



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

March 24, 2010

6:00 pm

The Rouse Company Foundation Student Services Hall
RCF-400

GROUND RULES

1. Board members practice respectful dialogue that serves the best interests of the college.
2. Each board member works to integrate servant-leadership into the board culture.
3. Each board member has the opportunity to speak uninterrupted.
4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.
5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.
6. Board chair speaks for the board to the media.
7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.
8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.

Howard Community College's *Dragon Principles*

We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other

And we pledge to...

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





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

Board of Trustees' Meeting Agenda
March 24, 2010
The Rouse Company Foundation Student Services Hall
Room: 400

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

- I. Introduction of New Employees
- II. Information Session: Learning Outcomes Assessment

Regular Meeting – Immediately following the work session

A. Approval of March 24, 2010, Agenda

B. Board Priority Items

1. Board End: Educational and Support Process Management
2. Financial Statements
3. Facilities Master Plan - Draft Final Plan

C. President's Report

D. Board Member Comments

E. Report of the Audit and Finance Committee

F. Approval of Minutes:

1. February 17, 2010, Retreat
2. February 24, 2010, Work Session
3. February 24, 2010, Regular Session
4. March 15, 2010, Work Session

G. Consent Items

1. Proposed New Hires
2. Audit Areas for Review
3. Audit Contract
4. Construction Management at Risk for Health Sciences Building
5. Computer Hardware Purchases Increase
6. Cache Engine Replacement
7. Print Shop Equipment Purchase
8. Energy Metering Contract
9. Children's Learning Center Annual Registration Fee
10. Ratify And Confirm Snow Emergency Contractor Expenses
11. Nursing Building Classroom Seating Purchase
12. Hickory Ridge Parking Deck Design Change Order 1
13. Wayfinding Signage Phase 1
14. Network Services
15. Increase of Spending Allowance with Emjay Engineering
16. Remote Computer Access
17. Fundraising Consulting Services)

H. Information Items

1. Issue Bin

2. Board Calendar
3. Agreements Signed by the Board Chair Disclosure
4. Sustainability Update
5. Personnel Summary

Adjournment

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its February 24, 2010, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

II – Information Session: Learning Outcomes Assessment

Background: In order to offer degrees and have access to Federal financial aid for its students, Howard Community College must be accredited by the Middle States Commission on Higher Education (MSCHE). MSCHE requires HCC to comply with its *Characteristics of Excellence (CoE)*:

<http://www.msche.org/publications/Characteristicsbook050215112128.pdf>.

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

Educational Effectiveness: Standard 14: Assessment of Student Learning

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

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

Institutional Level Goals Source: Board Core Ends

Howard Community College will:

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

(Goal 2) provide useful educational support processes;

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

(Goal 4) engage in beneficial planning;

(Goal 5) foster data informed decision making; and

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

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

Learning Outcomes Assessment (LOA)

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

Under the supervision of Zoe Irvin, executive director, planning, research, and organizational development, the LOA office consists of two research associates: Dr. Cheoleon Lee and Dr. Nassim Ebrahimi. Working with staff from the teaching and learning services division (Linda Heinbauch, Angela Phillips), the LOA office executes the student evaluation of instruction instrument (the IDEA survey was chosen by a faculty committee in 1991) in at least half of all classes each semester.

Another MSCHE **Standard 12 – General Education** requires HCC to monitor the accomplishment of the general education goals. Ron Roberson, vice president of academic affairs, and his staff reviewed the commercial instruments to augment the general education assessment already occurring at the course level. The college then piloted the Council for Aid to Education (CAE)'s Collegiate Learning Assessment (CLA) in FY08 and is again administering it in FY10 to incoming freshman and students applying for graduation. General education courses remain at the top of the priority list when deciding which courses will be the selected for a new LOA project. The staff has also been working to create a tracking matrix to display the linkage between the general education goals and the assessment projects.

LOA staff assists with the assessment of faculty-led initiatives on campus (i.e., Step-UP), as well as helping faculty formulate plans and conduct assessments within grants (i.e., NSF-TAP, STARTALK).

LOA Project Process

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

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

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

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

**First Presentation: Dr. Kristina Suter, Associate Professor of Music;
Coordinator of the HCC and The Music Institute Piano Departments**

Project: The music theory outcomes assessment is a standardization of the four semesters of music theory and the co-requisite labs. Approximately 85 students take these courses each year. Due to the tremendous amount of material to be covered, it was deemed a necessity that the faculty organize the courses and labs with great specificity and clarity. The project leans more to the qualitative aspects rather than quantitative. Student learning is being assessed, but the curriculum and teaching methods are the priority.

The theory class encompasses the written and analytical aspects of music, while the lab is keyboard skills, sight singing, dictation, and the software ear training program. Although this is the norm for the majority of music departments across the country, the department is of the opinion that it should coordinate the textbook materials taught in theory class with the lab to better reinforce concepts. For example, many of the written concepts in theory class can be played on the keyboard in the lab or sung during the sight singing portion. HCC faculty are not aware of other music departments using this degree of coordination between the two classes. The goal is to prepare HCC music majors to have the highest possible proficiency in all aspects of music theory so when they transfer they will not have to take remedial courses in any part of theory. In addition, they will be able to move on to their junior and senior level courses with confidence and apply in a practical manner what they have learned, musically and analytically.

Another large portion of the assessment involves Practica Musica®, the ear training software program. It is at the center of the assessment, as it is a significant portion of the lab, with students spending many hours a week on it. At this point, Dr. Suter has selected the modules that are most important for total ear training fluency. Since there is one more year remaining for this assessment, conclusions have not been drawn on all issues. It has been decided, though, that all instructors teaching theory lab will be required to go through every module of Practica Musica® and know the technological challenges of the program. Some students spend so much time trying to figure out what seems like a difficult issue, but it can be easily resolved with a few tips from the instructor. In addition, weekly learning strategies for each module must be presented to the students. Ear training is extremely difficult and the strategies are helping students improve more quickly than in the past. There is also a weekly quiz on the assigned modules to provide feedback on the learning curve.

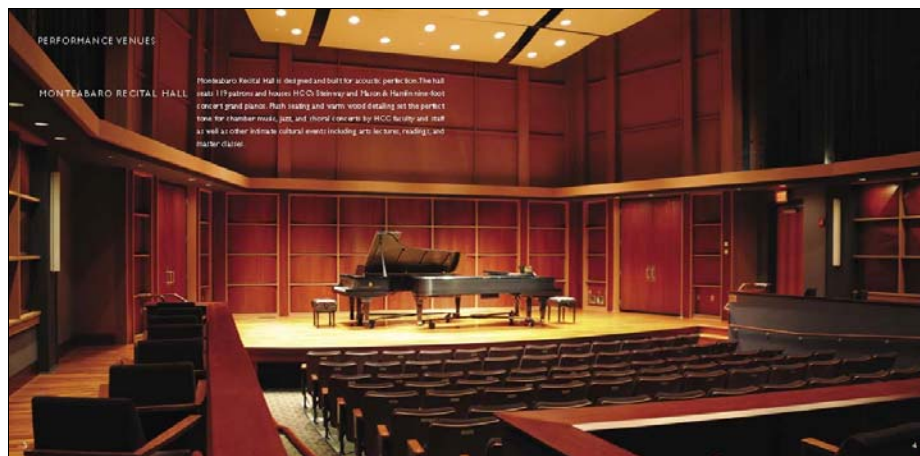
Lastly, Dr. Suter is attempting to assess the impact of various types of intervention on students who are having difficulty with any aspect of the class or lab. Currently, the weaker students are asked to come during office hours for extra help, ask for a tutor at the Learning Assistance Center, or work with one of their peers in the class who understands the material.

Dr. Kristina Suter Biography

Kristina Suter holds a Doctorate of Musical Arts degree in Piano Performance from the University of Maryland, a Masters of Music from Michigan State University, and the Bachelor of Music and Bachelor of Science degrees from Mansfield University. She has studied with distinguished teachers and artists Ralph Votapek, Roy Johnson, Nelita True, and Angeline Schmid. Her doctoral research on Charles T. Griffes led to premier performances of the unpublished sonatas by this American composer.

She is active in the Baltimore-Washington area as a soloist, duo-pianist with the Accordare Duo, accompanist, and chamber musician, performing in series such as the Americana Series, Viva Mozart Series, Elderhostel Series at Peabody, and the Cultural Events Series in San Diego. A recipient of many awards, Kristina received the Outstanding Teachers Grant from the Maryland State Music Teachers Association and was also a two-time Gold Medalist in the International Piano Recording Competition for her recordings of Charles Griffes and Franz Liszt.

Dr. Suter has held teaching positions at Mount Vernon College in Washington, D.C. and Shippensburg University in Pennsylvania. Presently, she is a full-time faculty member and Coordinator of the Piano Faculty at Howard Community College. Additionally, this year she completed work on the curricula for two Associate Degree Programs in Music Technology and is in the second year of a music theory outcomes assessment. She is an active adjudicator for county and state piano competitions and presents workshops and lecture-recitals for local and state music teacher associations. Most recently, Dr. Suter presented a lecture on *Divide and Conquer – Practice Strategies for the Developing Intermediate Student* at the World Piano Pedagogy Conference, and gave a lecture-recital on *Unique Piano Repertoire* for the Montgomery County Music Teachers Association. She currently serves as President of the Howard County Music Teachers Association.



Presentation: Margaret Garroway – Assistant Professor of English, Co-Director of First-Year Experience (FYEX)

Project: First-Year Experience (FYEX) 100 - Locus of Control and Brain Research-Compatible Instructional Strategies

This ongoing project was planned in FY09 and implemented as a learning outcomes assessment project for FYEX100 in FY10.

The objectives are:

- To examine entering and exiting FYEX100 student characteristics within the program to assess which students are completing the course successfully (retention will be examined once enrollment data becomes available);
- To assess any perceived change in locus of control from the second week to the fifteenth week of the FYEX100 course;
- To examine correlation between students' perception of instructor practices and instructors' perception;
- To see if correlations exist between brain-research compatible instructional strategies and any changes in locus of control;
- To examine correlations between locus of control or instructional strategies and course success and overall GPA (retention will also be examined); and
- To use assessment results to inform professional development and pedagogy.

First-Year Experience 100 engages students in a highly interactive, critical thinking experience and in a meta-cognitive pursuit to understand themselves as intentional learners and as civic and global citizens. Through self-assessment, reading, writing, and reflection, students develop habits of mind necessary to engage in academic inquiry, creative and critical thinking, and scholarly discourse with integrity and civility; develop their ability to articulate their long-term goals as related to their own beliefs and values; and strengthen their capacity to appreciate diversity and effective intercultural and interpersonal communication.

FYEX100 is required for students who place into developmental reading (ENGL 096) or the 086 level of English as a second language (ESL). Some students take this class as an interdisciplinary general education core elective with the goal of becoming better learners. Many students in the program are under-prepared and do not appear to assume responsibility for their learning. Research identifies a correlation between an internal locus of control and academic achievement. Also, studies show that instructional strategies that engage the brain will lead to more active learning, thus improving success and retention rates. Since the first-year is a crucial year for retention, especially for this mostly developmental population, the goal is to find instructional strategies that help students succeed. The question is "Do students see themselves as in control of their learning and what can instructors do to have a positive impact on that perception and on student success in first-year courses?" This project used a researched, existing measure, The Adult Nowicki Scale of Internal/External Control (ANSIE) to assess students' locus of control and a newly devised Instructor Practices Survey to assess faculty use of brain research-

compatible instruction. The results of this assessment may inform training and professional development for faculty.

Briefly, the results to date are:

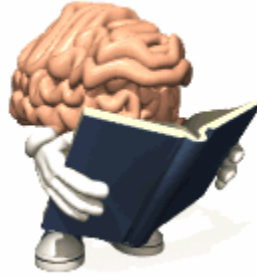
- Significant differences exist in students' grades/success based on race/ethnicity (duplicating existing research);
- Although there is not a significant difference, females tend to be more successful (both in course and overall GPA) than males;
- Students showed no significant difference in their perception of locus of control over the duration of the FYEX100 course although significant movement occurs between quadrants of ANSIE scores from pre- to post- test results;
- A significant difference is found between students' perception of instructor practices and instructors' perception; and
- A significant correlation exists between the mean of student rating of instructor practices and change in ANSIE scores, but not with instructor rating.

Margaret Garroway Biography

After receiving her B.A. in English Literature from Binghamton University, Margaret Garroway worked in a Boston Reading Clinic and Writing Center while earning her master of education degree in Curriculum and Instruction in Reading and English from Northeastern University. In Maryland, she worked for a number of tutoring centers and was an Associate Professor of English at Capitol College for four years before coming to HCC. Beginning work as an adjunct English faculty member in 1989, she has worked at HCC for over twenty years in various capacities. At first, she worked through continuing education, teaching business writing and grammar courses, for the test center reading placement tests, and for the student support services grant acting as a writing/ESL specialist. She worked with academic affairs and student services to open the Learning Assistance Center and became the director of academic support, overseeing the LAC, retention services, student support services, disability support services, and Project Access.

In 2008, Margaret returned to a full-time faculty position in the classroom with the intention of putting into practice her doctoral coursework in instructional leadership for changing populations. Margaret's professional focus is on helping students transition to independent learners by creating an ongoing, intentional first-year experience. Having worked in both student services and academic affairs, she sees the need to build bridges across campus to help students succeed. She currently coordinates the FYEX100 course, which was offered through 25 sections in fall 2009 in several formats including ESL sections, an athlete section, a section for students with disabilities, an adult student section, a fast track, a weekend, and a hybrid version. Margaret was honored as outstanding administrator of the year for 2004. She is co-director of the First-Year Experience Program, which includes chairing an FYEX advisory board, facilitating an FYEX faculty/professional learning community, and overseeing a group of about 25 FYEX peer leaders each semester as well as

seeking professional development speakers on FYEX-related topics and working with FYEX objectives across the curriculum. She is also co-chair of the retention committee and an active member of the developmental education team, the academic standing policy committee, the HCC Book Connection, and the Friendly Campus committee.



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Adjournment

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

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

At its September 27, 2006, meeting, the trustees approved all the current benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. **These were 5-year goals and HCC is close to attaining them. For the first criteria within this category, the Baldrige team rated the college as operating within a higher scoring band than the Maryland examiners. This positioning was reversed for the second criteria.**

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

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

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

Purpose: Report on the progress of the institution

Timeline: Annual

◆————— Recommendation —————◆

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

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







Category 6 - Educational and Support Process Management

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

Source	Item	Current	Benchmark
External Quality Feedback	<i>How does HCC design its key work systems and identify learning-centered processes for delivering student and stakeholder value and maximizing student learning and success, prepare for emergencies, and achieve organizational success and sustainability?</i>	Baldrige 2009 50-56%	50-65%
		MPEA 2007 30-45%	
	<i>How does HCC design, implement, manage and improve its key work processes that support its learning-centered key processes?</i>	Baldrige 2009 30-45%	50-65%
		MPEA 2007 50-65%	
MHEC	Licensure exam passing rate NCLEX RN	90%	93%
	Licensure exam passing rate NCLEX PN	94%	97%
	Emergency Medical Technician (EMT-B)	95%	85%
Internal Measures	Paramedic	100%	80%
	Cardiovascular Technology (CVT) Not required for employment at this time.	33%	90%
	Geriatric Nursing Assistant (GNA) - Written	98%	86.4%
	Geriatric Nursing Assistant (GNA) - Skills	88%	73.8%

External Measures

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

Maryland Performance Excellence Award (MPEA) Application		National Baldrige Award Application	
	Range of total applicant scores		October 2005 - HCC's Score Score is given as an interval, e.g., Total: 376-475
	August 2006 - Score interval in which HCC was rated		December 2008: 561-711 No range is provided for other applicant scores – <i>Site visit</i>
	August 2007 - Score interval in which HCC was rated – <i>Won this year: cannot reapply for 5 years</i>		December 2009: 410-560

		0-9%	10-29%	30-49%	50-69%	70-89%	90-100%
Baldrige Criteria 1000 points <i>Criteria changed</i>	Overall Score						

Category 5: Educational and Support Process Management 85 points		0-9%	10-29%	30-49%	50-69%	70-89%	90-100%
6.1 35 points							
6.2 50 points							

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in the category. A team reviews those reports, collects information on the process improvements that occur in the intervening months, and submits a new application. In November 2009, HCC received its feedback report. *A team is working to create a new Baldrige application due in May 2010.*

Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 and above received at least site visits. In April 2009, the board accepted the administration's recommendation to increase the benchmark. *The college will receive a rating for category 6 of 50-65 percent on the Baldrige application by 2010.*

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

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

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	Benchmark FY 2010
Licensure exams passing rate						
NCLEX RN	91%	94%	93%	89%	90%	93%
	n=39/43	n=65/69	n=92/99	n=108/122	n=108/120	
Peer AVG:	91%	89%	88%	88%	89%	
State AVG:	89%	92%	93%	89%	92%	
Nat'l AVG:	86%	88%	88%	86%	86%	
NCLEX PN	92%	100%	94%	100%	94%	97%
	n=22/24	n=15/15	n=17/18	n=19/19	n=16/17	
Peer AVG:	100%	100%	94%	100%	100%	
State AVG:	97%	98%	98%	99%	97%	
Nat'l AVG:	90%	88%	88%	87%	85%	

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

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	Benchmark FY 2010
Emergency Medical Technician (EMT-B)	94%	100%	100%	100%	95%	85%
	n=16/17	n=19/19	n=20/20	n=4/4	n=20/21	
State AVG:	93%	95%	91%	n/a*		
Nat'l AVG:	65%	71%	70%	68%		

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

Internal Measures

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

<i>Percentage of graduates who by their third attempt passed licensing and certification examinations in each academic field offered for which such tests are conducted.</i>						
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	Benchmark FY 2010
Paramedic	17%	80%	78%	100%	100%	80%
	n=2/12	n=4/5	n=7/9	n=4/4	n=9/9	
State AVG:	44%	73%	52%	n/a*		
Nat'l AVG.	64%	62%	63%	68%		

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

<i>Percentage of graduates who on their first try passed licensing and certification examinations in each academic field offered for which such tests are conducted.</i>						
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	Benchmark FY 2010
Cardiovascular Technology (CVT)	100%	63%	100%	100%	33%***	90%
Not required for employment at this time.**						
	n=5/5	n=5/8	n=6/6	n=5/5	n=1/3	

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

***The number is so small that one person can make a huge difference in the percentage.

Geriatric Nursing Assistant (GNA)	2005	2006	2007	2008	Benchmark 2010
Written	98%	100%	98%	98%	86.4%
	n=51/52	n=47/47	n=49/50	n=59/60	
State AVG:	96%	96%	92%	96%	
Skills	65%	87%	84%	88%	73.8%
	n=30/46	n=41/47	n=46/55	n=53/60	
State AVG:	59%	73%	79%	76%	
	<i>Metric changed to calendar year so 2009 not yet available.</i>				

The administration now presents an overview of the **Learning Outcomes Assessment Projects** for courses and programs during 2009-2010. Shading is provided simply to ease the reading transition from one academic division the next.

