



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

April 22, 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...

Strive for excellence in everything we do!





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

Board of Trustees' Meeting Agenda

April 22, 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. Recognition of Howard Community College's All-USA Academic Team
- II. Introduction of International Exchange Students
- III. Introduction of Alternative Break Participants
- IV. Information Session : Diversity Cross-Functional Team

Regular Meeting – Immediately following the work session

A. Approval of April 22, 2009, Agenda

B. Board Priority Items

1. Cultural Diversity Plan Report
2. Board End: Leadership
3. Financial Statements
4. Fiscal Year 2010 Capital Budget
5. Fiscal Year 2010 Operating Budget
6. Board Retreat
7. Facilities Master Plan

C. President's Report

D. Board Member Comments

E. Approval of Minutes:

1. March 25, 2009, Work Session
2. March 25, 2009, Regular Session
3. March 25, 2009, Closed Session

F. Consent Items

1. Proposed New Hires
2. Contract Renewals:
 - a. Athletic Fields Maintenance Services
 - b. Electricity Delivery and Supply
 - c. Elevator Maintenance Services
 - d. Landscaping Management Services
 - e. Natural Gas Delivery and Supply
 - f. Personnel for Third Shift Housekeeping
 - g. Technical Support Service Contract
 - h. Fire Alarm and Life Safety System Maintenance and Testing
 - i. Project Access Bus Service
3. Athletic Fields Phase V
4. Nursing Building HVAC Renovation and Upgrade
5. Carpentry Contract Spending Allowance Increase
6. Belmont Change Order

7. Candidates for Commencement
8. Faculty Promotions for Fiscal Year 2010
9. Internet Service
10. Network Maintenance Contract
11. Security Equipment Camera Installation Services

G. Information Items

1. Issue Bin
2. Board Calendar
3. Agreements Signed by the Board Chair Disclosure
4. Personnel Summary

Closed Session

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

Group being introduced:

Howard Community College (HCC) students Shayna Wise and Maria Jose Viera and Steve Horvath, associate vice president of student development and Phi Theta Kappa (PTK) advisor.

Background: The All-USA Academic Team Competition is sponsored by *USA TODAY*, Phi Theta Kappa Honor Society, and the American Association of Community Colleges. Each year, nearly 1,500 students are nominated from institutions throughout the United States, representing a high level of scholarship and academic achievement. The two students nominated from Howard Community College (HCC) were Shayna Wise and Maria Jose Viera, both Rouse Scholars and both student leaders in Phi Theta Kappa.

Shayna Wise has been named to the All-USA First Team, *USA Today's* recognition program for outstanding undergraduates, as well as a New Century Scholar, which honors the top scorer from each of the 50 states in the Coca-Cola All-State Academic Team program. Shayna was the top scorer in Maryland. She will receive \$4,500 in scholarships from *USA Today* and Coca-Cola and was honored at the American Association of Community Colleges' Convention. She also represented the State of Maryland at the conference on April 4-6, 2009.

Maria Jose Viera was selected as a 2009 Coca-Cola National Finalist. Selection as a Coca-Cola finalist was based on scores earned in the All-USA Academic Team competition. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by the Phi Theta Kappa Honor Society. As a finalist, Maria will receive a check for \$1,000.

Shayna and Maria will be honored at the All-Maryland Academic Team reception sponsored by the Maryland Council of Community College Presidents and the Maryland Association of Community Colleges at the Turf Valley Country Club on Wednesday, May 6, 2009. Shayna will be the keynote speaker.

Students Shayna Wise and Maria Jose Viera will attend the April 22, 2009, meeting of the board so that the trustees may have the opportunity to acknowledge the students' accomplishments in person.

II – Introduction of International Exchange Students

Department: International Education
Christele Cain, acting director of international education

Core Work Mission: The mission of the department of international education is fostering global competency in students, faculty, and staff through the development of study abroad and international exchange opportunities and the encouragement of globalism across the curriculum.

Benchmarks/Results: Based on the current economy and available resources, the goal of the department is to continue to send at least 80 students abroad in academic programs each year.

Year	Number of Students	Countries
2007	86	China, Greece, Italy, Mexico and Turkey
2008	77	China, France, Ireland, Mexico, Scotland and Turkey
2009	85	China, Egypt, France, Ireland, Italy Mexico and Turkey
Total	248	

Howard Community College (HCC) also has several exchange programs that bring international students to the college. These exchange programs are opportunities for mutual exchange that have positive benefit for both institutions and therefore their numbers are considerably smaller. At this time, HCC has the capacity to accommodate about six international guests per year.

Since 2002, HCC has had an exchange agreement with three colleges in Denmark that have brought one to three Danish students to campus for the fall and spring semesters. In the fall, the students come from Odense Technical College and Tietgen Business College in Odense, where HCC has articulated its mass media design and production degree, and in the spring, business and entrepreneurship students come from Niels Brock Copenhagen Business College.

HCC also has an exchange agreement with Universidad Internacional in Cuernavaca, Mexico that brings an exchange student and/or an exchange faculty person to the college each year.

At the April board meeting, three Danish exchange students from Niels Brock Copenhagen Business College and an exchange faculty person from Universidad

Internacional will be introduced. There is not a Mexican exchange student this semester.

Natascha Tang, Cathrine Maarlev, and Nikolaj Kristoffersson are the spring 2009 business exchange students from Denmark (Copenhagen). They are currently taking over 12 credits with HCC and will be transferring those credits back to their home institution in order to graduate. Natascha and Cathrine are experiencing their first stay in the United States, while Nikolaj is becoming an expert after visiting the U.S. for the 8th time.

Jose Manuel Mendoza Campuzano, director of the arts and humanities department at Universidad Internacional in Cuernavaca, Mexico, has been an exchange faculty member with HCC for a little over two years. In his native country, he taught Spanish literature, art history, archaeology, philosophy, Spanish grammar and linguistics. His degrees include a bachelors in communication and journalism, a masters in pre-Hispanic art history, and a doctorate in literature.

Jose Manuel has been developing numerous courses and programs for the World Languages Institute and the hospitality and culinary management areas (online Spanish placement test, hospitality and culinary Spanish lab, police testing, Spanish courses for the Howard County Firefighters, etc.).

Anthony Elliott is the HCC student selected to go to Universidad Internacional for a semester. As a music major with a minor in Spanish, Anthony was able to fully experience the Mexican culture. He drastically improved his language skills and also his repertoire of Spanish songs.

Special Recognitions:

Senator Paul Simon Award for Campus Internationalization
ACIIE International Intercultural Achievement Award

Future Plans and Goals:

An arts and culture program in Paris and an English as a second language (ESL) or language immersion program in Argentina are currently in the research and development stage.

III – Introduction of Alternative Break Participants

People being Introduced:

2009 Alternative Winter Break Participants

- | | |
|--------------------------|-------------------------|
| 1. Robin Bauer (advisor) | 7. Rick Leith (advisor) |
| 2. Megan Davis | 8. Katie Lisano |
| 3. Devin Greene | 9. Ashleigh Pettus |
| 4. Michelle Heck | 10. Nicholas Pollard |
| 5. Da Hew Hong | 11. Nicole Roberts |
| 6. Heather Johnson | 12. Veronica Yates |

2009 Alternative Spring Break Participants

- | | |
|-----------------------------|--------------------------|
| 1. Renee Arnold | 7. Tracie Palm (advisor) |
| 2. Sarah Blaik | 8. Kevin Patterson |
| 3. Nicole Fasulo | 9. Zina Richardson |
| 4. Heather Johnson | 10. Matthew Stephen |
| 5. JiHye Kim | 11. David Trent |
| 6. Mary Newberger (advisor) | 12. Shayna Wise |

Background: Alternative break (AB) trips provide students the opportunity to travel to different communities and engage in direct service to benefit their host community. AB trips strive to promote a life-long service ethic by encouraging students to examine their roles in the community.

For the winter break trip (January 11-16, 2009), the participants traveled to San Diego, California. They worked with Casa Familiar and the City Heights Community Development Center. They stayed at the Hostelling International Point Loma Hostel and had the opportunity to explore different historic and cultural sites such as the Chicano Park and the Cabrillo National Monument. On their first day of service, the participants had the unique opportunity to assist in setting up for the kickoff of the San Ysidro Centennial Celebration. San Ysidro is the community millions of people pass through every year when travelling between California and Tijuana, Mexico. The next few days were spent with Casa Familiar. This organization hosts over fifty programs addressing community development within the Spanish speaking community of San Ysidro. One day was spent in National City, CA. The students assisted in the renovation of an apartment complex that Casa had recently acquired to offer as low-income housing in the local community. The next day they tutored, played handball and did edible crafts with the children in Casa's after-school program. The last few days of the trip were spent working with the City Heights Community Development Center, where the group assisted the center with after-school tutoring and the childcare program.

For the spring break trip, (April 4-11, 2009), the participants travelled to Maryville, Tennessee to work with an organization called Once Upon a Time in Appalachia. Their mission is focused on the Cherokee Nation and rural Appalachia, and preserving the incredibly rich natural environment in this world biosphere area through service learning projects. The group spent two days doing community service projects in the Snowbird Cherokee community in Robbinsville, NC. The Snowbird Cherokee are descendants of the Cherokee who evaded the Great Removal in the 1850's and hid out in the mountains. Service projects included activities with preschool children at Snowbird Child Development Center, completing a craft with senior citizens at the senior citizens center and talking with them about their heritage, and painting and maintenance of an elder Cherokee woman's home. Students had the opportunity to talk with Cherokee leaders and residents about Cherokee history, language, culture, and current issues facing the Cherokee Nation. Each evening after dinner, the participants discussed the Cherokee language and culture. The group gave one day of service at the Sequoyah Museum where they mulched the trails surrounding the museum and helped construct a traditional blacksmith shop. Their last day of service was spent in Cherokee National Forest performing landscaping projects and litter removal. Students also had the opportunity to experience life on a working Appalachian homestead.

IV – Information Session: Diversity Committee

People being introduced:

Julie Jones, co-chair
Carol Parreco, co-chair

The diversity committee consists of representatives from all college constituencies to promote diversity throughout Howard Community College. Specifically, membership must include, but is not limited to:

- Two faculty members;
- Two support staff employees;
- Two professional/technical employees;
- One administrative employee;
- One student;
- Two at-large employees;
- Director of human resources (ex officio);
- Coordinator of the institution's compliance with Section 504 of the Rehabilitation Act of 1973 (ex officio);
- Director of student life (ex officio); and
- Other members as needed to carry out the duties of the committee.

The diversity committee is charged with developing and maintaining the college's diversity plan. The committee is responsible for reviewing the plan and ensuring that all objectives are being met. Currently, the plan is reviewed on an as needed basis.

Core Work Mission: Howard Community College is committed to valuing diversity and recognizes the critical role of an educational institution in preparing its students, faculty, and staff to become contributing members of the global community. The diversity committee promotes conversation, exchange, and an increased awareness of diversity issues affecting the college community.

Benchmarks/Results: FY09 Diversity Committee Goals:

1. To make diversity training more accessible;
2. To provide additional search committee training;
3. To actively engage students in diversity programming;
and
4. To expand the diversity committee's connection with international education.

Progress toward FY09 Diversity Committee Goals:

1. In FY08, 43 diversity events offered; in FY09, 64 diversity events offered. The committee formed three sub-committees to create diversity event qualifications, a diversity week sub-committee to plan the 20 diversity week events, and a training sub-committee to plan and implement additional training to the campus community and the committee.
2. Co-chairs collaborated with human resources to develop updated search committee training. Training was offered to all committee members.
3. The committee currently has two student representatives. Three diversity programs have been planned and coordinated with student assistance. These events include “Congo Week” and two sessions of “Windows to the World.” A fourth program, “Break the Silence,” will be held during diversity week.
4. Christele Cain, acting director of international education, is an active member of the diversity committee, assisting the committee in planning programs that engage HCC’s international population as well as students and faculty who have participated in the study abroad program.
5. The committee has partnered with the English Language Institute to offer two “Culture Café” events to highlight international students and faculty and students who have traveled abroad.

