



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

May 27, 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...

Encourage Service to Others





You Can Get There From Here.

**Board of Trustees' Meeting Agenda
May 27, 2009
The Rouse Company Foundation Student Services Hall
RCF 400**

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

- A. I. Informational Tour: Radiologic Technology Program and Laboratory
- B. II. Commendation of Trustee Mary B. Tung

Regular Meeting – Immediately following the work session

- A. Approval of May 27, 2009, Agenda
- B. Board Priority Items
 - 1. Financial Statements
 - 2. **Fiscal Year 2010 Budget Adjustment**
 - 3. Fiscal Years 2010-2015 Vision, Mission, Values, and Strategic Goals
 - 4. Election of Fiscal Year 2010 Board Officers
- C. President's Report
- D. Board Member Comments
- E. Approval of Minutes:
 - 1. April 22, 2009, Work Session
 - 2. April 22, 2009, Regular Session
 - 3. April 22, 2009, Closed Session
 - 4. May 20, 2009, Closed Session
- F. Consent Items
 - 1. Proposed New Hires
 - 2. Electricity for Belmont Conference Center
 - 3. Office Supplies Contract
 - 4. Trade Services Contracts for Plumbing, HVAC, Carpentry, and Electrical
 - 5. Facilities Operations Supplies
 - 6. Janitorial Supplies
 - 7. Telecommunications Services
 - 8. Print Shop Copiers
 - 9. Software Licensing Agreements and Purchases
 - 10. Computer Hardware Purchases
 - 11. Fiscal Year 2010 New Academic Programs
 - 12. Implementation of the Nursing Pre-Admission Exam
 - 13. Summer I Graduates
 - 14. The Rouse Company Foundation Student Services Hall Heat Exchanger Installation
 - 15. License Agreement with Ten Acres Business Trust
 - 16. Parking Lot F Expansion Fast Track Project

17. Painting Services
18. Fiscal Year 2010 Credit and Non-credit Schedule Printing
19. Contract Renewals:
 - a. Security Services
 - b. Waste Management Trash Removal Service
 - c. Belmont Conference Center Heating Oil
 - d. Belmont Conference Center Propane Gas Delivery
 - e. Cellular Phone Contract
 - f. Procurement Card Contract
 - g. Sodexo Management Agreement
 - h. Administrative Software Service Agreement
 - i. Athletic Trainer Agreement
 - j. Laurel College Center Lease
 - k. Audit Contract
20. ~~Audit Areas for Review~~ (remove)
21. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

G. Information Items

1. Issue Bin
2. Board Calendar
3. Agreements Signed by the Board Chair Disclosure
4. Anticipated Summer Approvals
5. Sodexo Report
6. Personnel Summary

Closed Session

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

Board materials are available in the Howard Community College Library.

I – Informational Tour: Radiologic Technology Program and Laboratory

Department: Health Sciences Division – Radiologic Technology (RT) Program

Dr. Sharon Pierce, division chair, health sciences
 Evelyn Gary, program director/associate professor of RT
 Kentricia McCleave, RT clinical coordinator

The radiologic technology program used to be offered through an agreement with Anne Arundel Community College. While students took their core courses at HCC, RT courses were taken at Anne Arundel Community College. Starting last summer, HCC opened its own RT lab and began offering the full complement of coursework on campus.

Core Work Mission: The mission of the health sciences division is to provide curricula based on community and students' needs. Programs and coursework will develop the students' knowledge, attitudes, and skills required to promote, restore, and maintain optimal health for individuals, families, and communities. Programs and coursework will provide a foundation for initial job entry, continued professional development, and transfer to more advanced degree programs.

The mission of the radiologic technology program is to recruit, educate, and prepare students to become entry-level radiographers with the knowledge and skills needed to pass the American Registry of Radiologic Technologists (ARRT) examination.

Benchmarks/Results: The following are program specific:

	Benchmark	Results
1.	More than 90% of responders to a graduate and employer survey agree that critical thinking skills were developed during the program.	Survey will be sent one year post graduation, projected date May 2011 for 2010 first graduates
2.	90% of employer responders are satisfied with written and oral communication skills of graduates.	Survey will be sent one year post graduation, projected date May 2011 for 2010 graduates
3.	Students demonstrate technological competence related to their field and/or discipline.	To date, 100% of students are demonstrating competency at 90% or above

4.	Course success rates will be above 75%	RADT 101 = 95% RADT 112 = 95% RADT 111 = 100%
5.	After entering the first clinical course in a degree program, more than 70% of students complete the program within three years.	First graduates in 2010
6.	Initial accreditation for the radiologic technology program will be pursued.	Joint Review Committee on Education in Radiologic Technology Programs application is being completed and assembled. Projected submission date August 2009.
7.	Membership of advisory boards consists of key contact persons from related business, clinical and education sectors.	Met to date
8.	More than 75% of nursing and allied health students rate resources as helpful to meet their learning needs.	Students have requested additional study space and lab practice hours and the college is working to meet these requests.
9.	More than 90% of graduate respondents agree they are prepared for practice and demonstrate competence.	Students will complete program evaluations prior to the end of the program and one-year post graduation.
10.	More than 90% of employer respondents agree that graduates are prepared for practice and demonstrate competence.	Survey will be sent one year post graduation, projected date May 2011 for 2010 first grads
11.	90% of graduates seeking employment are employed within 6 months of program completion in areas appropriate to education/training level.	Data will be reported in December 2010
12.	Radiologic technology registry examination results will meet or exceed the national average.	First graduates in 2010

Description of program: This program prepares graduates as entry-level radiographers in hospitals, medical and specialty offices, imaging centers, clinics, and other health care agencies. Students develop skills in radiographic positioning and procedures, medical imaging techniques, film processing, and other related competency development areas. Graduates are eligible to apply for the ARRT certification examination.

Upon successful completion of the program, the graduate will be able to:

1. Use verbal and nonverbal and written medical communication.
2. Demonstrate knowledge, function, and pathology of human structure.

3. Process the order for a given patient radiographic examination from the time the order is received in the radiology department to the time the order is filled.
4. Provide basic patient care and comfort.
5. Provide appropriate patient education.
6. Apply the principles of body mechanics for patient transfer.
7. Understand basic x-ray production and interactions.
8. Perform basic mathematical functions.
9. Safely operate radiographic equipment and accessory imaging equipment.
10. Correctly position the patient and imaging system to perform all radiographic examinations procedures specified in the clinical education guide.
11. Modify the standard procedures to accommodate patient's conditions.
12. Process radiographs.
13. Determine exposure factors necessary to obtain optimum radiographic image(s) with minimum radiographic exposure.
14. Adapt radiation exposure factors for various patient conditions, equipment, and contrast media to obtain optimum radiographic quality.
15. Practice radiation protection for patient self and others.
16. Recognize emergency patient conditions, and initiate basic life support procedures.
17. Evaluate radiographic images for appropriate positioning and imaging quality.
18. Evaluate the performance of radiographic equipment for safe limits, and report malfunctions to appropriate authority.
19. Demonstrate knowledge and skills pertaining to Quality Assurance.
20. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
21. Support the professional code of ethics and comply with the profession's scope of practice.

Clinical Affiliations/Partnerships:

Advanced Radiology	Patient First
Bon Secours Hospital	Peninsula Regional Medical Center
George Washington University Hospital	Potomac Valley Orthopedic Associates
Howard County General Hospital	St. Agnes Healthcare
Laurel Regional Hospital	The James Lawrence Kernan Hospital
Maryland Orthopedics	University of Maryland Medical Center
	Walter Reed Army Medical Center

Students: In summer 2009, twenty students were admitted (5 males, 15 females). One student stopped out due to personal reasons. Nineteen (5 males, 14 females) have continued. The retention rate to date is 95 percent. Sixteen students have been admitted for summer 2010, which cleared the waitlist of all qualified applicants as of February 15, 2009. Additional students will meet program admission requirements at the completion of the spring 2009 semester.

Resources: See list following this item

Special Recognitions (Program and Individuals):

Accreditations: ARRT recognizes the Middle States Association of Colleges and Schools accreditation and has granted Howard Community College RT graduates access to the registry examination.

Future Plans and Goals:

1. Attain Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation.
2. Seek and secure additional clinical placements required to increase student enrollment.
3. Complete program systematic evaluation plan.
4. Build upon current collaboration with the continuing education division to develop and offer ARRT-accepted continuing professional development courses.
5. Collaborate with the cardiovascular technology (CVT) program to develop a bridge to RT. A bridge from RT to CVT already exists.

Radiologic Technology Lab Tour Agenda

Introduction of Student Hosts

Student Poster Presentations: Radiologic Biology

Student Skills Demonstration

Questions

Howard Community College Radiologic Technology Program

In addition to being utilized for scheduled didactic and on-campus skills, N-200 is open and staffed for additional supervised skills practice and demonstrations:

MTWTH 1:00-7:00 PM Friday 9:00 AM-12:00 PM

Students have access to the nursing and Allied Health study lab N-228:

MTWTHFS 9:00 AM-11:00 PM*

*Space is limited due to high utilization by nursing students.

Resources

QTY	Item
1	Foot and ankle (AP pointed)
1	Foot and ankle (AP flat)
1	Knee (90 degree)
1	Knee (straight)

1	Caliper
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1	Pig-O-Stat (Pediatric Immobilization)
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1	Radiographic Room (Del Medical)
1	Mobile Unit (Siemens)

1	Computer Radiography Processing Unit (Fuji)
2	Viewing Stations
24	Laptop computers for student use
4	Image Receptors (2/10 x12, and 2/14 x 17)

1	Processor (AFP Mini- series, table top)
1	Chemical Mixer
1	Radiographic Film Storage Unit
1	Radiographic Cassette Storage Bin

QTY	Item
3	Pixy Phantoms
24	Skeletons (desk top)
20	Skeleton Skulls
2	Skeletons (full size)
1	Elbow 90 degree flexion
1	Elbow (straight)
1	Upper Extremity (straight arm)
1	Hand (PA)
1	Hand (oblique)

II – Commendation of Trustee Mary B. Tung

Dr. Mary B. Tung has served as an invaluable member of the Howard Community College (HCC) Board of Trustees since 2003, providing valuable insight on numerous issues. She has been a persuasive spokesperson for HCC and has promoted the quality of its instruction and services throughout the community. In her role as an advocate for HCC, Dr. Tung has been a passionate supporter of its students, encouraging them and celebrating their accomplishments.

Dr. Tung's appointment to the HCC Board of Trustees ends on June 30, 2009. Her fellow trustees would like to take this time to thank her for her service and wish her well in her future endeavors.

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Closed Session

B-1 Financial Statements

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

Purpose: Disclosure to the board of trustees

Timeline: March 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** 3/31/2009	YTD Budget 3/31/2009	YTD Budget Variance 3/31/2009	3/31/2009 Percent Variance From Budget	Total Budget FY2009
OPERATING BUDGET REVENUE					
TUITION					
Summer II & III	\$536,434	595,530	(\$59,096)	1 -9.92%	\$595,530
Fall	8,682,128	8,077,118	605,010	2 7.49%	8,077,118
Intersession	487,264	466,035	21,229	3 4.56%	466,035
Spring	7,994,693	7,385,161	609,532	4 8.25%	7,385,161
Summer I & Extended	5,690	0	5,690	5 na	763,290
Fees	2,357,054	2,308,706	48,348	6 2.09%	2,441,085
TOTAL TUITION AND FEES	\$20,063,262	\$18,832,550	\$1,230,712	6.54%	\$19,728,219
GOVERNMENTAL AND OTHER					
Howard County	\$18,896,607	18,896,607	\$0	7 0.00%	\$25,195,470
State of Maryland	7,704,175	8,032,610	(328,435)	8 -4.09%	10,710,146
Other Income	400,139	585,000	(184,861)	9 -31.60%	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	\$27,100,921	\$27,614,217	(\$513,295)	-1.86%	\$37,272,265
TOTAL OPERATING REVENUE	\$47,164,183	\$46,446,766	\$717,416	1.54%	\$57,000,484
OPERATING BUDGET EXPENSES					
Instruction	\$22,096,414	\$22,757,496	661,082	12 2.90%	\$26,223,775
Public Service	316,920	340,452	23,532	12 6.91%	395,052
Academic Support	3,070,382	3,333,366	262,985	12 7.89%	3,515,284
Student Services	5,005,278	5,019,700	14,422	12 0.29%	5,907,170
Institutional Support	9,136,028	9,325,076	189,047	12 2.03%	11,325,766
Plant	6,582,728	6,957,253	374,525	12 5.38%	8,500,657
Scholarship/Waivers	984,362	986,945	2,583	12 0.26%	1,132,780
TOTAL OPERATING EXPENSES	\$47,192,112	\$48,720,288	\$1,528,176	3.14%	\$57,000,484

