



**HOWARD**  
COMMUNITY COLLEGE

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

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May 26, 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...

**Encourage Service to Others**





**Board of Trustees' Meeting Agenda**  
**May 26, 2010**  
**The Rouse Company Foundation Student Services Hall**  
**Room: 400**

**Work Session** 6:00 pm (Dinner will NOT be served due to Portrait Unveiling Reception at 4:30 in Duncan Hall)

- I. Introduction of New Employees
- II. Recognition of Howard Community College's All-USA Academic Team
- III. Recognition of Board Chair, T. James Truby

**Regular Meeting** – Immediately following the work session

- A.** Approval of May 26, 2010, Agenda
- B.** Board Priority Items
  1. Financial Statements
  2. Fiscal Years 2010-2015 Vision, Mission, Values, and Strategic Goals
  3. Identity Theft Prevention / Red Flags Annual Report
  4. Community College Call to Action
  5. Election of Fiscal Year 2011 Board Officers
- C.** President's Report
- D.** Board Member Comments
- E.** Report of the Audit and Finance Committee
- F.** Approval of Minutes:
  1. April 28, 2010, Work Session
  2. April 28, 2010, Regular Session
- H.** Consent Items
  1. Proposed New Hires
  2. Contract Renewals:
    - a. Security Services
    - b. Electricity for Belmont Conference Center
    - c. Sodexo Management Agreement
    - d. Laurel College Center Lease
    - e. Facilities Operations Supplies and Services
    - f. Print Shop Copiers
    - g. Office Copiers
    - h. Administrative Software Service Agreement
    - i. Computer Hardware Purchases
    - j. Consulting and Training Services
    - k. Telecommunication Services
  3. Landscaping Management Services
  4. Elevator Maintenance Services
  5. Athletic Fields Management Services
  6. Fiscal Year 2011 New Academic Programs
  7. Environmental Services Supplies and Equipment

8. Fiscal Year 2011 Credit and Noncredit Schedule of Classes Printing
9. Network Maintenance Support Services
10. Year-end Purchases List
11. Professor Emeritus Recommendations
12. Howard County Director of Finance, Fleet Services, and Water and Sewer Cost
13. Cooling Tower Preventive Maintenance Services
14. Chiller Preventive Maintenance Services
15. Hickory Ridge Parking Deck Design Change Order 2
16. Spending Allowance Increase Requests
17. Security Video and Control System
18. Summer I Graduates
19. Renewal of Agreement between Howard Community College and the Howard Community College Educational Foundation, Inc.
20. Fiscal Year 2011 Operating Budget Revision
21. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

**I. Information Items**

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

**Closed Session**

## **I – Introduction of New Employees**

For the trustees' information, newly hired employees approved by the board at its April 28, 2010, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

## **II – Recognition of Howard Community College’s All-USA Academic Team**

**Group being introduced:** Howard Community College (HCC) students Sundus Nada and Jaimie Wilder and Steve Horvath, associate vice president of academic affairs and Phi Theta Kappa (PTK) advisor.

**Background:** The All-USA Academic Team Competition is sponsored by *USA TODAY*, Phi Theta Kappa Honor Society, and the American Association of Community Colleges. Each year, nearly 1,500 students are nominated from institutions throughout the United States, representing a high level of scholarship and academic achievement. The two students nominated from Howard Community College (HCC) were Sundus Nada and Jaimie Wilder.

Sundus is President of the Alpha Alpha Sigma Chapter of Phi Theta Kappa, vice president of the Muslim Student Association, and a member of both the Environmental Club and the Anthropology and Archeology Society. She has been recognized by *Who’s Who Among Students in American Colleges and Universities* and was a member of the Dean’s List in Spring and Fall 2009. Sundus’s future plans include transferring to a four-year institution to pursue a bachelor’s degree in history and teaching. Eventually, she hopes to earn a doctoral degree in psychology and open her own practice. During her service as president of the college’s Muslim Student Association, Sundus distinguished herself by her ability to engage the wider campus community in dialogues focusing on culture, gender, and identity.

