



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

September 24, 2008

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...

**Discover Greatness in Others and
Ourselves**





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Board of Trustees' Meeting Agenda
September 24, 2008
The Rouse Company Foundation Student Services Hall
RCF 400**

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

- I. Introduction of New Employees
- II. Introduction of Constituency Group and Cross-Functional Team Leaders
- III. Information Session: Social Sciences/Teacher Education Division

Regular Meeting – Immediately following the work session

- A. Approval of September 24, 2008, Agenda
- B. Board Priority Items
 - 1. Board End: Strategic Planning
 - 2. Financial Statements Disclosure Schedule
 - 3. Proposed Fiscal Year 2010 Capital Budget
- C. Discussion Items
 - 1. Revenue Enhancement for the Maryland State Budget
- D. President's Report
- E. Board Member Comments
- F. Report of the Audit and Finance Committee
- G. Report of the Legislative and Community Relations Committee
- H. Approval of:
 - 1. August 27, 2008, Work Session Minutes
 - 2. August 27, 2008, Regular Session Minutes
- I. Consent Items
 - 1. Proposed New Hires
 - 2. Television Studio Network Storage Solution
 - 3. Electrical Contractor Services for the Black Box Theatre
 - 4. Testing Expenses
 - 5. Belmont Design Phase Change Orders 2 and 3
- J. Information Items
 - 1. Issue Bin
 - 2. Board Calendar
 - 3. Agreements Signed by the Board Chair Disclosure
 - 4. Personnel Summary

Adjournment

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its August 27, 2008, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

II – Introduction of Constituency Group and Cross-Functional Team Leaders

Constituency groups at Howard Community College are represented by the following:

College Council

President
TBD

Vice President
TBD

Faculty Forum

President
Ann Repka, assistant professor, biology

Vice President
William Straube, instructor, biology

Student Government Association

President
Linda Morris, student

Vice President
Devin Greene, student

Administrators' Group

Chair
Linda Wu, director, administrative information systems

Vice Chair
Missy Matthey, director of development

Professional/Technical Group

Chair
Anna Hamilton, computer specialist II-main

Representatives
Melissa Cahill, employment manager

Valerie Smith, senior network administrator

Margaret Wedde, office supervisor, health sciences/social sciences/teacher education division office

Support Group

Chair
Judith Darling, office associate V, Welcome Center

Vice Chair
Catherine Watts, office associate IV, academic/student support and career services

Cross-functional teams at Howard Community College are represented by the following:

Curriculum and Instruction

Chair

Sharon Lyon, associate professor,
physical science

Diversity

Co-chairs

Carol Parreco, director of service
learning

Julie Jones, audience services manager
and website designer

Enrollment Management

Co-chairs

Randy Bengfort, director, marketing and
communications

Barbara Greenfeld, associate vice
president for enrollment services

Facilities and Sustainability

Co-Chairs

Robert Marietta, facility renovations,
sustainability, and safety manager

Michele Bilello, capital programs
administrator

Health and Safety

Chair

Robert Marietta, facility renovations,
sustainability, and safety manager

Professional Development

Co-Chairs

Steve Horvath, professor, English &
associate vice president of academic
affairs

Karlyn Young, acting director of human
resources

Salary and Benefits

Co-Chairs

Daniel Friedman, professor, chemistry
and division chair, science & technology

Yoseph Gutema, associate professor,
economics

Technology

Co-Chairs

Richard Pollard, director, technology
service

Jeff Fairbanks, lead instructional
technologist

At the September 24, 2008, board of trustees' work session, the 2008 – 2009 leaders of these groups will be introduced to the trustees by their president's team liaisons.

III - Information Session: Social Sciences

Introduction: The social sciences program at Howard Community College (HCC) encompasses the anthropology (ANTH), criminal justice (CRIM), economics (ECON), geography (GEOG), history (HIST), human development (HMDV), political science (POLI), psychology (PSYC) and sociology (SOCL) disciplines. With the exception of criminal justice, these courses are part of the college's general education core. They are also writing intensive classes, representing 88 percent of the social science offerings, or courses that require that at least 60 percent of the final grade be determined by writing assignments. HCC's social science core classes possess high levels of diversity and global issue expectations. The division designates courses every semester to the Schoenbrodt and Rouse Honors programs. The social sciences offer 13 degree programs, three of which are in the field of criminal justice, specifically, criminal justice, the computer forensics option and police science:

- Associate of Arts in Arts and Sciences - American Studies
- Associate of Arts in Arts and Sciences - Anthropology
- Associate of Arts in Arts and Sciences - Conflict Resolution
- Associate of Arts in Arts and Sciences - Criminal Justice/Criminal Justice Option
- Associate of Arts in Arts and Sciences - Criminal Justice/Computer Forensics Option
- Associate of Arts in General Studies
- Associate of Arts in Arts and Sciences – Global Economics
- Associate of Arts in Arts and Sciences – History
- Associate of Arts in Arts and Sciences – International Studies
- Associate of Applied Science – Police Science
- Associate of Arts in Arts and Sciences – Psychology
- Associate of Arts in Arts and Sciences – Social Sciences
- Associate of Arts in Arts and Sciences - Sociology

The division has been attentive to annual outcomes assessment projects. These efforts are focused on teaching critical thinking in the disciplines of ECON, PSYC, HMDV, and SOCL. Another project examining retention in the Rouse Scholars program is also underway. Teacher education and early childhood education are also part of the social sciences division and there are an additional 12 programs in those areas. The teacher/early childhood education programs were presented to the board two years ago.

Profiles of Staff

Peggy Armitage (1976), professor of psychology and human development, has an Artium Baccalaureatus (A.B.) from The Catholic University of America and a M.S. from St. Bonaventure University. She is the coordinator of human development and was the

former head of the counseling center. She teaches general education/writing intensive classes such as HMDV and PSYC. She also developed advanced courses in adolescent psychology and women's psychology. Each semester, Ms. Armitage teaches the PSYCH 101 Honors/Rouse Scholars course. Formally, she was the course advisor and transfer coordinator for the Rouse Scholars program. Currently, she is on the Middle States reaccreditation team.

James Bell (1971), professor of psychology and psychology coordinator, has a Ph.D. from the University of Minnesota. Jim is a national authority on critical thinking. He has recorded grade distributions and IDEA survey data for the division. Dr. Bell edits and distributes many handouts for the division including effective classroom teaching, assessing critical thinking, creative problem solving and teaching for the social sciences. Dr. Bell also teaches upper-level courses in logical and critical thinking and social psychology. He will be serving on the Middle States reaccreditation team.

Hanael Bianchi (2007), instructor of history with a M.A. from University of Connecticut, is all but dissertation from Catholic University. He is in his second probationary year and is teaching courses in western/world history. He is working with Professor Marinich on the development of a global history curriculum. Currently, Bianchi is writing his Ph.D. thesis at Catholic University.

John Bouman (1983), professor of economics with a M.A. from University of Maryland, College Park (UMCP), coordinates the ECON area. Mr. Bouman is the division's resident technologist and online expert. He has published CD ECON textbooks for his ECON 101 and 102 courses. Mr. Bouman also introduced game test review activities and is utilizing a clicker methodology and Second-Life[®] programming for his courses.

Jerrold Casway (1971), professor of history, is chair of the social sciences/ teacher education division and director of the Rouse Scholars program. He has a Ph.D. from UMCP and established the GEOG, POLI and HIST programs at HCC. Dr. Casway has been the division chair since 1992. He has published two award-winning books and over fifty professional articles. Dr. Casway has also spoken at numerous national and international conferences. This year he was named by *Irish America Magazine* as one of the top 100 contributors to Irish studies. Currently, he is developing and overseeing a police science degree program with the Howard County Police Department (HCPD) Police Academy.

Fred Campbell (2005), assistant professor of history, has a M.A. from Villanova University, teaches both the American and western/world history survey courses. He has developed a course in African American history and will be assembling a reader-workbook for that course as his promotion project. Mr. Campbell has just gone through his probation period and wasted no time expanding the academic experiences of HCC's students. He set up summer study programs in Scotland and Ireland. Mr. Campbell also serves on the globalization studies committee and oversees the African American essay contest at the college.

Evelyn Del Rosario (2008), assistant professor of criminal justice, has a J.D. degree from the University of Baltimore School of Law. She was just hired and is beginning her probationary period. She practices immigrant law and will be applying her skills by teaching legal courses at the college and the HCPD Police Academy. Ms. Del Rosario will be working with HCPD in setting up of HCC's police science degree program.

Greg Fleisher (2005), assistant professor of sociology and associate director of the Rouse Scholars program, has a M.S. from North Carolina State University. Mr. Fleisher teaches introduction to sociology and social problems courses. He also coordinates and runs the sophomore Rouse Scholar seminars. He conducts an elaborate poverty simulation project each year and oversees the African American essay contest. Mr. Fleisher serves on the diversity committee and has just completed his probationary period.

Yoseph Gutema (1993), associate professor of economics, has a Ph.D. from Washington State University. Dr. Gutema teaches micro and macro economic courses and developed an international economics course. He is a long-standing member of the salary and benefits committee and coordinates the outcomes assessment project in economics. Dr. Gutema also teaches online courses in economics.

Lensa Hailu (2008), assistant professor of sociology, has a Ph.D. from the University of Pittsburgh. A new faculty hire, Dr. Hailu teaches introduction to sociology courses. She specializes on international woman's rights, which she hopes to develop into a program.

Michael Heffren (2000), associate professor of sociology and political science, has a Ph.D. from Rutgers University. Dr. Heffren coordinates HCC's political science program and teaches courses in American federal government, state and local government, comparative government, and American foreign policy. He also teaches introduction to sociology, social problems and urban sociology. Dr. Heffren often team-teaches courses in the woman's studies program. Currently, he is the co-chair of the Middle States reaccreditation committee. Dr. Heffren is working on the development of reader-workbooks for his POLI 203 and POLI 204 courses for his promotion project.

Vladimir Marinich (1970), professor of social sciences, has a M.A. from New York University. Mr. Marinich teaches courses in western/world history, Russian history and the art and culture of Egypt. Together with Hanael Bianchi, he is developing a global issue history program. Currently, Mr. Marinich is working on the college archives. He has already completed a picture book and written text on the college's first decade. A considerable amount of his time has been spent on organizing the college's picture archives. Mr. Marinich has also led tours to Russia and Egypt, raising a great deal of money for the HCC Educational Foundation. He is one of two original HCC faculty still at the college.

Patrick O'Guinn (1993), professor of criminal justice, has a J.D. degree from the University of California, Hastings College of Law. Mr. O'Guinn coordinates the criminal justice program and is the co-director of the computer forensic program at HCC. Mr.

O'Guinn has been active in developing the AAS police science program with the HCPD Academy. He teaches online courses and works closely with his criminal justice adjunct staff. He has just published The Maryland Criminal Justice System, which is getting wide attention at other colleges in Maryland. Mr. O'Guinn is also working on a study of black attorneys in Howard County.

Maureen Schuler (2007), assistant professor of psychology, has a Ph.D. from UMCP. She teaches introduction to psychology and life span development. Dr. Schuler is entering her second probationary year at HCC. She has a significant background on nursing care psychology. Dr. Schuler is being mentored by Dr. Jim Bell on eventually coordinating HCC's psychology program. She also will be working on the Middle States reaccreditation project.

Susan Keach Sweeney (1981), associate professor of psychology, has a M.A. from UMCP. A former director of human resources, Ms. Sweeney has been teaching courses in life span development; introduction to psychology, abnormal psychology and career development and decision making. Currently, she is expanding her sabbatical leave project and will be developing a program for organizing learning communities. Susan also teaches online courses and conducts classes the Laurel College Center.

Mark Tacyn (2005), assistant professor of history, has a Ph.D. from UMCP. Dr. Tacyn has just completed his probationary period. He teaches western/world civilization, American history, and American history through cinema. He teaches online courses and has been active in promoting the new online course technology. Dr. Tacyn serves on the faculty learning community and the faculty forum executive committee. Currently, he is researching a book on hospitalized World War II soldiers.

Phillip Vilardo (1993), associate professor of sociology, has a Ph.D. from Johns Hopkins University. Dr. Vilardo coordinates sociology and teaches courses on the introduction to sociology, social problems and marriage and family and minorities in America. For three years, he oversaw a summer study program to Turkey and has traveled to South Africa on his sabbatical to arrange a student exchange program. He teaches online and is a member of the Middle States reaccreditation committee. Currently, he is completing a workbook reader for social problems in global perspective for his SOCI 102 general education core course.

Core Work Mission

The mission of the social sciences/teacher education division is to provide a variety of general education, social and behavioral science and education courses that are required for the mastery and fulfillment of degree and certificate work at HCC. The social science/teacher education disciplines contribute a significant number of the college's core transfer courses. These courses emphasize specific aptitudes like critical thinking skills, cultural diversity experiences, and writing intensive skills. In teacher education, HCC provides the first two years of required courses for transfer to a four-year college teacher education program in accordance with the new Associate of Arts in Teaching

(AAT) degrees. Forty-five hours of field experience in HCC's partnership schools are provided for all teacher education transfer students. Teacher certification courses, except student teaching, are offered for Maryland State Department of Education (MSDE) licensure. The criminal justice program is offering a police science Associate of Applied Science (AAS) degree for HCPD cadets. The division also promotes multiple deliveries of these courses through the medium of interactive, online, weekend, fast track, custom class, and telecourse as well as offering honors courses.

Social Sciences/Teacher Education Core Work		
Core Work*	Performance Measures**	Benchmarks (Future Use)
Teach and facilitate student learning and assist students in the completion of their academic programs	Offering a stable number of courses	Offer at least 200 courses per semester
	Social Sciences/Teacher Education student success rates	80 percent rate
	Successful articulation and course transfer relationships	At least 90 percent of Social Science/Teacher Education courses will transfer
	Successful graduation and program completion rates	Meet or exceed college average
	Provide opportunities for out-of-class assistance	Full-time faculty will hold 5 hours weekly of office hours
	Provide Praxis review courses in reading, writing and math each semester	Two sessions will be offered each semester
Promote excellence in teaching	Teaching improvement projects	At least 75 percent of full-time faculty will have in merit achievement plans (MAPS)
	Supervisor and peer observations	Will do 22 part-time observations per semester
	IDEA survey evaluations	Faculty will be at or above average level
	Instructional and professional development projects (MAPS)	Full-time faculty will complete at least one per year
	Discipline and program workshops	Will conduct two per semester
	Honor level instruction	Will offer at least 6 courses per year

Social Sciences/Teacher Education Core Work

Core Work*	Performance Measures**	Benchmarks (Future Use)
Achieve enhanced learning outcomes	Critical thinking, testing, and feedback Writing intensive testing and feedback Outcome and learning assessment projects	Will have at least two critical thinking projects per year. Will participate in writing intensive workshops and will offer 60 percent of courses as writing intensive Will conduct at least 2 per year Will conduct at least one program assessment project per year
Provide a relevant, diverse, and current curriculum	Input from advisory committees Maintain MHEC regulations for core curriculum Enrollment trends Diversity in curriculum Globalize curriculum Student perception of diversity in curriculum	Have two advisory meetings for criminal justice and early childhood education per year Evaluate core courses every two years Will keep student/faculty ratio at 1 to 20 Will offer at least 80 diversity sensitive courses per year Will offer at least 50 courses that stress high levels of globalization Will get feedback from 50 percent of diversity sensitive courses

Social Sciences/Teacher Education Core Work

Core Work*	Performance Measures**	Benchmarks (Future Use)
<p>Create and offer multiple learning options:</p> <ul style="list-style-type: none"> Online courses Interactive courses Telecourses Fast track courses Weekend courses Custom courses Honor courses 	<p>Number of sections</p> <p>Variation of course options</p> <p>Student success rates</p> <p>Enrollment patterns</p>	<p>Will offer at least 50 sections per semester</p> <p>Will offer at least 7 different options per semester</p> <p>Will meet regular course expectation of 80 percent</p> <p>Maintain stable enrollments in non-traditional courses</p>
<p>Participate in community outreach activities</p>	<p>Number of activities</p> <p>Level of faculty involvement</p> <p>Public school interactions</p> <p>Intercollegiate interactions</p> <p>Set up course appropriate field placements for students</p> <p>Laurel College courses</p> <p>HCPD Police Academy degree programs</p> <p>Fulfill early childhood education teaching grant</p>	<p>Have at least three activities per year</p> <p>Half of full-time faculty will be involved in these activities</p> <p>At least five interactions would be carried out</p> <p>Conduct Maryland approved alternative preparation program for Howard County Public School teachers</p> <p>Will have at least five interactions with area colleges</p> <p>Have at least 12 participating public schools placing 180 students per semester</p> <p>Will offer at least 15 courses per semester</p> <p>Will offer two degree programs a year at the Robey Academy</p> <p>Work with the 12 Howard County high schools to promote child care programs and teacher Education transfer programs at HCC</p>

Social Sciences/Teacher Education Core Work

Core Work*	Performance Measures**	Benchmarks (Future Use)
Participate in relevant committee activities	Committee membership	All full-time faculty will serve on at least one committee per year.
Be involved in a variety of professional development activities	Variety of activities	Each faculty member will participate in three or more professional activities per year.

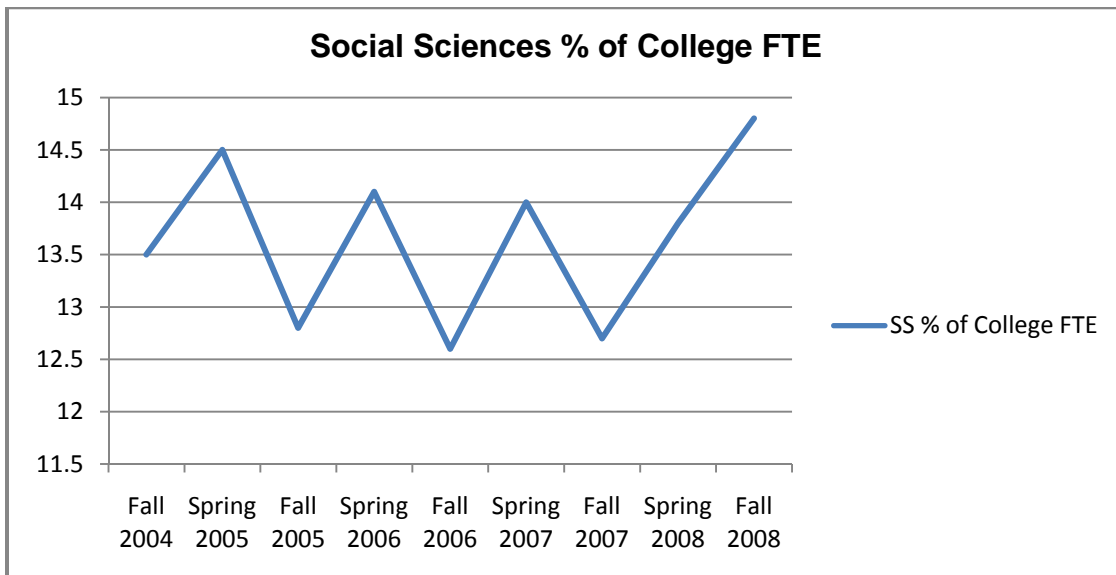
***Core Work** - base or essential work; value that a unit adds to the organization; work for which the unit is held accountable.

****Performance Measures** - outcomes

Benchmarks/Results

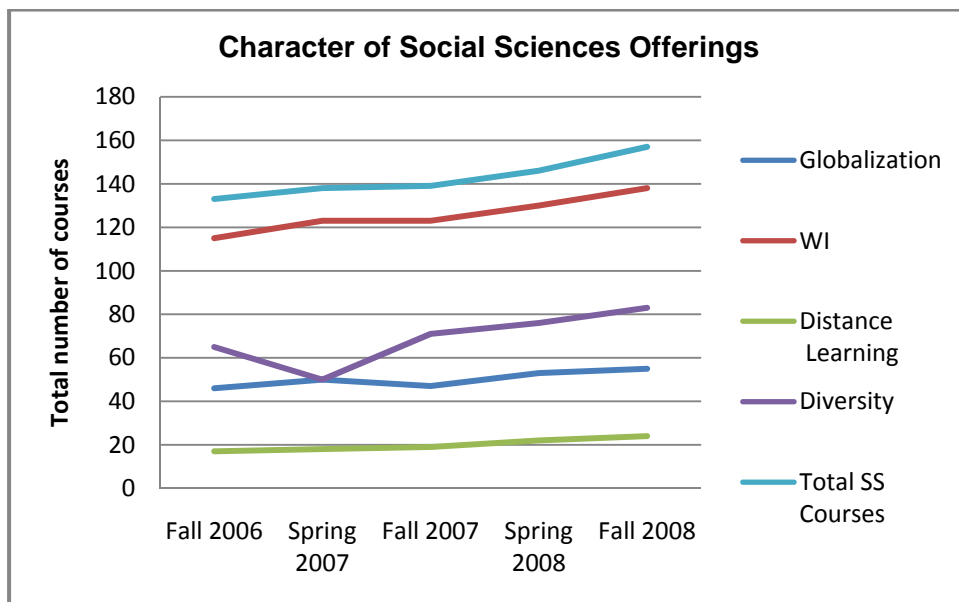
Social Sciences FTE – Fall 2004 to Fall 2008

Semester	# of SS Courses	SS FTE	College FTE	SS % of College FTE
Fall 2004	117	249.4	1,851.9	13.5
Spring 2005	115	242.1	1,674.3	14.5
Fall 2005	124	240.9	1,927.0	12.8
Spring 2006	129	243.5	1,727.0	14.1
Fall 2006	133	257.8	2,044.0	12.6
Spring 2007	138	258.3	1,845.2	14.0
Fall 2007	139	217.7	2,045.5	12.7
Spring 2008	146	265.8	1,930.7	13.8
Fall 2008	157	330.8	2,226.3	14.8



Character of Social Sciences Offerings

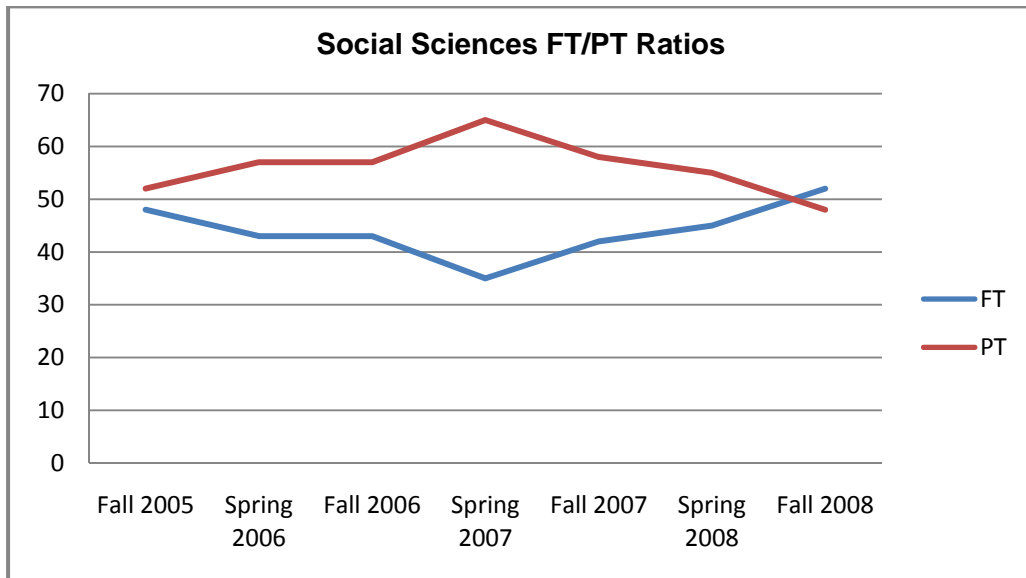
Semester	Globalization	Writing Intensive	Honors/ Rouse	Distance Learning	Diversity	Total SS Courses
Fall 2006	46	115	3/3	17	65	133
Spring 2007	50	123	2/3	18	50	138
Fall 2007	47	123	4/3	19	71	139
Spring 2008	53	130	1/3	22	76	146
Fall 2008	55	138	3/3	24	83	157