n/c = not comparable

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

05/15/2009

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

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

March 2009

Tuition and Fees

- 1) Summer II and III tuition revenue is below budget by 9.92%, or \$59,096. 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 7.49%, or \$605,010. 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 4.56%, or \$21,229. 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 8.25%, or \$609,532. 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, 2.09% or \$48,348. Fee budgets are typically built for potential growth; however, growth exceeded expectations.
- A breakdown of operating account fees is as follows: Course fees \$1,530,891 or 65%; consolidated fees \$710,570 or 30%; other student fees \$115,593 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 31.60%, or \$184,861. This deficit is primarily due to lower than anticipated interest rates. Investment income represents \$330,017, or 82% of other income. Service revenues for administration of contracts and small miscellaneous revenue make up the other 18% of other income.
- 10) The use of \$100,000 from the continuing education fund balance was budgeted to be spent during FY09. 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 will continue to review the situation until the final FY10 budget funding is known.
- Overall, the operating budget's functions are within budget and spending for the first nine 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** 3/31/2009	YTD Budget 3/31/2009	YTD Budget Variance 3/31/2009	3/31/2009 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	157,796	113,955	43,841	38.47%	3	156,400
Non-Credit/Continuing Ed	3,039,931	3,000,102	39,829	1.33%	4	3,400,553
Fees	1,203,472	1,102,740	100,732	9.13%	5	1,320,341
TOTAL TUITION AND FEES	\$4,653,297	\$4,450,397	\$202,899	4.56%		\$5,110,894
GOVERNMENTAL AND OTHER						
State of Maryland	\$1,403,200	\$1,449,411	(\$46,211)	-3.19%	6	\$1,932,548
Service Revenues & Other Income	271,585	163,852	107,733	65.75%	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	\$1,674,786	1,613,263	\$61,523	3.81%		\$2,064,368
TOTAL FUND 11 REVENUES	\$6,328,082	\$6,063,660	\$264,422	4.36%		\$7,175,262
EXPENDITURES						
Instruction	\$5,276,486	\$5,715,071	\$438,585	7.67%	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	597,767	598,375	609	0.10%		640,000
TOTAL OPERATING EXPENSES	\$5,874,252	\$6,313,446	\$439,194	6.96%		\$7,175,262

n/c = not comparable

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

05/15/2009

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

March 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 tele-web 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 38.47% or \$43,841. 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 1.33% or \$39,829. 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 9.13% or \$100,732. 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 March, the 3.19% or \$46,211 variance to budget is only 3/4 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 65.75% over budget or \$107,733.
- 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 7.67% or \$438,585. 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 \$38,585, covering some of the \$61,614 annual state cut. In addition, excess revenues of \$264,422 are also available.

**Howard Community College
3/2009
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	14,142	26,418	26,418	-	0%	
11300	Mathematics	1,840,792	2,047,937	2,049,637	1,700	0%	
11310	Health	236,531	274,086	274,086	-	0%	
11400	Social sciences	1,842,184	1,885,247	1,890,092	4,845	0%	
11410	Eng/world languages	2,923,230	2,906,699	3,005,659	98,960	3%	Funds reallocated for adjunct faculty needs
11450	Arts & humanities	2,425,431	2,460,835	2,462,761	1,926	0%	
11480	Rouse scholars	80,858	131,311	131,311	-	0%	
11600	Distance learning	366,104	412,783	419,915	7,132	2%	
12100	Nursing	1,867,763	2,061,268	2,056,012	(5,256)	0%	
12118	Rad Tech Program	118,352	116,677	126,677	10,000	9%	Funds reallocated for hourly support
12120	Emergency medical technology	159,924	158,686	179,083	20,397	13%	Funds reallocated for hourly support and supplies
12150	Cardiovascular program	172,057	199,955	194,955	(5,000)	-3%	
12200	Business & computers	1,574,307	1,842,846	1,795,213	(47,633)	-3%	Funds moved to reserve for state cut
12250	Science & technology programs	2,384,897	2,486,155	2,508,896	22,741	1%	Funds reallocated for adjunct faculty needs
12280	Cooperative education	7,626	15,507	15,507	-	0%	
13500	Service Learning	78,422	84,130	84,130	-	0%	
13550	Instr. International program	135,703	139,347	145,588	6,241	4%	
44010	User computer services	445,457	480,265	480,265	-	0%	
44020	Student computer services	1,040,992	1,253,265	1,253,265	-	0%	
44030	Student labs	244,337	311,199	311,199	-	0%	
46100	1st floor support	161,907	171,045	171,045	-	0%	
46200	2nd floor support	107,687	108,939	118,239	9,300	5%	
46300	Hickory ridge	77,773	89,120	89,120	-	0%	
46400	Evening services	32	1,325	1,325	-	0%	
46700	ELB divisions support	117,214	129,499	134,140	4,641	4%	
46800	Arts & humanities support	86,256	125,217	108,861	(16,356)	-13%	Funds moved to reserve for state cut
47500	Faculty learning community	6,023	22,000	23,000	1,000	5%	
48000	Outcomes assessment	134,659	198,826	198,826	-	0%	
48500	Instructional direction	70,618	267,964	250,174	(17,791)	-7%	Funds reallocated for division support
48501	Learning communities	193,052	204,246	204,246	-	0%	
48502	Program development	25,506	83,065	78,065	(5,000)	-6%	
52102	Pool guards	48,409	97,215	97,215	-	0%	
53200	Learning assistance center	699,831	698,880	691,322	(7,558)	-1%	
99970	Benefits/chargebacks	2,402,573	3,815,876	3,789,216	(26,660)	-1%	Funds moved to nursing for temp faculty.
99980	Division support	-	400,388	267,273	(133,115)	-33%	Funds reallocated for adjunct faculty needs
99990	Furniture/equipment	5,764	515,552	591,037	75,485	15%	Funds held for fund state cut
Total instruction		22,096,414	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	270,374	307,428	307,428	-	0%
99970	Benefits/chargebacks	46,546	61,031	61,031	-	0%
99990	Furniture/equipment	-	26,594	26,594	-	0%
	Total public service	316,920	395,052	395,052	-	0%
Academic Support						
33400	Horowitz center	160,520	171,326	171,326	-	0%
33500	Student arts collective	116,493	131,058	131,058	(0)	0%
41001	Library services	769,480	806,297	806,297	-	0%
41002	Teaching & learning center	127,804	136,525	136,525	-	0%
43100	Education technology	279,103	301,692	301,692	-	0%
43200	Video services	66,386	83,813	83,813	-	0%
43300	Instructional Technology	133,563	136,726	136,726	-	0%
46000	VP of academic affairs	317,267	323,002	323,002	-	0%
47000	Faculty development	52,166	121,747	121,747	-	0%
48100	Interactive classroom	16,496	17,600	17,600	-	0%
99970	Benefits/chargebacks	1,031,103	1,153,802	1,153,802	-	0%
99980	VP's Allocation	-	5,924	5,924	-	0%
99990	Furniture/equipment	-	125,773	125,773	-	0%
	Total academic support	3,070,382	3,515,284	3,515,284	(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		
Student Services							
46500	Advising, academic services	507,549	516,429	516,226	(203)	0%	
46600	Welcome center & telephone adv.	157,155	194,872	194,872	-	0%	
51000	VP of student services	265,094	278,344	278,344	-	0%	
51200	Student ambassador program	8,645	9,432	9,432	-	0%	
52000	Student activities	-	2,603	2,603	-	0%	
52100	PE facility	339,534	379,181	379,181	-	0%	
53000	Career services	453,240	486,989	486,989	-	0%	
53100	Test center	326,504	343,967	343,967	-	0%	
53500	Retention	127,510	145,979	145,979	-	0%	
53555	Career links	33,042	38,541	38,541	-	0%	
54000	Financial aid services	649,673	750,578	740,270	(10,308)	-1%	New cost center created for special event
54001	Financial aid services special event	9,069	-	10,308	10,308	n/a	New cost center created for special event
55000	Admissions	733,333	815,364	794,860	(20,504)	-3%	Position reclassified to 55001
55001	Workgroup	335,233	394,563	405,989	11,426	3%	Position reclassified from 55000, less funds held for cut
56000	Records	452,545	490,178	490,381	203	0%	
99970	Benefits/chargebacks	597,226	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	5,005,278	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	633,637	641,565	653,464	11,899	2%	Hourly funds transferred from board of trustees
61100	Board of trustees	81,070	132,145	120,066	(12,079)	-9%	Hourly funds transferred to presidents cost center
61200	Research, planning and org. dev.	408,486	487,804	487,654	(150)	0%	
61900	Senior administration	5,791	13,617	13,617	-	0%	
62000	VP of administration & finance	324,995	332,045	332,812	767	0%	
62100	Finance office	1,198,841	1,288,778	1,288,778	-	0%	
63101	Human resources	549,277	600,533	610,533	10,000	2%	Funding required for associate VP position
63102	Recruitment	37,537	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	196,889	197,040	197,040	-	0%	
63400	Security	1,123,312	1,157,061	1,157,061	-	0%	
63500	Telecommunications	171,745	262,541	262,541	-	0%	
63554	Mediation & conflict resolution center	-	20,000	20,000	-	0%	
63600	Risk management	284,271	327,331	326,565	(767)	0%	
63700	General administration	293,690	799,297	799,297	-	0%	
63800	Commencement/award programs	128,779	123,989	123,989	-	0%	
64000	Administrative information systems	1,233,459	1,293,197	1,263,508	(29,689)	-2%	Funds moved to reserve for state cut
64001	Enterprise network	536,724	558,416	558,416	-	0%	
64002	Web Enterprise	223,122	284,678	269,834	(14,844)	-5%	Funds moved to reserve for state cut
64100	Information technology administration	280,678	314,772	314,772	-	0%	
65000	Public relations & marketing	692,997	814,521	814,851	329	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	512,155	583,912	572,270	(11,642)	-2%	Funds moved to reserve for state cut
65900	Fundraising	-	30,000	30,000	-	0%	
99970	Benefits/chargebacks*	68,059	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	9,136,028	11,325,766	11,325,765	(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	71,890	127,677	127,247	(430)	0%	
71100	General services	2,896,260	3,683,055	3,525,603	(157,452)	-4%	To reclass funds to new cost center
71110	Mailroom	154,459	-	157,452	157,452	n/a	New cost center established
71115	Set/up; Asset Reallocation	58,363	-	69,239	69,239	n/a	New cost center established
71150	Recycling	628	25,000	25,000	-	0%	
71500	Safety	74,807	75,871	76,968	1,097	1%	
72000	Engineering	1,008,518	1,135,666	1,066,616	(69,050)	-6%	To reclass funds to new cost center
72500	Preventive maintenance	200,335	286,221	286,221	-	0%	
73000	Housekeeping	1,110,270	1,489,174	1,497,893	8,719	1%	
75000	Grounds	337,583	365,310	361,257	(4,053)	-1%	
76000	Renovations	72,738	176,729	171,207	(5,522)	-3%	
99970	Benefits/chargebacks	596,876	891,343	891,343	-	0%	
99990	Furniture/equipment	-	244,611	244,611	-	0%	
	Total plant	6,582,728	8,500,657	8,500,657	-	0%	
Scholarships							
81000	Scholarships	568,772	662,580	662,580	-	0%	
82000	Waivers	415,589	470,200	470,200	-	0%	
	Total scholarships	984,362	1,132,780	1,132,780	-	0%	
	Grand totals	47,192,112	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
3/2009
Cost Center Spending Percentages**