Jaimie is the vice president of fellowship for the Alpha Alpha Sigma Chapter of Phi Theta Kappa, founder and president of the college’s Anthropology and Archeology Society, staff writer/photographer for the *Howard Community College Times*, and a member of the National Latin Honors Society, the college’s Environmental Club, the Archeological Society of Maryland, and the American Volksports Association. She is a Schoenbrodt Honors student and has been on the Dean’s List for four semesters. She is a First-Year Experience peer leader and a recipient of the Schulte Travel Fellowship. Jaimie was named a Coca-Cola Foundation Bronze Scholar in the Coca-Cola All-State Community College Academic Team program and will receive a \$1,000 stipend. Her future plans include transferring to a four-year institution, majoring in anthropology and environmental studies, with the intent of eventually earning her doctoral degree.

Sundus and Jaimie were honored at the All-Maryland Academic Team reception sponsored by the Maryland Council of Community College Presidents and the Maryland Association of Community Colleges at the Turf Valley Country Club on Wednesday, May 5, 2010.

Sundus Nada and Jaimie Wilder will attend the May 26, 2010, meeting of the board so that the trustees may have the opportunity to acknowledge the students’ accomplishments in person.

### **III – Recognition of Board Member T. James Truby**

Mr. T. James “Jim” Truby has served as an invaluable member of the Howard Community College (HCC) Board of Trustees since 2002, serving as vice chair for FY07 and FY08 and chair for FY09 and FY10. Mr. Truby has provided valuable insight on numerous issues and has been an ardent and articulate spokesperson for HCC. He has promoted the quality of its instruction and services throughout the community and provided sage counseling on numerous issues. In his role as an advocate for HCC, Mr. Truby has been a passionate supporter of its students, encouraging them and celebrating their accomplishments.

Mr. Truby’s appointment to the HCC Board of Trustees ends on June 30, 2010. His fellow trustees would like to take this time to thank him for his service and wish him well in his future endeavors.

## **A – Approval of May 26, 2010, Agenda**

**Regular Meeting** – Immediately following the work session

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  - 2. Fiscal Years 2010-2015 Vision, Mission, Values, and Strategic Goals
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    - i. Computer Hardware Purchases
    - j. Consulting and Training Services
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  - 3. Landscaping Management Services
  - 4. Elevator Maintenance Services
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  - 6. Fiscal Year 2011 New Academic Programs
  - 7. Environmental Services Supplies and Equipment
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  - 10. Year-end Purchases List
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**I. Information Items**

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**Closed Session**

## **B-1 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 April statements will be sent to the board on May 24, 2010.

**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 April 30, 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 April 30, 2010