Year	Division	Course or Program	Focus of Study	Lead Faculty
1	Arts and Humanities	Dance 181 & 186	Systematic reviews of outcomes and objectives with similar classes in comparable institutions.	Renée Brozic Barger
1	Business and Computers	“Gateway” courses: ACCT-111, BMGT-100, CMSY-110, & CMSY-129	Explore possible reasons for low success rates in “gateway” courses (courses that serve as academic progress barriers) and implement changes to increase student success and retention.	Brian Kelley Mary Beth Furst Rose Volynsky
1	English and World Languages	ENGL 121	Study if accelerated writing strategy can assist borderline developmental students in college-level course.	Andrea Dardello
1	English and World Languages	First Year Experience	Examine the correlation between brain research compatible instructional strategies in First-Year Experience and changes in students’ locus of control to increase student success and retention.	Margaret Garroway
1	Health Sciences	Radiologic Technology	Aligning program and exploring outcomes specific to accreditation standards.	Evelyn Gary
1	Mathematics	Elementary Education Sequence	Examine student success on PRAXIS I certification exam after completion of course and student success in course through expert panel review.	Jenny Penniman
1	Science and Technology	CADD 101	Create, implement, and review teaching modules for new software with expert consultation.	Dave Hinton
1	Science and Technology	ELEC 107	Review and examine the math prerequisite level and develop proficiency testing tools specific to statewide standards and certification exams.	Vini Nithianandam & Ken Kreiner
1	Social Sciences/ Teacher Education	HIST 111	Examine the utilities of map and geographical knowledge through the use of enhanced technologies	Mark Tacyn Fred Campbell
1	Social Sciences/ Teacher	EDUC 110	Align course with state standards by qualitatively and quantitatively exploring course requirements and	Barbara Maestas

	Education		student success.	
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Year	Division	Course or Program	Focus of Study	Lead Faculty
2	Arts and Humanities	Music Theory I-IV	Investigate success rate of students through the Music Theory I – IV sequence.	Kristina Suter
2	Business and Computers	Entire division	Legitimize the intent and outcomes of curricular and co-curricular experiences for students enrolled in the division.	Martha Matlick
2	English and World Languages	English as a Second Language (ESL) Program Review	Are ESL students successful in subsequent writing intensive courses?	Sarah Saxer
2	Health Sciences	Global Health	Comparison of HCC and University of Maryland Baltimore County Global Health course students	Jeanette Jeffrey
2	Health Sciences	Mini Nursing Program	After streamlining data output, identify performance gaps in newer curriculum sequence and create intervention.	Georgene Butler
2	Mathematics	MATH 105 Drug Calculations	Ensure course is meeting requirements for emergency medical technician and nursing students	Guy Bunyard
2	Mathematics	MATH 122 Ideas in Mathematics	Review the MATH 122 course across other colleges and within HCC in terms of course objectives, kinds of projects, and their impact on performance	Darrin Berkley
2	Science and Technology	BIOL 107 Fundamentals of Microbiology	Investigate curriculum at key transfer institutions, identify problem areas, design intervention and assess feasibility of an externally benchmarked assessment	Luda Bard/Will Straube
2	Science and Technology	CCNA Certification-CISCO	Investigate success rate of the students on the CISCO certification exam and impact of the transition to the four course program	John Siebs
2	Social Sciences/ Teacher Education	HCC Strategic Plan Metric 1.2	Working to develop baseline data to assist any pilot team working to improve student performance at HCC.	Jim Bell

2	Social Sciences/ Teacher Education	HMDV 200 Lifespan Development	Assessment of critical thinking changes from pre- to post-test using newly designed survey	Peggy Armitage
Year	Division	Course or Program	Focus of Study	Lead Faculty
3	Arts and Humanities	Acting Program	The Acting I and Acting II curriculum - prerequisites, text books, syllabus, goals / objectives, portfolios, and exiting skills; type of support that adjunct faculty need.	Kasi Campbell
3	Business and Computers	BMGT 130 Principles of Marketing	Assess curriculum content and expectations and student achievement in reference to these elements.	Mary Beth Furst
3	Business and Computers	HMGT 120 Food Preparation I	Assess if and to what degree students are achieving the theoretical and practical objectives of the course.	Greg Wentz
3	English and World Languages	ENGL121-122 College Composition I & II	Assess the impact of ENGL 122 on student success in subsequent general education courses.	Tara Hart Jude Opkala/ Andrea Dardello
3	Health Sciences	EXSC-209 Sport and Exercise Nutrition	Assess if and to what degree students are achieving the theoretical and practical objectives of the new course.	Patrick Finley
3	Mathematics	MATH 061 Basic Algebra & Geometry	Assess the impact of a pilot course in MATH 061 on student success and confidence.	Consuelo Stewart
3	Mathematics	MATH 121 Finite Math	Explore viability of MATH 121 as a prerequisite for MATH 145.	Caroline Torcaso
3	Science and Technology	CHEM 103 Fundamentals of General Chemistry	Determine if students are learning the course using the American Chemical Society exam and changes to be implemented to enhance student learning.	Susan Morgan
3	Science and Technology	PHYS 101 Technical Physical Science	Evaluation of cardiovascular technology program.	Dave Rader
3	Social Sciences/ Teacher Education	Rouse Scholars Program	Evaluation of the Rouse Scholars Program.	Laura McHugh

Year	Division	Course or Program	Focus of Study	Lead Faculty
4	Arts and Humanities	Digital Media program	Examine students' progression through curriculum; benchmark with external 4-year/other programs.	Dave Beaudoin

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

<i>NEW</i>	HCC	Academic Standing Policy	Study the impact of new policy and the intervention that accompanied its implementation as of January 1, 2010	Led by VPAA-VPSS
<i>NEW</i>	HCC	College Readiness	Assessing results of high school students taking placement tests early.	VPAA-VPSS

Talking Points for the Board of Trustees

HCC students perform very well on board certification exams.

- HCC nursing student graduate scores (RN and PN) exceed the national average.
- HCC emergency medical technician-basic, and paramedic students perform above the national average on their boards.
- Geriatric nursing assistant students perform above the state average.

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

B-2 Financial Statements

Background: In May 2009, the college agreed to distribute the monthly financial statements to the county within four to six weeks of the end of the month. Since it normally takes two weeks to close out the books for the month, the board has typically received the financial statements two months in arrears due to the timing of the distribution of the board materials. In order to insure that the board receives the statements prior to the distribution to the county, the financial statements will now be sent electronically to the board with a paper copy of the statements distributed at the meeting. The February statements will be sent to the board on March 22.

Purpose: Disclosure to the board of trustees

◆————— **Recommendation** —————◆

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

Howard Community College
Financial Results
for the period ending February 28, 2010

This package and notes are color-coded and consists of the following income and expense statements for:

Unrestricted fund includes:

Operating

Continuing Education

Special Funds and Auxiliary

Restricted Fund

Debt, Contingency, Other Post Employment Benefits (OPEB), Plant, and Agency

Capital Fund

HOWARD COMMUNITY COLLEGE
Results for the month ending February 28, 2010

	OPERATING				CONTINUING EDUCATION				SPECIAL				TOTAL UNRESTRICTED		
	Actuals As of February	Approved Budget FY10	Percentage	Notes	Actuals As of February	Approved Budget FY10	Percentage	Notes	Actuals As of February	Approved FY10	Percentage	Notes	Actuals As of February	Approved Budget FY10	
SOURCE OF FUNDS															
Tuition and Fees*															
Summer (all sessions)	\$620,773	\$1,435,180	43%	1	\$58,470	\$126,405	46%	1	\$145,119	\$247,027	59%	1	\$824,362	\$1,808,613	46%
Fall	9,757,242	8,613,974	113%	2	164,393	144,249	114%	1	291,804	1,278,138	23%	1	10,213,439	10,036,361	102%
Winter	611,693	483,455	127%	3	66,275	45,889	144%	2	0	51,868	0%	1	677,967	581,212	117%
Spring	9,032,762	7,932,487	114%	4	179,724	153,261	117%	2	268,943	1,175,151	23%	1	9,481,429	9,260,899	102%
Credit Free					2,927,846	3,455,172	85%	3	103,393	917,395	11%	1	3,031,239	4,372,567	69%
Fees	2,601,628	2,500,910	104%	5	1,099,106	1,373,766	80%	3	161,119	438,600	37%	2	3,861,853	4,313,276	90%
SUBTOTAL - Tuition and Fees	\$22,624,097	\$20,966,006	108%		\$4,495,813	\$5,298,742	85%		\$970,378	\$4,108,179	24%		\$28,090,289	\$30,372,927	92%
Governmental															
Local (Howard County)	\$16,796,984	\$25,195,470	67%	6									\$16,796,984	\$25,195,470	67%
State of Maryland	6,816,456	10,877,853	63%	7	1,289,070	1,933,605	67%	4	168,009	252,014	67%	3	8,273,535	13,063,472	63%
Other	84,515	525,000	16%	8	111,160	205,175	54%	5	1,082,675	5,969,527	18%	4	1,278,350	6,699,702	19%
Continuing Education Contribution	340,654	510,981	67%	9	(340,654)	(510,981)	67%	6					0	0	
Unrestricted Appropriation	693,510	628,687	110%	10		400,000	0%	7	1,244,707	1,794,614	69%	5	1,938,217	2,823,301	69%
SUBTOTAL	\$24,732,119	\$37,737,991	66%		\$1,059,576	\$2,027,799	52%		\$2,495,391	\$8,016,155	31%		\$28,287,086	\$47,781,945	59%
AUXILIARY REVENUE**									\$6,776,179	\$8,070,928	84%	6	\$ 6,776,179	\$ 8,070,928	84%
TOTAL	\$47,356,216	\$58,703,997	81%		\$5,555,390	\$7,326,541	76%		\$10,241,948	\$20,195,262	51%		\$63,153,554	\$86,225,800	73%
USE OF FUNDS															
Instruction	\$22,403,732	\$26,909,897	83%	11	\$5,130,766	\$6,660,927	77%	8	\$1,371,397	\$6,282,348	22%	7	\$28,905,895	\$39,853,172	73%
Public Service	317,982	419,543	76%	12					1,113	129,085	1%	8	319,095	548,628	58%
Academic Support	2,829,361	3,535,581	80%	13					649,168	2,021,850	32%	9	3,478,529	5,557,431	63%
Student Services	4,906,295	6,090,578	81%						584,989	1,142,766	51%	10	5,491,285	7,233,344	76%
Plant	7,214,343	8,736,309	83%	14					315,180	450,000	70%	11	7,529,523	9,186,309	82%
Institutional Support	9,635,547	11,776,381	82%						466,096	1,348,224	35%	12	10,101,643	13,124,605	77%
Scholarships/Waivers	761,750	1,235,708	62%	15	567,873	665,614	85%	9	77,825	300,000	26%	13	1,407,448	2,201,322	64%
SUBTOTAL	\$48,069,011	\$58,703,997	82%	16	\$5,698,639	\$7,326,541	78%		\$3,465,768	\$11,674,273	30%		\$57,233,418	\$77,704,811	74%
AUXILIARY EXPENSES									\$6,776,179	\$8,520,989	80%	6	\$ 6,776,179	\$ 8,520,989	80%
TOTAL	\$48,069,011	\$58,703,997	82%		\$5,698,639	\$7,326,541	78%		\$10,241,948	\$20,195,262	51%		\$64,009,598	\$86,225,800	74%
NET	-\$712,794	\$0			-\$143,250	\$0			\$0	\$0			-\$856,044	\$0	

* Tuition and fees budgets have been adjusted between continuing education and the special funds to better reflect anticipated growth based on FY09 actuals in the continuing education division. In total, the terms balance with the approved budget for each fund and term.

** The actual auxiliary revenues includes fund balance of \$1,318,431 to cover year to date costs. As revenues are earned, use of these funds will be reduced.

HOWARD COMMUNITY COLLEGE
Results for the month ending February 28, 2010

	TOTAL UNRESTRICTED		RESTRICTED			DEBT, CONTINGENCY, OTHER POST EMPLOYMENT BENEFITS PLANT & AGENCY			GRAND TOTAL		
	Actuals To Date February	Approved Budget FY10	Actuals To Date February	Approved Budget FY10	Percentage Notes	Actuals To Date February	Approved Budget FY10	Percentage Notes	Actuals To Date February	Approved Budget FY10	Percentage
SOURCE OF FUNDS											
Tuition and Fees											
Summer	\$824,362	\$1,808,613	46%						\$824,362	\$1,808,613	46%
Fall	10,213,439	10,036,361	102%						10,213,439	10,036,361	102%
Interession	677,967	581,212	117%						677,967	581,212	117%
Spring	9,481,429	9,260,899	102%						9,481,429	9,260,899	102%
Credit Free	3,031,239	4,372,567	69%						3,031,239	4,372,567	69%
Fees	3,861,853	4,313,276	90%						5,852,586	6,097,364	96%
SUBTOTAL - Tuition and Fees	\$28,090,289	\$30,372,927	92%	\$0	\$0				\$1,990,733	\$1,784,088	112%
Governmental											
Local (Howard County)	\$16,796,984	\$25,195,470	67%	\$77,634	\$145,700	53%	1		\$16,874,618	\$25,341,170	67%
State of Maryland	8,273,535	13,063,472	63%	1,760,235	5,341,769	33%	2		10,033,770	18,405,241	55%
Federal				3,584,727	11,889,106	30%	3		3,584,727	11,889,106	30%
Other	1,278,350	6,699,702	19%	557,391	3,778,792	15%	4		1,835,741	10,478,494	18%
Unrestricted Appropriation	1,938,217	2,823,301	69%					\$	1,938,217	3,929,911	49%
Contingency									0	500,000	0%
SUBTOTAL	\$28,287,086	\$47,781,945	59%	\$5,979,987	\$21,155,367	28%			\$0	\$1,606,610	0%
AUXILIARY FUNDS	\$6,776,179	\$8,070,928	84%						\$0	\$450,061	0%
DEBT SERVICE									\$0	\$4,365,802	0%
OPEB									\$0	\$0	0%
TOTAL	\$63,153,554	\$86,225,800	73%	\$5,979,987	\$21,155,367	28%			\$1,990,733	\$8,206,561	24%
USE OF FUNDS											
Instruction	\$28,905,895	\$39,853,172	73%	\$1,883,200	\$9,418,749	20%	2		\$30,789,096	\$49,271,921	62%
Public Service	319,095	548,628	58%	120,255	175,000	69%	1		439,351	723,628	61%
Academic Support	3,478,529	5,557,431	63%	0	270,000	0%	5		3,478,529	5,827,431	60%
Student Services	5,491,285	7,233,344	76%	358,788	1,145,618	31%	6		5,850,073	8,378,962	70%
Plant	7,529,523	9,186,309	82%	2,058	150,000	1%	4	\$	8,048,621	10,736,309	75%
Institutional Support	10,101,643	13,124,605	77%	571	1,190,000	0%	5	\$	10,102,215	14,314,605	71%
Scholarships/Waivers	1,407,448	2,201,322	64%	4,009,437	8,806,000	46%	7		5,416,885	11,007,322	49%
Contingency									0	500,000	0%
SUBTOTAL	\$57,233,418	\$77,704,811	74%	\$6,374,311	\$21,155,367	30%			\$517,040	\$1,900,000	27%
AUXILIARY FUNDS	\$6,776,179	\$8,520,989	80%						\$6,776,179	\$8,520,989	80%
AGENCY FUNDS									\$505,386	\$1,079,671	47%
DEBT SERVICE									\$278,106	\$5,226,890	5%
OPEB									\$0	\$0	n/a
TOTAL	\$64,009,598	\$86,225,800	74%	\$6,374,311	\$21,155,367	30%			\$1,300,532	\$8,206,561	16%
NET	-\$856,044	\$0		-\$394,324	\$0		8		\$690,202	\$0	

*OPEB = Other Post Employment Benefits

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

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

February 2010

Tuition and Fees

- 1) Summer II and III credit tuition revenue is above budget (Budget = \$574,072) 8%, or \$46,701. Summer II and III are approximately 40% of total summer revenues. Summer I (Budget = \$861,108) will occur at the end of the fiscal year and accounts for approximately 60% of the summer budget. Overall, a 3% FTE enrollment increase was budgeted with no increase in tuition rates. FTE enrollment for summer II was up 10% and headcount was up 31% from the prior year. Summer III was up 16% and headcount was up 13%. In- county tuition is currently \$114 per credit hour. Out-of-county and out-of-state tuitions are \$197 and \$242, respectively.
- 2) Fall revenue is ahead of budget by 13%, or \$1,143,268. As of September 11, fall enrollment showed an increase in FTE's of 12.54% and an increase in headcount of 11.04% over FY09. However, a 3% FTE enrollment increase was budgeted. (See note #1 for tuition rate information.)
- 3) Winter session revenue is ahead of budget by 27%, or \$128,238. FTE's were up by 21.56% and headcount is up by 19.39%. Higher than anticipated out-of-county and out-of-state enrollments caused higher revenues than anticipated with this enrollment growth.
- 4) Spring revenue is ahead of budget by 14%, or \$1,100,275. FTE's are up 12.63% over the prior spring term and headcount is up 11.56%. Only 3% was projected for an enrollment increase.
- 5) Fee revenues are ahead of budget by 10.8% more as compared to this time last year, with 104% collected. This is due to high rate of enrollment growth to date. Fees are tied to courses and services to students.
- A breakdown of operating account fees is as follows: Course fees \$1,694,057 or 65%; consolidated fees \$799,286 or 31%; other student fees \$108,285 or 4%.

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

Governmental Revenue and Other Revenue

- 6) Howard County's contribution to the FY10 operating budget did not increase over the prior year and is recognized evenly throughout the year.
- 7) The state's appropriation to the college was to increase by 5.6% over the FY09 final appropriation; however, the college has received a cut of \$653,174 in funding for FY10 or 5.0% of the original appropriation. This leaves \$40,336 in the budget that has not been cut by the state in FY10. In prior years, the college received a cut of \$499,526 and \$118,276 in FY09 and FY08, respectively. The FY10 cut will be absorbed in the operating budget over the next 12 months. This is causing a lower than anticipated variance to budget of 63% as opposed to the expected 67%. (Based on an even distribution throughout the year.)
- 8) Other income is under budget by 51% at this time, with 67% (8/12 year) expected to date. Investment income to date is \$38,713 or 46% and sales of instructional materials developed by the faculty are \$25,784 or 31% of other income. Interest rates continue to remain lower than anticipated in the budget. This area of the budget is anticipated to be approximately \$425,000 under budget for the year if interest rates remain unchanged. Service revenues for administration of contracts and small miscellaneous revenue make up the other 23% of other income.
- 9) The \$510,981 for continuing education's contribution to the operating fund will be recognized evenly over the next 12 months.
- 10) The use of \$628,687 from the fund balance was previously planned in the budget for FY10 budget. Due to the state cuts mention in #7 above, many cost savings measures were implemented and resulted in a \$693,510 savings that was carried over from FY09. This savings will be used to fund this budget line item as well as part of the state cut already received in FY10.

FUND 10 - OPERATING BUDGET HIGHLIGHTS AND CURRENT DEVELOPMENTS

Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures. No salary increases were given nor budgeted this year. Various positions are frozen and travel is being limited. In addition, furniture and equipment budgets are being held to cover the current cuts.

- 11) In the instructional function, it should be noted that adjunct faculty costs are currently 12% above this time last year, or \$456,280. This increase is due to the high rate of enrollment growth mentioned above. Only 3% growth was budgeted; so all cost overruns in this area of the budget will be covered from excess revenues earned to date. In addition, expenses can be covered by savings from travel and vacant positions held this year.

The budget is built in the special funds for this type of unanticipated growth in both revenue and expenditures, which will be explained more in that portion of this report.

- 12) Public service represents expenses for the cable studio and its functional costs for benefits and chargebacks. Benefit costs are currently lower than anticipated for this function for the year and savings is anticipated.
- 13) Savings have occurred in the academic support function due to limited spending on faculty development due to travel savings. This is causing a lower than average spending variance as compared to the other functions.
- 14) Plant expenses are higher than average at this time due to the unanticipated overtime spent on snow removal operations in December and February. Savings from utilities are expected to cover these cost overruns.
- 15) Waivers are charged at the time of registration. Scholarships, however, are disbursed four to six weeks after the start of the major semesters, and are pending disbursement for spring. It is anticipated that all funds available will be awarded and disbursed by year-end.
- 16) Overall, the operating budget's total expenditures are 82% of budget to date. Last year spending was 81% of budget at this same time. Some furniture and equipment replacements, typically not purchased until later in the year, have occurred.

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

February 2010

Tuition and Fees

- 1) Summer II and III credit tuition revenue is above the expect budget (\$55,924) by 5%, or \$2,546. Summer II and III are approximately 44% of total summer revenues for this division. Summer I (Budget = \$70,481) will occur at the end of the fiscal year and accounts for approximately 56% of the summer budget. Fall tuition revenue is ahead of budget by 14%, or \$20,144 in this division. 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.

Overall, a 3% FTE enrollment increase was budgeted with no increase in tuition rates. FTE enrollment for summer II was up 10% and headcount was up 31% from the prior year. Summer III was up 16% and headcount was up 13%. In-county tuition is currently \$114 per credit hour. Out-of-county and out-of-state tuitions are \$197 and \$242, respectively.

- 2) Winter session revenue is 44% ahead of budget, or \$20,386. While FTE's for winter are up 21.56% over last year, telecourse and tele-web classes are experiencing higher growth than most divisions. **Spring revenue is 17% ahead of budget, or \$26,463. Overall, FTE's for credit spring classes are up 12.63% and headcount is up 11.56% over the prior year.**
- 3) Noncredit tuition and fee revenues are reflecting **85% and 80%**, respectively, of the budget earned at this time. FTE's were down by 6.98 or 3% for the summer and up 9.7 or 2% for the fall session. Winter session runs January through March, so FTE's will be reported in the March report. Revenues are within expectations year to date; however last year **87%** of budgeted revenues were earned at this time. Areas that experienced a decline in enrollments included the Kids on Campus lunch program, the motorcycle program and the business training contracts. Areas where revenues are exceeding budget currently include open enrollment career programs, and General Services Administration (GSA) contracts.

Governmental Revenue

- 4) The state contribution for FY10 for continuing education increased 1% over the prior year, and is recognized evenly over the year. Funding for FY10 is based on an FTE formula related to enrollments from FY08. The state cut that the college received for FY10 will not be reduced from this division although they will be impacted by it. Please refer to the operating budget notes for more information concerning the state cut.

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

Service and Other Income

- 5) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently, this category is approximately 13% under the anticipated 67% collected to date (8/12 year of the budget); however, these revenues are not earned evenly throughout the year. Given the decline in grants and contracts, it is unlikely that the service revenues will meet budget for the year but expenses in this area are being adjusted accordingly.
- 6) The \$510,981 for continuing education's contribution to the operating fund will be recognized evenly over the next 12 months.
- 7) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs and repairs to the continuing education areas as needed. Funds in the amount of \$400,000 are included in both the revenue and expense portion of this budget, and will only be used as needed.

Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures. No salary increases were given nor budgeted this year.

- 8) The instructional expense budget includes the \$400,000 expense contingency mention in note 7 above. When this \$400,000 is excluded from the annual budget, spending is 82% of budget. This time last year spending was slightly higher at 83.5% of budget. Excluding credit revenues, non-credit revenues and expenses are both lower than the prior year. (See note 3)
- 9) Scholarships and waivers are currently at 85% of budget and are 1% less than waivers as compared with the prior year at this time. This division has primarily waivers in this category, which occur at the time of registration.

Special Funds
Highlights and Current Developments

February 2010

These funds represent programs that receive no county and little state funding and therefore are either self-funded or dependent on excess tuition and fee revenues or fund balances to operate. This area of the budget is also one that contains tuition and fees for excess growth over the anticipated enrollment goal of 3% for the operating and continuing education budgets. Budgets are developed for potential unbudgeted growth in the operating, continuing education, and self-funded programs. The statistical results of the programs mentioned below are reported quarterly. This data is as of December and will be updated again in the March report.

Tuition and Fees

- 1) Tuition and fees earned in these funds are primarily from the Laurel College Center. LCC is a regional higher education center in Laurel operated in partnership by both Prince Georges' Community College (PGCC) and Howard Community College (HCC).