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Instruction					
11200	Schoenbrodt honors	12,168	26,418	46%	1
11300	Mathematics	1,336,242	2,049,637	65%	
11310	Health	158,007	274,086	58%	
11400	Social sciences	1,259,399	1,890,092	67%	
11410	Eng/world languages	2,110,951	3,005,659	70%	
11450	Arts & humanities	1,714,353	2,462,761	70%	
11480	Rouse scholars	57,927	131,311	44%	2
11600	Distance learning	289,304	419,915	69%	
12100	Nursing	1,379,483	2,056,012	67%	
12118	Rad Tech Program	91,687	126,677	72%	
12120	Emergency medical technology	132,071	179,083	74%	
12150	Cardiovascular program	134,253	194,955	69%	
12200	Business & computers	1,165,559	1,795,213	65%	
12250	Science & technology programs	1,715,160	2,508,897	68%	
12280	Cooperative education	7,626	15,507	49%	1
13500	Service Learning	62,339	84,130	74%	
13550	Instructional international program	119,781	145,588	82%	
44010	User computer services	346,061	480,265	72%	
44020	Student computer services	821,746	1,253,265	66%	
44030	Student labs	202,574	311,199	65%	
46100	1st floor support	125,859	171,045	74%	
46200	2nd floor support	87,470	118,239	74%	
46300	Hickory ridge	61,298	89,120	69%	
46400	Evening services	32	1,325	2%	1
46700	ELB divisions support	90,778	134,140	68%	
46800	Arts & humanities support	75,954	108,861	70%	
47500	Faculty learning community	5,754	23,000	25%	3
48000	Outcomes assessment	95,773	198,826	48%	4
48500	Instructional direction	68,386	250,174	27%	3
48501	Learning communities	146,978	204,246	72%	
48502	Program development	25,106	78,065	32%	3
52102	Pool guards	48,409	97,215	50%	5
53200	Learning assistance center	565,352	691,322	82%	
99970	Benefits/chargebacks	2,388,965	3,789,216	63%	
99980	Division support	-	267,273	0%	3
99990	Furniture/equipment	5,764	591,037	1%	6
	Total instruction	16,908,569	26,223,775	64%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Public Service					
33250	Cable studio	214,290	307,428	70%	
99970	Benefits/chargebacks	46,546	61,031	76%	
99990	Furniture/equipment	-	26,594	0%	6
	Total public service	260,837	395,052	66%	
Academic Support					
33400	Horowitz center	126,747	171,326	74%	
33500	Student arts collective	94,337	131,058	72%	
41001	Library services	635,280	806,297	79%	
41002	Teaching & learning center	94,855	136,525	69%	
43100	Education technology	218,770	301,692	73%	
43200	Video services	57,879	83,813	69%	
43300	Instructional Technology	102,878	136,726	75%	
46000	VP of academic affairs	235,895	323,002	73%	
47000	Faculty development	49,387	121,747	41%	3
48100	Interactive classroom	16,496	17,600	94%	7
99970	Benefits/chargebacks	755,056	1,153,802	65%	
99980	VP's Allocation	-	5,924	0%	3
99990	Furniture/equipment	-	125,773	0%	6
	Total academic support	2,387,580	3,515,284	68%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Student Services					
46500	Advising, academic	402,058	516,226	78%	
46600	Welcome center & telephone adv.	127,406	194,872	65%	
51000	VP of student services	202,902	278,344	73%	
51200	Student ambassador program	8,645	9,432	92%	1
52000	Student activities	-	2,603	0%	1
52100	PE facility	259,074	379,181	68%	
53000	Career services	354,196	486,989	73%	
53100	Test center	263,597	343,968	77%	
53500	Retention	96,855	145,979	66%	
53555	Career Links	27,186	38,541	71%	
54000	Financial aid services	514,700	740,270	70%	
54001	FAS New Year Event	9,069	10,308	88%	
55000	Admissions	555,425	794,860	70%	
55001	Workgroup	278,304	405,989	69%	
56000	Records	348,165	490,381	71%	
99970	Benefits/chargebacks	595,132	809,304	74%	
99980	Part time coverage		15,114	0%	3
99990	Furniture/equipment	9,926	244,810	4%	6
	Total student services	4,052,641	5,907,170	69%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Institutional Support					
61000	President	498,800	653,464	76%	
61100	Board of trustees	57,075	120,066	48%	8
61200	Research, planning and org. dev.	311,470	487,654	64%	
61900	Senior administration	5,046	13,617	37%	1
62000	VP of administration & finance	244,889	332,812	74%	
62100	Finance office	917,892	1,288,778	71%	
63101	Human resources	418,958	610,533	69%	
63102	Recruitment	26,698	56,546	47%	9
63103	Unemployment	34,490	47,253	73%	
63150	Diversity programs	6,228	12,000	52%	
63200	Reprographics	119,545	197,040	61%	
63400	Security	887,403	1,157,061	77%	
63500	Telecommunications	116,335	262,541	44%	10
63554	Mediation & conflict resolution center	-	20,000	0%	11
63600	Risk management	268,496	326,565	82%	
63700	General administration	290,088	799,297	36%	2
63800	Commencement/award programs	32,259	123,989	26%	2
64000	Administrative information systems	969,968	1,263,508	77%	
64001	Enterprise network	419,054	558,416	75%	
64002	Web Enterprise	152,612	269,834	57%	
64100	Information technology administration	216,822	314,772	69%	
65000	Public relations & marketing	452,706	814,851	56%	
65001	Public relations administration	73,925	119,412	62%	
65100	Development & alumni relations	409,426	572,270	72%	
65900	Fundraising	-	30,000	0%	2
99970	Benefits/chargebacks	338,251	637,998	53%	
99990	Furniture/equipment		235,491	0%	6
	Total institutional support	7,268,436	11,325,766	64%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	Plant administration	70,415	127,247	55%	
71100	General services	1,770,122	3,525,603	50%	12
71110	Mailroom	115,089	157,452	73%	
71115	Set/up; Asset Reallocation	41,753	69,239	60%	
71150	Recycling	628	25,000	3%	13
71500	Safety	56,589	76,968	74%	
72000	Engineering	750,140	1,066,616	70%	
72500	Preventive maintenance	143,032	286,221	50%	14
73000	Housekeeping	888,507	1,497,893	59%	
75000	Grounds	250,611	361,257	69%	
76000	Renovations	51,799	171,207	30%	15
99970	Benefits/chargebacks	587,284	891,343	66%	
99990	Furniture/equipment	-	244,611	0%	6
	Total plant	4,725,970	8,500,657	56%	
Scholarships					
81000	Scholarships	568,772	662,580	86%	
82000	Waivers	415,589	470,200	88%	
	Total scholarships	984,362	1,132,780	87%	
	Grand totals	36,588,395	57,000,484	64%	

Notes: Only variances greater than 90%, or less than 50% 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.
- 7 An annual fee for the video conferencing membership (UMAT) was paid early in the year.
- 8 Current savings in legal fees is causing this variance.
- 9 Recruitment costs are down due to the current hiring freeze.
- 10 Timing of payments is causing this temporary variance.
- 11 The mediation center has it's operating budget in the special funds. This amount supplements that budget.
- 12 Utility budgets are causing this temporary variance. Winter and summer costs are pending.
- 13 Recycling costs were paid by Howard County Government early in the year, but charges have resumed.
- 14 Maintenance services have been scheduled but timing of payment is causing this variance.
- 15 Renovations occur as timing allows throughout the year.

**Belmont Conference Center
Projected Working Quarterly Budgets
FY2009**

Comparison to Prior Year

	March Actuals	3rd Quarter Budget	Budget Variance	March Prior year	Variance to prior year
Revenue:					
Forecast	\$ 933,977	\$ 1,040,000	\$ (106,023)	\$ 991,125	(57,148)
HCC Facility use fee	112,500	112,500	0	112,500	0
Total conference revenue	1,046,477	1,152,500	(106,023)	1,103,625	(57,148)
Pass through revenue	84,548	140,000	(55,452)	119,567	(35,019)
Credit tuition	13,556	7,500	6,056	-	13,556
Non-credit tuition	0	1,000	(1,000)	-	0
Misc. revenue	396	-	396	-	396
Total Revenue	\$ 1,144,976	\$ 1,301,000	\$ (156,024)	\$ 1,223,192	(78,216)
Expenses:					
Cost of Sales					
Food purchases	\$ 107,626	\$ 130,000	\$ 22,374	\$ 136,990	(29,364)
Beverage purchase	23,439	27,500	4,061	24,923	(1,484)
Pass through expenses	84,548	120,000	35,452	119,567	(35,019)
Kitchen supplies	15,011	18,000	2,989	20,496	(5,485)
Direct Wages					
Food & Beverage FT	80,441	80,463	22	75,731	4,710
Food & Beverage Hourly	78,406	100,000	21,594	113,672	(35,266)
Housekeeper & Hourly	24,342	35,000	10,658	12,739	11,603
Commissions	25,529	21,500	(4,029)	14,792	10,737
Faculty salaries	2,201	-	(2,201)	3,250	(1,049)
Indirect Wages					
Admin-FT	247,033	244,017	(3,016)	227,355	19,678
Admin-PT	22,267	21,750	(517)	20,547	1,720
Grounds Temp	7,769	5,680	(2,089)	3,435	4,334
Grounds FT	92,593	91,233	(1,360)	83,403	9,190
					0
					0
General Operating					
Benefits	152,970	135,765	(17,205)	137,586	15,384
Contracted Services	31,780	36,900	5,120	42,324	(10,544)
Printing, Publications	9,101	5,250	(3,851)	2,862	6,239
Recruitment	994	3,750	2,756	4,589	(3,595)
Credit card commissions	10,288	12,000	1,712	10,201	87
Promotional services	21,681	22,500	819	22,681	(1,000)
Promotional supplies	2,909	3,750	841	8,601	(5,692)
General office supplies	3,806	5,900	2,094	4,429	(623)
Special supplies	11,020	15,000	3,980	18,101	(7,081)
Grounds supplies	27,227	18,750	(8,477)	15,476	11,751
Telephone services	9,160	9,750	590	8,670	490
Rentals	3,814	3,300	(514)	2,444	1,370
Postage	2,021	3,800	1,779	2,833	(812)
Conferences & Meetings	6,367	7,250	883	7,221	(854)
Training	1,681	1,500	(181)	2,457	(776)
Insurance	17,652	20,000	2,348	18,154	(502)
License & Permits & Dues	10,581	8,000	(2,581)	8,681	1,900
Heat & Gas	35,699	43,000	7,301	44,143	(8,444)
Electricity	29,546	48,000	18,454	40,678	(11,132)
Operating expenses	1,199,499	1,299,308	99,809	1,259,031	(59,532)
Operating Profit or (Loss)	(54,523)	1,692	(56,215)	(35,839)	(18,684)
					0
Support and fixed changes					
HCC share of loan	56,672	108,000	(51,328)	182,276	(125,604)
Loan	(56,672)	(108,000)	51,328	(182,276)	125,604
Facility repairs	(10,857)	(40,000)	29,143	(44,893)	34,036
Furniture & Fixtures	(15,320)	(15,000)	(320)	(27,374)	12,054
Support and fixed charges	(26,177)	(55,000)	28,823	(72,267)	46,090
					0
Net Profit or (Loss)	\$ (80,700)	\$ (53,308)	\$ (27,392)	\$ (108,106)	27,406

B-2 Fiscal Year 2010 Budget Adjustment

Background: During discussions with the County about HCC's operating budget, the college was requested to change the budget and add several items identified below:

- The plant fund activity, which was previously shown in the unrestricted budget, was moved to a separate column.
- Revenues of \$400,000 that would be collected in the plant fund to pay off the future debt on the buildings and to fund renovation projects in FY11 and beyond were requested to be included. These revenues were not previously budgeted because they were not anticipated to be spent in FY10.
- The student activity fund was added. This fund is a fee that is collected for student activities. The Student Government Association (SGA) and the Student Program Board (SPB) determine how these funds will be spent. This fund is shown as part of the college's audit but is not considered as part of its revenues and expenses in the audit. It is considered an "agency fund" or a liability on HCC's books since the college is holding the funds for the students to spend. In discussions with other colleges, these funds are not shown on their statements and hence HCC had not previously shown these funds as part of its budget.
- The previous budget document the board had approved did not include the debt, because the county adds this item after it receives HCC's budget information. However, to show the comparison of the changes, the administration has included both the original budget document the county had, which included the debt, and the revised budget document that the County Council approved.

While the above items were not previously shown in the college's budget, all of the above items currently are shown on its books and are reported to the board as part of the audited financial statements.

The attached summary pages show the revised unrestricted, restricted, plant fund and student activity budgets.

Purpose: To obtain approval of the FY10 operating budget

Timeline: FY10

◆———— Recommendation ———◆

The administration requests that the board of trustees approve the changes noted above.

Amount:	FY10 unrestricted budget total	\$ 91,091,602
	FY10 restricted budget total	\$ 21,155,367
	FY10 plant budget	\$ 2,261,088
	FY10 student activity fund	<u>\$ 1,079,671</u>
	Grand total FY10 budget of	\$115,587,728

Compliance: This request is in support of board policies, Governance process; Board's role; Presidential Boundaries; Fiscal Condition and Presidential Boundaries Budgeting/Forecasting.