Future Plans and Goals:

Please refer to item “B-1 Cultural Diversity Plan” in this packet, which includes the diversity plan and a report with recommendations for future improvements in the plan.

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Closed Session

B-1 Cultural Diversity Plan

Background: Effective July 1, 2008, State Education Article §11-406 requires each public institution of higher education in Maryland to submit a plan regarding its program of cultural diversity to its governing body on or before May 1 of each year. If an institution already has a program in place, the institution of higher education shall develop and implement a plan for improving the program. The governing body, by August 1 of each year, must then submit a progress report regarding the institution's implementation of its plan to the Maryland Higher Education Commission.

Prior to 1989, Howard Community College had an affirmative action plan in place and then in the early 1990's the plan was renamed the college's diversity plan. The college-wide diversity committee has periodically updated the plan and the last revision was made in March 2006. The administration has reviewed the current plan and, in compliance with the law, is submitting to the board of trustees to report on:

- a) improvements to be made to the plan;
- b) the process for reporting campus-based hate crimes; and
- c) a summary of resources needed.

In August, the board will receive an update on the progress made on the items noted above.

Purpose: To ensure that HCC is adhering to Maryland State Education Article §11-406 by disclosing the college's diversity plan to the board along with areas for improvements

Location: College-wide

Timeline: Annual submission to the board by May 1 of each year
Progress report submitted to the Maryland Higher Education Commission by August 1 each year

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Compliance: This item is in compliance with State Education Article §11-406, Plan for Program of Cultural Diversity.

**Report to the Board of Trustees
On Howard Community College's Plan for Cultural Diversity
April 2009**

Effective July 1, 2008, State Education Article §11-406 requires each Maryland institution of higher education to submit a plan regarding its program of cultural diversity to its governing body on or before May 1 of each year. The governing body, by August 1 of each year, must submit a progress report regarding the institution's implementation of its plan to the Maryland Higher Education Commission.

Howard Community College (HCC) has had a diversity plan, formerly called an affirmative action plan, in place for over 20 years. The diversity plan sets forth guidelines for ensuring equal opportunity and improving cultural diversity in recruitment, employment, and academics at the college. It mandates that HCC's diversity programs will reflect respect of differences in age, gender, sexual orientation, race, religion, ethnic backgrounds, and ability/disability, as well as the values of equal rights, equal access, and equal treatment. To oversee diversity activity, the plan calls for the college to continuously maintain a diversity committee appointed by the president. The committee is required to review and update the diversity plan as appropriate. The last revision was in 2006 (attached).

HCC is proud of its diversity plan and ongoing diversity programming on campus. Cultural diversity is addressed in a number of ways, including the following, among others:

- The offering of a multitude of diversity training and awareness events for employees and students throughout each year, including films, music, lectures, and discussions, culminating in an annual "Diversity Week" each spring;
- The *requirement* that each budgeted staff member and full-time faculty member participate in at least two diversity training sessions per year;
- The monitoring of recruitment efforts and personnel actions to ensure equal opportunity and non-discrimination;
- The inclusion of required diversity/culture-related courses in the general education core that must be taken by all students;
- Academic options within the interdisciplinary studies major in the subjects of diversity studies and women's studies.
- The admissions/advising unit has close working relationships with schools, community organizations, and other institutions, and this enhances the college's ability to attract diverse populations. The college works closely with groups such as Conexiones (a community-based organization that helps Hispanic students in Howard County towards academic achievement), high school clubs for Hispanic students, the Black Student Achievement Program, Alpha Achievers (a group for African-American males in Howard County Public Schools), and FIRN (the Foreign-born Information and Referral Network, a Howard County nonprofit that helps immigrants and refugees). The unit works with the college's English Language Institute and credit-free English as a second language (ESL) programs to enhance student access to HCC. The unit participates in many fairs for diverse populations, conducts its own fairs – for example, its recent HBCU (Historically Black Colleges and Universities) college fair – and forms partnerships with a broad range of colleges and universities to incorporate access to the next step following HCC into its outreach efforts.
- Innovative academic programs such as the Silas Craft Collegians Program, which provides a highly-supported learning community for students whose past performance doesn't reflect their true potential, and Step UP, a program where students are voluntarily

paired with a faculty/staff coach who provides one-on-one support for managing the challenges of college. Many students in these programs are from underrepresented groups, often first-generation college students.

According to Maryland State Education Article §11-406, an institution that already has a program of cultural diversity must develop and implement a plan for improving the program. While HCC feels that its diversity plan/program is already very advanced, there are some improvements that can be explored.

Recommendations for Improving HCC's Diversity Plan/Program by May 1, 2010:

- 1) The plan as currently written does not specify the requirement that each budgeted staff member and full-time faculty member participate in two diversity training sessions per year; this requirement is only mentioned in HCC's academic and administrative policy, Diversity – 61.10. The language should be added to the diversity plan as well.
- 2) While numerous diversity-related events and training sessions are offered throughout the year, there have never been official guidelines to govern the development and categorization of diversity events. The diversity committee should develop such guidelines and review each proposed event on campus to see if it meets the criteria for an employee to obtain "diversity credit" towards the required two sessions per year; this will ensure that credit is only given for events that offer true learning experiences.
- 3) The plan currently calls for the diversity committee to review and update the diversity plan "as appropriate." The language should be changed so that the plan is reviewed and updated *annually each February*.
- 4) HCC personnel policy, Selection of Faculty and Staff – 63.02.03, states that any recruitment of a full-time faculty member or staff position classified at grade 12 or above requires the establishment of a search committee containing a past or present diversity committee member. This language is not included in the diversity plan but should be.
- 5) HCC currently requires all employees to complete a sexual harassment avoidance training session on or before their first day of employment. The college should explore the requirement of additional harassment avoidance training related to race, religion, age, ethnic background, sexual orientation, gender, and disability.
- 6) The two annual campus-wide surveys, QUEST for employees and YESS for students, collect very little data about diversity and equal employment from participants. The possibility of revising those surveys to collect more information on these subjects should be investigated. The feedback obtained can be used to enhance cultural diversity on campus.

The diversity committee will meet with appropriate management representatives from the college to discuss the planning and implementation of these goals.

Maryland State Education Article §11-406 also requires the institution to describe its process for reporting campus-based hate crimes, as defined under Title 10, Subtitle 3 of the Criminal Law Article and consistent with federal requirements under 20 U.S.C. 1092(f), known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. HCC currently posts all campus crime statistics, including hate crimes, on its public web page in its campus crime report, which can be found at <http://www.howardcc.edu/students/security/>. The report shows the previous three years of data, during which time there were no reported hate crimes on campus.

Finally, the statute asks each institution for a summary of any resources, including state grants, needed by the institution to effectively recruit and retain a culturally diverse student body. Following is a list of possible uses for grant money, which would help the college in its diversity initiatives:

- **Programs and scholarships that increase opportunities for underrepresented students in the science, technology, engineering, math (STEM) and critical language programs.**
- **Assistive technology** – Funding for educational technology that enhances learning and supports the access and success of students with disabilities.
- **Transition to college/employment for students with disabilities** – As mentioned in the previous bullet, HCC provides support to a large number of students with disabilities, including a summer enrichment/transition program for high school students with disabilities and a career series program geared specifically for employment opportunities for the disabled. Additional funding will be needed for the expansion of these programs as space is currently limited and the demand is rising consistently each year.
- **Additional funding for individualized, academic support for low-income, first-generation college students** – The college currently has a successful grant used to provide academic and personal support to low-income, first-generation college students, which has been flat-funded for the last five years. The college will need to secure additional funding to support increased staffing levels and/or long-term sustainability.
- **Childcare** – Additional funding will be needed to assist low income and unemployed parents with supplementing the costs of childcare.
- **More funds for early college awareness and preparedness programs** – The college would like to build upon its outreach efforts to the younger grades, including upper elementary through the 9th grade. Grant funding would help to expand this effort, particularly for youngsters who are first-generation college students, those from low-income homes, foster children, Title I schools, and others who may be disadvantaged from an early age, to recognize that college is a possibility for them. There are many forms such programs could take, including funding for on-campus summer programs, partnering with county health and nutrition programs to integrate preventative healthcare into early college awareness, cohort groups where youngsters advance on to college as a group starting from the 4th or 5th grades, tutoring and mentoring, parental and parent-child educational programs, camp scholarships, transportation, and more. School dropout rates are higher for some children than others. Programs that prevent dropping out and/or promote persistence to postsecondary education are critical. Greater access to summer camp programs is important.

A progress report towards implementation of the recommendations in this report will be prepared for the board and the Maryland Higher Education Commission by August 1, 2009.



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

DIVERSITY PLAN

Effective March 2006

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MESSAGE FROM THE PRESIDENT

Picture a world in which music had just one note. Art had just one color. Food had just one flavor. That world would be very boring!

Fortunately, our world is rich with diverse sights, sounds, and sensations. And as more new Americans come to live in our area, Howard County is fortunate to have an ever-growing vibrancy of global and cultural perspectives that expands our view of the world.

Howard Community College places great value on this richness of diversity. Students and employees grow both professionally and personally as they understand and enjoy varying views and cultures.

The Diversity Plan seeks to foster that growth through a wide range of efforts from hiring practices to diversity celebrations. Your support and participation in the plan is welcomed and appreciated.

Kathleen Hetherington, Ed.D.

President

Howard Community College

II. INTRODUCTION

The board of trustees of Howard Community College has committed the college to an ongoing diversity program and to regularly review progress toward the objectives of the diversity plan. The college president has appointed the diversity committee to lead, oversee and manage this plan. HCC's diversity programs will reflect respect of differences in age, gender, sexual orientation, race, religion, ethnic backgrounds, and ability/disability as well as the values of equal rights, equal access, and equal treatment. In order to assure success, all members of the college community must vigorously accept their responsibility of supporting the college's strategic priority to incorporate diversity into the fabric of the institution. Diversity and affirmative action commitment originates with the board of trustees and filters throughout every facet of the institution.

The diversity committee consists of representatives from all college constituencies to promote diversity throughout Howard Community College. Specifically, membership must include, but is not limited to:

- Two faculty members;
- Two support staff employees;
- Two professional / technical employees;
- One administrative employee;
- One student;
- Two at-large employees;
- Director of human resources (ex officio);
- Coordinator of the institution's compliance with Section 504 of the Rehabilitation Act of 1973 (ex officio);
- Director of student life (ex officio); and
- Other members as needed to carry out the duties of the committee.

Membership is by appointment of the college president. Of those appointed, the president will select the chairperson(s). Diversity committee members will serve for a period of two years. Student representatives will serve one-year terms. The chairperson will recommend members for reappointment prior to the last meeting of the fiscal year. If any member misses more than fifty percent of the diversity committee meetings held in a fiscal year, that member's term is automatically ended and a new member shall be appointed. Replacements will fill the unexpired term of the original member. At the end of each academic year, the chairperson will recruit new members to fill potential vacancies. Any member of the college community wishing to serve on this committee should send a written request to the diversity chairperson.

Additional details can be found in Administrative Policy 61.10.01 and related personnel policies and procedures made publicly available through the college website.

III. DIVERSITY PLAN AND COMMITTEE OBJECTIVES

- A. Recommend, review, communicate and clarify the diversity plan and all policies which serve as guidelines for the achievement of equal employment opportunity at the college;
- B. Assure that each recruitment makes a reasonable effort to seek out applicants from underrepresented groups in order to provide a diverse applicant pool;
- C. Monitor all personnel actions at the college in order to ensure that no decisions are or have been made which might discriminate on the basis of race, color, religion, gender, age, national origin, sexual orientation, disability, veterans status, marital status, or political opinion, and ensure vigilance in eliminating any such discrimination;
- D. Develop recommendations to identify areas in which programs and services may be needed to enable the college to better meet the educational needs of affected groups;
- E. Provide and encourage the use of an internal complaint resolution mechanism whereby any complainant can internally resolve grievances (see policy 63.01.01 for additional details);
- F. Provide regular training for the college community to promote sensitivity to diversity and proactive valuing of diversity; (training shall be open to employees and students as appropriate); and
- G. Encourage the development and continual improvement of a curriculum of inclusion.

