



HOWARD
COMMUNITY COLLEGE

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

November 19, 2008
6:00 pm
The Children's Learning Center

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...

Create a nurturing environment that encourages people to grow, develop, thrive, and be successful





You Can Get There From Here.

**Board of Trustees' Meeting Agenda
November 19, 2008
The Children's Learning Center**

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

- I. Introduction of New Employees
- II. Information Session : Children's Learning Center

Regular Meeting – Immediately following the work session

- A. Approval of November 19, 2008, Agenda
- B. Board Priority Items
 1. Core End: Information and Analysis
 2. Financial Statements
 3. Fiscal Year 2010 Legislative Agenda
 4. Board of Trustees' Bylaws and Policies
- C. President's Report
- D. Board Member Comments
- E. Report of the Audit and Finance Committee
- F. Report of the Legislative and Community Relations Committee
- G. Approval of:
 1. October 22, 2008, Work Session Minutes
 2. October 22, 2008, Regular Session Minutes
- H. Consent Items
 1. Proposed New Hires
 2. Fiscal Year 2010 Sabbatical Leave Recommendations
 3. December 2008 Graduates
 4. Fiscal Year 2010 Proposed Fee Change
 5. Standard Application Fee Waiver for Veterans of the Armed Forces and the Dependents of Disabled or Deceased Veterans
 6. Year-end Items Approval Process
 7. Nursing Lab Instructional Supplies
 8. Legal Fees
 9. Imaging Expenses for Scanning and Storing Documents
 10. Belmont Fire Pump and Tank Engineering Design
 11. Nursing Building Fire Alarm System Upgrade

Discussion Item 1 – Virtual Set Production

- I. Information Items
 1. Issue Bin
 2. Board Calendar
 3. Agreements Signed by the Board Chair Disclosure
 4. Full-time/Part-time Enrollment Ratios by Division
 5. Personnel Summary

Closed Session

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its October 22, 2008, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

II – Information Session: The Children’s Learning Center

Department Background: In October of 2000, the doors of the Children’s Learning Center (CLC) first opened for three infants and twelve preschool children. Today, there are 84 children enrolled ranging in ages from 6 months to 5 years old. Enrollment in the CLC has increased every year. However, a large increase in fall 2008 was possible because this past summer the unfinished area of the CLC was renovated. The renovation of the unfinished space in the building yielded three classrooms, two infant sleeping rooms and a food prep area specifically for children ages 0 – 24 months. This change allowed the room that had been used for infants to be converted to a second two-year-old classroom. In addition, a college classroom, complete with technology, was added to accommodate early childhood classes. Previously, classes met in the playroom using folding tables and chairs.

To date, 42 percent of the enrollment at the CLC includes children of Howard Community College students. Twelve percent are children of staff and faculty and the remaining 46 percent are children of community members. HCC’s CLC goal has always been and continues to have 51 percent the children of students. In past years, this goal has always been met; however, this year due to a variety of factors, including the state’s decision not to fund a grant that had previously helped supplement CLC tuition, several students dropped from the program. The CLC will strive to meet the 51 percent goal next year. The CLC remains in compliance with the community development block grant it receives as this grant is based on number of children of students versus a percentage.

Most of the HCC students with children enrolled at the CLC rely on several different funding sources to pay their child care costs. Subsidies provided by a Community Development Block Grant from Howard County assist 67 percent of the student families. Until September 30 of this year, many families received assistance from an infant-toddler grant awarded by the Maryland State Department of Education. That grant was not continued by the state after September 30, causing families to pick up a larger parent portion of their child care cost. Sixty-six percent of the student families receive child care subsidies offered through the Maryland State Department of Education (MSDE). The MSDE child care subsidy is the largest single source of assistance available to low and moderate income families in Maryland. It is also a source that has been frozen in previous years when state revenues are low. Providing affordable child care to low and moderate income students enrolled at Howard Community College continues to remain the primary challenge of the CLC.

Staffing at the CLC has increased to accommodate the increase in new students. There are now 14 teachers at the center, as well as the director, a curriculum specialist, and an administrative office associate. The child/teacher ratio is mandated by state law. A teacher is required for every three children under the age of two, for every six children between the ages of two and three and for every group of ten children over the age of three. The staffing numbers reflect those requirements. Work-study students (10) also make a valuable contribution to the staffing pattern at the CLC.

Benchmarks/Results:

The retention rate of students with children enrolled at the CLC continues to surpass that of students enrolled at the college. This past year, the retention rate of students with children enrolled was 94 percent from the fall to spring semester compared to a retention rate of 65.12 percent for all HCC students. Twenty percent of the parents with children enrolled at the CLC graduated from Howard Community College in May 2008. Several graduates found immediate employment while others transferred to pursue four-year degrees.

Use of the CLC as a laboratory school is truly the feature that sets the CLC apart from the more traditional child care centers. As a laboratory school, CLC teachers are not only responsible for teaching children, they also teach college students through modeling, demonstrations, and explanations. CLC teachers must implement and demonstrate high quality teaching skills every day.

Use of the CLC as a lab school has greatly expanded this year due the additional space provided by the renovations. Four early childhood education classes are held on site, allowing immediate, hands on observation and implementation of the philosophies and skills discussed in class. Teachers can review the Piagetian theory of child development and learning with their college students and the students can then enter children's classrooms and observe the theory in practice. All the college students in the two EDUC 112 classes held at the CLC plan and implement a teaching lesson with either three- or four-year old children before the end of the semester. Additionally, the CLC serves as a site for student service learners from health-related classes, for English language institute (ELI) students who are more comfortable practicing their English with young children, and for the emergency medical technician (EMT) program to experience interactions with young children. Life span development classes observe ages and stages of young children and fine arts classes practice teaching the arts to a ready group of participants.

Special Recognitions:

The CLC was recognized at the Howard County Celebrating Successes for Children 2008 event for going above and beyond to make a difference in the life of a child. Additionally, at the same event, the teaching team of Angela Bailey and Michelle Kreiner were recognized as teachers who go above and beyond to make a difference in the life of a child.

Kim Pins, director of the CLC, was asked to serve on a workgroup for the Maryland State Department of Education. The workgroup was given the charge to develop a model that provides a clear operational path for the expansion of prekindergarten in Maryland. The workgroup was a representation of early childhood professionals throughout the state of Maryland.

Accreditations:

The Children's Learning Center is licensed by the Maryland State Department of Education, a process that involves a series of one announced inspection and two unannounced inspections over the period of two years.

Additionally, the CLC has maintained accreditation by the National Association for the Education of Young Children (NAEYC). NAEYC is the nation's largest and most influential

organization of early childhood educators and others dedicated to improving the quality of programs for children. This voluntary review process measures programs against rigorous national standards on education, health, and safety. Accreditation by NAEYC is considered a mark of quality that helps families identify high quality programs for their children.

Children's Learning Center teachers maintain their Child Care Credential, a voluntary program that recognizes teachers who go beyond the requirements of state licensing and registration regulations in training, experience, and professional activities.

And finally, Kim Pins is participating in a volunteer pilot program offered by the Maryland State Department of Education that measures the early childhood leadership and management of early childhood programs. Program quality is measured on a seven-point scale to generate a program profile that is used to guide program improvement efforts. The PAS (Program Administration Scale) instrument creates a focused look at best practices.

Future Plans and Goals:

Next year will continue to be a year of growth for the staff at the CLC. On-going orientation will be a key component for new teachers with an emphasis on team building and staff cohesion for all members.

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B-1 Board Core End: Information and Analysis

Background: This report addresses the board core end – *Information and Analysis*. HCC aligns its operations with the two educational excellence criteria for this category. Measures were selected by the board in 2003. The dashboard was introduced as a vehicle to summarize the information in 2005. Green ■ – signals that HCC is operating above the benchmark, yellow ■ – performance is at the benchmark, and red ■ – the operating level is still below the benchmark. Detail pages follow the dashboard. Any updates are indicated in blue. 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 5-year goals, most of the current flags will naturally be red. For this category the visiting 2007 Maryland team rated the college as operating within a higher scoring band than the 2005 national Baldrige examiners.

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

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

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

Purpose: Report on the progress of the institution.

Timeline: Annual

◆————— Recommendation —————◆

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

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

Category 4 - Information and Analysis






This category examines how the college selects, gathers, analyzes, manages, and improves its data, information, and knowledge assets.








Source	Item	Current	Benchmark
External Quality Feedback	Measurement, Analysis, and Improvement of Organizational Performance <i>How does your organization measure, align, review, and improve student and operational performance data and information at all levels and parts of the organization? How do you systematically use the results to improve processes?</i>	Baldrige 30-45%	30-45%
		MPEA 50-65%	
	Information and Knowledge Management <i>How does the college ensure quality and availability of needed data and information for faculty and staff, student, and stakeholders including its supplier and partners? Describe how your organization builds and manages its knowledge assets.</i>	Baldrige 30-45%	30-45%
		MPEA 50-65%	
MHEC	1. Performance at transfer institutions: a. Percent with cumulative GPA after first year of 2.0 or above	78.1%	85%
	b. Mean GPA after 1 st year of transfer within USM	2.59	2.74
	2. Developmental completers after four years	35.8%	40%
	3. Successful-persistor rate after four years: a. College-ready students	87.1%	90%
	b. Developmental completers	89%	90%
	c. Developmental non-completers	49.6%	60%
	d. All students in cohort	73.2%	80%
	4. Successful-persistor rate after four years (by race/ethnicity): a. African American	62.4%	65%
	b. Asian, Pacific Islander	79.1%	75%
	c. Hispanic	Too few-not reported	n/a
















MHEC	5. Graduation-transfer rate after four years: a. College-ready students	69.8%		80%
	b. Developmental completers	58.8%		70%
	c. Developmental non-completers	33.3%		35%
	d. All students in cohort	51.9%		60%
	6. Graduation-transfer rate after four years (by race/ethnicity): a. African American	34.9%		50%
	b. Asian, Pacific Islander	62.6%		60%
	c. Hispanic	Too few- not reported		n/a
Special Research Studies	Overall fall-to-fall retention rate for first-time freshman	57.6%		51.4%

External Measures

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

Maryland State Quality Award		Baldrige	
	Range of total applicant scores		Oct. 2005 – HCC’s Score Score given as an interval, e.g., 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							
								
								

			0-9	10-29	30-49	50-69	70-89	90-100	
C a t e g o r y 4	Measurement, Analysis and Knowledge Management (90 points)	4.1 45 points							
									
									
									
		4.2 45 points							
									
									
									

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in the category. A team reviews those reports, collects information on the process improvements that occur in the intervening months, and submits a new application. 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 hosted a Baldrige site visit October 20-22, 2008, and will be notified of the results in late November.**

Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 and above received at least site visits. Therefore, the administration recommended a category benchmark aligned with that: **The college will receive a rating for category 4 of 30-45 percent** on the Maryland Performance Excellence Award by 2007 or Baldrige by 2009.

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

1. Percent of transfers at Maryland public four-year colleges and universities with cumulative grade point averages of 2.0 and above; mean GPA after first year.						
	AY 02-03	AY 03-04	AY 04-05	AY 05-06	AY 06-07	Benchmark AY 09-10
Performance at transfer institutions						
a. Percent with cumulative GPA after first year of 2.0 or above	87.3%	83.4%	78.9% <i>n=460/ 583</i>	83.4% <i>n=514/ 616</i>	78.1% <i>n=466/ 597</i>	85%
		<i>State Avg:</i>	77.9%	80.8%	80.0%	
		<i>Peer Avg:</i>	81.3%	81.9%	81.9%	
b. Mean GPA after first year	2.73	2.74	2.55 <i>n=583</i>	2.73 <i>n=616</i>	2.59 <i>n=597</i>	2.74
		<i>State Avg:</i>	2.56	2.67	2.66	
		<i>Peer Avg:</i>	2.69	2.69	2.71	

2. Percentage of students in entering fall cohort with at least one area of developmental need, who, after four years, have completed all recommended developmental coursework. Denominator is unduplicated headcount of students identified as needing developmental coursework in English, reading, and/or mathematics (excluding ESOL). Students in numerator have completed all recommended developmental courses.					
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Benchmark 2006 Cohort
Developmental completers after four years	38.7%	37.3% <i>n=327/ 876</i>	38.7% <i>n=343/ 885</i>	35.8% <i>n=321/ 897</i>	40%
		<i>State Avg:</i>	43.0%	45.8%	<i>n/a</i>
		<i>Peer Avg:</i>	59.1%	60.0%	<i>n/a</i>

n/a = not available

3. Percent of first-time fall entering students attempting 18 or more credit hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry.					
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Benchmark 2006 Cohort
Successful-persistor rate after four years:					
a. College-ready students	94.9%*	85.3% n=197/ 231	83.1% n=202/ 243	87.1% n=216/ 248	90%
	State Avg:	77.4%	81.3%	n/a	
	Peer Avg:	84.5%	82.5%	n/a	
b. Developmental completers	89.1%	89.3% n=275/ 308	90.6% n=298/ 329	89.0% n=274/ 308	90%
	State Avg:	80.5%	80.5%	n/a	
	Peer Avg:	79.3%	78.5%	n/a	
c. Developmental non-completers	55.0%	52.4% n=166/ 317	52.7% n=168/ 319	49.6% n=174/ 351	60%
	State Avg:	43.7%	41.8%	n/a	
	Peer Avg:	47.3%	38.8%	n/a	
d. All students in cohort	76.8%	74.5% n=638/ 856	75.0% n=668/ 891	73.2% n=664/ 907	80%
	State Avg:	68.9%	69.7%	n/a	
	Peer Avg:	76.3%	75.3%	n/a	

n/a = not available

*The drop in college-ready successful persistors is due to a re-definition of this student group agreed upon by the Maryland Community College Research Group.