**HOWARD COMMUNITY COLLEGE BUDGET
FISCAL YEAR 2010
REVENUES**

Category	Unrestricted Fund	Restricted Fund	Revised Total
Tuition and Fees	\$ 30,372,927		\$ 30,372,927
County Share	\$ 25,195,470	\$ 145,700	\$ 25,341,170
State of Maryland	\$ 13,063,472	\$ 5,394,300	\$ 18,457,772
Federal		\$ 11,889,106	\$ 11,889,106
Other	\$ 10,072,942	\$ 3,726,261	\$ 13,799,203
Auxiliary Revenue	\$ 8,520,989		\$ 8,520,989
Contingency	\$ 500,000		\$ 500,000
Subtotal	\$ 87,725,800	\$ 21,155,367	\$ 108,881,167
Debt service			
<i>County Share</i>	\$ 4,365,802	\$ -	\$ 4,365,802
<i>College Share</i>	\$ 861,088	\$ -	\$ 861,088
Subtotal	\$ 5,226,890	\$ -	\$ 5,226,890
OPEB	\$ -	\$ -	\$ -
TOTAL	\$ 92,952,690	\$ 21,155,367	\$ 114,108,057

\$ 52,531

EXPENDITURES

Category	Unrestricted Fund	Restricted Fund	Revised Total
Instruction	\$ 39,853,172	\$ 9,418,749	\$ 49,271,921
Public Service	\$ 548,628	\$ 175,000	\$ 723,628
Academic Support	\$ 5,557,431	\$ 270,000	\$ 5,827,431
Student Services	\$ 7,233,344	\$ 1,145,618	\$ 8,378,962
Plant Operations	\$ 10,186,309	\$ 150,000	\$ 10,336,309
Institutional Support	\$ 13,124,605	\$ 1,190,000	\$ 14,314,605
Scholarships	\$ 2,201,322	\$ 8,806,000	\$ 11,007,322
Auxiliary Expenses	\$ 8,520,989		\$ 8,520,989
Contingency	\$ 500,000		\$ 500,000
Subtotal	\$ 87,725,800	\$ 21,155,367	\$ 108,881,167
Debt Service			
<i>Principal - County</i>	\$ 2,404,526		\$ 2,404,526
<i>Interest- County</i>	\$ 1,961,276		\$ 1,961,276
<i>Principal- College</i>	\$ 385,401	\$ -	\$ 385,401
<i>Interest- College</i>	\$ 475,687	\$ -	\$ 475,687
Subtotal	\$ 5,226,890	\$ -	\$ 5,226,890
OPEB	\$ -	\$ -	\$ -
TOTAL	\$ 92,952,690	\$ 21,155,367	\$ 114,108,057

**HOWARD COMMUNITY COLLEGE BUDGET
FISCAL YEAR 2010
REVENUES**

Category	Unrestricted Fund	Restricted Fund	Plant Fund	Student Activity Fund	Revised Total
Tuition and Fees	\$ 30,372,927			\$ 523,000	\$ 30,895,927
Fees in Buidling Fund for debt			\$ 861,088		\$ 861,088
Other Building Fund Fees			\$ 400,000		\$ 400,000
County Share	\$ 25,195,470	\$ 145,700			\$ 25,341,170
State of Maryland	\$ 13,063,472	\$ 5,341,769			\$ 18,405,241
Federal		\$ 11,889,106			\$ 11,889,106
Other /Unrestricted	\$ 9,072,942	\$ 3,778,792	\$ 1,000,000	\$ 556,671	\$ 14,408,405
Auxiliary Revenue	\$ 8,520,989				\$ 8,520,989
Contingency	\$ 500,000				\$ 500,000
Subtotal	\$ 86,725,800	\$ 21,155,367	\$ 2,261,088	\$ 1,079,671	\$ 111,221,926
Debt service					
<i>County Share</i>	\$ 4,365,802	\$ -			\$ 4,365,802
		\$ -			\$ -
Subtotal	\$ 4,365,802	\$ -			\$ 4,365,802
OPEB	\$ -	\$ -			\$ -
TOTAL	\$ 91,091,602	\$ 21,155,367	\$ 2,261,088	\$ 1,079,671	\$ 115,587,728

EXPENDITURES

Category	Unrestricted Fund	Restricted Fund	Plant Fund	Student Activity Fund	Revised Total
Instruction	\$ 39,853,172	\$ 9,418,749			\$ 49,271,921
Public Service	\$ 548,628	\$ 175,000			\$ 723,628
Academic Support	\$ 5,557,431	\$ 270,000			\$ 5,827,431
Student Services	\$ 7,233,344	\$ 1,145,618			\$ 8,378,962
Operations and Maintenance of Plant	\$ 9,186,309	\$ 150,000	\$ 1,400,000		\$ 10,736,309
Institutional Support	\$ 13,124,605	\$ 1,190,000			\$ 14,314,605
Scholarships	\$ 2,201,322	\$ 8,806,000			\$ 11,007,322
Agency Funds	\$ -			\$ 1,079,671	\$ 1,079,671
Auxiliary Expenses	\$ 8,520,989				\$ 8,520,989
Contingency	\$ 500,000				\$ 500,000
Subtotal	\$ 86,725,800	\$ 21,155,367	\$ 1,400,000	\$ 1,079,671	\$ 110,360,838
Debt Service					
<i>Principal</i>	\$ 2,404,526	\$ -	\$ 385,401		\$ 2,789,927
<i>Interest</i>	\$ 1,961,276	\$ -	\$ 475,687		\$ 2,436,963
Subtotal	\$ 4,365,802	\$ -	\$ 861,088	\$ -	\$ 5,226,890
OPEB	\$ -	\$ -			\$ -
TOTAL	\$ 91,091,602	\$ 21,155,367	\$ 2,261,088	\$ 1,079,671	\$ 115,587,728

Original Budget	\$ 114,108,057
Changes	
Student Activity Funds	\$ 1,079,671
Fees for Building Fund	\$ 400,000
	\$ 1,479,671
	<u>\$ 115,587,728</u>

B-3 Fiscal Years 2010-2015 Vision, Mission, Values and Strategic Goals

Background: During the year, the planning council considers reports from numerous environmental scanning efforts. Council members review recommendations from the Middle States Association team visit, the Commission on the Future and the feedback report from the quality award application. The planning council interacts with all the cross-functional teams and reviews institutional progress on key performance indicators.

After reviewing best practice examples in FY08, the planning council collaborated with the entire college community and developed new cultural statements with goals and presented a recommendation for the fiscal years 2010-2015 strategic plan to the president's team. They also endorsed keeping the current HCC tagline: *You can get there from here!* The administration presented a recommendation to the board for the FY10-15 strategic plan (Vision, Mission, Values and Strategic Goals) and it was approved on May 28, 2008. As the goals were approved for five years, this board priority item is only an information item this year.

The president's team and the planning council next worked to create five-year strategic objectives (with measures) related to the three goals as well as to define action plans that would lead to improvements on these metrics. This work is summarized on the first two pages of the report that follows. This item will be a handout circulated throughout the college to display the alignment and HCC's improvement efforts.

Additionally, the planning council and administration have reviewed many supporting metrics to be able to better align the efforts of the core work units and cross-functional teams as they work to improve the selected strategic outcomes. A sample of these sub-metrics is included in the report. The board will receive a further update as part of the annual integrated strategic plan and budget proposal cycle this coming fall.

Purpose: To provide an update on the FY10-15 strategic plan

Timeline: Annual

◆————— Recommendation —————◆

This is an information item and requires no board action.

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

Howard Community College Strategic Plan FY 2010–2015

Mission Providing pathways to success

Vision A place to discover greatness in yourself and others

Values I N S P I R E S

- Innovation
- Nurturing
- Sustainability
- Partnerships
- Integrity
- Respect
- Excellence
- Service



Strategic Goal #1. Student Success and Lifelong Learning		
1.1	<i>Increase % of developmental completers, 4 years after entry to HCC, from 35.8% (fall 2003 cohort) to 40%* (fall 2006 cohort).</i>	
	Lead	Action Plans for 2009–2010
1.1A	VPSS VPAA	Implement College Readiness Program by testing 11 th grade English “regular” students enrolled at all (12) HCPSS high schools and assisting student who fall short of being college ready.
1.1B	VPAA	Investigate best practice peers and formulate a plan to increase number of developmental completers.
1.2	<i>Increase student successful-persistence rate after 4 years for all students from 73.2% (fall 2003 cohort) to 80%* (fall 2006 cohort).</i>	
1.2A	VPSS	Study impact of new academic standing policy.
1.2B	VPSS	Design an early warning tracking system to allow faculty and staff to flag at-risk students, notify appropriate personnel, and connect students to appropriate resources.
1.2C	VPAA	Develop outcomes for First Year Experience (FYE) courses and select metrics to track improved student learning.
1.3	<i>Increase student graduation and transfer rate after 4 years for all students from 51.9% (fall 2003 cohort) to 60%* (fall 2006 cohort).</i>	
1.3A	VPAA	Identify gateway courses and pilot interventions to improve student success utilizing best practices from the <i>Achieve the Dream</i> project and others.
1.3B	VPAA	Revamp the general education core and track impact on degree completion.

Strategic Goal #2. Organizational Excellence		
2.1	<i>Increase % of minority employees to reflect county demographics from fall 2007 rates of 22.1% faculty and 20.9% staff to 23%* for both.</i>	
	Lead	Action Plans for 2009–2010
2.1A	VPAF	Improve faculty and staff recruitment efforts and outcomes.
2.2	<i>Increase current credit student satisfaction from a spring 2008 rate of 37.5% to a spring 2013 rate of TBA%. Increase employee satisfaction from a fall 2007 rate of 4.29 to a fall 2012 rate of TBA.</i>	
2.2A	VPAF VPSS	Examine workload, redistribute responsibilities, and create efficiencies to ensure continued quality service to students and one another given projected stationery staffing levels.
2.3	<i>Increase development/training expenditure per FTE employee from \$828 in FY 2007 to TBA.</i>	
2.3A	VPAF	Explore opportunities for faculty and staff to design, lead and share professional development opportunities in-house and establish Maryland Occupational Safety and Health (MOSH) training benchmarks for areas.
2.4	<i>Reduce HCC's carbon footprint from 6.08 (fall 2007) to TBA (fall 2012).</i>	
2.4A	VPAF	The Facilities and Sustainability Team (FAST) will define and implement metrics for sustainability.

Strategic Goal #3. Building Partnerships		
3.1	<i>Increase resources provided to provide scholarships and facilities to students.</i>	
	Lead	Action Plans for 2009–2010
3.1A	VPIT	Implement a \$4,000,000 capital campaign. Raise \$1,400,000 by the end of FY2010 for scholarships, endowments, and capital projects.
3.1B	VPIT	Increase the competitive grant income from \$2,300,000 to \$2,500,000 by the end of FY2010.
3.2	<i>Increase opportunities to serve the regional needs.</i>	
3.2A	VPSS	Refine the adult learner initiative, involving the weekend college, veterans, and distance learning courses. Increase the percentage of enrollment of students between the ages of 25 and 44.
3.2B	VPAA	Implement the Southeast Healthcare Initiative Project.
3.2C	VPSS	Increase the draw rate of HCPSS recent high school graduates to 26 percent by continuing to promote the honors brand while also providing outreach to at-promise high school students and students in the middle.

Notes: Board of Trustees last approved Mission, Vision, Values and Goals: May 28, 2008.

*Board of Trustees approved benchmarks: September 27, 2006.

Howard Community College Strategic Targets FY 2010 and Beyond

DETAILS - as of May 13, 2009

Strategic Goal #1. Student Success and Lifelong Learning										
Strategic Objectives										
<i>Report year:</i>				<i>Most recent data available</i>	Annual Progress	<i>Benchmark set by the Board</i>			<i>Desired outcome in 5 years</i>	
<i>Report year:</i>				FY08	FY09	FY10	FY11	FY12	FY 13	
		Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Fall 2005 Cohort	Fall 2006 Cohort	Fall 2007 Cohort	TARGET Fall 2008 Cohort
1.1 <i>Increase % of developmental completers</i>		38.7%	37.3%	38.7%	35.8% n=321/ 897			40.0%		
Comparisons										
Peer Avg. w/o HCC <CSM,Hrfd,Frederick>				60.0%	67.8%	Definition: MHEC #9: Percentage of first-time (any college), full- and part-time students with at least one area of developmental need who have completed all recommended developmental coursework after 4 years (even if they have completed and left HCC).				
State Avg. w/o HCC				45.8%	48.9%					
Best Peer				83.3%	84.5%					
Best in State				83.3%	84.5%					
Best in Metro region <AACC,CCBC,MC,PGCC>				51.3%	62.2%					

1.1 Contributing Data Trends				
		FY2006	FY2007	FY2008
Dev Ed Math success rates		54.7%	55.9%	59.0%
Dev Ed English success rates		64.9%	71.4%	66.8%
<i>Definition: For fall and spring terms of each year the percentage of students earning an A, B, C, D, or F grade (denominator) who earned an A, B, or C in developmental math or English (numerator).</i>				
Non-dev Math success rates		59.0%	60.0%	58.6%
Non-dev English success rates		74.1%	76.7%	74.8%
<i>Definition: For fall and spring terms of each year the percentage of students earning an A, B, C, D, or F grade (denominator) who earned an A, B, or C in college-level math or English (numerator).</i>				