Credit revenues for tuition and fees at LCC are up significantly over the prior year, 43% for summer, 75% for fall, and 116% for pre-registrations for spring. FTE's are up 8% for summer, 74% for fall, and 71% for spring at this time. In addition, non-credit revenues are significantly higher for summer due to higher than anticipated enrollments in courses that lead to jobs such as Clinical Nursing Assistants (CNA) and child care providers.

The tuition and fee budgets also include credit and noncredit growth, should enrollment exceed the base budget in the operating and continuing education funds. For example, fall revenues in both of these funds exceeded expectations and, therefore, this budget allows for that growth in both revenues and expenditures needed to manage that unanticipated growth.

- 2) Miscellaneous fees for special programs are included in this budget to allow for those fees to be maintained for the program. Examples include the Silas Craft Collegians, Rouse Scholars, and Schoenbrodt Honors programs, and special testing fees.

Special Funds Highlights and Current Developments

Governmental Revenue

- 3) The FY10 state contributions for cost centers in the special funds include \$25,396 for the Project Access program and \$226,618 for the Laurel College Center. Funding for FY10 is based on an FTE formula related to enrollments from FY08. The state cut that the college received for FY10 will not impact this division. Please see the notes to the operating budget for more information about the state cut. This state revenue is recognized evenly over 12 months.

Other Income

- 4) Other income comes from service or miscellaneous program revenue. Primary programs include international education, youth arts programs, various camps, music arts, and the theater programs. Each program budgets for all expected and potential growth. In addition, state aid received by PGCC for LCC and all special funding as a regional center is reported in this revenue source because the funds are over and above HCC's basic unrestricted state appropriation. Earnings to date are as expected. The high budget represents potential growth for all programs in the special funds.
- 5) This unrestricted appropriation allows all programs to carry over funds that they earn. A fund balance in the amount of \$1,244,707 has been recognized to date to cover all anticipated expenditures. As revenues are earned throughout the year, these fund balances will be reduced, if not needed, to cover current expenses. Some programs get support from operating budget surpluses, if they are available at year-end. This source of funding is budgeted from the fund balance since excess earnings are not known at the time of budget development. Funding is determined in late spring after enrollment revenues and excess funds are estimated; transfers are done at year-end.
- 6) Auxiliary revenues and expenses come primarily from the college bookstore, the Belmont Conference Center, the Children's Learning Center, and the food services operation. The bookstore does not receive any support from the operating budget. This year, the Belmont Conference Center is budgeted to break even with no college support. Expenditures will be reduced if earned revenues do not support it. The food service operation continues to run at a deficit, which is supported from the operating budget or the bookstore fund balance if no operating surplus is available. To date, \$1,318,431 of the fund balance has been recognized to cover all anticipated costs to date. As additional revenues are earned, these funds will be reduced if not needed to cover expenses.

Special Funds Highlights and Current Developments

(Auxiliary results continued)

Bookstore revenues continue to be 9% ahead of this time last year, due to the increased number of students on campus purchasing books. Budgeted revenue earned is currently 47% of budget while this time last year earnings were only 45%. Expenses are only 1% ahead of last year and are 52% of budget spent and encumbered as opposed to 55% of budget this time last year.

Belmont revenues are currently under budget for the 2nd quarter by 12%. Economic conditions have hurt the conference business. Expenses are under budget and additional reductions are planned.

The Children's Learning Center revenues are under budget by 12% due to lower than anticipated infant enrollments, down 33%. The center's toddler enrollments have increase since the first quarter, and capacity is up to 89%. It is anticipated enrollments will continue to increase in the spring, although there is still some concern that the current economic conditions are impacting affordability of day care services for some students. Expenses remain under budget by 12% primarily due to the fact that the center is not operating at full capacity and currently has one vacant teacher position and unused hourly support designated for one vacant infant classroom. The center operated at a \$3,448 loss as of the 2nd quarter, which can be covered by the current fund balance.

Food services revenues for the Café on the Quad are 143% higher than last year due to increased sales and pricing. However, revenues are not anticipated to cover costs for the year and the operations will continue to be subsidized by the operating budget, the bookstore surplus, or the current fund balance. Expenses are 13% ahead of this time last year but remain within budget.

Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures. No salary increases were given nor budgeted this year. Excess budgets are built in each of these functions for potential unbudgeted growth in the operating and continuing education funds.

Special Funds
Highlights and Current Developments

(Expenses con't)

- 7) The instructional expense budget includes the Laurel College Center, international education programs, youth arts programs, music arts program, and various smaller instructional-related program expenses. Expenses for LCC are within budget for the 2nd quarter and are projected to be under budget the year. At this time, the center is projected to cover all expenses for the year, operating with no monetary support from the colleges.
- 8) This function primarily contains funds for growth in the operating and continuing education budgets and has few expenses.
- 9) Academic support is primarily spending for the theater programs. Some grant funding is also provided to support expenditures for the Rep Stage.
- 10) The student services function contains expenditures for Project Access, Career Links, tutoring, special accommodations for students, sports programs, and special testing.
- 11) Plant expenditures are for signage, the shuttle service, and security expenses related to managing the college's lack of parking.
- 12) Institutional support expenditures are primarily for special administrative programs, such as the wellness program and core competency training, which depend on surplus revenue or fund balances for support.
- 13) Waivers erroneously deferred to FY10 have been charged to this fund. This error will be covered by the budgeted surplus in the special funds. These waivers should have been recorded in FY09, but due to an incorrect analysis, were improperly deferred. The auditors have been notified of this error and feel it is immaterial to the financial statements and will not warrant a restatement.

RESTRICTED BUDGET
Highlights and Current Developments

February 2010

The restricted budget contains multiple grants from various funding sources. Some grants are competitive, while others are awarded based on availability of funds or in the case of financial aid and scholarships, student eligibility. Revenue is typically billed for on a reimbursement basis; however, some award funds are sent to the college at the beginning of the grant period. Budgets are built to include all grants applied for regardless of actual notification that the award has been received. In addition, contingencies are developed within each function to allow for the use of unanticipated grants awarded during the year. For budget purposes, funds carried forward in the fund balance are shown in the current year's revenue to match expenditures.

- 1) This amount represents a grant from Howard County Government for the cable studio. Expenditures are reimbursed by the county periodically as billed.
- 2) State of Maryland revenues are for various grants primarily for instructional programs such as Adult Basic Education, English as a second language, nursing, radiologic technology, and student scholarship programs. The state typically forwards funding at the beginning of the grant period.
- 3) Federally-funded programs are primarily financial aid and student work-study. Also included are grants such as the Department of Health and Mental Hygiene training grants, the National Science Foundation Technology grant, student support services, and Perkins grants. All federal funds are drawn down on a reimbursement basis.
- 4) Other grants are from the Howard Community College Educational Foundation, Inc. Also included are grants from miscellaneous non-profit groups for programs such as nursing and STARTALK. These funds typically are reimbursed.

Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures. No salary increases were given nor budgeted this year.

- 5) These functions have minimal expenditures or no expenditures to date. Budgets allow for grants obtained during the year.
- 6) These expenditures are primarily for the student services program, which supports various student needs.
- 7) Scholarships are typically disbursed after the first month of classes to ensure student eligibility. Disbursements for the fall term have been made and are reflected in these financial reports.
- 8) This amount is a temporary deficit that will clear once expenses are reimbursed or federal funds are drawn down.

DEBT, CONTINGENCY, OTHER POST EMPLOYMENT BENEFITS (OPEB), PLANT, and
AGENCY FUNDS
Highlights and Current Developments

February 2010

Revenues

- 1) Fees revenues in this section of the budget are part of the college's consolidated fee. Fees collected in the amount of \$668,759 are for student government programs in the agency fund and \$1,321,974 cover plant and debt expenses. To date, 112% of revenues have been collected, which is higher than anticipated at this time. Higher enrollments, discussed in the notes to the operating budget, are causing revenues to be higher than expected. Please note that these revenues include fees collected through the spring term.
- 2) This unrestricted appropriation allows these budgets to use carryover funds to support programs as needed. Fees collected to date are adequate to cover all expenses, so use of these funds is not required at this time.
- 3) There is a \$500,000 contingency built in the budget should there be a need to request a reallocation of any source and use categories.
- 4) This amount represents an internal adjustment made to balance the auxiliary budgets revenue and expenses. Funds were moved from the unrestricted surplus, which may be needed to cover costs in that area of the budget.
- 5) This budget represents the debt service paid by the county for the college's capital projects. The college does not report these amounts in their financial statements and, therefore, does not record them in the general ledger of the college.

Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures. No salary increases were given nor budgeted this year.

- 6) The plant function includes small renovations projects that are funded with student fees. Projects are on track as planned to date.
- 7) Agency expenditures include student government programs. Actuals are currently only 47% of the budget. This budget includes spending the available fund balance if needed, but there is no current plan to spend these funds at this time creating a lower than anticipated percentage of budget spent to date.
- 8) Actual costs of \$278,106 represent the first of two payments made to repay the county for the college share of debt service on three bonds issued by the county on the college's behalf. The county pays \$4,365,802 of this budget and \$861,088 is college paid. The next installment payments will be made in March of 2010.

**HOWARD COMMUNITY COLLEGE
CAPITAL PROJECTS
SUMMARY SHEET**

Results as of February 28, 2010

PROJECTS	STATE, COUNTY* & OTHER BUDGETED REVENUE	EXPENDITURES THROUGH FY09	FUNDS AVAILABLE FOR FY10	EXPENDITURES FY10	ENCUMBRANCES FY10	BUDGET BALANCE-TO-DATE
M-0512 Athletic & Fitness Center & Field Renovations	\$5,446,391.00	\$4,638,218.09	\$808,172.91	\$808,172.91	\$0.00	\$0.00
M-0534 Renovations to McCuan Hall & Smith Theatre (A Bldg)	\$12,612,500.00	\$12,536,808.29	\$75,691.71	\$0.00	\$75,691.71	\$0.00
M-0526 Parking Garages	\$1,417,000.00	\$246,493.55	\$1,170,506.45	\$75,034.43	\$604,208.74	\$491,263.28
M-0528 HVAC Replacement and Upgrade	\$1,819,000.00	\$1,414,487.44	\$404,512.56	\$404,512.56	\$0.00	\$0.00
M-0530 Rouse Company Foundation Student Services Hall (SSB)	\$28,948,750.00	\$28,924,647.76	\$24,102.24	\$8,157.04	\$15,945.20	\$0.00
M-533 Renovations to Vacated Student Services Area (CLB)	\$18,980,810.00	\$13,512,707.43	\$5,468,102.57	\$3,898,560.63	\$144,070.70	\$1,425,471.24
M-0537 Belmont Conference Center	\$10,020,000.00	\$4,914,208.70	\$5,105,791.30	\$0.00	\$0.00	\$5,105,791.30
M-0538 Children's Learning Center (CLC)	\$824,000.00	\$824,000.00	\$0.00	\$0.00	\$0.00	\$0.00
M540 - Safety, Compliance & Facility Renewals (New Systemic)	\$3,529,000.00	\$1,518,819.47	\$2,010,180.53	\$453,681.49	\$715,373.18	\$841,125.86
M- 0532 - Allied Health Instructional Building	\$4,008,000.00	\$0.00	\$4,008,000.00	\$91,136.05	\$3,911,519.95	\$5,344.00
TOTAL	\$87,605,451.00	\$68,530,390.73	\$19,075,060.27	\$5,739,255.11	\$5,466,809.48	\$7,868,995.68

* Some budgets differ from the approved budget to more accurately reflect expected state funding and available balances.

CAPITAL BUDGET
HIGHLIGHTS AND CURRENT DEVELOPMENTS

For ease of reading all new information appears in green.

February 2010

Project M-0512 – Athletic and Fitness Center and Field Renovations

This project was started in FY96 and included the current building renovations and the reconditioning and improvements to the athletic fields. Previously completed areas included the renovation of the athletic and fitness center, a new gym floor and swimming pool upgrades. In addition, a new air conditioning system was added to the building. The athletic fields saw the addition of a new storm water management pond, four athletic fields and a new 400-meter track along with Americans with Disabilities Act (ADA) access to fields and ambulance service to the remaining sections of the building.

Due to budget constraints, this project was phased over a number of years. The college has completed phase V in FY10, which includes the installation of a multi-purpose turf field for use by soccer, lacrosse, baseball, softball, and other recreational activities along with the installation of fencing around the field.

Two more phases are planned in this capital project, which will occur in FY14 and FY15, depending on the availability of funds. These phases include the installation of a field building with spectator seating, completion of exterior lighting, necessary utilities, and additional fencing in FY14. Replacement of exterior building siding and upgrading of building electrical systems are anticipated to occur in FY15.

Project – M-0534 – Renovations to McCuan Hall and Smith Theatre

The purpose of this project was to design and renovate McCuan Hall and the Smith Theatre, a total of approximately 33,932 net assignable square feet and 49,860 gross square feet. This renovation is basically complete. The sound system was installed after the major renovations occurred and the Smith Theatre re-opened. The college is currently completing the punch-list items and expects to close out the project this year.

M-0526 – Parking Garages

After a thorough analysis of the campus land plans, future building sites, and forest conservation and wetland restrictions, the college determined that construction of parking decks was more feasible than additional surface parking lots. The first 500-space parking garage was constructed in FY05 under capital project M-0529. The current project represents a 750-space parking garage and the funding to date represents the design funding only. The architect has begun work and the site for the garage has been finalized as the location adjacent to the Hickory Ridge building.

M-0528 HVAC Replacement and Upgrade

The purpose of this project was to replace and upgrade the college's HVAC system, which included renovations to replace air handlers, baseboard radiation, and piping as

well as duct modifications and direct digital controls. Renovations were previously done in the James Clark, Jr, Library Hall with the remaining renovations to the nursing building. Modifications to the nursing building included the replacement of baseboard radiation and piping as well as induction terminal reheat units. This project is now complete.

M-0530 Rouse Foundation Student Services Hall

The purpose of this project was to design and construct a student services facility of 103,770 gross square feet and 62,465 net assignable square feet. The building provides a one-stop shop approach for students to receive a variety of services, including academic support, admissions and advising, counseling, registration, financial aid, career services, student support services, testing, tutoring, business office, bookstore services, and dining services. Although the building was completed, several adjustments needed to be made to the cashier's area and security. Punchlist items are being finalized and the project will be closed out this year.

M-0533- Renovations to the Vacated Student Services Area (CLH)

The space that was previously occupied by student services has been vacated, and renovations are currently occurring in the James Clark, Jr. Library Hall. The renovated space totals 53,890 NASF. This includes: (1) the renovation of the vacated space following the move into the new student services building; (2) the expansion of the science and technology disciplines including life sciences, wireless technology, biomedical engineering, engineering transfer, and photonics; (3) the necessary improvements to the library and cultural center; (4) the consolidation of instructional areas; (5) the consolidation of administrative spaces and functions; and (6) the upgrading and/or replacement of building systems including Federal Pacific Energy equipment, HVAC, electrical, telecommunications, ADA accessibility, security structures, restrooms, and elevators.

Renovations for the building were phased to accommodate the continual operations of the network operations center and the library and were completed by January 2010. Some furniture and equipment for the building will be delivered this spring; however, final purchases in the budget category are being finalized and will be ordered by summer and delivered in time for the fall term. The project should be finalized in 2011.

M-0537 – Belmont Conference Center.

In August 2009, the college's board of trustees made the decision to sell Belmont. The college received county support toward the acquisition of the Belmont Conference Center and the renovation of the stone barn in FY08. Funds were allocated by both the college and the county to support this project. The funds provided by the county in the capital budget were Paygo funds. On the purchase, \$2,200,000 was spent of county funds and \$2,250,718 was spent with a combination of college and foundation funds.

With regard to the barn renovations, \$2,820,000 had been allocated by the county. The expenditures to date total \$463,491. All encumbrances and contract commitments have been closed at this time. Although the design of the barn renovation was 75%

complete, no construction on the barn was started. The “other” funds of \$2,800,000 authorized in FY09 and FY10 for barn construction have not been put into the project and will not be encumbered as the barn renovations will not occur. Hence the budget balance noted on the sheet of \$5,105,791 needs to be reduced by the \$2,800,000 leaving \$2,305,791 in the project.

M-0538 Children’s Learning Center (CLC)

This represents the completion of the 4,400 square feet of shell space that was built out in the Children’s Learning Center. The college spent \$32,000 on furniture and equipment from the unrestricted funds in prior years for this project. The project was completed in FY09 and will be closed out this year.

M-0540 Safety, Compliance, Facility Renewals (New Systemic)

This project began in FY08 and includes improvements to the college’s physical plant as well as major deferred maintenance and facility renewals. Projects in-progress and completed to date include:

- Phased installation of campus-wide security access/camera control system/rekeying;
- ADA renovations;
- Phased public restroom upgrades;
- Phased deferred maintenance per building assessment study;
- Interior improvements (classrooms, offices, and other);
- Conversion of science and technology building lower level spaces to 3 classrooms and 2 labs;
- Conversion of spaces for radiologic technology classrooms and equipment;
- Facilities master plan development; and
- IT upgrades and modifications.

M-0532 – Health Sciences (Allied Health) Instructional Building

The purpose of this project is to design and construct a health sciences building of approximately 55,650 net assignable square feet (NASF) and 94,830 gross square feet (GSF). Currently, the health sciences division offers programs including cardiovascular technology, emergency medical technician/paramedic, exercise science, life fitness, health care, health education, human services, nursing, radiologic technology, surgical technology, physical therapy, and respiratory therapy. In addition to these offerings, dental assistant/hygienist and occupational therapy are new programs proposed to be housed in the new building. The disciplines above include the state’s workforce shortage areas as reported by the Maryland Higher Education Commission. Of the fourteen disciplines proposed for this facility, twelve support the state’s workforce shortage areas. Funds represent the design for the project and the administration has selected an architect for the building. Approvals have been obtained from the board of trustees and the state Board of Public Works (BPW) and meetings for the design started in December. The purchase order to encumber the design funds has been issued. Payments are in process for work that has occurred during the last two months.

**Howard Community College
02/2010**

Cost Center		FY2010 Actual to date (Note 1)	Total Original Budget (Note 2) A	Total Projected Expenditures B	Dollar* Variance From Original B-A	Projected Percentage Variance from Original FY2009	
Instruction							
11200	Schoenbrodt Honors	15,389	26,418	26,478	60	0%	
11300	Mathematics	1,836,687	2,006,325	2,027,299	20,973	1%	Additional funding for part-time faculty
11310	Health	260,100	250,576	270,373	19,797	8%	Additional funding for part-time faculty
11400	Social sciences	1,894,178	1,897,824	1,924,266	26,442	1%	Additional funding for part-time faculty
11410	Eng/world languages	2,967,332	3,113,568	3,186,269	72,702	2%	Additional funding for part-time faculty
11450	Arts and humanities	2,494,290	2,484,059	2,490,639	6,579	0%	
11480	Rouse Scholars	115,758	131,311	131,311	-	0%	
11600	Distance learning	400,121	461,384	478,725	17,341	4%	Additional funding for part-time faculty
12100	Nursing	1,842,311	1,996,635	1,996,635	-	0%	
12118	Rad Tech program	237,471	233,625	243,125	9,500	4%	
12120	Emergency medical technology	199,289	206,479	206,479	-	0%	
12150	Cardiovascular program	157,218	179,738	170,313	-	0%	
12200	Business and computers	1,740,987	1,900,011	1,900,802	791	0%	
12250	Science and technology programs	2,400,149	2,597,334	2,597,334	-	0%	
12280	Cooperative education	8,212	15,507	15,507	-	0%	
13500	Service learning	78,778	84,130	89,130	5,000	6%	
13550	Instr. International program	83,392	135,239	135,239	-	0%	
44010	User computer services	461,761	480,265	480,265	-	0%	
44020	Student computer services	1,065,139	1,253,265	1,253,265	-	0%	
44030	Student labs	235,316	311,199	311,199	-	0%	
46100	1st floor support	156,368	171,045	171,045	-	0%	
46200	2nd floor support	110,746	118,239	118,239	-	0%	
46300	Hickory Ridge	75,009	94,120	94,120	-	0%	
46400	Evening services	-	1,325	1,325	-	0%	
46700	ELB divisions support	122,938	129,329	129,329	-	0%	
46800	Arts and humanities support	94,820	124,521	124,521	-	0%	
47500	Faculty learning community	4,877	22,000	22,000	-	0%	
48000	Outcomes assessment	133,977	197,118	197,118	-	0%	
48500	Instructional direction	37,587	273,115	273,115	-	0%	
48501	Learning communities	186,244	204,246	201,646	(2,600)	-1%	
48502	Program development	20,240	66,373	75,573	9,200	14%	
52102	Pool guards	41,508	97,215	97,215	(0)	0%	
53200	Learning assistance center	654,161	725,139	725,139	0	0%	
99970	Function Alloc	2,162,451	4,006,077	4,006,077	(0)	0%	
99980	VP's allocation	5,941	399,590	223,230	(176,359)	-44%	Funds reallocated for part-time faculty
99990	Institutional AI	102,987	515,552	515,552	-	0%	
	Total instruction	22,403,732	26,909,897	26,909,897	0	0%	
Public Service							
33250	Cable studio	277,993	308,661	308,661	(0)	0%	
99970	Benefits/chargebacks	39,989	84,288	84,288	(0)	0%	
99990	Furniture and Equipment	-	26,594	26,594	-	0%	
	Total public service	317,982	419,543	419,543	(0)	0%	

