture/equipment                    | -  | 130,116                                 | 235,491                                    | 105,375   | 81%       | Funds held for fund state cut                         |
|                              | <b>Total institutional support</b>     | <b>8,638,032</b>                             | <b>11,325,766</b>                       | <b>11,325,766</b>                          | <b>0</b>  | <b>0%</b> |   |

\* annual charge to academic support for IT staff is included

| Cost Center         | FY2009<br>Actual to date<br>(Note 2) | Total<br>Original<br>Budget<br>(Note 1)<br>A | Total<br>Projected<br>Expenditures<br>B | Dollar<br>Variance<br>From Original<br>B-A | Projected<br>Percentage<br>Variance from<br>Original FY2009 |   |
|---------------------|--------------------------------------|--|---|--|---|---|
| <b>Plant</b>        |                                      |  |   |  |   |   |
| 71000               | Plant administration                 | 70,275                                       | 127,677                                 | 127,247                                    | (430)   | 0%                                      |
| 71100               | General services                     | 2,883,994                                    | 3,683,055                               | 3,525,603                                  | (157,452)   | -4% To reclass funds to new cost center |
| 71110               | Mailroom                             | 154,324                                      | -                                       | 157,452                                    | 157,452   | n/a New cost center established         |
| 71115               | Set/up; Asset Reallocation           | 54,279                                       | -                                       | 69,239                                     | 69,239  | n/a New cost center established         |
| 71150               | Recycling                            | 628  | 25,000                                  | 25,000                                     | -   | 0%                                      |
| 71500               | Safety                               | 74,650                                       | 75,871                                  | 76,968                                     | 1,097   | 1%                                      |
| 72000               | Engineering                          | 972,294                                      | 1,135,666                               | 1,066,616                                  | (69,050)  | -6% To reclass funds to new cost center |
| 72500               | Preventive maintenance               | 191,879                                      | 286,221                                 | 286,221                                    | -   | 0%                                      |
| 73000               | Housekeeping                         | 1,036,139                                    | 1,489,174                               | 1,492,893                                  | 3,719   | 0%                                      |
| 75000               | Grounds                              | 330,540                                      | 365,310                                 | 366,257                                    | 947   | 0%                                      |
| 76000               | Renovations                          | 72,738                                       | 176,729                                 | 171,207                                    | (5,522)   | -3%                                     |
| 99970               | Benefits/chargebacks                 | 498,328                                      | 891,343                                 | 891,343                                    | -   | 0%                                      |
| 99990               | Furniture/equipment                  | -  | 244,611                                 | 244,611                                    | -   | 0%                                      |
|                     | Total plant                          | 6,340,069                                    | 8,500,657                               | 8,500,657                                  | -   | 0%                                      |
| <b>Scholarships</b> |                                      |  |   |  |   |   |
| 81000               | Scholarships                         | 323,745                                      | 662,580                                 | 662,580                                    | -   | 0%                                      |
| 82000               | Waivers                              | 402,778                                      | 470,200                                 | 470,200                                    | -   | 0%                                      |
|                     | Total scholarships                   | 726,523                                      | 1,132,780                               | 1,132,780                                  | -   | 0%                                      |
|                     | Grand totals                         | 43,182,362                                   | 57,000,484                              | 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 salary 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  
1/2009  
Cost Center Spending Percentages**

| Cost Center        |                                     | FY2009<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |   |
|--------------------|-------------------------------------|-------------------------|------------------------------------|--|---|
| <b>Instruction</b> |                                     |                         |                                    |  |   |
| 11200              | Schoenbrodt honors                  | 9,379                   | 26,418                             | 36%                                      | 1 |
| 11300              | Mathematics                         | 1,006,639               | 2,047,937                          | 49%                                      |   |
| 11310              | Health                              | 114,032                 | 274,086                            | 42%                                      |   |
| 11400              | Social sciences                     | 919,320                 | 1,890,092                          | 49%                                      |   |
| 11410              | Eng/world languages                 | 1,601,299               | 2,906,699                          | 55%                                      |   |
| 11450              | Arts & humanities                   | 1,257,843               | 2,460,835                          | 51%                                      |   |
| 11480              | Rouse scholars                      | 45,000                  | 131,311                            | 34%                                      | 2 |
| 11600              | Distance learning                   | 223,884                 | 413,143                            | 54%                                      |   |
| 12100              | Nursing                             | 1,037,151               | 2,074,616                          | 50%                                      |   |
| 12118              | Rad Tech Program                    | 71,601                  | 116,677                            | 61%                                      |   |
| 12120              | Emergency medical technology        | 101,624                 | 159,083                            | 64%                                      |   |
| 12150              | Cardiovascular program              | 109,403                 | 199,955                            | 55%                                      |   |
| 12200              | Business & computers                | 877,651                 | 1,795,213                          | 49%                                      |   |
| 12250              | Science & technology programs       | 1,257,688               | 2,486,155                          | 51%                                      |   |
| 12280              | Cooperative education               | 4,540                   | 15,507                             | 29%                                      | 1 |
| 13500              | Service Learning                    | 46,552                  | 84,130                             | 55%                                      |   |
| 13550              | Instructional international program | 92,908                  | 145,588                            | 64%                                      |   |
| 44010              | User computer services              | 270,553                 | 480,265                            | 56%                                      |   |
| 44020              | Student computer services           | 656,559                 | 1,253,265                          | 52%                                      |   |
| 44030              | Student labs                        | 157,270                 | 311,199                            | 51%                                      |   |
| 46100              | 1st floor support                   | 98,138                  | 171,045                            | 57%                                      |   |
| 46200              | 2nd floor support                   | 70,551                  | 108,939                            | 65%                                      |   |
| 46300              | Hickory ridge                       | 47,206                  | 89,120                             | 53%                                      |   |
| 46400              | Evening services                    | 32                      | 1,325                              | 2%                                       | 1 |
| 46700              | ELB divisions support               | 70,514                  | 129,499                            | 54%                                      |   |
| 46800              | Arts & humanities support           | 60,379                  | 108,861                            | 55%                                      |   |
| 47500              | Faculty learning community          | 1,460                   | 23,000                             | 6%                                       | 3 |
| 48000              | Outcomes assessment                 | 76,200                  | 198,826                            | 38%                                      | 4 |
| 48500              | Instructional direction             | 59,806                  | 261,574                            | 23%                                      | 3 |
| 48501              | Learning communities                | 112,756                 | 204,246                            | 55%                                      |   |
| 48502              | Program development                 | 12,852                  | 78,065                             | 16%                                      | 3 |
| 52102              | Pool guards                         | 35,548                  | 97,215                             | 37%                                      | 5 |
| 53200              | Learning assistance center          | 438,994                 | 691,322                            | 64%                                      |   |
| 99970              | Benefits/chargebacks                | 1,827,809               | 3,797,138                          | 48%                                      |   |
| 99980              | Division support                    | -                       | 400,388                            | 0%                                       | 3 |
| 99990              | Furniture/equipment                 | 5,764                   | 591,037                            | 1%                                       | 6 |
|                    | <b>Total instruction</b>            | <b>12,778,905</b>       | <b>26,223,775</b>                  | <b>49%</b>                               |   |