Strategic Goal #1. Student Success and Lifelong Learning									
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Fall 2005 Cohort	Fall 2006 Cohort	Fall 2007 Cohort	TARGET Fall 2008 Cohort
1.2 <i>Increase student successful-persister rate after 4 years-All Students</i>	76.8%	74.5%	75.0%	73.2% n=664/ 907			80.0%		
Comparisons									
	Peer Avg. w/o HCC		75.3%	77.4%	CSM CSM Montgomery	<i>Definition: MHEC #10-d: The denominator is a cohort of first-time (any college) students attempting 18 or more credit hours during their first two years at HCC. The numerator comprises students in this cohort who, four years after entering, had graduated, transferred, earned at least 30 credits (not including developmental courses) with a cum gpa of 2.0 or above, or were still enrolled.</i>			
	State Avg. w/o HCC		69.7%	69.9%					
	Best Peer Best in State		79.0%	82.1%					
	Best in Metro region		75.3%	79.0%					
1.2	Contributing Data Trends								
Fall-to-fall retention (persistence):					Fall 2005 to Fall 2006	Fall 2006 to Fall 2007	Fall 2006 to Fall 2007		
<i>All students</i>					52.8%	56.9%	57.6%		

Fall-to-fall retention:		Fall 05- Fall 06	Fall 06- Fall 07	Fall 07- Fall 08
First-time college students	First-time Full-time	60%	64%	64%
	First-time Part-time	36%	43%	45%
	All First-time students	53%	57%	58%

Fall-to-spring retention:		Fall 05- Spring 06	Fall 06- Spring 07	Fall 07- Spring 08	Fall 08- Spring 09
All students who used student support services		79%	78%	78%	TBD
StepUp <i>Percent Retention of StepUp completer students (ELI students included)</i>			85.4% (n=41/48)	76.1% (n=67/88)	77.4% (n=65/84)

Percentage of C or better for selected cohorts:		S 07	F 07	S 08	F 08
Vocational Student Support Services		72%	73%	78%	70%
Learning Assistance Center Tutoring		68%	72%	73%	71%
Student Support Services (SSS)		65%	63%	74%	70%

Term GPA of Selected Cohorts:		Fall 2006	Fall 2007	Fall 2008
Silas Craft P		1.81	1.68	1.85
Athletes		2.25	2.16	2.02
SSS		2.29	2.07	2.09
RENEW		2.22	1.94	2.41
Veterans A		2.72	2.44	2.43
Schoenbrodt Honors P		3.26	3.02	3.16
PTK		3.32	3.35	3.21
Rouse Scholars P		3.10	3.08	3.27
Dev Ed				
StepUp Completers		1.8 (n=28)	2.25 (n=24)	2.52 (n=49)
Dev Ed StepUp Non-completers		1.18 (n=19)	1.05 (n=17)	1.69 (n=42)
Dev Ed Not in StepUp		1.87 (n=1789)	1.84 (n=1857)	2.11 (n=4225)

Success rates of selected cohorts:		FY 2006	FY 2007	FY 2008
<u>ESL credit</u>		89.3%	86.2%	89.3%
<i>Definition: for fall and spring terms of each year the percentage of students earning an A, B, C, D, or F grade (denominator) who earned an A, B, or C in ESL courses (numerator).</i>				
<u>ESL non-credit</u>		62.0%	72.8%	72.0%
<i>Definition: the percentage of noncredit ESL students who have completed the course with satisfaction (CA - certificate of completion, CC- Certificate of attendance, and P-pass).</i>				

Strategic Goal #1. Student Success and Lifelong Learning									
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Fall 2005 Cohort	Fall 2006 Cohort	Fall 2007 Cohort	TARGET Fall 2008 Cohort
1.3 <i>Increase student graduation-transfer rate performance after 4 years-All Students</i>	56.0%	56.0%	56.6%	51.9% n=471/ 907			60.0%		
Comparisons									
	Peer Avg. w/o HCC		56.4%	61.1%	CSM Garrett Montgomery	<i>Definition: MHEC #11-d: Percentage of first-time (at any college) students attempting 18 or more hours during their first two years at HCC, who graduated with a degree or certificate and/or transferred to any other institution of higher education within four years.</i>			
	State Avg. w/o HCC		48.1%	49.5%					
	Best Peer		56.7%	65.1%					
	Best in State		65.8%	68.8%					
	Best in Metro region		49.9%	54.8%					

1.3 Contributing Data Trends					
	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
Rouse (Graduation/Transfer)	87%	88%	86%	84%	81%
	cohort 2003	cohort 2004	cohort 2005		
IPEDS Graduation rate (First-time Full-time Degree seeking) within 3 years of entry	10.5%	10.7%	12.4%		

Strategic Goal #2. Organizational Excellence - to sustain and energize our culture of continuous quality improvement

2.1 <i>Increase % of minority employees to reflect county demographics</i>	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	TARGET Fall 2012
a. Faculty	20.5%	20.0%	18.9%	22.1% n=31/140	21.1% n=31/147		23.0%		
Comparisons									
	Peer Avg. w/o HCC		10.3%	10.1%	CSM BCCC PGCC	<i>Definition: MHEC #15: Percentage of nonwhite full-time faculty members, including African Americans, Asian Americans, Hispanics, and Native Americans. Nonwhite faculty does not include those in the "foreign" or "other" categories, and those with missing or unknown race were removed from the denominator. In fall 2010, new federal reporting regulations will require that institutions collect race/ethnicity information in a two-question format and report an additional category of "two or more races".</i>			
	State Avg. w/o HCC		14.6%	14.9%					
	Best Peer		14.0%	14.2%					
	Best in State		57.0%	56.0%					
	Best in Metro Area		38.1%	36.0%					
b. Staff	22.0%	22.9%	22.8%	20.9% n=36/172	23.3% n=42/180		23.0%		
Comparisons									
	Peer Avg. w/o HCC		11.5%	15.9%	CSM BCCC PGCC	<i>Definition: MHEC #16: Percentage of nonwhite full-time administrative and professional staff, including African Americans, Asian Americans, Hispanics, and Native Americans. Nonwhite staff does not include those in the "foreign" or "other" categories, and those with missing or unknown race were removed from the denominator. In fall 2010, new federal reporting regulations will require that institutions collect race/ethnicity information in a two-question format and report an additional category of "two or more races".</i>			
	State Avg. w/o HCC		20.1%	21.3%					
	Best Peer		15.7%	18.7%					
	Best in State		74.0%	70.0%					
	Best in Metro area		57.8%	58.6%					
<i>Census-Howard County</i>	30.4%	31.8%	33.3%	Coming-August					

Strategic Goal #2. Organizational Excellence - to sustain and energize our culture of continuous quality improvement

		Spring 2004	Spring 2005	Spring 2006	Spring 2007	Spring 2008	Spring 2009	Spring 2010	Spring 2011	TARGET Spring 2012
2.2	Increase stakeholder satisfaction									
a.	Credit Student Satisfaction	-	-	31.8%	-	37.5%				
Uses a stratified random sample:		n=672/ 6,322			n=734/ 7,040					
Precise definition:		% of respondents answering <i>Excellent</i> . "How would you evaluate your entire educational experience at this college?"(Community College Survey of Student Engagement; 4 point scale)								
Comparison										
CCSSE (other MD colleges)		29.7%		30.5%						
CCSSE (medium-colleges)		29.6%		30.6%						
CCSSE (all colleges)		30.1%		30.6%						
		Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	TARGET Fall 2012
b.	Employee Job Satisfaction	4.11	4.23	4.31	4.29			3.5		
Precise definition:		Overall mean (5 point rating scale) of all respondents to the QQuality Evaluation of Service Trends (QUEST) survey administer to all budgeted employees every fall.								
Comparison										
Quality Award Winner		4.10								

2.2 Companion Metric				
Noncredit Student Satisfaction		FY06	FY07	FY08
<i>Definition: the percentage of students rating their noncredit course as satisfactory, good, or excellent.</i>		98%	98%	97%
Employer Satisfaction with Noncredit Contract Training		FY06	FY07	FY08
<i>Definition: the percentage of business and organizational units contracting for training and services who were very satisfied or satisfied.</i>		100%	100%	100%

Strategic Goal #2. Organizational Excellence - to sustain and energize our culture of continuous quality improvement

2.3	Increase development/training expenditure per FTE employee	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	TARGET FY 2012
		\$902	\$828	\$888	TBA			
		Definition: Cost Center 63130 - Professional Development; All costs centers: Object Code 63001- Conferences and Meetings and Object Code 63004 - Training						
Comparison								
Median: National Community College Benchmarking Project		\$260	\$357					

2.4	BRAND NEW Reduce HCC's carbon footprint/FTE	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	TARGET Fall 2012	
		6.08		TBA				
		Precise definition: Consultant provided overall metric tons / Employee FTE						
Comparison								
Eventually other signatory colleges.								

Strategic Goal #3. Build Partnerships									
3.1 Increase resources to provide scholarships, facilities, etc, to students.	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	TARGET FY12
	a. Scholarship and Endowment Funds Raised	\$855,435	\$733,523	\$297,760	\$633,355	642,079	\$700,000	Cumulative \$1,400,000	
<p>VITAL SIGN Precise definition: <i>Total private giving specifically for scholarships and endowments. Does not include gifts for buildings, programs, etc.</i></p>									
Comparisons									
Peer 1	\$120,698	\$161,557	\$190,861	\$457,056	\$222,315	None set			
Peer 2	\$514,781	\$295,994	\$1,035,239	\$999,978	TBA				

b. Total Competitive Grant \$	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	TARGET FY12
		\$1,496,351	\$2,218,372	\$2,270,341	\$2,282,369	\$2,291,255	\$2,300,000	\$2,500,000	
<p>VITAL SIGN Precise definition: <i>Competitive grants come from corporate, government, and private foundation sources. They are awarded based on merit to organizations or projects that meet specific funding requirements and interest of the granting organization. Grants can be for operating support or for limited programs or projects. Funds can be awarded for one event or year or multiple years.</i></p>									
Comparisons									
Peer 1	\$732,011	\$1,066,066	\$1,507,183	\$823,949	\$1,055,745	\$2,000,000			
Peer 2	\$678,874	\$663,028	\$563,266	\$3,438,559	TBA				

3.2 Increase opportunities to serve the regional needs	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	TARGET FY12
a. Credit enrollment	9,545	9,950	10,135	10,538	11,274	11,612			
MHEC #1-b	3%								
Precise definition:	<i>Overall unduplicated fiscal year credit headcount.</i>								
Comparisons									
Peer Avg. w/o HCC	8,204		8,295		CSM				
State Avg. w/o HCC	10,761		10,804						
Best Peer	10,035		9,979						
b. Noncredit enrollment	14,722	14,221	14,253	14,592	17,056				
MHEC #1-c									
Precise definition:	<i>Overall unduplicated fiscal year noncredit headcount.</i>								
Comparisons									
Peer Avg. w/o HCC	13,453		13,672		Harford				
State Avg. w/o HCC	14,897		15,171						
Best Peer	16,713		17,343						

3.2

Contributing Data Trends

State-funded FTEs

FY06	FY07	FY08
5185.20	5591.00	5828.85

Curricular Service Learning

	FY05	FY06	FY07	FY08
Students	331	418	376	422
Staff	20	20	21	26

Recent Howard County high school grads attending HCC

2005	2006	2007	2008
23%	24%	24%	25%

Market share of recent, college-bounds high school graduates

AY04-05	AY05-06	AY06-07
41.6%	43.8%	45.5%

Definition: Percent of new service-area public high school graduates enrolled in MD higher education who are attending HCC.

Market Penetration: Credit and Noncredit Students

Definition: duplicated headcount of community enrollment in a fiscal year.

	FY06	FY07	FY08
Credit	3.80%	3.90%	4.12%
Noncredit	5.40%	5.50%	6.23%

Market Penetration :Community Participation

Definition: duplicated headcount of community participation in cultural activities, public meetings, and sporting events on campus.

	FY06	FY07	FY08
Credit	3.80%	3.90%	4.12%
Noncredit	5.40%	5.50%	6.23%

Number of business organizations provided training and services under contract

FY2006	FY2007	FY2008
45	48	50

B-4 Election of Fiscal Year 2010 Board Officers

Background: The bylaws of the Howard Community College Board of Trustees state, "the chair and vice-chair of the board shall be elected annually from among the trustees at the last regular meeting of the academic year." In compliance with the bylaws, the board will conduct its election process at the May 27, 2009, meeting.

◆———— Recommendation ———◆

The administration requests that the board of trustees elect its chair and vice chair for fiscal year 2010.

Compliance: This recommendation is in compliance with the Howard Community College board of trustees' bylaws, Article IV, Officers of the Board of Trustees.