Social Sciences FT/PT Ratios

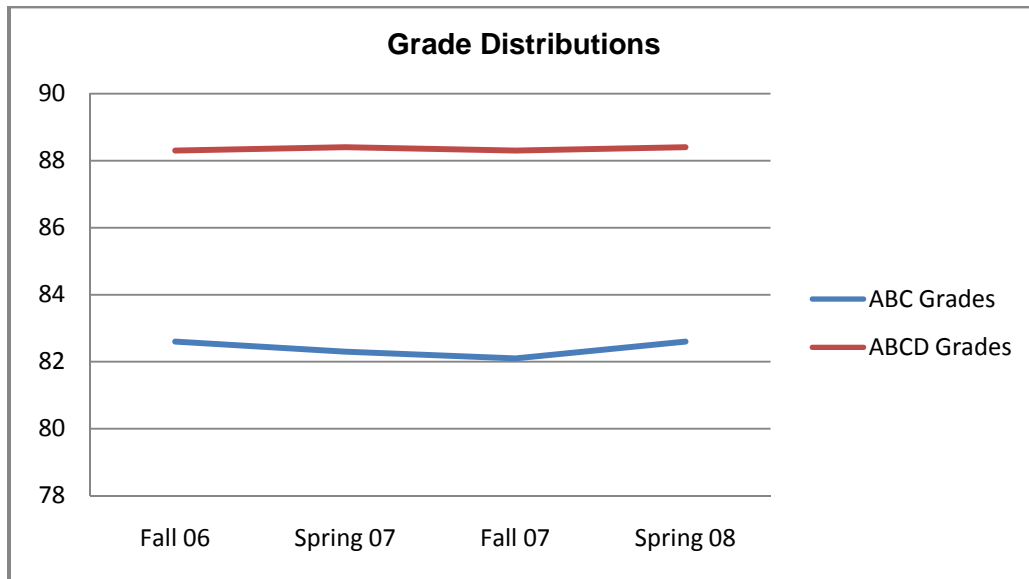
Semester	FT	PT	College Ratios
Fall 2005	48	52	42/58
Spring 2006*	43	57	
Fall 2006	43	57	41/59
Spring 2007*	35	65	
Fall 2007*	42	58	43/57
Spring 2008	45	55	
Fall 2008	52	48	Not yet determined

*During these semesters, some SS faculty were on sabbatical



Social Sciences Grade Distributions

Semester	ABC Grades	ABCD Grades
Fall 06	82.6	88.3
Spring 07	82.3	88.4
Fall 07	82.1	88.3
Spring 08	82.6	88.4



Amount Students Believe They Have Learned: Falls 2003 – 2007:

Distribution for All Social Sciences/Education Sections Compared to IDEA norms and HCC Performance

	IDEA Norms	2003	2004	2005	2006	2007	2007 HCC
Low	10%	2%	3%	4%	5%	3%	3%
Low Av	20%	6%	12%	11%	7%	10%	11%
Av	40%	58%	50%	64%	50%	54%	45%
Hi Av	20%	31%	35%	15%	33%	30%	33%
Hi	10%	4%	0%	5%	5%	3%	8%
AV, Hi Av, Hi summed	70%	93%	85%	84%	88%	87%	86%
Hi AV plus Hi	30%	35%	35%	20%	38%	33%	41%

Observations for falls 2003 – 2007:

1. Social science (SS) scores compared to the IDEA Norms:
 - a. Over 90% of SS courses were rated in the Av, Hi Av, and Hi for 2003 while 2004-2005 was 85% and 2006 was 88% and 2007 was 86%. The IDEA Norm is 70%.
 - b. About 3% of SS courses were rated in the low category on average over the past five years. Some of those numbers are due to faculty not filling out correctly the objectives being measured.
2. SS scores compared over time for falls:
 - a. Over the past 3 falls, on average, 4% of SS courses were rated in the Hi category while the IDEA Norm is 10%.
 - b. The biggest change, and for only 2005, was the drop from around 35% for the Hi Av to 15%.

Excellence of Social Sciences Courses: Falls 2003 – 2007:

Distribution for All Social Sciences/Education Sections Compared to IDEA Norms and HCC Performance

	IDEA Norms	2003	2004	2005	2006	2007	2007 HCC
Low	10%	3%	5%	3%	5%	4%	6%
Low Av	20%	7%	5%	13%	5%	9%	12%
Av	40%	50%	44%	42%	41%	34%	40%
Hi Av	20%	28%	37%	37%	41%	39%	32%
Hi	10%	12%	9%	4%	8%	13%	11%
AV + Summed	70%	90%	90%	83%	90%	86%	83%
Hi AV+	30%	40%	36%	49%	49%	52%	43%

Observations for falls 2003 – 2007:

1. SS sections compared to the IDEA norms for fall 2007:
 - a. 86% of SS courses were rated in the Av, Hi Av, and Hi categories while the IDEA norm is 70%.
 - b. The Hi Av and Hi sections had 52% while the IDEA norm is 30%. HCC overall is 43%.
 - c. Only 13% for fall 2006 were rated in the Low Av and Low (norm is 30%). HCC overall is 18%.
2. Scores compared from falls 2003 to 2007:
 - a. 2007 for Hi Av + Hi was 52% and is SS highest scores for the past 5 falls.
 - b. 2006 for Low and Low Av was 10%, which was a drop from 16% for fall 2005. 2007 was 13%.

The charts below contain information using a 5-point Likert scale.

Amount Students Believe They Have Learned in Factual Knowledge

In fall 2006, 64% and in fall 2007, 73% of courses have this objective as either important or essential.

Scores for Social Sciences Compared to IDEA Norms and HCC Performance					
	2003	2004	2005	2006	2007
SS	4.2	4.2	4.2	4.2	4.2
IDEA	4	4	4	4	4
HCC	n/a	n/a	4	4.1	4.1

Amount Students Believe They Have Learned Basic Principles

In F06, 85% and in F07, 77% of courses have this objective as either important or essential.

Scores for Social Sciences Compared to IDEA Norms and HCC Performance					
	F03	F04	F05	F06	F07
SS	4.2	4.1	4	4.1	4.2
IDEA	3.9	3.9	3.9	3.9	3.9
HCC	n/a	n/a	4	4	4

Amount Students Believe They Have Learned To Apply Knowledge

In fall 2006, 100% and in fall 2007, 99% of courses have this objective as either important or essential.

Scores for Social Sciences Compared to IDEA Norms and HCC Performance					
	2003	2004	2005	2006	2007
SS	4.1	4	3.9	4	4.1
IDEA	4	4	4	4	4
HCC	n/a	n/a	4	4	4

Amount Students Believe They Have Learned in Writing

In fall 2006, 94% and in fall 2007, 90% of courses have this objective as either important or essential.

Scores for Social Sciences Compared to IDEA Norms and HCC Performance					
	2003	2004	2005	2006	2007
SS	3.8	3.8	3.7	3.8	3.8
IDEA	3.8	3.8	3.8	3.8	3.8
HCC	n/a	n/a	3.5	3.8	3.8

Amount Students Believe They Have Learned to Critically Evaluate

In fall 2006, 93% and in fall 2007, 90% of courses have this objective as either important or essential.

Scores for Social Sciences Compared to IDEA Norms and HCC Performance					
	2003	2004	2005	2006	2007
SS	4.1	4	3.9	4	4.1
IDEA	3.8	3.8	3.8	3.8	3.8
HCC	n/a	n/a	3.7	3.8	3.8

Areas of Weaknesses in the Social Sciences

(Areas for improvement as seen by students. Students reported the behaviors happened infrequently. Consequently, most of the items are low for SS and for all HCC.)

Scores for Social Sciences on Specific Items – Areas of Weakness						
Item No.	2003	2004	2005	2006	2007	Item Description
20	4	3.9	4	4	4	Encouraged student faculty interaction outside class
18	3.9	3.8	3.8	3.9	3.9	Asked students to help each other understand ideas
15	3.9	3.7	3.7	3.9	3.9	Inspired students to achieve goals ... challenged them
7	4	3.9	3.8	3.9	4	Explained reasons for criticisms of performance
34	3.4	3.4	3.3	3.4	3.4	Amount of non-reading work (below college norm of 3.5)
37	n/a	3.6	3.6	3.6	3.7	Work harder on this course than on most courses I have taken (HCC mean is 3.7)

Observations for falls 2003 – 2007

1. The department is still working to improve its areas of weakness, specifically in areas identified in the academic plan.
2. The many writing intensive courses should produce above average scores for the amount of non-reading work.
3. Students report they work less hard on SS courses than other courses at HCC until 2007.

Areas of Strengths in the Social Sciences Compared to ALL HCC

Scores for Social Sciences on Specific Items – Areas of Strength						
Item No.	2003	2004	2005	2006	2007	Item Description
3	4.5	4.3	4.3	4.3	4.5	Scheduled course work in ways that encouraged students to stay up to date in their work
5	4.2	3.8	3.9	4.2	4.2	Formed teams or discussion groups to facilitate learning
13	4.3	4.2	4.2	4.3	4.3	Introduced stimulating ideas about the subject
9	4.2	4	4	4.1	4.1	Encouraged students to use multiple resources
8	4.1	4	4	4.1	4.1	Stimulated students to intellectual effort beyond . . . most courses
33	3.7	3.8	3.7	3.7	3.7	Amount of reading (HCC is 3.4 and IDEA is 3.2.)

Observations for falls 2003 – 2007:

1. Students say SS is requiring more reading (item 33) and say no change on items 5 or 9.
2. One of SS strengths has dropped: item 3 with a .2 drop for falls 2004-2006 and moved back up .2 for fall 2007.

A – Approval of September 24, 2008, Agenda

Regular Meeting – Immediately following the work session

- A.** Approval of September 24, 2008, Agenda
- B.** Board Priority Items
 - 1. Board End: Strategic Planning
 - 2. Financial Disclosure Schedule
 - 3. Proposed Fiscal Year 2010 Capital Budget
- C.** Discussion items
 - 1. Revenue Enhancement for the Maryland State Budget
- D.** President's Report
- E.** Board Member Comments
- F.** Report of the Audit and Finance Committee
- G.** Report of the Legislative and Community Relations Committee
- H.** Approval of:
 - 1. August 27, 2008, Work Session Minutes
 - 2. August 27, 2008, Regular Session Minutes
- I.** Consent Items
 - 1. Proposed New Hires
 - 2. Television Studio Network Storage Solution
 - 3. Electrical Contractor Services for the Black Box Theatre
 - 4. Testing Expenses
 - 5. Belmont Design Phase Change Orders 2 and 3
- J.** Information Items
 - 1. Issue Bin
 - 2. Board Calendar
 - 3. Agreements Signed by the Board Chair Disclosure
 - 4. Personnel Summary

Adjournment

B-1 Board Core End: Strategic Planning

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

At its September 27, 2006, meeting, the trustees reset and approved all the current benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. Since these are five-year goals, many of the current flags will naturally be red. Also of interest is the variance in the ratings between the national Baldrige examiners and the visiting Maryland team using the same criteria.

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

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

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

Purpose: Report on the progress of the institution

Timeline: Annual

◆————— Recommendation —————◆

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

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

Category 2 - Strategic Planning






This category examines how the college develops and deploys its strategic objectives and action plans, as well as, how the college assesses progress on those plans.









Source	Item	Current	Benchmark
External Quality Feedback	Strategy Development <i>How does your organization establish its strategic goals, strategic objectives and advantages? How does the college address its strategic challenges?</i>	Baldrige 30-45%	30-45%
		MPEA 50-65%	
	Strategy Deployment <i>How does your organization convert its strategic objectives into action plans to accomplish the objectives? How does the college ensure that there are adequate resources to accomplish those plans and how does it assess progress relative to these plans?</i>	Baldrige 30-45%	30-45%
		MPEA 10-25%	
M H E C	1a. Annual unduplicated headcount enrollment: Credit headcount	11,274	11,535
	1b. Noncredit headcount	17,056	15,701
	2. Market share of first-time, full-time freshman	42.5%	45.0%
	3. Market share of part-time undergraduates	66.5%	70.0%
	4. HCC share of recent public high school graduates	45.5%	45.0%
	5. Minority student enrollment compared to service area population	37.6%	35.0%
	6a. Enrollments in online course: Credit	2,739	2,562
	6b. Noncredit	416	623
	7a. Enrollment in noncredit workforce development courses Unduplicated annual headcount	7,681	7,740
	7b. Annual course enrollments	10,391	10,964
	8a. Enrollment in Continuing Professional Education leading to government or industry-required certification or licensure Unduplicated annual headcount	4,891	4,444
	8b. Annual course enrollments	5,807	5,492
	9a. Enrollment in noncredit community service and lifelong learning courses Unduplicated annual headcount	5,019	5,909
	9b. Annual course enrollments	9,881	11,315


























Source		Item	Current	Benchmark
M H E C	10a.	Enrollment in noncredit basic skills and literacy courses Unduplicated annual headcount	2,699	2,614
	10b.	Annual course enrollments	5,713	5,048
	11a.	Enrollment in contract training courses Unduplicated annual headcount	4,573	5,690
	11b.	Annual course enrollments	6,517	8,072
QUEST		Effective Strategic Planning (Annual Employee Survey)	3.80	3.50

External Measures

The college has prepared and submitted applications to various Baldrige-based quality awards competitions.

Maryland Performance Excellence Award (MPEA) Application		National Baldrige Award Application	
	Range of total applicant scores		October 2005 - HCC's Score Score is given as an interval - Total: 376-475 No range is provided for other applicant scores
	2003 -Score interval in which HCC was rated		
	August 2006 - Score interval in which HCC was rated		
	August 2007 - Score interval in which HCC was rated		

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

C A T E G O R Y 2:	Strategic Planning (85 points)	2.1 40 points			   			
								
				    				
				  				
		2.2 45 points			  			
								
				   				
				   				

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in each category. A team reviews those reports, collects information on the process improvements that occur in the intervening months, and submits a new application. On April 7, 2008, HCC was honored with the highest of the Maryland Performance Excellence Awards: the U.S. Senate Productivity Award. A new team created and submitted a Baldrige application in May 2008. **HCC has been notified it will receive a site visit in October 2008.**

Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 or more received site visits. Therefore, the administration recommended a category benchmark aligned with that: **HCC will receive a rating for category #2 of 45 percent on the Maryland Performance Excellence Award by 2007 or Baldrige by 2009.**

Here are eleven measures mandated by the Maryland Higher Education Commission (MHEC). Note peer colleges (*based on campus enrollment*) are the College of Southern Maryland, Harford Community College, and Frederick Community College.

<i>Annual unduplicated headcount credit and noncredit courses.</i>						
	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	Benchmark FY 2010
Annual unduplicated headcount enrollment:						
1a. Credit Students	9,545	9,950	10,135	10,538	11,274	11,535
State Avg:		10,711	10,761			
Peer Avg:		8,099	8,204			
1b. Noncredit Students	14,722	14,221	14,253	14,952	17,056	15,701
State Avg:		14,590	14,897			
Peer Avg:		12,901	13,453			

<i>Percent of county first-time, full-time freshmen enrolled in Maryland institutions who attend HCC.</i>					
	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Benchmark Fall 2010
2. Market share first-time, fulltime freshman	37.5%	42.5%	42.4%	42.5%	45.0%
			n= 797/1,878	n= 790/1,858	
State Avg:		49.1%	52.7%		
Peer Avg:		58.2%	55.4%		

<i>Percent of county part-time undergraduates enrolled in Maryland institutions who attend HCC.</i>					
	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Benchmark Fall 2010
3. Market share of part-time undergraduates	67.0%	66.7%	66.5%	66.5%	70.0%
			n= 3,450/5,185	n= 3,551/5,336	
State Avg:		71.5%	71.8%		
Peer Avg:		72.6%	70.8%		

<i>The percent of new public high school graduates enrolled in Maryland Higher Education Institutions who attend HCC anytime during the year after high school graduation.</i>					
	AY 03-04	AY 04-05	AY 05-06	AY 06-07	Benchmark AY09-10
4. HCC share of recent public school graduates	40.8%	41.6%	43.8%	45.5%	45.0%
		n= 704/1,692	n= 712/1,624	n= 794/1,746	
State Avg:	59.7%	58.5%	58.8%		
Peer Avg:	65.7%	65.0%	65.3%		

<i>Percentage of nonwhite full-and part-time students enrolled at HCC and the percentage of nonwhites 18 and older in Howard County.</i>					
	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Benchmark Fall 2010
Minority student enrollment compared to service area population					
5. % non-white enrollment	33.6%	34.3%	35.5%	37.6%	35.0%
			n= 2,388/6,728	n= 2,647/7,043	
	<i>State Avg:</i>	30.6%	30.5%		
	<i>Peer Avg:</i>	20.8%	22.0%		
<i>Reference Only : % non-white service area population, 18 or older</i>	30.2%	31.4%	32.7%	33.8%	n/a
	<i>State Avg:</i>	25.2%	25.8%	26.3%	
	<i>Peer Avg:</i>	19.4%	20.5%	21.5%	

<i>Total fiscal-year enrollments in credit and noncredit online courses.</i>					
	FY 2004	FY 2005	FY 2006	FY 2007	Benchmark FY 2010
Enrollment in Online Courses					
6a. Credit students	2,319	2,499	2,555	2,739	2,562
	<i>State Avg:</i>	3,392	4,058		
	<i>Peer Avg:</i>	3,155	4,093		
6b. Noncredit students	35	564	392	416	623
	<i>State Avg:</i>	361	507		
	<i>Peer Avg:</i>	299	408		

<i>Annual unduplicated headcount and course enrollments in noncredit courses with workforce intent.</i>					
	FY 2004	FY 2005	FY 2006	FY 2007	Benchmark FY 2010
Enrollment in noncredit workforce development courses					
7a. Unduplicated annual headcount	7,708	7,010	7,172	7,681	7,740
	<i>State Avg:</i>	6,400	7,214		
	<i>Peer Avg:</i>	6,104	6,762		
7b. Annual course enrollments	10,282	9,930	10,159	10,391	10,964
	<i>State Avg:</i>	10,431	11,918		
	<i>Peer Avg:</i>	8,449	9,750		

<i>Annual unduplicated headcount and course enrollments in noncredit courses with continuing professional education intent.</i>					
	FY 2004	FY 2005	FY 2006	FY 2007	Benchmark FY 2010
Enrollment in Continuing Professional Education leading to government or industry-required certification or licensure:					
8a. Unduplicated annual headcount	3,869	4,025	4,086	4,891	4,444
<i>State Avg:</i>	2,835	3,423	3,415		
<i>Peer Avg:</i>	1,566	2,164	2,217		
8b. Annual course enrollments	4,984	4,974	4,862	5,807	5,492
<i>State Avg:</i>	3,650	4,732	4,896		
<i>Peer Avg:</i>	1,776	2,728	3,505		

<i>Annual unduplicated headcount and course enrollments in noncredit courses with general education intent.</i>					
	FY 2004	FY 2005	FY 2006	FY 2007	Benchmark FY 2010
Enrollment in noncredit community service and lifelong learning courses					
9a. Unduplicated annual headcount	5,375	5,352	5,307	5,019	5,909
<i>State Avg:</i>	4,060	4,385	4,911		
<i>Peer Avg:</i>	4,402	4,521	5,318		
9b. Annual course enrollments	10,305	10,248	9,908	9,881	11,315
<i>State Avg:</i>	9,447	9,767	10,563		
<i>Peer Avg:</i>	7,497	7,409	8,642		

<i>Annual unduplicated headcount and course enrollments in noncredit courses with basic skills intent (e.g., ABE, GED, college prep).</i>					
	FY 2004	FY 2005	FY 2006	FY 2007	Benchmark FY 2010
Enrollment in noncredit basic skills and literacy courses					
10a. Unduplicated annual headcount	2,171	2,368	2,279	2,699	2,614
<i>State Avg:</i>	1,232	1,343	1,482		
<i>Peer Avg:</i>	653	631	596		
10b. Annual course enrollments	4,185	4,572	4,869	5,713	5,048
<i>State Avg:</i>	2,442	2,680	3,007		
<i>Peer Avg:</i>	1,757	1,753	1,557		

Annual unduplicated headcount and course enrollments in workforce and/or workplace related contract training courses.

	FY 2004	FY 2005	FY 2006	FY 2007	Benchmark FY 2010
Enrollment in contract training courses					
11a. Unduplicated annual headcount	5,942	5,154	4,458	4,573	5,690
<i>State Avg:</i>	4,592	5,025	4,932		
<i>Peer Avg:</i>	3,482	4,042	3,799		
11b. Annual course enrollments	7,948	7,311	6,441	6,517	8,072
<i>State Avg:</i>	9,673	9,912	9,847		
<i>Peer Avg:</i>	4,759	5,787	5,951		

Internal Measures

Each fall the college distributes a web-based survey: QUEST (QUality Evaluation of Service Trends). All budgeted employees are asked to rate services and initiatives across the campus on a five point scale (with five being the most positive). The response rate is good; for example, in fall of **2007, 61 percent** of the employees participated. All items on the QUEST have a **benchmark of 3.5** (consistent with expected outcomes for organization-wide surveying). The rating for *Effective Strategic Planning* this year was **3.80**.



Board Talking Points:

- Over the last five years, the annual number of credit students (headcount) has increased by **18.1 percent**; noncredit by **15.9 percent**.
- Of all the new public Howard County high school graduates who enrolled in any Maryland higher education institution, **45.5 percent** choose to attend HCC sometime during the first year after high school graduation.