| Cost Center             |                            | FY2009<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |   |
|-------------------------|----------------------------|-------------------------|------------------------------------|--|---|
| <b>Public Service</b>   |                            |                         |                                    |  |   |
| 33250                   | Cable studio               | 165,652                 | 307,428                            | 54%                                      |   |
| 99970                   | Benefits/chargebacks       | 35,835                  | 61,031                             | 59%                                      |   |
| 99990                   | Furniture/equipment        | -                       | 26,594                             | 0%                                       | 6 |
|                         | Total public service       | 201,486                 | 395,052                            | 51%                                      |   |
| <b>Academic Support</b> |                            |                         |                                    |  |   |
| 33400                   | Horowitz center            | 101,618                 | 171,326                            | 59%                                      |   |
| 33500                   | Student arts collective    | 81,363                  | 131,058                            | 62%                                      |   |
| 41001                   | Library services           | 524,328                 | 806,297                            | 65%                                      |   |
| 41002                   | Teaching & learning center | 73,437                  | 136,525                            | 54%                                      |   |
| 43100                   | Education technology       | 169,160                 | 301,692                            | 56%                                      |   |
| 43200                   | Video services             | 44,589                  | 83,813                             | 53%                                      |   |
| 43300                   | Instructional Technology   | 80,064                  | 136,726                            | 59%                                      |   |
| 46000                   | VP of academic affairs     | 184,295                 | 323,002                            | 57%                                      |   |
| 47000                   | Faculty development        | 44,264                  | 121,747                            | 36%                                      | 3 |
| 48100                   | Interactive classroom      | 16,000                  | 17,600                             | 91%                                      | 7 |
| 99970                   | Benefits/chargebacks       | 577,369                 | 1,153,802                          | 50%                                      |   |
| 99980                   | VP's Allocation            |                         | 5,924                              | 0%                                       | 3 |
| 99990                   | Furniture/equipment        |                         | 125,773                            | 0%                                       | 6 |
|                         | Total academic support     | 1,896,488               | 3,515,284                          | 54%                                      |   |

| Cost Center             |                                 | FY2009<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |   |
|-------------------------|---------------------------------|-------------------------|------------------------------------|--|---|
| <b>Student Services</b> |                                 |                         |                                    |  |   |
| 46500                   | Advising, academic              | 316,674                 | 516,226                            | 61%                                      |   |
| 46600                   | Welcome center & telephone adv. | 98,214                  | 194,872                            | 50%                                      |   |
| 51000                   | VP of student services          | 157,617                 | 278,344                            | 57%                                      |   |
| 51200                   | Student ambassador program      | 8,078                   | 9,432                              | 86%                                      | 1 |
| 52000                   | Student activities              |                         | 2,603                              | 0%                                       | 1 |
| 52100                   | PE facility                     | 198,468                 | 379,181                            | 52%                                      |   |
| 53000                   | Career services                 | 276,731                 | 486,989                            | 57%                                      |   |
| 53100                   | Test center                     | 206,992                 | 343,967                            | 60%                                      |   |
| 53500                   | Retention                       | 74,240                  | 145,979                            | 51%                                      |   |
| 53555                   | Career Links                    | 22,544                  | 38,541                             | 58%                                      |   |
| 54000                   | Financial aid services          | 399,754                 | 744,078                            | 54%                                      |   |
| 54001                   | FAS New Year Event              | 6,174                   | 6,500                              | 95%                                      | 8 |
| 55000                   | Admissions                      | 429,468                 | 794,860                            | 54%                                      |   |
| 55001                   | Workgroup                       | 219,569                 | 405,989                            | 54%                                      |   |
| 56000                   | Records                         | 272,938                 | 490,381                            | 56%                                      |   |
| 99970                   | Benefits/chargebacks            | 458,808                 | 809,304                            | 57%                                      |   |
| 99980                   | Part time coverage              |                         | 15,114                             | 0%                                       | 3 |
| 99990                   | Furniture/equipment             | 9,926                   | 244,810                            | 4%                                       | 6 |
|                         | <b>Total student services</b>   | <b>3,156,194</b>        | <b>5,907,170</b>                   | <b>53%</b>                               |   |

| Cost Center                  |  | FY2009<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |    |
|------------------------------|--|-------------------------|------------------------------------|--|----|
| <b>Institutional Support</b> |  |                         |                                    |  |    |
| 61000                        | President                              | 401,595                 | 641,385                            | 63%                                      |    |
| 61100                        | Board of trustees                      | 51,383                  | 132,145                            | 39%                                      | 9  |
| 61200                        | Research, planning and org. dev.       | 236,059                 | 487,804                            | 48%                                      |    |
| 61900                        | Senior administration                  | 3,316                   | 13,617                             | 24%                                      | 1  |
| 62000                        | VP of administration & finance         | 191,653                 | 332,812                            | 58%                                      |    |
| 62100                        | Finance office                         | 722,296                 | 1,288,778                          | 56%                                      |    |
| 63101                        | Human resources                        | 321,329                 | 610,533                            | 53%                                      |    |
| 63102                        | Recruitment                            | 21,018                  | 56,546                             | 37%                                      | 10 |
| 63103                        | Unemployment                           | 17,859                  | 47,253                             | 38%                                      | 11 |
| 63150                        | Diversity programs                     | 5,884                   | 12,000                             | 49%                                      |    |
| 63200                        | Reprographics                          | 86,991                  | 197,040                            | 44%                                      |    |
| 63400                        | Security                               | 702,902                 | 1,157,061                          | 61%                                      |    |
| 63500                        | Telecommunications                     | 46,181                  | 262,541                            | 18%                                      | 12 |
| 63554                        | Mediation & conflict resolution center | 20                      | 20,000                             | 0%                                       | 13 |
| 63600                        | Risk management                        | 255,077                 | 326,565                            | 78%                                      | 12 |
| 63700                        | General administration                 | 248,086                 | 799,297                            | 31%                                      | 2  |
| 63800                        | Commencement/award programs            | 29,865                  | 123,989                            | 24%                                      | 2  |
| 64000                        | Administrative information systems     | 762,756                 | 1,263,508                          | 60%                                      |    |
| 64001                        | Enterprise network                     | 329,289                 | 558,416                            | 59%                                      |    |
| 64002                        | Web Enterprise                         | 116,966                 | 269,834                            | 43%                                      |    |
| 64100                        | Information technology administration  | 172,326                 | 314,772                            | 55%                                      |    |
| 65000                        | Public relations & marketing           | 344,196                 | 814,701                            | 42%                                      |    |
| 65001                        | Public relations administration        | 55,592                  | 119,412                            | 47%                                      |    |
| 65100                        | Development & alumni relations         | 323,417                 | 572,270                            | 57%                                      |    |
| 65900                        | Fundraising                            |                         | 30,000                             | 0%                                       | 2  |
| 99970                        | Benefits/chargebacks                   | 261,342                 | 637,998                            | 41%                                      |    |
| 99990                        | Furniture/equipment                    |                         | 235,491                            | 0%                                       | 6  |
|                              | Total institutional support            | 5,707,397               | 11,325,766                         | 50%                                      |    |