|                                    | OPERATING                 |                            |             |           | CONTINUING EDUCATION      |                            |             |       | SPECIAL                   |                     |            |          | TOTAL UNRESTRICTED        |                            |            |
|------------------------------------|---------------------------|----------------------------|-------------|-----------|---------------------------|----------------------------|-------------|-------|---------------------------|---------------------|------------|----------|---------------------------|----------------------------|------------|
|                                    | Actuals<br>As of<br>April | Approved<br>Budget<br>FY10 | Percentage  | Notes     | Actuals<br>As of<br>April | Approved<br>Budget<br>FY10 | Percentage  | Notes | Actuals<br>As of<br>April | Approved<br>FY10    | Percentage | Notes    | Actuals<br>As of<br>April | Approved<br>Budget<br>FY10 |            |
| <b>SOURCE OF FUNDS</b>             |                           |                            |             |           |                           |                            |             |       |                           |                     |            |          |                           |                            |            |
| Tuition and Fees*                  |                           |                            |             |           |                           |                            |             |       |                           |                     |            |          |                           |                            |            |
| Summer (all sessions)              | \$1,284,802               | \$1,435,180                | 90%         | 1         | \$126,143                 | \$126,405                  | 100%        | 1     | \$214,789                 | \$247,027           | 87%        | 1        | \$1,625,734               | \$1,808,613                | 90%        |
| Fall                               | 9,754,157                 | 8,613,974                  | 113%        | 2         | 164,393                   | 144,249                    | 114%        | 1     | 291,804                   | 1,278,138           | 23%        | 1        | 10,210,355                | 10,036,361                 | 102%       |
| Winter                             | 610,553                   | 483,455                    | 126%        | 3         | 65,762                    | 45,889                     | 143%        | 2     | 0                         | 51,868              | 0%         | 1        | 676,314                   | 581,212                    | 116%       |
| Spring                             | 9,109,165                 | 7,932,487                  | 115%        | 4         | 178,209                   | 153,261                    | 116%        | 2     | 267,243                   | 1,175,151           | 23%        | 1        | 9,554,617                 | 9,260,899                  | 103%       |
| Credit Free                        |                           |                            |             |           | 3,383,927                 | 3,455,172                  | 98%         | 3     | 109,817                   | 917,395             | 12%        | 1        | 3,493,744                 | 4,372,567                  | 80%        |
| Fees                               | 2,717,961                 | 2,500,910                  | 109%        | 5         | 1,378,793                 | 1,373,766                  | 100%        | 3     | 180,430                   | 438,600             | 41%        | 2        | 4,277,184                 | 4,313,276                  | 99%        |
| <b>SUBTOTAL - Tuition and Fees</b> | <b>\$23,476,638</b>       | <b>\$20,966,006</b>        | <b>112%</b> |           | <b>\$5,297,227</b>        | <b>\$5,298,742</b>         | <b>100%</b> |       | <b>\$1,064,083</b>        | <b>\$4,108,179</b>  | <b>26%</b> |          | <b>\$29,837,948</b>       | <b>\$30,372,927</b>        | <b>98%</b> |
| <b>Governmental</b>                |                           |                            |             |           |                           |                            |             |       |                           |                     |            |          |                           |                            |            |
| Local (Howard County)              | \$20,996,230              | \$25,195,470               | 83%         | 6         |                           |                            |             |       |                           |                     |            |          | \$20,996,230              | \$25,195,470               | 83%        |
| State of Maryland                  | 8,520,570                 | 10,877,853                 | 78%         | 7         | 1,611,338                 | 1,933,605                  | 83%         | 4     | 210,011                   | 252,014             | 83%        | 3        | 10,341,919                | 13,063,472                 | 79%        |
| Other                              | 115,099                   | 525,000                    | 22%         | 8         | 154,111                   | 205,175                    | 75%         | 5     | 1,188,804                 | 5,969,527           | 20%        | 4        | 1,458,014                 | 6,699,702                  | 22%        |
| Continuing Education Contribution  | 425,818                   | 510,981                    | 83%         | 9         | (425,818)                 | (510,981)                  | 83%         | 6     |                           |                     |            |          | 0                         | 0                          |            |
| Unrestricted Appropriation         | 693,510                   | 628,687                    | 110%        | 10        |                           | 400,000                    | 0%          | 7     | 1,312,864                 | 1,794,614           | 73%        | 5        | 2,006,374                 | 2,823,301                  | 71%        |