C – President's Report

All-Maryland Academic Team Reception Honors HCC Students Shayna Wise and Maria Jose Viera

On Wednesday, May 6, 2009, the All-Maryland Academic Team members were honored at the Turf Valley Country Club. Howard Community College was very proud to be represented by Shayna Wise and Maria Jose Viera, both members of the Rouse Scholars Program and Phi Theta Kappa. I was honored to introduce Shayna, who delivered the keynote address, which highlighted the life-changing opportunities provided by community colleges. Shayna was 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! Maria was called to the stage to be recognized as both a recipient of the Coca-Cola Scholarship and as a member of the "First-Team" of the All-Academic Team. Community college presidents, trustees, Phi Theta Kappa advisors, and guests were in attendance to celebrate the success of the All-Academic Team members. Attending the event with me were **Maura Dunnigan, Farida Guzdar, Steve Horvath, Vladimir Marinich, Laura McHugh, Carol Parreco, Jim Robbins, and Erin Yun.**

The All-Maryland Academic Team is sponsored by the Maryland Council of Community College Presidents and the Maryland Association of Community Colleges.

Con Ed Child Care Program

Continuing education's child care program received another honor when it was selected by the Maryland State Department of Education's Division of Early Childhood Development Office to develop a pilot program to provide licensing specialists with the same child care training coursework required of the personnel whose programs they monitor. Twenty licensing specialists from across the state traveled to attend 15 monthly class sessions held at the Ecker Business Training Center at Gateway. The class was enhanced with an interactive teleconferencing session that enabled licensing specialists statewide, who could not take the course, to participate in an overview of new initiatives in the field. At the certificate award ceremony, Assistant State Superintendent Rolf Grafwallner congratulated the students and thanked **Kristin Navarro**, continuing education child care and special projects specialist, and HCC for the partnership.

STARTALK Secured for Third Time!

Thanks to the efforts of world languages director **Cheryl Berman**, HCC has for the third time secured the federal STARTALK grant of \$119,723 for Summer 2009 to offer six weeks of intensive instruction in the languages and cultures of Chinese, Arabic, or Hindi for 60 high school students. All three languages will be offered at the 101 level, with

Chinese additionally offered at the 102 level for students who already have basic proficiency. Classes will run from June 29 - August 6 with four hours of instruction per day. Students who successfully complete the program will earn four college credits. The program emphasizes task-based assignments designed to create real communication around topics of interest to the age group. Students will be tested throughout the course and at the end of the course to determine their proficiency, with the goal of having 100% of the students exit the program at the advanced beginner level. Congratulations and thanks to Cheryl, program director, and to instructors **Yulan Liu, Vinnie Rege, Rahim Salih, Lily Tsai, and Alice Zhang**; financial administrator **Tara Hart**, invaluable supporters **Sarah Angerer, Nassim Ebrahimi, Erin Eitemiller, Annette Gonzales, Chileon Lee, Karim Schuyler, Jane Sharp**, and especially **Christy Thomson**.

Instructor Making a Difference

Continuing education child care adjunct instructor **Janet (Gee gee) Edrington** was recognized at the Howard County Office of Children's Services' tenth annual "Celebrating Successes for Children" event for "making a difference in the lives of children in the preschool age category." She was the only person recognized who doesn't work directly with children's programs, but serves children indirectly through her work teaching future child care teachers. Gee gee has been an adjunct faculty for continuing education in the child care area since 2005. Congratulations, Gee gee!

Student Art Awards

The reception for the "Spring Student Art Exhibit 2009" took place May 7, 2009, in The Rouse Company Foundation Gallery. **Christina McCleary's** three-dimensional design class put on a fashion show of costumes and hats made from recycled materials. **Jim Adkins** and **Jan Starr** presented awards to **Margaret Saylor, Andrea Hogarth, and Rebecca Austin** for the division chair, vice-president, and president awards chosen by **Valerie Lash, Ron Roberson, and me**. **Rebecca Harris** was also awarded the Humphrey Company Foundation Scholarship for 2009. **Peter Collier** presented awards to the artists invited to be in the exhibit, which includes over 90 pieces of art chosen by the teachers in the art department. Congratulations to the teachers and all of the students selected for this honor. The exhibit continues through May 20.

Phi Theta Kappa Induction Ceremony

On Friday, April 17, 2009, the Alpha Alpha Sigma Chapter of Phi Theta Kappa held its induction ceremony. The ceremony took place in the Monteabaro Recital Hall and included a reception in the Grand Hall of the Horowitz Center, procession of Phi Theta Kappa advisors, special guests, and inductees. I was honored to give the welcome address and **Dr. Helen Mitchell** gave the keynote address. New officers for the 2009-2010 academic year were presented and installed by the lead advisor, Professor **Steve Horvath**. Each inductee received recognition and a certificate from **Ron Roberson**. **Dr. Cindy Peterka** gave the closing remarks. In addition to those mentioned, I would like to thank everyone responsible for making the induction ceremony a memorable event including **Chelsea Barrett, Daryl Beard, Scott Bohandy, Janelle Broderick, Llatetra Brown, David Buck, Allie Flint, Schnell Garrett, Ryna May, Susan Morgan,**

Ethan Myers, Sundus Nada, Kwasi Oppong, Carol Parreco, Thi Phung, Laura Powell, Kevin Tennyson, Maria Viera, Jaimie Wilder, and staff members from AV and the Horowitz Center.

The following students were inducted into the fellowship of the honors society: **Mary-Kathryn Abernathy, Emily Affrime, Ashley Allen, Arna Berkowitz, Michelle Brantley, Bonnie Cohen, Michelle Czarnecki, Nicole Czarnecki, Natalia Giraldo, Steven Graf, Caroline Kanja, Pauli Kohberger, Ashley Kreh, Gewn Lafontant, Rachel Lanspa, Pipan Lee, Mario Mariano, Luis Martinez III, Jacob Miller, Ashley Morrow, Sean Musgrove, Sundus Nada, Janine Nelson-Ross, Brice Ngameni, Kwasi Oppong, Hyun Park, Shirin Parvaresh, Daniel Patterson, Verna Prehn, Monika Preibisch, Milena Prodanova, Cheryl Robinson, Lael Savoy, Diabou Sennaar, Munira Shahir, Johnnie Simpson, Jacqueline Somervell, Lauren Sparks, and Miji Um.**

Happy 435th Will!

Despite the gentle rain that like the quality of mercy dropped onto the Dreier Stage, we celebrated Shakespeare's 435th birthday on Wednesday, April 22, with sonnets, scenes, swordplay, and insults in the HVPA lobby. I started off the festivities by reading Sonnet 141 *In faith I do not love thee with mine eyes* and was followed by performers **Kasi Campbell, Ryna May, Patricia Van Amburg, Leo and Yvonne Erickson, and Emma Conway.** **Andrew Haag's Stagecraft class** and **Jenny Male's Movement class** treated us to a mesmerizing scene of fairies from *A Midsummer's Night Dream* and **Gavin Witt and Jenny Male** enthralled with a stage combat scene from *Romeo and Juliet*. We ended with cake, the Theater History class's version of "All the world's a stage" and a crowd of forty bardolators good-naturedly insulting each other with Shakespearean insults.

Thanks to **Lisa Wilde** and the **theatre program, Tracie Palm** and **student co-curricular events, Sodexo, Janelle Broderick, Mark Smedley,** and the **Horowitz Center staff** for making everything run smoothly.

GreenFest Kudos

On Saturday, April 4, the college hosted Howard County's GreenFest 2009 "Energy and Water Conservation" as well as the Environmental Summit. Special thanks go to the following individuals who volunteered their time: **Simone Breuninger, Lynn Coleman, Kim Davis, Jessica Deutch, Joan Green, Karen Gregoire, Ray Kartanowitz, Darick Khoury, Debbie Luquette, Yasir Maastoug, Kevin Maffey, Bob Marietta, Bob Marris, Missy Matthey, Ken Navarro, Kristine Navarro, Maria Oekim, Lakeysha Pennix, Aisha Price, Tony Pullen, Jim Schmidt, Kim Shine, Will Straube, Arla Webb, Genie Wessel, Rich Williams, Jada Willis, and the Environmental Club students.** In addition, kudos to the **Café on the Quad** and **Starbucks staff** who also provided food and beverages during GreenFest.

Earth Day Dumpster Dive

The 2nd annual HCC “Dumpster Dive” was held on the HCC quad on Wednesday, April 22. The rain didn’t dampen anyone’s spirits as the dumpster diving team went to work. An entire day’s trash was piled up courtesy of the environmental services department. The Environmental Club led the way with help from other students and a group from Pikesville High School. Photographers from several local magazines were on hand to record the event, which lasted almost an hour. All of the trash was sorted into trash versus recyclable material. About one-third of what was found in the trash should have been recycled. This result was the same as last year. HCC has an ongoing goal to annually improve the results of the dive over the previous year.

Environmental services was on hand to take it all to the correct dumpsters after the event. Thanks to the **Environmental Club**, the **environmental services department**, **Tracie Palm**, and **Colin Perry** for another successful Dumpster Dive!

Earth Day Dumpster Dive on YouTube

Melisse Hinkle from UPI shot this video during Earth Week, which features “Safety and Sustainability Bob” (Marietta), and students **Timothy Shu**, **Linda Morris**, and **Ashleigh Pettus**. You’ll also see some other familiar faces in the background of folks helping in the cause. Nice work everyone!

<http://www.youtube.com/watch?v=XsSFB9p5O34>

Earth Day Celebration

The HCC Environmental Club and the student life department hosted this year’s Earth Day celebration. Attendees were treated to a wild animal show by Scales and Tales, educational environmental games, free marigolds, free candles, free advice about environmental issues, and an opportunity to go bird watching. Displays from local conservation groups included Green Peace, Howard County Parks & Recreation, Master Gardeners, Friends of the Patapsco Valley & Heritage Greenway, and HCC’s FAST team. In addition, **Carol Galbraith’s students** sponsored a table about “The Arts and Environmental Action,” and current SGA president **Linda Morris** and president-elect **Ashleigh Pettus** sponsored a table about “Politics and the Environment.”

This event would not have been possible without the assistance of the **HCC Environmental Club**, the **Engineering Club**, **HCC FAST**, the **office of student life**, and **plant operations**. Special thanks go to **Wendy Alberg**, **Kim Davis**, **Debby Luquette**, **Bob Marietta**, **Tracie Palm**, **Will Straube**, **Omar Tibi**, and **Janice Weinberger**.

Administrative Professional Day a Big Success

The administrative professional day committee, **Judy Darling**, chair, **Cathi Watts**, vice chair, **Yvonne Beachum**, treasurer, **Jennifer LePore**, secretary, **Kim Davis**, **Cindy Durham**, **Arnette Haywood**, **Terry Howard**, **Debbie Isner**, and **Diana Reynolds** did a remarkable job of providing a variety of workshops designed for both learning and wellness in conjunction with the mission, vision, and values of the college. The presenters included **Cathy Dixon-Kheir**, **Jeff Fairbanks**, **FitchCo**, **Wanda Garcia**,

Tara Hart, Terry Howard, Donna Jones, Julie Jones, Jennifer LePore, Ken McGlynn, Dr. Sheela Reddy, Jill Romanoski, Diane Schumacher, Lisa Smith, Valerie Smith, Cheryle Terzigni, Dr. Peggy Walton, and Kim Zerski. Donations were received from Jodi Allaire, David Beaudoin, Lynn Coleman, Christopher Darling, Judy Darling, Kim Davis, Dot Doise, Carman Fernandez, Mary Fuller, Melodie Gale, Barbara Greenfeld, Arnette Haywood, Mel Moore, Maya Patel, Parul Shah, Consuelo Stewart, Cathi Watts, Arla Webb, FitchCo, and Fidelity. Thanks to Simone Breuninger, Denise Dorsey, Wendell Epps, Belinda Green, Don Haithcock, Pat Harwood, Beverly Johnson, Dave Jordan, Arik Mawien, Susan Miller, Richard Neal, Jean Pak, Neetika Sharma, Cheryl Nitz, Connie Pavlovsky, Kathy-Ann Royster, Nilce Tamashiro, Virginia Yates, all the attendees for their enthusiastic participation, and Lynn Coleman, liaison for the support group. Special thanks to alumna Rachael Haywood for the Administrative Professional Day logo and artwork.

HCC in New Publication EnCase Examiner

In the very first issue of *EnCase Examiner*, a new quarterly e-newsletter from [Guidance Software](#) about forensics, an article by professors **Patrick O'Guinn, Sr.** and **Vinitha Nithianandam** on HCC's computer forensics degree program is prominently displayed on pages one and two! Congratulations to Patrick and Vini, and thank you for your work on this program and the informative article.

Silas Craft Collegians Graduates

The Silas Craft Collegians Program (SCCP) honored the 2009 graduates and transfer students at the graduate and transfer recognition program on April 29. Seven students are graduating and transferring to universities in Maryland and one student is transferring before completing the Associates degree. It was a touching ceremony, especially when the students told their personal stories and gave advice to the remaining SCCP students. The students' accomplishments were celebrated by students, families, friends, faculty, and staff.