B-2 Financial Statements Disclosure Schedule

Background: Typically, the trustees receive financial statements that were closed out the preceding month as a routine information item at each board meeting. In the case of the July statements, the college normally does not prepare July financial statements due to the extended process of closing out the books for the year-end in time for the auditors. Since it normally takes two weeks to close out the books, the August statements would not be available in advance of the September board meeting. In order for the trustees to have the monthly statements with sufficient time to review them, the August statements will be submitted with the October board materials. The distribution of financial statements for FY09 will be as follows:

Purpose: Disclosure to the board of trustees

Timeline:

Statement for the Month of:	Month of Distribution
July	October*
August	October
September	November
October	January**
November	January
December	February
January	March
February	April
March	May
April	August***
May	August***
June	August

*Incorporated with August statement
 **Incorporated with November statement
 ***Incorporated with June statement

◆————— Recommendation —————◆

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

B-3 Proposed Fiscal Year 2010 Capital Budget

Background: Attached is the preliminary draft of Howard Community College's proposed FY10 capital budget, which was reviewed by the audit and finance committee at its September 10, 2008, meeting. The committee prioritized the projects, which will be reviewed again with the full board at this meeting. The college is asking for items that did not receive funding from the state and/or county in FY09 to be supported in the FY10 request. Included are those projects that were planned as part of the college's five-year capital improvements program as well as those anticipated in the master plan for future years.

The community colleges, in coordination with the Maryland Association of Community Colleges (MACC), have developed a new model for prioritizing capital budget funding requests. Narrative regarding this model appears in the capital budget book. MACC is also working with the legislature to obtain additional funds for the allocation for community college projects. The college continues to work closely with MACC to assess the effectiveness of the funding model and the overall capital budget process.

This draft is provided for the board of trustees' review and comment. The final proposed budget will be presented to the board for approval as a consent item at its October 22, 2008, meeting. The final document will then be submitted to the Howard County Executive.

Purpose: To present the proposed FY10 capital budget

Timeline: July 1, 2009 – June 30, 2010

◆————— Recommendation —————◆

The administration requests that the board discuss the proposed projects in the FY10 capital budget. No board action is required at this time.



HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

**Proposed
Fiscal Year 2010
Capital Budget**

Preliminary Board Review – September 24, 2008

10901 Little Patuxent Parkway

Columbia, Maryland 21044

**HOWARD COMMUNITY COLLEGE
Capital Budget
Fiscal Year 2010**

BOARD OF TRUSTEES

Mr. T. James Truby, Chair

Ms. Katherine K. Rensin, Vice Chair

Ms. Roberta E. Dillow

Mr. Kevin J. Doyle

Dr. Patrick L. Huddie

Mr. Louis G. Hutt, Jr.

Dr. Mary Beth Tung

Dr. Kathleen B. Hetherington, Secretary-Treasurer

TABLE OF CONTENTS

INTRODUCTION 1

In accordance with the provisions of the Education Article of the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR), each college is mandated to generate a comprehensive facilities master plan that establishes a framework for the orderly development of all capital improvements that support the institution’s role and mission. The plan is required to cover a period of no less than ten years with a land use plan covering twenty years. In addition, it is suggested that the plan be updated every five years, whenever major changes occur in role and mission, or when changes occur in plan components that have significant facilities implications..... 1

The college recognizes the limitations on the county’s bond funding and has requested state funding on eligible projects. However, it is mandated that 50 percent local participation be achieved to obtain the state match. In addition, the uncertainty of the state support places a heavier funding burden on the college and the county. Therefore, the college continues to pursue innovative funding alternatives for capital projects. The college will continue to pursue creative financing options as it did with the first parking garage project where the county agreed to float bonds on this project with the college repaying the county for the cost of construction through student fees. However, there is a limit to the burden that students can bear for capital projects. Continued county support is essential to manage and address enrollment growth..... 5

PRIORITY OF FISCAL YEAR 2010 CAPITAL PROJECT REQUESTS 9

High Priority – These projects are ones the college is requesting funding for in 2010 or are already in progress in 2009. Funding of these projects is critical to meet HCC’s current capital needs. 9

Medium Priority – These projects are for the future and although the college thinks the funding in the future years will be important to meet the goals of its long-term master plan, it is not critical that these projects be funded in the next fiscal year. 9

PROJECT DESCRIPTIONS 10

FY03 ELIZABETH AND PETER HOROWITZ VISUAL AND PERFORMING ARTS CENTER (PROJECT NUMBER M-0529) 10

FY06 PARKING GARAGES (PROJECT NUMBERS M-0529 and M-0526) 12

This project originally began as part of the Peter and Elizabeth Horowitz Visual and Performing Arts Center project number M-0529, but was broken out as a separate line item for tracking purposes and future garage projects. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, the college determined that construction of a parking deck was more feasible than additional surface parking lots..... 12

FY04 ROUSE COMPANY FOUNDATION STUDENT SERVICES HALL (PROJECT NUMBER M-0530) 14

FY05 RENOVATIONS TO McCUAN HALL AND SMITH THEATRE (PROJECT NUMBER M-

0534).....	15
<i>FY95 SAFETY, COMPLIANCE, AND FACILITY RENEWALS (PROJECT NUMBER M-0540)</i>	16
<i>FY08 CAMPUS ROADWAYS (PROJECT NUMBER M-0542)</i>	19
<i>FY06 RENOVATIONS TO VACATED STUDENT SERVICES AREAS – l & st buildings</i> <i>(PROJECT NUMBER M-0533)</i>	20
<i>FY10 HEALTH SCIENCES building (project NUMBER M-0532)</i>	22
<i>FY11 NURSING BUILDING RENOVATIONS (project NUMBER M-0536)</i>	24
<i>FY08 CHILDREN’S LEARNING CENTER (PROJECT NUMBER M-0538)</i>	25
<i>FY96 ATHLETIC & FITNESS CENTER AND ATHLETIC FIELDS RENOVATIONS</i> <i>(PROJECT NUMBER M-0512)</i>	26
<i>FY99 HVAC REPLACEMENT AND UPGRADE (PROJECT NUMBER M-0528)</i>	29
<i>FY10 SCIENCE, ENGINEERING, AND TECHNOLOGY BUILDING (PROJECT NUMBER</i> <i>M-0543)</i>	30
<i>FY09 HICKORY RIDGE BUILDING RENOVATIONS (PROJECT NUMBER M-0535)</i>	31
<i>FY11 mathematics building (PROJECT NUMBER M-0539)</i>	33
<i>FY13 business/computer SYSTEMS and social science/teacher education building (PROJECT</i> <i>NUMBER M-0544)</i>	34
<i>FY15 maintenance building (new PROJECT)</i>	35
<i>FY07 belmont conference center (PROJECT NUMBER M-0537)</i>	36
<i>* The amount for additional costs is being determined and will be included in the next capital budget document</i>	37
SUMMARY OF CAPITAL PROJECT FUNDING	1
OTHER IMMEDIATE NEEDS AND FUTURE PROJECTS	1
<ul style="list-style-type: none"> • <u>Parking</u> - Even with the addition of the new parking garage, the college is experiencing significant parking shortages. Currently, makeshift space has been added on the Grand Prix field; however, long term, this option is not viable for the college. In addition, the tennis courts were converted to a parking lot and a temporary gravel lot was constructed behind the athletic fields as overflow parking. The county’s continued support with the construction of parking garages on campus is the only feasible option. There is a critical need to continue with the development of future parking facilities and expanded parking on campus. To alleviate the immediate need, a parking shuttle has been established from the Mall in Columbia and Wilde Lake to the college. 	1

INTRODUCTION

The capital budget delineates future projects planned as part of Howard Community College's (HCC) five-year capital improvements program and ten-year facilities master plan. The renovation and new construction of campus facilities are critical components of these plans and are consistent with the college's mission, vision, values and strategic priorities. Justification for capital projects particularly involving new facilities construction is directly related to the college's enrollment growth. Typically, capital projects are planned using a ten-year student enrollment projection. The current enrollment and ten-year projected growth along with the state space allocation guidelines are then calculated and used in determining higher education space needs that are eligible for capital funding.

In accordance with the provisions of the Education Article of the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR), each college is mandated to generate a comprehensive facilities master plan that establishes a framework for the orderly development of all capital improvements that support the institution's role and mission. The plan is required to cover a period of no less than ten years with a land use plan covering twenty years. In addition, it is suggested that the plan be updated every five years, whenever major changes occur in role and mission, or when changes occur in plan components that have significant facilities implications.

Although it seems the college completed its facilities master plan not long ago, the five-year period is quickly approaching. The last plan was completed in March 2006 covering the period 2005 through 2015. Request for proposal documents will be developed this fall to solicit professional services for the development of the new facilities master plan to cover the period 2010 through 2020. The entire master planning process takes approximately a year. Development of the plan is timely with the installation of a new president as well as the college's new strategic initiatives recently adopted.

This plan will guide the facilities development and renovations of existing buildings and systems for the college. The advancement of the college's institutional plan and the development of a comprehensive strategy will direct the college's future facilities construction and renewals. A thorough examination of the college's academic programs, enrollment patterns, unique institutional characteristics, staffing trends, and instructional direction will be conducted. The plan will analyze campus development data, land use, buildings and systems, campus development assets, and alternatives for capital projects. In addition, a new area of interest with the state is space utilization. A thorough assessment of the college's room usage and occupancy rates will be conducted along with the examination of existing buildings for the sequencing of renovations and deferred maintenance consistent with the college's programmatic changes and enrollment increases was proposed.

The campus facilities master plan creates a roadmap for the college to follow in future years to accommodate its enrollment growth, making it an invaluable tool that will drive the college's future capital budget requests and help identify immediate and long-term needs. Components of the facilities master plan are then summarized each year in the annual capital budget submissions to the county and state, which also includes a five-year capital improvements program. The proposed FY10 capital budget request reinforces the overwhelming need for ongoing facilities construction and renewals on HCC's campus.

Howard has received outstanding capital support from both the county and state to assist in the funding of facilities renewals and new construction. The justification is the college's current and projected enrollment and the critical space needs required to accommodate this growth. Based on the growth trends for headcount enrollment, the college is expected to grow by 25 percent over the next ten years.

The following chart illustrates current and projected growth trends by fiscal year:

Unduplicated Headcount Enrollment* Credit and Non-Credit by Fiscal Year			
Fiscal Year	Credit	Non-Credit	Total Headcount
FY01	8,406	12,568	20,974
FY02	9,012	13,690	22,702
FY03	9,262	13,640	22,902
FY04**	9,545	14,722	23,751
FY05	9,950	14,221	23,548
FY06	10,135	14,253	23,729
FY07	10,538	14,952	24,812
FY08	11,274	17,056	27,609
FY13 (Projected)	12,684	18,421	29,818
FY18 (Projected)	14,093	19,785	32,026

* Students may be duplicated between credit and non-credit courses.
 ** Beginning in FY04, the figure for "all students" is an overall unduplicated count of credit and non-credit rather than a sum.

*Source: Planning Information System, Planning Research and Organizational Development, HCC
 Enrollment Projections for MD Public Colleges and Universities, as amended June 2008, MHEC*

The unduplicated headcount for FY08 was 11,274 for credit courses and 17,056 for non-credit courses, continuing education, and workforce development programs. The above table also includes a five-year projection and a ten-year projection using 25 percent increase for credit enrollment and 16 percent increase for non-credit.

The Maryland Higher Education Commission (MHEC) collects, analyzes, and reports enrollment data from all Maryland public colleges and universities. For reporting purposes, MHEC separates the data into two categories: 1) full-time students; and 2) part-time students; and provides projection for both credit and non-credit enrollments. All projection models involve the application of a linear regression analysis. Credit enrollments can be predicted by applying the historical relationship between the state's population and past in-state enrollments to future population projections. Non-credit enrollments are forecasted by applying the historical relationship between the adult population 20 years of age or older in the county and past non-credit enrollments at the campus to future population projects. The predicted number of students at the community colleges was determined on the basis of the recent market share, growth rate of each institution, and the anticipated change in the college-age population in each county.¹

MHEC continues to report that community colleges maintain a higher growth percentage than the four-year institutions. This difference is attributed to the rising number of high school graduates attracted to the Maryland community colleges over the past ten years due to affordable tuition and fees and articulation programs with four-year institutions. Tuition increases are expected to have an impact on full-time and part-time college enrollments and colleges will be affected by changes in the per capita income of Maryland residents.

Overall, the Maryland Higher Education Commission reports that there will be a sharp difference between the community colleges and the public four-year institutions in the growth rates by FY17. Community colleges are projected to rise by 20 percent while the four-year institutions are anticipated to rise by only 16 percent. The assumptions for these increases as previously noted are based on state population projections, historical enrollments, trends in high school graduates, changes in per capita income, and tuition increases at public four-year institutions.

Growth rates at Howard Community College surpass the state average and are projected to rise by 26 percent for full-time students and 24 percent for part-time students for an overall average of 25 percent over the next ten years. Consistent with MHEC's forecast from last year, credit and non-credit enrollments are expected to show a steady increase for the college.

This data is also consistent with the statistics reported by the college's planning, research, and organizational development office as well as with the Census Bureau and Howard County's Department of Planning and Zoning. The Census Bureau report provides growth estimates with regional and state comparisons. The Howard County Department of Planning and Zoning uses that data to produce the growth estimates based on new housing units and historic population patterns. Population growth is also estimated based on the type of units built, estimated household size, and vacancy rates.²

Howard County has experienced enormous growth in its population, housing, and economy. With its strategic location in the Baltimore-Washington corridor, the labor pool is large, educated, and diverse. Opportunities for continued growth are well documented with the migration of young families into the area, the rapid development of the local economy, and the development of new communities. However, the growth rates supported by population projections and census data for Howard County show that, while the natural population increase and international migration increase have remained relatively constant, the domestic migration continues to slow. It is speculated that the domestic migration could be a result of the limited supply of housing as well as the sharp increase in prices over the past several years causing residents to relocate to counties where housing may be more affordable.³

The Howard County Spending Affordability Advisory Committee advises that economic conditions in the county remain constant over the past few years although the housing market has shown signs of slowing. The effect of the capital gains bubble has dissipated and the local economy has participated in the national economic expansion. While economic conditions have stabilized, the slow real estate market will continue to cause challenging budget times for the county as the demands for additional spending, particularly in education and public safety, have not slowed. The county faces pressures to fund facilities renovations for the public schools, higher education, parks, fire, transportation, and infrastructure maintenance. The level of funding requested for the capital projects is likely to translate into future debt service payment far beyond what the county can afford. And the committee's discussions are based on how many bonds the county can afford to include in the budget without jeopardizing its bond rating or impacting the ability to afford other services.

The committee has carefully examined the current economic conditions, the use of tax dollars in the county to determine future revenue growth and consulted with the Regional Economic Studies Institute (RESI). RESI noted that Howard County personal income continues to out perform the State of Maryland and is expected to continue with no signs of slowing so that economic growth will continue to be strong in the county. By using economic forecasts, along with established bond debt affordability measures, the committee makes recommendations regarding how much new debt the county can issue without overburdening itself with debt service payments.⁴

The identification of new trends for growth projections and future planning is critical to the college. The county continues to show a steady annual growth rate, which will directly impact the enrollment growth at the college. The county's growth rate over a 35-year period yields 4.5 percent, which is higher than the State of Maryland, which only grew by 4 percent. The State of Maryland is ranked 14th in the United States for numbers of residents and 16th in the United States for percentage growth.

Similar to last year, Howard County's growth rate is higher than the Maryland average and in absolute numbers is ranked 6th in the state. The greatest population increase remains in Montgomery County followed by Prince George's, Baltimore County, Frederick, Anne Arundel, and then Howard. The three

jurisdictions continuing to lose population include Baltimore City, followed by Allegany and Dorchester counties. In general, the natural population increase was greater for the larger counties in proportion to size.⁵

In addition, the college continues its work with the Howard County's Task Force for the Fort Meade expansion requirements of the Base Realignment and Closure Commission (BRAC). The BRAC effort is expected to bring an estimated 6,000 new jobs to the Howard County region. The impact of this growth is not reflected in any of the county's current planning data but the college is preparing to meet workforce requirements associated with the expansion of base personnel and contractors.

The college's existing curricula and training that correspond with the Fort Meade workforce expansion include information technology, network security, multimedia production, language instruction, and management training. Growth at Fort Meade will require the college to expand its capabilities with these and other workforce training and certification requirements at the Charles Ecker Business Center, Laurel College Center, and main campus in Columbia. The agencies moving to Fort Meade are also seeking a site for management and leadership training that could potentially be offered at the Belmont Conference Center. However, the center would need additional lodging and meeting capabilities to retain viability in meeting the potential future needs of the Fort Meade agencies for specialized training.

With the consistent population increase seen countywide, non-residential development, growing school enrollments, and other county efforts such as BRAC, the college has seen an increasing proportion of enrollments at the college both credit and non-credit. Therefore, the college has been forced to expand its physical space and renovate its existing buildings in order to accommodate these new students and the faculty and equipment necessary for them. The college is expected to continue its growth in order to serve the county and citizens of Maryland.

For facilities planning purposes, the headcount enrollment is translated into full-time equivalent (FTE) and full-time day equivalent (FTDE) figures. The converted data in conjunction with approved space factors is the basis for justifying campus space needs. Based on historical enrollment patterns, the county growth patterns supported by Howard County population projections and census data, and the rapidly growing high school enrollments, anticipated growth is projected from 3,201 FTDE students in FY09 to 3,943 FTDE in FY18 for a 23 percent increase.

State Participation

In FY09, the state approved funding for one project: the construction phase for the Clark Library Building renovations in the amount of \$7,889,000 (50 percent state share). Continued state support is necessary to manage growth in higher education and specifically for community colleges as the funds available for capital projects have become even more competitive. Efforts by the community college boards and presidents have secured additional funding for the community colleges in the capital budget over the past couple of years and the presidents are continuing this endeavor for FY10. However, while the overall capital grant program authorizations have increased, the number of projects eligible for funding has greatly diminished.

During the 2007 legislative session, the joint chairman's report mandated that the Maryland Association of Community Colleges (MACC) in coordination with the community colleges, develop a process to submit a combined capital request for the community colleges based on the funding anticipated in the CIP. Therefore, a prioritization model was created containing several evaluation components that were compiled to create one systematic methodology for ranking capital projects. However, the costs associated with the construction phase of individual projects are absorbing the entire grant amount. Just a couple of years ago, HCC was receiving support for multiple projects within a given budget year and now

it is uncertain if the college will receive support for just one project. While it is evident that Howard has received a decent share of the total grant program amount, the most troublesome issue is that it has not received support for a new construction project since FY04 when it received design funds for the RCF, followed by construction funds in FY06, and funds for furniture in FY07. Although the college understands the importance of maintaining existing facilities, new construction projects are the only type of project that addresses space deficits. Over the next decade, community colleges will continue to serve the largest share of undergraduates over the next decade; therefore, state support for new construction is critical.

County Participation

The college recognizes the limitations on the county's bond funding and has requested state funding on eligible projects. However, it is mandated that 50 percent local participation be achieved to obtain the state match. In addition, the uncertainty of the state support places a heavier funding burden on the college and the county. Therefore, the college continues to pursue innovative funding alternatives for capital projects. The college will continue to pursue creative financing options as it did with the first parking garage project where the county agreed to float bonds on this project with the college repaying the county for the cost of construction through student fees. However, there is a limit to the burden that students can bear for capital projects. Continued county support is essential to manage and address enrollment growth.

Student Housing

In June 2004, the college completed a student housing market study. This study determined the level of demand by HCC students for on-campus housing and evaluated the opportunities and benefits that the campus might encounter if it introduced housing on campus. The results showed that students were willing to pay rent in amounts that would make the project financially viable and the demand for apartment-style housing was estimated between 292 and 403 beds.

In light of this outcome, the college developed funding estimates based on an 86-unit and 300-bed facility. Through the development of the facilities master plan, this estimate was reexamined with respect to the construction market and unprecedented cost escalations. In addition, the consultants helped identify housing location options to be evaluated by proposed developers. With consideration to the severe parking deficit and new construction projects on campus, it was determined to be in the best interest of the college to temporarily suspend the student housing project. The college plans to review this again with the board and address it further with the development of the college's new facilities master plan. The college understands that the county and state will not participate in the funding of this facility and will pursue alternative funding methods through potential student housing developers at the appropriate time.

Sustainability

In April 2007, the college's board of trustees and president made a bold statement by signing the American College and University Presidents Climate Commitment. This agreement demonstrates HCC's leadership within the college community and throughout society to minimize global warming emissions as well as provide the knowledge and education to achieve climate neutrality. HCC was the first community college in Maryland to sign the statement. The college has committed to addressing the climate challenge by reducing global warming emissions and by integrating sustainability into its curriculum to better serve its students and meet a social mandate that will help create a thriving, ethical, and civil society. This commitment will help provide students with the knowledge and skills required to address the critical challenges faced by the world and enable them to benefit from the economic opportunities that will arise as a result of solutions they develop.

The college initiated sustainable practice requirements including a statement in all RFPs and program documents on sustainability principles and green building certification. As part of the county executive's initiative to make Howard County a model green community, LEED Silver Certification is expected for new construction in order to receive county funding. Therefore, the college is requiring the selected architect and construction firm will achieve a LEED Silver Certification Building Rating on all new construction projects. The college follows the Leadership in Energy and Environmental Design (LEED) Green Building Rating System as the nationally accepted benchmark for the design, construction, and operation of green buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance. LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health, which include sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality.⁶

The county executive's initiatives for Smart Growth and sustainable communities will impact the college. Ten new developments underway along the Route 1 corridor are particularly attractive to developers because they include a mixed use of residential housing, such as apartments and townhouses, combined with some commercial uses. These new communities as well as planned improvements to the county's transit system are expected to contribute to the enrollment growth at the main campus as well as at the Laurel College Center. And finally, General Growth Properties, Inc. (GGP) is developing plans in response to the county's framework document, *Downtown Columbia: A Community Vision*, which provides a long-term vision for Columbia's future. Downtown Columbia is expected to be a diverse area with recreational, cultural, and educational amenities; enhance connectivity through innovative transportation alternatives; protect and enhance the county's natural resources; balance and phase growth; and involve everyone in decisions concerning the future and evolution of downtown Columbia.⁷

All of these initiatives will have a direct impact on the college. HCC administration will consider these projects carefully during the development of the new facilities master plan in addition to its action plan for achieving climate neutrality. This past September 2008, the college completed its greenhouse gas emissions inventory so that its next steps include the development of a comprehensive plan to achieve climate neutrality as well as an institutional action plan that will be provided to the Advancement of Sustainability in Higher Education (AASHE) for posting and dissemination.

Project Priorities

Current and new projects for this fiscal year are listed on page nine. Priorities for these projects are set by the college's board of trustees. In addition, other immediate needs and future capital projects are identified at the end of this document and are supported by the college's facilities master plan.

Summary

Due to the consistent enrollment growth that the college has experienced over the last decade, the college must expand its physical space and renovate its existing buildings to accommodate new students and the faculty and equipment necessary to educate these students.

As previously noted, state space guidelines assist in determining higher education space needs that are eligible for capital funding. The space allocation guidelines are used to compute each college's maximum allowances for each type of space listed in the national Higher Education General Information Survey (HEGIS) Space Classification System. These guidelines are used by the state in evaluating individual construction projects as well as for long-range capital planning.

Capital projects are planned using a ten-year enrollment projection, which produces a full time day equivalent student count. This count is used in conjunction with the on-campus weekly student contact hours (WSCH), and space factors as the basis for determining space needs. Based on the state's capital

space allocation guidelines, the college is eligible for the new buildings proposed in the capital budget. As a result, the college was able to secure funding for three new buildings on campus.