IV. DISSEMINATION OF THE DIVERSITY PLAN

The college's diversity plan and related administrative and personnel policies are publicly available via the college website. In addition, regular communications will be sent to college employees via e-mail, president's update, employee orientations and training programs, constituency group meetings, and posted in various areas around the college campus. Additionally, the equal opportunity clause shall be incorporated in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, when applicable, and all implementing regulations.

V. RESPONSIBILITY FOR IMPLEMENTATION

All employees have an important role in the implementation of this plan. While additional responsibilities may be outlined in annual strategic planning, core work and individual job descriptions, several notable accountabilities include the following:

- A. President –
The president has ultimate authority for the implementation of this plan and has chosen to delegate key implementation roles to the diversity committee and the

director of human resources. The president provides direction to these key units, the president's team, and others involved with supporting diversity plan goals to comply with the college's commitment.

B. Diversity Committee –

The diversity committee will:

1. Promote and advocate diversity within the college;
2. Review and update the diversity plan, diversity committee core work, and college policies as appropriate;
3. Recommend reasonable and realistic goals for areas of the college where disparity exists in the workforce, academic affairs, and/or student services, when applicable;
4. Monitor all selection committees to ensure diverse representation in accordance with policy 63.02.03;
5. Plan and implement diversity training/assessment for all faculty and staff (the college will provide a budget for this purpose);
6. Plan and/or sponsor diversity programming for the college community;
6. Review annually the college employee and student survey data pertaining to diversity climate; and,
7. Prepare an annual report on its operations, accomplishments and recommendations to the college president and make it available to the college community.

C. Office of human resources and director of human resources –

The director of human resources will:

1. Serve as a resource on affirmative action to the college community;
2. Serve as an advisor in matters of affirmative action to all college employees with supervisory and hiring responsibilities and equal employment opportunity;
3. Develop reports on an annual basis, which statistically analyze HCC's recruitments, hirings, promotions, terminations and progress toward our valuing diversity priority and affirmative action goals (where applicable), for the college president and the diversity committee;
4. Keep the college administration and diversity committee informed of the latest developments in the equal opportunity/affirmative action area; and,

5. Notify the diversity committee of all job announcements prior to recruitment and monitor all selection committees to ensure diverse representation.
- D. All employees with hiring involvement and/or supervisory responsibility have responsibility to:
1. Ensure that all employment practices are conducted in a lawful nondiscriminatory manner;
 2. Monitor the progress toward equal employment opportunity and affirmative action of all units under their supervision;
 3. Conduct regular discussions with their staff to assure the college's policies are implemented. This responsibility should be seen as an integral part of their duties and evaluation;
 4. Establish an atmosphere which is conducive to implementing the directives of the president and the board of trustees;
 5. Familiarize themselves with and adhere to all related college policies and procedures and will consult with the director of human resources if clarification or interpretation is required;
 6. Attend required training sessions prior to or concurrent with serving on a search committee, including but not limited to the required diversity training; and
 7. Accept the responsibility of creating through their work environments and contacts with the community, a campus that upholds the concepts outlined in this plan and provides equal opportunity for all.
- E. Students – Howard Community College recognizes the critical role of an educational institution in preparing its students to become contributing members and leaders within a global community. To this end, the college will, through its instructional and/or co-curricular programs, encourage students to:
1. Be respectful of all people and become advocates for the respectful treatment of others;
 2. Cultivate an appreciation for the differences of others;
 3. Explore and seek out opportunities to learn about different points of view and human experiences;
 4. Develop a set of communication competencies to help improve interactions with people of diverse backgrounds; and
 5. Attend college sponsored and community diversity events and activities.

APPENDIX A

SUMMARY OF APPLICABLE LAWS

The following laws, regulations, and orders constitute some of the legal requirements for equal employment, educational opportunities and affirmative action:

Age Discrimination Act of 1975:

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. While the Department of Health and Human Services is the lead agency for developing general regulations, any Federal agency which extends Federal financial assistance shall seek to achieve compliance with the agency's regulations.

Age Discrimination in Employment Act of 1967:

The Age Discrimination in Employment Act prohibits discrimination for persons age 40 and over except where age is a BFOQ (bona fide occupational qualification). It is very rare for age to ever be a BFOQ at Howard Community College, however, there may be a few exceptions such as related to the hiring of an actor or actress for a college play where age may be allowed to factor into the selection criteria but will never be a sole factor in the selection process. The Equal Employment Opportunity Commission enforces this law.

Americans with Disabilities Act / Section 504 of 1990:

Howard Community College will ensure that no qualified person with a disability shall, on the basis of the disability, be subjected to discrimination in employment, recruitment, training, admissions, testing, program of study, student activities, etc.

As a part of the college's plan, we will implement an awareness program that will educate potential supervisors, faculty and other HCC staff about the contributions, capabilities and needs of persons with disabilities in the work force and in postsecondary education. Information regarding appropriate, reasonable accommodations is provided on a continuing basis. The director of human resources and the 504/ADA coordinator will be consulted on matters of reasonable accommodation, as necessary.

Identification is an important part of the college's plan. All HCC applicants are given the opportunity to voluntarily identify themselves as disabled at the time of application on the HCC voluntary self disclosure form. Employees and applicants also may self disclose to either the 504/ADA coordinator or director of human resources if a reasonable accommodation is to be requested. Students can volunteer this information either through the admissions office, the test center, or by contacting the student support services program.

The object of HCC's recruitment program is to recruit qualified persons with a disability for both admission into the college as well as for employment. The college ensures that all admission selection criteria and employment selection criteria are free from discrimination against persons with disabilities.

The Equal Pay Act of 1963:

The Equal Pay Act, amended by the Education Amendments of 1972, covers all employers who are covered by the Fair Labor Standards Act of which it is a part. This act forbids pay differentials on the basis of sex; it is enforced by the Equal Employment Opportunity Commission.

Executive Order 11246 (1965)

Executive Order 11246 covers all employers with government contracts or subcontracts of more than \$10,000, with some rare exceptions. It also applies to contractors and subcontractors of construction projects financed in whole or in part by Federal funds. It required that every contract contain a clause against discrimination because of race, color, religion, sex or national origin. In addition, Revised Order No. 4, based on Executive Order 11246, requires contractors and subcontractors with 50 or more employees and contracts totaling \$50,000 or more to develop and carry out a written Affirmative Action Program. As of October 1, 1978, this executive order is enforced by the Office of Federal Contract Compliance of the Department of Labor for all Federal contracting agencies.

Maryland Fair Employment Practices Act

The Maryland Fair Employment Practices Act (Article 49B, Annotated Code of Maryland) prohibits discrimination in employment on the basis of race, color religion, sex, age, national origin, marital status or physical or mental disability. The Maryland Commission on Human Relations has enforcement authority.

Pregnancy Discrimination Act:

Amends Title 7 to prohibit discrimination based on pregnancy, childbirth or related conditions; requires employers to treat pregnancy the same as any other temporary disability.

Rehabilitation Act of 1973:

The Rehabilitation Act of 1973, amended by the Rehabilitation Act Amendments of 1974, prohibits discrimination on the basis of disability in employment by Federal contractors with contracts of \$10,000 and in programs and activities receiving Federal financial assistance. This Act is administered by the U.S. Department of Labor.

Title IX of the Education Amendment of 1972

Title IX prohibits sex discrimination in education programs or activities that receive Federal financial assistance. The law is enforced by the Office for Civil Rights, Department of Education.

Title VI of the Civil Rights Act of 1964 and Civil Rights Act of 1991

Title VI prohibits discrimination on the basis of race, color or national origin and gender in programs or activities receiving Federal financial assistance. The law is enforced by the Office for Civil Rights, Department of Education. Title VII of the Civil Rights Act of 1964, amended by the Equal Employment Opportunity Act of 1972, with some very limited exceptions, applies to all employers with 15 or more employees. It bans all discrimination in employment because of race, color, religion, gender or national origin. It covers all terms and conditions of employment, including but not limited to hiring, transfers, promotions, compensation, access to training. This law also prohibits sexual harassment and harassment based on other protected categories. Title VII is administered and enforced by the Equal Employment Opportunity Commission.

Vietnam Era Veteran's Readjustment Assistance Act of 1972 (amended in 2000):

The Vietnam Era Veteran's Readjustment Assistance Act of 1972 was amended by the Vietnam Era Readjustment Assistance Act of 1974 and requires government contractors with contracts of \$10,000 or more, to take affirmative action to employ and advance in employment disabled veterans of the Vietnam Era. Responsibility for administration and enforcement of the Act is delegated to the U.S. Department of Labor. Contractors with federal contracts of \$25,000 or more must file a supplemental report, titled VETS-100 by September 30 of each year.

Vocational Education Act of 1963

The Vocational Education Act of 1963, revised by Title II of the Education Amendments of 1976, provides direction for state and national vocational education programs. One of the purposes of the state programs is to develop and carry out programs of vocational education so as to overcome sex discrimination and sex stereotyping, and thereby furnish equal educational opportunities in vocational education to persons of both sexes. This law is administered by the Office for Civil Rights of the Department of Education.

B-2 Report on Board Core End: Leadership

Background: This report addresses the board core end, *Leadership*. 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**. Information concerning benchmarks is in **purple**.

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. The visiting Maryland team rated the college as operating within a higher scoring band than the national Baldrige examiners in the second criteria: governance and social responsibility.

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

Once viewed by the board, this report will be posted on the college's website so that members of the college community can become familiar with the measures that are part of the board core end (key performance indicator) system. The website address is: http://www.howardcc.edu/about_hcc/campus_profile/board_core_ends/index.html

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

Purpose: Report on the progress of the institution.

Timeline: Annual

◆————— Recommendation —————◆

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

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






Category 1 - Leadership








This category examines how the college's senior leaders guide and sustain the college. Also examined in this category are HCC's governance and how the college addresses its ethical, legal, and community responsibilities.



















Source	Item	Current	Benchmark
External Quality Feedback	Senior Leadership How do senior leaders guide and sustain the organization? How do senior leaders communicate with our workforce and encourage high performance?	Baldrige 70-85%	30-45%
		MPEA 70-85%	
	Governance and Social Responsibility What is our governance system? How does the organization address its responsibilities to the public, ensure ethical behavior and practice good citizenship?	Baldrige 50-65%	30-45%
		MPEA 70-85%	
MHEC	Tuition and fees as a percent of tuition and fees at Maryland public four-year institutions* <i>* (less than 55% is better in this measure)</i>	57.0%*	55.0%
	Percentage of expenditures on instruction	51.2%	50.0%
	Percentage of expenditures on instruction and selected academic support	57.6%	58.0%
QUEST (Employee Survey)	Express open viewpoints	4.01	3.50
	Overall ratings of the VPs as a team	4.12	3.50
	Overall rating of the Board of Trustees	4.22	3.50
	Overall rating of the President	4.48	3.50

External Measures

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

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

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

			0-9	10-29	30-49	50-69	70-89	90-100
Category1:	Leadership (120 points)	1.1 70 points						
								
								
								
	1.2 50 points							
								
								
								

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in the category. A team reviews those reports, collects information on the process improvements that occur in the intervening months, and submits a new application. After winning the 2007 U.S. Senate Productivity Award, the college submitted an application to the Baldrige Award committee in May 2008, hosted a site visit during October 2008, and received its feedback report in December 2008. HCC was one of only two institutions in the education category selected to receive a site visit. [A team is working to create a Baldrige application due in May 2009.](#)

Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 and above received at least site visits. Therefore, the administration recommended a category benchmark aligned with that goal: **The college will receive a rating for category 1 of 45 percent on the Maryland Performance Excellence Award by 2007 or Baldrige by 2009.**

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

Ratio of community college tuition and fees for full-time service area students to average tuition and fees for full-time resident undergraduates at Maryland public four-year colleges and universities.