| Cost Center         |                            | FY2009<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |    |
|---------------------|----------------------------|-------------------------|------------------------------------|--|----|
| <b>Plant</b>        |                            |                         |                                    |  |    |
| 71000               | Plant administration       | 65,200                  | 127,247                            | 51%                                      |    |
| 71100               | General services           | 1,300,910               | 3,525,603                          | 37%                                      | 14 |
| 71110               | Mailroom                   | 88,708                  | 157,452                            | 56%                                      |    |
| 71115               | Set/up; Asset Reallocation | 26,596                  | 69,239                             | 38%                                      | 15 |
| 71150               | Recycling                  | 628                     | 25,000                             | 3%                                       | 16 |
| 71500               | Safety                     | 44,620                  | 76,968                             | 58%                                      |    |
| 72000               | Engineering                | 574,489                 | 1,066,616                          | 54%                                      |    |
| 72500               | Preventive maintenance     | 95,024                  | 286,221                            | 33%                                      | 17 |
| 73000               | Housekeeping               | 692,140                 | 1,492,893                          | 46%                                      |    |
| 75000               | Grounds                    | 198,968                 | 366,257                            | 54%                                      |    |
| 76000               | Renovations                | 44,925                  | 171,207                            | 26%                                      | 18 |
| 99970               | Benefits/chargebacks       | 485,526                 | 891,343                            | 54%                                      |    |
| 99990               | Furniture/equipment        |                         | 244,611                            | 0%                                       | 6  |
|                     | Total plant                | 3,617,735               | 8,500,657                          | 43%                                      |    |
| <b>Scholarships</b> |                            |                         |                                    |  |    |
| 81000               | Scholarships               | 323,745                 | 662,580                            | 49%                                      |    |
| 82000               | Waivers                    | 402,778                 | 470,200                            | 86%                                      | 19 |
|                     | Total scholarships         | 726,523                 | 1,132,780                          | 64%                                      |    |
|                     | Grand totals               | 28,084,728              | 57,000,484                         | 49%                                      |    |

Notes: Only variances greater than 75%, or less than 40% 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 Some outcome assessment projects will occur over the summer.
- 5 Coverage for pool guards was lower than anticipated last summer due to a shut down of two months for pool repairs.
- 6 Furniture and equipment budgets are typically spent later in the year, and are currently being held due to budget concerns.
- 7 An annual fee for the video conferencing membership (UMAT) was paid early in the year.
- 8 This new cost center held a financial aid event that paid for expenses of the event this month.
- 9 Current savings in legal fees is causing this variance.
- 10 Recruitment costs are down due to the current hiring freeze.
- 11 This is a temporary low variance due to only one quarter of expenses having been paid to date.
- 12 Timing of payments is causing this temporary variance.
- 13 The mediation center has its operating budget in the special funds. This amount supplements that budget.
- 14 Utility budgets are causing this temporary variance. Winter and summer costs are pending.
- 15 This is a new cost center. Savings may occur due to late starting employees hired.
- 16 Recycling costs were paid by Howard County Government early in the year, but charges have resumed.
- 17 Maintenance services have been scheduled but timing of payment is causing this variance.
- 18 Renovations occur as timing allows throughout the year. Some funds are also being held for state cuts.
- 19 Waivers occur at the time of registration; only summer waivers remain unpaid.

## B-3 – Board Retreat Agenda

**Background:** The annual board retreat will take place on Monday, June 8, 2009. The attached draft outlines several potential topics for the agenda.

**Location:** Belmont Conference Center

**Timeline:** June 8, 2009

### ◆———— Recommendation —————◆

The administration requests that the board of trustees finalize the board retreat agenda.



**HOWARD**  
COMMUNITY COLLEGE

*You Can Get There From Here.*

**BOARD OF TRUSTEES' RETREAT AGENDA  
JUNE 8, 2009  
Belmont Conference Center  
9:00 am – 1:30 pm**

**Breakfast**

**9:00-9:30**

A. Topic #1

**Times to be added  
after agenda  
finalized**

B. Topic #2

**Break**

C. Topic #3

**Lunch**

**Closed Session**

**12:30-1:30**

1. Board Self-Evaluation
2. President's Evaluation

**Possible Topics**

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1. Case Study: Response to a Baldrige Opportunity For Improvement – Board Suggested
2. Case Study and Development of Board Policy: Academic Freedom
3. Middle States Overview (including Characteristics of Excellence) - Board Suggested
4. Creating an Educational Continuum with the Howard County Public School System – Board Suggested

## **C – President’s Report**

### **Another Great Year at Hunan Manor**

The 10<sup>th</sup> anniversary Hunan Manor fundraiser was an evening filled with great food, a great crowd, and great friends. Congressman Elijah Cummings gave an inspirational speech to the guests and especially to the Silas Craft Collegians (SCC). He is always hard to follow, but County Executive Ken Ulman did a great job congratulating the students for all their hard work. The initial accounting shows over \$22,000 was raised for the Silas Craft Collegians Program Endowment! Thank you to everyone who sold, bought, and donated tickets for this event. Thanks to the **development office staff**, volunteers **Alaka Dharmadhikari, Denise Dorsey, Regina Hanlon, Su Kuipers, and Terry Heston**, as well as other HCC faculty and staff for dedicating their time and efforts in making this event possible. Special thanks to **Farida Guzdar** for her weekly emails, **Daryl Beard** for his AV equipment and set up, **Quent Kardos** for photography, and the SCC staff - **Dr. Pam Cornell, Joe Mason, and Carla Lawson**, the **SCC Students**, event committee co-chairs **Rhonda O’Guinn and Miji Kim**, committee members **Wylene Burch, Chip Doetsch, Ellen Gordon, Mike Hatcher, Kim McNair, Sang Oh, Candace Dodson Reed, David Steele, and Darryl Stokes**, and to **Michael Nagle**, for helping to emcee the event.