However, **even after deducting these three buildings, the college continues to show a projected ten-year deficit of 235,240 NASF.** Each year, the Maryland Department of Legislative Services (DLS) conducts an analysis of the Governor’s executive budget. The analysis includes an evaluation of each community college’s academic square foot inventory - classrooms, labs, study space, and offices - and whether the space needs for those areas were met, yielding a percentage of need covered. The following data was reported by DLS in its exhibit 10. This chart includes the institutions ranked first through fifth, with first representing the lowest percentage of need met for academic space:

Academic Net Square Foot Inventory – Percent of Need Covered

Capital Budget Analysis

		<u>Current Inventory</u>		<u>Ten-Year Projected Inventory</u>
1.	Howard	59.2%	Frederick	51.1%
2.	Carroll	64.6%	Carroll	52.3%
3.	Wor-Wic	68.4%	Cecil	69.3%
4.	Montgomery	74.4%	CCBC	69.7%
5.	CCBC	75.4%	Howard	70.9%

Based on this analysis, **Howard maintains the lowest percentage of current need met for all 16 community colleges in the state.**⁸ And while the college ranks fifth in the analysis under ten-year projected inventory, that percentage is based on HCC receiving all funding requests from the state for its capital projects proposed over the next ten years.

However under the new capital budget prioritization model, campus space is categorized into three areas as instructional space, student space, and institutional space. Instead of evaluating just academic space as DLS has done, this model incorporates all campus facilities, which are weighted as 20 percent for current space deficits and 20 percent for future ten-year space deficits. This table shows a slightly different picture of the facilities inventories and space needs with Howard ranking third among the community colleges for both current and ten-year projected⁹:

Facilities Inventory Deficits – MACC Prioritization Data

Capital Budget Analysis

		<u>Current Inventory</u>		<u>Ten-Year Projected Inventory</u>
1.	Montgomery	467,946	Montgomery	503,674
2.	CCBC	288,500	CCBC	274,190
3.	Howard	182,215	Howard	235,240
4.	CSM	173,841	Anne Arundel	215,364
5.	Anne Arundel	126,471	CSM	164,578

Needless to say, a review of the prioritization model’s weights for total campus space versus academic space may need to be a future discussion item when re-evaluating the model for equity and effectiveness.

It becomes difficult for the medium and small-sized colleges to compete with the large community colleges especially if they maintain multiple campuses.

Regardless, the college's large space deficit emphasizes the seriousness of the campus space deficiencies. HCC's capital needs are urgent and critical and a top priority for the president and board of trustees. In order to continue to carry out the mission and vision of the college, the proper infrastructure must exist. These factors mean that current facilities must grow to support the college's customers — the citizens of Howard County and the State of Maryland.

PRIORITY OF FISCAL YEAR 2010 CAPITAL PROJECT REQUESTS

Listed below are the capital project requests and priorities as approved by the board of trustees. Only projects that require funding are assigned priorities. Each of these projects is described in more detail in the sections that follow.

FY10 Priorities	HCC Project No.	HCC Project
High	M-0526	Parking Garages
High	M-0540	Safety, Compliance, and Facility Renewals
High	M-0542	Campus Roadways
High	M-0533	Renovations to Vacated Student Services Areas (Clark Library & ST Building)
High	M-0532	Health Sciences Building
Medium	M-0536	Nursing Building Renovations
Medium	M-0512	Athletic & Fitness Center and Fields Renovations
Medium	M-0543	Science, Engineering, and Technology Building
Medium	M-0535	Hickory Ridge Building Renovations
Medium	M-0539	Mathematics Building
Medium	M-0544	Business/Computer Systems and Social Science/Teacher Education Building
High	M-0537	Belmont Conference Center
Medium	<i>(New)</i>	Maintenance Building

High Priority – These projects are ones the college is requesting funding for in 2010 or are already in progress in 2009. Funding of these projects is critical to meet HCC’s current capital needs.

Medium Priority – These projects are for the future and although the college thinks the funding in the future years will be important to meet the goals of its long-term master plan, it is not critical that these projects be funded in the next fiscal year.

PROJECT DESCRIPTIONS

FY03 ELIZABETH AND PETER HOROWITZ VISUAL AND PERFORMING ARTS CENTER (PROJECT NUMBER M-0529)

Description

The purpose of this project was to design and construct an arts and humanities instructional building. Facilities were needed to specifically support the requirements of the performing and visual arts. In addition to classroom learning, the arts need to be experienced outside the classroom as well. Performing arts spaces must be appropriate to each discipline, and visual arts need exhibition and gallery space. The building has two major areas; one primarily instructional and the other will be a more public space, which will include performance, exhibition, as well as instructional space.

The performing arts disciplines include music, theatre, and dance, each with its own designated area. The visual arts areas encompass studio art, photography, and graphic/digital. And the Administrative Suite will include administrative and faculty offices, as well as individual instructional areas. Full-time and part-time faculty offices also serve as teaching studios for individual instruction. The vision was for offices to be near each other and close to the classrooms, studios, and exhibition areas.

Finally, the entrance and lobby area serves as the main entry point to the building. It consists of high ceilings with natural light, and a glass front. The area has incandescent lighting and spotlights to highlight artwork and points of interest. The lobby will also be connected to the Smith Theatre and create an ambiance that sets the tone for the entire complex.

Changes Since FY09

Prior to project closeout there are a few remaining items that must be addressed including the sound system installation, electronic hardware on doors, the security alarm system for the newly installed art display cases, and additional storage if feasible.

Project Schedule and Cost Summary

There is no current or future funding request for this project; therefore, it is not included on the summary of capital projects listed on page 38. This project is being listed until the project is closed-out. Presented below is a summary of past funding for this project. The college has provided funds listed under the "Other" column. The source of funds was the HCC Educational Foundation, plant reserve fund, and student fees. The county agreed to float the bonds on this project with the college repaying the county for 25 percent of the cost of construction. Hence, through the college's capital campaign and student assessment, the college will pay \$4,157,000 of the construction costs for this project.

Year	Description	County	State	Other	CC Bonds	Total
FY03	Planning and Design – new building	\$0	\$693,129	\$1,146,871		\$1,840,000
	<i>FY03 Subtotal for Building</i>	<i>0</i>	<i>693,129</i>	<i>1,146,871</i>		<i>1,840,000</i>
FY04	Construction – new building	8,728,500	9,053,500	325,600		18,107,600
FY04	Construction – quad/sidewalks/roadway	293,500	587,500	293,400		1,174,400
	<i>FY04 Subtotal for Building</i>	<i>9,022,000</i>	<i>9,641,000</i>	<i>619,000</i>		<i>19,282,000</i>
FY05	Construction – new building steel escalation	450,000	0	448,431		898,431
FY05	Computer/AV Equipment/Other – bldg	37,000	0	0		37,000
FY05	Furniture and Equipment – new building	1,095,000	985,000	0		2,080,000
	<i>FY05 Subtotal for Building</i>	<i>1,582,000</i>	<i>985,000</i>	<i>448,431</i>		<i>3,015,431</i>
FY06	Construction – new building (see above)	(4,157,000)	0	0	4,157,000	0
	<i>FY06 Subtotal for Building</i>	<i>(4,157,000)</i>	<i>0</i>	<i>0</i>	<i>4,157,000</i>	<i>0</i>

Year	Description	County	State	Other	CC Bonds	Total
FY07	Design – additional funds	7,150	0	7,150		14,300
FY07	Construction – additional project costs	426,416	0	426,416		852,832
FY07	Construction – add alternates	384,973	0	384,972		769,945
FY07	Furniture and Equipment – additional needs	181,461	0	659,462		840,923
	<i>FY07 Subtotal for Building</i>	<i>1,000,000</i>	<i>0</i>	<i>1,478,000</i>		<i>2,478,000</i>
	Total	\$7,447,000	\$11,319,129	\$3,692,302	\$4,157,000	26,615,431

FY06 PARKING GARAGES (PROJECT NUMBERS M-0529 and M-0526)

Description

This project originally began as part of the Peter and Elizabeth Horowitz Visual and Performing Arts Center project number M-0529, but was broken out as a separate line item for tracking purposes and future garage projects. After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, the college determined that construction of a parking deck was more feasible than additional surface parking lots.

In addition to the garage noted above, the college is proposing the construction of two more parking facilities. These have been identified as immediate needs in the revised facilities master plan. The second garage will be adjacent to the Hickory Ridge building, and the third garage will be adjacent to the Duncan Hall for English, Languages, and Business.

Justification

Even with the completion of the first parking garage on campus, the college is experiencing significant parking shortages. With the construction of the Peter and Elizabeth Horowitz Visual and Performing Arts Center and now the Rouse Company Foundation Student Services Hall, the parking deficit is compounding. With consideration to future development on campus, the most feasible solution is to construct more parking decks. After extensive discussions regarding innovative funding alternatives, the county agreed to float bonds for the college. The college is seeking county support in addition to repayment to the county with revenue from student fees.

Changes Since FY09

As previously noted, one of the most critical areas on campus is the parking shortage. Even after the completion of the college's first parking garage containing 518 spaces, the college parking deficit remains at 1,576 spaces. With consideration of future infrastructure and campus expansion, the college must address its parking issues before its facility development and renewals. The critical parking situation on campus warrants the inclusion of the parking garage project in the current capital budget request. Therefore, the FY10 capital budget request includes construction funds for the second parking garage of 750-spaces, which was previously planned over two phases. Discussions with the county regarding funding of the parking deck have taken place and the college will continue to pursue alternative funding options to help alleviate this on-going problem by utilizing a proposed county redevelopment authority or a private developer.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. The college will provide funds listed under the "Other" column, initially. The county has agreed to float the bonds on this project with the college repaying the county for the cost of construction. The first parking garage associated with the Peter and Elizabeth Horowitz Visual and Performing Arts Center was funded in the amount of \$7,556,000. Future requests are identified below.

Year	Description	County	State	Other	CC Bonds	Total
FY04	Design – parking garage	\$0	\$0	\$263,000		\$263,000
FY05	Construction – parking garage	0	450,000	0		450,000
FY06	Design – additional funds garage	0	0	44,500		44,500
FY06	Design – additional funds pedestrian bridge	0	0	11,500		11,500
FY06	Construction – parking garage	0	0	0	7,231,000	7,231,000

Year	Description	County	State	Other	CC Bonds	Total
FY07	Construction – parking garage	0	0	0	700,000	700,000
FY07	Construction – parking garage	0	0	0	(375,000)	(375,000)
Total for HVPA Garage M-0529		\$0	\$450,000	\$319,000	\$7,556,000	\$8,325,000
FY07	Design – 750-space garage HR	0	0	0	1,213,000	1,213,000
FY10	Construction – 750-space garage HR	15,000,000	0	0	0	15,000,000
	<i>Subtotal Garage at Hickory Ridge</i>	<i>15,000,000</i>	<i>0</i>	<i>0</i>	<i>1,213,000</i>	<i>16,213,000</i>
FY13	Design – 750-space garage ELB	525,000	0	0	525,000	1,050,000
FY14	Construction – 750-space garage ELB	7,835,000	0	0	7,835,000	15,670,000
	<i>Subtotal for Garage at ELB</i>	<i>8,360,000</i>	<i>0</i>	<i>0</i>	<i>8,360,000</i>	<i>16,720,000</i>
Total for Parking Garages M-0526		\$23,360,000	\$0	\$0	\$9,573,000	\$32,933,000

FY04 ROUSE COMPANY FOUNDATION STUDENT SERVICES HALL (PROJECT NUMBER M-0530)

Description

The purpose of this project was to design and construct a student services facility of 103,770 gross square feet and 62,465 net assignable square feet. The building provides a one-stop shop approach for students to receive a variety of services, including academic support, admissions and advising, counseling, registration, financial aid, career services, student support services, testing, tutoring, business office, bookstore services, and dining services. Prospective students are able to go directly to the Welcome Center where they can obtain all necessary information about entering the college in one convenient location. Lounge and study space for both individual and group study are also available. And the development of the quad was finally completed with the construction of this new building.

Justification

The college had envisioned the creation of a one-stop shop facility for students where they can do a number of enrollment activities at one time with students being able to apply, test, register, and seek financial aid in one location. The current facilities for student services functions were inadequate and could not effectively serve the needs of the college or students.

The plans for the new student services building created a central location of services for enrolled students and prospective students, offering a one-stop shop approach for its students to make the enrollment process seamless.

Renovations to Existing Buildings

The college will need to renovate the vacated areas of the campus to provide additional classroom space for new and expanded course offerings. Renovations are required to the James Clark, Jr. Library Building as well as the necessary modifications to the science and technology building and student activities areas.

Changes Since FY09

The installation of the Dragon Walk and exterior plaques symbolize the changing face of the college and helps make the campus a productive and inviting place to learn, study, work and visit. The final items are being completed and this project is near closeout.

Project Schedule and Cost Summary

There is no current or future funding request for this project, therefore, it is not included on the summary of capital projects listed on page 38. This project is listed until the project is completed. Presented below is a summary of past funding for this project.

Year	Description	County	State	Other	Total
FY04	Planning and Design – new building	\$720,000	\$721,000	0	\$1,441,000
FY05	Planning and Design – expanded dining area	67,000	67,000	0	134,000
FY06	Construction – new building	12,325,000	12,325,000	0	24,650,000
FY07	Furniture and Equipment – new building	1,020,000	1,020,000	200,000	2,240,000
FY07	Funds reallocated from ILB for furniture	530,000	0	0	530,000
	Total	\$14,662,000	\$14,133,000	\$200,000	\$28,995,000

FY05 RENOVATIONS TO McCUAN HALL AND SMITH THEATRE (PROJECT NUMBER M-0534)

Description

The purpose of this project was to design and renovate McCuan Hall and the Smith Theatre of approximately 32,700 net assignable square foot and 51,750 gross square feet. This renovation will complete the necessary modifications needed for the media arts area, which is the remaining discipline of the arts and humanities division. The arts and humanities areas are grouped into four major areas: performing arts, visual arts, media arts, and administrative support. Of the four areas described above, performing arts, visual arts, and the administrative areas are housed in the new Peter and Elizabeth Horowitz Visual and Performing Arts Center while media arts will consolidate to the vacated areas in the existing McCuan Hall. The entrance to the building will be planned with aesthetics in mind and allow for the gathering of people as well as easy access for handicapped individuals.

Renovations to Existing Building

Following the move of visual and performing arts to the new building, the college renovated the vacated areas to provide additional classroom space to address current enrollment growth. These renovations also included the development of the media arts wing, the TV studio, the expansion of senior administration areas, the Smith Theatre and lobby, and the remaining arts and humanities spaces.

Future technology is moving towards instruction on demand, which can involve using online self-paced instruction as well as CD and digital technologies. To continue to develop these technologies at the college and enable community access is critical as the college moves forward in technological advances.

Justification

Student enrollment in the overall arts and humanities courses have seen tremendous growth. Similar to the performing arts disciplines, the visual and media arts are severely hindered with regard to growth because of the lack of sufficient facilities.

Changes Since FY09

The construction phase of this project is complete and the final furnishing is underway. Due to the volatile construction market and the cost escalation of construction materials, the costs associated with this project were higher than the preliminary estimates. However, the college made the decision to scale back the project in order to align with the budget. Punchlist items are ongoing and this project will soon be ready for closeout.

Project Schedule and Cost Summary

There is no current or future funding request for this project; therefore, it is not included on the summary of capital projects listed on page 38. This project is listed until the project is completed. Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY05	Planning and Design	\$0	\$380,000	\$0	\$380,000
FY06	Planning and Design	380,000	0	0	380,000
FY07	Construction	4,887,000	4,887,000	0	9,774,000
FY08	Furniture and Equipment	790,000	790,000	0	1,580,000
FY08	Construction – add alternates	500,000	0	0	500,000
Total		\$6,557,000	\$6,057,000	\$0	\$12,614,000

FY95 SAFETY, COMPLIANCE, AND FACILITY RENEWALS (PROJECT NUMBER M-0540)

Description

This project was formerly known as campus-wide systemic renovations. Over the last decade, however, the project has evolved to much more than merely improvements to the college's physical plant and has expanded to deferred maintenance and facility renewals at all the college campuses including Laurel and Belmont. With the implementation of new state and county codes, stringent ADA and safety compliance, and critical maintenance requirements, this project has been appropriately renamed.

Justification

Below are the necessary projects inclusive of all college campuses and locations that include compliance with current safety standards and necessary facility renewals:

FY08	Phased installation of campus-wide security access/camera control system/rekeying	270,000
	ADA renovations	71,000
	Phased public rest room upgrades	108,000
	Phased deferred maintenance per Building Assessment Study	312,000
	Carpeting replacements	86,000
	Interior improvements (classrooms, offices, and other)	135,000
	Landscape Plan development	100,000
	Conversion of ST lower level spaces to 3 classrooms and 2 labs	750,000
	Conversion of spaces for Rad Tech classrooms and equipment	<u>350,000</u>
	Total	\$2,182,000
FY09	Phased installation of campus-wide security access/camera control system/rekeying	131,000
	ADA renovations	74,000
	Phased public rest room upgrades	112,000
	Phased deferred maintenance per Building Assessment Study	215,000
	Carpeting replacements	89,000
	Interior improvements (classrooms, offices, and other)	140,000
	Phase two Rad Tech classroom conversion	<u>350,000</u>
	Total	\$1,111,000
FY10	Phased installation of campus-wide security access/camera control system/rekeying	292,000
	ADA renovations	77,000
	Phased public rest room upgrades	116,000
	Phased deferred maintenance per Building Assessment Study	337,000
	Carpeting replacements	93,000
	Interior improvements (classrooms, offices, and other)	486,000
	IT upgrades and modifications	950,000
	Rigging systems replacements	<u>500,000</u>
	Total	\$2,851,000
FY11	Phased installation of campus-wide security access/camera control system/rekeying	303,000
	ADA renovations	80,000

	Phased public rest room upgrades	120,000
	Phased deferred maintenance per Building Assessment Study	350,000
	Carpeting replacements	97,000
	Interior improvements (classrooms, offices, and other)	152,000
	IT upgrades and modifications	<u>950,000</u>
	Total	\$2,052,000
FY12	Phased installation of campus-wide security access/camera control system/rekeying	315,000
	ADA renovations	83,000
	Phased public rest room upgrades	125,000
	Phased deferred maintenance per Building Assessment Study	364,000
	Carpeting replacements	101,000
	Interior improvements (classrooms, offices, and other)	152,000
	IT upgrades and modifications	<u>300,000</u>
	Total	\$1,440,000
FY13	Phased installation of campus-wide security access/camera control system/rekeying	327,000
	ADA renovations	86,000
	Phased public rest room upgrades	130,000
	Phased deferred maintenance per Building Assessment Study	378,000
	Carpeting replacements	105,000
	Interior improvements (classrooms, offices, and other)	152,000
	IT upgrades and modifications	<u>300,000</u>
	Total	\$1,478,000
FY14	Phased installation of campus-wide security access/camera control system/rekeying	339,000
	ADA renovations	89,000
	Phased public rest room upgrades	135,000
	Phased deferred maintenance per Building Assessment Study	393,000
	Carpeting replacements	109,000
	Interior improvements (classrooms, offices, and other)	152,000
	IT upgrades and modifications	<u>300,000</u>
	Total	\$1,517,000

Changes Since FY09

Following the building assessment study and the examination of critical campus systems, the college has continued with its deferred maintenance budget using an annual four percent inflation factor. The building assessment study provided the college with a campus-wide audit of all building systems including mechanical, electrical, structural, plumbing, and life safety. It is a valuable tool to assess new and existing systems and determine building efficiency, as well as it incorporates a database system that yields deferred maintenance lists that can be used as justification for building renovations. The goal of this assessment is to develop deferred maintenance schedules that will ultimately reduce operating costs and increase building efficiency.

As the campus has grown significantly to accommodate the college's enrollment growth, information technology modifications and upgrades are a necessary component of campus development and have been added as a component of this project. Currently, the college's computer cable infrastructure in each existing building needs to be evaluated and replaced to meet current industry standards. Cabling

management systems should be installed in the ceilings and old cabling discarded. Blown fiber conduit should be installed to provide fiber connectivity within the buildings to meet future network capacity for video, voice and data communication to classrooms and offices. In addition, the college's Private Branch Exchange (PBX) system needs to be replaced. The PBX system is a dependable but dated type of telephone system that provides a wide range of features and can be expanded as the college grows. The college's current PBX has reached its life expectancy and must be replaced with a new system. This area is critical as the college must have in place the framework to assist in creating an infrastructure to support the present and future addition of technology into the college's environment.

Other FY09 projects included the phased installation of the security access control systems, campus-wide interior improvements, carpet replacements, upgrades to public restrooms as well as modifications to meet ADA compliance. In addition, the college was able to secure funding for the phase two of the Rad Tech classroom conversion. Projects proposed for FY10 include the phased installation of the campus-wide security access and camera control system, upgrades for public restrooms, interior improvements, carpet replacements, deferred maintenance, rigging systems replacement, and additional ADA modifications.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. Funds listed under the "Other" column will be provided by the college. The source of funds is the plant reserve fund and student fees.

Year	Description	County	State	Other	Total
FY05 & prior	Construction/Equipment	\$4,446,000	\$1,178,000	\$300,000	\$5,924,000
FY06	Construction/Equipment	855,000	0	0	855,000
FY07	Construction/Equipment	400,000	0	400,000	800,000
Total for Systemic Renovations M-0522		\$5,701,000	\$1,178,000	\$700,000	\$7,579,000
FY08	Construction/Equipment	2,182,000	0	0	2,182,000
FY09	Construction/Equipment	1,111,000	0	0	1,111,000
FY10	Construction/Equipment	2,851,000	0	0	2,851,000
FY11	Construction/Equipment	2,052,000	0	0	2,052,000
FY12	Construction/Equipment	1,440,000	0	0	1,440,000
FY13	Construction/Equipment	1,478,000	0	0	1,478,000
FY14	Construction/Equipment	1,517,000	0	0	1,517,000
Total for Safety, Compliance, Facility Renewals M-0540		\$12,631,000	\$0	\$0	\$12,631,000

FY08 CAMPUS ROADWAYS (PROJECT NUMBER M-0542)

Description

This project was previously included as part of the campus-wide systemic renovations project. As the campus has grown to accommodate the college's significant enrollment growth and three new buildings were constructed on campus, the college's roadway infrastructure has not kept pace with the new construction. With the severe parking shortage on campus, the college completed a 518-space parking garage. In addition to this garage, the college is proposing the construction of two more parking facilities. The inclusion of parking garages on campus as well as the new construction and increased usage force the college to upgrade its campus roadways and address necessary changes to vehicular and pedestrian traffic patterns.