Academic Support						
33400	Horowitz Center	162,111	174,552	174,552	-	0%
33500	Student Arts Collective	109,786	131,058	131,058	-	0%
41001	Library services	761,688	803,914	803,914	(0)	0%
41002	Teaching and learning center	125,151	136,525	135,825	(700)	-1%
43100	AV services	276,862	301,692	301,692	(0)	0%
43200	Video services	67,443	83,813	83,813	-	0%
43300	Instructional technology	127,590	136,726	136,726	-	0%
46000	VP of academic affairs	306,623	323,002	325,826	2,824	1%
47000	Faculty development	48,192	121,747	121,747	0	0%
48100	Interactive classroom	18,299	17,600	18,300	700	4%
99970	Functional Alloc	814,848	1,173,256	1,173,256	(0)	0%
99980	VP's allocation		5,924	3,100	(2,824)	-48%
99990	Institutional AI	10,766	125,773	125,773	-	0%
	Total academic support	2,829,361	3,535,581	3,535,581	(0)	0%
Student Services						
46500	Advising, academic services	512,742	541,023	536,023	(5,000)	-1%
46502	Academic Standing-enrollment ser	15,646		26,440	26,440	n/a
46600	Welcome center & telephone adv.	154,220	194,872	194,872	-	0%
51000	VP of student services	259,184	279,546	279,546	-	0%
51200	Student ambassador program	5,113	9,432	9,432	-	0%
52000	Student activities	424	2,603	2,603	-	0%
52100	PE facility	325,562	379,181	379,181	-	0%
53000	Career services	443,550	486,989	486,989	-	0%
53100	Test center	335,480	365,765	365,765	-	0%
53104	Nursing Assessment			15,000	15,000	
53500	Retention	128,507	145,979	145,979	-	0%
53555	Career links	31,437	38,541	38,541	-	0%
53556	Academic Standing - student dev	75		8,560	8,560	
54000	Financial aid services	558,592	758,851	758,851	-	0%
54001	Financial aid event	3,818	9,100	9,100	-	0%
55000	Admissions	720,961	785,137	785,137	-	0%
55001	Workgroup	365,902	424,747	429,747	5,000	1%
56000	Records	436,480	490,584	490,584	0	0%
99970	Functional Alloc	546,650	958,362	958,362	0	0%
99980	VP's allocation	3,068	15,114	6,554	(8,560)	-57%
99990	Institutional AI	58,882	204,752	163,312	(41,440)	-20%
	Total student services	4,906,295	6,090,578	6,090,578	0	0%
Institutional Support						
61000	President	602,297	640,377	640,054	(323)	0%
61100	Board of trustees	62,195	133,979	134,259	280	0%
61200	Research, planning and org. dev.	419,255	502,804	502,804	-	0%
61900	Senior administration	5,377	13,617	13,617	-	0%
62000	VP of administration and finance	333,453	334,673	341,063	6,390	2%
62100	Finance office	1,238,526	1,296,294	1,296,294	-	0%
63101	Human resources	546,322	627,502	627,502	-	0%
63102	Recruitment	41,323	56,546	56,546	-	0%
63103	Unemployment	146,476	49,753	49,753	-	0%
63150	Diversity programs	9,140	12,000	12,000	-	0%
63200	Reprographics	129,329	209,040	209,040	-	0%
63400	Security	1,121,316	1,314,889	1,312,389	(2,500)	0%

63500	Telecommunications	183,856	262,541	262,541	-	0%
63554	Mediation & conflict resolution center	20,000	20,000	20,000	-	0%
63600	Risk management	137,474	347,921	348,421	500	0%
63700	General administration	335,505	855,561	851,171	(4,390)	-1%
63800	Commencement/award programs	116,429	123,989	123,989	-	0%
64000	Administrative information systems	1,251,106	1,305,703	1,305,703	-	0%
64001	Enterprise network	486,719	568,416	568,416	-	0%
64002	Web enterprise	258,652	324,255	324,255	-	0%
64100	Information technology administration	272,249	314,772	314,772	-	0%
65000	Public relations and marketing	804,626	983,247	983,247	-	0%
65100	Development and alumni relations	547,872	593,869	593,912	43	0%
65900	Fundraising	25,200	30,000	30,000	-	0%
99970	Benefits/chargebacks	226,942	724,518	724,518	-	0%
99990	Furniture and equipment	313,907	130,116	130,116	-	0%
	Total institutional support	9,635,547	11,776,381	11,776,381	-	0%

Plant

71000	Plant administration	17,342	127,677	127,677	-	0%
71100	General services	3,122,465	3,688,823	3,558,010	(130,813)	-4%
71110	Mailroom	170,867	166,004	172,818	6,814	4%
71115	Set up/asset reallocation	76,718	69,940	80,218	10,278	15%
71150	Recycling	7,424	50,000	50,000	-	0%
71500	Safety	74,042	75,871	76,621	750	1%
72000	Engineering	1,035,905	1,074,096	1,182,880	108,784	10%
72500	Preventive maintenance	202,549	301,221	291,226	(9,995)	-3%
73000	Housekeeping	1,298,655	1,473,693	1,435,227	(38,466)	-3%
75000	Grounds	395,134	372,221	427,369	55,148	15%
76000	Renovations	46,030	171,523	170,177	(1,346)	-1%
99970	Benefits/chargebacks	623,557	933,404	932,250	(1,154)	0%
99990	Furniture and equipment	143,655	231,835	231,835	-	0%
	Total plant	7,214,343	8,736,309	8,736,309	-	0%

Savings from utility budget moved to grounds, and to cover snow removal overtime

To cover overtime costs

To cover snow removal overtime costs

To cover Grainger Equipment

Funds moved from open position savings to cover snow removal costs. From savings in utilities used to purchase used truck & plow Also funds were moved to cover snow removal overtime costs.

Scholarships

81000	Scholarships	321,638	675,644	675,644	-	0%
82000	Waivers	440,112	560,064	560,064	-	0%
	Total scholarships	761,750	1,235,708	1,235,708	-	0%
	Grand totals	48,069,011	58,703,997	58,703,997	0	0%

Note 1: Includes encumbrances for budgeted wages and outstanding purchase orders.

Note 2: Opening budgets reflect actual salary needs for the current year due to staffing changes. There was no merit given in FY10.

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

**Howard Community College
02/2010
Cost Center Spending Percentages**

Cost Center		FY2010 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Instruction					
11200	Schoenbrodt Honors	14,973	26,478	57%	
11300	Mathematics	1,152,284	2,027,299	57%	
11310	Health	150,190	270,373	56%	
11400	Social sciences	1,117,233	1,924,266	58%	
11410	Eng/world languages	1,905,894	3,186,269	60%	
11450	Arts and humanities	1,539,495	2,490,639	62%	
11480	Rouse Scholars	81,733	131,311	62%	
11600	Distance learning	286,038	478,725	60%	
12100	Nursing	1,235,858	1,996,635	62%	
12118	Rad Tech program	166,393	243,125	68%	
12120	Emergency medical technology	141,754	206,479	69%	
12150	Cardiovascular program	105,206	170,313	62%	
12200	Business and computers	1,112,660	1,900,802	59%	
12250	Science and technology programs	1,520,864	2,597,334	59%	
12280	Cooperative education	8,212	15,507	53%	
13500	Service learning	59,515	89,130	67%	
13550	Instructional international program	61,427	135,239	45%	1
44010	User computer services	322,793	480,265	67%	
44020	Student computer services	751,167	1,253,265	60%	
44030	Student labs	178,951	311,199	58%	
46100	1st floor support	108,765	171,045	64%	
46200	2nd floor support	83,636	118,239	71%	
46300	Hickory Ridge	52,025	94,120	55%	
46400	Evening services	-	1,325	0%	2
46700	Support/DH	85,055	129,329	66%	
46800	Arts and humanities support	70,411	124,521	57%	
47500	Faculty learning community	4,127	22,000	19%	3
48000	Outcomes assessment	91,345	197,118	46%	3
48500	Instructional direction	33,905	273,115	12%	3
48501	Learning communities	128,143	201,646	64%	
48502	Program development	18,940	75,573	25%	3
52102	Pool guards	41,508	97,215	43%	4
53200	Learning assistance center	463,299	725,139	64%	
99970	Benefits/chargebacks	2,144,468	4,006,077	54%	
99980	VP's allocation	5,941	223,230	3%	3
99990	Furniture and equipment	-	515,552	0%	5
	Total instruction	15,244,211	26,909,897	57%	
Public Service					
33250	Cable studio	183,928	308,661	60%	
99970	Functional Alloc	39,989	84,288	47%	
99990	Furniture and equipment	-	26,594	0%	5
	Total public service	223,917	419,543	53%	
Academic Support					
33400	Horowitz Center	117,404	174,552	67%	
33500	Student Arts Collective	76,229	131,058	58%	
41001	Library services	582,971	803,914	73%	
41002	Teaching and learning center	84,013	135,825	62%	
43100	Education technology	198,571	301,692	66%	
43200	Video services	57,890	83,813	69%	
43300	Instructional technology	86,676	136,726	63%	
46000	VP of academic affairs	199,497	325,826	61%	
47000	Faculty development	46,539	121,747	38%	6
48100	Interactive classroom	18,299	18,300	100%	2
99970	Functional Alloc	613,465	1,173,256	52%	
99980	VP's allocation		3,100	0%	2
99990	Furniture and equipment		125,773	0%	5
	Total academic support	2,081,553	3,535,581	59%	

**Howard Community College
02/2010
Cost Center Spending Percentages**

Cost Center		FY2010 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
46500	Advising, academic	372,428	536,023	69%	
46502	Academic Standing-enrollment ser	15,646	26,440	59%	
46600	Welcome center & telephone adv.	115,713	194,872	59%	
51000	VP of student services	175,381	279,546	63%	
51200	Student ambassador program	5,113	9,432	54%	
52000	Student activities	424	2,603	16%	2
52100	PE facility	224,206	379,181	59%	
53000	Career services	311,811	486,989	64%	
53100	Test center	250,728	365,765	69%	
53104	Nursing Assessment		15,000	0%	2
53500	Retention	88,037	145,979	60%	
53555	Career links	28,830	38,541	75%	
53556	Academic Standing - student dev		8,560	0%	2
54000	Financial aid services	398,291	758,851	52%	
54001	Financial Aid event	3,818	9,100	42%	2
55000	Admissions	503,284	785,137	64%	
55001	Workgroup	278,619	429,747	65%	
56000	Records	311,844	490,584	64%	
99970	Benefits/chargebacks	543,884	958,362	57%	
99980	VP's allocation	3,068	6,554	47%	
99990	Furniture and equipment	-	163,312	0%	5
	Total student services	3,631,124	6,090,578	60%	
61000	President	434,076	640,054	68%	
61100	Board of trustees	42,005	134,259	31%	8
61200	Research, planning and org. dev.	280,426	502,804	56%	
61900	Senior administration	4,886	13,617	36%	2
62000	VP of administration and finance	227,701	341,063	67%	
62100	Finance office	846,078	1,296,294	65%	
63101	Human resources	373,102	627,502	59%	
63102	Recruitment	8,610	56,546	15%	9
63103	Unemployment	54,519	49,753	110%	10
63150	Diversity programs	9,140	12,000	76%	
63200	Reprographics	66,600	209,040	32%	11
63400	Security	701,269	1,312,389	53%	
63500	Telecommunications	130,706	262,541	50%	
63554	Mediation & conflict resolution center	20,000	20,000	100%	12
63600	Risk management	109,951	348,421	32%	13
63700	General administration	314,351	851,171	37%	7
63800	Commencement/award programs	32,221	123,989	26%	7
64000	Administrative information systems	950,484	1,305,703	73%	
64001	Enterprise network	344,544	568,416	61%	
64002	Web enterprise	177,155	324,255	55%	
64100	Information technology administration	191,657	314,772	61%	
65000	Public relations and marketing	524,204	983,247	53%	
65100	Development and alumni relations	372,749	593,912	63%	
65900	Fundraising	14,098	30,000	47%	
99970	Functional Alloc	420,878	724,518	58%	
99990	Institutional Al	1,133	130,116	1%	5
	Total institutional support	6,652,543	11,776,381	56%	

**Howard Community College
02/2010
Cost Center Spending Percentages**

Cost Center		FY2010 Spent to date	Total Projected Expenditures	Percentage of Budget Spent to Date	
Plant					
71000	VP of administration and finance	13,342	127,677	10%	13
71100	General services	1,405,729	3,558,010	40%	14
71110	Mailroom	115,043	172,818	67%	
71115	Set up/asset reallocation	54,572	80,218	68%	
71150	Recycling	4,365	50,000	9%	15
71500	Safety	50,277	76,621	66%	
72000	Engineering	724,146	1,182,880	61%	
72500	Preventive maintenance	144,118	291,226	49%	
73000	Environmental Se	879,728	1,435,227	61%	
75000	Grounds	259,782	427,369	61%	
76000	Renovations	34,610	170,177	20%	16
99970	Benefits/chargebacks	615,325	932,250	66%	
99990	Institutional AI	-	231,835	0%	5
	Total plant	4,301,034	8,736,309	49%	
Scholarships					
81000	Scholarships	321,638	675,644	48%	
82000	Waivers	440,112	560,064	79%	
	Total scholarships	761,750	1,235,708	62%	
	Grand totals	32,896,132	58,703,997	56%	

Notes: Only variances greater than 83%, or less than 47% are noted at this time.

- 1 An open position in this program is causing this variance. A savings will occur, as there are no plans to replace the position at this time.
- 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 Expenses for pool guards are incurred primarily during major terms; spending is on track as compared to the prior year.
- 5 Furniture and equipment budgets are typically spent later in the year.
- 6 Savings have been experienced due to the limited use of travel.
- 7 Expenses in these cost centers occur later in the year.
- 8 Savings in legal fees and budgeted travel costs have occurred in this budget.
- 9 Savings have been experienced due to the temporary freeze on hiring certain positions.
- 10 Unemployments costs will exceed the allocated budget and will be covered from tuition surplus at year end.
- 11 Timing of payments is causing this temporary variance.
- 12 The mediation center has its operating budget in the special funds. This amount supplements that budget.
- 13 The payment of insurance expenses will occur later in the year in this cost center.
- 14 Savings is being anticipated for the year in this area as negotiated rates for utilities were much lower than expected.
- 15 Recycling costs have been minimized through efforts with the Howard County Government.
- 16 Major renovation projects will occur over spring break when the college is closed.

B-3 Facilities Master Plan - Draft Final Plan

Background: Ayers Saint Gross (ASG) is completing the final phase of the master planning process, which includes the capital project sequencing. ASG will present this information, along with the entire draft plan, to the board at its March meeting. Following the board meeting, ASG will implement recommendations and then submit the final draft plan for review by the full steering committee in anticipation for submission to the state by May 2010.

The facilities master plan has progressed as scheduled and is nearing completion. The planning process occurred over a one-year period and was structured through the following four phases of work:

- Observations (completed)
The observation phase measured the quantitative and qualitative aspects of the campus, providing an overall picture of the college and insight toward the development of guiding principles that reflect the culture, philosophies, and character of the campus.
- Concept Development (completed)
Concept drawings were developed based on the principles and information accumulated during the focus group interviews and observation phase. This phase ensures that the concept drawings convey the ideas generated during the observation phase, ensuring the plan remains true to its original concept throughout the entire design process.
- Draft Master Plan Alternatives (completed)
The alternatives are refined based on the college's recommended concept plan. This item will be developed winter 2009-2010.
- Final Plan
To be completed for submission to the state by May 2010.

Purpose: To present the final draft plan to the board for discussion and approval

Timeline: April 2009 through May 2010

◆————— Recommendation —————◆

The administration requests that the board of trustees discuss and approve the final draft master plan.

C – President’s Report



HCC Students in the Center for Hospitality and Culinary Studies Excel at the Arc Chocolate Ball!

HCC’s students won the People’s Choice Award at The Arc of Howard County Chocolate Ball for the second year in a row! The theme for the March 6th ball, which is sponsored by BB&T, was “Going and Growing Green” and our students seized this opportunity to make a wonderful impression on the community. Chef David Milburn, adjunct instructor, and his students in the Cake Decorating and Candy Making course, created a cake that was a fabulous piece of art. In addition, they served miniature chocolate desserts to all attendees.

Celebrity Chef Duff Goldman, from Charm City Cakes and the Food Network Show, Ace of Cakes, praised the students and the quality of the hospitality and culinary program at HCC. He summed up the competition when he commented, “I am glad that I wasn’t competing in the competition as I knew I would have lost to HCC.” Many attendees inquired about HCC’s culinary and hospitality program offerings and some also showed interest in taking baking classes at HCC.

Many thanks to HCC program director, **Vinnie Rege** and **Dorothy Plantz**, director of the transfer center, for fostering the partnership with HCC and the Arc of Howard County. Also, thanks to adjunct chef instructor **David Milburn**, chef instructor **Greg Wentz**, and adjunct instructor **Hal Kenny** for flawlessly executing all aspects of the event. Special thanks to the following students who represented HCC brilliantly:

- CMGT 250, Cake Decorating and Candy Making: **Gabiele Baziraake, Natalie Blaszak, Dora Effah, Kyle Fischer, Brittany Haydon, Leah Hernandez, Robert Jacobs, Jay Kristensen, Marlon Macia, David Spillman and Jessica Turner**
- Other hospitality and culinary students include: **Chris Meushaw, Kirsten Petersen, Rachel Schwartz, Patricia Philip, Paula Dickerson, Adeneke DeFreitas, Krystal Francis, and Sandra Mobley**

HCC Receives President’s Honor Roll Award for Service

Howard Community College’s **Center for Service Learning** was recently honored for its exemplary service efforts for the fourth year in a row by being named to the President’s Higher Education Community Service Honor Roll! The honor roll is the highest federal recognition a school can receive for its commitment to service

learning and civic engagement and is an acknowledgement of HCC's overall spirit of service. Honorees for the award were chosen based on a series of selection factors including scope and innovativeness of service projects, percentage of student participation in service activities, incentives for service, and the extent to which the school offers academic service learning courses.

Congratulations to **Brittany Budden**, interim director of service learning, and all of the **faculty** and **students** who participated in service learning projects in 2009.

A Non-Chocolate Affair

On February 4, the 19th annual Chocolate Affair, a benefit for Health Care for The Homeless, was held at the M & T Bank Stadium. Belmont Conference Center's very own **Chef James Jennings** won the prize for best non-chocolate dish, a savory sesame crusted tuna. James was also featured on Channel 11 news. For the full article from the *Baltimore Sun*, please visit http://www.baltimoresun.com/entertainment/dining/bal-chocolate-affair-winner05_0_3954455.story. Congratulations James!



Don't stop because something challenges you.... Challenge what is stopping you!

This is the athletic program's theme for 2009-10, particularly in the aftermath of the historic snowstorms that hampered the spring sport teams' practice and game schedules. The teams are usually outside practicing by the first week of February, if not sooner. This season, the entire Dragon Athletic Complex has been under snow. Practicing in the gym has been a challenge, with so many teams trying to use the same facility. And the lacrosse teams were scheduled to begin their seasons this week.

After a great deal of research, the best solution for clearing the new turf field with-out risking damage to the facility was to employ the old fashion method, *shoveling!* The men's lacrosse team took the lead and for several days were out shoveling the field. Later the women's lax members also joined forces to assist as well as the athletic director, coaches, and other members of the department. Together they removed a foot of snow that remained on the turf as well as on the track.

Thanks to coaches and staff including **Darrell Dale, Stefan Draganov, Errick Henlon, Mike Jones, Buff Kelly, Casey Magor, Mike Morgan, Steve Musselman, Allison Novak, Juan Saco, Diane Schumacher, Kate Seagroves, Clint Thomas, Rebecca Van Amburg, Andre Wright, and plant operations** for their efforts. And additional thanks to student-athletes **Curtis Adams, Zachary Adams, Oluwatayo Akinmuyisan, Colin Baker, Michael Barberi, Clare Bublitz, Eric Cates, Blake Chidester, Joshua Clark, Bridget Dempsey, Kyle Dove, Jonathan Doyle, Zach Duffy, Kelsey Erdman, Dwight Farr, Evangelos Fochios, Allison Frederick, Britany Gaw, Nicole Gormley, Katherine Gotis, Katie Green, Kevin Green, Joshua Greer, Andrew Harman, Brooke Hartner, Lauren Kelly, Patrick Kincius, Patrick Kirk, Joseph Knight, Shawn Logan, Tyler Mc Keever, Alexandra Murdoch, Clancy O'Sullivan, Tyler Richardson, Casey Rusnak, Morgan Screen, Ian Shankland, Lindsey Sullivan, Elizabeth Thomas, Pamela Thomas, Eric Van Stone, Lauren Weldon, Laura Wilson, Timothy Wilson, and Sarah Zimmerman.** Finally, thanks to **John Smith from Brickman** who donated 50 shovels.

Let the Games Begin! Come out and support the HCC teams.

Hunan Manor Fundraiser – A Great Success!