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	Benchmark FY 2011
Tuition and fees as a percent of tuition and fees at Maryland public four-year institutions	51.3%	52.8%	52.4%	56.0%	57.0%	55.0%
	n=3,067/ 5978	n=3,408/ 6,451	n=3,604/ 6,896	n=3,853/ 6,877	n=3,993/ 7,011	
Peer AVG:	48.1%	43.6%	42.0%	43.0%	42.4%	
State AVG:	45.7%	44.8%	43.2%	44.3%	44.1%	
Best in State (lower is better)	35.0%	33.0%	33.0%	34.0%	34.0%	

There are several factors that impact tuition and fees as a percent of tuition and fees at Maryland public four-year institutions, including the fact that other counties contribute a higher percentage of overall operating budget, the Governor has frozen tuition at University System of Maryland for the past two years, and the debt service for the Burrill Galleria, parking garage, and Horowitz Visual and Performing Arts Center that is paid for through the consolidated fee. HCC has made efforts to reduce this percentage by not increasing tuition in FY09.

Percentage of total unrestricted (Educational & General) expenditures that goes to instruction.

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	Benchmark FY 2010
Percentage of expenditures on instruction	51.5%	53.6%	53.8%	53.2%	53.0%	51.2%	50.0%
Peer AVG:	46.7%	46.6%	46.0%	46.0%	45.5%	n/a	
State AVG:	44.6%	44.0%	43.6%	43.4%	43.3%	n/a	
Best in State	51.5%	53.6%	53.8%	53.2%	53.0%	n/a	

Percentage of total unrestricted (Educational & General) expenditures that goes to instruction plus the percentage of total unrestricted expenditures that goes to all areas of academic support except academic administration.

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	Benchmark FY 2010
Percentage of expenditures on instruction and selected academic support.	58.9%	60.8%	61.4%	60.1%	59.5%	57.6%	58.0%
Peer AVG:	55.6%	55.5%	56.3%	55.6%	54.7%	n/a	
State AVG:	54.4%	53.5%	53.6%	53.0%	52.6%	n/a	
Best in State	65.1%	64.5%	65.0%	66.1%	64.7%	n/a	

There has been a slight decrease in the two measures outlined above: percentage of expenditures on instruction and percentage of expenditures on instruction and selected academic

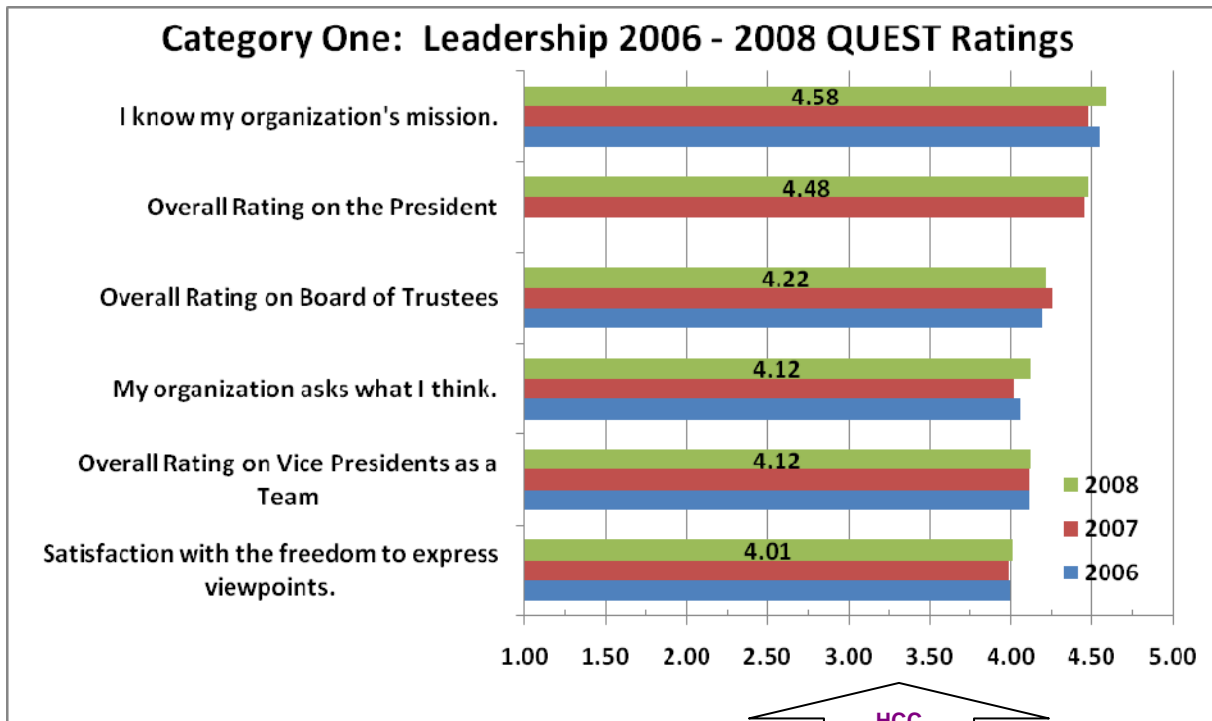
support. This decrease is due to the fact that the overall operating budget increase for the college has not kept pace with the increase in fixed costs in plant operations (gas, electricity, etc.). These costs are part of the college's general expenditures. Fixed costs in plant have increased because of overall price increases and the addition of new buildings on campus.

Additionally, the administration believes that HCC's percentage of expenditures on instruction and selected academic support is less than the best in state due to the fact that with the addition of new facilities on campus, instructional technology has been paid for through capital money during construction and not operating funds.

Fiscal year 2008 peer average, state average, and best in state numbers are not yet available for either of these measures. The data is not due from colleges to MHEC until the fall and will not be released until early 2010.

Internal Measures

The QUEST (QUality Evaluation of Service Trends) survey is arranged by Baldrige educational excellence categories. Ratings shown below for the items in category 1 are on a five-point agreement scale, with 5 being the highest and 1 the lowest.



All measures exceeded the **HCC Benchmark of 3.50**.

**HCC
Benchmark
3.50**

Talking Points for the Board of Trustees
<ul style="list-style-type: none"> HCC received the 2007 U.S. Senate Productivity Award and a site visit for the Baldrige award in October 2008. HCC was one of only two institutions in the education category selected to receive a site visit!
<ul style="list-style-type: none"> HCC directs the majority of its resources to instructional activity. The college works to keep the tuition and fees affordable to its students.
<ul style="list-style-type: none"> HCC employees rate the senior leadership highly and indicate that there exists a positive climate in which to express their ideas.
<ul style="list-style-type: none"> As determined by external review, HCC's senior leadership utilizes an effective, systematic, well-aligned and deployed fact-based approach to guiding and improving the organization and ensuring it meets its societal responsibilities and exhibits legal and ethical behavior.

B-3 Financial Statements

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

Purpose: Disclosure to the board of trustees

Timeline: February 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 Expended & Encumbered** 2/28/2009	YTD Budget 2/28/2009	YTD Budget Variance 2/28/2009	2/28/2009 Percent Variance From Budget	Total Budget FY2009
OPERATING BUDGET REVENUE					
TUITION					
Summer II & III	\$539,653	595,530	(\$55,877)	1 -9.38%	\$595,530
Fall	8,683,127	8,077,118	606,009	2 7.50%	8,077,118
Intersession	489,266	466,035	23,231	3 4.98%	466,035
Spring	7,999,008	7,385,161	613,847	4 8.31%	7,385,161
Summer I & Extended	(2,005)	0	(2,005)	5 na	763,290
Fees	2,348,793	2,286,395	62,398	6 2.73%	2,441,085
TOTAL TUITION AND FEES	\$20,057,840	\$18,810,239	\$1,247,601	6.63%	\$19,728,219
GOVERNMENTAL AND OTHER					
Howard County	\$16,796,984	16,796,984	\$0	7 0.00%	\$25,195,470
State of Maryland	6,848,065	7,140,097	(292,032)	8 -4.09%	10,710,146
Other Income	388,899	520,000	(131,101)	9 -25.21%	780,000
Unrestricted appropriations	100,000	100,000	0	10 0.00%	100,000
Continuing Education Support	0	0	0	11 0.00%	486,649
TOTAL GOV'T AND OTHER	\$24,133,948	\$24,557,081	(\$423,133)	-1.72%	\$37,272,265
TOTAL OPERATING REVENUE	\$44,191,788	\$43,367,320	\$824,468	1.90%	\$57,000,484
OPERATING BUDGET EXPENSES					
Instruction	\$21,476,174	\$22,204,313	728,139	12 3.28%	\$26,223,775
Public Service	311,298	334,428	23,130	12 6.92%	395,052
Academic Support	3,019,698	3,280,700	261,003	12 7.96%	3,515,284
Student Services	4,828,333	4,880,251	51,918	12 1.06%	5,907,170
Institutional Support	8,857,006	9,113,751	256,745	12 2.82%	11,325,766
Plant	6,461,614	6,804,378	342,764	12 5.04%	8,500,657
Scholarship/Waivers	980,884	983,154	2,270	12 0.23%	1,132,780
TOTAL OPERATING EXPENSES	\$45,935,007	\$47,600,976	\$1,665,968	3.50%	\$57,000,484

n/c = not comparable

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

04/03/2009

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

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

February 2009

Tuition and Fees

- 1) Summer II and III tuition revenue is below budget by 9.38%, or \$55,877. 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 \$606,009. 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 4.98%, or \$23,231. 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 revenues are ahead of budget by 8.31%, or \$613,847. Spring enrollment was up over last year by 11% in FTE and headcount was up 8%. A 3% FTE enrollment increase was budgeted.
- 5) This figure represents adjustments for the prior year semesters made this year.
- 6) Fee revenues are ahead of budget, 2.73% or \$62,398. Fee budgets are typically built for potential growth; however, growth exceeded expectations.
- A breakdown of operating account fees is as follows: Course fees \$1,532,334 or 65%; consolidated fees \$710,448 or 30%; other student fees \$106,011 or 5%.

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 25.21%, or \$131,101. This deficit is primarily due to lower than anticipated interest rates. Investment income represents \$316,363, or 81% of other income. Service revenues for administration of contracts and small miscellaneous revenue make up the other 19% of other income.

- 10) The use of \$100,000 from the continuing education fund balance was budgeted to be spent during FY09. Due to the increase in enrollment, these surplus revenues will be used to cover the state cut in FY09.

- 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 continues to hold funds and restrict spending until the final funding for the FY09 and FY10 budgets is known.

- Overall, the operating budget's functions are within budget and spending for the first eight months of this year is on target with projected expenditures.

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

	YTD Expended & Encumbered** 2/28/2009	YTD Budget 2/28/2009	YTD Budget Variance 2/28/2009	2/28/2009 Percent Variance From Budget		Total Budget FY2009
FUND 11 REVENUES						
TUITION						
Credit Fall/Summer II & III	\$204,905	182,900	\$22,005	12.03%	1	\$182,900
Credit Intersession	47,193	50,700	(3,507)	-6.92%	2	50,700
Credit Spring/Summer I & Extended	159,921	99,810	60,111	60.23%	3	156,400
Non-Credit/Continuing Ed	2,907,675	2,831,526	76,148	2.69%	4	3,400,553
Fees	1,112,668	997,267	115,401	11.57%	5	1,320,341
TOTAL TUITION AND FEES	\$4,432,361	\$4,162,202	\$270,159	6.49%		\$5,110,894
GOVERNMENTAL AND OTHER						
State of Maryland	\$1,247,289	\$1,288,365	(\$41,076)	-3.19%	6	\$1,932,548
Service Revenues & Other Income	178,202	145,646	32,556	22.35%	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)
TOTAL GOV'T. AND OTHER	\$1,425,491	1,434,011	(\$8,520)	-0.59%		\$2,064,368
TOTAL FUND 11 REVENUES	\$5,857,853	\$5,596,214	\$261,639	4.68%		\$7,175,262
EXPENDITURES						
Instruction	\$5,125,021	\$5,602,113	\$477,093	8.52%	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	572,106	573,674	1,568	0.27%		640,000
TOTAL OPERATING EXPENSES	\$5,697,127	\$6,175,787	\$478,661	7.75%		\$7,175,262

n/c = not comparable

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

04/03/2009

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

February 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, (#1) 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 are ahead of budget by 60.23% or \$60,111. Higher than anticipated enrollment for telecourses and tele-web classes caused this variance. College-wide spring enrollment is up 11% in FTE.
- 4) Non-credit tuition revenues are ahead of budget by 2.69% or \$76,148. 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 11.57% or \$115,401. 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 the 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 February, the 3.19% or \$41,076 variance to budget is only 8/12 of the cut to this division, since state aid is allocated evenly throughout the year in these financial statements (1/12th 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 22.35% over budget or \$32,556.
- 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 8.52% or \$477,093. 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 \$77,093, allowing coverage of the \$61,614 annual state cut. In addition, excess revenues of \$261,639 are also available.