### **Yifei Gan to Receive FIRN’s American Success Award!**

**Yifei Gan**, professor of art, will be receiving FIRN’s American Success Award (ASA) on May 6, 2009, at the Ten Oaks Ballroom. The ASA is presented by FIRN in partnership with the Howard County Government, Howard County Economic Development Authority, and the Howard County Chamber of Commerce. This award is given to foreign-born individuals who live or work in Howard County, have made a significant contribution to the ethnic or general community through volunteer services in Howard County, and are either owners of successful Howard County businesses or have achieved a high level of success in their chosen profession. We are very proud of Yifei’s accomplishments and are thrilled that his achievements are being honored. Congratulations!

### **HCC Interior Design Students “Design for a Difference”**

On March 9, students from **Arlene Snyder’s** residential and commercial design class participated in a competition judged by HGTV host Vern Yip during the Ulman Cancer Fund’s “Eleven” event, which took place in HCC’s Horowitz Center. Two teams of HCC students entered the “Design for a Difference” competition, where aspiring designers and seasoned professionals embellished, enhanced, and made over unfinished chairs. Yip, of “Trading Spaces” and “Design Star” fame, judged the entries and all of the designed chairs were auctioned off at the event to benefit young adults fighting cancer. One of the chairs was purchased and then donated back to HCC to be auctioned off at the Faculty Follies at the end of March.

### **2009 STEM Career Expo**

On Sunday, March 1, HCC was well represented at the 2009 Girl Power STEM (science, technology, engineering, and math) Career Expo held at the Johns Hopkins University Applied Physics Laboratory. This year was the second for this event, which is sponsored by the Maryland State Department of Education and the Howard County Women's Giving Circle. Approximately 300 girls and their families participated. Attendees had opportunities to meet and talk with professional women in their fields of interest, participate in hands-on STEM activities, and visit displays on careers in aerospace, computer science, electrical engineering, geology, information technology, science education, etc. HCC had three tables at this event. **Scott Foerster, Sharon Lyon, and Jen Stott** provided a hands-on display called "From Robots to Rocks – Science and Engineering at Howard Community College." **Jenny Penniman, Bernie Sandruck, and Loretta Tokoly** presented materials on tangram puzzles, moebius strips, and careers related to mathematics. **Tonya Osmond** from counseling and career services provided handouts on preparing for STEM careers and information on HCC programs. Many thanks to everyone who participated!

### **Transfer Fair Draws a Big Crowd!**

Howard Community College welcomed 61 colleges and universities representing the Mid-Atlantic Region to the "Spring Transfer Fair" on Wednesday, February 25, 2009. Institutions attending for the first time included the Maryland Institute College of Art, the University Of Maryland School Of Law, and the State University of New York at Cobleskill. More than 700 students participated in this event.

Kudos to **Sandy Adkins, Debbie Bauley, Laura Cripps, Jennifer Gray, Barbara Greenfeld, Julie Knox-Brown, Dorothy Plantz, Jim Robbins, Joi Ryan, Jane Scott, Jane Small, Eva Surowiec**, and the entire **office of admissions and advising** for coordinating and staffing this event. Thanks to staff from **plant operations, security, welcome center, student life, IT**, and the **student volunteers** as well as the staff and faculty at HCC who encouraged students to participate. Transfer representatives reported that students had great questions and were well prepared. Nice job!

### **Plant Operations Digs HCC**

A HUGE THANK YOU goes out to the crew in **plant operations** for all their hard work with the recent snowstorm. While most of us got a snow day off, they were here on campus working. Many of you may not realize that when we have snow and ice, a number of members of the plant crew often come in the night before and spend the night on campus so they can start working early in the morning. They worked on Monday until almost 6:00 pm and then came back on Tuesday at 4:00 am to make sure any ice that accumulated during the night was removed before we arrived at 9:00 that morning.

We are incredibly lucky to have such a hard working, dedicated crew and we cannot thank them enough for making our campus accessible and looking so great. We truly appreciate the outstanding job they all did.

The following individuals participated in the snow duty:

**Chris Boswell, Clennon Burke, Wendell Epps, Rodney Freeman, Brian Garnett, Tony Gibson, Vince Harding, Herb Heater, Travis Hopkins, Greg Jenkins, Buff Kelly, Jeremy Kesler, Arik Mawien, Bill Moody, Tom Nesar, Colin Perry, Clinton Thomas, Stacey Thomas, Barryton Samuels, Jay Weinrich, and Andre Wright.**

### **English as a Second Language Using Technology**

Congratulations to ESL full-time instructor **Emily Hicks**, ESL and ELI director **Rebecca Price**, and associate professor, **Dr. Jean Svacina**, who were interviewed in the February issue of *FiberPlus*, a newsletter that is distributed throughout the mid- Atlantic area. The faculty described the many innovative ways technology is used in teaching English as a Second Language and as the article said, “There has been much focus in these newsletters on the technology aspect of Information Technology. This time we will look at how the technology is actually used in a real, non-technical world. Howard Community College's language program offers a stunning example. Some very creative people there are using personal computers, CDs, DVDs, webcams, a variety of collaborative software packages, and the Internet as tools for teaching languages.”

The article highlighted instruction using the language labs, Wimba, exchanges with students in other countries using Skype, Second Life, and virtual business simulations. The article was written by Carl Strobel, president and owner of FiberPlus and a member of HCC's Technology Advisory Board.

### **Blood Drive Exceeded Goal Once Again!**

On behalf of the office of student life and the Student Government Association (SGA), I would like to thank everyone who donated blood and volunteered to make the “SGA Blood Drive” a success! They increased their goal from 34 units in October to **48** units of useable blood on March 4 and were able to collect **51** units! There were **62** donors and **35** scheduled appointments. There were also **21** first-time blood donors. Once again, they exceeded their goal!



### **Power Shift '09**

**Kimberly Davis** and **Phillip Riggins** from plant operations attended “[Power Shift 2009](#)” in Washington, D.C., an historical summit on energy awareness, green jobs, conservation, sustainability, and climate change. It focused on how campuses and communities can develop, innovate, create, and collaborate on these principals. According to Kim, they “went to the Halls of Congress to Congressman Cummings’ office. We did not actually lobby per say but, we did let them know how our

institution has been moving forward with green technology and procedures.” Some items they highlighted were that all of the college’s cleaning chemicals and cleaning equipment are now EPA green seal certified and our custodial paper products are 100% recycled and biodegradable. We have purchased two electric vehicles for plant operations staff to get around campus and a hybrid vehicle. The café has also switched to biodegradable plates, cups, and serving trays. A few examples of the exciting ideas Kimberly and Phillip learned about include: green parking for those who carpool; sustainable courses that can reach the communities and create jobs; and developing a college outreach program for K-12 schools on sustainability and environmental awareness. Thanks to Kim and Phillip for attending and bringing to light some of the things we are doing here at HCC!