4. Percent of first-time fall entering students attempting 18 or more credit hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry, by minority racial/ethnic category.					
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Benchmark 2006 Cohort
Successful-persistor rate after four years (by race/ethnicity):					
a. African American	55.8%	59.3%	62.9%	62.4%	65%
		<i>n</i> =99/ 167	<i>n</i> =95/ 151	<i>n</i> =93/ 149	
	<i>State Avg:</i>	57.6%	58.1%	<i>n/a</i>	
	<i>Peer Avg:</i>	66.8%	64.8%	<i>n/a</i>	
b. Asian, Pacific Islander	76.0%	70.2%	88.1%	79.1%	75%
		<i>n</i> =59/ 84	<i>n</i> =96/ 109	<i>n</i> =72/ 91	
	<i>State Avg:</i>	78.5%	76.2%	<i>n/a</i>	
	<i>Peer Avg:</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	
c. Hispanic	<i>n</i> <50	<i>n</i> <50	<i>n</i> <50	<i>n</i><50	<i>n/a</i>
		<i>n</i> =25/ 29	<i>n</i> =33/ 49	<i>n</i> =23/ 37	
	<i>State Avg:</i>	68.1%	71.4%	<i>n/a</i>	
	<i>Peer Avg:</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	

n/a = not available

5. Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education within four years.					
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Benchmark 2006 Cohort
Graduation- transfer rate after four years					
a. College-ready students	75.2%	72.7% <i>n=168/231</i>	68.7% <i>n=167/243</i>	69.8% <i>n=173/248</i>	80%
	<i>State Avg:</i>	59.7%	62.4%	<i>n/a</i>	
	<i>Peer Avg:</i>	68.5%	68.2%	<i>n/a</i>	
b. Developmental completers	65.0%	64.9% <i>n=200/308</i>	66.9% <i>n=220/329</i>	58.8% <i>n=181/308</i>	70%
	<i>State Avg:</i>	53.4%	53.5%	<i>n/a</i>	
	<i>Peer Avg:</i>	53.3%	55.9%	<i>n/a</i>	
c. Developmental non-completers	37.1%	35.0% <i>n=111/317</i>	36.7% <i>n=117/319</i>	33.3% <i>n=117/351</i>	35%
	<i>State Avg:</i>	26.4%	26.2%	<i>n/a</i>	
	<i>Peer Avg:</i>	29.1%	28.7%	<i>n/a</i>	
d. All students in cohort	56.0%	56.0% <i>n=479/856</i>	56.6% <i>n=504/891</i>	51.9% <i>n=471/907</i>	60%
	<i>State Avg:</i>	47.6%	48.1%	<i>n/a</i>	
	<i>Peer Avg:</i>	56.7%	56.4%	<i>n/a</i>	

n/a = not available

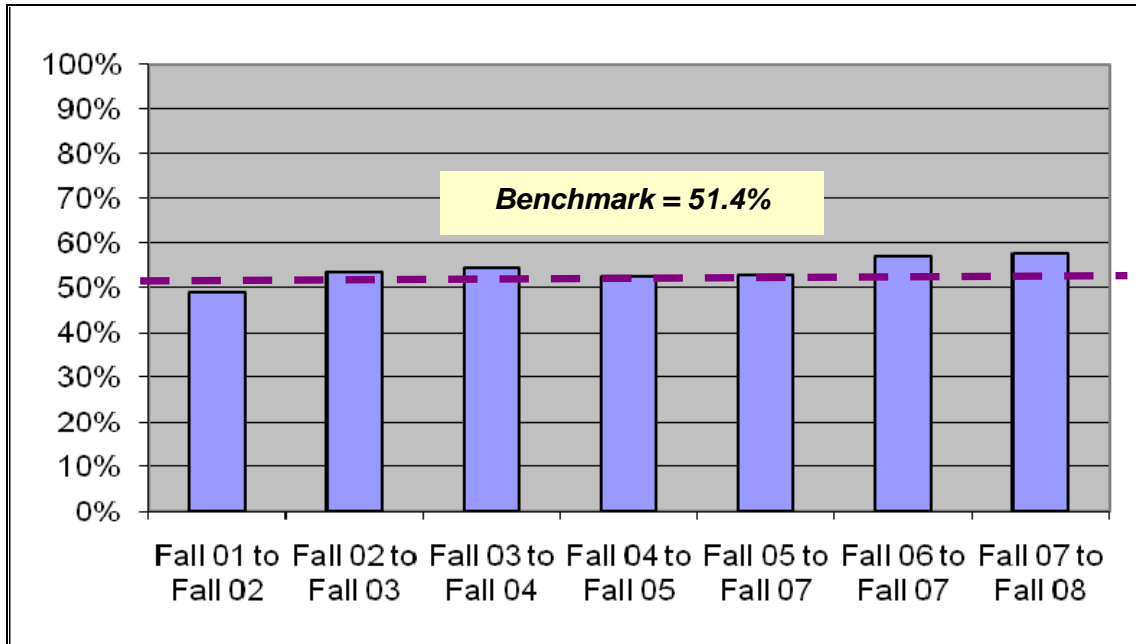
6. Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education within four years, by minority racial/ethnic category.					
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Benchmark 2006 Cohort
Graduation-transfer rate after four years (by race/ethnicity):					
a. African American	40.0%	44.9% <i>n</i> =75/ 167	39.1% <i>n</i> =59/ 151	34.9% <i>n</i> =52/ 149	60%
	<i>State Avg:</i>	34.3%	36.9%	<i>n/a</i>	
	<i>Peer Avg:</i>	45.0%	47.5%	<i>n/a</i>	
b. Asian, Pacific Islander	65.6%	52.4% <i>n</i> =44/ 84	69.7% <i>n</i> =76/ 109	62.6% <i>n</i> =57/ 91	60%
	<i>State Avg:</i>	52.8%	53.1%	<i>n/a</i>	
	<i>Peer Avg:</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	
c. Hispanic	<i>n</i> <50	<i>n</i> <50 <i>n</i> =19/ 29	<i>n</i> <50 <i>n</i> =27/ 49	<i>n</i><50 <i>n</i> =14/ 37	<i>n/a</i>
	<i>State Avg:</i>	41.7%	46.8%	<i>n/a</i>	
	<i>Peer Avg:</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	

n/a = not available

Internal Measure

Since the Maryland Higher Education Commission (MHEC) indicators track only certain limited cohorts, HCC initiated its own tracking system for all new students.

Overall Fall-to-Fall Retention Rate for First-time Freshman								<i>Benchmark</i>	<i>Current Benchmark</i>
Fall 01- Fall 02	Fall 02- Fall 03	Fall 03- Fall 04	Fall 04- Fall 05	Fall 05- Fall 06	Fall 06- Fall 07	Fall 07- Fall 08	Fall 10- Fall 11	<i>Status</i>	
49%	53.2%	54.2%	52.2%	52.8%	56.9%	57.6%	51.4%	Exceeded	



Description of the Indicator: The percentages shown on the chart are first-time HCC credit student freshmen (only students who have no other post secondary experience) who were enrolled in the fall semester and who returned the following fall. (Fall 2007-Fall 2008, n= 894/1,551)

Benchmark: The percent of first-time HCC students in the fall who return the following fall will meet or exceed the ACT, Inc. (formerly American College Testing) 2007 benchmark of 51.4%.

Performance Outcome: This retention figure includes those whose goal is to take a single course or two, as well as first-time HCC students with other goals. This cohort exceeded the benchmark.

Data Source: Data is from HCC's enrollment files prepared by IT and analyzed by the planning, research and organizational development (PROD) office.

Board Talking Points:

- An external team has recognized HCC's Information and Knowledge Management system as being effective, well deployed, and integrated with the organizational needs. (50-65 percent scoring band)
- The percentage of first-time fall entering African American students attempting 18 or more credit hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry, is staying above the state average of 58 percent. (2000 cohort-55.8 percent, 2001 cohort-59.3 percent, 2002 cohort-62.9 percent, 2003 cohort-62.4 percent)
- HCC's fall-to-fall retention rate for first-time college students (57.6 percent) is above the ACT, Inc. benchmark (51.4 percent).

B-2 Financial Statements

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

Purpose: Disclosure to the board of trustees

Timeline: September 2008

◆———— Recommendation ———◆

This item is for information only and requires no board action. Lynn Coleman, vice president of administration and finance, will briefly review this information with the board.

HOWARD COMMUNITY COLLEGE
CURRENT INCOME & EXPENSE SUMMARY - FUND 10

	YTD Expended & Encumbered** 09/30/2008	YTD Budget 09/30/2008	YTD Budget Variance 09/30/2008	09/30/2008 Percent Variance From Budget	Total Budget FY2009
OPERATING BUDGET REVENUE					
TUITION					
Summer II & III	\$535,768	595,530	(\$59,762)	1 -10.04%	1 \$595,530
Fall	8,629,472	8,077,118	552,354	2 6.84%	2 8,077,118
Intersession	2,192	0	2,192	3 na	466,035
Spring	(3,396)	0	(3,396)	3 na	7,385,161
Summer I & Extended	(2,976)	0	(2,976)	3 na	763,290
Fees	1,227,955	1,221,744	6,211	4 0.51%	2,441,085
TOTAL TUITION AND FEES	\$10,389,014	\$9,894,392	\$494,623	5.00%	\$19,728,219
GOVERNMENTAL AND OTHER					
Howard County	\$6,298,869	6,298,869	\$0	5 0.00%	\$25,195,470
State of Maryland	2,532,005	2,677,537	(145,532)	6 -5.44%	10,710,146
Other Income	190,096	195,000	(4,904)	7 -2.51%	780,000
Unrestricted appropriations	0	0	0	8 na	100,000
Continuing Education Support	0	0	0	9 0.00%	486,649
TOTAL GOV'T AND OTHER	\$9,020,969	\$9,171,406	(\$150,436)	-1.64%	\$37,272,265
TOTAL OPERATING REVENUE	\$19,409,984	\$19,065,797	\$344,187	1.81%	\$57,000,484
OPERATING BUDGET EXPENSES					
Instruction	\$16,998,376	\$17,053,480	55,103	0.32%	\$26,223,775
Public Service	291,785	305,652	13,866	4.54%	395,052
Academic Support	2,696,246	2,718,374	22,128	0.81%	3,515,284
Student Services	4,107,334	4,167,075	59,741	1.43%	5,907,170
Institutional Support	7,382,271	7,493,372	111,102	1.48%	11,325,766
Plant	5,804,013	5,891,249	87,236	1.48%	8,500,657
Scholarship/Waivers	494,006	497,303	3,297	0.66%	1,132,780
TOTAL OPERATING EXPENSES	\$37,774,032	\$38,126,505	\$352,473	0.92%	\$57,000,484

n/c = not comparable

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

11/12/2008

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

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

September 2008

Tuition and Fees

- 1) Summer II and III tuition revenue is below budget by 10.04%, or \$59,762. Overall, a 3% FTE enrollment increase was budgeted. FTE enrollment for summer II was down 17% (or 11.8 FTE's) and summer III was up 1% (or 1.5 FTE's) from the prior year. Headcounts were down 19% and up 4%, respectively. No tuition rate increase was budgeted for these terms. In county tuition is currently \$114 per credit hour. Out-of-county and out-of-state tuitions are \$197 and \$242, respectively. For each credit hour of tuition paid, \$3 goes towards paying the debt on the Horowitz Visual and Performing Arts Center.
- 2) Fall revenues are ahead of budget by 6.84%, or \$552,354. A 3% FTE enrollment increase was budgeted; however, FTE enrollment growth was 6.26% and headcount increased by 5% as of the census date of September 12, 2008. (See note #1 for tuition rate information.)
- 3) These figures represent adjustments for prior year semesters made this year.
- 4) Fee revenues are slightly ahead of budget, .51% or \$6,211. Fee budgets are typically built for potential growth; however, growth exceeded expectations.
- A breakdown of operating account fees is as follows: Course fees \$802,965 or 66%; consolidated fees \$371,212 or 30%; other student fees \$53,778 or 4%.

Governmental Revenue and Other Revenue

- 5) Howard County's contribution to the FY09 operating budget increased by 6.6% over the prior year and has no variance to the budget.

FUND 10 - OPERATING BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

- 6) In early October, the college learned that we would receive a state cut of \$684,910 due to the projected state deficit. Funds have been reserved in the budget to cover this deficit and are detailed in the cost center variance report that follows. The cut includes additional cuts to Fund 11 and the special funds. Subsequent to receiving the original cut amount, the college learned that this cut would be reduced to \$499,527 which was calculated by applying the Cade formula to the reduction. As this reduced some colleges below their FY08 levels, we are anticipating that this reduced amount may be changed. To be prudent we are reflecting the larger original cut at this time.
- 7) Other income is slightly under budget by 2.51%, or \$4,904. Investment income represents \$166,737, or 88% of other income. Service revenues for administration of contracts and small miscellaneous revenue make up the other 12% of other income.
- 8) The use of \$100,000 from the continuing education fund balance was budgeted to be spent during FY09. If enrollment revenues continue to exceed budget and the college can cover the state cuts without using these funds, the fund balance will not be used.
- 9) The \$486,649 for continuing education's contribution to the operating fund will be taken at year-end.

Expenses

- It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures.
- Salaries increased by an average of 5% over FY08. In addition, the compensation study was implemented as planned to bring the college's wages more in line with the market wage.
- Overall, the operating budget's functions are within budget and spending for the first three months of this year is on target with projected expenditures, and the current state cuts are being reserved in the budget.