Currently, the college has three vehicular access points along two major roads. The main entrance off Little Patuxent Parkway is heavily wooded and is also obscured by the parking lot in front of Duncan Hall. There are also limited street signs telling of the approach to the campus. The secondary entry point exists off Hickory Ridge Road of which there is no signage alerting the driver's arrival at the campus. This entrance is also being utilized more as the main entry becomes more congested. The third entry, in the form of a right-in and right-out, is east of the main entrance on Little Patuxent Parkway. This entrance is primarily used for access to the new parking garage as well as deliveries to main receiving. Generally, visibility from Little Patuxent Parkway is very limited with few site lines and the access off Hickory Ridge Road is inadequate. While the traffic circle functions well for vehicles, it can be difficult to determine where to go. And while the internal campus road functions well for automobiles, there are pedestrian conflicts at two locations. The campus roadway upgrades and modifications have been identified as immediate needs in the revised facilities master plan.

Justification

Since construction began in 2001 with the first instructional building, the college's roadways have endured significant abuse by construction vehicles in addition to the everyday wear and tear from the college community. The college must upgrade its campus roadways to provide safe driving conditions and address state and local codes and compliance. The revised facilities master plan recommends a new campus road layout that keeps automobile traffic on the periphery of the campus leaving a car-free learning environment. There will then be four entry points celebrated with signage, a change in paving materials, crosswalks, and other physical language telling of the entrance to an education institution. Pick-up and drop-off points are planned along with new transit patterns to keep the buses from traveling through the parking lots. Improvements to the service road as well as modifications to the traffic circle are the most immediate needs. The circle must be reconstructed in accordance with county design standards for a single-lane roundabout with mountable curbs enabling movement of buses and trucks.

Changes Since FY09

As part of the facilities master plan, the college required the consultants to evaluate the vehicular and pedestrian traffic. The study yielded recommendations for roadway improvements and modification on campus. The request for FY10 concentrates on reconstruction of the traffic circle and service road improvements. This is a critical area that must be addressed in order to maintain access to the college.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY10	Design/Construction–improve service road & circle	\$520,000	\$0	\$0	\$520,000
FY11	Design/Construction–phased roadway resurfacing	225,000	0	0	225,000
FY12	Design/Construction– phased roadway resurfacing	230,000	0	0	230,000
FY13	Design/Construction– phased roadway resurfacing	240,000	0	0	240,000
FY14	Design/Construction– phased roadway resurfacing	250,000	0	0	250,000
	Total	\$1,465,000	\$0	\$0	\$1,465,000

FY06 RENOVATIONS TO VACATED STUDENT SERVICES AREAS – L & ST BUILDINGS (PROJECT NUMBER M-0533)

Description

The space that was previously occupied by student services has been vacated, and renovations are occurring in the James Clark, Jr. Library, student activities (SA), and science and technology (ST) buildings to provide new classroom space and adequate office space for the remaining staff and faculty. The vacated space totals 26,218 NASF, which consists of 16,091 NASF contained in the library building, 9,831 NASF in the ST building, and 296 NASF in the SA Building. Of the three buildings to be vacated, the first project is the James Clark, Jr. Library renovations followed by the renovations to the ST/SA buildings. The second floor of the library building, which houses the library and learning center, is undergoing modifications to allow for improved computer access and to accommodate other technological advances that are currently used in the learning resource center spaces. Therefore, the space to be renovated in the James Clark, Jr. Library Building including the vacated space on the first floor plus the second floor totals 53,890 NASF.

Justification

The college needs to renovate the vacated areas of the campus to provide additional classroom space for new and expanded course offerings as well as improved offices and student services areas. Library building renovations are required to ensure that the library continues to provide quality services to the college community and to the community at large, including online access to library services. Other areas requiring consideration include the information technology department, wellness center, outcomes assessment office, international programs area, and necessary faculty offices. These areas must be examined during the design phase of the library building renovations. Additionally, with the continued enrollment growth and the full-time day student population increasing, there has been a growing interest to expand student clubs and organizations. Renovations will also be necessary for the student activities area in order to respond to student requests to have meeting space for their clubs.

The first phase of this project, which includes the renovations to the James Clark, Jr. Library building, will correct several facilities problems, including: (1) the renovation of the vacated space following the move into the new student services building; (2) the expansion of the science and technology disciplines including life sciences, wireless technology, biomedical engineering, engineering transfer, and photonics; (3) the necessary improvements to the library and cultural center; (4) the consolidation of instructional areas; (5) the consolidation of administrative spaces and functions; and (6) the upgrading and/or replacement of building systems including Federal Pacific Energy equipment, HVAC, electrical, telecommunications, ADA accessibility, security structures, rest rooms, and elevators.

The current facilities are extremely inadequate and overcrowded with few amenities in a single area. The essential components of this project are to renovate the vacated spaces in order to provide additional instructional space, and to provide the needed modifications to the existing library. In order to serve both prospective and current students adequately, the college needs to expand the space, relocating key services and renovating the vacated spaces that will be converted into much needed classroom, lab, office, and service areas.

The vacated areas must be renovated following the move into the new student services hall. Phase one of this project is scheduled to begin with the planning and design of the James Clark, Jr. Library Building in FY07, followed by phase two, which is scheduled to begin in FY12 with the modifications to the ST and SA buildings. Renovations to the library, ST, and SA buildings are required to ensure that the college continues to provide quality services to the community.

Changes Since FY09

The state awarded the design phase for this project in FY06; however, the county share was not funded until FY07. During the FY08 budget process, the construction phase did not get funded by the state. The college requested construction funds in FY09 that were awarded and construction began in July 2008. The college is now requesting furniture and equipment funds in FY10. This project is critical in order to bring the library building up to current standards, address the facilities problems, and provide much needed space for the associated programs housed in that building.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY06	Planning and Design – Clark library building	\$0	\$615,000	0	\$615,000
FY07	Planning and Design – Clark library building	615,000	0	0	615,000
FY09	Construction – Clark library building	7,889,000	7,889,000	0	15,778,000
FY10	Furniture – Clark library building	2,080,000	0	0	2,080,000
FY13	Planning and Design – ST/SA buildings	735,000	735,000	0	1,470,000
FY14	Construction – ST/SA buildings	6,700,000	6,700,000	0	13,400,000
FY15	Furniture – ST/SA buildings	620,000	620,000	0	1,240,000
Total		\$18,639,000	\$16,559,000	\$0	\$35,198,000

FY10 HEALTH SCIENCES BUILDING (PROJECT NUMBER M-0532)

Description

The purpose of this project is to design and construct a medical careers building of approximately 95,000 gross square feet. One factor in identifying the academic thrust of an institution is the distribution of student participation among disciplines. The college offers a wide variety of high quality programs and learning opportunities to help build a vibrant community and assist students in discovering their unique strengths and achieving their goals. Of the nine instructional divisions at the college, health sciences has seen a dramatic increase in enrollment over the last decade. This new building will provide the facilities necessary to prepare students for a career in health sciences.

Justification

Interest in health sciences and medical careers has increased significantly. Of all the states in the U.S., Maryland projects the greatest job-growth in the nursing and allied health fields. The supply of graduates from Maryland postsecondary health care programs is less than 60 percent of the occupational demand projected. The gap between demand and supply continues for the top demand healthcare occupations. (Report of Maryland's Top Demand Healthcare Occupations -- Projected Demand and Reported Supply Provided by Maryland Higher Education Institutions, February 12, 2004).

Maryland is facing an unprecedented nursing crisis. The Maryland Department of Health and Mental Hygiene has designated both licensed practical nurse (LPN) and registered nurse (RN) as health occupation shortage areas. A confluence of factors has brought about this shortage, including increased numbers of patients seeking care; increased acuity of patients admitted to hospitals; greater variety of careers open to women; the aging of the current nursing workforce; and gender stereotyping that portrays nursing as a "female" occupation.

In 2006, the vacancy rate for registered nurses in Maryland was 12.5 percent, indicating a shortage of approximately 15,000 RNs. The rate for licensed practical nurses or LPNs was 11.2 percent. These staggering numbers actually represent a decline as RN vacancy rates were at their highest ever in 2001 at 15.6 percent. This decrease may be attributed to short-term strategies implemented by hospitals, such as hiring bonuses and the use of nurses from temporary agencies, rather than long-term improvements in the situation. The downturn in the economy has also played a role, bringing some nurses out of retirement and causing others to delay retirement. Nevertheless, the University of Maryland, Baltimore's Center for Health Workforce Development predicts that Maryland's unfilled need for nurses will continue to hover around 17,000 through 2012.

Currently, the health sciences division offers programs including cardiovascular technology, emergency medical technician/paramedic, exercise science, life fitness, health care, health education, human services, nursing, radiologic technology, dental assistant/hygienist, physical therapy, occupational therapy, and respiratory therapy. Enrollments over the last ten years have increased dramatically, showing a 30 percent increase in nursing disciplines and a 75 percent increase in cardiovascular programs. Projections for these disciplines show an overall growth in weekly student contact hours (WSCH) of 125 percent over the next ten years.

Two programs that were added to the college's curriculum include: (1) a mid-year admissions nursing program; and (2) an accelerated twelve-month associate degree in nursing program. This proposed facility will provide the necessary space to support the health sciences, allied health, and medical careers disciplines. It will provide the needed instructional lab space and related administrative support functions. Specific areas include classrooms, lecture hall, meeting room, general class labs, specialized class labs, administrative areas, faculty offices, and building support areas. It will also house a central utility plant that will provide the physical connectivity of utilities and allow for future expansion and

development of the south end of campus and is supported in the college’s ten-year facilities master plan. While the facilities program for this project has already been developed, consideration will need to be given to the future status of the college’s wellness center and whether programmatically it should be housed within this facility.

The college’s current programs as well as others associated with the Mid-Maryland Allied Healthcare Education Consortium, provide further justification for the immediate need of this facility. Ten of the thirteen programs planned to be housed in this building address the state’s workforce shortage areas and include: cardiovascular technology, emergency medical technician/paramedic, health care, health education, human services, nursing, radiologic technology, physical therapy, occupational therapy, and respiratory therapy. Based on the current and projected headcount, the current facilities are severely inadequate. The college must expand its physical space and renovate its existing buildings and utility services in order to accommodate its students.

Renovations to Existing Buildings

The college will need to renovate the vacated areas of the campus to provide additional instructional classrooms, lab space, and administrative space. Renovations to the nursing building will be required to ensure that the college continues to provide quality services for the community including the newest technological advances.

Changes Since FY09

This project first appeared in the capital budget book several years ago as the “allied health and science building” and is now more appropriately renamed the “health sciences building.” This new facility was originally proposed for funding in FY08 followed by the science, engineering, and technology building after the completion of health sciences. The project was not funded in FY08 or in FY09 and is therefore being requested again in FY10. With the significant increase in enrollments and the demand experienced for these programs, it was imperative to move this project forward and identify this building as an immediate need.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY10	Planning and Design – new building	\$1,990,000	\$1,990,000	\$0	\$3,980,000
FY11	Construction – new building	18,623,000	18,623,000	0	37,246,000
FY12	Furniture and Equipment – new building	1,700,000	1,700,000	0	3,400,000
Total		\$22,313,000	\$22,313,000	\$0	\$44,626,000

FY11 NURSING BUILDING RENOVATIONS (PROJECT NUMBER M-0536)

Description

Once the space that is currently occupied by health sciences is vacated, renovations will need to occur to the nursing building of 33,097 gross square feet and 18,410 net assignable square feet. Renovations to classroom space and meeting space are necessary to allow for additional classroom and lab space as well as administrative areas.

Justification

Following the move into the new health sciences building, the college will be required to renovate the existing nursing building. This building is the second oldest building on campus, constructed in 1976. The building is divided by a central circulation corridor that is flanked by classrooms to the north and south. This allows for circulation in both directions, however, students are forced to sit and stand in the corridors waiting for classes to exit. Although the college has been diligent in providing minor renovations to individual classrooms and labs, instructional programs scheduled in this facility are sharing the classroom and lab spaces. It is clear that the current nursing building cannot support the demand for additional instructional spaces and that the building is being used to its maximum capacity. The college must expand its physical space and renovate its existing buildings and utility services in order to accommodate its students and employees.

Renovations to Existing Buildings

The college will need to renovate the vacated areas of the campus to provide additional classrooms, labs, and administrative spaces. Due to the location of the nursing building, it is a perfect opportunity to address the unmet needs in the administration area. With the nursing building attached to the administration building, the college can consolidate areas and allow for the overflow of offices into the nursing building. Renovations to the nursing building will be required to ensure that the college continues to provide quality instruction and outstanding customer services to its community.

Changes Since FY09

This project is critical following the move into the new health sciences building. Similar to the changes seen with the allied health disciplines, the significant increase in enrollments and the on-going need for additional space, force the college to move this project to forefront and identify this building as a critical need for funding in FY11.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY11	Planning and Design	\$345,000	\$345,000	\$0	\$690,000
FY12	Construction	3,445,000	3,445,000	0	6,890,000
FY13	Furniture and Equipment	480,000	480,000	0	960,000
	Total	\$4,270,000	\$4,270,000	\$0	\$8,540,000

FY08 CHILDREN'S LEARNING CENTER (PROJECT NUMBER M-0538)

Description

This project was included to support the teacher education, early childhood education, and early childhood development programs. The original center was constructed with an area consisting of approximately 4,400 square feet of "shell space." The proposed renovation completed the unfinished shell space and provided the addition of interactive instructional teaching labs and instructional areas for its students, staff, and faculty.

Justification

This 12,000 GSF facility has maintained the shell space area since its inception in 2000. With the significant space deficit in classrooms and labs on campus, it was crucial to finish this space and utilize all areas of the college. Currently, the state does not fund space associated with revenue generating child care centers; however, with the academic component associated with this space, the college was able to secure county assistance to finish this area. The current facilities problems include insufficiency of space for instructional teaching laboratories and inadequacy of facilities related to ineffective design of labs to support collaborative and interactive learning. It was imperative to renovate the shell space in order to address the expected enrollment growth, expansion of program offerings, increased use of specialized learning environments and instructional delivery, and commitment to growth in the teacher education and early childhood education industries.

Changes Since FY09

The county funded 100 percent of the design and construction for this project as part of the FY08 capital budget. There is no current or future funding request for this project; therefore, it is not included on the summary of capital projects listed on page 38. This project is being listed until the project is completed. The college has included its own funds under the "other" column to provide furniture and equipment.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY08	Planning and Construction	\$792,000	\$0	\$32,000	\$824,000
FY08	Furniture and Equipment	0	0	68,000	68,000
	Total	\$792,000	\$0	\$100,000	\$892,000

FY96 ATHLETIC & FITNESS CENTER AND ATHLETIC FIELDS RENOVATIONS (PROJECT NUMBER M-0512)

Description

This project includes the current building renovations and the reconditioning and improvements to the athletic fields. Due to budget constraints, this project was phased over several years. The components to this project are outlined below.

Building Renovations

The purpose of this project was to establish a health fitness lab; modify the HVAC throughout the athletic and fitness center; replace the gym floor; renovate the locker rooms; and renovate the swimming pool area. In addition, air conditioning was added to the building.

In FY01, the replacement of the gym floor was completed. Since that time, the new HVAC system has been installed and the final renovations were completed in FY03. The remaining renovations needed to the building include replacement of the building's exterior siding and additional electrical upgrades. Based on the established priorities and phasing schedule, the final modifications are planned for FY10.

Athletic Fields

The purpose of this project is to renovate and reconfigure the soccer, lacrosse, baseball, softball, and practice fields and install a new running track and stadium area. All phases are dependant on the availability of funds and priority of other components of this project. The existing fields were in poor condition and dire need of restoration. All field renovations have taken place with the exception of the baseball and softball area. Stormwater management for the entire quadrant including the children's learning center was addressed as well as reforestation requirements for the entire campus.

Justification

Building Renovations

It was essential to modify and upgrade the current athletic facilities in order to properly serve the credit and credit-free programs, the college community and the citizens of Howard County. The facilities are used seven days a week for approximately fifteen hours a day. With the completion of the building modifications, the college is able to provide the necessary accommodations for the varsity athletes, as well as recreational and league programs.

Athletic Fields

The present athletic fields were in need of major repair in order to provide a safe playing environment and to meet Title IX standards. In addition, the existing fields were not in compliance with the National Junior Collegiate Athletic Association (NJCAA) standards for use in competition and are inadequate in size for their usage. Previously, there was no level playing area for team or recreational use, and the fields were hazardous as they all have some type of protruding rock, holes, or dips. As stated in the facilities master plan, the reconditioning of the fields included a new competition field and running track, athletic practice fields, a baseball and softball field. Installation of these new fields was critical to enhance the college's recreational and athletics programs.

The college must improve the athletic facilities to successfully participate in collegiate athletics. The demand for the sports programs has increased as the full-time student population has grown. More importantly, it is critical to provide a safe environment for the students and community.

The planned renovations are as follows:

FY00	Initial planning and design of the health fitness lab, locker room renovations, and locker rooms.
FY01	Continued planning and design of the health fitness lab, air conditioning of the locker rooms and gym, and replacement of the gym floor.
FY02	Construction of the health fitness lab and equipment and air conditioning for the remaining areas; additional HVAC modifications; renovation of the locker rooms; and renovations to the swimming pool and tennis courts.
	Athletic Fields Phase 1 - the development of the forest delineation plan, forest conservation plan, boundary survey, topographic survey, site development plan, landscape plan, and the grading and seeding of one temporary playing field that is level and free of holes. Funds that were previously allocated for this project have been consolidated below.
	Development of the stormwater management pond and design services for fields.
FY03	Athletic Fields Phase 2 - Renovate four athletic fields, remove track and grade site, provide access road and tree removal, install utility extension and water lines, and provide sanitary sewer.
FY04	Athletic Fields Phase 3 - Installation of new 400-meter track, high jump, shot put, and long jump areas; installation of fencing; and additional field grading.
FY05	Athletic Fields Phase 4 – Installation of ADA path for access to fields and ambulance service; installation of handicapped parking areas; correction of drainage issues.
FY07	Athletic Fields Phase 5 – Installation of field/storage building; installation of multi-purpose field; renovation of baseball and softball field, installation of dugouts and associated fencing.
FY11	Athletic Fields Phase 6 - Installation of field building with spectator seating ; completion of exterior lighting, necessary utilities, and additional fencing.
FY12	Replacement of exterior building siding and upgrading of building electrical systems.

Remarks

Building Renovations

The gym floor, HVAC system, and building modifications were finalized in FY03.

Athletic Fields

The design of the fields is ongoing and the construction of phase four is underway. Due to the condition of the existing fields and the extent of work required, the cost and scope of the project increased. With consideration to the complexity of this project and funding limitations, the college proposed phasing the field renovations over several years as shown above.

The final phase for the athletic fields will include the installation of scoreboards, concession stands, and additional bleacher seating for spectators as needed. The college anticipates contributions from donors and other organizations to assist in the funding for this phase.

Changes Since FY09

With consideration to the complexity of this project and funding limitations, the college decided to phase the athletic fields renovations over several years. Phase five, which will be completed in FY09, was approved at the state level during the FY07 legislative session, but the county funds were not authorized until FY08. Phase six of this project is being requested in FY11 followed by building modifications in FY12. The college will continue to pursue contributions from donors and other organizations to assist with the funding of this project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. Funds listed under the “Other” column were provided by the college. The source of funds includes \$68,000 from the plant reserve fund in FY01; \$161,943 from year-end savings in FY02; \$199,782 from systemic renovations in FY02, \$16,666 from auxiliary reserve fund, and \$350,000 from the Soccer Association of Columbia/Howard County, Inc. in FY03.

Year	Description	County	State	Other	Total
FY01 & prior	Planning, Design and Construction – interior building	\$809,000	\$50,000	\$68,000	\$927,000
FY02	Construction, Furniture and Equipment – interior building	490,000	550,000	161,943	1,201,943
FY02	Planning and Construction Phase 1 – athletic fields	0	0	199,782	199,782
FY03	Planning and Construction Phase 2 – athletic fields	0	350,000	366,666	716,666
FY04	Planning and Construction Phase 3 – athletic fields	400,000	346,683	0	746,683
FY05	Planning and Construction Phase 4 – athletic fields	400,000	453,317	0	800,000
FY07	Planning and Construction Phase 5 – athletic fields	0	400,000	0	400,000
FY08	Planning and Construction Phase 5 – athletic fields	400,000	0	0	400,000
FY11	Planning and Construction Phase 6 – athletic fields	350,000	350,000	0	700,000
FY12	Planning and Construction – building electrical systems and siding replacement	1,278,000	0	0	1,278,000
Total		\$4,127,000	\$2,500,000	\$796,391	\$7,423,391

FY99 HVAC REPLACEMENT AND UPGRADE (PROJECT NUMBER M-0528)

Description

The purpose of this project was to replace and upgrade Howard Community College's HVAC system, which included renovations to replace air handlers, baseboard radiation, and piping as well as duct modifications and direct digital controls. Renovations were previously scheduled in the following areas: Smith Theatre, library, nursing, administration, Burrill Galleria, and the ST buildings. However, with the scheduled renovations to specific buildings as planned per the college's capital improvements program and facilities master plan, HVAC replacements that were previously proposed as separate projects are now included as a component of the corresponding building renovation. The college has found this to be a more cost effective approach as well as a more efficient method of project management.

Justification

The completed modifications to the James Clark, Jr. Library Building, which was the original building on campus, included replacement of air handlers/duct modification, replacement of baseboard radiation, and piping as well as the direct digital controls. The modifications to the nursing building, which was the next phase, included the replacement of baseboard radiation and piping as well as induction terminal reheat units.

Remarks

The college completed the construction of the James Clark, Jr. Library Building modifications first and will complete the modifications to the nursing building baseboard radiation and piping in the next phase. These are the needed replacement equipment changes due to currently failed systems. In addition, consideration must be given to the central plant cooling towers and ice chillers that are nearing their life expectancy.

Changes Since FY08

With the James Clark, Jr. Library building modifications completed in the first phase, this next phase scheduled was to continue with the HVAC renovations to the nursing building. Since the nursing building renovations are planned in FY11, the college is evaluating the current status of the nursing building as well as the central plant equipment to determine if replacement of the cooling towers and reconditioning of the ice chillers is a higher priority than the nursing building modifications. College staff will make a recommendation following the HVAC analysis and continue with the necessary HVAC modifications for the college. While there is no request for FY10, this project remains active until all modifications are completed.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. There is no current or future funding request for this project; therefore, it is not included on the summary of capital projects listed on page 38. Funds listed under the "Other" column were provided by the college. The source of funds is the year-end savings allocated for HVAC.

Year	Description	County	State	Other	Total
FY03 and prior	Design and Construction	\$700,000	\$558,649	\$47,500	\$1,306,149
FY05	Design and Construction	512,900	0	0	512,900
	Total	\$1,212,900	\$558,649	\$47,500	\$1,819,049

FY10 SCIENCE, ENGINEERING, AND TECHNOLOGY BUILDING (PROJECT NUMBER M-0543)

Description

The purpose of this project is to design and construct a science, engineering, and technology building of approximately 110,000 gross square feet. This new facility will provide the necessary space to support the science and engineering disciplines. The college offers a wide variety of high quality programs and learning opportunities to help build a vibrant community and assist students in discovering their unique strengths and achieving their goals. Of the nine instructional divisions at the college, science and technology has seen a dramatic increase in enrollment over the last decade. This new building will provide the facilities necessary to prepare students for a career in science and engineering.