Thanks to all of our HCC faculty and staff who have served and supported the SCCP students. Special thanks to the SCCP staff, **Dr. Pam Cornell, Joe Mason, Carla Lawson, and Dorothy Gleit.** Also, thanks to **Dawn Malmberg, Quent Kardos** and the **AV staff, and plant operations** for the support they provided for this event.

Incoming Student Leaders for 2009-2010

The office of student life is proud to announce that all student leaders have been selected for the 2009-2010 academic year. **Zina Richardson** will be leading the student program board (SPB) as the new chairperson, and **LaJuanda Johnson** will serve as her co-chair. **Maureen Evans Arthurs** will serve as editor of *The HCC Times*, and **Kathleen Fanske** will be the assistant editor. These students will join **Ashleigh Pettus** and **Giancarlo Simpson**, who will take on the roles of student government association (SGA) president and vice president, respectively. Please join me in welcoming these students into their new roles. We look forward to a productive year and hope these students enjoy their experiences as leaders.

HCC Screening of *Under Our Skin*

In recognition of "Lyme Disease Awareness Month," Howard Community College presented a screening of *Under Our Skin*. This eye-opening film investigates the untold story of Lyme disease, a dramatic tale of microbes, medicine, and money. The film was screened by 60 guests and was immediately followed by a panel discussion led by **Dr. Will Straube**, microbiology professor at HCC. The panel featured former HCC student, **Mandy Hughes**, one of the stars of the film, who shared her struggles with Lyme disease, **Todd Lovinger**, parent of a child with Lyme disease and Lyme activist, and **Dr. Norman Fishman**, founder and medical director of Optimal Health Physicians in Rockville, Maryland. Special thanks to **Delegate Elizabeth Bobo** and **Howard County Council member Courtney Watson** for supporting Howard County and Maryland residents and families affected with Lyme disease by sending representatives from their offices.

The event raised \$225 for the Lyme Aid Foundation in ticket sales and donations. In addition, Eleven Treasures was on hand selling jewelry and other accessories, and will donate 10 percent of the evening's sales to the Lyme Aid Foundation. Thanks to the planning committee: **Julie Lovinger**, **Tracie Palm**, and **Tara Rupp**, who were instrumental in coordinating this event. Thanks also to **plant operations**, **AV services**, the **service learning volunteers**, and **nursing students**: **Theophilus Amoh**, **Julie Clubb**, **Cordell Drummond**, **Jackie Richardson**, and **Timothy Shu**. Special thanks to **Ann Holcomb Dixon** and **Will Straube**. The wellness center has a copy of the film and recording of the panel discussion.

Spring Fling - Peace, Love & Happiness

The student program board in conjunction with the office of student life hosted its annual event "Spring Fling" with the 60's theme – "Peace, Love & Happiness," on Friday, May 1, 2009. Over 200 students participated in the event. The campus community was treated to food, music, and giveaways. There was also a costume contest and a hula hoop competition. Spring Fling was a great success thanks to **Chelsey Barrett**, **Llatetra Brown**, **Schnell Garrett**, **Tracie Palm**, **Ashleigh Pettus**, **Tara Rupp**, the **office of student life**, **Agape Christian Fellowship**, **Anita Blake**, **Bill Moody**, **student program board members**, **plant operations**, and **Sodexo**.

Student Awards Banquet

On Friday, May 1, 2009, the 32nd annual student awards banquet was held at the Sheraton Columbia Hotel. Over 160 students and guests enjoyed a wonderful dinner as we celebrated and recognized several HCC students for their outstanding academic achievements and service to Howard Community College. Each year, guests are inspired by the many incredible stories of students overcoming seemingly insurmountable odds to accomplish their goals, and this year was no exception. Special thanks to **Judi Bulliner**, **Yvonne Everett**, **Debbie Isner**, **Quent Kardos**, **Kimberly McNair**, **Dr. Cindy Peterka**, **Christi Sutton**, **Erin Yun**, and student ambassador **Timothy Shu** for all of their help in making this event possible. And thank you to trustees **Bobbie Dillow**, **Patrick Huddie**, and **Kathy Rensin**, for participating in this event.

The Art Department Gallery Feature

The Art Department Gallery in McCuan Hall is featuring the *Chinese Visiting Faculty Art Exhibit*, a collection of Chinese art organized and installed by **Yifei Gan**. Gallery director **Rebecca Bafford** and assistant to the director **Chaya Schapiro** managed to organize the installation and reception for both the visiting faculty exhibit and the student exhibit. Thanks to the **students in the art practicum class** that helped with the installations.

Student Support Services Annual Student Awards Ceremony

HCC's federally-funded student support services program (SSSP) held its "Annual Student Awards Ceremony," on Wednesday, May 6, 2009, in the Burrill Galleria. Over 121 students, faculty, and guests were in attendance to celebrate the accomplishments of the 225 students the program serves. This year marks the SSSP's 30th year on HCC's campus providing academic support services to eligible students (first-generation college students, Pell eligible and/or students with a documented disability). Twenty-five SSSP students will graduate later this month and an equal number are expected to transfer to four-year colleges. Special recognition was given for academic achievement, leadership, and campus involvement. Ms. Wendy Alberg, an environmental science major, was recognized as the program's outstanding student of the year and Mr. Joseph Samuel was awarded the outstanding first-year student award. Mr. Leo Abernathy, learning assistance center tutor, was also presented with the tutor of the year award for his commitment to SSSP students. Deepest thanks go to **Lynn Coleman**, who provided opening remarks and encouragement, and to graduate **David Madon**, former SSSP student and keynote speaker. Special thanks also go to HCC student, **Russ Reitter**, for providing live entertainment, **plant operations** and **AV services** for set-up, **Arla Webb** for the fruit salad donation, the **TV studio staff** for capturing the event on film, **Quent Kardos** for photography, and the staff in **academic support, counseling and career services** for picking up ceremony supplies, manning the sign-in table, setting up the buffet, serving students and guests, and providing beverages. All of you helped to make the celebration a grand success. Special kudos goes to **Joan King** for coordinating the event.

News from Development

April Foundation Revenue		
	2009	2008
April monthly total ^[1]	\$43,498	\$121,170
April endowment revenue	\$1,940	\$9,184
April scholarship revenue	\$16,260	\$14,775
April grant revenue	\$0	\$0

^[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.

Event Update – Vino Scholastico Wine Tasting

The “Vino Scholastico: Raise a Glass, Raise a Scholarship” wine-tasting event was held on Saturday, May 2. Thank you to the following individuals who made this event possible. Event coordinator, **Marge Cullison**; assistant coordinator, **Farida Guzdar**, assistant, **Jackie Taylor**; committee chair, **Eric Stein**; and volunteers: **Colleen D’Agrosa, Joyce Danzig, Penny DeYoung, Faith Dymont, Linda Emmerich, Debbie Gubisch, Susan Hellenbrand, Barbara Livieratos, Missy Matthey, and Lee Tydings**. Special thanks to: **Sam Aluko, Jean Anderson, Dave Blachowicz, Margie Dunklee, Patty Grim** and the **print shop, Melanie Moore, Mike Scrivener, Christi Sutton, Arla Webb, the plant ops staff,** and the **Sodexo staff**. It was a wonderful evening enjoyed by all!

As of May 5, the net proceeds are expected to be approximately \$12,000 from the third year of this event.

Capital Update

The Rouse Company Foundation Student Services Hall

The specifications with respect to acoustics, noise, and functionality of the cashiers’ area as well as the noise level from the adjoining atrium have been completed. This project includes the selection of ceiling, floor covering, and wall materials as well as suspended ceiling work to attain the desired acoustical environment in each space. The work is scheduled to begin in late May and will be coordinated with the college for aesthetic and structural conformity.

Athletic Fields Renovations

The Maryland Department of General Services (DGS) authorized 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. Therefore, the college became a member of the Pennsylvania Education Joint Purchasing Council (PAEJPC) program. The college is submitting the request for state participation through DGS by mid May and expects to award the contract at the end of the month.

McCuan Hall and Smith Theatre Renovations

The sound system and associated work for the Smith Theatre has been completed and the contractor is off site. Minor punchlist items are currently being addressed in preparation for project closeout.

James Clark, Jr. Library Building Renovations

Construction continues to progress and the project is now 70 percent complete. Phase three, which began in January, includes the east side of the building with nine classrooms and the remaining portion of the IT department, which is expected to be completed by July 2009. And phase four, the last phase, includes the south side of the building encompassing the remaining portion of the library, the information literacy room, and student/faculty training rooms.

In mid-March, the library entrance from the Burrill Galleria was completed to allow for accessibility to classrooms and labs as well as the network operations center. The library moved over spring break, the power outages were completed, and the old switchgear was taken offline.

The college has been pleased with the progress and coordination throughout the project. Ongoing 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 septic tests have been completed and the college is waiting on the results from the county. 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 its immediate renovation needs as documented in the facilities condition assessment and identified in the capital budget. This fiscal year, the college completed a total of 75 projects. The current 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;
- Site and civil work for Grand Prix field;
- Security camera and code blue phone installation throughout campus;
- ST Building second floor bathrooms commenced in May; and
- HVAC replacement for nursing building started.

Recently completed:

- Campus-wide ADA modifications with installation of pathways and curb-cuts; and
- Parking lot and roadway pot-hole repair.
- Completed 75 systemic projects

D – Board Member Comments

E – Approval of Minutes

1. April 22, 2009, Work Session
2. April 22, 2009, Regular Session
3. April 22, 2009, Closed Session
4. May 20, 2009, Closed Session

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
April 22, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 22, 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. Other board members present included trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby and trustee Mary B. Tung were absent.

I. Recognition of Howard Community College's All-USA Academic Team

Steve Horvath, associate vice president of academic affairs and Phi Theta Kappa (PTK) advisor, introduced students Shayna Wise and Maria Jose Viera. Shayna Wise has been named to the All-USA First Team as well as a New Century Scholar – she was the top scorer in Maryland! Maria Jose Viera was selected as a 2009 Coca-Cola National Finalist. Shayna and Maria will be recognized at the All-Maryland Academic Team reception on May 6, 2009. Vice Chair Rensin presented them with certificates.

II. Introduction of International Exchange Students

Christele Cain, acting director of international education, introduced Natascha Tang, Cathrine Maarlev, and Nikolaj Kristoffersson, exchange students from Denmark, Jose Manuel Mendoza Campusano, exchange faculty from Universidad Internacional in Cuernavaca, Mexico, and HCC study abroad student, Anthony Elliott. Each student/faculty member talked about their study abroad experiences.

III. Introduction of Alternative Break Participants

Carol Parreco, director of service learning, introduced the alternative break participants and their advisors who talked briefly about their experiences. One of the participants mentioned that this experience had provided a great opportunity to learn about the diversity of people and places.

IV. Information Session: Diversity Cross-Functional Team

Carol Parreco, co-chair of the diversity committee gave an overview of the committee, its history and future plans.

The work session adjourned at 6:53 p.m.

The above constitutes the official minutes of the April 22, 2009, work session of the Howard Community College Board of Trustees as approved on May 27, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
April 22, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, April 22, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Katherine K. Rensin brought the regular session to order at 6:54 p.m. Other board members present included, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby and trustee Mary B. Tung were absent.

A. Approval of April 22, 2009, Agenda

A recommendation to approve the April 22, 2009, agenda, was moved by Trustee Hutt, seconded by Trustee Huddie, and unanimously approved.

B. Board Priority Items

1. Cultural Diversity Plan Report

Dave Jordan, associate vice president of human resources, gave an overview of the new requirement for all institutions of higher education to submit a plan or improvements to an existing plan. The HCC diversity plan will be updated annually in February for submission in May in compliance with State Education Article 11-406 and a progress report will be submitted in August to the Maryland Higher Education Commission.

A recommendation to approve the cultural diversity plan was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

2. Board End: Leadership

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.

3. 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.

4. Fiscal Year 2010 Capital Budget

Lynn Coleman, vice president of administration and finance, gave a brief overview. She mentioned that HCC had received funding for the health sciences

building design money from the state and that the county said the college could reallocate capital funds from the safety, compliance, and facilities project to the health sciences building for the county match.

A recommendation to approve the reallocation of funds in the FY10 capital budget for the health sciences building and the final FY10 capital budget, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

5. Fiscal Year 2010 Operating Budget

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

A recommendation to approve the FY10 operating budget with the changes noted (FY10 unrestricted budget total \$87,225,800; FY10 restricted budget total \$21,155,367; grand total FY10 budget of \$108,381,167, was moved by Trustee Huddie, seconded by Trustee Doyle, and unanimously approved.

6. Board Retreat Agenda

Erin Yun, director of board relations/special projects, reviewed the revised agenda.