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

	YTD Expended & Encumbered** 09/30/2008	YTD Budget 09/30/2008	YTD Budget Variance 09/30/2008	09/30/2008 Percent Variance From Budget		Total Budget FY2009
FUND 11 REVENUES						
TUITION						
Credit Fall/Summer II & III	\$203,807	182,900	\$20,907	11.43%	1	\$182,900
Credit Intersession	0	0	0	na		50,700
Credit Spring/Summer I & Extended	(422)	0	(422)	na		156,400
Non-Credit/Continuing Ed	1,644,021	1,534,268	109,753	7.15%	2	3,400,553
Fees	721,895	654,026	67,869	10.38%	3	1,320,341
TOTAL TUITION AND FEES	\$2,569,301	\$2,371,194	\$198,107	8.35%		\$5,110,894
GOVERNMENTAL AND OTHER						
State of Maryland	\$460,021	\$483,137	(\$23,116)	-4.78%	4	\$1,932,548
Service Revenues & Other Income	\$28,111	\$54,617	(\$26,507)	-48.53%	5	\$218,469
Unrestricted appropriation	\$0	\$0	\$0	0.00%	6	400,000
Transfer to Operating Fund	0	0	0	0.00%	7	(486,649)
TOTAL GOV'T. AND OTHER	\$488,131	537,754	(\$49,623)	-9.23%		\$2,064,368
TOTAL FUND 11 REVENUES	\$3,057,432	\$2,908,948	\$148,484	5.10%		\$7,175,262
EXPENDITURES						
Instruction	\$4,049,631	\$4,598,761	\$549,130	11.94%	8	\$6,535,262
Academic Support	0	0	0	0.00%		0
Plant	0	0	0	0.00%		0
Institutional Support	0	0	0	0.00%		0
Scholarship	270,612	273,062	2,450	0.90%		640,000
TOTAL OPERATING EXPENSES	\$4,320,243	\$4,871,823	\$551,580	11.32%		\$7,175,262

n/c = not comparable

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

11/12/2008

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

September 2008

Tuition and Fees

- 1) Credit fall/summer II and III tuition revenues are ahead of budget by **11.43%** or **\$20,907**. Credit enrollment in this division is primarily telecourses and tele-web classes. Tele-web classes use an online feature along with the pre-recorded lectures used by telecourses. Credit enrollment was budgeted to increase by 3% but to date is higher than anticipated. Credit enrollment statistics are discussed on the financial statements for fund 10 and apply to both divisions.
- 2) Non-credit tuition revenues are ahead of budget by **7.15%** or **\$109,753**. Higher enrollments and revenues in several cost centers including the English language institute, lifelong learning, motorcycles, and technology are the primary cause for this variance in non-credit tuition.
- 3) Fees are ahead of budget by **10.38%** or **\$67,869**. Higher fees associated with higher credit and non-credit enrollments mentioned above are contributing to this variance.

Governmental Revenue

- 4) The state contribution for FY09 for continuing education **originally** increased 9.6% over the prior year, **but the college is currently anticipating a FY09 state cut of \$92,464 to this division. The overall state cut to the college is currently anticipated to be \$684,910. The 4.78% or \$23,116 variance to budget is only ¼ of the total annual cut to this division, since state aid is allocated evenly throughout the year in these financials statements (1/12th monthly). See more information about the anticipated state cut in the fund 10 notes.** Funding for FY09 is based on an FTE formula related to enrollments from FY07.

Service and Other Income

- 5) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently, this category is **48.53%** under budget or **\$26,507**. Administrative overhead for grants is often charged at the end of the grant period, so these revenues are anticipated to be within budget later in the year.
- 6) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the continuing education areas as needed. \$400,000 is included in both the revenue and expense portion of this budget.

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

- 7) Continuing education's annual contribution to the operating fund will occur at year-end. For FY09 it will be \$486,649.

Expenses

It should be noted that encumbrances for annual salaries and open purchase orders are included in the expended to date figures. Salaries increased by an average of 5% for FY09.

- 8) Instructional expenses are under budget by 11.94% or \$549,130. This budget line includes the \$400,000 in contingency funds (see note 6). When this \$400,000 is excluded from the YTD budget, **spending is under budget by \$149,130, allowing coverage of the anticipated \$92,464 annual state cut.**

**Howard Community College
9/2008
Cost Center Variances**

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar* Variance From Original B-A	Projected Percentage Variance from Original FY2009	
Instruction						
11200	Schoenbrodt honors	3,792	26,418	26,418	-	0%
11300	Mathematics	1,587,520	2,047,937	2,047,937	-	0%
11310	Health	182,714	274,086	274,086	-	0%
11400	Social sciences	1,563,609	1,885,247	1,885,142	(105)	0%
11410	Eng/world languages	2,478,288	2,906,699	2,906,699	-	0%
11450	Arts & humanities	1,950,446	2,460,835	2,460,835	-	0%
11480	Rouse scholars	74,440	131,311	131,311	-	0%
11600	Distance learning	232,473	412,783	413,143	360	0%
12100	Nursing	1,452,452	2,061,268	2,060,268	(1,000)	0%
12118	Rad Tech Program	101,684	116,677	116,677	-	0%
12120	Emergency medical technology	127,629	158,686	159,083	397	0%
12150	Cardiovascular program	99,783	199,955	199,955	-	0%
12200	Business & computers	1,259,886	1,842,846	1,842,951	105	0%
12250	Science & technology programs	1,978,191	2,486,155	2,486,155	-	0%
12280	Cooperative education	1,845	15,507	15,507	-	0%
13500	Service Learning	67,220	84,130	84,130	-	0%
13550	Instr. International program	129,281	139,347	139,347	-	0%
44010	User computer services	423,884	480,265	480,265	-	0%
44020	Student computer services	937,023	1,253,265	1,253,265	-	0%
44030	Student labs	196,058	311,199	311,199	-	0%
46100	1st floor support	150,222	171,045	171,045	-	0%
46200	2nd floor support	90,238	108,939	108,939	-	0%
46300	Hickory ridge	69,984	89,120	89,120	-	0%
46400	Evening services	32	1,325	1,325	-	0%
46700	ELB divisions support	107,625	129,499	129,499	-	0%
46800	Arts & humanities support	81,248	125,217	125,217	-	0%
47500	Faculty learning community	1,003	22,000	23,000	1,000	5%
48000	Outcomes assessment	122,438	198,826	198,826	-	0%
48500	Instructional direction	20,467	267,964	267,964	-	0%
48501	Learning communities	176,436	204,246	204,246	-	0%
48502	Program development	10,202	83,065	83,065	-	0%
52102	Pool guards	10,775	97,215	97,215	-	0%
53200	Learning assistance center	548,125	698,880	702,513	3,633	1%
99970	Benefits/chargebacks	779,362	3,815,876	3,811,486	(4,390)	0%
99980	Division support	-	400,388	400,388	-	0%
99990	Furniture/equipment	-	515,552	515,552	-	0%
	Total instruction	17,016,376	26,223,775	26,223,775	0	0%

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009
Public Service					
33250	Cable studio	276,516	307,428	-	0%
99970	Benefits/chargebacks	15,270	61,031	-	0%
99990	Furniture/equipment	-	26,594	-	0%
	Total public service	291,785	395,052	-	0%
Academic Support					
33400	Horowitz center	132,894	171,326	-	0%
33500	Student arts collective	80,475	131,058	-	0%
41001	Library services	714,307	806,297	-	0%
41002	Teaching & learning center	123,930	136,525	-	0%
43100	Education technology	245,929	301,692	-	0%
43200	Video services	40,971	83,813	-	0%
43300	Instructional Technology	124,853	136,726	-	0%
46000	VP of academic affairs	312,310	323,002	-	0%
47000	Faculty development	28,697	121,747	-	0%
48100	Interactive classroom	16,000	17,600	-	0%
99970	Benefits/chargebacks	275,881	1,153,802	-	0%
99980	VP's Allocation		5,924	-	0%
99990	Furniture/equipment		125,773	-	0%
	Total academic support	2,096,246	3,515,284	(0)	0%

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009	
Student Services						
46500	Advising, academic services	472,812	516,429	516,226	(203)	0%
46600	Welcome center & telephone adv.	126,254	194,872	194,872	-	0%
51000	VP of student services	252,230	278,344	278,344	-	0%
51200	Student ambassador program	5,065	9,432	9,432	-	0%
52000	Student activities	-	2,603	2,603	-	0%
52100	PE facility	318,413	379,181	379,181	-	0%
53000	Career services	412,711	486,989	486,989	-	0%
53100	Test center	281,103	343,967	343,967	-	0%
53500	Retention	120,577	145,979	145,979	-	0%
53555	Career links	23,290	38,541	38,541	-	0%
54000	Financial aid services	529,905	750,578	750,578	-	0%
55000	Admissions	670,310	815,364	815,364	-	0%
55001	Workgroup	303,944	394,563	394,563	-	0%
56000	Records	397,281	490,178	490,381	203	0%
99970	Benefits/chargebacks	193,438	809,304	809,304	-	0%
99980	Part time coverage	-	15,114	15,114	-	0%
99990	Furniture/equipment	-	235,732	235,732	-	0%
	Total student services	4,107,334	5,907,170	5,907,170	0	0%

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1)	Total Projected Expenditures	Dollar Variance From Original	Projected Percentage Variance from Original FY2009	
		A	B	B-A		
Institutional Support						
61000	President	579,684	641,565	641,565	-	0%
61100	Board of trustees	49,178	132,145	132,145	-	0%
61200	Research, planning and org. dev.	389,900	487,804	487,804	-	0%
61900	Senior administration	2,359	13,617	13,617	-	0%
62000	VP of administration & finance	321,816	332,045	332,045	-	0%
62100	Finance office	1,173,028	1,288,778	1,288,778	-	0%
63101	Human resources	478,880	600,533	600,533	-	0%
63102	Recruitment	34,344	56,546	56,546	-	0%
63103	Unemployment	41,355	47,253	47,253	-	0%
63150	Diversity programs	528	12,000	12,000	-	0%
63200	Reprographics	234,256	197,040	197,040	-	0%
63400	Security	1,036,867	1,157,061	1,157,061	-	0%
63500	Telecommunications	154,816	262,541	262,541	-	0%
63554	Mediation & conflict resolution center	-	20,000	20,000	-	0%
63600	Risk management	99,001	327,331	327,331	-	0%
63700	General administration	138,424	799,297	799,297	-	0%
63800	Commencement/award programs	29,971	123,989	123,989	-	0%
64000	Administrative information systems	1,033,969	1,293,197	1,293,197	-	0%
64001	Enterprise network	456,718	558,416	558,416	-	0%
64002	Web Enterprise	159,652	284,678	284,678	-	0%
64100	Information technology administration	279,803	314,772	314,772	-	0%
65000	Public relations & marketing	597,684	814,521	814,521	-	0%
65001	Public relations administration	101,425	168,612	168,612	-	0%
65100	Development & alumni relations	500,262	583,912	583,912	-	0%
65900	Fundraising	-	30,000	30,000	-	0%
99970	Benefits/chargebacks	88,348	647,998	647,998	-	0%
99990	Furniture/equipment	-	130,116	130,116	-	0%
	Total institutional support	7,982,271	11,325,766	11,325,766	0	0%

Cost Center	FY2009 Actual to date (Note 2)	Total Original Budget (Note 1) A	Total Projected Expenditures B	Dollar Variance From Original B-A	Projected Percentage Variance from Original FY2009
Plant					
71000	Plant administration	9,615	127,677	-	0%
71100	General services	3,039,159	3,683,055	-	0%
71150	Recycling	-	25,000	-	0%
71500	Safety	73,412	75,871	-	0%
72000	Engineering	966,734	1,135,666	-	0%
72500	Preventive maintenance	153,527	286,221	-	0%
73000	Housekeeping	975,852	1,489,174	-	0%
75000	Grounds	321,450	365,310	-	0%
76000	Renovations	92,863	176,729	-	0%
99970	Benefits/chargebacks	171,402	891,343	-	0%
99990	Furniture/equipment	-	244,611	-	0%
	Total plant	5,804,013	8,500,657	-	0%
Scholarships					
81000	Scholarships	308,055	662,580	-	0%
82000	Waivers	185,951	470,200	-	0%
	Total scholarships	494,006	1,132,780	-	0%
	Grand totals	37,792,032	57,000,484	0	0%

Note 1:

When the budget was originally developed, all salaries were budgeted to increase at an average rate of 5%. As final salaries increases may have fluctuated based on performance levels and the relation of the individual's FY08 salary to the mid-point of the salary scale, the original budget figures were adjusted to reflect the actual starting salaries for the cost center.

Note 2:

Includes encumbrances for budgeted wages and outstanding purchase orders.