**Howard Community College
2/2009
Cost Center Variances**

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar* Variance From Original B-A	Projected Percentage Variance from Original FY2009		
Instruction							
11200	Schoenbrodt honors	12,737	26,418	26,418	-	0%	
11300	Mathematics	1,838,450	2,047,937	2,047,937	-	0%	
11310	Health	234,401	274,086	274,086	-	0%	
11400	Social sciences	1,838,486	1,885,247	1,890,092	4,845	0%	
11410	Eng/world languages	2,893,729	2,906,699	2,906,699	-	0%	
11450	Arts & humanities	2,395,435	2,460,835	2,462,761	1,926	0%	
11480	Rouse scholars	79,482	131,311	131,311	-	0%	
11600	Distance learning	359,831	412,783	413,143	360	0%	
12100	Nursing	1,764,045	2,061,268	2,074,616	13,348	1%	Temporary nursing faculty salary adjusted for spring term.
12118	Rad Tech Program	114,892	116,677	116,677	-	0%	
12120	Emergency medical technology	155,327	158,686	159,083	397	0%	
12150	Cardiovascular program	171,368	199,955	199,955	0	0%	
12200	Business & computers	1,561,677	1,842,846	1,795,213	(47,633)	-3%	Funds moved to reserve for state cut
12250	Science & technology programs	2,329,240	2,486,155	2,486,155	-	0%	
12280	Cooperative education	7,072	15,507	15,507	-	0%	
13500	Service Learning	74,717	84,130	84,130	-	0%	
13550	Instr. International program	131,467	139,347	145,588	6,241	4%	
44010	User computer services	444,377	480,265	480,265	-	0%	
44020	Student computer services	1,036,731	1,253,265	1,253,265	-	0%	
44030	Student labs	234,864	311,199	311,199	-	0%	
46100	1st floor support	160,456	171,045	171,045	-	0%	
46200	2nd floor support	106,143	108,939	108,939	-	0%	
46300	Hickory ridge	76,155	89,120	89,120	-	0%	
46400	Evening services	32	1,325	1,325	-	0%	
46700	ELB divisions support	116,534	129,499	129,499	-	0%	
46800	Arts & humanities support	81,939	125,217	108,861	(16,356)	-13%	Funds moved to reserve for state cut
47500	Faculty learning community	4,121	22,000	23,000	1,000	5%	
48000	Outcomes assessment	134,659	198,826	198,826	-	0%	
48500	Instructional direction	62,346	267,964	259,474	(8,491)	-3%	
48501	Learning communities	191,419	204,246	204,246	-	0%	
48502	Program development	19,242	83,065	78,065	(5,000)	-6%	
52102	Pool guards	42,167	97,215	97,215	-	0%	
53200	Learning assistance center	671,529	698,880	691,322	(7,558)	-1%	
99970	Benefits/chargebacks	2,125,339	3,815,876	3,797,312	(18,564)	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
	Total instruction	21,476,174	26,223,775	26,223,775	0	0%	

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009
Public Service					
33250	Cable studio	270,203	307,428	-	0%
99970	Benefits/chargebacks	41,095	61,031	-	0%
99990	Furniture/equipment	-	26,594	-	0%
	Total public service	311,298	395,052	-	0%
Academic Support					
33400	Horowitz center	160,384	171,326	-	0%
33500	Student arts collective	116,550	131,058	(0)	0%
41001	Library services	762,496	806,297	-	0%
41002	Teaching & learning center	127,591	136,525	-	0%
43100	Education technology	272,598	301,692	-	0%
43200	Video services	61,960	83,813	-	0%
43300	Instructional Technology	132,812	136,726	-	0%
46000	VP of academic affairs	316,267	323,002	-	0%
47000	Faculty development	48,127	121,747	-	0%
48100	Interactive classroom	16,000	17,600	-	0%
99970	Benefits/chargebacks*	1,004,913	1,153,802	-	0%
99980	VP's Allocation	-	5,924	-	0%
99990	Furniture/equipment	-	125,773	-	0%
	Total academic support	3,019,698	3,515,284	(0)	0%

* annual charge from institutional support for IT staff is included

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1)	Total Projected Expenditures	Dollar Variance From Original	Projected Percentage Variance from Original FY2009		
		A	B	B-A			
Student Services							
46500	Advising, academic services	500,713	516,429	516,226	(203)	0%	
46600	Welcome center & telephone adv.	151,638	194,872	194,872	-	0%	
51000	VP of student services	261,343	278,344	278,344	-	0%	
51200	Student ambassador program	8,525	9,432	9,432	-	0%	
52000	Student activities	-	2,603	2,603	-	0%	
52100	PE facility	336,106	379,181	379,181	-	0%	
53000	Career services	447,077	486,989	486,989	-	0%	
53100	Test center	318,655	343,967	343,967	(0)	0%	
53500	Retention	126,260	145,979	145,979	-	0%	
53555	Career links	31,982	38,541	38,541	-	0%	
54000	Financial aid services	614,299	750,578	744,078	(6,500)	-1%	New cost center created for special event
54001	Financial aid services special event	6,500	-	6,500	6,500	n/a	New cost center created for special event
55000	Admissions	727,035	815,364	794,860	(20,504)	-3%	Position reclassified to 55001
55001	Workgroup	324,431	394,563	405,989	11,426	3%	Position reclassified from 55000, less funds held for cut
56000	Records	435,722	490,178	490,381	203	0%	
99970	Benefits/chargebacks	528,121	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%	
	Total student services	4,828,333	5,907,170	5,907,170	0	0%	

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009		
Institutional Support							
61000	President	627,878	641,565	641,385	(180)	0%	
61100	Board of trustees	67,119	132,145	132,145	-	0%	
61200	Research, planning and org. dev.	404,263	487,804	487,804	-	0%	
61900	Senior administration	5,056	13,617	13,617	-	0%	
62000	VP of administration & finance	325,004	332,045	332,812	767	0%	
62100	Finance office	1,191,224	1,288,778	1,288,778	-	0%	
63101	Human resources	544,901	600,533	610,533	10,000	2%	Funding required for associate VP position
63102	Recruitment	37,455	56,546	56,546	-	0%	
63103	Unemployment	41,905	47,253	47,253	-	0%	
63150	Diversity programs	7,184	12,000	12,000	-	0%	
63200	Reprographics	196,858	197,040	197,040	0	0%	
63400	Security	1,122,904	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	283,553	327,331	326,565	(767)	0%	
63700	General administration	279,103	799,297	799,297	-	0%	
63800	Commencement/award programs	118,741	123,989	123,989	-	0%	
64000	Administrative information systems	1,196,471	1,293,197	1,263,508	(29,689)	-2%	Funds moved to reserve for state cut
64001	Enterprise network	503,933	558,416	558,416	-	0%	
64002	Web Enterprise	202,138	284,678	269,834	(14,844)	-5%	Funds moved to reserve for state cut
64100	Information technology administration	277,522	314,772	314,772	-	0%	
65000	Public relations & marketing	678,176	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	511,719	583,912	572,270	(11,642)	-2%	Funds moved to reserve for state cut
65900	Fundraising	-	30,000	30,000	-	0%	
99970	Benefits/chargebacks*	(30,143)	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
	Total institutional support	8,857,006	11,325,766	11,325,766	0	0%	

* annual charge to academic support for IT staff is included

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009	
Plant						
71000	Plant administration	70,796	127,677	127,247	(430)	0%
71100	General services	2,908,801	3,683,055	3,525,603	(157,452)	-4% To reclass funds to new cost center
71110	Mailroom	154,388	-	157,452	157,452	n/a New cost center established
71115	Set/up; Asset Reallocation	56,575	-	69,239	69,239	n/a New cost center established
71150	Recycling	628	25,000	25,000	-	0%
71500	Safety	74,773	75,871	76,968	1,097	1%
72000	Engineering	980,333	1,135,666	1,066,616	(69,050)	-6% To reclass funds to new cost center
72500	Preventive maintenance	194,204	286,221	286,221	-	0%
73000	Housekeeping	1,065,198	1,489,174	1,492,893	3,719	0%
75000	Grounds	331,473	365,310	366,257	947	0%
76000	Renovations	72,738	176,729	171,207	(5,522)	-3%
99970	Benefits/chargebacks	551,707	891,343	891,343	-	0%
99990	Furniture/equipment	-	244,611	244,611	-	0%
	Total plant	6,461,614	8,500,657	8,500,657	-	0%
Scholarships						
81000	Scholarships	567,827	662,580	662,580	-	0%
82000	Waivers	413,057	470,200	470,200	-	0%
	Total scholarships	980,884	1,132,780	1,132,780	-	0%
	Grand totals	45,935,007	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 salaries increases may have fluctuated based on performance levels and the relation of the individual's FY08 salary to the mid-point of the salary scale, the original budget figures were adjusted to reflect the actual starting salaries for the cost center.

Note 2:

Includes encumbrances for budgeted wages and outstanding purchase orders.