### Rain Garden Grant

The college has received a \$5,000 grant from the Howard County Parks and Recreation Department to create a demonstration rain garden on the quad. The rain garden will be in the flowerbed behind the human resources offices. Retired faculty member, **Gaye Holcomb**, designed the native plant layout for the garden and will direct the planting at the Howard County GreenFest here at HCC on April 4<sup>th</sup>. Gaye is active with the Howard County Master Gardeners who will also design instructional signage for the garden. Congratulations to **Bob Marietta** and **Sarah Angerer** for writing and winning this grant!

### Project Access Fair – Huge Success

The Project Access college fair for students with disabilities held on March 7, 2009, was a huge success. Approximately 300 people attended to acquire information about admissions procedures and disability support services from forty-four two-year, four-year, and career schools. College fair participants attended workshops on academic strategies for success on the postsecondary campus, college disability programs, Project Access, career development for individuals with disabilities, federal legislation, and financial aid. Thank you to the many individuals at the college who made the success of this fair possible including, the **print shop, plant operations, AV services, admissions, financial aid, the mailroom, housekeeping, academic support, career services,** and the **learning assistance center**. Special kudos go to **Mary Fuller, Ann Kukulies, Karen Kyger, Anne Marie Lee, Carol Manchester, Janice Marks, Kathy McSweeney, Irma Rosado, Parul Shah,** and **Linda Schnapp**.

### Update from Development

| February Foundation Revenue  |           |          |
|------------------------------|-----------|----------|
|                              | 2009      | 2008     |
| February monthly total       | \$216,133 | \$71,830 |
| February endowment revenue   | \$4,810   | \$38,723 |
| February scholarship revenue | \$4,350   | \$15,380 |
| February grant revenue       | \$0       | \$0      |

## **Capital Update**

### The Rouse Company Foundation Student Services Hall

The college has completed project closeout with Riparius. Recently, the college contracted with Polysonics and Architects By Design to evaluate the cashiers' work area and make recommendations with respect to aesthetics, performance, cost, and time. Polysonics has completed its scope of work, assessed the area, and provided recommendations for optimum acoustics in the atrium and cashiers reception areas. These recommendations have been incorporated into the services being provided by Architects By Design with respect to acoustics, noise, and functionality of the cashiers' area as well as the noise level from the adjoining atrium. The design will include specifications for the selection of ceiling, floor covering, and wall materials to assure proper sound transmission classification (STC) and noise reduction classification (NRC) ratings. There may also be 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. Staff continues to work closely with the firm.

### Athletic Fields Renovations

Phase four of the athletic fields' renovations is complete with the exception of one punchlist item to replace the stormwater management pond baffles. The college will continue to work with Hudak's Construction to complete that item once weather conditions approve.

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 rejected by the college. Following an examination of the scope of services, the college investigated other options including an approved purchasing agreement. The Maryland Department of General Services (DGS) authorized use of the contract. The college became a member of the Pennsylvania joint venture purchasing agreement, which allowed the college to participate in the Association of Educational Purchasing Agencies (AEPA) contract for phase five of the athletic fields' project. The contract outlining the scope of services was received by the college on March 10, 2009 and is currently under review. After review and negotiations, the college will present the contract to the board for approval.

### McCuan Hall and Smith Theatre Renovations

All areas of the building renovation are complete and occupied. The work associated with the emergency power requirements to support the building and the college's emergency operations center has been started.

AVI-SPL is completing the sound system and associated work for the Smith Theatre. They are slightly ahead of schedule and are expected to be finished and off site by June 2009.

### James Clark, Jr. Library Building Renovations

Construction has progressed and remains on schedule. Phases one and two are complete. Phase three which began on January 26, 2009, includes the east side of the building with nine classrooms and the remaining portion of the IT department, is

expected to be complete by July 2009. Phase four, the final phase, includes the south side of the building encompassing the remaining portion of the library, the information literacy room, and student/faculty training rooms. The library is moving over spring break in preparation for phase four. In addition to the library move, numerous power outages are being planned in order to take the old switchgear off-line before phase four can commence.

On March 16, 2009, the library entrance from the galleria will be completed and turned over to the college. This completion will assist with accessibility to the classrooms and labs as well as the network operations center (NOC).

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

#### Belmont Conference Center Barn Renovations

As the project has continued to encounter unforeseen conditions, it has been forced to incur additional expenses. While the original price proposal included special services consisting of surveying, septic system, geotechnical, and environmental investigations, it was anticipated that these services would be started during the design phase with the costs included in the GMP. However, the delay in the design schedule due to the unexpected circumstances has jeopardized the completion of the guaranteed maximum price (GMP), resulting in added costs for the project. This situation along with additional work necessary to meet the Howard County Health Department requirements has caused a significant delay in the project schedule. The health department has now asked HCC to review the septic system for all of the Belmont Conference Center buildings. The administration will monitor the project and make recommendations in consultation with the board.

#### 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;
- Hospitality kitchen renovations and upgrades;
- Nursing control room; and
- HVAC replacement for nursing building (RFP in progress).

Recently completed:

- Campus-wide ADA modifications with installation of pathways and curb-cuts; and
- Walk-off carpets in vestibules for campus buildings throughout campus.

**D – Board Member Comments**

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

- March 10, 2009, Meeting Notes

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AUDIT AND FINANCE COMMITTEE**

Meeting Notes  
March 10, 2009 – 8:30 a.m.

The Rouse Company Foundation Student Service Hall, Room 120B

**Present:** T. James Truby, committee chair; Mary B. Tung, trustee; and Kathleen Hetherington, president

**Absent:** Kevin J. Doyle, trustee

**Staff:** Lynn Coleman, vice president of administration and finance; Janet Cullison, associate vice president of finance; and Erin Yun, director of board relations/special projects

| Topic  | Outcome   |
|--|---|
| Trustee Truby brought the meeting to order at 8:35 a.m.                              |   |
| 1. Audit Areas for Review  | Lynn Coleman reviewed the history of the areas that have been focused on during previous audits. The committee discussed options for areas of the audit. They asked that Lynn Coleman talk with Lou Hutt, trustee and CPA, about his recommendations and get back to them at the May meeting. Additionally, a discussion took place about the potential cost to audit the food subsidy with Sodexo. Lynn Coleman will follow up on this suggestion. |
| 2. Quarterly Sole Source Vendors Report (October 1, 2008 – December 31, 2008)        | The committee reviewed the report. This item was for information only and no committee action was requested.<br><br>The committee requested that the administration check into the potential cost of new fuel tanks at Belmont in order to determine if there would be any potential cost savings.  |
| 3. Semi-Annual Non-Purchasing Agreement Disclosure (July 1, 2008- December 31, 2008) | The committee reviewed the report. This item was for information only and no committee action was requested.<br><br>The committee asked that a column be added to the chart to indicate the dollar range of the contract.   |
| 4. Outstanding College Debt  | The committee reviewed the report. This item was for information only and no committee action was requested.<br><br>The committee asked that this item be added annually to the March audit and finance agenda.   |
| 5. Identity Theft Prevention Program   | The committee approved this item with modifications to strengthen the auditing component. It will be taken to the full board meeting in March for consideration.  |
| 6. Maryland State Withholding Oversight  | This item was for information only and no committee action was requested.   |
| The meeting adjourned at 9:15 a.m.   |   |

## **F – Approval of Minutes**

1. February 25, 2009, Work Session
2. February 25, 2009, Regular Session

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
February 25, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 25, 2009, in The Rouse Company Foundation Student Services Hall (room 400) 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 Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddle, Louis G. Hutt, Jr., and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

**I. Introduction of New Employees**

In the absence of Ron Roberson, vice president of academic affairs, Steve Horvath, associate vice president of academic affairs, introduced Grace Anastasiadis, student arts specialist, props and wardrobe manager.