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

**Howard Community College
9/2008
Cost Center Spending Percentages**

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Instruction					
11200	Schoenbrodt honors	1,792	26,418	7%	1
11300	Mathematics	305,927	2,047,937	15%	
11310	Health	33,169	274,086	12%	
11400	Social sciences	272,956	1,885,142	14%	
11410	Eng/world languages	488,474	2,906,699	17%	
11450	Arts & humanities	401,256	2,460,835	16%	
11480	Rouse scholars	12,559	131,311	10%	1
11600	Distance learning	116,423	413,143	28%	
12100	Nursing	351,950	2,060,268	17%	
12118	Rad Tech Program	31,489	116,677	27%	
12120	Emergency medical technology	43,072	159,083	27%	
12150	Cardiovascular program	37,539	199,955	19%	
12200	Business & computers	345,909	1,842,951	19%	
12250	Science & technology programs	427,699	2,486,155	17%	
12280	Cooperative education	1,845	15,507	12%	
13500	Service Learning	18,873	84,130	22%	
13550	Instructional international program	38,718	139,347	28%	
44010	User computer services	119,366	480,265	25%	
44020	Student computer services	278,740	1,253,265	22%	
44030	Student labs	68,529	311,199	22%	
46100	1st floor support	42,595	171,045	25%	
46200	2nd floor support	30,195	108,939	28%	
46300	Hickory ridge	20,558	89,120	23%	
46400	Evening services	32	1,325	2%	2
46700	ELB divisions support	28,317	129,499	22%	
46800	Arts & humanities support	25,808	125,217	21%	
47500	Faculty learning community	407	23,000	2%	3
48000	Outcomes assessment	27,595	198,826	14%	
48500	Instructional direction	20,467	267,964	8%	3
48501	Learning communities	46,246	204,246	23%	
48502	Program development	10,202	83,065	12%	
52102	Pool guards	10,775	97,215	11%	
53200	Learning assistance center	162,774	702,513	23%	
99970	Benefits/chargebacks	720,536	3,811,486	19%	
99980	Division support	-	400,388	0%	3
99990	Furniture/equipment	-	515,552	0%	4
	Total instruction	4,542,792	26,223,775	17%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Public Service					
33250	Cable studio	72,498	307,428	24%	
99970	Benefits/chargebacks	15,270	61,031	25%	
99990	Furniture/equipment	-	26,594	0%	4
	Total public service	87,768	395,052	22%	
Academic Support					
33400	Horowitz center	40,170	171,326	23%	
33500	Student arts collective	28,160	131,058	21%	
41001	Library services	310,385	806,297	38%	5
41002	Teaching & learning center	31,346	136,525	23%	
43100	Education technology	70,826	301,692	23%	
43200	Video services	20,541	83,813	25%	
43300	Instructional Technology	32,263	136,726	24%	
46000	VP of academic affairs	82,128	323,002	25%	
47000	Faculty development	27,887	121,747	23%	
48100	Interactive classroom	16,000	17,600	91%	6
99970	Benefits/chargebacks	272,740	1,153,802	24%	
99980	VP's Allocation		5,924	0%	3
99990	Furniture/equipment		125,773	0%	4
	Total academic support	932,446	3,515,284	27%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Student Services					
46500	Advising, academic	158,013	516,226	31%	7
46600	Welcome center & telephone adv.	40,199	194,872	21%	
51000	VP of student services	67,478	278,344	24%	
51200	Student ambassador program	5,065	9,432	54%	2
52000	Student activities		2,603	0%	2
52100	PE facility	84,224	379,181	22%	
53000	Career services	119,165	486,989	24%	
53100	Test center	91,308	343,967	27%	
53500	Retention	29,161	145,979	20%	
53555	Career Links	14,524	38,541	38%	8
54000	Financial aid services	155,227	750,578	21%	
55000	Admissions	187,139	815,364	23%	
55001	Workgroup	100,493	394,563	25%	
56000	Records	119,058	490,381	24%	
99970	Benefits/chargebacks	187,157	809,304	23%	
99980	Part time coverage		15,114	0%	3
99990	Furniture/equipment		235,732	0%	4
	Total student services	1,358,211	5,907,170	23%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Institutional Support					
61000	President	204,874	641,565	32%	9
61100	Board of trustees	28,756	132,145	22%	
61200	Research, planning and org. dev.	100,518	487,804	21%	
61900	Senior administration	956	13,617	7%	2
62000	VP of administration & finance	84,058	332,045	25%	
62100	Finance office	309,830	1,288,778	24%	
63101	Human resources	130,127	600,533	22%	
63102	Recruitment	10,143	56,546	18%	
63103	Unemployment	805	47,253	2%	10
63150	Diversity programs	528	12,000	4%	11
63200	Reprographics	53,018	197,040	27%	
63400	Security	226,616	1,157,061	20%	
63500	Telecommunications	12,958	262,541	5%	12
63554	Mediation & conflict resolution center		20,000	0%	13
63600	Risk management	50,902	327,331	16%	
63700	General administration	137,559	799,297	17%	
63800	Commencement/award programs	1,280	123,989	1%	11
64000	Administrative information systems	465,986	1,293,197	36%	14
64001	Enterprise network	163,928	558,416	29%	
64002	Web Enterprise	49,171	284,678	17%	
64100	Information technology administration	97,939	314,772	31%	15
65000	Public relations & marketing	154,325	814,521	19%	
65001	Public relations administration	17,735	168,612	11%	
65100	Development & alumni relations	144,523	583,912	25%	
65900	Fundraising		30,000	0%	11
99970	Benefits/chargebacks	75,285	647,998	12%	
99990	Furniture/equipment		130,116	0%	4
	Total institutional support	2,521,820	11,325,766	22%	

Cost Center		FY2009 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	Plant administration	3,520	127,677	3%	11
71100	General services	378,725	3,683,055	10%	
71150	Recycling		25,000	0%	16
71500	Safety	19,759	75,871	26%	
72000	Engineering	240,602	1,135,666	21%	
72500	Preventive maintenance	19,347	286,221	7%	12
73000	Housekeeping	285,280	1,489,174	19%	
75000	Grounds	77,112	365,310	21%	
76000	Renovations	15,827	176,729	9%	12
99970	Benefits/chargebacks	150,307	891,343	17%	
99990	Furniture/equipment		244,611	0%	4
	Total plant	1,190,480	8,500,657	14%	
Scholarships					
81000	Scholarships	308,055	662,580	46%	17
82000	Waivers	185,951	470,200	40%	18
	Total scholarships	494,006	1,132,780	44%	
	Grand totals	11,127,523	57,000,484	20%	

Notes: Only variances greater than 30%, or less than 10% are noted at this time. Annual expenses paid early caused higher than expected variances in some cost centers. Also, in some cost centers expenses are low until the start of the fall term.

- 1 Expenses for this program occurs primarily in the major semesters.
- 2 These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.
- 3 These programs, which support instruction and student services, will expend funds as needed during the year.
- 4 Furniture and equipment budgets are typically spent later in the year, but are being held for state cuts.
- 5 The library pays annual service fees for contracts and online access early in the year for the entire year.
- 6 An annual fee for the video conferencing membership (UMAT) was paid early in the year.
- 7 A transfer of expense to cover the annual amount for a temporary employee has been charged against this budget
- 8 This cost center contains scholarships and child care stipends which have been expended early in the year.
- 9 The payment of annual college dues and subscriptions is causing this variance.
- 10 An accrual from the prior year is causing this variance, expenditures are incurred quarterly.
- 11 Expenses in these cost center occur later in the year.
- 12 Timing of payments is causing this temporary variance.
- 13 The mediation center has it's operating budget in the special funds. This amount supplements that budget.
- 14 The payment of annual maintenance contracts early in the year is causing this temporary variance.
- 15 The payment of software and computer equipment is causing this temporary variance.
- 16 Recycling costs have been eliminated through efforts with the Howard County Government.
- 17 Scholarships will be disbursed later in the term.
- 18 Waivers are granted at the time of registration for the summer and fall terms.

B-3 Fiscal Year 2010 Legislative Agenda

Background: The Howard Community College (HCC) legislative agenda is included for board review. The HCC legislative agenda generally mirrors the MACC agenda with special emphasis placed on how issues directly impact HCC.

HCC will focus on four key priorities this year: capital funding, the Cade formula, student financial aid, and funding for the Laurel College Center. The legislative and community relations committee reviewed and approved the agenda at its November 6, 2008, meeting.

Purpose: To discuss and approve the legislative agenda

Timeline: FY10

◆————— Recommendation —————◆

The administration requests that the board approve the following legislative agenda as recommended by the legislative and community relations committee at its November 6, 2008, meeting.

Compliance: This request is in support of board policy, Governance Process: Governance Commitment.

Fiscal Year 2010 Legislative Agenda (DRAFT)

OVERVIEW

Enrollment at Howard Community College (HCC) is at an all-time high. These key statistics highlight the significant growth at the college:

- Full-time equivalent (FTE) enrollment for fall 2008 increased 6.26 percent from last year; a 3 percent increase was predicted last year for fall 2008 enrollment.
- A total of 7,905 students enrolled in credit classes at HCC in fall 2008.
- Over the last eight years, state-funded FTE enrollment at HCC has increased 53.7 percent.
- One out of four graduates of Howard County Public Schools enrolled at HCC in fall 2008.

HCC offers 182 programs leading to a degree or certificate. New programs that have been added this year include Arabic, film studies, secondary education/English, architectural and construction management, and police science. Future academic programs, which are currently under development, include new programs in fire science, environmental science/sustainability, and entertainment design.

The continuing education division continues to reach out to the community by offering many diverse classes and programs that attract learners of all ages. A total of 17,056 people enrolled in HCC continuing education classes last year. Highlighting the year were a number of popular programs such as Kids on Campus, which enrolled over 1,700 children representing over 3,000 enrollments from elementary to high school age; motorcycle safety, which enrolled 1,218 students; and English as a second language/English Language Institute, which enrolled 2,167 students.

HCC plays an important role in workforce development in Howard County by providing access to training. The college offers courses, certificates, and degree programs for entry-level and incumbent employees, industry certifications, advanced technical programs, and executive development, leadership, and management programs.

Last year, HCC provided customized courses to 1,421 employees from 61 businesses and organizations. The program received 100 percent satisfaction rate from employers. In addition, a survey of students taking general open enrollment classes indicated that 45.6 percent were taking the courses for work-related reasons. Enrollments continue to be strong in child care, technology, health care, and language courses.

HCC also offers courses and programs at three other locations:

- The Laurel College Center (LCC), operated jointly with Prince George's Community College (PGCC), continues to be a marked success for the community. Designated as a regional higher education center by the Maryland Higher Education Commission (MHEC), LCC provides students access to associate, bachelor, and master's degree programs through HCC, PGCC, Towson University, University of Maryland University College, and the College of Notre Dame of Maryland. Commencing this fall, Morgan State University will begin offering its doctoral program in Community College Leadership at LCC.
- The Belmont Conference Center provides unparalleled opportunities for HCC's culinary and hospitality students. Programs offered have been designed specifically to allow students to learn skills that will help them secure professional-level positions in the hospitality industry, a critical workforce need throughout Maryland. The college anticipates enrolling at maximum capacity upon the renovation of the teaching kitchen.
- HCC's Charles I. Ecker Business Training Center, located in the Gateway building with its professional meeting spaces and computer labs, is a resource for the local business community to meet and train so these businesses can continue to be regional, national, and international leaders in their respective industries.

HCC is an institution that strives for excellence and continuous quality improvement. Most recently, HCC was the proud winner of the 2007 U.S. Senate Productivity Award, which is Maryland's top annual award for performance excellence as presented by the Maryland Performance Excellence Awards (MPEA) Program. HCC continues to promote an institutional culture that is committed to continuous quality improvement, and has adopted the Baldrige framework to measure and improve performance. HCC won a Bronze Maryland State Quality Award in both 2002 and 2003 and earned a silver award in 2006.

HCC is focused on the changes that will come to Howard County as a result of the federal Base Realignment and Closure (BRAC) initiative. The college is actively involved and taking leadership to ensure that Howard County is prepared for the influx of people and jobs that will be coming into the region.

HCC works in concert with the Maryland Association of Community Colleges (MACC) and the other fifteen community colleges in the state to pursue a state-focused legislative agenda that collectively addresses the needs of Maryland's community colleges. Over 122,000 students enroll in credit classes at community colleges across the state and another 377,943 enroll in continuing education classes. HCC encourages the Maryland General Assembly and the executive branch of state government to support the priorities developed by MACC. Statewide and local priorities of special concern to HCC are outlined in this legislative agenda.

Operating Budget

Position: Support funding for HCC at the state level through full statutory funding of the Cade community college formula and through county appropriations at the local level.

HCC receives funding for its unrestricted budget and auxiliary funds from multiple sources. State funding accounts for 15 percent of support, the county provides 29 percent, tuition and fees 33 percent, and 23 percent comes from other sources.

In addition to serving more students each year, HCC is working hard to manage recurring costs such as replacing and upgrading campus technology, increased health care costs, and serving students with documented disabilities.

Community colleges receive the state portion of their operating budget through the John A. Cade funding formula. The FY10 budget marks the third year of a six-year commitment to enhance this formula. Last year, the formula was scheduled to be 26.25 percent of the state aid per full-time equivalent student (FTE) at select four-year public colleges and universities; however, after legislative cuts, only 26 percent was funded. The funding level for this coming year has not been established.

Access and affordability of higher education are directly associated with the level of state and county operating funds received by the institution. Strong operating support from the state and county, coupled with prudent fiscal management by HCC, helps to keep student tuition as affordable as possible. In fall 2008, the college did not increase tuition in order to keep HCC affordable and accessible to students.

Due to governmental budget constraints in the early 2000's and large enrollment increases at HCC, state funding has not kept up with student needs. In fact, state funding per FTE has increased minimally this decade. The chart following this document shows a graphic representation of the proportion of funding contributed to the HCC operating budget by the state, county, and tuition dollars (see attachment 1).

Capital Budget

Position: Support funding of HCC capital projects for FY10

The college has received significant state and county support, which facilitated the construction of three new buildings on campus. The Duncan Hall for English, Languages, and Business was completed in 2003, followed by the Horowitz Visual and Performing Arts Center in 2006, and, finally, The Rouse Company Foundation Student Services Hall in 2007.

Even after deducting these three buildings, however, the college continues to show a projected ten-year deficit of 235,240 net assignable square feet (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 Community College maintains the lowest percentage of current need met for all 16 community colleges in the state.** 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.

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 capital improvement plan. A prioritization model was then created containing several evaluation components that were compiled to create one systematic methodology for ranking capital projects.

Therefore, 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 Community College ranking third among the community colleges for both current and ten-year projected:

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

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.

With regard to state support, 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 funds have increased, the number of projects eligible for funding has greatly diminished. One reason is that the costs of the projects have increased dramatically over the last few years.

While the college has received strong support from the county over the past several years, it recognizes the limitations on the county’s bond funding and has requested state funding on eligible projects. It is mandated, however, 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. The college will continue to pursue innovative funding alternatives for capital projects.

Over the next decade, community colleges will continue to serve the largest share of undergraduates; it is critical that the state and county support the FY10 capital request. Current facilities must grow to support the college’s customers and stakeholders — the citizens of Howard County and the State of Maryland.

HCC requests support for the following projects included in its FY10 annual capital budget request:

Health Sciences Building Design \$3,980,000 (State Request \$1,990,000 and County Request \$1,990,000)

This year is the third that the college has requested the health sciences project for funding as it has been deferred the past two years. The college is proposing to construct a new health sciences building of 55,650 NASF and 94,830 gross square feet (GSF) to support the allied and health sciences disciplines. This proposed facility is vital for the college and addresses the state's critical workforce shortage needs. Maryland projects the greatest job growth in the nursing and allied health fields. Programs to be housed in the new building include the following: **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**. The disciplines bolded above include the state's workforce shortage areas as reported by the Maryland Higher Education Commission. Of the thirteen disciplines to be housed in this facility, eleven support the state's workforce shortage areas.

Senator James Clark, Jr. Library Building Furniture and Equipment \$2,080,000 (County Request \$2,080,000)

The Clark 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 in the building that are being renovated include the information technology department, wellness center, outcomes assessment office, international programs area, and necessary faculty offices. The furniture and equipment phase is the final stage of the project.