A recommendation to approve the board retreat agenda, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

C. President's Report

President Hetherington informed the board that an article on the Dickinson College memorandum of understanding signing was included in their take-home packet. A clip of the interview with WBAL education reporter, Tim Tooten, was shown. Dr. Hetherington thanked Nancy Gainer, executive director of public relations, for the media coverage. She also mentioned the Base Realignment and Closure (BRAC) event hosted by Congressman Cummings and County Executive Ken Ulman held on campus on April 17. She mentioned that she and two other community college presidents will be speaking at a legislative hearing coordinated by Senator Mikulski's office; board members are welcome to attend but need to RSVP.

D. Board Member Comments

Vice chair Rensin mentioned that she was proud of the wonderful work by students, faculty and staff.

Trustee Doyle was pleased by remarks made by Ron Roberson, vice president of academic affairs, in the WBAL interview where he said that HCC is not only affordable but offers the best education, too.

Trustee Dillow thanked everyone for their advocacy work with legislators and thanked faculty and staff for their work.

Trustee Hutt said he was impressed by the international education and alternative break

options as opportunities for learning outside the classroom. He said it would be interesting to follow these students five to ten years from now to see how these experiences influence their future choices.

E. Approval of Minutes

A recommendation to approve the March 25, 2009, work session, regular session, and closed session, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Contract renewals include athletic fields maintenance services contract to Brickman in the amount of \$77,666 for annual contract and not to exceed \$30,000 for miscellaneous items; electricity delivery and supply in the amount of \$508,000 for BGE and \$1,392,000 for PEPCO; elevator maintenance services to ThyssenKrupp Elevators in the amount of \$14,966; landscaping management services Brickman in the amount of \$65,519 for landscaping and not to exceed \$30,000 for miscellaneous items; natural gas delivery and supply charges to BGE and Washington Gas and Energy in the amount of \$55,000 estimated delivery charge (BGE), and \$650,000 estimated supply charge (WGE); third shift housekeeping chief to H&H Industries in the amount of \$59,400; technical support service contract renewal to Siemens Technologies, Landis Division in the amount of \$63,663; fire alarm and life safety system maintenance and testing to Siemens in the amount of \$36,828; Project Access bus service to Jubb's Bus Service in the amount of \$27,300;
3. Athletic fields phase V in the amount of \$799,983 awarded to Atlas Track & Tennis, Inc.;
4. Nursing building HVAC renovation and upgrade in the amount of \$548,600 awarded to Embay, Inc.;
5. Carpentry contract spending allowance increase in the amount of \$100,000 in addition to the original \$75,000 for a not-to-exceed total of \$175,000 awarded to Supreme Maintenance & Construction, Inc.;
6. Belmont change order in the amount of \$6,000 awarded to Struever Bros. Eccles & Rouse, Inc.;
7. Candidates for commencement;
8. Faculty promotions for FY10;
9. Internet service in the amount of \$59,400 awarded to Comcast Commercial Services, Inc.;
10. Network maintenance contract in the amount of \$82,524.48; and
11. Security equipment camera installation services in the amount of \$90,000 for FY10 increase of \$40,000 for a total of \$80,000 for FY09.

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

G. Information Items

1. **Issue Bin**

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

2. Board Calendar

Erin Yun asked the board to send her their RSVP's for the student awards banquet and said she would send them their scripts shortly. She reminded the board that the audit and finance meeting is at 8:30 am on Monday, May 18. She also needs RSVP's for the athletic banquet on May 20 and nursing recognition and commencement on May 22. An invitation to the solstice celebration on June 11 is included in the take-home packet.

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

Vice chair Rensin read the resolution to adjourn the regular session and move into closed session.

The regular meeting was adjourned at 7:41 p.m.

The above constitutes the official minutes of the April 22, 2009, regular meeting of the Howard Community College Board of Trustees as approved on May 27, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
April 22, 2009**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, April 22, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:41 p.m., Vice Chair Rensin 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 trustees Roberta E. Dillow, Kevin J. Doyle, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby as well as trustees Patrick L. Huddie and Mary B. Tung were absent.

Additional attendees included: Lynn Coleman, vice president of administration and finance; Nancy Gainer, executive director of public relations; and Jerrold Thrope and Searle Mitnick from the law firm of Gordon, Feinblatt, Rothman, Hoffberger and Hollander, LCC.

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 room 400 of the Rouse Company Foundation Student Services Hall to consult with counsel to obtain legal advice as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 9:15 p.m.

The above constitutes the official minutes of the April 22, 2009, closed session of the Howard Community College Board of Trustees as approved May 27, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
May 20, 2009**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, May 20, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:30 a.m., Chair Truby read a resolution to enter into closed session, 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. Huddle, 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 May 20, 2009, at the conclusion of the regular meeting in room 256 of McCuan 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 10:25 a.m.

The above constitutes the official minutes of the May 20, 2009, closed session of the Howard Community College Board of Trustees as approved May 27, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

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

G-1 Issue Bin

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

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

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

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
June 2009		
June 8, 2009 Monday Time - TBD	Board Retreat Belmont	<ul style="list-style-type: none"> • Agenda Approved by the Board of Trustees at the April Meeting
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

Looking to the Future:

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

Monday, August 17, 2009 – Fall Convocation, Café on the Quad/Smith Theatre, 8:30 a.m.

Wednesday, August 26, 2009 – First Board Meeting for FY10, RCF 400, 6:00 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-4 Anticipated Summer Approvals

Background: The table below contains items the administration anticipates the board chair will be asked to approve over the summer.

Purpose: Disclosure to the board

Timeline: May 28 – August 11, 2009

List of Potential Board Summer Approval Items

	Item Description	Estimated Cost	Comments
1.	Signage – public relations request	\$200,000	
2.	Correct the stream between parking lot A and Duncan Hall	\$125,000	Design in consent, this amount is for actual construction
3.	Parking lot F expansion	\$400,000	Bid pending, design in consent, this item is for actual construction
4.	Endura closed-circuit television (CCTV) camera system - next generation for HCC's current system	\$100,000	
5.	Americans with Disabilities Act (ADA) approved spectator bleachers	\$75,000	For field #1 with press box seating capacity for 500. Over the last 6 years, bleachers have been rented at a cost of \$5,000 each year. HCC hopes to host track nationals in 2010. The college may be able to get this cheaper if it can piggyback on a bid with Howard County. The college also joined AEPA out of PA that allows it to piggyback off of existing bids.
6.	Hickory Ridge network upgrades	\$71,358	
7.	Network closet switch replacements	\$67,158	
8.	14 passenger van – athletic and fitness center	\$57,000	Need to replace older van
9.	Develop continuity of operations plan (COOP). The project will take six (6) months to complete and can begin anytime after June 1, 2009.	\$49,833	
10.	Moving truck	\$43,363.39	Purchase from county contract
11.	Websense – web filtering device	\$39,362	
12.	2009 Hybrid Ford Escape-vehicle for security	\$28,725	

	Item Description	Estimated Cost	Comments
13.	Go-To-My-PC	\$25,830	220 active accounts
14.	Load balancing computer device	\$35,000	
15.	Daycon (4 floor machines/non-chemical - sustainable) Daycon (Daycon Ice Crystals Plus Ice Melt) (sole source)	\$49,829 <u>\$7,930</u> \$57,759	FY09 Purchasing Allowance
16.	Maryland Higher Education Commission Diversity Plan Report	No cost	New annual report
17.	Maryland Higher Education Commission Performance Accountability Report	No cost	Annual report

The following items were previously approved for FY09. However, the amounts for these items may need to be increased based on actual usage and end of year purchases.

	Item Description	From / To	Comments
1.	Washington Gas (Maryland State contract)	\$625,000 to \$805,000	Increase by \$180,000 to cover FY09
2.	PEPCO (Electricity) (Baltimore Regional Cooperative Purchasing Committee contract)	\$1,392,000 to \$1,492,000	Increase by \$100,000 to cover FY09
3.	Fitch (Supplies - \$12,070/Equipment - \$29,000) (Howard County contract)	\$70,000 to \$41,070	Increase by \$41,070 for FY09
4.	W.W. Grainger (supplies-\$20,000/equipment-\$10,000) W.W. Grainger (capital equipment-metal storage partitions-\$6,000) (National Joint Power Alliance contract)	\$120,000 to \$156,000	Increase by \$36,000 for FY09
5.	Finch (John Deere Gator) – new purchase \$25,000 (sole source and state contract) Finch (contracted services)-increase \$5,000 to cover maintenance for the gator the college already owns	\$6,964.80 to \$36,964.80	Increase by \$30,000 for FY09 Previously spend \$6,964.80.
6.	Siemens (energy metering/BAS system) (sole source contract)	\$152,333.12 to \$177,333.12	Increase by \$25,000 for FY09
7.	Brickman (various landscaping and irrigation projects) has the college contract for landscaping and athletic field maintenance after competitive bid	\$196,755 to \$208,755	Increase by \$12,000 for FY09

◆———— Recommendation —————◆

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

G-5 Sodexo Report

Background: Food service, which includes retail sales in the Café on the Quad, catering, and Starbucks, is provided by Sodexo (formerly Sodexho), Incorporated and Affiliates (Sodexo) through a management agreement signed May 24, 2000. Through the terms of the arrangement, Sodexo operates the food service under a management fee arrangement. The college pays three percent of gross sales in a general support services allowance, a management fee of \$20,000, and expenses in excess of sales. The administration has arranged for funds from the Coca-Cola commission and bookstore profits to cover the costs of operating food service under the management agreement. The 10-year Coca-Cola exclusive beverage agreement expired May 1, 2009. A beverage agreement request for proposals this spring resulted in Coca-Cola and Canteen receiving awards to provide beverage and snack vending on campus.

March marked the food services' second full year of operation in The Rouse Company Foundation Student Services Hall (RCF). Starbucks, Café on the Quad, and the rooms located on the 4th floor continue to draw students, staff, and community members to the RCF. This year, the Café on the Quad featured recipes from the cookbook, *Now You're Cooking, HCC!* The desserts and side dishes proved to be very popular and sold out every week. In April, the Café on the Quad sponsored the first chef's competition; HCC's Sodexo Chef Raleigh Crowell versus CCBC's Chef Michael Fagan. Raleigh received the most votes from students and staff for his Jamaican dishes. The Café on the Quad is finishing its first year as an approved Healthy Howard Restaurant.

The food service area continues to meet its sustainability objectives by introducing biodegradable single-use serving pieces and using local organic food choices through Albert's Organics. Additionally, the kitchen uses green cleaning chemicals provided by EcoLab.

Due to the current state of the economy, year-to-date sales are down 2 percent, while Sodexo staff salaries, benefits, the cost of food, and other expenses continue to increase.

Food Service Annual Sales:

FY03: \$343,004	FY07: \$643,554
FY04: \$381,004	FY08: \$1,042,231
FY05: \$532,317	FY09: \$905,941 (YTD)
FY06: \$556,920	

For FY09, the Sodexo management fee is estimated at \$250,000, and for FY10, \$275,000. The management fees are covered by Coca-Cola and Canteen commissions and bookstore profits. Bookstore profits will be covering an increased

amount of the management fees since the annual \$100,000 guaranteed Coca-Cola commission ended on May 1, and the new Coca-Cola and Canteen contracts specify an estimated annual \$55,000 commission based on sales. In addition to the management fees, bookstore profits cover other food service expenses such as housekeeping and supplies, kitchen equipment repair and replacement, contracted facility services, linen cleaning, and association membership dues.

Sodexo remains committed to increasing sales and reducing expenses while maintaining a high level of food quality and service; however, the facility requires a certain level of staffing. The Starbucks license stipulates a staffing level requirement. Recently, two full-time positions were eliminated to reduce labor costs. Hours of operation for the months of January and May – August are being reviewed for adjustment to increase sales as well as keep costs under control. The catering pricing structure, including labor expenses related to an increase in evening and weekend events for the rooms on the RCF 4th floor, was reviewed, which led to an increase in catering pricing that began in January 2008. Another price increase for catering is anticipated for January 2010, and Café on the Quad pricing will increase for the second consecutive year in August, prior to the start of fall classes.

Purpose: To give a summary of the management agreement with Sodexo and an overview of the costs associated with food service.

◆———— Recommendation —————◆

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

G-6 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: April 2009

◆———— Recommendation ———◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

April 1, 2009 – April 30, 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
Purchasing/Work Order Clerk	Plant Operations	N/A	N/A	N/A	N/A	Bradsher, David	4/15/09
Materials Handling Clerk	Plant Operations	N/A	N/A	N/A	N/A	Graham, Christian	4/17/09

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

April 1, 2009 – April 30, 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
Flint, Allie	Office Associate III	4/16/09	4/22/09

*Modified half year spread over FY09

**Resolution for Board of Trustees to Meet in Closed
Session on May 27, 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 May 27, 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.