The Hunan Manor fundraiser on Monday, March 8 was a wonderful event filled with delicious food, an enthusiastic crowd, and great friends. Congressman Elijah Cummings gave an inspirational speech to the guests and especially to the Silas Craft Collegians. The initial accounting shows over \$20,000 was raised for the Silas Craft Collegians Program Endowment! Thank you to everyone who sold, bought, and donated tickets for this event. Thanks to the development office, **Sarah Angerer, Marge Cullison, Joyce Danzig, Colleen D'Agrosa, Faith Dymont, Linda Emmerich, Missy Matthey, Jackie Taylor, and Lee Tydings,** and staff volunteers **Margie Butler, Alaka Dharmadhikari, Chris Heston, Terry Heston, and Su Kuipers** for dedicating their time and efforts in making this event possible. Special thanks to **Daryl Beard** for his AV equipment and set up, **Wendell Epps, Bernard Kelly, Jeremy Kesler, Jeff Klima, Clint Thomas, Jay Weinrich, Johnathan Wilkes, and Andre Wright,** for help with set up, **Gavilian Hailey and Usamah Siddiqui** for security, **Mike Scrivener** for photography, and the Silas Craft Collegians staff, **Dr. Pam Cornell, Dorothy Gleit, Carla Lawson, and Joe Mason.**

Welcome Back Week

The office of student life hosted its annual spring "Welcome Back Week" February 1-4, 2010. Welcome week is a series of events designed to welcome students to Howard Community College. The "Vacation in February" themed events consisted of the "Welcome Week Movie," "Fuzzy Scarves," "Vacation" mini-resource fair, and "Stuff a Plush." Students attended the events and were given the opportunity to watch the movie "Good Hair," make their own unique and personalized winter scarf, see departments of HCC and community vendors, and add their own touch of style while stuffing their very own stuffed animal! This week was a tremendous success and would not have been possible without the help of **Chelsey Barrett, Llatetra Brown, Schnell Reed Garrett, Tracie Palm, Tara Rupp,** all the members of the student life team, the student volunteers, plant operations, Sodexo, audio and visual services, and the many community vendors who participated in the "Mini

Resource Fair.” Many thanks to everyone who helped; this was a great way to start the semester!

Spring Transfer Fair Well Attended

More than 600 students and 51 admissions representatives braved the snow and cold to attend the spring transfer fair held February 18 in the Burrill Galleria. Arcadia University, Berkeley College (New Jersey), and the Savannah College of Art and Design were first time attendees. Following the fair, the Transfer Center hosted an information session co-presented with Excelsior College about HCC’s 3+1 partnership targeted towards culinary and hospitality students.

Thanks to the faculty and staff for getting the word out to our students during the blizzards. Additional thanks to the **office of admissions and advising** and in particular to **Joi Ryan** for managing the details of this event as well as **Sandy Adkins, Debbie Bauley, Laura Cripps, Jennifer Gray, Jim Robbins, Jane Scott,** and **Eva Surowiec**. Also, thanks to **information services, plant operations, security, student activities,** and the **wellness center** for their assistance during such a busy week following the storms.

Service Learning Fair

On Monday, February 22, the Center for Service Learning hosted the spring service learning fair and welcomed volunteer coordinators from numerous community agencies to campus. Students enjoyed talking with agency representatives about volunteer opportunities and setting up service learning placements for the spring semester. Participating agencies included the Arc of Howard County, Athelas, American Cancer Society, AT:LAST, Inc., Bridges to Housing Stability, Domestic Violence Center, FIRN, Friends of the Patapsco and Heritage Greenway, Girl Scouts of Central Maryland, HCC Wellness Center, Howard County Health Department, Howard County Department of Recreation and Parks, Kayam Farm, March of Dimes, Maryland Food Bank, On Our Own of Howard County, and the Ulman Cancer Fund for Young Adults. Over 50 students signed up to volunteer at the organizations represented at the fair!

Thank you to our service learning faculty members, **Maura Dunnigan, Greg Fleisher, Jeanette Jeffrey, Rick Leith, Debby Luquette, Pat Sipe,** and **Susan Keach-Sweeney,** for supporting the fair, and to **Brittany Budden, Heather Johnson,** and **Regina Lowe** for coordinating the event. I would also like to recognize the many students who will continue HCC’s tradition of serving the community by participating in service learning this semester!

You CAN Afford College Event

Financial aid services held its annual “You CAN Afford College” event on Saturday, February 20, 2010. The event was extremely successful even with all of the weather events that have occurred over the last few weeks.

The goal of the event is to encourage both current and prospective HCC students, as well as others in the community, to complete the FAFSA (Free Application For Federal Student Aid) application for the 2010-2011 academic year. Participation in the event also enabled financial aid applicants to complete and submit their financial

aid applications by the March 1 priority filing date enabling them to qualify for a broader range of financial aid opportunities.

Congratulations to the financial aid services staff, **Katherine Allen, Brenda Anderson, Stephanie Bender, Cherisse Carlin, Raenel Cotton, Lori Henry, Marie Janiszewski, Alisa Lewis, Sarah Mariner, Cheryl Reynolds, Cindy Schultz, and Kiran Vidyasagar**, for their excellent planning and delivery of the event, especially in the midst of winter and spring registration. Cherisse and Kiran were co-project managers of this year's event.

Special thanks to: **admissions and advising, career services, IT/helpdesk, the learning assistance center, the mailroom, plant operations, Sodexo, student life, and the test center, Wanda Baylor, Robyn Bosica, Amelia Browne, Laura Cannon, Kailea Conley, Raleigh Crowell, Jessica Deutch, Suzie Friedman, Barbara Greenfeld, Terry Heston, Brenda Hood, Maria Jones, Trish Lewis, Frek Maduot, Justin Mariner, Kathleen Manos, Jason McGinnis, Beth McSweeney, Kathy McSweeney, Jim Robbins Mackenzie Robbins, Irma Rosado, Natalie Sanchez, Caitlin Scheidegger, Buck Setter, Mohammad Sharif, Eli Stav, Eva Surowiec, Justyna Surowiec, Sylvia Surowiec, James Symanek, Sandi Ulsch, and Aristeia Williams.**

Diversity Week a Success!

This week, the college hosted "Diversity Week" for faculty, staff, students, and the community. During the week-long celebration of diversity, there were opportunities to learn about a variety of backgrounds including the cultures of India, Japan, China, Mexico, and the African American culture; disabilities awareness, mental illness, women's issues, LGBT (lesbian, gay, bisexual, transgender) awareness; cross cultural communication, multi-generational communication, the connections between diversity and civility inside and outside the classroom, homelessness and much more. Many faculty and staff commented that they appreciated the variety of events offered.

A big thank you goes to the 2010 diversity week subcommittee, and the entire diversity committee including **Sherry Atkinson, Emily Betz Close, Simone Breuninger, Llatetra Brown, Christele Cain, Cherisse Carlin, Valerie Davies, Nassim Ebrahimi, Crystal French, Schnell Garrett, Patty Grim, Heather Joseph, Julie Jones, Dave Jordan, Ann Kukulies, Sung Lee, Jenny Male, Janice Marks, Melanie Moore, Ben Myers, Maya Patel, Catalina Ruiz, Linda Schnapp, Parul Shah, Narinder Sharma, Jennifer Stanford, Eli Stav, Christi Sutton, Karen Vadnais, and Chuni Wang**, for planning and coordinating over 20 events offered during the week. Additional thanks go to **Chelsey Barrett, Cheryl Berman, Melodie Gale, Yifei Gan, Dennis Gilbert, Mike Guilliano, Farida Guzdar, Robert Lance, Kimberly McNair, Jude Okpala, Tracie Palm, Carol Parreco, Colette Roberts, Kathy Rockefeller, Sarah Saxer, Marie Westhaver, Minah Woo, the staff of disabilities support services, the counseling services staff, AV staff, and plant operations staff.**

There will be more diversity events throughout the spring semester. Visit the [diversity website](#) for more updates.

Institute of Transportation Engineers (ITE) Award

Congratulations to **Morteza Tadayon**, adjunct faculty, science and technology, for receiving the Institute of Transportation Engineers' 2009 Community Transportation Award. The purpose of this prestigious award is to recognize those who have made outstanding contributions to transportation systems in the area. Nominees: (1) may be either a member or non-member of ITE; (2) must have made a significant contribution to transportation in the section area through long-term work with a public agency or private company involved in traffic operations; or (3) must have made a significant contribution to transportation in the Section area through a single unusual or outstanding act.

Blood Drive Collection Exceeds Goal

The SGA blood drive was a success! The goal was **38** units of useable blood and **44** units were collected! There were **76** donors who came out to give and **79** scheduled appointments. There were also **12** first-time blood donors. Due to the critical shortage of blood donations in the local area and across the country, these efforts went a long way in contributing to the cause! Thanks especially to the office of student life and the student government association for coordinating this important event.

Project Access Fair

The Project Access college fair for students with disabilities held on March 6, 2010, was a huge success. Approximately 300 people attended to acquire information about admissions procedures and disability support services from 42 2-year, 4-year, and career schools. College fair participants attended workshops on academic strategies for success on the postsecondary campus, college disability programs, Project Access, career development for individuals with disabilities, federal legislation, and financial aid. Thank you to the many individuals at the college, including the people in the **print shop, plant operations office, AV services, admissions office, financial aid office, mailroom, security, housekeeping, academic support and career services offices, and the learning assistance center**, who made the success of this fair possible. Special kudos go to **Linda Schnapp, Janice Marks, Kathy McSweeney, Bobby Leyra, Carol Manchester, Parul Shah, Anne Marie Lee, Irma Rosado, Ann Kukulies, and Cynthia Schultz**.

Work Immersion Study Program

Last fall, **Kathy Christon**, adjunct faculty, English/foreign language, suggested to a couple of her students that they apply to WISP, the Work Immersion Study Program, for the summer of 2010 and one of them, **Stephanie Schneider**, followed through with an application. On Friday, March 5, Stephanie learned she was one of the students selected! This program is a national opportunity for community college students. It provides a one-month language course in Germany followed by a two-month internship at a company and includes airfare and accommodations. Stephanie is the second HCC student to be selected for this program. Congratulations to Stephanie and thank you to Kathy for encouraging her to apply.

Development Update

February Foundation Revenue		
Gifts and Pledges Only		
	2010	2009
February monthly total ^[1]	\$56,791	\$216,133
February endowment revenue	\$12,072	\$4,810
February scholarship revenue	\$16,798	\$4,350
February grant revenue	\$5,000	\$0

^[1] Endowment, scholarship, and grant revenues reflect ONLY funds that have been restricted to those specific types of accounts. The monthly total includes all revenue and therefore is not a sum of the numbers indicated for endowment, scholarship, and grant funds.

Capital Update

Athletic Fields Renovations

Plans continue for the ribbon-cutting ceremony to be held this spring semester 2010. The college is waiting for the Soil Conservation District to approve the final as-built drawings and the college's decision on the pending reforestation of 1.29 acres. Once the issue has been resolved, the project will be closed-out.

McCuan Hall and Smith Theatre Renovations

The college received confirmation that the sound system installation will be completed in May. Once the work has been tested and inspected, the college will closeout the project in June 2010.

The Rouse Company Foundation Student Services Hall

The work associated with the financial aid office is being completed. The college is investigating options for the reorganization and increased space efficiency in the test center and the admissions and advising office. Recommendations for any necessary modifications will be presented in April 2010.

James Clark, Jr. Library Hall Renovations

The remaining furniture and equipment has been finalized with expected delivery and installation in late spring. The pending punch list items will be completed by early April in preparation for project closeout.

Health Sciences Building

The design for this project continues to progress. The project is now in the schematic design phase. The college issued the request for proposal documents for construction manager (CM)-at-risk services on January 7, 2010, and is presenting a recommendation for award to the board of trustees at its March 24, 2010, meeting.

College staff and faculty have been working closely with the architectural team and are looking forward to having the CM on board at the end of March. The project

team continues to meet every two weeks to develop the program specifications and move the project forward.

Temporary Parking on Grand Prix Field and Shuttle Services

Due to the unprecedented snow received this winter, the progress on parking lot F has been significantly delayed. While college staff continues to meet with the contractor to coordinate the construction phasing of the front lawn to a temporary gravel parking lot, work cannot commence due to inclement weather and site conditions. The college is anticipating a two month delay but expects completion by the fall semester 2010.

To alleviate some of the parking issues on campus, the college continues to offer shuttle services from the Wilde Lake Village Center to the college's main campus. The college has increased its number of spaces at Wilde Lake and revised the schedule so that the shuttle runs occur every fifteen minutes. Continual shuttle service is provided Monday through Friday from 7:00 a.m. to 7:00 p.m. through the end of March. The college will have an opportunity at that time to extend services, if needed.

Parking Garage 2

The design phase continues for the second parking garage, which is to be located on the Hickory Ridge parking lot. Schematic design documents have been developed and the project is moving into the design development phase.

The board awarded Lewis Contractors the contract for construction manager (CM)-at-risk services at its February 24, 2010, meeting. The project manager and field superintendent are now on board during the preconstruction phase.

Cost scenarios are currently being developed as the design progresses. Based on the first cost estimate that HCC received, the price is coming in around \$12 million rather than \$15 million. The college expects the construction phase to begin in August with a twelve-month construction schedule. College staff is meeting every two weeks with the architect and CM to resolve issues and move the project forward.

Facilities Master Plan Update

The master planning process has been proceeding as scheduled. The college recently completed the plan refinements and will be finalizing the project sequencing.

Ayers Saint Gross will present the draft facilities master plan to the board at its March meeting in preparation for delivery of the final facilities master plan in April 2010.

Campus-wide Safety, Compliance, and Facility Renewal Projects

The college prioritizes and schedules its immediate major renovation needs as documented in the facilities condition assessment and identified in the capital budget. The current renovation projects in progress are listed below. The college continues to evaluate and prioritize the list of projects for fiscal year 2010.

In progress:

- On-going deferred maintenance items;
- On-going interior and exterior signage design and installation;
- Athletic and fitness center fire alarm replacement;
- Stream restoration; and
- Lightning protection and pruning of historic beech tree.

Belmont Conference Center Sale

In November, the board approved CB Richard Ellis (CBRE) as the broker to sell Belmont. Since that time, the administration has had several meetings with Abby Glassberg from CBRE and has discussed weekly how the sale was processing. CBRE established a website to sell Belmont and this can be accessed at www.belmontsale.com. Every individual who goes to the site has to complete information to view the site. To date, 59 hits have been received and CB Richard Ellis has spoken to all groups that have gone on the site. Of the 59, approximately 10 groups are still pursuing the property in depth. In addition to the website, the following has occurred:

- 1) Letter and flyers mailed to 50 regional colleges – follow up calls have been made to all of these colleges;
- 2) Letter and flyers mailed to top 25 private schools in Baltimore – follow up calls have been made to all of these private schools;
- 3) Letter and flyers mailed to top 25 non-profits in Baltimore – follow up calls have been made to all of these non-profits;
- 4) Letters and flyers mailed to 72 Maryland public and private institutions – follow up calls have been made to all of these institutions;
- 5) Letters and flyers emailed to 25 hotels in Maryland – follow up calls to these hotels are in process; and
- 6) Three sets of email blasts to 5,000 investors have been sent out nationwide.

The weather in early February did slow down sales activity, but with the March thaw, there are more interested parties.

D – Board Member Comments

E – Report of the Audit and Finance Committee

- March 10, 2010, Meeting Notes

**Howard Community College
Board of Trustees
Audit and Finance Committee**

Meeting Notes

March 10, 2010 – 8:30 a.m.

The Rouse Company Foundation Student Service Hall, Room 120B

Present: T. James Truby, committee chair; Kevin J. Doyle, trustee; Louis G. Hutt, Jr., trustee; and Kathleen Hetherington, president

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

Topic	Outcome
Trustee Truby brought the meeting to order at 8:40 a.m.	
1. Quarterly Sole Source Report (October 1-December 31, 2009)	The committee reviewed the report. This item was for information only and no committee action was requested.
2. Semi-Annual Non-Purchasing Agreement Disclosure (July 1, 2009 – December 31, 2009)	The committee reviewed the report. This item was for information only and no committee action was requested.
3. Audit Areas for Review	Lynn Coleman reviewed the timetable of audit areas for review. For FY10, the timetable indicates the following areas should be reviewed: cash controls, online purchasing, and payroll. This item will be taken to the full board in March for approval. Food service is currently undergoing a separate audit being conducted by a company specializing in auditing food services companies.
4. Salary Schedules for FY11	The committee asked that this item be held until the budget for FY11 is finalized and the final merit increase is determined. It will be added to the November 2010 audit and finance committee agenda.
5. Outstanding College Debt	The committee reviewed the report. This item was for information only and no committee action was requested.
6. Children's Learning Center Annual Registration Fee	The committee recommended the implementation of a \$75 non-refundable annual registration fee for children age 2 and older at the Children's Learning Center. It will be added to the March agenda of the full board for approval.
7. Purchasing Policies and Procedures	Lynn Coleman reviewed proposed changes to the college's purchasing policies and procedures. Part of the proposed changes is increasing the president's signature limit for purchases. The processes vary depending on whether a purchase is a bid, change orders, cooperative purchases, emergency procurement, pass-thru, request for proposals (RFP), sole source, or special payments. The committee asked for further clarification on the bid versus RFP concept. Additionally, they asked that the limit on change orders be reduced from the proposed \$100,000 to \$50,000. The committee endorsed the proposed alterations with this change. It will be taken to the full board in April for approval. The committee also discussed the potential need for annually informing the board on the status of deferred maintenance.
8. Other	The committee discussed the potential use of the fund balance, including systemic renovations, information technology upgrades, energy service contracts, and the garage.
The meeting adjourned at 9:50 a.m.	

F – Approval of Minutes

1. February 17, 2010, Retreat
2. February 24, 2010, Work Session
3. February 24, 2010, Regular Session
4. March 15, 2010, Work Session - to be sent to the board 3/22/10

Howard Community College
Board of Trustees
Retreat Minutes
February 17, 2010
Rouse Company Foundation Student Services Hall
Room 401

Board of Trustees: T. James Truby, chair; Katherine K. Rensin, vice chair; Roberta E. Dillow; Kevin J. Doyle; Mary S. Esmond; and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present.

Staff: Lynn Coleman, vice president of administration and finance; Nancy S. Gainer, executive director, public relations; Thomas J. Glaser, vice president of information technology; Zoe Irvin, executive director, planning, research, and organizational development; Cynthia J. Peterka, vice president of student services; and Erin Yun, director of board relations/special projects.

A. Overview of Improved Board Portal

Erin Yun gave an overview of the board portal, emphasizing the information included in it. She asked the board members if they found the portal useful and if they had suggestions for its improvement.

Trustees thanked the staff for their work to upkeep the portal and emphasized the usefulness of information on the portal. A suggestion was made that board members consider not receiving hard copies of the materials and that they download them from the portal instead. Erin Yun will contact each of the board members to discuss their preferences and board delivery options will be tailored to the preference of each board member.

B. Succession Planning

Dr. Hetherington gave an overview of the administration's succession plan, referring to the chart included in the materials that outlines the plan for succession planning for a variety of the administrative positions at the college.

The trustees also asked if the administration identified individuals internally as appropriate for career development and provided opportunities.

The board was told of the numerous programs available, including the EXCEL leadership program as well as the Morgan State doctoral program offered at the Laurel College Center.

C. Advocacy – Best Practices and Strategic Actions

Chair Truby introduced Jim Hermes, senior legislative associate from the American Association of Community Colleges (AACC). Mr. Hermes gave an overview of AACC's advocacy efforts as well as best practices in advocacy nationwide. Nationwide there is a growing trend among community colleges to hire designated individuals responsible for advocacy as well as external consultants.

He led a group discussion about advocacy at Howard Community College. The trustees discussed operating and capital funding from the state and the weight given at the state level to supporting community colleges relative to other organizations. Mr. Hermes

discussed the need to stay away from discussing college needs and instead focus on the use of persuasive data such as economic impact studies, student outcomes data, and business satisfaction surveys. He emphasized the need for colleges to have strong central leadership in statewide initiatives that focus on a collective statewide college message rather than individual colleges. The critical role played by the Maryland Association of Community Colleges (MACC) was discussed as well as the potential for and cost/benefits of more aggressive marketing and advocacy actions. Mr. Hermes focused on the need to involve an increasingly wide spectrum of key stakeholders, potentially developing legislative teams at colleges. He mentioned such an effort at the Dallas County Community College District, specifically mentioning a response to questions on pension costs that this region launched. He also mentioned having other organizations such as members of the business community or Chambers of Commerce advocate for community colleges as key parts of their agendas. Other areas of importance emphasized by Mr. Hermes included: a multifaceted communications strategy including traditional media, web, email, social media; embracing branding/logos; and developing a detailed timeline for efforts adapted to targeted groups (i.e., the legislature).

Mr. Hermes also shared actions regarding advocacy at the federal level, using an example of communications from the Community College League of California.

Elements of the campaigns that are action-oriented, i.e., they push information out to constituency groups that are otherwise unfamiliar with the community college role, were reviewed.

The retreat was adjourned at 12:10 p.m.

The above constitutes the official minutes of the February 17, 2010, retreat of the Howard Community College Board of Trustees as approved on March 24, 2010, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
February 24, 2010**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 24, 2010, 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 6:18 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Mary S. Esmond, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Louis G. Hutt, Jr. were absent.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Howard Allen, materials handling clerk.

Cindy Peterka, vice president of student services, introduced Zakia Johnson, counselor, student support services.

II. Student Fundraising

Cindy Peterka introduced Schnell Garrett, assistant director of student life, who introduced students Zina Richardson and Justin Megaughey. The students presented a check for \$278.66 to the board of trustees toward the United Way campaign and the Helping Hands fund.

III. Introduction of Clay Whitlow

President Hetherington introduced Clay Whitlow, executive director of the Maryland Association of Community Colleges (MACC), who gave an update on the latest events in Annapolis as well as statewide community college initiatives including the redefinition of "level funding" to include employee retirement costs. He mentioned that the state is concerned whether counties can continue maintenance of effort funding with the decreased state funding. Mr. Whitlow gave an overview of federal bills affecting student loans. He noted that the Governor will hold a press conference next week at Prince George's Community College to announce the Skills2Compete initiative where community colleges train people for middle-skilled jobs. The Governor has indicated a concern about issues of alignment between K-12 and higher education.