Lynn Coleman, vice president of administration and finance, introduced Belinda Green, materials handling clerk.

Cindy Peterka, vice president of student services, introduced Martha Hunter, counselor, student support services, and Delores Kiser-Mbah, admissions and academic advisor (nursing and allied health).

**II. United Way Contribution from Students**

Ashleigh Pettus, student program board chair, gave an overview of how the money was raised. She introduced David Orellana, student program board member, and Schnell Garrett, student program board advisor and assistant director of student life. The students presented a check for \$541.27 to the board chair and president toward the college's contribution to the United Way.

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

Michael Nagle, chair of HCCEF, gave an overview of the foundation's annual report. He mentioned that in spite of the current economic situation, the foundation has raised over a million dollars since the start of the fiscal year. The foundation's investments are part of a group investment with the University System of Maryland Foundation that maximizes gains and minimizes losses. At its next board meeting, the HCCEF board will breakout into four groups for more focused and specific discussions on fundraising. The foundation board is working closely with the campaign council under the leadership of Kevin Kelehan and Del Karfonta. Upcoming fundraising events include the Hunan Manor event on March 9, Vino Scholastico on May 2, and the Grand Prix on September 20. Mr. Nagle reported that the State of Maryland still owes \$50,000 from the \$250,000 matching amount; it is expected to be received by FY10.

#### **IV. Information Session and Tour: Television Studios**

Margaret Kahlor, executive producer and television services director, gave a general overview of the television production process. Board members went on a guided tour of the new television studios where they saw the student studio and saw brief footage shot by a student; the multipurpose television studio set; and a new radio station studio run by Raymond Hoffman, senior producer/director. The HCC radio station will start broadcasting soon.

The work session adjourned at 7:00 p.m.

The above constitutes the official minutes of the February 25, 2009, work session of the Howard Community College Board of Trustees as approved on March 25, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
February 25, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, February 25, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the regular session to order at 7:08 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.

**A. Approval of February 25, 2009, Agenda**

*A recommendation to approve the February 25, 2009, agenda with the addition of discussion item 1 – resolution to designate a resident agent for Howard Community College, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.*

**B. Board Priority Items**

**1. Board End: Faculty and Staff Focus**

Zoe Irvin, executive director of planning, research and organizational development, reviewed the highlights of the core end.

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

**2. Fiscal Year 2008 Workforce Snapshot**

Lynn Coleman, vice president of administration and finance, gave a brief overview and acknowledged Dave Jordan, associate vice president of human resources, and Karlyn Young, director of human resources, who offered comments on the report.

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

**3. Financial Statements**

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

**4. Fiscal Year 2009 Awards**

Vice Chair Rensin gave a brief overview of the legislative and community relations committee's recommendations to award an honorary degree to Congressman Elijah Cummings and the Clark Medal to Mr. and Mrs. James Moxley, Jr.

*A recommendation to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board*

*of trustees at its January 29, 2009, meeting, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.*

### **C. President's Report**

President Hetherington mentioned that she would be interviewed on WYPR, the local national public radio station, along with Clay Whitlow, executive director of the Maryland Association of Community Colleges (MACC), and Dr. Stephen Pannill, president of Cecil College, to talk about the role of community colleges in the current economic times.

Dr. Hetherington also mentioned that HCC student, Shayna Wise, has been named to the All-USA First Team and is the top New Century Scholar in Maryland. Shayna will receive her awards at the American Association of Community Colleges (AACC) convention in Phoenix next month; will be featured in the April 6 *USA Today* issue and will be recognized at the Phi Theta Kappa event at Turf Valley on May 6. The board asked that Shayna be invited to a future board meeting so they could recognize her accomplishments.

Dr. Hetherington reported that HCC hosted a U.S. Senate field hearing, which was presided over by U.S. Senator Barbara Mikulski, on February 17 at the Charles Ecker Business Training Center at Gateway. In her comments, Senator Mikulski mentioned HCC and the nursing program. Dr. Hetherington commended the public relations and continuing education staff for putting this event together with short notice; she also mentioned that County Executive Ken Ulman wrote to her commending HCC staff.

President Hetherington attended the Human Rights Commission event that posthumously honored former HCC trustee, Leola Dorsey, and Dr. Sydney Cousin, superintendent, Howard County Public Schools, with the Human Rights Award.

Student Advocacy Day on February 11 was a huge success; 400 students from around the state met in Annapolis to visit with their elected officials and advocate for community college issues. President Hetherington thanked Cindy Peterka, vice president of student services, and Nancy Gainer, executive director of public relations, and their staffs for coordinating the event.

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

Chair Truby said he hoped that the students who attended student advocacy day learn the importance of lifelong activism from their experience in Annapolis. He asked that the HCC students be invited to a future board meeting to be recognized by the board and receive a certificate for their participation in student advocacy day. He also commented on the math division's work with the Howard County Public School System (HCPSS) on the issue of developmental math. He said the board would like to hear about current initiatives that HCC is working on with HCPSS on college readiness in the high schools at the board retreat in June. Bernie Sandruck, math division chair, offered comments on HCC's work with HCPSS on curriculum design to align the high school math requirements with college level math. He informed board members about an upcoming dinner social with the board of Montgomery College on March 11 at 6:00 pm in RCF401. It was also suggested that the staff contact the Prince George's Community College board and the HCPSS board to see if they would be interested in a dinner social.

Trustee Dillow talked about concurrent enrollment whereby high school students take courses at HCC while still in high school; typically those students don't place in developmental math. She commended the faculty and students involved in the service learning projects that won HCC a place on the President's Higher Education Community Service Honor Roll three years in a row; she commented that this was a true expression of servant leadership. She also commended Michael Stebbins, producing artistic director Rep Stage, for the recent Helen Hayes tribute.