Justification

Since 1999, the science and technology division has grown 65 percent over the last five years and is continued to show significant growth as seen in the ten-year projection of 50 percent by 2017. The continued growth in science and technology will no longer permit the current labs to accommodate the demand.

Current facilities problems include insufficiency of space for classrooms, laboratories, offices and their support functions. Inadequacy of facilities includes ineffective laboratory design, aged and improperly equipped laboratory facilities, inadequate laboratory service rooms for storage and hazardous materials, fragmentation of functions, inappropriate mix of academic classrooms and labs, in appropriate mix of tutorial and open study environments, lack of facilities that support collaborative learning environments, undersized offices, and insufficient support spaces.

Changes Since FY09

This project has appeared in the capital budget book for several years under future capital projects originally connected with new health sciences building. With consideration to debt capacities and funding limitations at both the county and state, the college decided to propose two smaller buildings rather than one large facility. The science, engineering, and technology building is being proposed for funding in FY12. With the significant increase in enrollments and the demand experienced for these programs, it was imperative to move this project forward and identify this building as an immediate need.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY12	Planning and Design – new building	\$1,900,000	\$1,900,000	0	\$3,800,000
FY13	Construction – new building	18,550,000	18,550,000	0	37,100,000
FY14	Furniture and Equipment – new building	1,600,000	1,600,000	0	3,200,000
	Total	\$22,050,000	\$22,050,000	\$0	\$44,100,000

FY09 HICKORY RIDGE BUILDING RENOVATIONS (PROJECT NUMBER M-0535)

Description

The continuing education and workforce development division supports the college's mission by providing noncredit courses, contract credit courses and professional services to individuals, county agencies, and employers. Approximately forty full-time and part-time administrative, professional-technical and support and support staff are currently located in the Hickory Ridge building, with three additional continuing education staff and two technical support staff in the Gateway building. The purpose of this project will allow the continuing education division to utilize the entire Hickory Ridge building.

Renovations to the Hickory Ridge building will be required to ensure that the college continues to provide quality services to the community, including online and web accessibility. The college will need to renovate the vacated areas and the HVAC systems as well as other major systems in this building need a complete overall. In addition, parking spaces will be required to meet projected growth based on enrollment trends.

Justification

Continuing education provides special services to the Howard County community and state agencies such as contract training (credit and noncredit) in business management, healthcare, advanced technology and other areas. Services also include open enrollment classes for personal and professional development, year-round enrichment programs for elementary, middle and high school students, non-traditional high school diplomas for adults, credit opportunities in a noncredit format, adult basic skills and literacy courses, and a variety of levels of English as a second language training. The continuing education and workforce development division produces approximately 25 percent of the total full-time equivalent (FTE) enrollments for HCC.

Courses and programs are offered in a variety of formats and are held at various sites throughout Howard County. The majority of classes are held either on the first floor of the Hickory Ridge building of approximately 18,300 square feet or at the Ecker Business Training Center of approximately 16,000 square feet in the Gateway building located at Columbia Gateway Drive in Columbia. The division is presently experiencing major growth in the English as a second language program and the English Language Institute and has needed to expand into six offices, six additional classrooms, and a conference/storage room on the second and third floors of Hickory Ridge comprising an additional 7,100 square feet in Hickory Ridge. In addition, the Kids on Campus program reached capacity by using all available space at the Hickory Ridge building during its summer 2007 program.

Classes are also offered at the Laurel College Center—where the continuing education division shares 34,815 square feet of instructional space with the HCC credit and Prince George's Community College credit and non-credit divisions. Because of space limitations in Hickory Ridge and Gateway, continuing education uses approximately 200 square feet of space in the nursing building and the Children's Learning Center for yoga and T'ai Chi, plus ten to fifteen classrooms in three high schools in Howard County for evening classes for an additional 12,000 square feet.

The majority of the 88,000 square feet to which continuing education currently has access are in shared facilities where the space is not assured for the future. The space that HCC occupies in the Gateway building is owned by the county and is considered a valuable asset that may be sold in the near future. As Laurel College Center develops as a higher education center and adds partners and programs, less space will be available for continuing education. The dramatic growth in first-time, full-time students means growth in the mathematics program and limits on continuing education's ability to expand within the Hickory Ridge building. Classes at the high school have always presented a logistical problem to the

students because of differences in operating hours, calendars, and emergency closing policies. The new continuing education building will assure that the division continues to have operating space and will reduce management costs by consolidating operations that are currently distributed throughout many different sites.

The college’s strategic initiatives and goals commit the institution to taking a lead role in workforce training and supporting Howard County government and Maryland’s economic development efforts.

Given the sluggish economic conditions, certain areas of workforce training have remained relatively flat for the last two years but that is expected to change and increase as the economy improves and companies invest more in their employees. Advances in technology, heightened global competition, fast-paced innovation, and shifting demographics of the regional workforce demand skilled individuals prepared for these changes. The college’s mission charges the institution with responding to the economic needs of its community.

Changes Since FY09

This project has appeared in the capital budget book for several years under future capital projects. Since it is not scheduled for funding until FY14, the college has conducted a space analysis to identify more efficient uses of space. Facilities staff have been diligent in completing internal modification to maximize the existing space until the complete building renovation is funded. With the significant increase in continuing education enrollments, it is critical to identify this building as a future capital need.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY14	Planning and Design – new building	\$710,000	\$710,000	\$0	\$1,420,000
FY15	Construction – new building	6,480,000	6,480,000	0	12,960,000
FY16	Furniture and Equipment – new building	620,000	620,000	0	1,240,000
Total		\$7,810,000	\$7,810,000	\$0	\$15,620,000

FY11 MATHEMATICS BUILDING (PROJECT NUMBER M-0539)

Description

The mathematics division currently shares the Hickory Ridge building with continuing education. The purpose of this project is to design and construct a new mathematics building of approximately 71,000 gross square feet. The construction of a new math building serves two purposes: 1) to accommodate the increased enrollment growth and future need for math instructional space; and 2) to renovate the existing building exclusively for continuing education. This plan will allow for the Hickory Ridge building to be solely dedicated to continuing education with the possibility of incorporating activities currently housed at the Gateway Building as well.

Justification

Since 1998, the math division has grown almost 35 percent. Students are able to take courses that range from self-paced labs for developmental students to advanced calculus. Each year this division has grown so that the projected ten-year growth is expected at 38 percent by 2017. With this continued growth the current classrooms will no longer be able to accommodate the demand.

Advances in technology, heightened global competition, fast-paced innovation, and shifting demographics of the regional workforce demand skilled individuals prepared for these changes. The college's mission charges the institution with responding to the economic needs of its community.

Changes Since FY09

During the development of the facilities master plan, mathematics has been identified as a viable program justifying the need for its own facility. Previously, math disciplines were remaining in the Hickory Ridge building, but after a thorough analysis it was determined to be in the best academic and economic interest of the college to construct a new facility for the mathematics division. With the significant increases in math enrollments, it is important to identify this building as a necessary capital project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY13	Planning and Design – new building	1,160,000	1,160,000	0	2,320,000
FY14	Construction – new building	10,600,000	10,600,000	0	21,200,000
FY15	Furniture and Equipment – new building	820,000	820,000	0	1,640,000
Total		\$12,580,000	\$12,580,000	\$0	\$25,160,000

FY13 BUSINESS/COMPUTER SYSTEMS AND SOCIAL SCIENCE/TEACHER EDUCATION BUILDING (PROJECT NUMBER M-0544)

Description

The business/computer systems disciplines currently share the Duncan Hall for English, Languages, and Business (ELB) (formerly the instructional laboratory building) with the English and world languages division. Once the English and world languages division expands in the ELB, the business/computer systems and social science/teacher education areas will need to move to a new facility. The purpose of this project is to design and construct a building of approximately 88,000 gross square feet.

Justification

The new facility will be designed to concentrate several departments into consolidated areas, and to meet new programmatic demands for lab type settings that facilitate computer assisted learning and technology. The new space will expand the business/computer systems and social science/teacher education offerings that are in high demand. Computer classes and office technology programs will also be expanded into the new building to meet the additional needs caused by enrollment increases.

This facility is a priority and is based on its importance to the community and the local economy as well as the need for additional space. The program goals of meeting enrollment growth, the development of an instructional infrastructure that fully utilizes new technology and software to assist the learning process, and the consolidation of the computer labs and office technology offerings into one area can be accomplished most effectively with the development of this new building.

In addition, parking spaces will be required to meet projected growth based on enrollment trends. The college expects to construct another parking garage associated with the buildings on the south of campus.

Changes Since FY09

During the development of the current facilities master plan, business/computer systems and social science/ teacher education have been identified as viable programs needing their own facility. Currently, the business/computer systems division is located in the ELB, but after a thorough analysis of enrollment trends and projections, it was determined to be in the best academic and economic interest of the college to construct a new facility that will house this division in addition to social science/teacher education. With the significant enrollment increases and community demands, it is important to identify this building as a necessary capital project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY14	Planning and Design	\$1,320,000	\$1,320,000	\$0	\$2,640,000
FY15	Construction	11,990,000	11,990,000	0	23,980,000
FY16	Furniture and Equipment	910,000	910,000	0	1,820,000
	Total	\$14,220,000	\$14,220,000	\$0	\$28,440,000

FY15 MAINTENANCE BUILDING (NEW PROJECT)

Description

As the college continues to grow, the campus maintenance area has not kept pace with new construction and renovations. Additionally, the college's utilities need to be upgraded to support future buildings and load requirements. In order to properly serve the needs of the campus, the college proposes to design and construct a maintenance building and central utility plant of approximately 36,000 gross square feet.

Building utilities such as chilled water, heating hot water, plant steam, and cooling water are not only required to support the load requirements for HVAC but are needed to handle process loads as well. A central utility plant is designed to house water-cooled chillers, steam boilers, heat exchangers, air compressors, and water pumps separate from buildings in order to save space.

Locating these utilities in a different building separates the main building function from the working facility. The utility plant can be designed to house at least two of each utility generators to provide system redundancy and the ability to diversify the load for optimum energy efficiency. On a campus with future growth planned, the utility plant is designed with expansion capability and space for future equipment with main headers sized for future load. In addition, all emissions from boiler stacks and vents are centralized for ease of maintenance and treatment.

This project includes a central utility plant that will serve future facilities to be located on the college's campus. This facility is necessary to support future buildings and load requirements.

Justification

With the new construction of three new buildings on campus, this brings the college's total on-campus gross square feet to an astounding 662,261. In order to properly service the campus buildings, infrastructure and college community, a maintenance building must be constructed. With the continued growth, the current facilities can no longer accommodate the demand.

Advances in technology and fast-paced innovation are also considerations for this new facility. New technologies as well as sustainability initiatives such as green technology, solar power, and geothermal energy will assist the college in developing cost-saving programs that will enhance building and efficiency and ultimately decrease operating costs.

Changes Since FY09

This project was identified during the development of the current facilities master plan. With the expansion of the college's campus, significant enrollment increases, and community demands, it is important to identify this building as a necessary capital project.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project.

Year	Description	County	State	Other	Total
FY15	Planning and Design – new building	\$305,000	\$305,000	\$0	\$610,000
FY16	Construction – new building	3,400,000	3,400,000	0	6,800,000
FY17	Furniture and Equipment – new building	400,000	400,000	0	800,000
Total		\$4,105,000	\$4,105,000	\$0	\$8,210,000

FY07 BELMONT CONFERENCE CENTER (PROJECT NUMBER M-0537)

Description

With the support of a supporter of the Howard Community College Educational Foundation, Inc. (HCCEF), the college acquired the Belmont Conference Center. Belmont is an 81.77-acre parcel consisting of a full service conference center and the Manor House that was constructed in 1738, among other structures. Belmont features three meeting facilities: the Carriage House, the Manor House, and the Dobbin House. In addition, it features overnight accommodations and among its amenities, Belmont features hiking trails, tennis and volleyball courts, swimming pool, and an indoor exercise room. The 68.25-acre parcel, which excludes the Dobbin property of 13.52 acres, is under easement by the Maryland Historical Trust.

Belmont currently offers accommodations for conferences, weddings, and retreats. The college plans to continue to operate Belmont as a conference center and integrate its current hospitality management program into Belmont's operations. The college also expects to offer its culinary arts program at the center once the kitchen is constructed. By supporting Belmont's business objectives and Howard Community College's educational goals, Belmont will continue to serve the community and also offer an outstanding experience for the college's students.

Justification

Established in 1738, the Belmont estate in Elkridge is an historic treasure. Since 1964, when two Washington-based organizations established and operated the Belmont Conference Center, the estate began taking on a new legacy of enriching the professional and personal growth of citizens through corporate and association conferences, special events and family gatherings. Today, Belmont's dual roles are intertwined. The historic preservation of Belmont is dependent on its successful operation as an educational and cultural center.

Changes Since FY09

To assist in the preservation and restoration of this historic facility, the college received county support towards the acquisition of the Belmont Conference Center and the renovation of the stone barn in FY08. Funds were allocated by both the college and the county to support this project. The funds provided by the county in the FY08 capital budget were Paygo funds.

In FY09, the college proposed the project to be one that will demonstrate its commitment to the advancement of sustainability and climate neutrality through environmentally responsible design and construction practices. The renovation and expansion project incorporated new technological advances using green technology and geothermal energy principles to enhance building efficiency, decrease operating costs, and provide a superior educational facility that is socially responsible. While the original budget for the project was not fully funded to support the costs associated with these principles and the inclusion of geothermal technologies into the project, the college funded these additional costs.

As the project progresses, additional funds are needed to complete the necessary renovations and are therefore being requested in the FY10 capital budget. Estimates are being obtained and the final amount is to be determined. These additional funds requested in FY09 and FY10 are from donations, grants, and student fees, and does not include county bond or Paygo funds.

Project Schedule and Cost Summary

Presented below is a summary of funding for this project. Funds listed under the "Other" column are provided by the college through donations, grant solicitations, student fees, and operating budget.

Year	Description	County	State	Other	Total
FY08	Land acquisition	\$2,200,000	\$0	\$2,200,000	\$4,400,000
FY08	Barn renovations and expansion	2,820,000	0	0	2,820,000
FY09	Barn renovations (geothermal and other costs)	0	0	1,400,000	1,400,000
FY10	Barn renovations (additional costs)	0	0	* 0	* 0
Total		\$5,020,000	\$0	\$3,600,000	\$8,620,000

** The amount for additional costs is being determined and will be included in the next capital budget document*

SUMMARY OF CAPITAL PROJECT FUNDING

CURRENT PROJECTS FOR FY 2010	Prior Funds	FY2009 Funds	FY2010 Funds	FY2011 Funds	FY2012 Funds	FY2013 Funds	FY2014 Funds	FY2015 Funds	FY2016 Funds	FY2017 Funds	FY2018 Funds	TOTAL
Parking Garages - M-0529 and M-0526												
County	-	-	15,000,000	-	-	525,000	7,835,000	-	-	-	-	
State	450,000	-	-	-	-	-	-	-	-	-	-	
Other	319,000	-	-	-	-	-	-	-	-	-	-	
CC Bonds	8,769,000	-	-	-	-	525,000	7,835,000	-	-	-	-	\$ 41,258,000
Safety, Compliance, and Facility Renewals - M-0540												
County	2,182,000	1,111,000	2,851,000	2,052,000	1,440,000	1,478,000	1,517,000	1,557,000	1,600,000	1,645,000	1,692,000	
State	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 19,125,000
Campus Roadways - M-0542												
County	-	-	520,000	225,000	230,000	240,000	250,000	255,000	260,000	265,000	270,000	
State	-	-	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 2,515,000
Ren to Student Services Areas, Clark Library & ST Bldg - M-0533												
County	615,000	7,889,000	2,080,000	-	-	735,000	6,700,000	620,000	-	-	-	
State	615,000	7,889,000	-	-	-	735,000	6,700,000	620,000	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 35,198,000
Health Sciences Building - M-0532												
County	-	-	1,990,000	18,623,000	1,700,000	-	-	-	-	-	-	
State	-	-	1,990,000	18,623,000	1,700,000	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 44,626,000
Nursing Building Renovations - M-0536												
County	-	-	-	345,000	3,445,000	480,000	-	-	-	-	-	
State	-	-	-	345,000	3,445,000	480,000	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 8,540,000
Athletic & Fitness Center and Fields Renovations - M-0512												
County	2,499,000	-	-	350,000	1,278,000	-	-	1,067,000	10,675,000	1,723,000	-	
State	2,096,683	-	-	350,000	-	-	-	1,067,000	10,675,000	1,723,000	-	
Other	796,391	-	-	-	-	-	-	-	-	-	-	\$ 34,300,074
Science, Engineering, and Technology Building - M-0543												
County	-	-	-	-	1,900,000	18,550,000	1,600,000	-	-	-	-	
State	-	-	-	-	1,900,000	18,550,000	1,600,000	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 44,100,000
Hickory Ridge Building Renovations - M-0535												
County	-	-	-	-	-	-	710,000	6,480,000	620,000	-	-	
State	-	-	-	-	-	-	710,000	6,480,000	620,000	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 15,620,000
Mathematics Building - M-0539												
County	-	-	-	-	-	1,160,000	10,600,000	820,000	-	-	-	
State	-	-	-	-	-	1,160,000	10,600,000	820,000	-	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 25,160,000
Business/Computer Systems & Social Sci/Teacher Ed - M-0544												
County	-	-	-	-	-	-	1,320,000	11,990,000	910,000	-	-	
State	-	-	-	-	-	-	1,320,000	11,990,000	910,000	-	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 28,440,000
Belmont Conference Center - M-0537												
County	5,020,000	-	-	-	-	-	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	
Other	2,200,000	1,400,000	-	-	-	-	-	-	-	-	-	\$ 8,620,000
Maintenance Building - NEW												
County	-	-	-	-	-	-	-	305,000	3,400,000	400,000	-	
State	-	-	-	-	-	-	-	305,000	3,400,000	400,000	-	
Other	-	-	-	-	-	-	-	-	-	-	-	\$ 8,210,000
SUBTOTAL - COUNTY	10,316,000	9,000,000	22,441,000	21,595,000	9,993,000	23,168,000	30,532,000	23,094,000	17,465,000	4,033,000	1,962,000	173,599,000
SUBTOTAL - STATE	3,161,683	7,889,000	1,990,000	19,318,000	7,045,000	20,925,000	20,930,000	21,282,000	15,605,000	2,123,000	-	120,268,683
SUBTOTAL - OTHER	3,315,391	1,400,000	-	-	-	-	-	-	-	-	-	4,715,391
SUBTOTAL - CC BONDS	8,769,000	-	-	-	-	525,000	7,835,000	-	-	-	-	17,129,000
GRAND TOTAL	\$ 25,562,074	\$ 18,289,000	\$ 24,431,000	\$ 40,913,000	\$ 17,038,000	\$ 44,618,000	\$ 59,297,000	\$ 44,376,000	\$33,070,000		\$ 1,962,000	\$ 315,712,074

OTHER IMMEDIATE NEEDS AND FUTURE PROJECTS

IMMEDIATE NEEDS

- Parking - Even with the addition of the new parking garage, the college is experiencing significant parking shortages. Currently, makeshift space has been added on the Grand Prix field; however, long term, this option is not viable for the college. In addition, the tennis courts were converted to a parking lot and a temporary gravel lot was constructed behind the athletic fields as overflow parking. The county's continued support with the construction of parking garages on campus is the only feasible option. There is a critical need to continue with the development of future parking facilities and expanded parking on campus. To alleviate the immediate need, a parking shuttle has been established from the Mall in Columbia and Wilde Lake to the college.
- Student Housing Facility - In June 2004, the college completed a student housing market study. The results showed students willing to pay rent in amounts that would make the project feasible for the college. The proposed funding level of \$18,000,000 was estimated for a 300-bed and 86-unit facility. The college continued to investigate the feasibility of this project; however it was placed on hold to address other urgent campus needs including the parking situation on campus. As previously noted, the college plans to review this with the board at a future date.
- Ecker Business Training Center (BTC) - Currently, the BTC occupies 14,247 gross square feet in the Gateway building. With increased demands from growing businesses in Howard and the surrounding counties, this space needs to be doubled. If county departments move out the building the college will request additional space in the building. At one point, the county was considering selling the building to consolidate county operations in Ellicott City. While this plan did not materialize, if the college is forced to vacate the Gateway building, alternative space will be critical to serve the needs of business and industry.
- Laurel College Center (Regional Higher Education Center) – The Laurel College Center resulted from a unique joint effort between Prince George's Community College and Howard Community College to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. While the existing facility is adequate for the current student population, the college needs to consider other space if enrollment continues to grow.
- Land Acquisition – The main academic core of the college is located on the north side of campus. During the facilities master planning process, the ten-year plan addresses expansion on the south end of campus. The college exterior periphery is surrounded by streams and buffers, floodplains, and wetlands. Based on the existing grounds and infrastructure, the college is landlocked with no parcel of real property that has access or egress. The college will need to investigate available parcels surrounding the campus in order to address its challenges with growth and development.
- Mid-Maryland Allied Healthcare Education Consortium – The state approved this consortium, which is designed to increase the number of allied health professionals in critical shortage areas. The agreement includes the sharing of specific healthcare programs between HCC, Carroll Community College (CCC), and Frederick Community College (FCC). The colleges are investigating a shared satellite location that would be accessible to all three colleges. This facility would address healthcare training in areas facing shortages of trained professionals.

¹ Enrollment Projections 2008-2018 Maryland Public Colleges and Universities, Maryland Higher Education Commission, as amended June 2008

² 2000 Census Overview, Howard County Department of Planning and Zoning, August 2001

³ Howard County Population Growth 2000-2003, Howard County Department of Planning and Zoning, May 2004

⁴ Spending Affordability Advisory Committee Report, Howard County, Maryland, February 2008

⁵ Howard County Population Growth 2000-2003, Howard County Department of Planning and Zoning, May 2004

⁶ Leadership in Energy and Environmental Design, U.S. Green Building Council, 2008

⁷ Howard County Department of Planning and Zoning Annual Report, Summer 2008

⁸ Analysis of the FY08 Maryland Executive Budget, MD Department of Legislative Services, April 2007

⁹ MACC Prioritization Data FY2010, Capital Prioritization Model FY2010, MACC, August 2008

C-1 Revenue Enhancement for the Maryland State Budget

Background: Due to the economic downturn, the issue of video lottery terminals (a.k.a. slot machines) as a mechanism to raise funds for the state has arisen. Community colleges' boards of trustees have been asked to take a position on the video lottery terminals issue for the November public referendum and the upcoming legislative session. The Maryland Association of Community Colleges (MACC) provided a draft resolution supporting video lottery terminals for the board's consideration. At the September 11, 2008, meeting of the legislative and community relations committee, the committee members discussed the issue, focusing on the potential for the funds raised by video lottery terminals to be allocated to the community colleges, the timeline for video lottery terminals to produce, the future economic forecast, and the moral issues involved.