| <b>SUBTOTAL</b>                    | <b>\$30,751,226</b>       | <b>\$37,737,991</b>        | <b>81%</b>  |           | <b>\$1,339,631</b>        | <b>\$2,027,799</b>         | <b>66%</b>  |       | <b>\$2,711,679</b>        | <b>\$8,016,155</b>  | <b>34%</b> |          | <b>\$34,802,537</b>       | <b>\$47,781,945</b>        | <b>73%</b> |
| <b>AUXILIARY REVENUE**</b>         |                           |                            |             |           |                           |                            |             |       |                           |                     |            |          |                           |                            |            |
|                                    |                           |                            |             |           |                           |                            |             |       | <b>\$7,107,334</b>        | <b>\$8,070,928</b>  | <b>88%</b> | <b>6</b> | <b>\$ 7,107,334</b>       | <b>\$ 8,070,928</b>        | <b>88%</b> |
| <b>TOTAL</b>                       | <b>\$54,227,865</b>       | <b>\$58,703,997</b>        | <b>92%</b>  |           | <b>\$6,636,858</b>        | <b>\$7,326,541</b>         | <b>91%</b>  |       | <b>\$10,883,096</b>       | <b>\$20,195,262</b> | <b>54%</b> |          | <b>\$71,747,819</b>       | <b>\$86,225,800</b>        | <b>83%</b> |
| <b>USE OF FUNDS</b>                |                           |                            |             |           |                           |                            |             |       |                           |                     |            |          |                           |                            |            |
| Instruction                        | \$23,836,449              | \$26,909,897               | 89%         | 11        | \$5,617,575               | \$6,660,927                | 84%         | 8     | \$1,524,863               | \$6,282,348         | 24%        | 7        | \$30,978,886              | \$39,853,172               | 78%        |
| Public Service                     | 341,217                   | 419,543                    | 81%         | 12        |                           |                            |             |       | 1,113                     | 129,085             | 1%         | 8        | 342,330                   | 548,628                    | 62%        |
| Academic Support                   | 3,075,173                 | 3,535,581                  | 87%         | 13        |                           |                            |             |       | 697,756                   | 2,021,850           | 35%        | 9        | 3,772,929                 | 5,557,431                  | 68%        |
| Student Services                   | 5,368,151                 | 6,090,578                  | 88%         |           |                           |                            |             |       | 637,735                   | 1,142,766           | 56%        | 10       | 6,005,886                 | 7,233,344                  | 83%        |
| Plant                              | 7,773,208                 | 8,736,309                  | 89%         | 14        |                           |                            |             |       | 344,304                   | 450,000             | 77%        | 11       | 8,117,511                 | 9,186,309                  | 88%        |
| Institutional Support              | 10,177,995                | 11,776,381                 | 86%         |           |                           |                            |             |       | 492,166                   | 1,348,224           | 37%        | 12       | 10,670,161                | 13,124,605                 | 81%        |
| Scholarships/Waivers               | 1,022,472                 | 1,235,708                  | 83%         | 15        | 709,839                   | 665,614                    | 107%        | 9     | 77,825                    | 300,000             | 26%        | 13       | 1,810,136                 | 2,201,322                  | 82%        |
| <b>SUBTOTAL</b>                    | <b>\$51,594,665</b>       | <b>\$58,703,997</b>        | <b>88%</b>  | <b>16</b> | <b>\$6,327,414</b>        | <b>\$7,326,541</b>         | <b>86%</b>  |       | <b>\$3,775,761</b>        | <b>\$11,674,273</b> | <b>32%</b> |          | <b>\$61,697,840</b>       | <b>\$77,704,811</b>        | <b>79%</b> |
| <b>AUXILIARY EXPENSES</b>          |                           |                            |             |           |                           |                            |             |       |                           |                     |            |          |                           |                            |            |
|                                    |                           |                            |             |           |                           |                            |             |       | <b>\$7,107,334</b>        | <b>\$8,520,989</b>  | <b>83%</b> | <b>6</b> | <b>\$ 7,107,334</b>       | <b>\$ 8,520,989</b>        | <b>83%</b> |
| <b>TOTAL</b>                       | <b>\$51,594,665</b>       | <b>\$58,703,997</b>        | <b>88%</b>  |           | <b>\$6,327,414</b>        | <b>\$7,326,541</b>         | <b>86%</b>  |       | <b>\$10,883,096</b>       | <b>\$20,195,262</b> | <b>54%</b> |          | <b>\$68,805,174</b>       | <b>\$86,225,800</b>        | <b>80%</b> |
| <b>NET</b>                         | <b>\$2,633,200</b>        | <b>\$0</b>                 |             |           | <b>\$309,445</b>          | <b>\$0</b>                 |             |       | <b>\$0</b>                | <b>\$0</b>          |            |          | <b>\$2,942,645</b>        | <b>\$0</b>                 |            |