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

**Howard Community College
2/2009
Cost Center Spending Percentages**

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Instruction					
11200	Schoenbrodt honors	11,415	26,418	43%	1
11300	Mathematics	1,168,534	2,047,937	57%	
11310	Health	135,399	274,086	49%	
11400	Social sciences	1,088,378	1,890,092	58%	
11410	English/world languages	1,844,956	2,906,699	63%	
11450	Arts and humanities	1,472,853	2,462,761	60%	
11480	Rouse scholars	51,130	131,311	39%	2
11600	Distance learning	251,786	413,143	61%	
12100	Nursing	1,185,411	2,074,616	57%	
12118	Rad Tech Program	80,976	116,677	69%	
12120	Emergency medical technology	118,498	159,083	74%	
12150	Cardiovascular program	120,511	199,955	60%	
12200	Business and computers	1,011,603	1,795,213	56%	
12250	Science and technology programs	1,481,670	2,486,155	60%	
12280	Cooperative education	7,072	15,507	46%	1
13500	Service Learning	53,273	84,130	63%	
13550	Instructional international program	104,321	145,588	72%	
44010	User computer services	312,037	480,265	65%	
44020	Student computer services	748,822	1,253,265	60%	
44030	Student labs	179,158	311,199	58%	
46100	1st floor support	112,230	171,045	66%	
46200	2nd floor support	79,105	108,939	73%	
46300	Hickory Ridge	53,888	89,120	60%	
46400	Evening services	32	1,325	2%	1
46700	ELB divisions support	81,016	129,499	63%	
46800	Arts and humanities support	68,203	108,861	63%	
47500	Faculty learning community	3,851	23,000	17%	3
48000	Outcomes assessment	86,169	198,826	43%	4
48500	Instructional direction	60,408	259,474	23%	3
48501	Learning communities	131,659	204,246	64%	
48502	Program development	17,542	78,065	22%	3
52102	Pool guards	42,167	97,215	43%	5
53200	Learning assistance center	497,086	691,322	72%	
99970	Benefits/chargebacks	2,107,194	3,797,312	55%	
99980	Division support	-	400,388	0%	3
99990	Furniture/equipment	5,764	591,037	1%	6
	Total instruction	14,774,117	26,223,775	56%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Public Service					
33250	Cable studio	188,334	307,428	61%	
99970	Benefits/chargebacks	41,095	61,031	67%	
99990	Furniture/equipment	-	26,594	0%	6
	Total public service	229,429	395,052	58%	
Academic Support					
33400	Horowitz center	115,771	171,326	68%	
33500	Student arts collective	88,581	131,058	68%	
41001	Library services	582,255	806,297	72%	
41002	Teaching and learning center	84,265	136,525	62%	
43100	Education technology	194,281	301,692	64%	
43200	Video services	49,133	83,813	59%	
43300	Instructional Technology	91,520	136,726	67%	
46000	VP of academic affairs	210,263	323,002	65%	
47000	Faculty development	46,824	121,747	38%	3
48100	Interactive classroom	16,000	17,600	91%	7
99970	Benefits/chargebacks	603,517	1,153,802	52%	
99980	VP's Allocation		5,924	0%	3
99990	Furniture/equipment		125,773	0%	6
	Total academic support	2,082,410	3,515,284	59%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Student Services					
46500	Advising, academic	359,804	516,226	70%	
46600	Welcome center & telephone adv.	112,834	194,872	58%	
51000	VP of student services	178,458	278,344	64%	
51200	Student ambassador program	8,525	9,432	90%	1
52000	Student activities		2,603	0%	1
52100	Athletic and fitness facility	230,130	379,181	61%	
53000	Career services	315,334	486,989	65%	
53100	Test center	234,778	343,967	68%	
53500	Retention	85,203	145,979	58%	
53555	Career Links	25,475	38,541	66%	
54000	Financial aid services	457,693	744,078	62%	
54001	FAS New Year Event	6,500	6,500	100%	8
55000	Admissions	490,445	794,860	62%	
55001	Workgroup	249,648	405,989	61%	
56000	Records	311,628	490,381	64%	
99970	Benefits/chargebacks	525,329	809,304	65%	
99980	Part time coverage		15,114	0%	3
99990	Furniture/equipment	9,926	244,810	4%	6
	Total student services	3,601,711	5,907,170	61%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Institutional Support					
61000	President	454,030	641,385	71%	
61100	Board of trustees	53,318	132,145	40%	9
61200	Research, planning and org. dev.	275,188	487,804	56%	
61900	Senior administration	4,201	13,617	31%	1
62000	VP of administration & finance	218,456	332,812	66%	
62100	Finance office	819,666	1,288,778	64%	
63101	Human resources	367,612	610,533	60%	
63102	Recruitment	23,358	56,546	41%	10
63103	Unemployment	17,859	47,253	38%	11
63150	Diversity programs	5,884	12,000	49%	
63200	Reprographics	107,344	197,040	54%	
63400	Security	792,987	1,157,061	69%	
63500	Telecommunications	52,247	262,541	20%	12
63554	Mediation & conflict resolution center	20	20,000	0%	13
63600	Risk management	262,521	326,565	80%	
63700	General administration	274,921	799,297	34%	2
63800	Commencement/award programs	31,406	123,989	25%	2
64000	Administrative information systems	863,954	1,263,508	68%	
64001	Enterprise network	377,299	558,416	68%	
64002	Web Enterprise	132,265	269,834	49%	
64100	Information technology administration	196,453	314,772	62%	
65000	Public relations and marketing	398,706	814,701	49%	
65001	Public relations administration	64,758	119,412	54%	
65100	Development and alumni relations	367,901	572,270	64%	
65900	Fundraising		30,000	0%	2
99970	Benefits/chargebacks	361,351	637,998	57%	
99990	Furniture/equipment		235,491	0%	6
	Total institutional support	6,523,708	11,325,766	58%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	Plant administration	67,008	127,247	53%	
71100	General services	1,566,935	3,525,603	44%	14
71110	Mailroom	101,895	157,452	65%	
71115	Set/up; Asset Reallocation	34,428	69,239	50%	
71150	Recycling	628	25,000	3%	15
71500	Safety	50,649	76,968	66%	
72000	Engineering	663,710	1,066,616	62%	
72500	Preventive maintenance	114,613	286,221	40%	16
73000	Housekeeping	787,429	1,492,893	53%	
75000	Grounds	221,576	366,257	60%	
76000	Renovations	48,402	171,207	28%	17
99970	Benefits/chargebacks	540,485	891,343	61%	
99990	Furniture/equipment		244,611	0%	6
	Total plant	4,197,758	8,500,657	49%	
Scholarships					
81000	Scholarships	567,827	662,580	86%	18
82000	Waivers	413,057	470,200	88%	18
	Total scholarships	980,884	1,132,780	87%	
	Grand totals	32,390,018	57,000,484	57%	

Notes: Only variances greater than 83%, or less than 47% 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 last 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 it's 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 Recycling costs were paid by Howard County Government early in the year, but charges have resumed.
- 16 Maintenance services have been scheduled but timing of payment is causing this variance.
- 17 Renovations occur as timing allows throughout the year. Some funds are also being held for state cuts.
- 18 Waivers and scholarships have been applied to spring; only summer costs are pending.

B-4 Fiscal Year 2010 Capital Budget Reallocation

Background: The FY10 executive proposed capital budget was released by the County Executive on April 1, 2009, and the state has approved the split funding for the capital projects for community colleges. Below is a summary of HCC's original capital request, the capital funds authorized by the county and state, and the college's proposed reallocation of funds request to the county.

Projects Requested	Capital Funds Requested	Capital Funds Proposed by the County Executive and the State	Reallocation Request of County Share	Final Requested Capital Funding (approval is needed from the County Council)
M-0532 Health Sciences Building	\$1,990,000 (county) \$1,990,000 (state)	0 (county) \$2,004,000 (state)	\$2,004,000 (county)	\$2,004,000 (county) \$2,004,000 (state)
M-0533 Clark Library Renovations	\$2,080,000 (county) 0 (state)	\$2,080,000 (county) 0 (state)	\$2,080,000 (county)	\$2,080,000 (county)
M-0540 Safety, Compliance, Facilities	\$2,851,000 (county)	\$2,240,000 (county)	\$236,000 (county)	\$236,000 (county)
M-0526 Parking Garages	\$15,000,000 (county)	0 (county)		0 (county)
M-0537 Belmont Conference Center	\$1,400,000 (college)	\$1,400,000 (college)		\$1,400,000 (college)
M-0542 Campus Roadways	\$520,000 (county)	0 (county)		0 (county)
Total Funds	\$22,441,000 (county) \$1,990,000 (state) \$1,400,000 (college) \$25,831,000	\$4,320,000 (county) \$2,004,000 (state) \$1,400,000 (college) \$7,724,000 (total)	\$4,320,000 (county)	\$4,320,000 (county) \$2,004,000 (state) \$1,400,000 (college) \$7,724,000 (total)

When the county budget office informed the college of the capital budget funding it is providing to the college for FY10 prior to the state action, the administration asked if the funds could be reallocated from the safety, compliance, and facilities project to the health sciences building if the state approved the split funding proposal. The county said the college could reallocate the funds. Based on these discussions, the administration is requesting the reallocation of funds from project M-0540 to project

M-0532 in the amount of \$2,004,000 to match the state share for the health sciences building design phase. The final FY10 capital budget as proposed by the County Executive is subject to County Council approval.

Purpose: To approve the reallocation of the County Executive funding for FY10 and the revised FY10 capital budget

Timeline: FY10

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the reallocation of funds in the FY10 capital budget for the health sciences building and the final FY10 capital budget.

Source of funds: FY10 capital budget

Compliance: This request is in support of the board of trustees' policies and Governance Process: Board's Role and Presidential Boundaries: Budgeting/Forecasting.

B-5 Fiscal Year 2010 Operating Budget

The college administration expects to receive operating budget information from the County and State prior to the board meeting. As soon as this information is available, it will be emailed to the trustees.

B-6 Board Retreat Agenda

Background: At its March 25, 2009, meeting, the board of trustees discussed the agenda for its annual retreat to be held on Monday, June 8, 2009. The board asked that the revised agenda be brought back to them at the April board meeting. The following draft reflects the March board discussion.

Location: Belmont Conference Center

Timeline: June 8, 2009

◆————— Recommendation —————◆

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



**Board of Trustees' Retreat Agenda
June 8, 2009
Belmont Conference Center
9:00 am – 1:30 pm**

<u>Breakfast</u>	9:00-9:30
A. Enhancing HCC's Financial Future: Opportunities, Constraints, and Capacity Building	9:30-10:15
B. Middle States Overview (including <i>Characteristics of Excellence</i>)	10:15-11:00
<u>Break</u>	11:00 -11:15
C. Response to a Baldrige Opportunity for Improvement	11:15-12:00
<u>Lunch</u>	12:00-12:30
<u>Closed Session</u>	12:30-1:30
1. President's Evaluation	
2. Board Self-Evaluation	

B-7 Facilities Master Plan

Background: Proposals were solicited for professional services to develop a comprehensive facilities master plan (FMP) that will establish a framework for the orderly development of all capital improvements to support the mission, vision, values and strategic initiatives of the college. The FMP will cover a period of ten years, with a land use plan of at least twenty years. As the plan is scheduled to be updated every five years, included in the scope of services is one plan update to be completed five years following completion and submission of this facilities master plan.

The plan will focus primarily on the Columbia main campus; however, the college's other satellite locations shall be analyzed with respect to academic programs, enrollment, and unique characteristics, and incorporated into the master plan document.

In addition, there are several components or add alternates that will be completed and integrated as part of the facilities master planning process:

- Facilities Condition Assessment
- Space Needs Analysis
- Academic Plan
- Environmental Scanning
- Technology and Infrastructure Review
- Landscape Plan
- Transportation and Traffic Study
- Security Assessment (assessment being completed; requires integration)
- Sustainability Climate Action Plan (plan being completed; requires integration)
- Signage Master Plan (plan under development; requires integration)

Purpose: To obtain board approval to award the contract for professional services for the facilities master plan project

Location: The college's main campus plus satellite locations, as required

Timeline: April 23, 2009, through April 1, 2010

Specifications: To complete the FMP per the scope of services described in the request for proposal documents, addenda, and additional services clarified during price proposal negotiation. The final

master plan will be delivered within twelve months of the notice to proceed for delivery to the state by April 1, 2010.

Bids: Technical proposals were received from seven firms and evaluated by the selection committee. These firms included:

- Ayers Saint Gross Architects and Planners (ASG)
- Burt Hill Architects
- Cochran, Stephenson & Donkervoet, Inc. (CSD)
- Design Collective, Inc. (DCI)
- Ehrenkrantz Eckstut & Kuhn Architects
- H2L2/Murphy & Dittenhafer
- Sasaki/Murphy & Dittenhafer

Only those proposers with technical proposals that achieved the minimum or better technical score were invited to participate in the next phase. Of the seven firms, ASG, CSD, and DCI advanced to the oral presentations phase. After the last interview, the college began fee negotiations with the top-ranked firm based on the cumulative scores from the technical proposal and oral presentation. The most qualified highest-ranking firm was asked to submit a price proposal.

Based on state guidelines, architectural and engineering services are selected based on a consideration of qualifications and subsequent negotiation of fees with the top qualified firm. An award for a project with estimated fees in excess of \$200,000 is qualifications-based. Following the technical reviews and interviews, the firms are ranked and a price proposal is requested from the highest ranked firm, which initiates negotiations for a fair, competitive, and reasonable fee with the most qualified firm. If unsuccessful, the negotiations are terminated, and the college begins negotiations with the next most qualified firm.

The ranking of the firms and cumulative scores were as follows:

Firm	Technical Score	Oral Presentation	Cumulative Score	Ranking
ASG	90.3	97.4	187.7	1
CSD	84.0	87.3	171.3	2
DCI	80.2	83.9	164.1	3

As part of the price proposal phase, the college met with the highest-ranking firm for scope clarifications. In addition, references were checked following selection committee deliberations. The price proposal was received from ASG on April 10, 2009, in the amount of \$783,380. College staff met with ASG on April 13, 2009 to clarify the scope of services and confirm deliverables. After reviewing the price proposal line by line with ASG, the college negotiated what it believes is a fair and competitive price based on the approved budget, comparative data, and current market conditions. The negotiated fee is summarized below.