Following Mr. Whitlow's comments, the board discussed expanding advocacy efforts to involve other sectors (e.g., the business community, alumni, parents of students, etc.) to get the word out about "level funding" not truly being level. Chair Truby will be presenting some ideas about community colleges' efforts to involve their local communities in support of the community colleges at the MACC executive committee.

IV. Information Session: Entrepreneurship Program at Howard Community College

Ron Roberson, vice president of academic affairs, introduced Betty Noble, assistant professor, entrepreneurial and coaching studies, who gave a brief overview of the entrepreneurship program since its inception four years ago. She said the program addressed the needs of entrepreneurs in the community including individualized mentorship and coaching of students by community members. Students Chris Mullinix, Deanna Coleman, and Alex Mahoney talked about their experiences in the entrepreneurial program at HCC and how the program helped them grow their businesses and grow personally. Ms. Noble noted that students are in the program an average of two semesters and that 22 of the 70 students that have been through the program have thriving businesses, some went on to four-year schools, and others decided entrepreneurship was not for them but learned valuable skills.

The work session adjourned at 7:03 p.m.

The above constitutes the official minutes of the February 24, 2010, work session of the Howard Community College Board of Trustees as approved on March 24, 2010, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
February 24, 2010**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, February 24, 2010, 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 7:15 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Mary S. Esmond, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Louis G. Hutt, Jr. were absent.

A. Approval of February 24, 2010, Agenda

A recommendation to approve the February 24, 2010, agenda, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board Core End: Faculty and Staff Focus

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview and responded to questions from board members.

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

2. Fiscal Year 2009 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, and Karlyn Young, director of human resources, who responded to questions from board members.

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

3. Financial Statements

Lynn Coleman gave an overview and responded to questions from board members.

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

4. Fiscal Year 2010 Awards

The board reviewed the awards and the recommended recipients: Michael Nagle (honorary degree), the Doetsch family (Trustee Award for Outstanding Service to HCC), and Edward Cochran (James Clark, Jr. Medal).

A recommendation to approve the award recipients as recommended by the legislative and community relations committee of the board of trustees at its February 4, 2010, meeting, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

C. President's Report

President Hetherington informed the board that the semester will be extended a week due to the snow closure and enrollments are still up. She thanked the plant operations staff for staying on campus through the week to clear parking lots and walkways so the college could open the following week. Missy Matthey, director of development, gave an update on Hunan Manor ticket sales and mentioned that there will be no tent since there is still snow in the parking lot at Hunan Manor. She added that ticket sales are doing well.

President Hetherington thanked trustees Kathy Rensin and Mary Esmond for attending the upcoming Baltimore/Washington Corridor Chamber (BWCC) gala where HCC will receive the 2010 award for Excellence. She reported that she had attended the Community Colleges for International Development (CCID) annual conference at Houston where Ron Roberson received the prestigious Werner Kubsch award for his contributions to international education. She asked the trustees if they would like to attend the American Community College Trustees (ACCT) National Congress in Toronto from October 20 – 23, 2010; she informed them that the deadline to submit presentations is April 20, 2010. Vice chair Rensin said she would like to attend. President Hetherington mentioned that she and Ron Roberson had met with Dr. Jose Jaime Rivera, President of Universidad del Sagrado Corazon in San Juan, Puerto Rico, regarding a transfer partnership where HCC students could transfer to Universidad del Sagrado Corazon for their junior and senior years with instruction in Spanish and English.

D. Board Member Comments

Vice chair Rensin congratulated Ron Roberson on his recent award; she also commended the college on receiving the BWCC award. She said that plant operations staff did an incredible job during the recent snowstorms. Ms. Rensin suggested that board members thank legislators who have helped community colleges.

Trustee Dillow seconded Ms. Rensin's comments and congratulated Ron Roberson too. She mentioned that the Jim Hermes' presentation at the board retreat was very good and that it would be nice for the board to have a refresher course on servant leadership using in-house expertise. Ms. Dillow also suggested highlighting local service learning projects as a way of highlighting HCC's work in the community.

Trustee Esmond also congratulated Ron Roberson. She said the retreat was interesting and that HCC needs to "be on the offensive" to bring in businesses, alumni, parents, and use social media to advocate for community colleges. Since there will not be a tent at the Hunan Manor event this year, she suggested creative ways of asking people to be patient with the reduced space and emphasizing the challenges resulting from the recent blizzards.

Trustee Huddle gave kudos to plant operations for clearing the snow and to everyone for showing up on the Monday after the week the college was closed during the snowstorm. He asked Ron Roberson if he would allow the college to display his artwork digitally after he retires in June. He also talked about harnessing the power of the business community to advocate for HCC.

Chair Truby agreed with everything that had been said earlier. He mentioned that in his role on the MACC executive committee, he would like all the community colleges to

involve their business communities and other constituency groups to advocate on their behalf.

Chair Truby commended President Hetherington and Nancy Gainer, executive director of public relations and marketing, for working tirelessly to advocate for HCC and community colleges. He reiterated that legislators need to know that decreased funding may lead to increased tuition. Chair Truby will voice these concerns at the next MACC executive committee on March 1.

A recommendation to have Chair Truby to represent the board to bring their concerns regarding the funding cuts to the MACC executive committee, was moved by Trustee Huddie, seconded by Trustee Esmond, and unanimously approved.

E. Report of the Legislative and Community Relations Committee

Vice Chair Rensin talked about the possibility of creating a website for students to post their testimony in lieu of rescheduling student advocacy day, which was canceled due to inclement weather. The committee also discussed engaging the community to advocate on the college's behalf, and using businesses in addition to parents that speak at the annual legislative breakfast.

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

F. Approval of Minutes

A recommendation to approve the January 27, 2010, work session and regular session minutes was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Grants - competitive in the amount of \$2,205,021, non-competitive in the amount of \$5,218,668, and scholarships in the amount of \$169,872;
3. Parking garage construction manager at risk services in the amount of \$18,000 awarded to Lewis Contractors;
4. Base Realignment and Closure grant technology purchase in the amount of \$147,517 awarded to Convergence Technology Consulting; and
5. Ratification and confirmation of tractor purchase in the amount of \$50,000 awarded to Gaithersburg Farmers Supply.

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

H. Information Items

1. Issue Bin

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

2. Board Calendar

An updated calendar will be sent to the board.

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 meeting was moved by Trustee Rensin, seconded by Trustee Huddie, and unanimously approved.

The regular meeting was adjourned at 8:42 p.m.

The above constitutes the official minutes of the February 24, 2010, regular meeting of the Howard Community College Board of Trustees as approved on March 24, 2010, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer

Howard Community College and Prince George's Community College Board of Trustees Joint Work Session

Meeting Notes

March 15, 2010 – 7:00 p.m.

Laurel College Center (LCC) – 1st Floor Conference Room

Howard Community College (HCC)

Board Members: T. James Truby, chair; Katherine K. Rensin, vice chair; trustees Roberta E. Dillow, Mary S. Esmond, and Patrick L. Huddie; and Kathleen Hetherington, president. Trustees Kevin J. Doyle and Louis G. Hutt, Jr. were absent.

Staff: Lynn Coleman, vice president of administration and finance; Nancy Gainer, executive director of public relations and marketing; Tom Glaser, vice president of information technology; Farida Guzdar, executive assistant to the president; Zoe Irvin, executive director of planning, research, and organizational development; Cindy Peterka, vice president of student services; and Erin Yun, director of board relations/special projects

Prince George's Community College (PGCC)

Board Members: William Dean Frazier, chair; trustees Jerry Mathis, John Steinecke, Richard Thomas, and student member, Ja'Lisa Dixon; and Charlene M. Dukes, president.

Staff: Sandra Dunnington, vice president for academic affairs; Tom Knapp, vice president for administrative services; Tyjaun Lee, vice president for student services; Daniel Mosser, vice president for workforce development and continuing education; Joseph Rossmeier, vice president for technology services; Alonia C. Sharps, executive assistant to the president; Louis Renaud, interim dean of science, technology, engineering and mathematics; and Nancy Grinberg, program supervisor for Laurel College Center.

Students (with home college and majors): Tano Eroraha (HCC)-Nursing; Bernard Hunt (PGCC)- non-degree credit classes; Chelin Mun (HCC)- Certified Nursing Assistant (CAN); Najwah Newman (PGCC)- General Studies; Oluwatoyin Obasooto (PGCC)-CNA; Alia Smalls (HCC)-Nursing; and Tiara Watkins (PGCC)- General Studies

Topic	Outcome
Dr. Dukes asked everyone to introduce themselves. Board members and staff mentioned their names and titles and students mentioned their names and majors. Dr. Hetherington gave a brief review of how LCC started in 2001, an unprecedented partnership between two community colleges. She was pleased to report that LCC is finally operating in the black.	
A. Update on Laurel College Center	Nancy Grinberg, program director, LCC, welcomed everyone. She reported on the new microbiology lab (funded by a Base Realignment and Closure (BRAC) grant), two new four-year partners, and rebranding with a new visual identity on the LCC website at www.laurelcollegecenter.org in response to a telephone survey that revealed that 85 percent of area residents use the internet to search for educational offerings. She was proud to report a 49 percent increase in headcount and the highest enrollment ever. LCC now occupies four floors, including 29 classrooms and labs, a tutoring center, and a one-stop shop for admissions, registration, and advising center. She mentioned that 40 percent of the students are from the Laurel area. The LCC has significantly expanded educational opportunities for the Laurel region and the HCC-PGCC partnership provides pathways for citizens with a variety of different needs. LCC's goals include increasing outreach to the local community, providing more comprehensive student services, more tutoring and advising, and meeting the needs of the BRAC constituencies. LCC is marketing itself as "A Community of Colleges and Universities" and with the slogan " <i>Get Ahead in Life</i> ". She said the 2+2 program allows students to stay at LCC through their undergraduate program by doing their first two years with HCC or PGCC and transferring to one of the 4-year partners: College of Notre Dame of Maryland, Towson University, University of Maryland University College, Morgan State University, and the newest partner, University of

Topic	Outcome
	<p>Maryland at College Park. LCC now offers 14 degrees from seven institutions from associate's degrees to doctoral degrees. In 2004, the Maryland Higher Education Commission designated LCC a Regional Higher Education Center.</p> <p>LCC students gave brief comments on their experiences at LCC. Most indicated the following reasons for choosing the LCC: proximity to home and work of the Laurel location, the caring and supportive staff, and evening classes for working adults and mothers with young children. Students suggested providing some recreational activities for younger students, longer lab hours, and security in the parking lot at night. It was suggested to work with the City of Laurel police department to have a police car drive by at night. Ms. Grinberg mentioned that students are asked to park in the lot across from the building at night and an off-duty member from the sheriff's office monitors the parking lot.</p>
<p>B. Advocacy</p>	<p>Mr. Truby started the discussion by mentioning the value of community colleges and the impact they have on their communities through open access, affordability, and location. Community colleges have tightened their belts to the point that full-time/part-time ratio is 39:61 at HCC and staff are feeling the stress of growing enrollments. He said it appears that the recession is not ending any time soon and something needs to be done now to educate elected officials on the role that community colleges play in economic development. Mr. Truby mentioned that Jim Hermes, senior legislative associate from the American Association of Community Colleges (AACC), facilitated a discussion on advocacy at the HCC board retreat in February. He suggested involving members of the business community, alumni, students, and parents in advocating on behalf of the college by contacting their legislators and speaking at budget hearings.</p> <p>Mr. Frazier said that while talking to legislators he realized that additional education needs to occur on community colleges and their importance to constituents. He suggested getting elected officials on campuses during the off-season after the legislative session has ended. They need to know about our great students.</p> <p>Ms. Dillow mentioned that legislators say they know the community college story but we need to educate them by organizing more students and parents to talk to the legislators on behalf of community colleges. Legislators need to hear from people who are benefiting from community colleges. This goal can be accomplished electronically by posting testimony on legislative websites. This is an election year and legislators will be listening to the voting public.</p> <p>Ms. Rensin stated that statewide there are thousands of community college students that can be mobilized to advocate. In addition, there are alumni, workforce development clients, and businesses that benefit from hiring community college graduates. The trustees discussed the need for community colleges to impress on legislators that our students need their support now more than ever before.</p> <p>Several community college presidents sit on the Governor's Workforce Investment Board (GWIB) and it appears that upcoming initiatives will heavily involve community colleges. Ms. Dillow said that we should educate GWIB on the training community colleges do in workforce shortage areas, such as nursing. Dr. Hetherington said that all the presidents meet with their legislators regularly.</p> <p>Dr. Huddie summarized the discussion by saying that for now the board and administration should work on contacting key legislators and later share ideas on long-term strategies.</p> <p>The trustees discussed the possibility of having key legislators participate in an</p>

Topic	Outcome
	<p>educational opportunity about community colleges. The best timing for this to maximize participation was discussed. The administration of the colleges will consider the evening's discussion and develop some ideas as appropriate. The role of MACC was also emphasized in this effort.</p> <p>Ms. Rensin said we should engage faculty, the deliverers of education.</p> <p>Mr. Mathis emphasized the need to energize voters and garner support for community colleges, and possibly organize a candidates' forum. Dr. Huddie suggested using former trustees as advocates.</p> <p>Mr. Truby summed up the discussions by emphasizing the role of board members to act in the best interest of the colleges including advocating for them at the state and local levels.</p>
<p>The meeting adjourned at 8:55 p.m.</p>	

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



HOWARD

COMMUNITY COLLEGE

You Can Get There From Here.

***Board of Trustees'
Consent Materials***

March 24, 2010

6:00 pm

The Rouse Company Foundation Student Services Hall
RCF-400

GROUND RULES

1. Board members practice respectful dialogue that serves the best interests of the college.
2. Each board member works to integrate servant-leadership into the board culture.
3. Each board member has the opportunity to speak uninterrupted.
4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.
5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.
6. Board chair speaks for the board to the media.
7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.
8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.

Howard Community College's *Dragon Principles*

We promise to help our students, employees, and community members "get there from here."

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other

And we pledge to...

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





**Board of Trustees
Advanced Consent Agenda**

March 24, 2010

**The Rouse Company Foundation Student Services Hall
RCF-400**

1. **Proposed New Hires**
2. **Audit Areas for Review**
3. **Audit Contract**
4. **Construction Management-at-Risk for Health Sciences Building**
5. **Computer Hardware Purchases Increase**
6. **Cache Engine Replacement**
7. **Print Shop Equipment Purchase**
8. **Energy Metering Contract**
9. **Children's Learning Center Annual Registration Fee**
10. **Ratify and Confirm Snow Emergency Contractor Expenses**
11. **Nursing Building Classroom Seating Purchase**
12. **Hickory Ridge Parking Deck Design Change Order 1**
13. **Wayfinding Signage Phase 1**
14. **Network Services**
15. **Increase of Spending Allowance with Emjay Engineering**
16. **Remote Computer Access**
17. **Consulting Services**

1 – Proposed New Hires

Background: The following item is a summary of the proposed new hires for Howard Community College. Each employee's salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

Purpose: To obtain board approval for new hires

Timeline: February 4, 2010 – March 3, 2010

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Item: List of new hires

Source of funds: The position and/or the funds are in the FY10 budget as approved by the board at its April 22, 2009, meeting.

Compliance: This request is in compliance with college procedure, Selection of Faculty and Staff – 63.02.03, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.

Howard Community College
PROPOSED NEW HIRES

For March 2010 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

February 2010

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation	Name	Effective Date
Accounting Clerk/Cashier	Finance	New Position Temporary with Benefits	7	\$32,016 - \$53,146	\$32,016	Ulsch, Sandra ⁴	2/01/10
Continuing Education Nursing & Allied Health Program Director	Continuing Education	Existing Position Replacement	15	\$61,945-\$102,828	\$82,386	Doerr, Gail	2/26/10 ⁵

March 2010

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation	Name	Effective Date
Associate Professor, Cardiovascular Technology; Director, Cardiovascular Technology	Health Sciences	Existing Position Replacement	Associate Professor	\$62,770-\$101,870	\$82,320	Fisher, William ⁶	3/01/10

¹Position Control position hires are those employees hired who are budgeted employees of the core workforce.

²Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee's salary may reflect part-time or ten-month employment.

³Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.

⁴Current HCC part-time employee with benefits.

⁵Change in Effective Date from 3/01/10 to 2/26/10

⁶Reinstatement-separated 1/29/10 and rehired 3/01/10

2 – Audit Areas for Review

Background: Each year, the audit and finance committee determines additional areas for review during the audit. Last year, a long-term schedule was developed by the audit and finance committee of areas to be reviewed along with the timing for future audits. The list was reviewed with the committee at its March 10, 2010, meeting. It is understood that the auditors will still conduct their normal internal control review of basic areas in addition to paying special attention to the additional areas.

Purpose: To obtain board approval for the audit areas for review for the FY10 audit to occur in FY11

Timeline: FY10 audit to occur in FY11

◆————— Recommendation —————◆

The administration requests that the full board approve the recommendation of the audit and finance committee to have the auditors review the following areas:

- Cash Controls;
- Online Purchasing; and
- Payroll.

Compliance: This request is in compliance with Board Policy: Asset Protection

Areas for the Auditors to Review

Cash controls *primarily* for areas outside of the cashier's office

Throughout the college various areas handle cash, which eventually is deposited into the cashier's office. This may include the theatre, bookstore, library, continuing education, and sporting events. It is assumed that when the auditors review college internal controls, a thorough review of the procedures in the cashier's office would normally be done. However, how cash is handled in areas outside of the cashier's office would also be important for the auditors to review periodically.

(reviewed in FY08 audit – proposing to review with this year's audit)

Auxiliary Controls

Auxiliary consists of the bookstore, Belmont Conference Center, food service and the Children's Learning Center (CLC). In addition to the cash handling controls noted above, a review of bookstore inventory controls, Belmont accounting controls, CLC registration procedures, and food service reporting should be considered.

(bookstore reviewed - FY09; Belmont controls reviewed - FY09; CLC and food service - no review to-date)

Inventory systems throughout the college

Each year, the college takes an annual inventory of capital equipment and furniture and every other year an inventory of all non-capital items (anything less than \$5,000, e.g., computers, televisions, chairs, etc.). Individuals throughout the college are designated as "inventory monitors" and it is their responsibility to update and check the inventory in their areas. These inventory listings are then submitted to the finance office for review and compilation of the assets of the college. Although test checks of these areas are done, a review of the inventory submitted and the procedures followed would help the college to ensure that it has accurately maintained college assets.

(reviewed in FY09 audit)

Online purchasing

The online purchasing system is now in place at the college. Although continuing training sessions are held with the cost center managers, there is always room for improvement. A review of this area for any weaknesses should be considered.

(reviewed in FY05 audit - proposing to review with this year's audit)

Laurel College Center (LCC) reporting

Howard Community College and Prince George's Community College (PGCC) currently run the LCC. Staff personnel at the center are primarily Prince George's Community College employees. Statements are generated for the operations at the center by both schools and a combined statement is issued periodically. Consideration should be given to review the reporting procedures for this entity (with the agreement and cooperation of PGCC).

(reviewed in FY06 audit)

Payroll

As part of the basic audit procedures, entering new employees into the system and on-going payroll recordkeeping are considered part of the basic internal controls to be reviewed. However, a more in-depth review of the area should be done periodically to ensure that there are no weaknesses.

(reviewed in FY06 audit - proposing to review with this year's audit)

Purchasing controls for the use of purchasing cards (procurement cards)

Howard County Government and the Howard County Public School System currently use procurement cards throughout their organizations. The college has developed policies and procedures for the use of procurement cards, and would like them reviewed to ensure that the proper controls are in place. An audit of the college's overall purchasing procedures was conducted by the county in 2001.

(reviewed in FY09 audit)

Information Technology

This area should be considered a part of the basic internal control review. However, as the college is truly dependent on this mode of operation, a more in-depth review of the area should be done periodically to ensure that access is limited to the authorized users and that there are no weaknesses that should be addressed.

(reviewed in FY07 audit)

Board Reports on Policy Compliance

The board has a set of policies with which the administration must comply. The administration issues periodic reports to the audit and finance committee in compliance with these policies. A review of these reports for compliance with the board policy should be done periodically to assure accurate reporting.

(reviewed in FY07 audit)

Review of enrollment data and reporting

Although this is part of the Colleague system, separate tests should be run in this area to ensure the accuracy of data being reported. Currently, both the registrar's office and continuing education enter enrollment data into the system. The internal controls for entering accurate data as well as assurances that in-county and out-of-county data are accurately reported should be reviewed.

The auditors are requested to test this area as part of their audit of the CC-4 every year.