\* 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 \$1,140,534 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 April 30, 2010

|                                    | TOTAL UNRESTRICTED  |                     |            | RESTRICTED          |                     |            | DEBT, CONTINGENCY, OTHER<br>POST EMPLOYMENT BENEFITS<br>PLANT & AGENCY |                    |             | GRAND TOTAL         |                      |            |
|------------------------------------|---------------------|---------------------|------------|---------------------|---------------------|------------|--|--------------------|-------------|---------------------|----------------------|------------|
|                                    | Actuals             | Approved            |            | Actuals             | Approved            | Percentage | Actuals  | Approved           | Percentage  | Actuals             | Approved             | Percentage |
|                                    | To Date             | Budget              |            | To Date             | Budget              | Notes      | To Date  | Budget             | Notes       | To Date             | Budget               | Notes      |
|                                    | March               | FY10                |            | April               | FY10                |            | April  | FY10               |             | April               | FY10                 |            |
| <b>SOURCE OF FUNDS</b>             |                     |                     |            |                     |                     |            |  |                    |             |                     |                      |            |
| Tuition and Fees                   |                     |                     |            |                     |                     |            |  |                    |             |                     |                      |            |
| Summer                             | \$1,625,734         | \$1,808,613         | 90%        |                     |                     |            |  |                    |             | \$1,625,734         | \$1,808,613          | 90%        |
| Fall                               | 10,210,355          | 10,036,361          | 102%       |                     |                     |            |  |                    |             | 10,210,355          | 10,036,361           | 102%       |
| Interession                        | 676,314             | 581,212             | 116%       |                     |                     |            |  |                    |             | 676,314             | 581,212              | 116%       |
| Spring                             | 9,554,617           | 9,260,899           | 103%       |                     |                     |            |  |                    |             | 9,554,617           | 9,260,899            | 103%       |
| Credit Free                        | 3,493,744           | 4,372,567           | 80%        |                     |                     |            |  |                    |             | 3,493,744           | 4,372,567            | 80%        |
| Fees                               | 4,277,184           | 4,313,276           | 99%        |                     |                     |            |  |                    |             | 4,277,184           | 4,313,276            | 99%        |
| <b>SUBTOTAL - Tuition and Fees</b> | <b>\$29,837,948</b> | <b>\$30,372,927</b> | <b>98%</b> | <b>\$0</b>          | <b>\$0</b>          |            | <b>\$1,980,150</b>   | <b>\$1,784,088</b> | <b>111%</b> | <b>\$31,818,098</b> | <b>\$32,157,015</b>  | <b>99%</b> |
| Governmental                       |                     |                     |            |                     |                     |            |  |                    |             |                     |                      |            |
| Local (Howard County)              | \$20,996,230        | \$25,195,470        | 83%        | \$77,634            | \$145,700           | 53%        |  |                    |             | \$21,073,864        | \$25,341,170         | 83%        |
| State of Maryland                  | 10,341,919          | 13,063,472          | 79%        | 2,180,584           | 5,341,769           | 41%        |  |                    |             | 12,522,503          | 18,405,241           | 68%        |
| Federal                            |                     |                     |            | 6,966,295           | 11,889,106          | 59%        |  |                    |             | 6,966,295           | 11,889,106           | 59%        |
| Other                              | 1,458,014           | 6,699,702           | 22%        | 756,075             | 3,778,792           | 20%        |  |                    |             | 2,214,090           | 10,478,494           | 21%        |
| Unrestricted Appropriation         | 2,006,374           | 2,823,301           | 71%        |                     |                     |            | \$ 518,862   | \$ 1,106,610       | 47%         | 2,525,236           | 3,929,911            | 64%        |
| Contingency                        |                     |                     |            |                     |                     |            | 0  | 500,000            | 0%          | 0                   | 500,000              | 0%         |