Parking Garage at Hickory Ridge \$15,000,000 (County Request \$15,000,000)

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 severe parking shortage 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 at an estimated \$20,000 per space.

Safety Compliance and Facility Renewals \$2,851,000 (County Request \$2,851,000)

This project includes systemic renovations as well as deferred maintenance and facility renewals at all the college campuses including Laurel and Belmont. With the implementation of new state and county codes, stringent Americans with Disabilities Act (ADA) and safety compliance, and critical maintenance requirements, the following projects are proposed for FY10:

- Phased installation of campus-wide security access/camera control system/rekeying;
- ADA renovations;
- Phased public restroom upgrades;
- Phased deferred maintenance per building assessment study;
- Carpeting replacements;
- Interior improvements (classrooms, offices, and other);

- Information technology modifications and upgrades;
- Phased signage package installation;
- Facilities master plan development; and
- Rigging systems replacement.

Campus Roadways \$520,000 (County Request \$520,000)

The campus has grown to accommodate the college's significant enrollment boost with three new buildings approved by the state and county. The college's roadway infrastructure, however, has not kept pace with the new construction. The college must upgrade its campus roadways to provide safe driving conditions, as well as to address state and local codes and compliance.

Belmont Conference Center \$1,400,000 (College Funding \$1,400,000)

In FY09, the college proposed the Belmont barn 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 of September 2008, the design development phase of the project is nearing completion. After several meetings with the county, the college has learned that it will need to include parking as part of the project, which was not originally anticipated. Parking also necessitates the development of a storm water management pond. In addition, due to the escalation in material costs several areas that were projected in the schematic development phase have now increased in cost. Additional funds have been added to the project in FY10 to compensate for this increase; these funds are from donations, grants, and student fees and do not include county bonds or PAYGO funds.

Laurel College Center

Position: Support state funding for the Laurel College Center

The Laurel College Center (LCC) was formed as a partnership between Prince George's and Howard Community Colleges in 2001. LCC has expanded educational opportunities to many residents in the Laurel region. In addition to the courses offered by PGCC and HCC, several four-year institutions, including Towson University, University of Maryland University College, and College of Notre Dame of Maryland, offer bachelor and master's programs, at LCC as well as a doctoral program offered by Morgan State University. For fall 2008, 140 sections of credit courses are being offered at LCC. Students can study business administration, general studies, criminal justice, and applied information technology. LCC is currently offering 158 sections of continuing education courses, which include job training and workforce development courses, as well as those courses related to personal interests.

LCC is an important access point to higher education. In fall 2007, there were 718 credit and 835 non-credit students enrolled in courses offered by Howard and Prince George's Community Colleges. A total of 173 students were enrolled in classes offered by four-year institutions for FY08.

At its inception, LCC was fully funded by both Prince George's and Howard Community Colleges. For the past 3 years, LCC has received an annual appropriation of \$100,000. These funds have been very helpful in supporting the students at LCC; however, based on the original funding guidelines for the regional higher education centers, LCC should have received \$200,000.

The Maryland Higher Education Commission (MHEC) has developed criteria to calculate a level of base funding each of the regional higher education centers in the state should receive based on enrollments and programmatic offerings. While these criteria do not exist in statute, HCC believes they are a reasonable way to determine equitable funding levels for regional higher education centers. **Based on these criteria, the FY10 request for LCC includes:**

\$200,000 base allocation*
62,595 incentive funding based on FTE*
50,552 leasing costs*
290,000 special funding*
\$603,147 – TOTAL

*Terms are as follows:

Base Allocation: The base allocation supports the basic operation of a regional higher education center (RHEC). This allocation may include a minimum amount of the cost to

maintain and operate center facilities as well as staff needed to support the core functions of the center (i.e., the administration of the facility and coordination of center activities). The statewide RHEC workgroup recommended that the base allocation be funded at \$200,000 for each center. However, LCC has only received \$100,000 to date.

Incentive Funding: Incentive funding is designed to encourage baccalaureate and graduate degree offerings at RHECs. The funding formula includes an incentive multiplier amount per targeted full-time equivalent (FTE) student. Targeted FTEs include: eligible, credit lower division FTEs in 2+2 programs** that are offered at the center, upper division FTEs, and graduate FTEs. Incentive funding is based on dollars per upper-division and graduate division FTE enrollments and lower division FTEs enrolled in 2+2 programs offered at the center. Shady Grove's general fund appropriation per FTEs is used to set the benchmark for dollars per FTEs. This benchmark is then inflated annually by the Higher Education Price Index (HEPI) for the recommended funding level per FTEs for the current fiscal year. The resulting inflated funding per FTE figure is multiplied by the number of upper division, graduate division, and 2+2 lower division FTEs to determine that center's incentive funding amount.

To date this funding has not been received.

Leasing Costs: Leasing costs are based on dollars per upper division and graduate FTEs at centers that lease facilities. The leasing appropriation is calculated by dividing the annual lease cost by the number of total FTEs at the center (lower, upper, and graduate). The resulting number is multiplied by the total number of upper division and graduate FTEs at the center to determine the amount of the grant. To date this funding has not been received.

Special Funding: Special funding is designated for initiatives such as start-up of new centers; support for high need, critical, and special programs to meet regional needs; one-time enhancement funding; and funding for non-capital equipment (i.e., any equipment with a useful life of less than 15 years and is not funded with debt and therefore must be financed through the operating budget). Each request is examined on a case-by-case basis. LCC has typically submitted a list of computer needs and furniture and equipment for this amount. To date this funding has not been received.

**A 2+2 program refers to a lower division program of study that may result in an associates degree that directly and intentionally articulates to upper division work for the completion of a baccalaureate degree. The incentive funding formula includes only those 2+2 FTEs that have documented intent to enroll in upper division degree programs offered at the center. These students should be documented either through a letter of intent as part of their academic advising or via a joint application filed with the lower division and upper division degree granting institutions that offer courses at the center.

Financial Aid

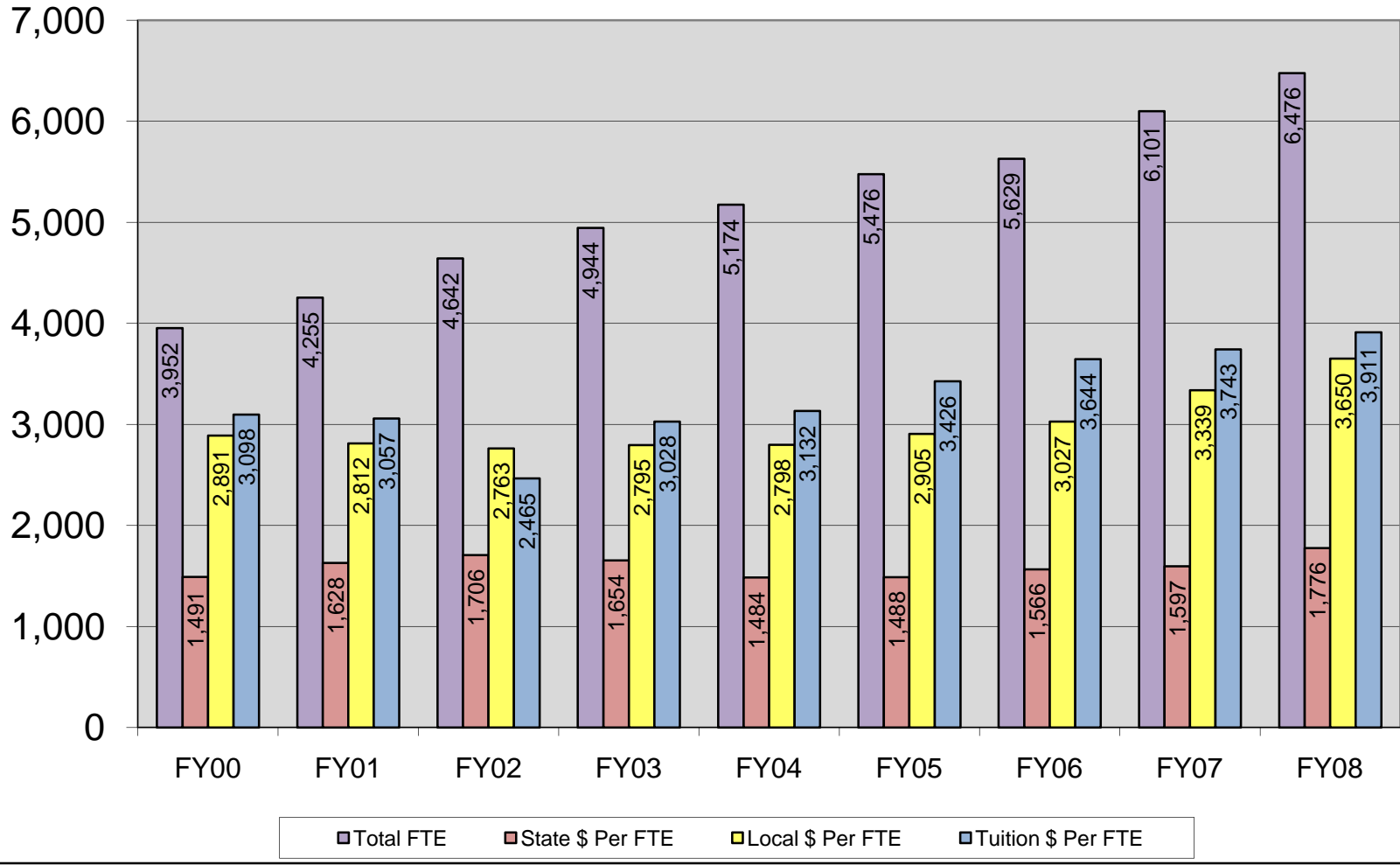
Position: Support student financial aid

Howard Community College must be affordable for students. The college financial aid office works diligently to make sure students are aware of various federal and state aid programs. The college also sets funds aside from its operating budget to provide aid to students, and the Howard Community College Educational Foundation Inc. (HCCEF) raises scholarships funds. For FY08, the HCCEF distributed \$348,685 in scholarships, which is up approximately 46 percent over FY07.

In FY07, about one-third of all HCC students received some form of financial aid totaling \$6.8 million. This aid helps offset expenses for tuition, fees, books, supplies, child care, and other educational expenses. Even with this aid, many students still have unmet needs that make it a challenge for them to afford college.

Because of this continuing need, HCC asks that the state make funding for financial aid programs, particularly need based aid, a priority in the state budget.

Local, State, and Tuition per FTE



B-4 Review of the Board of Trustees' Bylaws and Policies

Background: At the October 22, 2008, meeting of the board of trustees, revisions to the board's bylaws and policies were approved. However, the question of whether or not trustees running for political office should be required to resign from the board was referred to the legislative and community relations committee for further discussion.

On November 6, 2008, the legislative and community relations committee met and discussed the issue of running for political office while also serving as a member of the board of trustees. The committee recommended that the following language be added to both the bylaws and policies: "In the event a board member pursues political office, s/he must resign from the board at the time s/he files for candidacy." The following documents outline this recommended change in Bylaws - Article III, Ethics Policy, number 4 and Policies - Governance Process: The Political Process and the Board of Trustees number 8.

◆———— Recommendation ———◆

The legislative and community relations committee recommends that the board of trustees approve adding the aforementioned language to both the board of trustees' bylaws and policies as recommended by the legislative and community relations committee.

Compliance: This request is in compliance with Board of Trustees' Bylaws – Article V: Board Meetings and Procedures – Amendment to Bylaws and Board of Trustees' Policies – Governance Process: Board's Role.

Board Bylaws - ARTICLE III

A board member shall be considered to have a potential conflict of interest “in fact” if:

1. Such a board member has an existing or potential financial or other interest which impairs or might appear to impair such member’s independent, unbiased, judgment in the discharge of his or her responsibilities to the college, or
2. Such board member is aware that a member of his or her family or any organization, in which such board member (or member of his or her family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interest.
3. No board member shall vote on any matter, under consideration at a board or board committee meeting, in which such member has a potential conflict of interest, nor shall such board member be counted in determining the quorum for such meeting. The minutes of such meeting shall reflect that a disclosure was made, that the member having a potential conflict of interest abstained from voting, and that such member was not counted in determining the quorum for the meeting.

Ethics Policy

1. Board members must not use their positions to obtain employment in the organization for themselves, family members, or close associates.
2. All use of college resources, including but not limited to facilities and staff time, must be made through the president’s office. The board chair and vice chair must be notified in advance, appropriate fees must be paid, and the use will be disclosed to the board in the monthly staff materials.
3. In the event a board member secures any employment that could reasonably be perceived as a conflict of interest; s/he must withdraw from board deliberation, voting, and access to applicable board information, and/or seek a leave of absence during the term of the employment. A leave of absence taken under such circumstances shall not be counted against the trustee’s required meeting attendance. If the employment is of a permanent nature, the board member must resign.
4. In the event a board member pursues political office, s/he must resign from the board at the time s/he files for candidacy.
- 4.5. Board members shall annually disclose by April 30 in their financial disclosure statements their involvement with other organizations, with vendors, and any other associations that might produce a conflict, as required by the State of Maryland.

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: The Political Process and the Board of Trustees

7. In the event a board member secures any employment that could reasonably be perceived as a conflict of interest; s/he must withdraw from board deliberation, voting, and access to applicable board information, and/or seek a leave of absence during the term of the employment. A leave of absence taken under such circumstances shall not be counted against the trustee's required meeting attendance. If the employment is of a permanent nature, the board member must resign.
 - a. Any board member who takes a leave of absence in excess of twelve months shall be deemed to have resigned from the board.
 - b. Board members on a leave of absence may receive all publicly available board documents but will not have access to confidential materials.

8. In the event a board member pursues political office, s/he must resign from the board at the time s/he files for candidacy.

~~1. If elected to public office, a trustee must resign from the board of trustees. –~~

Drafted: 6/13/03

Adopted: 8/27/03

Revised: 11/30/05

Reviewed and Discussed: 10/22/08

C President's Report

Malcolm Baldrige National Quality Program Conducts Site Visit at HCC!