FEE NEGOTIATIONS		
Item	Firm/Consultant	Fee
Basic Services – Part 1: Campus master planning, facilities assessment, landscape plan, cost estimating	Ayers Saint Gross	\$289,300
Basic Services – Part 2: mechanical, electrical, and plumbing (MEP) engineer	Leach Wallace	\$48,000
Basic Services – Part 3: site and civil engineer	KCI	\$83,400
Special Services – Part 1: space needs analysis, academic plan, environmental scan	JMZ	\$134,500
Special Services – Part 2: information technology	Shen Milsom Wilke	\$14,500
Special Services – Part 3: transportation and traffic	Kittelson	\$12,500
Special Services – Part 4: environmental (sustainability)	Biohabitats	\$27,330
SUBTOTAL		\$609,530
Reimbursable Expenses		\$15,000
TOTAL		\$624,530

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$624,530

Vendor: Ayers Saint Gross Architects and Planners

Source of funds: FY09 capital budget, safety, compliance, and facility renewals

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

C – President's Report

Spring 2009 Enrollment

The chart below shows that enrollment at HCC is up in terms of both headcount and full-time equivalent (FTE) enrollment. This data represents enrollments as of the spring 2009 census. Most students are enrolled in day classes (77 percent with 5,887 students) and 35 percent of the total number of students receive financial aid. Female students comprise 57 percent (4,374 students) of the total population and most students are under the age of 24 (56 percent with 4,324 students).

Term	Headcount	FTE
Spring 2009	7619	2045.867
Spring 2008	7040	1849.533
% Change	+8%	+11%

HCC credit enrollments for the Laurel College Center were 385; last year's were 368. Prince George's Community College (PGCC) enrollments were 715; last year they were 612.

Update from Development

March Foundation Revenue		
	2009	2008
March monthly revenue total ^[1]	\$142,536	\$136,273
March endowment revenue	\$83,721	\$2,014
March scholarship revenue	\$13,880	\$8,385
March grant revenue	\$5,000	\$2,200

Event Update - Former Board Social

On Thursday, March 19, over 40 individuals from current and former boards representing the HCC Board of Trustees, HCCEF Board of Directors, and Campaign Council, reunited at the Belmont Manor House for a social gathering. Michael Nagle, HCCEF chair, talked about connections to the college and the new campaign. Jim Truby, HCC board chair, also spoke. I was pleased to give an update on the exciting events at the college.

^[1] Endowment, scholarship, and grant revenues reflect only funds that have been restricted to those specific types of accounts. Total revenue includes all revenue, including those items that do not fit into these categories, such as reimbursements.

Spring Job/Career Fair Well Attended

On Friday, March 20, the office of counseling and career services hosted its annual "Spring Job/Career Fair." The fair was well attended with **57 registered employers** that represented education, health care, law enforcement, and business industries. The event drew almost **1,000 job seekers**, which made it one of HCC's largest job fairs ever. Counselors were also on hand to review resumes for participants. Overall, evaluation survey feedback indicated a high satisfaction with the quality of the event. Employers expressed their appreciation in seeing so many skilled and qualified applicants.

A huge thank you goes to **Bob Marietta, Ken McGlynn**, and the **security officers**, who kept the crowds moving both in the Burrill Galleria and in the parking lots. Additional thanks go to **Tonya Osmond** for coordinating the event as well as the supporting efforts of **Mary Fuller, Alexa Hanus, Ann Kukulies, Betsy Lew, Alissa Putman, Janice Marks, Paul Martin, Irma Rosado, and Stacey Tash**. There were also significant contributions from staff from **plant operations, housekeeping, the business office, and the print shop**. And finally, thanks to our **students and community volunteers**, who kept this event running smoothly!

Guest Speaker Brought to Classroom Live via the Internet

Congratulations to **Lucy Evelyn**, adjunct instructor, arts and humanities, for being the first faculty member to bring a guest speaker into an HCC classroom by use of the collaboration software called Marratech, which makes it possible to have a conversation with live video and audio over the Internet. On Monday, March 23, Ms. Evelyn led the students in her interpersonal communication class in interviewing Dr. Ivan Vera, a sustainable development officer in the United Nations Department of Economic and Social Affairs, from his home in New York City. Dr. Vera focused on being a competent communicator as he travels worldwide working with people of different cultures. Ms. Evelyn is teaching her students about the wide range of behaviors used to communicate with individuals from different cultures.

The web conference was facilitated by **Jeff Fairbanks**, HCC's lead instructional technologist, teaching and learning division. Marratech can be used in any classroom or meeting space at HCC, is free for use by the HCC community, and can be offered for free to any guest speaker or group using a webcam, microphone, and internet connection.

Campaign to Raise Awareness/Funds to End Violence a Success!

The office of student life and the Student Arts Collective co-produced two staged benefit readings of *The Vagina Monologues* as part of "V-Day Howard Community College 2009." V-Day is an international campaign to raise awareness and funds to end violence against women and girls. Howard Community College faculty, staff, and students coordinated, produced, and performed in this production. Over 250 campus and community members attended the two readings, raising \$2,250 through ticket sales, t-shirt sales, and donations. Voluntary donations alone totaled over

\$425! Proceeds from these performances will benefit the V-Day Spotlight Campaign: Power to Women and Girls in the Democratic Republic of Congo, the Domestic Violence Center, and the Specialized Trauma Treatment and Recovery (STTAR) Center.

Special thanks go to all of those who assisted with *The Vagina Monologues* on stage, in the lobby, and behind the scenes including, **Grace Anastasiadis, Brenda Anderson, Toni Bailum, Wanda Baylor, Anita Blake, Janelle Broderick, Llatetra Brown, Denise Dorsey, Omotola Efuntoye, Suzie Friedman, Schnell Garrett, Heidi Goldenman, Andrew Haag, Kathryn Hamilton, Ashley Hanavin, Brigitte History, Cheryl Howard, Marsha Jenkins, Julie Jones, Susan Kramer, Valerie Lash, Jenny Leopold, Darius McKeever, Helen Mitchell, Tracie Palm, Ashleigh Pettus, Lubabah Rahman, Melissa Ratti, Judy Ratner, Zina Richardson, Kathy Rockefeller, Mike Scrivener, Natasha Staley, Katie Tyler, Patricia VanAmberg, Ben Walsh, and Steven Ward.** These productions also wouldn't have been possible without the help of the **print shop, plant operations, the box office, the arts and humanities division, Student Arts Collective,** and the **office of student life.**

Windows to the World

Stacy Korbela and several of her students, along with the center for service learning, hosted the two-day "Windows to the World" event. The students made displays highlighting crucial global issues that were featured in 15 of the 2009 Sundance Film Festival entries. Stacy is an innovative instructor who uses Sundance Film Festival documentaries to motivate her students to research global issues. A few of the topics included: how to live a sustainable life, bi-polar disease and teen suicide, civil rights here and abroad, and sexually abused children in South Africa. One of the students, **Sarah Savoca,** was so moved by her topic that she contacted a non-profit organization, Operation Bobbi Bear (for sexually abused children) in Durban, South Africa and has raised over \$700 for them.

Thanks to everyone who helped make this event a success – **Stacy Korbela, students** enrolled in ENG 121-116, ENG 121-126, ENG 122-131, and FYEX 100-105, **Regina Lowe,** and **Carol Parreco.**

HCC Follies – Fun and Frivolity

The HCC follies were held on Sunday, March 29. Attendees were entertained with music, singing – both in English and Chinese, jokes, a news "broadcast," a skit about student's texting in the classroom, rapping biology, and the Wheel of Fortune game show. There were over 60 silent auction items too! The show made **\$1,651.70** for the HCEF Book Scholarship Fund. Thanks to all of my fellow entertainers including, **Jim Ball, Sue Bard, Daryl Beard, Randy Bengfort, Scott Bohandy, John Bouman, Mary Jo Brenner, Barbara Brickman, Becky Chapman, Richard Chapman, Lynn Coleman, Peter Collier, Kathy Fisher, Yifei Gan, Tom Glaser, Mark Grimes, Barbara Herschman, Dave Hinton, Zoe Irvin, Susan Keach-Sweeney, Jenny Male, Vlad Marinich, Vini Nithianandam, Mike**

O'Donnell, Cindy Peterka, Russ Poch, Ron Roberson, Bob Russell, Nancy Santos-Gainer, Jim Schmidt, Gavin Shown, Will Straube, Patti Turner, Frank Vispo, and Erin Yun. I'd also like to thank all of the "behind the scenes" folks including **Renee Brozic Barger, Margie Dunklee, Jeff Fairbanks, Judith Kizzie, Bev Lang, Paula Mikowicz, Ann Repka, Kathy-Ann Royster, Mike Scrivener, Kyle Sessions, Laura Sessions, Jane Sharp, Mark Smedley, Christi Sutton, Vicky Trail, Stephen Ward, plant operations, all of the folks who donated and purchased silent auction items, and Girl Scout Troop 543!**

Capital Update

The Rouse Company Foundation Student Services Hall

The recommendations from Polysonics 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. This service includes specifications for the selection of ceiling, floor covering, and wall materials as well as suspended ceiling work 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

The college is pursuing the use of a purchasing agreement for the completion of phase five, which includes the installation of a multi-purpose turf field to serve multiple teams including baseball and softball. The Maryland Department of General Services (DGS) authorized use of the contract. The college is now a member of the Pennsylvania Education Joint Purchasing Council (PAEJPC) program. The contract for phase five will be presented to the board for review. Following approval, the college will request state participation through DGS.

McCuan Hall and Smith Theatre Renovations

AVI-SPL is completing the sound system and associated work for the Smith Theatre. They remain on 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. Phase three began on January 26, 2009, and includes the east side of the building with nine classrooms. The remaining portion of the IT department is expected to be completed 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 moved 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 offline before phase four can commence.

The library entrance from the Burrill Galleria was completed in mid-March and allows for accessibility to 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 and the construction management firm to continue to move the project forward.

Belmont Conference Center Barn Renovations

The most recent development for this project is the health department's request that the college review the septic system for all of the buildings located at the Belmont Conference Center. The administration will continue to 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;
- Parking lot and roadway pot-hole repair;
- Site and civil work for the Grand Prix field; and
- HVAC replacement for the nursing building (RFP in progress).

Recently completed:

- Campus-wide ADA modifications with installation of pathways and curb-cuts;
- Walk-off carpets in vestibules for campus buildings throughout campus;
- Hospitality kitchen renovations and upgrades; and
- Nursing control room.

D – Board Member Comments

E – Approval of Minutes

1. March 25, 2009, Work Session
2. March 25, 2009, Regular Session
3. March 25, 2009, Closed Session

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

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 25, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice chair Katherine K. Rensin brought the work session to order at 6:01 p.m. Chair T. James Truby joined the meeting soon after. Other board members present included 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

Lynn Coleman, vice president of administration and finance, introduced Sandra Ulsch, accounting clerk/cashier in the finance office.

Tom Glaser, vice president of information technology, introduced Nassim Ebrahimi and Cheoleon Lee, research associates in the planning, research and organizational development office.

II. Eighth Annual Maryland Community Colleges' Student Advocacy Day

Cindy Peterka, vice president of student services, introduced Llatetra Brown, director of student life, who mentioned that ten students had participated in student advocacy day and six were present at the board meeting. Students Maureen Evans Arthurs, Judy Kahiu, Linda Morris, Zina Richardson, Diana Thomas, and Craig Zolotrow introduced themselves and told the name of the high school from which they graduated, their major at HCC, and their future plans. Chair Truby gave each student a certificate of recognition, thanked the students for being effective ambassadors for the college, and strongly encouraged them to embrace lifelong advocacy.