| <b>SUBTOTAL</b>                    | <b>\$34,802,537</b> | <b>\$47,781,945</b> | <b>73%</b> | <b>\$9,980,589</b>  | <b>\$21,155,367</b> | <b>47%</b> | <b>\$518,862</b>   | <b>\$1,606,610</b> | <b>32%</b>  | <b>\$45,301,988</b> | <b>\$70,543,922</b>  | <b>64%</b> |
| <b>AUXILIARY FUNDS</b>             | <b>\$7,107,334</b>  | <b>\$8,070,928</b>  | <b>88%</b> |                     |                     |            | <b>\$0</b>   | <b>\$450,061</b>   | <b>0%</b>   | <b>\$7,107,334</b>  | <b>\$8,520,989</b>   | <b>83%</b> |
| <b>DEBT SERVICE</b>                |                     |                     |            |                     |                     |            | <b>\$0</b>   | <b>\$4,365,802</b> | <b>0%</b>   | <b>\$0</b>          | <b>\$4,365,802</b>   | <b>0%</b>  |
| <b>OPEB</b>                        |                     |                     |            |                     |                     |            | <b>\$0</b>   | <b>\$0</b>         |             | <b>\$0</b>          | <b>\$0</b>           |            |
| <b>TOTAL</b>                       | <b>\$71,747,819</b> | <b>\$86,225,800</b> | <b>83%</b> | <b>\$9,980,589</b>  | <b>\$21,155,367</b> | <b>47%</b> | <b>\$2,499,012</b>   | <b>\$8,206,561</b> | <b>30%</b>  | <b>\$84,227,420</b> | <b>\$115,587,728</b> | <b>73%</b> |
| <b>USE OF FUNDS</b>                |                     |                     |            |                     |                     |            |  |                    |             |                     |                      |            |
| Instruction                        | \$30,978,886        | \$39,853,172        | 78%        | \$2,302,723         | \$9,418,749         | 24%        |  |                    |             | \$33,281,609        | \$49,271,921         | 68%        |
| Public Service                     | 342,330             | 548,628             | 62%        | 125,185             | 175,000             | 72%        |  |                    |             | 467,516             | 723,628              | 65%        |
| Academic Support                   | 3,772,929           | 5,557,431           | 68%        | 40,309              | 270,000             | 15%        |  |                    |             | 3,813,237           | 5,827,431            | 65%        |
| Student Services                   | 6,005,886           | 7,233,344           | 83%        | 399,841             | 1,145,618           | 35%        |  |                    |             | 6,405,727           | 8,378,962            | 76%        |
| Plant                              | 8,117,511           | 9,186,309           | 88%        | 2,058               | 150,000             | 1%         | \$ 1,082,118   | \$ 1,400,000       | 77%         | 9,201,688           | 10,736,309           | 86%        |
| Institutional Support              | 10,670,161          | 13,124,605          | 81%        | 571                 | 1,190,000           | 0%         |  |                    |             | 10,670,733          | 14,314,605           | 75%        |
| Scholarships/Waivers               | 1,810,136           | 2,201,322           | 82%        | 7,671,030           | 8,806,000           | 87%        |  |                    |             | 9,481,166           | 11,007,322           | 86%        |
| Contingency                        |                     |                     |            |                     |                     |            | 0  | 500,000            | 0%          | 0                   | 500,000              | 0%         |
| <b>SUBTOTAL</b>                    | <b>\$61,697,840</b> | <b>\$77,704,811</b> | <b>79%</b> | <b>\$10,541,718</b> | <b>\$21,155,367</b> | <b>50%</b> | <b>\$1,082,118</b>   | <b>\$1,900,000</b> | <b>57%</b>  | <b>\$73,321,676</b> | <b>\$100,760,178</b> | <b>73%</b> |
| <b>AUXILIARY FUNDS</b>             | <b>\$7,107,334</b>  | <b>\$8,520,989</b>  | <b>83%</b> |                     |                     |            |  |                    |             | <b>\$7,107,334</b>  | <b>\$8,520,989</b>   | <b>83%</b> |
| <b>AGENCY FUNDS</b>                |                     |                     |            |                     |                     |            | <b>\$555,809</b>   | <b>\$1,079,671</b> | <b>51%</b>  | <b>\$555,809</b>    | <b>\$1,079,671</b>   | <b>51%</b> |
| <b>DEBT SERVICE</b>                |                     |                     |            |                     |                     |            | <b>\$861,084</b>   | <b>\$5,226,890</b> | <b>16%</b>  | <b>\$861,084</b>    | <b>\$5,226,890</b>   | <b>16%</b> |
| <b>OPEB</b>                        |                     |                     |            |                     |                     |            | <b>\$0</b>   | <b>\$0</b>         | <b>n/a</b>  | <b>\$0</b>          | <b>\$0</b>           | <b>n/a</b> |
| <b>TOTAL</b>                       | <b>\$68,805,174</b> | <b>\$86,225,800</b> | <b>80%</b> | <b>\$10,541,718</b> | <b>\$21,155,367</b> | <b>50%</b> | <b>\$2,499,012</b>   | <b>\$8,206,561</b> | <b>30%</b>  | <b>\$81,845,904</b> | <b>\$115,587,728</b> | <b>71%</b> |
| <b>NET</b>                         | <b>\$2,942,645</b>  | <b>\$0</b>          |            | <b>-\$561,129</b>   | <b>\$0</b>          | <b>8</b>   | <b>\$0</b>   | <b>\$0</b>         |             | <b>\$2,381,516</b>  | <b>\$0</b>           |            |