From October 20 through October 23, 2008, HCC had the pleasure of hosting a team from the Malcolm Baldrige National Quality Program. HCC was one of only 13 organizations across the country to earn a site visit and one of only two educational institutions. What an HONOR!

Over the course of the three days that the examiners were with us, they conducted sixteen focus groups and talked with over 300 people at the college. It was a massive undertaking by both the team of examiners and everyone at the college. Thank you to the hundreds of faculty and staff who contributed their time in helping to explain the HCC quality journey to our guests!

In particular, I want to thank:

- Trustees who participated in the opening ceremony and focus group with the examiners, including **Jim Truby, Kathy Rensin, Bobbie Dillow, Patrick Huddie, and Mary Tung.**
- President's team members, including **Lynn Coleman, Nancy Gainer, Tom Glaser, Zoe Irvin, Cindy Peterka, Ron Roberson, and Erin Yun.**
- The entire PROD staff including **Zoe Irvin, Jean Frank, Susan Hellenbrand, Jackie Jenkins, Barbara Livieratos, Carie Mellies, Shirin Nazma, Rosemarie Pressley, Betsy See, Nidhi Srivastava, and Jossef Zilberman.**
- **Farida Guzdar and Rick Pollard** for overseeing the logistics of the site visit.
- All the individuals who volunteered as escorts for the examiners, including **Janelle Broderick, Llatetra Brown, Patty Bylsma, Mike Driscoll, Erin Eitemiller, Sharon Frey, Debbie Gubisch, Anna Hamilton, Patricia Harwood, Mike Heinmuller, Julie Jones, Kim McNair, Carol Parreco, Jim Robbins, Valerie Smith, and Margaret Wedde.**
- The team who worked under the leadership of **Zoe Irvin** to develop the application, including **Jim Bell, Jean Frank, Schnell Garrett, Susan Hellenbrand, Sung Lee, Rick Pollard, and Maureen Schuler** with the assistance of **Tom Glaser, Barbara Livieratos, Carie Mellies, Shirin Nazma, Betsy See, and Nidhi Srivastava.**
- **Every person who participated in a focus group, addressed questions from the examiners, helped gather documents for their review, and participated in making the site visit go smoothly.** This effort was truly a

testament to the team spirit of this campus and our ability to work together and be flexible!

Now that the site visit is complete, the examiners will complete HCC's feedback report and the Baldrige judges will determine the winners. We expect to hear the results in late November and to receive the feedback report in late December. We'll keep you posted!

ACCT Conference Presentation

Thank you to **Jim Truby** and **Kathy Rensin** for co-presenting with me at the Association of Community College Trustees conference in New York City. Our presentation highlighted innovative programs at HCC that serve underserved populations. Jim, Kathy, and I spoke to an audience of over 50 people about the Laurel College Center, Renew program, and Silas Craft Collegians. Additionally, thank you to **Erin Yun, Randy Bengfort, Pam Cornell, Genie Wessel, Nancy Grinberg, Judi Bulliner, Carl Merritt, Margaret Kahlor, Ray Hoffmann, Cindy Peterka, Jean Frank, and Bridget Tavel** for their assistance in developing such a wonderful presentation. The presentation received overwhelmingly positive feedback.

Continuing Education Programs Recognized

The Learning Resources Network (LERN) has recognized two of HCC's continuing education programs in its latest magazine. The Kids on Campus (KOC) program was listed as the best summer kids' college program at community colleges in the country and **Sara Baum**, KOC coordinator, will be part of a panel on programming for kids at LERN's national conference next month. The magazine also featured an article by **Rebecca Price**, English as a second language (ESL) director, entitled "ESL students empowered with virtual methods" that described how HCC's noncredit ESL students benefit from "several groundbreaking web-based teaching methods". Since LERN is an international organization that highlights best practices, this recognition is especially noteworthy. Well done, Sara and Rebecca!



American Sign Language Symposium

The world languages department highlighted the American Sign Language (ASL) program October 27-29, 2008. The goal of the program was to enhance awareness throughout the HCC community about the use of ASL on campus and the ASL classes HCC offers. Hundreds of students stopped by and met with the presenters and vendors. Monday, deaf actor and former HCC student, Andrew Weidig,

performed. Tuesday night two representatives from the Howard County Association for the Deaf (HCAD) shared amusing stories and spoke about their lives as deaf people and their vocations. Several of the ASL students asked questions in sign language! Wednesday a representative from the Governor's Office of Deaf and Hard of Hearing Services brought the latest technologies. One of HCC's deaf students from Russia was able to use a very powerful new system and heard clearly spoken English and Russian (thanks to **Lev Volynskiy**) for the very first time! Tears, hugs, and cheers abounded from the crowd.

Vendors from all over the country supplied the students with materials to help them learn ASL and access information and equipment for the hard of hearing and the deaf. Vendors included two graduate students from McDaniel's Deaf Education Program, Harris Communications, Dawn Sign Press, and the Deaf Performing Actors Network (D-Pan). **Kathy MacMillan**, HCC ASL instructor, brought in ASL fingerspelling bookmarks for everyone. **Louise Sattler**, HCC ASL instructor and coordinator for this event, brought in her new DVD about signing with young children and special needs populations (*Baby, Toddler and Preschool Sign Language* - available at the HCC bookstore). Also, many sign language students were available to answer questions from HCC staff and fellow non-signing students. Several signed up to join the newly formed ASL-Deaf Club at HCC.

The event was a great success and would not have been possible without the help and support from the **student life office, world language department, plant operations, AV and technology specialists, and the numerous ASL students** who helped to show non-signers at HCC the beauty of this language!

Contact Louise Sattler for more information on HCC's ASL program or the new ASL-Deaf Club.

Public Relations and Marketing Pulls in the Metal!

The National Council for Marketing and Public Relations (NCMPR) announced that HCC's office of public relations and marketing received two medallions for promotions and communications. HCC won a **silver** award for the promotional campaign for HCC's Rodin exhibit, which included ads, posters, media coverage, roadside banners, the annual report to the community, and a "living statue" at the Columbia Classic Grand Prix. A **bronze** award was given for the "Weekly Newslink," an email that informs the HCC community of recent media advisories, news coverage, upcoming events, and photos available through a Flickr gallery. HCC competed for the awards in NCMPR's District 1, which includes the District of Columbia, 11 northeastern states, and five Canadian provinces. Congratulations to **Randy Bengfort, Margie Dunklee, Nancy Santos Gainer, Kathy-Ann Royster, Mike Scrivener, Jane Sharp, Christi Sutton, and Vicky Trail!**

Update from Development

October Foundation Revenue		
	2008	2007
Monthly total	\$91,231	\$1,640,578
Endowment revenue	\$1,647	\$28,729
Scholarship revenue	\$6,825	\$48,260
Grant revenue	\$33,607	\$0

Embassy Dialogue Committee Presentation

Minah Woo (ELI program coordinator in continuing education) serves on the NAFSA: Association of International Educators Embassy Dialogue Committee (EDC), a committee which fosters dialogue between educational institutions and embassies. Recently, she was asked to be part of a panel to present at the yearly EDC fall workshop and reception for all of the educational and cultural attaches from the Washington, D.C. embassies. Minah's presentation was titled, "Community College Resources for International Students." She was the only community college representative on the panel and the feedback on her presentation was excellent. The other representatives at the meeting were from America-Mideast Educational and Training Services, Inc. (AMIDEAST), American University, College Board, Catholic University, and Marymount University.

Congratulations, Minah!

Blood Drive Exceeded Goal by 65%!

The Student Government Association (SGA) blood drive on October 22, 2008, was an overwhelming success! The SGA's goal was to collect **34** units of useable blood. The American Red Cross actually collected **56** units! There were **53** scheduled appointments and **72** donors presented. Special thanks to the courageous **28** first-time blood donors! This event was the most successful blood drive yet here at HCC. Due to the critical shortage of blood donations in the local area and across the country, HCC's efforts went a long way in contributing to the cause. Kudos to the staff in **student life** and the **SGA** for arranging the blood drive, which is an important way we can give back to the community at large.

New Certified Program Planners

Congratulations to continuing education staff members **Joanne Erickson**, **Stephanie Lemghari**, and **Paula Wolkowitz**. They recently completed three days of training by the Learning Resources Network and passed the certification exam for Certified Program Planner. They now have the right to add CPP after their names!

Wellness Center Assessment Update

This past year, the college worked with a consultant to explore the need to expand the wellness center to include services for faculty and staff. Many members of the college community volunteered to participate in focus groups and to help with the assessment process. The feasibility study was made possible by a grant from the Horizon Foundation. The consultant's report recommended that the college combine the student wellness center and the faculty and staff wellness program. The college is pursuing grant opportunities to secure funding to proceed with the expansion recommendation.

Thanks to the hundreds of **faculty and staff** who participated in the focus group activities and completed the wellness survey, as well as the advisory committee members, **Llatetra Brown, Kathy Fisher, Sharon Heckler, Janice Marks, Cindy Peterka,** and **Tara Rupp**, who worked on writing the grant.

Capital Update

The Rouse Company Foundation Student Services Hall

Installation of the signage package remains the last item required. Once the signage has been completed, college staff will finalize all items in preparation for project closeout.

Athletic Fields Renovations

Phase four of the athletic fields renovations is complete and PHR&A engineers developed the punchlist that was forwarded to Hudak's Construction for review. Once the punchlist items are complete, the college will closeout this phase.

Planning meetings for phase five of the athletic fields renovations took place and the request for proposal (RFP) was developed. This phase includes installation of a multi-purpose turf field to serve multiple teams including baseball and softball. All bids received exceeded the project budget and were therefore rejected by the college. An examination of the scope of work will take place in order to break the project into components for rebidding. It is anticipated that the revised RFP will be developed and posted in December. Recommendations for contract award are anticipated to be presented to the board at its February meeting.

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.

Punchlist items for McCuan Hall have been developed and are being completed. Renovations to the Smith Theatre are on schedule. Similar to the administration areas, a punchlist will be developed for the Smith Theatre as well. These items will be addressed by the contractor as the project nears completion. Staff continues to work closely with the architects and contractor in preparation for project closeout.

James Clark, Jr. Library Building Renovations

Construction has been progressing and is on schedule. The network room and entire information technology (IT) department as well as the library and wellness center are remaining open during the renovations.

Phase one, which includes the north side of the building encompassing six classrooms, one open computer lab, the outcomes assessment office, and about three-fourths of the IT department, is approximately 65 percent complete. Phase two includes the west side of the building and half of the library renovations and is approximately 35 percent complete.

Phases three and four will commence shortly with phase three including the east side of the building with nine classrooms and the remaining portion of the IT department; followed by phase four, which is the south side of the building encompassing the remaining portion of the library, the information literacy room, and student/faculty training rooms.

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 have completed the schematic design drawings and are working on construction documents. In earlier meetings with the county, it was determined that a parking lot would need to be added to the project, which had not originally been planned. This lot will be gravel and a storm water management pond will also need to be included in the project. There also have been additional costs needed for the geothermal system. In addition, the administration has had to incur additional costs for the perc tests, which were not planned, and still continues to work with the county and the state on the septic system issues. An underground tank for the fire suppression system, which had not originally been anticipated, was also required by the county. Since these additional items have been needed to complete the project, the cost has increased and the decision was made to shell one of the classrooms in addition to the production kitchen, which the administration had already planned to shell. The additional items have added cost to the project and this was included in the proposed FY2010 capital budget. As the project still must go through the county review and the review by the Maryland Historic Trust (MHT) additional costs may occur in the project.

It is anticipated that with these additional changes the barn renovations will be completed by spring or summer of 2010. The college staff, architects, and contractor continue to working closely to resolve issues and move the project forward.

Children's Learning Center Renovations

Although the newly renovated space was completed and opened on schedule, punchlist items are still ongoing. This punchlist also includes furniture and

equipment changes that are required as a result of damaged or incorrect items delivered by the vendor. College staff will monitor the progress of the punchlist and furniture installation in preparation for project completion.

Campus-wide Safety, Compliance, and Facility Renewal Projects

The college prioritizes and schedules the immediate renovation needs as documented in the facilities condition assessment as well as priorities identified in the capital budget. The renovation projects in progress or recently completed are listed below.

In progress:

- On-going deferred maintenance items;
- On-going interior and exterior signage design and installation;
- Walk-off carpets in vestibules for campus building;
- On-going campus-wide ADA modifications including installation of pathways and the curb-cuts; and
- The science and technology (ST) building first floor bathroom renovations.

Recently completed:

- ST second floor bathroom renovations;
- Reflooring in the Hickory Ridge building and installing walk-off carpets in vestibules.