III. Recognition of Howard Community College's Men's Basketball Team and All-Conference and All-Region Student Athlete Selections

Cindy Peterka, vice president of student services, introduced Diane Schumacher, director of athletics, who gave a brief overview of the athletic program. The coaches gave an overview of the past season and the athletes introduced themselves and mentioned their names, majors, and future plans.

IV. Information Session: Learning Outcomes Assessment

Zoe Irvin, executive director of planning, research and organizational development, gave a brief overview of the learning outcomes assessment process. Nassim Ebrahimi introduced Dave Beaudoin, assistant professor, mass media; acting division chair; arts and humanities; director of humanities and digital arts, who presented a project examining HCC's mass media and graphic design student portfolios and the competency of foundational skills demonstrated by students' portfolios. Cheoleon Lee introduced the presentation by Brian Gray, professor of mathematics, who talked about the Math131 college algebra course at HCC including how well it meets the

needs of students, factors that impact success rates, comparison with the mathematics sequence at other Maryland community colleges, and potential modifications in advising and pedagogy that might result from the project.

The work session adjourned at 7:14 p.m.

The above constitutes the official minutes of the March 25, 2009, work session of the Howard Community College Board of Trustees as approved on April 22, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

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

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, March 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 7:22 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 March 25, 2009, Agenda

A recommendation to approve the March 25, 2009, agenda, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

B. Board Priority Items

1. Board End: Educational and Support Process management

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

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

2. Financial Statements

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

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

3. Board Retreat Agenda

Board members reviewed the agenda for the board retreat on June 8 at Belmont.

The revised agenda will be brought to the board at its April meeting and will include the following topics

- a discussion on HCC's financial future
- a Middle States overview
- a response to a Baldrige opportunity for improvement

Chair Truby indicated that further discussion and a final decision on the retreat topics would be made at the April board meeting.

C. President's Report

President Hetherington informed the board that the Maryland community college presidents discussed their capital projects at their meeting last week. The consensus

was to fully fund Prince George's Community College's project and split the funding for the rest of the construction projects. HCC would get half the funding for the design money for the health sciences building from the state under this proposal. The County Executive will release his capital budget on April 1 and the operating budget on April 20. The county council budget hearing is scheduled for Saturday, May 2 following the school system and library. The Hunan Manor event raised \$23,000 and money is still being received. President Hetherington thanked board members for attending the former board social. She also mentioned that Zoe Irvin and she presented at the Maryland Performance Excellence Awards conference earlier in the week.

D. Board Member Comments

Chair Truby mentioned that it's good to know that in these uncertain economic times, legislators know the community college story.

Trustee Huddle mentioned that lately national public radio has been covering the community college budget picture – a sign of the times that electronic and radio media are gaining ground as print media is declining.

Trustee Dillow agreed with earlier comments and added that it is important how the college gets its message out to ensure it reaches the targeted audience. She said she enjoyed meeting former trustees at the former board social and the dinner social with the Montgomery College Board of Trustees.

Trustee Hutt thanked Dr. Hetherington and Sharon Schmickley, chair of the business and computers division, for giving him the opportunity to present to an entrepreneurial class. He commended the students on their strategic approach to developing a business and endorsed the importance of funding this program as more opportunities are generated by smaller companies and entrepreneurs.

Trustee Doyle agreed with earlier comments about the importance of the entrepreneurial program. He apologized for not making it to the former board social and agreed that it was good to meet with the Montgomery College Board of Trustees and find commonalities between both colleges.

Trustee Tung agreed with earlier comments about the entrepreneurial program. She mentioned she met a client from Pennsylvania who was considering relocating his business to Howard County and that HCC was an important factor in his decision because of its excellent workforce training program.

Vice Chair Rensin seconded earlier remarks and stressed the importance of community networks and public/private partnerships. She enjoyed meeting the Montgomery College Board of Trustees. She thanked Chair Truby and President Hetherington for the enormous amount of time they have devoted to budget issues.

E. Report of the Audit and Finance Committee

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

F. Approval of Minutes

A recommendation to approve the February 25, 2009, work session and regular session, was moved by Trustee Rensin, seconded by Trustee Huddie, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Vending services in the amount of \$15,000 awarded to Canteen Vending Services and in the amount of \$44,663 to Coca-Cola;
3. Professor Emeritus recommendation;
4. Maryland Association of Community Colleges Grant Spending in the amount of \$79,782 for manikins and an additional \$30,000 above the approved amount of \$30,000 for a total not to exceed \$60,000, for routine supplies awarded to Laerdal Medical Corporation (sole source for manikins) and Physician's Sales and Services (routine supplies);
5. Telephone system upgrade in the amount of \$1,235,701 awarded to Verizon Select Services, Inc.;
6. Belmont change orders in the amount of \$81,574 awarded to Struever Bros. Eccles & Rouse, Inc.;
7. Freelance design services in an amount not to exceed \$35,000 awarded to Barbara Van Rossum; and
8. Identity theft prevention program.

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

H. 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.

April 4	Greenfest in the Burrill Galleria
May 1	Student Awards Banquet at Sheraton Columbia – board members are invited to present awards
May 22	Nursing Recognition, Platform Party Reception, and Commencement – earlier in the day due to the Memorial Day weekend
June 11	Solstice celebration in RCF-400; Mr. and Mrs. Moxley will be receiving the James Clark, Jr. Medal.

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

3. Agreements Signed by the Board Chair Disclosure

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

4. Personnel Summary

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

Adjournment

Chair Truby read the resolution to meet in closed session.

A recommendation to adjourn the March 25, 2009, regular meeting and move into closed session was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

The regular meeting was adjourned at 8:13 p.m.

The above constitutes the official minutes of the March 25, 2009, regular meeting of the Howard Community College Board of Trustees as approved on April 22, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
March 25, 2009**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, March 25, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:13 p.m., Chair Truby read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included vice chair Katherine K. Rensin and 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. Additionally, Lynn Coleman, vice president of administration and finance and Nancy Gainer, executive director, public relations, were in attendance.

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 room 400 of the Rouse Company Foundation Student Services Hall 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.

The meeting was adjourned at 9:50 p.m.

<p>The above constitutes the official minutes of the March 25, 2009, closed session of the Howard Community College Board of Trustees as approved April 22, 2009, and is a true and correct copy of same.</p>

<p>Kathleen B. Hetherington, secretary/treasurer</p>
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**F – Consent Items were previously distributed to members
of the Board of Trustees**

G-1 Issue Bin

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

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

The board liaison role is to represent the board of trustees in tracking various issues/projects, bringing any information of specific importance to the board's attention.

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

◀———— Recommendation —————▶

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

G-2 Fiscal Year 2009 Board Calendar

Date	Event	Tentative Agenda Items
April 2009		
April 29, 2009 Wednesday 1:30-3:00 pm	Silas Craft Collegians Graduate and Transfer Recognition Ceremony RCF-400	<ul style="list-style-type: none"> • Trustees Invited
May 2009		
May 1, 2009 Friday 6:30-9:00 pm	Student Awards Banquet Sheraton Columbia	<ul style="list-style-type: none"> • Welcome from Board Chair • Trustees Invited and Participate in Presenting Awards
May 2, 2009 Saturday 6:00-10:00 pm	Vino Scholastico RCF-400	<ul style="list-style-type: none"> • Trustees Invited • 6:00 – 7:00 p.m. – Special Pre-Event Tasting • Tickets Cost \$75 Per Event or \$125 for Both
May 6, 2009 Wednesday 6:00 pm	Phi Theta Kappa Statewide Recognition Dinner Turf Valley	<ul style="list-style-type: none"> • Board Chair Invited • Ceremony to recognize the All-Maryland Academic Team • HCC student, Shayna Wise, was named to the All-USA First Team, as well as a New Century Scholar • HCC student, Maria Jose Viera, was selected as a 2009 Coca-Cola National Finalist
May 18, 2009 Monday 8:30 am	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> • Quarterly Sole Source Report (January – March) • Meeting with Auditors (FY09 Report) • Year-end Purchases
May 20, 2009 Wednesday 6:30-9:00 pm	Second Annual Student Athlete Banquet Sheraton Columbia	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 10:00 am	Nursing Recognition Ceremony HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 12:30 pm	Reception for Platform Party RCF-400	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 2:00 pm	Commencement HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited • Board Members Confer Degrees
May 26, 2009 Tuesday 12:30 pm	Pre-Convocation Lunch RCF-400	<ul style="list-style-type: none"> • Trustees Invited • Lunch followed by Innovation Fair
May 26, 2009	Convocation	<ul style="list-style-type: none"> • Trustees Invited

Date	Event	Tentative Agenda Items
Tuesday 1:30 pm	Smith Theatre	<ul style="list-style-type: none"> • Welcome from Board Chair (1:30 pm) • Recognition Event for Retired Employees, Degree Recipients, and New Employees
May 27, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting / Closed Session RCF-400	<ul style="list-style-type: none"> • Informational Tour: Radiologic Technology Program and Laboratory • FY11 Vision, Mission, Values, and Strategic Goals • Election of FY10 Board Officers • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting • Review President's Contract
June 2009		
June 8, 2009 Monday Time - TBD	Board Retreat Belmont	<ul style="list-style-type: none"> • Agenda – TBD
June 11, 2009 Thursday 6:00 pm	Solstice Celebration RCF-400	<ul style="list-style-type: none"> • Trustees Invited • Other Boards and Committees also Invited • Appreciation Event • Clark Medal Presentation

NEW! Looking to the Future:

Wednesday, July 22, 2009 – Nursing Recognition 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.

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

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

Notes:

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 at <http://intradev.howardcc.edu/BoardPortal/index.html>. Please contact the director of board relations/special projects or the president's office technology manager for logon information.

G-3 Agreements Signed by the Board Chair Disclosure

Background: The agreements included in this disclosure are representative of the following categories:

1. Non-purchasing - As resolved by the board of trustees at its December 16, 1998, meeting, the administration discloses any non-purchasing agreements that have been signed by the board chair to the full board on a monthly basis. All other non-purchasing agreements will be disclosed to the board on a semi-annual basis.

2. Pass-Through Contracts - At its September 19, 2001, meeting, the board of trustees approved a revision to the college's administrative purchasing procedure that would permit approval of "pass-through" contracts greater than \$25,000 by the board chair. "Pass-through" contract approvals made by the board chairman are disclosed to the full board on a monthly basis at its public meetings.

Purpose: This disclosure lists those purchasing and non-purchasing agreements that have been signed by the board chair.

Timeline: March 14, 2009, through April 15, 2009

◆———— Disclosure —————◆

Agreement Name	Agreement Type	Owner	Sent to Attorney	BOT Signature
Education to Go	Pass Thru	Patty Keeton	No	03/25/09
Department of Defense – Leadership Development and Performance Management Training	Non-Purchasing	Patty Keeton	No	04/06/09

G-4 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: March 2009

◆———— Recommendation —————◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

March 1, 2009 – March 31, 2009

Section I – Change in Status

SPECIAL ASSIGNMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	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
Acting Benefits Manager	Human Resources	Existing Position Replacement	14	\$57,039-\$94,685	\$63,410	Cahill, Melissa	3/01/09	Undetermined

PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	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	Compensation¹	Name	Effective Date
Crew Chief/Audio Engineer	Arts and Humanities	N/A	N/A	N/A	N/A	Tenorio, Jose	3/05/09
Assistant Director of Financial Aid Services	Financial Aid Services	N/A	N/A	N/A	N/A	Bowser, Michele	3/27/09

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

March 1, 2009 – March 31, 2009

Section II – Leaves

SABBATICAL LEAVE

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

Name	Position	Beginning Date of Leave	Ending Date of Leave
Rockwell, Lorretta	Registration Assistant – A	2/27/09	3/05/09
Ely-Boyd, Jackie	Systems Administrator, Student Computer Support	2/19/09	3/10/09

*Modified half year spread over FY09

**Resolution for Board of Trustees to Meet in Closed
Session on April 22, 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 April 22, 2009, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consult with counsel to obtain legal advice as permitted under Section 10-508(a)(7) and that such meeting shall continue in closed session until the completion of business.