\*OPEB = Other Post Employment Benefits

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

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

**April 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) accounts for approximately 60% of the summer budget. New revenues in March and April (\$664,029) are from pre-registrations for Summer I semesters which begin in June. 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 \$1,140,183. 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 26%, or \$127,098. 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 15%, or \$1,176,678. The revenue increase in March was the result of higher actual statewide program revenue than was originally projected. FTE's are up 12.63% over the prior spring term and headcount is up 11.56%. Only a 3% FTE enrollment increase was projected.
- 5) Fee revenues are ahead of budget by 11.2% more as compared to this time last year, with 109% 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 \$1,737,762 or 64%; consolidated fees \$831,303 or 31%; other student fees \$148,896 or 5%.

**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 78% as opposed to the expected 83%. (Based on an even distribution throughout the year.)
- 8) Other income is under budget by 61% at this time, with 83% (10/12 year) expected to date. Investment income to date is \$48,268 or 42% and sales of instructional materials developed by the faculty are \$32,083 or 28% of other income. Interest rates continue to remain lower than anticipated in the budget. This area of the budget is anticipated to be approximately \$405,000 under budget for the year if interest rates remain unchanged. Service revenues for administration of contracts and small miscellaneous revenue make up the other 30% 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 mentioned 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. Year-end allocations for furniture and equipment have been released for spending due to the availability of surplus enrollment revenues.

- 11) In the instructional function, it should be noted that adjunct faculty costs are currently 12% above this time last year, or \$484,110. This increase is due to the high rate of enrollment growth mentioned above. Only 3% growth was budgeted; 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 chargeback's. 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. In addition, the college is anticipating reimbursement of funds from MEMA and FEMA due to the statewide snow emergency efforts for both December and February. These funds have not been accrued to date, since verification is pending.
- 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 have now been 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 88% of budget to date. Last year, spending was 85% of budget at this same time. The release of surplus funds mentioned above is causing the planned higher spending variance in FY10.

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

**April 2010**

**Tuition and Fees**

- 1) Summer II and III credit tuition revenue is above the expected 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) accounts for approximately 56% of the summer budget. Addition of **March and April** revenue of **\$67,673** is from preregistrations for summer I, which begins in June. 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 43% ahead of budget, or \$19,873. 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 **16%** ahead of budget, or **\$24,948**. 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 **98%** and **100%**, 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 FTE's are currently up **7.04 or 2%**, but this is still not final because of **pending contract registrations that have not been entered to date**. Overall, **non-credit** tuition and fee revenues are **4.9%** higher than FY09 at the same time last year. **Revenues for areas that are currently experiencing a decline in enrollments included Kids on Campus, the motorcycle program and the business training contracts. Areas where revenues are exceeding budget currently include open enrollment career programs, General Services Administration (GSA) contracts, and open enrollment business training courses.**

**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

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

### **Governmental Revenue (Con't)**

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.

### **Service and Other Income**

- 5) Service revenues relate to administrative overhead charged to contracts and consulting revenues earned. Currently, this category is approximately 8% under the anticipated 83% collected to date (10/12 year of the budget); however, these revenues are not earned evenly throughout the year.
- 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 90% of budget, which is in line with credit at this time. In addition, spending was 88% of budget this time last year.
- 9) Scholarships and waivers are currently at 107% of budget. This division has primarily waivers in this category, which occur at the time of registration. Higher than anticipated waivers in open enrollment career programs and adult basic education courses where higher than anticipated enrollment has occurred (see note 3 above) is causing this over expenditure. Spending authority budgeted in the special funds can cover this overage.

## Special Funds Highlights and Current Developments

### April 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 was last updated for the 3<sup>rd</sup> quarter, and is as of March 31, 2010, except those items in green.