D – Board Member Comments

E – Report of the Audit and Finance Committee

- November 5, 2008, Meeting Minutes

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

Meeting Notes
November 5, 2008 – 12:00 noon

McCuan Hall, Schoenbrodt Boardroom (A256)

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

Absent: Kevin J. Doyle, trustee

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

Guests: Daniel Friedman, Anna Hamilton, Kimberly Davis, and Diana Reynolds, representatives of the salary and benefits committee

Jennifer Leary, SB & Company, LLC

Topic	Outcome
Trustee Truby brought the meeting to order at 12:20 p.m.	
1. Auditors	Jennifer Leary from SB & Company was present to answer any questions from the trustees. There were no reportable findings by the auditors. The housekeeping letter from the auditors and the college's response were reviewed and discussed.
2. Fiscal Year 2008 Single Audit	The committee acknowledged receipt of the report. This item was for information only and no committee action was requested. The committee requested recommendations from the auditors on areas for focus in next year's audit. Ms. Leary recommended a focus on the single audit and to go into greater depth on the report since there is currently a greater emphasis on financial aid and compliance nationwide.
3. Quarterly Sole Source Vendors Report (July 1, 2008 – September 30, 2008)	The committee reviewed the report. This item was for information only and no committee action was requested.
4. Salary and Benefits Recommendations	Kim Davis, member of the salary and benefits committee and support staff representative, gave testimony concerning the challenges of affording housing and living costs in Howard County. Diana Reynolds, who works in the finance office, discussed the need for continued support of faculty and staff in order to continue providing excellent service to students and the community. Dan Friedman, co-chair of the committee, gave an overview of the committee's report, focusing on past merit increases received by HCC employees and comparative data from other community colleges in the area. Anna Hamilton, committee vice chair, discussed the average cost of living increase in the Baltimore-Washington area. The role of all employees at the college in its continued growth and successes

Topic	Outcome
	<p>(i.e., the U.S. Senate Productivity Award) was emphasized by the committee. All members of the committee thanked the board members for their past support of increases in salary.</p> <p>Committee recommendations included:</p> <ul style="list-style-type: none"> - A 9.5 percent merit increases (6.5 percent merit and 3.0 percent cost of living adjustment (COLA)) for FY10. Additionally, the committee recommended that a separate COLA increase be developed. - An increase of tuition reimbursement to \$2,700 per year starting in FY10. - In January 2010 (FY11) enable part-time budgeted employees to be eligible for benefits through the employee assistance program. <p>Chair Truby thanked the committee for the report and emphasize its quality and the value of the data included in it. He emphasized that the board has made compensating HCC employees appropriately a priority in the last few years, citing the implementation of the compensation study. Additionally, he reviewed the current economic status of the county, state, and country, discussing the recent budget cut received from the state for FY09 and explaining that a second cut is anticipated. At this time, state and county funding for FY10 is unclear.</p> <p>The committee then discussed the history of the college's merit system, when the new compensation system was implemented.</p> <p>Chair Truby assured the committee that the trustees would be advocating on their behalf with officials and the county and state in order to secure an appropriate increase in FY10. He also stated how appreciative the trustees are of all the employees at the college and that they recognize that without the extraordinary efforts of its employees the college would not be able to serve its students and the community so successfully. Trustee Tung thanked Kim Davis and Diana Reynolds for their testimony.</p>
5. Proposed Fee Change	<p>The increase in the fees for the Silas Craft Collegians program from \$150 to \$175 was approved and will be taken to the full board in November for consideration. The committee requested that information on scholarships and financial aid be included with the fee information distributed to students.</p>
6. Standard Application Fee Waiver for Veterans of the Armed Forces and Dependents of Disabled or Deceased Veterans	<p>The fee waiver (\$25) for veterans of the armed forces and the dependents of disabled or deceased veterans was approved by the committee and will be taken to the full board for consideration in November.</p>
7. FY2010 Budget Outlook and Discussion	<p>Lynn Coleman summarized the FY10 budget outlook and discussion. Enrollment trends were discussed as well as the projections for the coming year. For several years the budget has been based upon a 3.0 percent increase in full-time equivalent (FTE) students. The potential funding from the introduction of video lottery terminals will probably not be seen until FY12. Fixed costs increases for FY10 appear to be approximately \$1.1 million. Additionally, continuing education revenue has taken a dip. The University System of Maryland was also cut, which has implications for the funding HCC will receive from the state in FY11.</p> <p>HCC has already taken steps to absorb these cuts, including delaying filling positions and reviewing each open position before it is filled. Travel requests are also being reviewed by area vice presidents. The college did not increase tuition in FY09; however, it is unlikely that it will be able to keep tuition at its current level in FY10.</p> <p>The need to communicate to the county the critical nature of HCC's funding request for FY10 was discussed. The steps that have already been taken in order to conserve costs should be emphasized.</p>

Topic	Outcome
	<p>Chair Truby requested that a brief presentation be made at the December board meeting on the budget outlook. Talking points for the legislative breakfast will also be presented to the trustees. The meeting will begin at 5:30 p.m.</p>
<p>8. Year-End Items Approval Process</p>	<p>The administration requested having the audit and finance committee review the year-end list in May and then take it to the May full board meeting. The list would be reviewed by the full board and any items on the list \$25,000 or over where the price was already obtained from a federal, state, local government, or local college contract would receive board approval at that time and not be brought back individually to the board for approval. However, any item that needs to go through a public bid process conducted by the college would still be sent to the board for approval.</p> <p>For each item on the year-end list, the administration would separate the items and note whether a public bid had already occurred for the item or if it plans to go out for bid on the item. This way, the board will know exactly which items it would be approving at the time it approved the list. This procedure would only apply to year-end items and not items that are purchased during the year.</p> <p>The committee approved this new proposed process. It will be taken to the full board for approval at the November meeting.</p>
<p>The meeting adjourned at 1:55 p.m.</p>	

F – Report of the Legislative and Community Relations Committee

- November 6, 2008, Meeting Minutes

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

Meeting Notes
November 6, 2008, 8:30 a.m.
McCuan Hall, Schoenbrodt Boardroom (A256)

Present: Katherine K. Rensin, committee chair; Louis G. Hutt, Jr., trustee; and Kathleen Hetherington, president

Absent: Roberta E. Dillow, trustee

Staff: Nancy 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 8:38 a.m.	
1. Review of the HCC Legislative Agenda	<p>The committee reviewed the legislative agenda. An abbreviated version of the agenda will be developed by Nancy Gainer for distribution at the legislative breakfast. It will be ready for review at the December board meeting. Some keys points of the legislative agenda include:</p> <ul style="list-style-type: none"> • Increasing student need during challenging economic times • Full funding of the Laurel College Center by the state. <p>The committee unanimously approved the legislative agenda and it will be added to the November meeting for consideration by the full board.</p>
2. Update on State Funding	<p>The committee discussed the cut received from the state noting that University System of Maryland had received a significantly smaller percentage cut than the community colleges. Dr. Hetherington emphasized that a second round of cuts in December could rescind the entire amount of the college's FY09 increase from the state. The college administration has already started planning to absorb this potential cut by reviewing all open positions, delaying hiring for open positions, and reviewing all travel. The trustees also discussed their own attendance at conventions and conferences. The anticipated outcomes of all travel will be considered before the board members attend conferences.</p>
3. Review of the Board of Trustees' Bylaws and Policies	<p>In their discussion of proposed changes to the bylaws and policies, the committee members determined to focus only on the question of whether or not trustees who decide to run for political office should be required to resign from the board. The committee discussed issues including:</p> <ul style="list-style-type: none"> • The impact of an extended leave of absence, both as far as quorums and keeping abreast of college issues. • The need for candidates to take positions while running that may not be consistent with the college's position or its needs. • The trigger point of when a trustee running for office would need to resign. • The implications of a trustee running against an individual who becomes an elected official. <p>The committee unanimously approved the addition of language in the bylaws and</p>

Topic	Outcome
	policies that states that when a trustee formally files to run for political office they must resign from the board. The language of the bylaws and policies will be adjusted to reflect this language and will be brought to the full board at its November meeting for consideration as a board priority item.
4. Planning for the HCC Legislative Breakfast	<p>Talking points will be made available for trustees, parents, and students. Nametags with individual's legislative districts will be made as well as table assignments for all attendees. The administration will seek to match elected officials with students from their districts at the tables.</p> <p>Nancy Gainer gave an update on the students and parents who will be speaking at the event. A meeting with students will take place prior to the event in order to prepare them. Elected officials who cannot attend will be asked to send a representative.</p>
5. Student Advocacy Day	Dr. Hetherington gave an overview of planning for student advocacy day.
The meeting adjourned at 9:50 a.m.	

G – Approval of Minutes

1. October 22, 2008, Work Session
2. October 22, 2008, Regular Session

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
October 22, 2008**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 22, 2008, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:03 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Louis G. Hutt, Jr., and Kevin J. Doyle were absent.

I. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Julie Jones, audience services manager and website designer.

Lynn Coleman, vice president of administration and finance, introduced Katrina Burton, director of accounting for capital, payroll and accounts payable; Christopher Heston, inventory coordinator/accounting analyst; and Kenneth McGlynn, director of security services.

Nancy Gainer, executive director of public relations, introduced Kathy-Ann Royster, office associate V.

II. Recognition of the Grand Prix Board Chair

Missy Matthey, director of development, reported that Grand Prix proceeds were \$114,000. She introduced Mike Drummond, Grand Prix board chair for the past two years, who gave a brief report on the Grand Prix. Chair Truby presented him with a certificate of recognition and a gift certificate for Jordan's Restaurant.

III. Information Session: Exchange Student and/or Faculty and Travel Abroad Students

Ron Roberson introduced George Barlos, director of international education. Mr. Barlos introduced students and faculty who gave an overview of their study abroad experiences. Student Megan Myers talked about her 10-week hospitality internship in Ireland; Matt Jacobsen, student, spoke about his Spanish language experience in Mexico; Victoria Torres, exchange student from Mexico, talked about living with a host family where she helped the mom learn Spanish and got to practice her English; Dr. Jose Manuel Mendoza, exchange professor from Mexico, discussed his experience teaching Spanish and taking other courses at HCC; and, William Lowe, assistant professor, English, talked about his one-year sabbatical teaching English at Soochow University in China.

The work session adjourned at 6:40 p.m.

The above constitutes the official minutes of the October 22, 2008, work session of the Howard Community College Board of Trustees as approved on November 19, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
October 22, 2008**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, October 22, 2008, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the regular session to order at 6:56 p.m. Other board members present included Katherine K. Rensin, vice chair, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, Louis G. Hutt, Jr., and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of October 22, 2008, Agenda

A recommendation to approve the October 22, 2008, agenda was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2008 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, reviewed the financial statistics for June 1, 2007 – June 30, 2008. She introduced Jennifer Leary and Marniesha Freeland from the college's audit firm, SB & Company, Inc. who reported that the college and foundation had received clean audit and they had suggested some best practice improvements.

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

2. Financial Statements Disclosure Schedule

Lynn Coleman gave a brief overview.

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

3. Board End: Student and Stakeholder Focus

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

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

4. Revisions to Board of Trustees' Bylaws and Policies

Chair Truby gave a brief overview of the proposed changes to the board of trustees' bylaws and policies. The edits reflected the board discussion which took place during its June 2008 retreat. Two proposed changes needed further discussion: bylaws: Article III, Ethical Conduct, number 4 and policies: Governance Process: The Political Process and the Board of Trustees numbers 7 and 8. The proposed edits to these sections would

require trustees running for office to resign from the board. Additionally, there was discussion about the process for taking a leave of absence and requesting the Governor's office to waive the required attendance of 50 percent of meetings per calendar year. After extensive discussion, the board decided to refer these proposed changes to the legislative and community relations committee for further discussion. The item will be added to the November committee meeting and the committee will develop a recommendation to take forward to the full board.

A recommendation was made by Trustee Dillow and seconded by Trustee Huddie to approve the proposed changes to the board of trustees' bylaws and policies with the exception of the proposed changes in the bylaws: Article III, Ethical Conduct, number 4 and the policies: Governance Process: The Political Process and the Board of Trustees numbers 7 and 8. The recommendation was unanimously approved.

C. President's Report

President Hetherington mentioned that the Baldrige site visit team interviewed over 300 employees. She thanked all those who participated including board members, faculty, and staff. She especially thanked Zoe Irvin and her staff for preparing everyone for the visit and coordinating materials and interview requests by the Baldrige team. She pointed out that this experience has helped prepare the college community for the upcoming Middle State accreditation process. She also mentioned to the board that she had updated the augmented team on the current state and county budget picture and reported that she had met with the county budget administrator, Ray Wacks, and county executive Ken Ulman and had reiterated HCC's capital request for a parking garage and health sciences building.

D. Board Member Comments

Chair Truby commented that he was proud of the president and her team, Zoe Irvin and her staff, and everyone for their role in the Baldrige site visit. He said it is an honor to be associated with HCC and that he was proud of his fellow trustees for their focused and thoughtful answers to questions from the Baldrige site visit team. He mentioned that this year the budget picture is especially challenging and that the board and administration will need to do an even better job of telling HCC's story and making the case for HCC's budget needs. He mentioned that both presidential candidates have talked about community colleges and workforce training and that HCC is in a very good position to meet the needs of the community.

Trustee Dillow shared Chair Truby's views and added that she had attended the Economic Development Authority's annual dinner, the Chamber's signature event, the Tourism Council's annual luncheon where HCC received a check for the hospitality program, and the dinner with visitors from Turkey. She mentioned that her neighborhood association had given the college a \$1,000 matching grant to plant trees along Hickory Ridge road.

Trustee Hutt echoed earlier board member comments and mentioned that the financial presentation was substantive and straightforward and commended the finance office staff on the clear audit.

Trustee Huddie added his compliments for the Baldrige site visit and the financial report. He report that the Maryland Association of Community Colleges (MACC) had passed the resolution on video lottery terminals in support of question two on the ballot, although not unanimously. He mentioned that MACC has published a new directory; it will be included in the board take-home packet next month. He mentioned that the state is considering a process to split capital funds between projects where matching funds from the county need to be used first while the state's matching amount may be used on another project. He reported that former editor of the *HCC Times*, Allison Bucca, had asked him for a letter of recommendation for admission to the University of Maryland Baltimore County; an example of *getting there from here*.

Trustee Doyle commended everyone for their work related to the Baldrige site visit.

Trustee Tung commented on the Baldrige team's questions on the horizontal and vertical integration of programs; she said they were impressed with the ground rules, board core ends, and Baldrige criteria included in the board materials. She said it was an honor to be part of the Baldrige process.

E. Approval of Minutes

A recommendation to approve the September 24, 2008, work session and regular session minutes, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Fiscal year 2010 capital budget;
3. Belmont Conference Center heating oil delivery charges in the amount of \$40,000 awarded to Petroleum Traders;
4. Increase in Hickory Ridge parking deck design services in the amount of \$744,885 (\$132,250 increase plus \$612,635 original) awarded to Ayers Saint Gross;
5. Campus-wide threat assessment in the amount of \$35,000 awarded to Aon Risk Services, Inc.; and
6. Transfer of the Belmont Conference Center from the Howard Community College Educational Foundation, Inc. to Howard Community College in the amount of \$4,431,900 and closing costs estimated at \$100,000 through Bank of America.

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

G. Information Items

1. Issue Bin

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

2. Board Calendar

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

November 5 at 12 noon – audit and finance committee

November 6 at 8:30 am – legislative and community relations committee

Chair Truby invited all board members to attend both committee meetings, especially the November 6 meeting where the amendment to the proposed revisions to board policies and bylaws will be discussed.