The following item is a listing of the above areas by date:

Area	Last Review	Comments	Future Reviews	
Cash Controls	FY08	<ul style="list-style-type: none">▪ Suggest every other year▪ Ask auditors to test every year as part of audit procedures▪ Special audit would be done with this year's audit	2010	2012
Food Service - Auxiliary	N/A	<ul style="list-style-type: none">▪ Sodexo has the contract for food service. If the college wants an audit, it would have to pay for this in addition to its regular audit. May want a specialized firm to perform. Their operations are NOT part of the college's books, although HCC does pay to have Sodexo run the food service▪ Will be done in spring 2010 by an outside firm	2010	

Area	Last Review	Comments	Future Reviews	
Bookstore - <i>Auxiliary</i>	FY09	<ul style="list-style-type: none"> ▪ Suggest every 3-4 years ▪ Would be done with the FY12 audit 	2012	2015
Belmont - <i>Auxiliary</i>	FY09	<ul style="list-style-type: none"> ▪ Suggest every 3-4 years ▪ Would be done with the FY12 audit 	2013	2016
Inventory	FY09	<ul style="list-style-type: none"> ▪ Suggest every 3-4 years ▪ Would be done with the FY12 audit 	2012	2015
Online Purchasing	FY05	<ul style="list-style-type: none"> ▪ Suggest every 2-3 years ▪ Ask auditors to test every year as part of audit procedures ▪ Special audit would be done with this year's audit 	2010	2013
Laurel College Center	FY06	<ul style="list-style-type: none"> ▪ Suggest every 3-4 years ▪ Would be done with the FY11 audit 	2011	2014
Payroll	FY06	<ul style="list-style-type: none"> ▪ Suggest every other year ▪ Ask auditors to test every year as part of audit procedures ▪ Special audit would be done with this year's audit 	2010	2012
Procurement Cards	FY09	<ul style="list-style-type: none"> ▪ Suggest every 2-3 years ▪ Ask auditors to test every year as part of audit procedures ▪ Special audit would be done with the FY11 audit 	2011	2013
Information Technology	FY07	<ul style="list-style-type: none"> ▪ Suggest every 3-4 years ▪ Would be done with the FY11 audit 	2011	2015
Board Reports on Policy Compliance	FY07	<ul style="list-style-type: none"> ▪ Suggest every 3-4 years ▪ Would be done with the FY11 audit 	2011	2015
Review of Enrollment Data and Reporting	Annually as part of the audit			

3 – Audit Contract

Background: The college conducted a request for proposal (RFP) process for audit services for the period of FY08 through FY12. The contract for audit services was awarded to SB & Company for the five-year period with the condition that each year the board of trustees would consider renewal of the contract. With the FY09 audit, SB & Company completed the second year of the audit contract. The college administration is satisfied with the performance of the auditors and is recommending renewal of the contract for FY10 audit.

The original request for proposal listed a price of \$35,043 for the college's FY10 audit and related reports and \$3,569 for the foundation's FY10 audit and related reports. The foundation board will vote on the \$3,569 for that audit service.

Purpose: To obtain board approval to renew the auditor contract

Timeline: Audit for the period ending June 30, 2010

Specifications:

- GASB audit of the college's financial statements and management letter
- Audit of the Maryland Higher Education Financial Statement Report (CC-4)
- OMB Circular A-133 Audit of Federal Awards (Single Audit)
- College of the Air Audit
- IPT Program Audit – Indirect cost rate
- Foundation audit and management letter
- Foundation tax return
- Foundation Private Donor Incentive Program (PDIP) letter

Bids: A request for proposals for a five-year contract was done in FY08.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$35,043 for the college audit

Vendor: SB & Company

Source of funds: FY11 operating budget

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

4 – Construction Management-at-Risk for Health Sciences Building

Background: Proposals were solicited for construction management (CM)-at-risk services for the construction of the college's health sciences building. Services include preconstruction and construction with the development of the guaranteed maximum price (GMP) following the completion of construction documents.

The request for proposal (RFP) documents were issued on January 7, 2010. The technical proposal submission was required on January 28, 2010, followed by interviews on February 17-18, 2010, and the price proposal submission on February 26, 2010. For this project, the college also requested a best and final offer, which was due March 3, 2010. In addition to the public notice of this solicitation, the bid was posted on eMaryland Marketplace as well as the college's new procurement webpage. Fifteen firms responded to the solicitation and submitted technical proposals.

Similar to the process the college adopted several years ago, the evaluation of proposals is based on a cumulative score over three phases. Each phase requires a minimum score based on a percentage of total available points in order to proceed to the next phase. The points for each phase are totaled and weighted yielding a maximum value. The firm with the highest score produces the best evaluated proposal.

The three phases and weightings are listed below. The first two phases make up 75 percent of the total score with the price proposal at 25 percent.

Phase 1 – technical proposal consists of 692 maximum available points at 55 percent

Phase 2 – oral presentation consists of 252 maximum available points at 20 percent

Phase 3 – price proposal consists of 315 maximum available points at 25 percent

The technical phase was evaluated using a point system for each of the following categories:

- 1) Key personnel;
- 2) Firm experience and references;
- 3) Project specific background;
- 4) Profile of the proposer;
- 5) Economic benefit; and
- 6) Minority Business Enterprise participation.

Following the technical proposal submission, the firms ranking from highest to lowest were as follows:

1. Lewis Contractors
2. Morgan-Keller, Inc.
3. Barton Malow Company

4. Whiting-Turner Contracting Company
5. Riparius Construction, Inc.
6. Gilbane Building Company

These top six firms were asked to participate in the next phase, which were the oral presentations or interviews. The oral presentations were evaluated on the following criteria:

- 1) Responses to questions asked of each firm with respect to the project;
- 2) Strength of the proposed team and working relationship;
- 3) Construction management-at-risk experience;
- 4) Cost estimating, budget, and guaranteed maximum price development;
- 5) Howard County project and permitting experience;
- 6) State-funded project work and experience with state regulatory agencies;
- 7) Higher education and community college experience;
- 8) Project experience with health sciences facilities of similar scope, size and cost; and
- 9) Project challenges and the firm's ability to effectively resolve issues.

Following the oral presentations, Barton Malow, Gilbane, and Lewis Contractors were the only three firms that met the minimum score and were asked to submit price proposals. The price proposals were evaluated based on five categories: preconstruction services; construction services; general conditions-personnel, not-to-exceed reimbursable expenses; general conditions-non-personnel, not-to-exceed expenses; and construction contingency.

Following the price proposal submission, the college upheld its fiscal responsibility and requested a best and final offer. Points were awarded using pre-determined percentages of the construction budget and were based on the total price proposal. The maximum points possible for all three phases totaled 1,259.0 and the cumulative scores were as follows:

Firm Name	Points Received	Total Score
Barton Malow	973.9	77.4%
Gilbane	914.1	72.6%
Lewis Contractors	1,050.8	83.5%

Lewis Contractors was the highest ranked and lowest bid by \$382,832.

Purpose: To obtain board approval to award the contract for construction management-at-risk services for the health sciences building

Timeline: Pre-construction services to begin March 25, 2010, and continue through the design phase. Construction services will commence on or about January 2011, immediately following acceptance of the guaranteed maximum price (GMP) with a twenty-two month construction schedule.

Specifications: To provide CM-at-risk services for the health sciences building. Preconstruction management services include project design review, constructability review, value engineering, cost modeling, project schedule review, GMP preparation, and overall project management.

Bids: The best and final price proposals were received on March 3, 2010. The amounts below represent the total price for all categories. The current recommendation to the board is for pre-construction services. The remaining categories will be included as part of the GMP to be presented to the board for approval following completion of design, approval of the construction documents, and acceptance of the GMP.

Best and Final Offer	Barton Malow	Gilbane	Lewis
<i>Preconstruction Services Fee</i>	\$60,000	\$94,610	\$48,200
Construction Management Fee	425,000	445,000	317,500
General Conditions Personnel	821,300	910,255	766,140
General Conditions Non-Personnel	2,187,572	2,235,829	1,979,200
College/CM-GMP Contingencies	1,850,000	1,850,000	1,850,000
Total Price Proposal	\$5,343,872	\$5,535,694	\$4,961,040

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$48,200

Vendor: Lewis Contractors

Source of funds: FY10 capital budget, health sciences building

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

5 – Computer Hardware Purchases Increase

Background: The college needs to replace the Apple computers that are used in the video lab of the Peter and Elizabeth Horowitz Visual and Performing Arts Center. Additionally, the college will be establishing a new photography lab that will be using Apple MacBook Pros, which will enable greater flexibility for students and use of the lab.

At its May 27, 2009, meeting, the board of trustees approved the expenditure of \$50,400 for Apple computers through the Maryland Educational Enterprise Consortium (MEEC) agreement for FY10. The new purchases will require increasing the \$50,400 consent by \$80,000 for a total expenditure of \$130,400 from Apple Computers.

Purpose: To obtain board approval to increase the expenditure for Apple Computers, Inc. that is included in the computer hardware purchases consent item of May 27, 2009

Timeline: FY10

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$ 50,400 - previously approved by the board in May 2009
\$ 80,000 - increase requested
\$130,400 - total

Vendor: Apple Computers, Inc.

Source of funds: FY10 operating budget

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

6 – Cache Engine Replacement

Background: The college's local area network (LAN) is designed with an internet filtering device that is dependent on another device called a cache engine. The cache engine also allows web content to display quicker. The cache engine is used to provide more efficient use of the college's internet access for classroom and office use. The current device operates 24/7 and is in need of replacement. Additionally, the replacement engine is required to meet the increased growth in enrollment and use of internet for instruction and services on campus. The college needs to replace the existing cache engine with a more capable one. The current cache engine (Cisco 7305) is at the end of its serviceable life.

Digital Intelligence Systems Corporation (Disys) holds a University of Maryland (UMD) contract, which the college can use to purchase this equipment for \$34,556.

Purpose: To obtain board approval to purchase and install a new cache engine

Timeline: FY10

Specifications: Cisco WAE-7341 cache engine configured as per specs.

Bids: UMD master contract number 83601-DJ

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$34,556

Vendor: Digital Intelligence Systems Corporation

Source of funds: FY10 year-end funds

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

7 – Print Shop Equipment Purchase

Background: On May 27, 2009, the board approved the award of a five-year lease contract with Canon Business Solutions for high-speed digital copiers at an annual expense of \$96,300 starting in FY10. After six months of operating the new equipment, the print shop has determined that adding two additional pieces of printing equipment will speed production and increase operational efficiencies by reducing manual processes. Canon is offering a multi-drawer document insertion unit and saddle finisher at a reduced price through an acquisition addendum to the original contract. The price of \$24,200 is based on a direct purchase rather than lease. Maintenance costs are covered under the original contract.

Purpose: To obtain board approval to purchase Canon printing equipment

Location: Main campus print shop

Timeline: April 2010 installation

Bids: None, this acquisition is an addendum to the original contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$ 96,300 - original annual expense
\$ 24,200 - additional printing equipment
\$120,500 - total

Vendor: Canon Business Solutions, Inc.

Source of funds: FY10 year-end funds

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

8 – Energy Metering Contract

Background: In an effort to achieve greater energy efficiency, the administration hopes to install an energy monitoring system for the Smith Theatre, Hickory Ridge, athletic and fitness center, Clark Library Hall, N-200, the science and technology building, Children’s Learning Center, and the irrigation system. Siemens Industry, Inc. has been awarded the sole source contract for building technology for FY10 since HCC’s energy systems are from their factory. Siemens Industry, Inc. submitted a proposal for \$50,000.

Purpose: To obtain board approval for the energy metering contract with Siemens Industry, Inc.

Location: Main campus

Timeline: March 24, 2010, to completion by May 31, 2010

Specifications:

- A. Smith Theatre, Hickory Ridge, nursing building, science and technology building, Children’s Learning Center:
 - a. Furnish, install, and connect to Siemens system – electric meter /DEM
- B. Athletic and fitness center
 - a. Furnish, install, and connect to Siemens system – domestic water meter 4”
 - b. Furnish, install, and connect to Siemens system – 3 hot water BTU meters – 5”/4”/2.5”
 - c. Furnish, install, and connect to Siemens system – gas meter - 3”
 - d. Furnish, install, and connect to Siemens system – electric meter / DEM
- C. Clark Library
 - a. Furnish, install, and connect to Siemens system – gas meter – 5”
- D. Irrigation system
 - a. Furnish, install, and connect to Siemens system – domestic water meter 4”
- E. Verify functionality, startup, and checkout
- F. Create graphics and reports
- G. Demonstration, documentation, and one year warranty

Bids: Sole Source

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$50,000

Vendor: Siemens Industry, Inc.

Source of funds: FY10 operating budget

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

9 – Children’s Learning Center Annual Registration Fee

Background: Enrollment at the Children’s Learning Center (CLC) has been more variable this past year than in previous years. This change can be attributed to the economy and the difficulties students have had finding employment and thus paying for childcare.

Unexpectedly this fall, several families dropped their enrollment in the Children’s Learning Center the week immediately preceding the first week of classes. The families who dropped had been enrolled in the program the previous year and had committed early, during the spring recruitment period, to another year of enrollment starting the fall 2009 semester. Up to this point, the CLC was fully enrolled, which resulted in the need to turn away several students who were seeking to enroll their children late. The CLC now has spaces that have not been filled.

The college proposes to implement a \$75 annual registration fee as a financial commitment to reduce the likelihood of families making changes to their enrollment status once committed. This enrollment fee will be non-refundable and will be charged to students, for each child they have that are age two and older, as well as HCC staff and faculty with children ages two and older whose registration fees have previously been waived.

The primary reason families drop from the infant program is financial difficulties. Therefore, the registration fee will not be charged to that cohort of HCC students. The fees collected in the registration process will be used to offset the cost of the infant program for HCC students, thus making the infant program more affordable.

Several community child care programs in Columbia were surveyed to determine the feasibility of this new fee structure. Each child care center has its own financial process to ensure registration, as listed below:

Child Care Center	First-Time Registration	Annual Registration Fee or Alternative
HCC	One week tuition (\$245) due at time of registration and applied to the last week of enrollment	None currently
Columbia Academy	One week tuition (\$252) due at time of registration and applied to first week of enrollment	\$50 non-refundable registration fee each year
Goddard	One month tuition (\$1,135) due at time of registration and applied to last month of enrollment	\$300 non-refundable registration fee (includes materials fee) each year
Young School	One month tuition (\$1,065) applied to child’s first month of enrollment	\$50 non-refundable application fee each year

Kinder Care	\$150 non-refundable registration fee	\$75 non-refundable renewal registration fee each year
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Purpose: To obtain board approval to implement an annual, non-refundable registration fee at the Children’s Learning Center for children ages two and older. The registration fee is intended to ensure that families are committed to attend the CLC for the upcoming program year.

Anticipated annual revenues of \$6,000 will be used to reduce the tuition costs to HCC students with children enrolled in the infant program.

Location: Children’s Learning Center

Timeline: Fee to be implemented July 1, 2010

Specifications: A \$75.00 non-refundable, annual registration fee will be assessed to process each child age two and older at the Children’s Learning Center.

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the following annual registration fee as recommended by the audit and finance committee at its March 10, 2010, meeting:

Amount: \$75 non-refundable annual registration fee for each child age two and older at the Children’s Learning Center

Source of funds: Parent payment

Compliance: This request is in compliance with college academic and administrative policy, Management of College Funds – 62.07; and procedure, Tuition, Fees, and Waivers – 50.06.01.

10 – Ratify and Confirm Snow Emergency Contractor Expenses

Background: During the February 2010 blizzards, the administration authorized several contractors to assist the plant operations department with snow removal in order to minimize the number of days the college would have to be closed. This was in alignment with the college’s procedures on emergency procurement. Fogle’s Septic Clean, Inc. and Farm & Home Excavating brought in and operated the following equipment for the cost indicated below.

Fogle’s Septic Clean, Inc.			
Equipment	Cost/hr \$	Date	Total \$
Back Hoe Move-in Charge	250		
Back Hoe #1 & #2	120		
Tri-Axle Dump Truck	100		
Single Axle Dump Truck	85		
Skid Loader	120		
		02/07/10	1,470.00
		02/08/10	2,812.50
		02/09-10/10	13,305.00
		02/11/10	2,430.00
		02/12/10	4,680.00
		02/13/10	4,360.00
Total for Fogle’s			29,057.50

Farm & Home Excavating, Inc.			
Equipment	Cost/hr \$	Date	Total \$
Back Hoe	125		
Track Skid Loader	120		
Tri-Axle Dump Truck	100		
Single Axle Dump Truck	85		
		02/07/10	400.00
		02/08/10	6,890.00
		02/09/10	7,310.00
		02/10/10	3,440.00
		02/11/10	4,730.00
		02/12/10	3,450.00
		02/13/10	3,440.00
		02/14/10	1,350.00
Total for Farm & Home			31,010.00

In addition to the above equipment, staff overtime was also incurred. Overtime costs totaled \$113,538. Some small contractors were also used to remove snow from drains and roofs totaling \$21,832. Food charges from Sodexo were \$4,778 and salt and supply costs were \$6,300. These expenses came to a grand total of \$206,515.50 for snow removal in February.

The county has requested that HCC submit these expenses and it plans to apply for FEMA reimbursement, which will cover some of these costs.

- Purpose:** To obtain board ratification and confirmation for the emergency contracted work authorized by the administration considered critical for snow removal and re-opening of the college.
- Location:** Main campus
- Timeline:** February 7-14, 2010
- Specifications:** Providing and operating equipment used for snow removal
- Bids:** This emergency did not allow time for bids.

◆———— Recommendation —————◆

The administration requests that the board of trustees ratify and confirm:

- Amount:** \$29,057.50 for Fogle’s Septic Clean, Inc.
\$31,010.00 for Farm & Home Excavating, Inc.
- Vendor:** Fogle’s Septic Clean, Inc. and Farm & Home Excavating, Inc.
- Source of funds:** FY10 operating budget
- Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.

11 – Nursing Building Classroom Seating Purchase

Background: The seating in the nursing building room N220 was installed in the 1970s. It is in poor condition, has been repaired numerous times, and is now beyond repair. The administration solicited a proposal from School Specialty, Inc. a company authorized under the Baltimore Metro contract, a government pre-bid contract through the Maryland Department of General Services that provides public institutions discounts on procurement.

Purpose: To obtain board approval to purchase new seating for the nursing building room N220 to be purchased via piggyback on the Metro contract with School Specialty, Inc.

Location: Main campus, nursing building room N220

Timeline: March 24, 2010, to completion by May 31, 2010

Specifications: Provide and install university seating in N220

Bids: Piggyback on Metro contract

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$66,835.32

Vendor: School Specialty, Inc.

Source of funds: FY10 Operating Budget

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

12 – Hickory Ridge Parking Deck Design Change Order 1

Background: Ayers Saint Gross is the architect for the design services of the Hickory Ridge parking deck. The design was approved in May 2008 for a 500+ space parking deck with future expansion capability to 750 spaces. Due to the increase in enrollment and the desperate lack of available parking, the administration determined that the parking deck should be fully designed for 750 spaces. The increase of \$132,250 for a total design cost of \$744,885 was approved by the board of trustees on October 22, 2008.

Additional compensation is being requested to cover additional work on behalf of KCI technologies, the civil engineer working for Ayers Saint Gross for the project. The original proposal included on Site Development Plan (SDP). KCI would then aid the college with the Howard County SDP approval process and obtaining the required grading permit. The approved SDP would then also serve as the site/civil construction documents (CD) for the project. After the initial review of the conceptual layout with the Howard County Department of Planning and Zoning, the county suggested to go to a redline revision process to save the college both time and construction cost. This scenario creates more effort on the design team based on the following summarization:

- The proposed project site is actually two individual pieces of property owned by two different owners, namely the college and Howard County, requiring that two existing SDP's must be redlined. The Hickory Ridge property will be conveyed to the college from the county when the bond dept has been satisfied, which is expected to occur by December 31, 2014.
- Neither SDP shows the entire project, but only shows that which is included on that particular piece of property, meaning a third set of plans, the CD's, will need to be created combining both documents.
- Once the redlines are approved, KCI will have to hand draft all of the proposed changes on to the approved document.

To summarize, KCI will be preparing three individual sets of plans instead of one. Two sets of plans will be revised per Howard County comments. KCI will then have to hand draft all of the proposed changes onto the existing Mylar to create the CD. All of this will take considerable more effort on KCI's part than originally proposed. The additional amount requested is \$13,291.20.

Purpose: To obtain board approval for Hickory Ridge parking deck change order 1 of \$13,291.20 for Ayers Saint Gross

Location: Lot G, Hickory Ridge parking deck

Timeline: March 24, 2010, to completion

Specifications:

1. Prepare two individual sets of redlined plans instead of one, submit to Howard County for review, and revise accordingly.
2. Hand-draft all of the proposed changes onto the existing Mylar to create the CD.

◆————— **Recommendation** —————◆

The administration requests that the board of trustees approve:

Amount: \$612,635.00 - original design cost for 500+ spaces, approved May 2008
\$132,250.00 - increase to cost for 750 spaces, approved October 2008
\$ 13,291.20 - change order 1
\$758,176.20 - total

Vendor: Ayers Saint Gross

Source of funds: FY10 capital budget, campus parking

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

13 – Wayfinding Signage Phase 1

Background: In a bid approved in December 2008, Howard Community College engaged Ayers Saint Gross to develop a master plan for a comprehensive exterior wayfinding signage system. The signage should serve to quickly and effectively direct students, staff, and visitors to their intended locations on campus, conveying a sense of welcome and reinforcing the college’s brand promise, “You Can Get There from Here.”

The signage master plan has been completed and the college is proceeding to implement it. The first phase includes four types of signs: pedestrian directional, campus map kiosk, wall mounted map (for the parking garage) and building identification. For the campus map kiosk, the bid explored two options for illuminating the map, hard-wire electrical hookup and solar power.

The bids sought a base price for manufacturing and installing a minimum number of signs in each category. Ayers Saint Gross had done a preliminary estimate and, as a result, the bid included signage for only the quad and athletic fields. However, per unit costs were also requested to allow for flexibility if the budget permitted. The bids came in significantly under expectation with Adelpia Graphics Systems (AGS) giving the lowest cost. Therefore, the college would like to fully implement the wayfinding signage master plan for the entire campus.

The charts below show both the package bids from each vendor and then the per unit costs for production and installation from AGS. The costs for solar-powered options are also indicated; however, further research needs to be done based on site location to determine if this option will be implemented.

Purpose: To obtain board approval to engage a vendor to manufacture and install pedestrian directional, campus map kiosk, wall-mounted map and building identification signage

Location: Main campus

Timeline: Manufacturing in FY10, installation in FY11.

Specifications: Pedestrian directional, campus map kiosk, wall-mounted map, and building identification signage.