The committee concluded that at that point it was not prepared to make a recommendation to the full board. However, if the board took a stance supporting the video lottery terminals issue, the committee emphasized that it should be under the umbrella of the Maryland Association of Community Colleges (MACC). The committee asked that the item be added to the September 24, 2008, meeting of the full board of trustees as a board priority item for discussion. The potential resolution drafted by MACC follows.

Purpose: To determine if the board of trustees has a position on the upcoming video lottery terminals referendum

◆ Recommendation ◆

The administration requests that the board of trustees discuss the upcoming referendum and determine if it should take a position on video lottery terminals.

Compliance: This request is in compliance with Board of Trustees' Bylaws, Article II – The Board of Trustees Responsibilities and Powers and Board of Trustees' Policies, Governance Process – Board's Role.

Draft Draft Draft
Resolution
Board of Directors
Maryland Association of Community Colleges
October, 2008

WHEREAS, Community Colleges are essential to the present and long term economic well being of the State of Maryland;

WHEREAS, Community Colleges enroll over half of all Maryland high school graduates who remain in Maryland to attend college;

WHEREAS, the State of Maryland has a structural budget deficit, such that projected expenses exceed projected tax revenues for several years to come;

WHEREAS, the Maryland economy is faced with, among other things: rising prices for gasoline, food, and other essentials; falling home values; increased foreclosures; rising unemployment; tax revenues below projections for the State and the counties;

WHEREAS, the General Assembly, at the urging of the Governor approved significant tax increases during a Special Session in 2007; and it is very unlikely that the Governor would propose and the General Assembly would approve, any additional tax increases;

WHEREAS, Community Colleges are heavily dependant on State and local government for funds, without which the cost of tuition for students will rise to levels that make college unaffordable for the average person;

WHEREAS, Community Colleges are committed to keeping tuition and fees as low as possible in order to maintain access to higher education;

WHEREAS, there is a referendum on the ballot in November, which would amend the State Constitution to permit Video Lottery Terminals (aka slot machines) at certain locations in the State;

WHEREAS, Maryland is losing valuable revenue to surrounding states that permit and market video lottery terminals and other gaming options;

WHEREAS, without the revenue from slot machines, the State and local government will have to make drastic budget reductions, which will, in turn, cause major increases in tuition and/or reductions in services by Community Colleges;

WHEREAS, revenue from slot machines is essential to eliminating the long term structural deficit in the State budget and critical to avoiding substantial cuts in Community College budgets; and

WHEREAS, there is no viable alternative source of revenue, such as additional taxes, with which to solve the budget crisis facing the State;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Maryland Association of Community Colleges, supports and urges a favorable vote on “Question 2 – Constitutional Amendment Authorizing Video Lottery Terminals (Slot Machines) to Fund Education.”

Annapolis Maryland October __ 2008.

President and Chair of the Board

D – President's Report

HCC to Receive Site Visit from National Baldrige Quality Program!

After receiving the U.S. Senate Productivity Award earlier this year, this site visit is the next step on our quality journey. The site visit will take place from October 19-25 and we will keep you informed as we gather additional information. Thanks to everyone for your support on this journey and your commitment to self-examination and improvement. A special thank you to the team who put this application together, including: **Dr. Jim Bell, Jean Frank; Nancy Gainer; Schnell Garrett; Susan Hellenbrand, Sung Lee, Rick Pollard, Dr. Maureen Schuler, and Zoe Irvin.** They were assisted by **Tom Glaser, Barbara Livieratos, Carie Mellies, Dr. Shirin Nazma, Betsy See, and Dr. Nidhi Srivastava.**



Students Had Questions! We Had Answers!

Many members of the HCC community volunteered to meet and greet students as part of the Friendly Campus during the first week of classes. Their presence provided students with a warm, welcoming face and the information they needed to have a great start here at HCC. Thank you to committee members for organizing this event: **Kimberly McNair, Narinder Sharma, Christi Thomson, Gina Lyon, Linda Wu, Erin Yun, Katherine Allen, Judi Bulliner, Rickie Coffey and Elaine Ott.** Thanks also to the staff in **plant ops** and the **welcome center**, and to booth volunteers: **Jodi Allaire, Brenda Anderson, Sarah Angerer, Sara Baum, Dave Beaudoin, Randy Bengfort, Shelly Bilello, Llatetra Brown, Melissa Cahill, Christele Cain, Rickie Coffey, Marge Cullison, Jessica DiPalma, Carol Egan, Jean Frank, Sharon Frey, Mary Fuller, Nancy Gainer, Sue Geckle, Dennis Gilbert, Heidi Goldenam, Farida Guzdar, Regina Hanlon, Mike Hatcher, Linda Heinbauch, Mike Heinmuller, Susan Hellenbrand, Tabitha Herry, Heather Joseph, Catherine LaFerriere, Stephanie Lemghari, Michele Lewis, Missy Matthey, Ryna May, Kathy McSweeney, Donna Musselman, Kristin Navarro, Shirin Nazma, Ellen Nichols, Tonya Osmond, Elaine Ott, Karen Paris, Connie Pavlovsky, Alissa Putman, Linda Rampolla, Dianna Reynolds, Betsy See, Cynthia Sikorski, Jennifer Stanford, Karen Surrette, Genie Wessel, Linda Wu, and Erin Yun.**

Rouse Reception

The sixteenth annual president's reception for the Rouse Scholars was held for the incoming freshmen and their parents on September 4. Over 150 people, including Rouse alumni, attended. I was honored to attend and greet the attendees along with board chair, Jim Truby. Nina Weiss, from the sixth Rouse class, addressed the gathering with remarks about how the program affected her life. The reception was a major success again this year. Thanks are extended to **Dorothy Gleit** and **Arla Webb** who directed the planning. Appreciation is also owed to **Maura Dunnigan**, **Greg Fleisher**, **Laura McHugh**, the student volunteers from **Rouse 15**, and, of course, **Jerry Casway**, the director of the Rouse Scholars program.



CLC Expansion Ribbon Cutting Ceremony

The Children's Learning Center celebrated its newly expanded and renovated space in an afternoon ribbon-cutting ceremony on Wednesday, September 10. I enjoyed bringing greetings to the wonderful crowd that had gathered and especially our little hard-hat participants! Board chair Jim Truby and I highlighted the special services the Children's Learning Center provides on campus to ensure student retention and success. Jeanine Pitts, HCC student, told her story of success in the nursing program that never would have been possible without the Children's Learning Center and the wonderful educational program experienced by her daughter, Hailey, while Jeanine is in class. County Executive Ken Ulman added his own question and answer session with the youngest constituents, the children, who related their favorite parts of the day while they were at school. It was a beautiful afternoon and everyone enjoyed refreshments and face painting on the playground following the ceremony.

Special thanks go to **Kim Pins**, **Karen Gregoire**, and **Amy Haflett** from the Children's Learning Center and all the teachers who do such a wonderful job each and every day including **Angela Bailey**, **Lori Crocken**, **Gina Guilford**, **Latishia Johnson**, **Beth Kolbe**, **Michelle Kreiner**, **Polena Lotkina**, **Melanie Martin**, **Julie Newton**, **Nona Nourbakhsh**, **Melissa Prinz**, **Robin Shipman**, **Rocio Toledo**, and **Martha Zilvetty**. The event could not have happened without the planning expertise of **Randy Bengfort**, **Farida Guzdar**, and **Missy Matthey**. And other key players were **Darryl Allen**, **Katherine Allen**, **Peggy Armitage**, **Daryl Beard**, **Eldridge Brown**, **Clennon Burke**, **Cherisse Carlin**, **Dennis Collier**, **Nancy Gainer**, **Quent Kardos**, **Kate Kenney**, **Ken McGlynn**, **Chuck Nightingale**, **Jackie Taylor**, **Mike Scrivener**, **Jay Weinrich**, and **Linda Wu**. A big thank you to **Jeanine Pitts**, HCC student and mother of **Hailey Pitts**, as well as to the young ribbon cutters **Riley Berge**, **Maggie Ratcliffe**, **Alexis Stazenski**, and **Kendal Thompson**.

Fall 2008 Enrollment

Enrollment at HCC is up in terms of both headcount and full-time equivalent enrollments (FTE). Final enrollment numbers are reported to the Maryland Higher Education Commission (MHEC) at the end of the third week of the fall semester (September 12, 2008). The data shown is as of September 8, 2008. A slight fluctuation in enrollments may occur between September 8 and the September 12 census date due to students dropping or adding classes, but generally these numbers should be close to those submitted to MHEC. Fall 2008 total credit enrollments at the Laurel College Center for Prince George's Community College and Howard Community College were 1,112 (as of September 8, 2008) compared to 1,087 for fall 2007 census. Fall 2008 data for incoming Howard County Public School system graduates is also shown (as of September 9, 2008).

Term	Headcount	FTEs	Full-time	Part-time
Fall 2008	7,962	2,214.53	3,098	4,864
Fall 2007	7,533	2,077.20	2,931	4,592
% Change	5.7%	6.6%	5.7%	5.9%

Term	Total # of County Grads	Total # of Grads Attending HCC	HCC's % Share of County Grads
Fall 2008	3,768	949	25%
Fall 2007	3,522	849	24%
Fall 2006	3,611	882	24%
Fall 2005	3,344	776	23%

The following chart shows enrollment trends for the last eight years (fall semesters only). All years excluding fall 2008 are as of the census date for the fall term.

Year	FTE	Increase	Headcount	Increase
2001	1,515.00		5,934	
2002	1,627.33	7.41%	6,182	4.18%
2003	1,707.63	12.71%	6,435	8.44%
2004	1,805.53	19.18%	6,712	13.11%
2005	1,874.90	23.76%	6,841	15.28%
2006	1,992.53	31.52%	7,178	20.96%
2007	2,063.23	35.92%	7,523	26.06%
2008	2,214.53	42.53%	7,962	31.75%

Additional comparative enrollment data on demographics between the fall 2008 and 2007 semesters is listed below.* (Final data was not available as of submission date)

Demographics Fall 2008 (As of 9/8/08)				Fall 2007	
Status	Full-time	3,098	39%	2,931	39%
	Part-time	4,864	61%	4,592	61%
	Total	7,962	100%	7,523	100%
Gender	Male	3,381	42%	3,199	43%
	Female	4,579	58%	4,323	57%
Ethnic	Asian	991	12%	881	12%
	African American /Black	1,881	24%	1,690	22%
	American Indian	38	0%	40	1%
	Hispanic	400	5%	370	5%
	White	4,051	51%	4,000	53%
	Other	594	7%	542	7%
Age	17 and under	526	7%	490	7%
	18 - 23	4,257	53%	3,884	52%
	24 - 40	2,097	26%	2,051	27%
	41 - 59	761	10%	769	10%
	60 >	309	4%	320	4%
	Unknown	4	0%	3	0%
Credit Hours	1 hr	295	4%	303	4%
	2 - 3 hr	1,070	13%	1,164	15%
	4 - 6 hr	1,504	19%	1,392	19%
	7 - 9 hr	1,452	18%	1,274	17%
	10 - 11 hr	543	7%	459	6%
	12 -15 hr	2,771	35%	2,623	35%
	16 or more	327	4%	308	4%
Financial Aid		2,559	32%	2,186	29%
First-time Full-time Freshmen		1,157	15%	929	12%
First-time Part-time Freshmen		623	8%	474	6%

*Rounding of numbers resulted in total percentage of some categories to be in excess of 100 percent. Fall 2007 data is as of the census date.

The following chart shows the countries that students have listed on their admissions applications as their place of birth. Last year, the college enrolled 1,018 students from 100 countries outside the United States.

Country		Country		Country	
Afghanistan	5	Guinea	2	Poland	9
Albania	1	Guyana	3	Portugal	3
Argentina	3	Haiti	23	Romania	4
Austria	1	Honduras	2	Russia	12
Bangladesh	6	Hong Kong	1	Saint Lucia	1
Barbados	1	India	101	Saudi Arabia	1
Belarus	1	Indonesia	1	Senegal	2
Bermuda	1	Iran	32	Sierra Leone	18
Bolivia	5	Iraq	4	Singapore	1
Bosnia and Herzegovina	1	Ireland	2	Slovenia	1
Brazil	32	Israel	1	Somalia	1
Bulgaria	5	Italy	2	South Africa	3
Burma (Mayanmar)	13	Jamaica	19	Spain	2
Cambodia	1	Japan	5	Sri Lanka	1
Cameroon	55	Jordan	1	Sudan	8
Canada	13	Kazakhstan	1	Sweden	1
Chile	2	Kenya	12	Taiwan	10
China	43	Korea, South	202	Tanzania	6
Colombia	14	Lebanon	3	Thailand	1
Congo (Brazzaville)	1	Liberia	33	Togo	6
Costa Rica	2	Lithuania	3	Trinidad and Tobago	13
Cote d'Ivoire (Ivory Coast)	7	Malawi	2	Tunisia	1
Czech Republic	2	Mali	1	Turkey	4
Denmark	3	Mexico	15	Uganda	3
Dominican Republic	1	Moldova	3	Ukraine	8
Ecuador	5	Mongolia	1	United Kingdom	10
Egypt	6	Morocco	3	Uruguay	1
El Salvador	20	Namibia	1	Venezuela	1
Ethiopia	21	Nepal	5	Vietnam	22
France	5	Netherlands	1	Zambia	3
Gabon	1	Niger	1	Zimbabwe	3
Gambia, The	3	Nigeria	73	Unknown	13
Germany	4	Pakistan	41		
Ghana	51	Panama	3		
Grenada	2	Peru	7	# of International Citizens	1,146
Guatemala	6	Philippines	20	# of Countries Represented	104

News from Development

August Foundation Revenue		
	2008	2007
Monthly total	\$578,347	\$562,984
Endowment funds	\$453,226	\$60,148
Scholarship funds	\$53,267	\$44,832
Grant funds	\$488,830	\$81,420

Capital Update

The Rouse Company Foundation Student Services Hall

The signage package is the remaining item needed for installation. There are a few punchlist items that are being reviewed but otherwise, once the signage has been completed, college staff will finalize all items in preparation for project closeout.

Athletic Fields Renovations

As phase four of the project is being completed in preparation for closeout, clarification of work completed and final change orders are being reviewed. After several discussions and meetings, the project engineer, Patton Harris Russ & Associates, and Hudak's Construction are amicably reconciling the final invoices for project closeout.

As previously reported, during the completion of the duct bank work near Hickory Ridge Road, Hudak's Construction struck and damaged an underground Verizon cable. Although, Hudak's has documentation in place showing that it had contacted Miss Utility, which coordinates the location of utilities, and Verizon prior to working in that area to determine cable placement, a claim has been filed by Verizon for damages to the cable. Hudak's insurance company is handling the claim. The last correspondence that the college received was a dispute letter from the surety bond company. The college will continue to monitor the situation closely.

Planning meetings for phase five of the athletic fields renovations occurred in July and athletics staff are developing specifications to be included in the request for proposal (RFP). This phase will incorporate the needs for baseball and softball, and includes installation of a multi-purpose turf field. Following development of this RFP, additional meetings will be scheduled to discuss the final phase of the field renovations and overall project completion with consideration to the project's budget balance.

McCuan Hall and Smith Theatre Renovations

Currently, all areas of the building renovation are complete and occupied, with the exception of the Smith Theatre and the associated areas.

Construction for the theatre remains on schedule and is approximately 80 percent complete. The college is working with the contractors to complete renovations for a scheduled opening in early November. Furniture and equipment through Maryland Correctional Enterprises (MCE) has been delayed and the college will use its existing furniture and equipment until MCE is able to deliver and install the new furniture, which is now expected to be in November.

All areas in McCuan Hall are now occupied and are undergoing inspection for the development of the punchlist items. These items will be addressed by the contractor as the building renovations are being completed. Staff continues to work closely with the architects and contractor to resolve issues and complete the project.

James Clark, Jr. Library Building Renovations

Construction commenced at the end of June 2008 and the project has been progressing nicely. Since the network room must stay operational during renovations, phasing was required as part of this project. The entire information technology department as well as the library and wellness center will remain open during the renovations. Phase one of the renovations, which includes all rough-in work, has begun. In addition, the phase two demolition and asbestos abatement began on August 18, 2008. Asbestos was identified in the old flooring materials contained in the library building as well as in some of the mechanical and pipe fittings. Removal of the asbestos was completed within five days. However, with each phase of construction, asbestos will need to be abated as the old flooring is removed for that phase. Since construction of the building began in 1969, many materials used at that time contained asbestos. Containment and removal will occur throughout the project in accordance with the required health and safety standards.

The Maryland Occupational Safety and Health (MOSH) department visited the college in early August to inspect the renovation site. College staff as well as Atlantic's safety director met with MOSH and provided the necessary information during the visit. Although the college and Atlantic Builders Group were in compliance with procedures and regulations, periodic visits from the state compliance officer will continue throughout the project until completion. Reports generated from the visits will be posted on the OSHA website at www.osha.gov.

Project meetings continue with college staff, the architects, and the construction management firm to resolve issues and move the project forward.

Belmont Conference Center Barn Renovations

The design phase is progressing. The architects are preparing to move from schematic design drawings to construction documents. The preliminary estimates show the project is over budget and value engineering is underway.

It is still anticipated that the barn renovations will be completed by summer 2009. The architects, contractor, and college staff continue to work closely to resolve issues and move the project forward.

Children's Learning Center Renovations

The Children's Learning Center has started the fall semester using its newly completed space. Although construction is finished, punchlist items are ongoing and will be completed throughout the semester.

The grand opening and ribbon cutting ceremony took place on September 10, 2008. The ceremony and festivities celebrated the completion of the new wing that supports the Children's Learning Center operations and enhances the teacher education, early childhood education, and early childhood development disciplines.

Temporary Modular Classroom Buildings

Due to the extraordinary length of time for the permitting process for installation of the modular buildings, the college implemented its contingency plan and relocated the classes previously earmarked for these buildings, thereby resulting in a savings of over \$38,000 for the college.

The college is not planning to obtain these trailers at the current time.

Campus-wide Systemic Renovation Projects

The college prioritizes and schedules the immediate renovation needs as identified in the facilities condition assessment. The systemic 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;
- Science and technology building second floor bathroom renovations; and
- On-going campus-wide ADA modifications including installation of ADA pathways.

Recently completed:

- Installation of traffic calming devices around campus and in the parking garage;
- Rad Tech lab renovations in N200; and
- Reflooring in Hickory Ridge building.

Campus Parking

One of the most critical areas on campus is the parking shortage. While the college is currently in the planning phase for a second parking garage, some immediate actions were required in order to accommodate students and employees and help alleviate the parking issues on campus.

Therefore, the college is offering shuttle service again this fall semester from the Mall in Columbia to the college's main campus. Shuttle services began on Monday, August 25, 2008, and runs Monday through Friday from 7:00 am to 7:00pm. Past experience with the shuttle showed these services were required during the first

eight weeks of the semester. However, the college has the opportunity to extend these services longer into the semester as needed.

Volunteers have been recruited to park at the mall and ride the shuttle to campus. In addition, the college is also promoting shuttle use by students, if they desire to use this service. In previous years, student usage has varied from 10 percent to almost 25 percent; however, the majority of users are typically college employees. Fliers have been posted around campus, at the welcome centers, and appear on the campus monitors. As an incentive, employees and students are given one \$5 meal voucher for use at the Café on the Quad or Starbucks for five round-trip shuttle rides.

The college's security staff is collecting parking statistics to assess parking lot usage and available spaces. Currently, the shuttle is scheduled to run through October 17, 2008, with the opportunity to extend services for up to an additional four weeks as needed. Next semester, the college has made arrangements to provide shuttle services from Wilde Lake, which may encourage stronger participant usage.

The college is also having discussions with General Growth Properties, Howard County General Hospital, and Howard County Medical Building on future shuttles, the potential for sharing the cost of running shuttles, and possible partnerships that would enable the college to secure additional parking space for staff and students. Finally, the FY10 capital budget includes funding for the construction of the second garage on campus, which will hopefully be supported for FY10.

E – Board Member Comments

F – Report of the Audit and Finance Committee

- September 10, 2008, Meeting Notes

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

Meeting Notes
September 10, 2008 – 12:00 noon

The Rouse Company Foundation Student Service Hall, Room 120B

Present: T. James Truby, committee chair, and Kathleen Hetherington, president, were in attendance.

Absent: Kevin Doyle, committee member and trustee, and Mary Tung, committee member and trustee were absent.

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

Guests: Graylin Smith, Jennifer Leary, Marneisha Freeland from SB and Company

Topic	Outcome
Chair Truby brought the meeting to order at 12:15 p.m.	
1. Interim Meeting with Auditors and Draft Financial Statements	<p>Lynn Coleman explained that the draft financial statements would be discussed and the representatives from SB and Company introduced themselves. Mr. Smith said that at this point there were no material findings or material adjustments to be reported.</p> <p>He also discussed their examination of cash controls and said that they had found nothing significant.</p> <p>Other open items in which they are still examining include:</p> <ul style="list-style-type: none"> • OPEC (other post employment costs) liability is the liability associated with providing retiree benefits. At this point, it appears that the county will be carrying that liability. • Medical claims incurred just prior to the end of the fiscal year are often not billed until the following year and need to be claimed as liabilities. The county is taking on this liability so the college will not have to record a liability for this in the future. <p>The auditors are still waiting to resolve the foundation financial statements prior to issuing the final version of the combined statements. The single audit is also under way.</p> <p>A discussion also took place on areas that the auditors might focus in future audits.</p> <p>This item was for information only and no committee action was requested.</p>
2. Quarterly Sole Source Vendors Report (April 1, 2008 – June 30, 2008)	The committee reviewed the report. This item was for information only and no committee action was requested.

Topic	Outcome
3. Semi-Annual Non-Purchasing Agreement Disclosure (January 1, 2008 – June 30, 2008)	The committee reviewed the report. This item was for information only and no committee action was requested.
4. FY08 Cumulative Purchases Greater Than \$25,000 Report	The committee reviewed the report. This item was for information only and no committee action was requested.
5. Discussion of Proposed FY10 Capital Budget	<p>The committee reviewed the report and specifically examined the summary of project requests for FY10, including funds for:</p> <ul style="list-style-type: none"> • A parking garage located on Lot G by the Hickory Ridge building. The county is being requested to fund the entire amount of \$15 million. • Safety, compliance, and facility renewals in the amount of \$2,851,000 from the county. • Campus roadways in the amount of \$520,000 from the county. • Furniture and equipment funds for the Clark Library building in the amount of \$2,080,000 from the county. • Design funds for the health sciences building in the amount of \$1,990,000 from the state and \$1,990,000 from the county. <p>The committee discussed the capital prioritization formula that community colleges use for state capital requests.</p> <p>The committee prioritized the projects in the capital budget request. This information will be incorporated into the full board materials for discussion.</p> <p>This item was for information only and no committee action was requested. The revised version will be taken to the full board in September for discussion and then will be brought back for final consideration in October.</p>
6. FY08 Annual Earnings and Compensation Report	The committee reviewed the report. This item was for information only and no committee action was requested.
The meeting adjourned at 1:30 p.m.	