The November board meeting will be held at the Children's Learning Center.

Trustee Huddie reiterated having more parents speak at the legislative breakfast in January. It was decided to seat students at tables with legislators from their district and have name badges identifying in which district they reside.

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 October 22, 2008, regular meeting was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

The regular meeting was adjourned at 8:33 p.m.

The above constitutes the official minutes of the October 22, 2008, regular meeting of the Howard Community College Board of Trustees as approved on November 19, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

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

1 – Virtual Set Production

Background: HCC-TV has incorporated a matrix of processes and procedures to simulate green screen based virtual set production. This process allows television sets for programs to be designed in 3D software and composited into single camera video recorded in HCC's green screen studio. Although the result of this process profoundly increases the quality of the college's productions, the actual processing takes approximately three weeks to produce one program.

In order to streamline this process, the television studio would like to purchase the ORAD system, which generates virtual sets in real time. The system allows multiple cameras to accurately track and composite virtual sets instantaneously. The ORAD system is the only product on the market that allows the studio cameras to be removed from the studio and used in the field for productions, such as commencement, without the need to re-engineer them in the studio upon return. In addition, the system will increase the college's production numbers and cut back labor costs dramatically. Additionally, the Horizon Foundation has committed \$10,000 to help with the purchase of this equipment.

Purpose: To obtain board approval to purchase the ORAD System

Location: Studio control and server room, main campus

Timeline: November 2008

Specifications: The ORAD system consists of a SmartSet high-definition (HD) basic package; full feature virtual set system; digital video graphics rendering system platform; coded pattern grid; automatic camera identification during multi-camera production; ProSet software suite, digital video processing, middleware tracking set; software options, depth of field shader, clip player; additional HD I/O; installation and training

Bids: Sole source - ORAD Hi-Tech Systems is the patent holder and sole source reseller of its systems

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$211,428
(\$43,720.75 due with original order / \$167,707.25 due after installation and training)

Vendor: ORAD Hi-Tech Systems

Source of funds: Furniture and equipment building renovation budget - \$201,428
The Horizon Foundation - \$10,000

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

I-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.

I-2 Fiscal Year 2009 Board Calendar

Date	Event	Tentative Agenda Items
December 2008		
December 3, 2008 Wednesday 5:30 pm	Entrepreneurial Celebration RCF-400	<ul style="list-style-type: none"> Trustees Invited <p style="text-align: right; color: purple;">NEW!</p>
December 10, 2008 Wednesday 5:30 pm	Brief Work Session / 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 8:00 am	New Employee Recognition Breakfast HVPA Grand Hall	<ul style="list-style-type: none"> Trustees Invited New employees recognized
January 26, 2009 Monday 9:15-9:45 am	McCuan Hall Dedication HVPA Promenade	<ul style="list-style-type: none"> Trustees Invited <p style="text-align: right; color: purple;">NEW!</p>
January 26, 2009 Monday 10:00 am	Winter Convocation Smith Theatre	<ul style="list-style-type: none"> Trustees Invited Welcome from Board Chair Speaker: Dr. Janet Zadina
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 Wednesday 6:00 pm	Regular Meeting RCF-400	<ul style="list-style-type: none"> Approval of FY10 Integrated Strategic Plan and Operating Budget

Date	Event	Tentative Agenda Items
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"> • HCCEF Annual Report • 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	Silas Craft Collegians 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 TBD	<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 and Support Process Management

Date	Event	Tentative Agenda Items
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 6:00-10:00 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 20, 2009 Wednesday 6:30-9:00 pm	Second Annual Student Athlete Banquet Sheraton Columbia	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 10:00 am	Nursing Recognition Ceremony HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 12:30 pm	Reception for Platform Party RCF-400	<ul style="list-style-type: none"> • Trustees Invited
May 22, 2009 Friday 2:00 pm	Commencement HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited • Board Members Confer Degrees
May 26, 2009 Tuesday 12:30 pm	Pre-Convocation Lunch RCF-400	<ul style="list-style-type: none"> • Trustees Invited • Lunch 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

Date	Event	Tentative Agenda Items
		Recipients, and New Employees
May 26, 2009 Tuesday 3:45 pm	Employee Appreciation Event TBD	<ul style="list-style-type: none"> Trustees Invited
May 27, 2009 Wednesday 6:00 pm	Work Session / Regular Meeting / Closed Session RCF-400	<ul style="list-style-type: none"> Informational Tour: Radiologic Technology Program and Laboratory FY11 Vision, Mission, Values, and Strategic Goals Election of FY10 Board Officers Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting Review President's Contract
June 2009		
June 8, 2009 Monday Time - TBD	Board Retreat Belmont	<ul style="list-style-type: none"> Agenda – TBD
June 11, 2009 Thursday 6:00 pm	Appreciation Event Belmont	<ul style="list-style-type: none"> Trustees Invited Other Boards and Committees also Invited

NEW!

NEW! Looking to the Future:

Saturday, December 5, 2009 — Grand Opening Barn Dance at the newly expanded and renovated Belmont Barn

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

Notes:

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

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

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

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

Red denotes information change from original posting.

NEW! denotes item not on last calendar.

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

I-4 Full-time/Part-time Enrollment Ratios by Division

Background: For the fall semester and at year-end, the academic affairs area computes the full-time/part-time ratios overall and by discipline. This information allows the administration to track progress toward the Maryland Higher Education Commission (MHEC) benchmark of 50/50 for full-time and part-time faculty and also to identify the most pressing new faculty needs by discipline. Because of budget constraints, only seven new faculty positions were added for FY09. Six new positions are needed to offset the three percent full-time equivalent (FTE) increase that was projected for FY09. Because HCC's increase in FTE for the fall 2008 semester was more than six percent, the seven new faculty positions were not enough to maintain the FT-PT ratio at FY08's 44 percent full-time – 56 percent part-time, and the FT-PT ratio declined to 43 percent full-time – 57 percent part-time.

Purpose: To track progress toward the MHEC benchmark and to identify the most pressing faculty needs by discipline

Timeline: The full-time part-time ratio is computed for the fall semester and at year-end.

◆———— Recommendation —————◆

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

Division/Course Code	FALL FT (# of Students x # of Credits)	FALL PT (# of Students x # of Credits)	TOTAL FT	TOTAL PT	TOTAL FT + PT	%FT	%PT
ARTT	966	1502	966	1502	2468	39%	61%
DANC	125	158	125	158	283	44%	56%
FILM	303	324	303	324	627	48%	52%
FINE	279	666	279	666	945	30%	70%
MASS	216	471	216	471	687	31%	69%
MUSC	375	767	375	767	1142	33%	67%
PHIL	126	450	126	450	576	22%	78%
SPCH	231	873	231	873	1104	21%	79%
THET	318	276	318	276	594	54%	46%
WMST	18	45	18	45	63	29%	71%
Division SubTotal	2957	5532	2957	5532	8489	35%	65%
ACCT	681	726	681	726	1407	48%	52%
BFMT	0	0	0	0	0	0%	0%
BMGT	429	1420	429	1420	1849	23%	77%
CMGT	135	77	135	77	212	64%	36%
CMSY	1223	1237	1223	1237	2460	50%	50%
COOP	0	4	0	4	4	0%	100%
ENTR	106	330	106	330	436	24%	76%
FNPL	42	102	42	102	144	29%	71%
HMGT	36	271	36	271	307	12%	88%
MSFT	0	63	0	63	63	0%	100%
OFFI	88	20	88	20	108	81%	19%
RETL	0	0	0	0	0	0%	0%
Division SubTotal	2740	4250	2740	4250	6990	39%	61%
AMSL	0	264	0	264	264	0%	100%
ARAB	152	72	152	72	224	68%	32%
CHNS	0	148	0	148	148	0%	100%
ENGL w/o Dev	2949	4386	2949	4386	7335	40%	60%
ENGL Dev ONLY	1776	2499	1776	2499	4275	42%	58%
FARS	0	36	0	36	36	0%	100%
FREN	0	172	0	172	172	0%	100%
FYEX	272	716	272	716	988	28%	72%
GERM	0	108	0	108	108	0%	100%
GREK	0	32	0	32	32	0%	0%

HBRW	0	4	0	4	4	0%	100%
ITAL	0	88	0	88	88	0%	100%
KORE	0	72	0	72	72	0%	100%
PORT	0	0	0	0	0	0%	0%
RUSS	0	64	0	64	64	0%	100%
SPAN	254	448	254	702	956	27%	73%
TURK	0	8	0	8	8	0%	100%
Division SubTotal	5403	9117	5403	9371	14774	37%	63%
CARD	0	130	0	130	130	0%	100%
EMSP	201	112	201	112	313	64%	36%
EXSC	147	42	147	42	189	78%	22%
HEAL	5	57	5	57	62	8%	92%
HEED	336	886	336	886	1222	27%	73%
HUMS	0	84	0	84	84	0%	100%
LFIT	18	151	18	151	169	11%	89%
NURS	1129	1652	1129	1652	2781	41%	59%
RADT	38	0	38	0	38	100%	0%
Division SubTotal	1836	3114	1836	3114	4950	37%	63%
MATH w/o Dev	2785	2168	2785	2168	4953	56%	44%
MATH Dev	3386	3004	3386	3004	6390	53%	47%
Division SubTotal	6171	5172	6171	5172	11343	54%	46%
ANTH	0	49	0	49	49	0%	100%
CRES	0	23	0	23	23	0%	100%
CRIM	219	378	219	378	597	37%	63%
ECON	804	309	804	309	1113	72%	28%
EDUC	674	931	674	931	1605	42%	58%
GEOG	0	123	0	123	123	0%	100%
HIST	1293	1260	1293	1260	2553	51%	49%
HMDV	276	642	276	642	918	30%	70%
POLI	159	174	159	174	333	48%	52%
PSYC	753	843	753	843	1596	47%	53%
SOCI	1089	906	1089	906	1995	55%	45%
Division SubTotal	5267	5638	5267	5638	10905	48%	52%
ARCM	0	18	0	18	18	0%	100%
ASTR	0	67	0	67	67	0%	100%
BIOL	2741	4195	2741	4195	6936	40%	60%
BMET	0	30	0	30	30	0%	100%
CADD	150	27	150	27	177	85%	15%
CFOR	123	0	123	0	123	100%	0%

CHEM	1141	776	1141	776	1917	60%	40%
CMSY	69	174	69	174	243	28%	72%
CSCO	120	42	120	42	162	74%	26%
ELEC	0	104	0	104	104	0%	100%
ENES	147	81	147	81	228	64%	36%
GEOL	117	68	117	68	185	63%	37%
HORT	0	24	0	24	24	0%	0%
METO	0	120	0	120	120	0%	100%
PHYS	739	272	739	272	1011	73%	27%
Division SubTotal	5347	5980	5347	5980	11327	47%	53%
TOTAL	29721	38803	29721	38803	68524	43%	57%

Course Code Key:

ACCT – Accounting
 AMSL – American Sign Language
 ANTH – Anthropology
 ARAB – Arabic
 ARTT – Art
 ASTR – Astronomy
 BFMT – Bioinformatics
 BIOL – Biology
 BMET – Biomedical Engineering
 BMGT – Business
 CARD – Cardiovascular Technology
 CHEM – Chemistry
 CHNS – Chinese
 CSCO – Cisco
 CADD – Computer-Aided Design
 CFOR – Computer Forensics
 CMSY – Computer Systems
 CRES – Conflict Resolution
 COOP – Cooperative Education
 CRIM – Criminal Justice
 CMGT – Culinary Management
 DANC – Dance
 ECON – Economics
 EDUC – Education

ELEC – Electronics
 EMSP – Emergency Medical Technician/Paramedic
 ENES – Engineering
 ENGL – English
 ENTR – Entrepreneurship
 EXSC – Exercise Science
 FILM – Film
 FNPL – Financial Planning
 FINE – Fine Arts
 FREN – French
 GEOG – Geography
 GEOL – Geology
 GERM – German
 GREK – Greek
 HEAL – Health Care
 HEED – Health Education
 HIST – History
 HORT – Horticulture
 HMGT – Hospitality Management
 ITAL – Italian
 KORE – Korean
 LFIT – Life Fitness
 MASS – Mass Media

HMDV – Human Development
 HUMS – Human Services
 MATH – Mathematics
 METO – Meteorology
 MSFT – Microsoft
 MUSC – Music
 NURS – Nursing
 OFFI – Office Technology
 PHIL – Philosophy
 PHOT – Photonics
 PHYS – Physics
 POLI – Political Science
 PORT – Portuguese
 PSYC – Psychology
 RETL – Retailing
 RUSS – Russian
 SOCI – Sociology
 SPAN – Spanish
 SPCH – Speech
 TELE – Telecommunications
 THET – Theatre
 WCOM – Wireless Communications
 WMST – Women’s Studies

I-5 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: October 2008

◆———— Recommendation —————◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

October 1 – October 31, 2008

Section I – Change in Status

SPECIAL ASSIGNMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	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
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

PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Benefits Manager	Human Resources	N/A	N/A	N/A	N/A	Heckler, Sharon	3/01/08

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Housekeeper	Plant Operations	N/A	N/A	N/A	N/A	Maquire, Yeng*	6/30/08
Materials Handling Clerk	Plant Operations	N/A	N/A	N/A	N/A	Christie, Joanness	10/13/08
Interim Mediation Program Coordinator	Mediation/Conflict Resolution Center	N/A	N/A	N/A	N/A	Wolfarth, Debra	10/17/08
Catering Manager	Belmont Conference Center	N/A	N/A	N/A	N/A	Haight, Kelli	10/19/08
Research Associate	Planning, Research & Organizational Development	N/A	N/A	N/A	N/A	Srivastava, Nidhi	10/31/08

*Left off previous personnel activity reports

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

October 1, 2008 – October 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

*Modified half year spread over FY09

**Resolution for Board of Trustees to Meet in Closed
Session on November 19, 2008**

WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on November 19, 2008, at the conclusion of the regular meeting in the Children's Learning Center to consult with counsel to obtain legal advice as permitted under Section 10-508(a)(7) and that such meeting shall continue in closed session until the completion of business.