Trustee Huddie asked how high school graduates do in math placement at the University of Maryland; he was told they place in developmental math there, too. He said he was impressed by the television studio program and asked if enrollment is tracked in that area. He anticipates that it will grow in the future.

Trustee Rensin was also impressed by the quality of the television studio program. She said she had the opportunity to work with Margaret Kahlor, executive producer, television services director, on the galas on campus and was always impressed by her professionalism and talent. She thanked everyone for the plant and good wishes during her recent recovery from surgery.

Trustee Doyle talked about demonstrating how the college leverages the funding it receives by partnering with the county library and school systems. He was impressed by the television studio.

Trustee Tung seconded earlier remarks and added that she was impressed with the improved signage on campus and the modifications to make access ADA compliant.

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

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

#### **F. Approval of Minutes**

*A recommendation to approve the January 28, 2009, work session, regular session and closed session minutes, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.*

#### **G. Consent Items**

1. Proposed new hires;
2. Grants and scholarships received in the amount of \$4,534,178 (non-competitive grants), \$1,945,279 (competitive grants), and \$187,310 (scholarships);
3. Authorization for board chair to act on behalf of board in mediation; and
4. Janitorial supply contract spending allowance increase in the amount of \$15,000 increase of original supply contract of \$55,000 for a total of \$70,000, to Fitch Co. Inc.

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

## H. Discussion Item

### 1. Resolution to Designate a Resident Agent for Howard Community College

*A recommendation to approve the resolution to appoint Kathleen Hetherington as the college's resident agent, 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/special projects, brought the board's attention to the following dates.

|          |   |
|----------|---|
| March 9  | Hunan Manor Silas Craft Collegians fundraiser |
| March 10 | Audit and Finance Committee Meeting           |
| March 19 | Board Social                                  |
| April 30 | Ethics disclosures due                        |

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

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

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

### 4. Personnel Summary

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

## Adjournment

*A recommendation to adjourn the February 25, 2009, regular meeting was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.*

The regular meeting was adjourned at 8:25 p.m.

The above constitutes the official minutes of the February 25, 2009, regular meeting of the Howard Community College Board of Trustees as approved on March 25, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

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

## H-1 Issue Bin

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

| <b>Board Liaisons to Ongoing Projects</b>         |   |
|---|---|
| <b>Project</b>                                    | <b>Liaison(s)</b>                                     |
| Capital Projects                                  | T. James Truby  |
| Entrepreneurial Center                            | Louis G. Hutt, Jr.                                    |
| Foundation Board                                  | Roberta E. Dillow                                     |
| Sustainability                                    | Patrick L. Huddie; Roberta E. Dillow;<br>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.

| <b>Committee:</b>                   | <b>Members:</b>   |
|-------------------------------------|---|
| Audit and Finance                   | T. James Truby, committee chair<br>Kevin J. Doyle<br>Mary B. Tung               |
| Legislative and Community Relations | Katherine K. Rensin, committee chair<br>Roberta E. Dillow<br>Louis G. Hutt, Jr. |

### ◀———— Recommendation ———▶

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

## H-2 Fiscal Year 2009 Board Calendar

| Date   | Event  | Tentative Agenda Items   |
|--|--|--|
| <b>April 2009</b>  |  |  |
| April 4, 2009<br>Saturday<br>10:00 am – 4:00 pm<br><br><b>NEW!</b> | Howard County GreenFest<br><br>Burrill Galleria                                    | <ul style="list-style-type: none"> <li>• Theme: "Energy and Water Conservation"</li> <li>• The event will focus on alternative energy, energy efficiency, water conservation, and water reuse. Other "green" themes will also be featured, such as green buildings, green consumer products, green landscaping, wildlife and environmental education, and children's activities.</li> <li>• The Environmental Sustainability Board will be hosting their 1st Annual Environmental Summit from 11:00am - 12:30pm at GreenFest.</li> </ul> |
| April 6-12, 2009<br>Monday-Sunday                                  | HCC Spring Break   |  |
| April 22, 2009<br>Wednesday<br>6:00 pm                             | Work Session /<br>Regular Meeting<br><br>RCF-400                                   | <ul style="list-style-type: none"> <li>• Informational Tour: Diversity Cross-Functional Team</li> <li>• FY10 Operating Budget Approval (if necessary)</li> <li>• FY10 Faculty Promotions</li> <li>• Candidates for Commencement</li> <li>• Report on Board End: Leadership</li> <li>• Calendar of FY10 Meetings</li> </ul>   |
| April 29, 2009<br>Wednesday<br>1:30-3:00 pm                        | Silas Craft Collegians<br>Graduate and Transfer<br>Recognition Ceremony<br>RCF-400 | <ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>   |
| <b>May 2009</b>  |  |  |
| May 1, 2009<br>Friday<br>6:30-9:00 pm                              | Student Awards Banquet<br><br>Sheraton Columbia                                    | <ul style="list-style-type: none"> <li>• <b>Welcome from Board Chair</b></li> <li>• Trustees Invited and Participate in Presenting Awards</li> </ul>   |
| May 2, 2009<br>Saturday<br><b>6:00</b> -10:00 pm                   | Vino Scholastico<br><br>RCF-400  | <ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• 6:00 – 7:00 p.m. – Special Pre-Event Tasting</li> <li>• Tickets Cost \$75 Per Event or \$125 for Both</li> </ul>  |
| May 6, 2009  | Phi Theta Kappa Statewide  | <ul style="list-style-type: none"> <li>• Board Chair Invited</li> </ul>  |