G – Report of the Legislative and Community Relations Committee

- September 11, 2008, Meeting Notes

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
LEGISLATIVE COMMITTEE**

Meeting Notes

September 11, 2008, 8:30 a.m.

The Rouse Company Foundation Student Service Hall, Room 120B

Present: Katherine K. Rensin, committee chair; Roberta E. Dillow, trustee; Louis G. Hutt Jr., trustee; and Kathleen Hetherington, president. Board chair and trustee, T. James Truby was also present as an observer.

Staff: Nancy Santos Gainer, executive director of public relations; and Erin M. Yun, director of board relations/special projects.

Topic	Outcome
Trustee Rensin brought the meeting to order at 8:32 a.m.	
1. Howard Community College/Maryland Association of Community Colleges (MACC) Legislative Agenda	<p>Dr. Hetherington discussed the capital prioritization process for the community colleges' request to the state. The preliminary number for the entire community college capital budget in FY10 is approximately \$80 million. This amount will only fund five projects from the community colleges based on the established prioritization. In order for the health sciences building at Howard Community College to be funded the community college state capital budget would need to be increased to \$128 million for FY10. Other sources of funding for the design of the health sciences building are being explored since it will be fulfilling a critical workforce shortage need. The committee discussed the capital prioritization list.</p> <p>The funding of the Laurel College Center (LCC) and the mechanism for the funding of regional higher education centers was discussed. The Maryland Higher Education Commission (MHEC) does have funding guidelines upon which the LCC request is based. However, to date, the funding received has not met the levels determined by the funding guidelines.</p> <p>A request will also be made for the state to increase the overall amount of financial aid available for community college students.</p> <p>The legislative agenda will be brought back to the committee at its November meeting and will be placed on the November agenda for the full board as a board priority item.</p>
2. Annual Legislative Breakfast	The legislative breakfast will take place on Tuesday, January 13, 2009, at 7:30 a.m. in order to best accommodate the schedule of elected officials.
3. Other	<p>The issue of video lottery terminals (a.k.a. slot machines) as a mechanism to raise funds for the state has arisen. Community colleges' boards of trustees have been asked to take a position on the slots issue for the November public referendum and the upcoming legislative session. The Maryland Association of Community Colleges (MACC) provided a draft resolution supporting slots for the board's consideration. The committee members discussed the issue, focusing on the potential for the funds raised by slots to be allocated to the community colleges, the timeline for slots to produce, the future economic forecast, and the moral issues involved.</p> <p>The committee concluded that at this point it was not prepared to make a recommendation to the full board. However, if the board took a stance supporting the slots issue, the committee emphasized that it should be under the umbrella of MACC.</p>
The meeting adjourned at 9:57 a.m.	

H – Approval of Minutes

1. August 27, 2008, Work Session
2. August 27, 2008, Regular Session

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
August 27, 2008**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 27, 2008, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Katherine K. Rensin, vice chair, brought the work session to order at 6:01 p.m. 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 and trustees Patrick L. Huddie and Mary B. Tung were absent.

I. Introduction of New Employees

There were no introductions since no newly hired employees were approved by the board at its May 28, 2008, meeting.

II. Information Session: Continuing Education

JoAnn Hawkins, associate vice president, continuing education/workforce development, introduced Joanne Erickson, continuing education coordinator of marketing, who presented a slide show illustrating highlights of the continuing education and workforce development operations. Ms. Hawkins then introduced students and faculty from various areas who told their stories – Tyrone Hallie, ABE/GED; LaTrice Downtin, child care student/scholarship recipient; Sarah Angerer, grants coordinator/writer and Kids on Campus parent; Christyane Lamastra, certified nursing assistant student; Carolina Hidalgo, English Language Institute and work-study student; and Mike Peduto, business training center instructor. The continuing education and workforce development staff present at the meeting introduced themselves and discussed their responsibilities. Patty Keeton, executive director of workforce development, emphasized that continuing education/workforce development clients have a choice and still choose HCC; according to an annual survey, HCC received a 100 percent satisfaction rating from its clients.

The work session adjourned at 6:38 p.m.

The above constitutes the official minutes of the August 28, 2008, work session of the Howard Community College Board of Trustees as approved on September 24, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
August 27, 2008**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, August 27, 2008, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Katherine K. Rensin, vice chair, brought the regular session to order at 6:48 p.m. 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 and trustees Patrick L. Huddie and Mary B. Tung were absent.

A. Approval of August 27, 2008, Agenda

A recommendation to approve the August 27, 2008, agenda was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2008 Board Accomplishments

Vice Chair Rensin thanked everyone for their contributions toward all the FY08 accomplishments.

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

2. Fiscal Year 2008 Strategic Plan Evaluation and Core Work Highlights

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

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

3. Revised Fiscal Year 2009 Integrated Strategic Plan and Budget

Zoe Irvin, executive director of planning, research and organizational development, reviewed the revised strategic plan and budget.

A recommendation to approve the revised FY09 integrated strategic plan and budget, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

4. Financial Statements

In the absence of Lynn Coleman, vice president of administration and

finance, Janet Cullison, associate vice president of finance, briefly reviewed the financial statements with the board.

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

C. President's Report

President Hetherington commended faculty and staff for their work this week to welcome students to HCC by volunteering to staff the friendly campus booths. She talked about the radiologic technology laboratory ribbon-cutting on July 18 and Congressman Elijah Cummings's inspiring comments. She reported to the board that, at their suggestion, Sharon Pierce, professor, nursing and division chair, health sciences, was nominated for the ACCT Faculty Award and even though she did not receive it, she and other faculty do an incredible job to help students succeed.

President Hetherington mentioned that several elected officials were on campus this week to meet with her and Nancy Santos Gainer, executive director of public relations, and got to see first hand the excitement of the first week of classes. The Community Colleges for International Development (CCID) visited HCC, as is customary for colleges with new presidents, to reaffirm the institution's commitment to CCID. She thanked Ron Roberson, vice president of academic affairs, and George Barlos, director of international education, for coordinating the visit. She asked Dr. Cindy Peterka, vice president of student services, to give an enrollment update. Dr. Peterka reported credit headcount is currently up 5.6 percent and FTE is up 6.7 percent but numbers are not yet finalized.

D. Board Member Comments

On behalf of the board, Vice Chair Rensin presented President Hetherington, an avid runner, with a gift card for the purchase of running shoes to thank her for all her efforts on behalf of HCC's students and the community during her first year as president.

Trustee Dillow commented on the rad tech ribbon cutting and Congressman Cummings's inspiring remarks. She also attended the mid-summer nursing recognition ceremony.

Trustee Hutt mentioned that he met with Congressman Cummings a few days after the rad tech event and he commended HCC. Trustee Hutt commended the continuing education team.

Trustee Doyle commended the increase in enrollment and commented that students (and parents) get greater value for their money at HCC.

Vice Chair Rensin mentioned that Congressman Cummings had commented that HCC knows how to make the most of public funds it receives. She talked about the extraordinary credentials of the forty new employees introduced at fall convocation.

E. Approval of Minutes

A recommendation to approve the May 28, 2008, work session, regular session, and closed session minutes, and the June 9, 2008, retreat minutes and closed session minutes, was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Ratify and confirm increase to cover Belmont Conference Center FY08 propane delivery charges awarded to Amerigas in the amount of \$30,000 (an increase of \$5,001);
2. Ratify and confirm purchase of disaster recovery services for college website awarded to Systems Alliance, Inc. in the amount of \$29,225;
3. Ratify and confirm tuition waiver for REACH program Pell-eligible students;
4. Ratify and confirm increase to cover Belmont Conference Center heating oil delivery charges awarded to Parker Fuel in the amount of \$30,000 (an increase of \$5,001);
5. Ratify and confirm increase in blanket purchase order for printing of noncredit schedule awarded to AFL Web Printing/AFL Quality, Inc. in the amount of $\$87,161.01 + \$648.89 = \$87,809.90$;
6. Ratify and confirm increase to contract for commencement and nursing pinning expenses awarded to PartyPlus, an increase of \$4,343.72 plus the original amount of \$73,129 for a total of \$77,472.72;
7. Ratify and confirm Belmont barn and conference center renovation for geothermal HVAC engineering design awarded to Ayers Saint Gross in the amount of \$378,800 plus \$11,000 for a total of \$389,800;
8. Ratify and confirm network maintenance support service contract additional funds awarded to Network Concepts, an increase of \$11,425;
9. Ratify and confirm strategic energy cooperative up to \$40,000 based on .0992 KWh;
10. Ratify and confirm FY09 Belmont gas delivery charges awarded to Amerigas in the amount of \$40,000;
11. Ratify and confirm increase to cover Allied Barton security services in the amount of $\$950,000 + \$6,988.98 = \$956,988.98$;
12. Ratify and confirm Belmont lease payment awarded to Bank of America in the amount of \$69,401;
13. Ratify and confirm fire alarm and life safety system maintenance and testing contract awarded to Siemens Building Technologies in the amount of \$35,064;

14. Ratify and confirm Children's Learning Center mortgage to Howard Community College Educational Foundation, Inc. in the amount of \$85,595 to be paid out on a monthly basis for FY09;
15. Ratify and confirm Americans with Disabilities Act (ADA) improvements awarded to Highland Turf, Inc. t/a HTI Contractors in the amount of \$101,600;
16. Ratify and confirm online course software license renewal awarded to Blackboard, Inc. in the amount of \$32,400;
17. Ratify and confirm James Clark, Jr. library renovation contract amendment 3 for design services (supplemental infrastructure upgrade) awarded to Murphy & Dittenhafer in the amount of \$65,000 + \$21,200 = \$86,200;
18. Ratify and confirm Hickory Ridge modular classroom lease awarded to Williams Scotsman in the amount of \$38,445.10;
19. Ratify and confirm Sodexo management agreement in the amount of \$61,086.25;
20. Ratify and confirm shuttle services for fall semester 2008 awarded to Woodlawn Motor Coach, Inc. in the amount of \$37,440 with a not-to-exceed amount of \$56,640;
21. Ratify and confirm increase in cost of pool repairs awarded to Patriot Pool Service in the amount of \$2,340.00 additional funds, for a total cost of \$112,300.00;
22. Proposed new hires;
23. Competitive grants (\$748,005.00) and scholarships (\$199,049.10) as detailed in the board materials; and
24. Summer II and III graduates.

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

President Hetherington introduced the new executive director of public relations, Nancy Santos Gainer, who gave the board a brief overview of her professional background.

G. Information Items

1. Issue Bin

Trustee Dillow gave a Grand Prix update. She reported that 276 raffle tickets have been sold; 58 tables are sold and 76 committed. She encouraged the board to buy and sell raffle tickets, tables and sponsorships and attend the major donor party.

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

2. Board Calendar

Erin Yun, director of board relations and special projects, brought the board's attention to the following dates.

September 10 at 12:00 noon – audit and finance committee meeting

September 10 at 4:00 pm – Children's Learning Center expansion ribbon cutting

September 11 at 8:30 am – legislative and community relations committee meeting

October 29 – November 1 – ACCT convention in New York City; Amtrak schedule included in take-home packets; detailed schedule will be distributed at the September board meeting

November 9 at 3:00 pm – diploma recognition ceremony for students who have successfully completed the general education development program (GED) or the external diploma program (EDP)

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

3. Agreements Signed by the Board Chair Disclosure

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

4. Personnel Summary

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

Adjournment

A recommendation to adjourn the August 27, 2008, regular meeting was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 7:40 pm.

The above constitutes the official minutes of the August 27, 2008, regular meeting of the Howard Community College Board of Trustees as approved on September 24, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

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

J-1 Issue Bin

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

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

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

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

◆———— Recommendation —————◆

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

J-2 Fiscal Year 2009 Board Calendar

Date	Event	Tentative Agenda Items
September 2008		
September 25, 2008 Thursday 5:30 pm	Ho Co EDA 15th Annual Meeting Ten Oaks Ballroom	<ul style="list-style-type: none"> Trustees Invited RSVP Required
October 2008		
October 3, 2008 Friday 6:00 pm	Chamber Signature Event and ACE Awards Banquet Turf Valley	<ul style="list-style-type: none"> Trustees Invited RSVP Required
October 20-24, 2008 Monday – Friday	National Baldrige Quality Program Site Visit	NEW!
October 22, 2008 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> Meeting with Auditors Recognition of Grand Prix Chair Informational Tour: Exchange Students and/or Faculty and Travel Abroad Students FY08 Audit Report and Response to Management Letter Approval of FY10 Capital Budget Report on Board End: Student and Stakeholder Focus
October 29-November 1, 2008 Wednesday–Saturday	ACCT Annual Congress New York, NY	<ul style="list-style-type: none"> Trustees Invited Annual Association of Community College Trustees Conference “Realizing the Promise: Access and Relevance in the 21st Century”
November 2008		
November 5, 2008 Wednesday 12:00 noon	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> Quarterly Sole Source Report (July – September) Parameters of FY10 Operating Budget Salary and Benefits Recommendations Review of Salary Schedules Tuition and Fees FY08 Single Audit
November 6, 2008 Thursday 8:30-10:00 am	Legislative and Community Relations Committee Meeting Schoenbrodt Boardroom	<ul style="list-style-type: none"> Planning for Legislative Breakfast Review of HCC Legislative Agenda National Legislative Summit Student Advocacy Day

Date	Event	Tentative Agenda Items
November 9, 2008 Sunday 3:00 pm	Twenty-Fourth Annual Diploma Recognition Ceremony Smith Theatre	<ul style="list-style-type: none"> • Trustees Invited • For students who have successfully completed the general education development program (GED) or the external diploma program (EDP)
November 12, 2008 Wednesday 12:30-1:30 pm	Student/Donor Luncheon RCF-400/401	<ul style="list-style-type: none"> • Trustees Invited
November 19, 2008 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • HCCEF Annual Report • Informational Tour: Children's Learning Center • Recommendations on Sabbatical/Administrative Leave • Report on Board End: Information and Analysis • Proposed FY10 Legislative Agenda
December 2008		
December 10, 2008 Wednesday 6:00 pm	Consent Items / Closed Session Belmont	<ul style="list-style-type: none"> • FY09 Presidential Mid-Year Evaluation
December 10, 2008 Wednesday 7:30 pm	Board of Trustees Holiday Dinner Belmont	
December 11, 2008 Thursday 6:00-10:00 pm	Chamber Holiday Party Columbia Sheraton	<ul style="list-style-type: none"> • Trustees Invited • RSVP Required
December 24, 2008 – January 1, 2009 Wednesday–Thursday	HCC Winter Break	
January 2009		
January 13, 2009 Tuesday 7:30 am	Annual Legislative Gathering RCF-400	<ul style="list-style-type: none"> • Legislators Invited • County Council and Executive Invited • Students Invited
January 14, 2009 Wednesday 6:00 pm	Budget Work Session RCF-401	<ul style="list-style-type: none"> • Review of FY10 Integrated Strategic Plan and Operating Budget
January 26, 2009 Monday 8:30 am	New Employee Recognition Breakfast RCF-400	<ul style="list-style-type: none"> • Trustees Invited • New employees recognized
January 26, 2009 Monday 10:00 am	Winter Convocation Smith Theatre	<ul style="list-style-type: none"> • Trustees Invited • McCuan Hall Opening • Welcome from Board Chair
January 26, 2009 Monday 12:30-8:30 pm	MACC Trustee Leadership Conference and Legislative Reception Annapolis	<ul style="list-style-type: none"> • Trustees Invited • Registration begins at 12:00 noon
January 28, 2009	Regular Meeting	<ul style="list-style-type: none"> • Approval of FY10 Integrated

Date	Event	Tentative Agenda Items
Wednesday 6:00 pm	RCF-400	Strategic Plan and Operating Budget
February 2009		
February 4, 2009 Wednesday 8:30-10:00 am	Legislative and Community Relations Committee Meeting Schoenbrodt Boardroom	<ul style="list-style-type: none"> • Progress of Annapolis Session • Student Advocacy Day • County Budget Process • Legislative Summit
February 9-11, 2009 Monday–Wednesday	ACCT Legislative Summit Marriott Wardman Park Hotel - Washington, DC	<ul style="list-style-type: none"> • Meetings Arranged with Board Members and Maryland Delegation in DC
February 11, 2009 Wednesday 9:00 am–1:30 pm	Community College Student Advocacy Day Annapolis, MD	<ul style="list-style-type: none"> • FYI for Trustees
February 18, 2009 Wednesday 6:00-8:00 pm	Former Board Social RCF-400	<ul style="list-style-type: none"> • Trustees Invited • Current and Former HCCEF Board Members, Former Board of Trustees Members, Former Capital Campaign Council Members, and Former Howard Business Ventures Board Members Invited
February 25, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • Informational Tour: Television Studio • Report on Board End: Faculty and Staff Focus • FY08 Workforce Snapshot • Award Recipients
March 2009		
March 9, 2009 Monday 5:00–8:30 pm	Hunan Manor Fundraiser Hunan Manor Restaurant	<ul style="list-style-type: none"> • Trustees Invited • Board Chair Remarks • Fundraiser for the College
March 11, 2009 Wednesday 9:00-10:30 am	Commission on the Future Update RCF-400	<ul style="list-style-type: none"> • Trustees Invited
March 11, 2009 Wednesday 10:30 am	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> • Interviews with Potential Audit Firms • Audit Areas for Review • Semi-Annual Non-Purchasing Agreement Disclosure • Quarterly Sole Source Report (October – December)
March 17, 2009 Tuesday 12:30 pm & 6:00 pm	Dean's Reception Smith Theatre	<ul style="list-style-type: none"> • Trustees Invited • Recognition for Dean's List and Distinguished Students
March 19, 2009 Thursday 6:00-8:00	Alumni Social RCF-400	<ul style="list-style-type: none"> • Trustees Invited • Mingle with Alumni, Faculty, and HCCEF Board Members
March 25, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • Informational Tour: Learning Outcomes Assessment • Audit Areas for Review • Report on Board End: Educational

Date	Event	Tentative Agenda Items
and Support Process Management		
April 2009		
April 6-12, 2009 Monday-Sunday	HCC Spring Break	
April 22, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • Informational Tour: Diversity Cross-Functional Team • FY10 Operating Budget Approval (if necessary) • FY10 Faculty Promotions • Candidates for Commencement • Report on Board End: Leadership • Calendar of FY10 Meetings
April 29, 2009 Wednesday 1:30-3:00 pm	Silas Craft Collegians Graduate and Transfer Recognition Ceremony RCF-400	<ul style="list-style-type: none"> • Trustees Invited
May 2009		
May 1, 2009 Friday 6:30-9:00 pm	Student Awards Banquet Sheraton Columbia	<ul style="list-style-type: none"> • Welcome from Board Chair • Trustees Invited and Participate in Presenting Awards
May 2, 2009 Saturday 7:00-10:00 pm	Vino Scholastico RCF-400	<ul style="list-style-type: none"> • Trustees Invited • Tickets Cost \$75 Per Event
May 13, 2009 Wednesday 12:00 noon	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> • Quarterly Sole Source Report (January – March) • Meeting with Auditors (FY09 Report) • Year-end Purchases
May 22, 2009 Friday 11:00 am	Nursing Recognition Ceremony HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 2:45 pm	Reception for Platform Party RCF-400	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 4:00 pm	Commencement HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited • Board Members Confer Degrees
May 26, 2009 Tuesday 12:30 pm	Pre-Convocation Lunch RCF-400	<ul style="list-style-type: none"> • Trustees Invited • Lunch Preceded by Innovation Fair • Trustees' Award for Outstanding Service to Howard Community College Presentation
May 26, 2009 Tuesday 1:30 pm	Convocation Smith Theatre	<ul style="list-style-type: none"> • Trustees Invited • Welcome from Board Chair (1:30 pm) • Recognition Event for Retired Employees, Degree Recipients, and New Employees
May 26, 2009	Employee Appreciation	<ul style="list-style-type: none"> • Trustees Invited

Date	Event	Tentative Agenda Items
Tuesday 3:45 pm	Event TBD	
May 27, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting / Closed Session RCF-400	<ul style="list-style-type: none"> • Informational Tour: Radiologic Technology Program and Laboratory • FY11 Vision, Mission, Values, and Strategic Goals • Election of FY10 Board Officers • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting • Review President's Contract
June 2009		
June 8, 2009 Monday Time - TBD	Board Retreat Belmont	<ul style="list-style-type: none"> • Agenda – TBD

Notes:

All work sessions and regular meetings will be held in The Rouse Company Foundation Student Services Hall (RCF-400) at 6 p.m. unless otherwise noted. All Audit and Finance Committee and Legislative and Community Relations Committee meetings will be held in the Cafe on the Quad (RCF-120B) unless otherwise noted. Additional Audit and Finance and Legislative and Community Relations Committee meetings may be necessary during the course of the year.

In addition to the tentative agenda items noted above, the following routine agenda items will be addressed at each work session/regular meeting of the Board of Trustees: introduction of new employees (work session); agenda; minutes; new hires; non-purchasing agreements signed by the board chair; monthly financial statement and monthly personnel summary.

Special work sessions will be scheduled as necessary should the occasion arise.

■ Shaded areas represent board meetings and other activities that trustees are highly encouraged to attend.

Red denotes information change from original posting.

NEW! denotes item not on last calendar.

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

J-3 Agreements Signed by the Board Chair Disclosure

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

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

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

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

Timeline: August 15, 2008, through September 11, 2008

◆————— **Disclosure** —————◆

There were no items for the board chair to approve during this time period.

J-4 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: August 2008

◆————— Recommendation —————◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

August 1 – August 31, 2008

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 Admissions Counselor (25 Hours)	Admissions & Advising	Existing Position Replacement	13	\$52,522-\$87,187	\$35,013	Johnson, Danielle	7/01/08	11/30/08
Acting Associate Director, Human Resources	Human Resources	Existing Position Replacement	16	\$67,272-\$111,671	\$79,795	Logan, Portia	7/01/08	Undetermined
Acting Director, Human Resources	Human Resources	Existing Position Replacement	18	\$79,340-\$131,705	\$80,755	Young, Karlyn	7/01/08	Undetermined
Acting Office Supervisor	English and World Languages	Existing Position Replacement	10	\$41,007-\$68,071	\$41,007	Eitemiller, Erin	7/14/08	7/31/08
Interim Academic Advisor (25 Hours)	Admissions & Advising	Temp with Benefits New Position	12	\$48,363-\$80,283	\$32,247	Cripps, Laura	8/04/08	6/30/09
Acting Instructor, Nursing	Health Sciences	New Position	Instructor (10 Month)	\$45,390-\$65,816	\$65,166	Wong, Dianne	8/04/08	12/19/08
Acting Assistant Professor, English	English/World Languages	New Position	Asst. Prof. (10 Month)	\$46,503-\$74,237	\$48,690	Leith, Richard	8/16/08	6/05/09

POSITION CHANGE

PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date
Benefits Manager	Human Resources	N/A	N/A	N/A	N/A	Heckler, Sharon	3/08

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date
BTC Project and Budget Assistant	Continuing Education Office	N/A	N/A	N/A	N/A	O'Rafferty, Patricia	8/29/08

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

August 1, 2008 – August 31, 2008

Section II – Leaves

SABBATICAL LEAVE

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