Bids:

Vendor	Price
Adelpia Graphic Systems (AGS)	\$85,700.00
ASI Signage Innovations	\$230,150.00
Big Apple Visual	\$93,941.28

DCL	\$98,855.00
Gable Signs	\$94,406.00
GeoGraph	\$107,892.00
Nordquist	\$119,457.00
Triangle	\$114,805.00

AGS Breakout:

PRODUCTION COSTS	Unit Cost	Minimum Quantity	Cost	Full Implementation of Wayfinding Master Plan	Cost
Pedestrian Directional Signage	\$ 1,783.75	4	\$ 7,135.00	8	\$ 14,270.00
Campus Map Kiosk	\$ 5,140.00	5	\$ 25,700.00	8	\$ 41,120.00
Wall Mounted Map	\$ 1,680.00	1	\$ 1,680.00	1	\$ 1,680.00
Building Identification	\$ 1,918.33	9	\$ 17,264.97	17	\$ 32,611.61
Subtotal for Production Cost			\$ 51,779.97		\$ 89,681.61
INSTALLATION COSTS	Unit Cost	Minimum Quantity	Cost	Full Implementation of Wayfinding Master Plan	Cost
Pedestrian Directional Signage	\$ 1,451.25	4	\$ 5,805.00	8	\$ 11,610.00
Campus Map Kiosk	\$ 2,954.00	5	\$ 14,770.00	8	\$ 23,632.00
Wall Mounted Map	\$ 285.00	1	\$ 285.00	1	\$ 285.00
Building Identification	\$ 1,451.11	9	\$ 13,059.99	17	\$ 24,668.87
Subtotal for Install Cost			\$ 33,919.99		\$ 60,195.87
Subtotal for Product & Installation			\$ 85,699.96		\$ 149,877.48
Solar option approximations (under investigation)			\$ 6,000.00		\$ 10,000.00
TOTAL			\$ 91,699.96		\$ 159,877.48

◆————— Recommendation —————◆

Based on an analysis to determine the most responsible, responsive bidder with the lowest price who can meet the terms, conditions, and specifications of this solicitation, the administration requests that the board of trustees approve:

Amount: \$159,877.48

Vendor: Adelphia Graphic Systems Inc.

Source of funds: FY10 and FY11 operating funds, signage budget

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

14 – Network Services

Background: Network Concepts, Inc. (NCI) is the college's current network support vendor selected through the RFP process in 2006. Through this contract with the college, NCI provides technical services to the college's network infrastructure, which includes routers, switches, and security devices.

The college would like to engage NCI to perform additional network services outside of the current extended contract at a cost of \$8,740. The additional services include the installation of equipment for the college's new phone system, completing an upgrade of network monitoring technology, and assisting the network staff with increasing the Burrill Galleria for student use.

In April 2009, the board of trustees approved a network maintenance contract of \$82,524.48 for NCI. The college is requesting the approval of purchasing additional services from NCI at the cost of \$8,740, which will increase the annual expenditure for NCI services to \$91,264.48.

Purpose: To obtain board approval for additional network services purchases

Timeline: March 1, 2010 - June 30, 2010

◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$82,524.48 - previously approved by the board in April 2009
\$ 8,740.00 - increase requested
\$91,264.48 - total

Vendor: Network Concepts, Inc.

Source of funds: Information technology/user and network services FY10 operating budget

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

15 – Increase of Spending Allowance with Emjay Engineering

Background: In order to expedite small renovation projects, the board of trustees authorized the administration to execute contracts with Emjay Engineering and Construction Co. Inc. for plumbing and HVAC services for FY10. The spending allowance was set at a not to exceed amount of \$100,000. This spending allowance has been almost completely exhausted as the following table shows.

Purchase Order	Amount	Project Description
34889	9,389	Provide material, labor, and services to remove the existing gas line in the athletic facility pool mechanical room.
7064	20,000	Plumbing and HVAC services miscellaneous repairs
7188	9,968	RCF security office renovation HVAC
7291	26,380	RCF financial aid office renovation HVAC
7330	1,790	Athletic and fitness center pool perimeter heat
7334	27,626	Hickory Ridge - IT room HVAC
Total to date:	95,153	

At this time, the administration would like to proceed with the repair to the HVAC equipment in the Hickory Ridge building and to complete the conversion of a sculpture classroom in the Horowitz Visual and Performing Arts Center. The proposal for this work is \$60,000, exceeding the \$100,000 spending allowance for FY10.

Purpose: To obtain board approval to increase the spending allowance with Emjay Engineering and Construction Co. Inc. to \$160,000 for FY10

Location: Main campus

Timeline: March 24, 2010, to completion by May 31, 2010

Specifications: Provide materials, labor, and services to make repairs on the existing air-handling units, condensing units, refrigerant systems, and controls associated with the HVAC equipment at the Hickory Ridge building and other necessary repairs. In addition, to provide materials, labor, and services to complete the classification switches at the Horowitz Visual and Performing Arts Center.

Bids: Emjay Engineering and Construction Co. Inc. has the bid for FY10

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Amount: \$100,000 - original spending allowance
 \$ 60,000 - requested increase to spending allowance
 \$160,000 - total

Vendor: Emjay Engineering and Construction, Inc.

Source of funds: FY10 systemic budget

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

16 – Remote Computer Access

Background: The college currently has an agreement with Citrix Online LLC, Inc. to supply remote access using their proprietary GoToMyPC application. Remote access was formally established in FY10 as one of the outcomes of the College Continuity of Operations Plan (COOP) and swine flu planning.

The college had purchased sufficient accounts to cover key staff that require remote access in cases of an emergency and for work at home capabilities at a cost of \$24,880 annually. The college has licensed 200 accounts that have been assigned to college staff. The college would also like to expand the contract for additional services to include GoToMeeting, to provide the capability for remote meetings, and GoToAssist, for remote technical services by the college's IT staff.

All three services will cost \$29,664 annually. GoToMyPC services that are provided by Citrix Online LLC, Inc. are provided as a sole source.

Purpose: To obtain approval to renew the Citrix agreement for remote access and add additional "GoTo" services

Timeline: FY11

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: \$29,664 – Citrix remote access licenses known as GoToMyPC, GoToMeeting, and GoToAssist

Vendor: Citrix Online LLC, Inc.

Source of funds: FY10 year-end funds

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

17 – Consulting Services

Background: The college has intermittently used the services of a consultant, Claire Segal, to assist in its fundraising activities, including research of local and national foundations and corporate prospects, developing strategies and prioritizing solicitations, and review of correspondence and proposals.

For the past six months (since October 2009), the college has worked with Ms. Segal on a variety of projects and has found her input to be most valuable. HCC would like to extend her contract for an additional three months and is requesting board approval for the full amount of the contract for FY10 (\$3,000 per month plus expenses for 9 months for a not to exceed amount of \$30,000).

Ms. Segal has been designated as a sole source vendor due to her intimate knowledge of the college and its needs, her previous work on the college's successful capital campaign, as well as her knowledge of the local community and ability to identify prospects.

Purpose: To obtain board approval for the consulting services of Claire Segal

Timeline: FY10

Bids: Sole source – Unique knowledge

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

Amount: up to \$30,000 (\$27,000 plus reimbursable expenses)

Vendor: Claire Zamoiski Segal, LLC

Source of funds: FY10 operating budget - fundraising

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

H-1 Issue Bin

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

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
MACC Board of Directors	T. James Truby
Facilities Master Plan	Roberta E. Dillow
Belmont Conference Center	T. James Truby; Roberta E. Dillow

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

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

◆———— Recommendation —————◆

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

H-2 Fiscal Year 2010 Board Calendar

Date	Event	Tentative Agenda Items
April 2010		
April 3-9, 2010	HCC Spring Break	<ul style="list-style-type: none"> College Closed Saturday - Friday
April 14, 2010 Wednesday 7:30-7:30 pm	Former HCC Boards Social <i>Belmont Manor House</i>	<ul style="list-style-type: none"> Trustees Invited Current and Former HCCEF Board Members, Former Board of Trustees Members, and Current and Former Capital Campaign Council Members Invited
April 17, 2010 Saturday 10:00 am-4:00 pm	Howard County GreenFest Burrill Galleria	<ul style="list-style-type: none"> Open to the Public
April 21, 2010 Wednesday 1:30-3:00 pm	Silas Craft Collegians Graduate and Transfer Recognition Ceremony RCF-400	<ul style="list-style-type: none"> Trustees Invited
April 23, 2010 Friday Time – 3:30 pm	Turf Field Opening Athletic Field	<ul style="list-style-type: none"> Trustees Invited
April 28, 2010 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> Informational Tour: Police Academy FY11 Operating Budget Approval (if necessary) FY11 Faculty Promotions Candidates for Commencement Report on Board End: Leadership
April 30, 2010 Friday 6:30-10:30 pm	Vino Scholastico RCF-400/401	<ul style="list-style-type: none"> Trustees Invited HCC's Fourth Annual Wine Tasting of Distinctive International Fine Wines to Benefit Howard Community College Student Scholarships Pre-event Tasting 6:30-7:30 Main Event 7:30-10:30
May 2010		
May 1, 2010 Saturday 9:00 am NEW!	Howard County Council Public Hearing Board of Education	<ul style="list-style-type: none"> Capital and Operating Budgets for the Board of Education, Libraries, and Community College Board Chair Testifies

Date	Event	Tentative Agenda Items
May 5, 2010 Wednesday 6:00 pm	Phi Theta Kappa Statewide Recognition Dinner Turf Valley	<ul style="list-style-type: none"> • Board Chair Invited • Ceremony to recognize the All-Maryland Academic Team • Hosted by Howard Community College
May 6, 2010 Thursday 5:45-8:30 pm	Columbia Foundation Spring Party Spear Center	<ul style="list-style-type: none"> • Trustees Invited • RSVP Required
May 7, 2010 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 12, 2010 Wednesday 8:30 am	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> • Quarterly Sole Source Report • Meeting with Auditors (FY10 Report) • Year-end Purchases
May 19, 2010 Wednesday 6:30-9:00 pm	Third Annual Student Athlete's Banquet Sheraton Columbia	<ul style="list-style-type: none"> • Trustees Invited
May 21, 2010 Friday 11:30 am	Pre-Convocation Lunch Café on the Quad	<ul style="list-style-type: none"> • Trustees Invited • Lunch Preceded by Innovation Fair • Trustees' Award for Outstanding Service to Howard Community College Presentation
May 21, 2010 Friday 1:00 pm	Spring Convocation Smith Theatre	<ul style="list-style-type: none"> • Trustees Invited • Welcome from Board Chair • Recognition Event for Retired Employees, Degree Recipients, New Employees, and Career Service Awards
May 25, 2010 Tuesday 6:00-8:00 pm NEW!	Recognition and Pinning Ceremony for the Radiologic Technology Program Place: <i>TBD</i>	<ul style="list-style-type: none"> • Trustees Invited • Inaugural Event
May 26, 2010 Wednesday 6:00 pm	Work Session / Regular Meeting / Closed Session RCF-400	<ul style="list-style-type: none"> • Informational Tour: English and World Languages • Vision, Mission, Values, and Strategic Goals • Election of FY11 Board Officers • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting

Date	Event	Tentative Agenda Items
May 27, 2010 Thursday 10:00 am	Nursing Recognition Ceremony HCC Campus/Parking Lot A	<ul style="list-style-type: none"> Trustees Invited
May 27, 2010 Thursday 12:30 pm	Reception for Platform Party Kittleman Room	<ul style="list-style-type: none"> Trustees Invited
May 27, 2010 Thursday 2:00 pm	Commencement HCC Campus/Parking Lot A	<ul style="list-style-type: none"> Trustees Invited Board Members Confer Degrees
June 2010		
June 7, 2010 Monday 8:00 am-2:00 pm	Board Retreat Belmont	<ul style="list-style-type: none"> Agenda – TBD

Looking to the Future:

NEW! Monday, August 23, 2010 – Fall Convocation, 8:30 am

Saturday, September 25, 2010 – Grand Prix

Wednesday, November 10, 2010 – Student/Donor Lunch, 12:30-1:30 pm

Saturday, December 4, 2010 – President’s Gala to celebrate the college’s 40th anniversary

NEW! Monday, January 24, 2011 – Winter Convocation, 8:30 am

NEW! Monday, May 23, 2011 – Spring Convocation, 12:30 pm


NEW! Thursday, May 26, 2011 – Nursing Recognition Ceremony / Commencement

Notes:

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 changed from original posting.

NEW! denotes item not on last calendar.

H-4 Sustainability Update

Background: The administration wanted to update the board on sustainability initiative. The college completed its Greenhouse Gas Emissions Inventory in September 2008, followed by its Climate Action Plan in September 2009.

In the past year, the college has undertaken the following:

Energy Efforts:

The following energy efforts have been completed this year or will be undertaken before the end of the fiscal year:

1. Individual metering of buildings to monitor and track usage;
2. BGE rebate program on variable speed drives for chiller equipment;
3. Energy curtailment agreement to reduce electric use during peak times;
4. Energy saving pool blankets for energy and chemical conservations; and
5. Exploration of Energy Service Contracts (ESCO's) for comprehensive energy solutions, including infrastructure upgrades and energy performance contracting .

SCORE Process:

While many of the energy initiatives fell on the plant operations areas, the administration wanted to make sure that all offices were actively involved in the college's efforts. In order to successfully achieve this objective, the college has embarked on an assessment program called SCORE (**S**ustainability **C**ompetency and **O**pportunity **R**ating and **E**valuation). SCORE is a strategic process that helps achieve short- and long-term sustainability goals by managing financial, social, and environmental issues. It clarifies where an organization is on the road to sustainability and identifies opportunities for advancement. It evaluates nearly 100 practice areas and is organized by organizational functions. This framework makes it easy to assign responsibility to various areas and help departments understand what initiatives they can strive to achieve.

For each practice, SCORE provides levels of benchmarks so that institutions can see where they are now and where they need to go in the short-term and long-term. Special assessments are available for government entities as well as other sectors (i.e., manufacturing, services, etc.), which allow the institution to benchmark its performance against all organizations in the database and identify those who are sustainability leaders. Howard County Government and the Columbia Association have also adopted the program and the process is being facilitated by Growth Adventures.

In addition to HCC's energy and SCORE efforts, the Facilities and Sustainability Team (FAST):

- Continued to update and maintain the greenhouse gas emissions inventory that identifies that college's carbon footprint;
- Identified target areas to be addressed to achieve climate neutrality;
- Continued with the awareness subcommittee campaign and target key projects to include: Recyclemania Competition, Dumpster Dive, classroom student-designed posters, Earth Day/Week activities, and Howard County Greenfest;
- Continued with the efforts of the sustainability across the curriculum subcommittee to include: Faculty Development Week, Faculty Resource Fair, National Teach-In, faculty learning communities (FLC) or professional learning communities (PLC), Teaching and Learning Institute (TLI), and outreach through medias such as Facebook and CE6;
- Introduced new courses through continuing education: winterization, lead abatement, and environmental science;
- Followed LEED principles in the new health sciences building, which is currently under design, is also following LEED principles and will be a LEED silver building;
- Continued with building energy standards of installation of climate control systems, energy savings occupancy sensors, and regulated heating and cooling temperatures;
- Is currently updating purchasing procedures to encourage green purchases; and
- Is looking into an energy savings and education program that is currently being used in schools across the country.

Although there are no LEED standards for garages, the college is investigating the use of local materials and energy saving lighting for the second garage.

The college has had significant accomplishments this year; however, it knows that it cannot become complacent and realizes that it has just touched the surface of the necessary efforts for sustainability. Transportation continues to be HCC's biggest challenge both in terms of producing carbon and finding places to park. For most of its students, employees, and visitors, single occupant cars are the only convenient form of transportation. The college plans to promote alternatives such as car pools and is looking into possible Zip-car share programs and a downtown bus route to be considered with the hospital and General Growth Properties. HCC looks forward to working with the county and other organizations on these and other mass transit opportunities.

Other areas of future collaboration may include food waste composting, continued native species restoration, and educational course offerings and programs. The college is currently exploring options and partnerships including course offerings from local builders and contractors.

The master plan is also incorporating sustainability principles. Specific components of the facilities master plan that will support the college's sustainability efforts include new construction and renovation projects, transportation and parking, stormwater management and stream restoration, landscaping, environmental scanning, and academic planning.

Additionally, GreenFest will take place on campus on April 17 from 11:00 a.m. to 4:00 p.m.

Purpose: To update the board on HCC's sustainability initiatives

Timeline: Since 2008 and continuing

◆————— Recommendation —————◆

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

H-5 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: February 2010

◆———— Recommendation —————◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

February 1 - February 28, 2010

Section I – Change in Status

ASSOCIATE DIVISION CHAIR APPOINTMENTS (3-YEAR TERM)

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Professor, Nursing; Director of Nursing & Associate Division Chair, Health Sciences	Health Sciences	New Appointment	Associate Division Chair	\$73,057-\$121,275	\$99,372	Butler, Georgene	2/01/10

TRANSFER

Old Title/ Department	New Title/ Department	Old Grade	New Grade	Range for New Grade	Compensation ¹	Name	Effective Date
Lead Housekeeper/ Belmont Conference Center	Environmental Services Technician/ Plant Operations	6	3	\$24,555-\$40,758	\$31,445	Shultz, Lois	2/01/10

SPECIAL ASSIGNMENTS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Eff. Date	End Date
Interim Director, Mediation & Conflict Resolution Center (25 Hrs)	Mediation/Conflict Resolution Center	Existing Position Replacement	13	\$52,522-\$87,187	\$38,727	Rockefeller, Kathryn	9/03/07	Undetermined
Interim Academic Advisor (25 Hours)	Admissions & Advising	Temp with Benefits New Position	12	\$48,363-\$80,283	\$32,247	Cripps, Laura	8/04/08	Undetermined
Acting Director of International Education	International Education	Existing Position Replacement	15	\$61,945-\$102,828	\$61,945	Cain, Christele	2/20/09	Undetermined
Acting Benefits Manager	Human Resources	Existing Position Replacement	14	\$57,039-\$94,685	\$63,410	Cahill, Melissa	3/01/09	2/07/10
Rep Stage Interim Managing Director (22.5 Hrs.)	Arts & Humanities – Rep Stage	Existing Position Replacement	13	\$52,522-\$87,187	\$32,886	Tarr Hart, Nancy	7/01/09	Undetermined

¹Annual Salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensations are an hourly amount (not shown).

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

February 1 - February 28, 2010

SPECIAL ASSIGNMENTS (Continued)

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Eff. Date	End Date
Program Assistant	Continuing Education Office	Temp with Benefits Existing Position Replacement	8	\$34,769-\$57,717	\$44,866	Pavlovsky, Connie	11/02/09	Undetermined
Interim Director of Service Learning	Academic Affairs Office	Existing Position Replacement	14	\$57,039-\$94,685	\$57,789	Budden, Brittany	11/09/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Agbomola, Alice	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Bon, Samat	11/16/09	Undetermined
Acting Associate Director of Development	Development Office	Temp with Benefits Existing Position Replacement	15	\$61,945-\$102,828	\$61,945	D'Agrosa, Colleen	11/16/09	Undetermined
Acting Foundation Associate	Development Office	Temp with Benefits Existing Position Replacement	9	\$37,759-\$62,681	\$37,759	Dyment, Faith	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Ek, Sokhun	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Fowler, Kyle	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Hailey, Kenneth	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Henry, Sherry	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Mayo, Morris	11/16/09	Undetermined

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

February 1 - February 28, 2010

SPECIAL ASSIGNMENTS (Continued)

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Eff. Date	End Date
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Ngeth, Sany	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Nyarko, Mary	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Say, Sarouth	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Smith, Romel	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Thomas, Kenneth	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Thoun, Sarinh	11/16/09	Undetermined
Acting Environmental Services Technician	Plant Operations	Temp with Benefits Existing Position Replacement	3	\$24,555-\$40,758	\$24,555	Yeboah, Ama	11/16/09	Undetermined
Acting Accounting Clerk/Cashier (18.75 Hours)	Finance	Temp with Benefits Existing Position	7	\$32,016-\$53,146	\$16,012	Schroyer, Kathryn	3/01/10	Undetermined

CHANGE IN POSITION TITLE ONLY

Old Title	New Title	Department	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Director of Accounting for Capital, Payroll and Accounts Payable	Director of Accounting-Business Services	Finance	16	\$67,272-\$111,671	\$83,500	Burton, Katrina	2/16/10
Director of Accounting Services	Director of Accounting-Financial Services	Finance	16	\$67,272-\$111,671	\$84,900	Sunderland, Martha	2/16/10
Public Services Librarian/Asst. Director of Library	Electronic Resources/Archives Librarian	Teaching and Learning Services	14	\$57,039-\$94,685	\$58,088	Krug, Amy	7/01/09

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

February 1 - February 28, 2010

CHANGE IN POSITION TITLE ONLY (Continued)

Old Title	New Title	Department	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Director of Teaching & Learning Services	Director of the Library	Teaching and Learning Services	17	\$73,057-\$121,275	\$92,844	Gardner, Lucy	10/12/09
Staff Accountant	Staff Accountant-Financial Services	Finance	12	\$48,363-\$80,283	\$50,781	Jung, Eun-Jung	2/16/10

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Associate Project Manager	Business & Computer Systems	N/A	N/A	N/A	N/A	Volynskiy, Lev	1/31/10*

*Received subsequent to January 1- January 31, 2010 Activity

Section II – Leaves

SABBATICAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
Robin Bauer	Associate Professor Spanish	1/30/10	6/04/10

LEAVE WITHOUT PAY

Name	Position	Beginning Date of Leave	Ending Date of Leave
Amy Haflett	Curriculum Specialist	2/18/10	Undetermined

ADMINISTRATIVE LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
Lowe, William	Assistant Professor, English	7/01/09	6/30/10