| Date   | Event  | Tentative Agenda Items  |
|--|--|---|
| Wednesday<br>6:00 pm<br><br><b>NEW!</b>                | Recognition Dinner<br>Turf Valley                                    | <ul style="list-style-type: none"> <li>• Ceremony to recognize the All-Maryland Academic Team</li> <li>• HCC student, Shayna Wise, was named to the All-USA First Team, as well as a New Century Scholar</li> <li>• HCC student, Maria Jose Viera, was selected as a 2009 Coca-Cola National Finalist</li> </ul>  |
| <b>May 18, 2009</b><br><b>Monday</b><br><b>8:30 am</b> | Audit and Finance<br>Committee<br>Café on the Quad -<br>RCF-120B     | <ul style="list-style-type: none"> <li>• Quarterly Sole Source Report (January – March)</li> <li>• Meeting with Auditors (FY09 Report)</li> <li>• Year-end Purchases</li> </ul>   |
| May 20, 2009<br>Wednesday<br>6:30-9:00 pm              | Second Annual Student<br>Athlete Banquet<br>Sheraton Columbia        | <ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>  |
| May 22, 2009<br>Friday<br>10:00 am                     | Nursing Recognition<br>Ceremony<br>HCC Campus/Grand Prix<br>Field    | <ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>  |
| May 22, 2009<br>Friday<br>12:30 pm                     | Reception for Platform<br>Party<br>RCF-400                           | <ul style="list-style-type: none"> <li>• Trustees Invited</li> </ul>  |
| May 22, 2009<br>Friday<br>2:00 pm                      | Commencement<br>HCC Campus/Grand Prix<br>Field                       | <ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Board Members Confer Degrees</li> </ul>  |
| May 26, 2009<br>Tuesday<br>12:30 pm                    | Pre-Convocation Lunch<br><br><b>RCF-400</b>                          | <ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Lunch Preceded by Innovation Fair</li> </ul>   |
| May 26, 2009<br>Tuesday<br>1:30 pm                     | Convocation<br><br><b>Smith Theatre</b>                              | <ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• <b>Welcome from Board Chair</b> (1:30 pm)</li> <li>• Recognition Event for Retired Employees, Degree Recipients, and New Employees</li> </ul>  |
| May 27, 2009<br>Wednesday<br>6:00 pm                   | Work Session /<br>Regular Meeting /<br>Closed Session<br><br>RCF-400 | <ul style="list-style-type: none"> <li>• Informational Tour: Radiologic Technology Program and Laboratory</li> <li>• FY11 Vision, Mission, Values, and Strategic Goals</li> <li>• Election of FY10 Board Officers</li> <li>• Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting</li> <li>• Review President's Contract</li> </ul> |
| <b>June 2009</b>                                       |  |   |
| June 8, 2009<br>Monday<br>Time - TBD                   | Board Retreat<br><br><b>Belmont</b>                                  | <ul style="list-style-type: none"> <li>• Agenda – TBD</li> </ul>  |
| June 11, 2009<br>Thursday                              | Solstice Celebration   | <ul style="list-style-type: none"> <li>• Trustees Invited</li> <li>• Other Boards and Committees also</li> </ul>  |

| Date    | Event   | Tentative Agenda Items   |
|---------|---------|--|
| 6:00 pm | Belmont | Invited <ul style="list-style-type: none"> <li>• Appreciation Event</li> <li>• Clark Medal Presentation</li> </ul> |

**NEW! Looking to the Future:**

Wednesday, July 22, 2009 – Nursing Pinning Ceremony (Accelerated RN/LPN) 6:30 p.m.

Thursday, September 3, 2009 – Rouse Scholars Reception, RCF 400, 6:00 p.m.

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~~

Tuesday, December 15, 2009 – Nursing Pinning Ceremony (Mid-Year RN) 6:30 p.m.

Saturday, December 4, 2010 — President's Gala to celebrate the college's 40<sup>th</sup> 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.



## H-4 Personnel Summary

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

**Purpose:** Disclosure to the board

**Timeline:** February 2009

### ◆———— Recommendation —————◆

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

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**February 1, 2009 – February 28, 2009**

**Section I – Change in Status**

**SPECIAL ASSIGNMENT**

| Title   | Department                           | Position Control Status         | Grade                  | Range for Grade    | Compensation <sup>1</sup> | Name                 | Eff. Date | End Date     |
|---|--------------------------------------|---------------------------------|------------------------|--------------------|---------------------------|----------------------|-----------|--------------|
| Interim Director, Mediation & Conflict Resolution Center (25 Hours) | Mediation/Conflict Resolution Center | Existing Position Replacement   | 13                     | \$52,522-\$87,187  | \$38,727                  | Rockefeller, Kathryn | 9/03/07   | Undetermined |
| 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 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      |
| Acting Division Chair, Arts & Humanities                            | Arts & Humanities                    | Existing Position Replacement   | Division Chair         | \$79,340-\$131,705 | \$81,814                  | Beaudoin, David      | 1/01/09   | 6/30/09      |
| Acting Director of International Education                          | International Education              | Existing Position Replacement   | 15                     | \$61,945-\$102,828 | \$61,945                  | Cain, Christele      | 2/20/09   | Undetermined |

**PHASED RETIREMENT**

| Title              | Department              | Position Control Status | Grade | Range for Grade | Compensation <sup>1</sup> | Name         | Effective Date |
|--------------------|-------------------------|-------------------------|-------|-----------------|---------------------------|--------------|----------------|
| Professor, English | English/World Languages | N/A                     | N/A   | N/A             | N/A                       | Wiley, Linda | 2/01/09        |

**SEPARATIONS**

| Title                               | Department              | Position Control Status | Grade | Range for Grade | Compensation <sup>1</sup> | Name              | Effective Date |
|-------------------------------------|-------------------------|-------------------------|-------|-----------------|---------------------------|-------------------|----------------|
| Laboratory Instructional Assistant  | Health Sciences         | N/A                     | N/A   | N/A             | N/A                       | Dent, Iris        | 2/03/09        |
| General Maintenance Mechanic        | Plant Operations        | N/A                     | N/A   | N/A             | N/A                       | Brown, Eldridge   | 2/06/09        |
| Associate Director of Development   | Development and Alumni  | N/A                     | N/A   | N/A             | N/A                       | Sikorski, Cynthia | 2/11/09        |
| Director of International Education | International Education | N/A                     | N/A   | N/A             | N/A                       | Barlos, George    | 2/19/09        |
| Benefits Manager                    | Human Resources         | N/A                     | N/A   | N/A             | N/A                       | Heckler, Sharon*  | 2/27/09        |

\*Retirement

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**February 1, 2009 – February 28, 2009**

**Section II – Leaves**

**SABBATICAL LEAVE**

| <b>Name</b>            | <b>Position</b>  | <b>Beginning Date of Leave</b> | <b>Ending Date of Leave</b> |
|------------------------|--|--------------------------------|-----------------------------|
| 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                     |
| Berman, Cheryl         | Professor, World Languages   | 1/01/09                        | 6/05/09                     |
| Bunyard, Guy           | Associate Professor, Mathematics   | 1/01/09                        | 6/05/09                     |
| Lash, Valerie          | Professor, Theatre; Division Chair, Arts, & Humanities; Founding Director, Rep Stage | 1/01/09                        | 6/30/09                     |

**LEAVE WITHOUT PAY**

| <b>Name</b>        | <b>Position</b>            | <b>Beginning Date of Leave</b> | <b>Ending Date of Leave</b> |
|--------------------|----------------------------|--------------------------------|-----------------------------|
| Anuszewski, Gerard | Reprographics Technician   | 2/17/09                        | 2/20/09                     |
| Rockwell, Lorretta | Registration Assistant – A | 2/26/09                        | 3/04/09                     |

\* Modified half year spread over FY09

**Resolution for Board of Trustees to Meet in Closed  
Session on March 25, 2009**

**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 March 25, 2009, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to “consult with staff, consultants, or other individuals about pending or potential litigation” as permitted under Section 10-508(a)(8) and that such meeting shall continue in closed session until the completion of business.