#### **Tuition and Fees**

- 1) Tuition and fees earned in these funds are primarily from the Laurel College Center (LCC). 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, 46% for summer, 75% for fall, and 80% for spring. FTE's are up 8% for summer, 74% for fall, and 70% for spring. 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. Overall, revenues are projected to exceed the budget and will support operations without additional funding from the colleges.

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 \$1,312,864 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. 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, \$1,140,534 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 are 10% ahead of this time last year, due to the increased number of students on campus purchasing books. Budgeted revenue earned is currently 85% of budget while this time last year earnings were only 80%. Expenses are 7% ahead of last year and are 83% of budget spent and encumbered as opposed to 82% of budget this time last year. Note that purchases, included in expenses, will be adjusted for physical inventory changes at year-end.

Belmont revenues are currently under budget for the 3rd quarter by 18%. Economic conditions and the pending sale of the property have hurt the conference business and future bookings. Expenses are currently over budget by 1% partially due to unanticipated repairs. However, some reductions in staff have been made and further reductions are being considered. The center is now anticipated to have a loss of approximately \$268,000.

The Children's Learning Center revenues are under budget by 13% due to lower than anticipated infant enrollments, currently down 6%. The center's infant and toddler enrollments have increase in the third quarter, and capacity is up to 96%. While enrollments have increased in the spring, there is still some concern that the current economic conditions are impacting affordability of day care services for some students, and enrollment could be volatile. 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 \$15,264 loss as of the 3rd quarter, which can be covered by the current fund balance.

Food services revenues for the Café on the Quad are 105% 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 12% 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 3rd quarter and are projected to be under budget for 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, the mediation center, and core competency training, which depend on surplus revenue or fund balances for support. In addition, year-end purchases ordered in FY09 but delivered in FY10 are included as well.
- 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**

**April 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. **There are no significant changes to the grants for April.**

- 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. In addition, the direct lending program was implemented this spring, earlier than anticipated. 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 to date. Budgets allow for grants obtained during the year.
- 6) **These expenditures are primarily for the library in the academic support function. In the student services function, programs support various student needs.**

**RESTRICTED BUDGET**  
**Highlights and Current Developments**

**Expenses (con't)**

- 7) Scholarships are typically disbursed after the first month of classes to ensure student eligibility. Disbursements for the major terms have been made and are reflected in these financial reports. In addition, loans made from the new direct lending program are included in these expenditures. The college is in the process of requesting (from the county) to reallocate budget between the instruction and the scholarships/waivers categories, to cover the early implementation of the lending program and the unanticipated increase in financial aid awards, which have more than doubled as compared to the FY09 levels.

\$2,000,000 is the amount of the budget revision in process, which will increase spending in this category to \$10,806,000. The instruction category will be reduced \$2,000,000 to \$7,418,749.

- 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**

**April 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 \$605,330 are for student government (SG) programs in the agency fund and \$1,374,820 cover plant and debt expenses. The SG program revenue also supports athletic programs in the auxiliary fund and is transferred as expenses are incurred. To date, 111% 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 summer term for early registrations.
- 2) This unrestricted appropriation allows these budgets to use carryover funds to support programs as needed. \$518,862 of these funds are currently required to cover expenses in these programs, which include the bond debt payments.
- 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 51% 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 \$861,084 represent 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. All payments for bond debt have been paid for this fiscal year.

**HOWARD COMMUNITY COLLEGE  
CAPITAL PROJECTS  
SUMMARY SHEET**

Results as of April 30, 2010

| PROJECTS   | STATE, COUNTY*<br>& OTHER BUDGETED<br>REVENUE | EXPENDITURES<br>THROUGH FY09 | FUNDS AVAILABLE<br>FOR FY10 | EXPENDITURES<br>FY10  | ENCUMBRANCES<br>FY10  | BUDGET<br>BALANCE-TO-DATE |
|--|---|------------------------------|-----------------------------|-----------------------|-----------------------|---------------------------|
| M-0512 Athletic & Fitness<br>Center & Field<br>Renovations         | \$5,446,391.00                                | \$4,638,218.09               | \$808,172.91                | \$808,172.91          | \$0.00                | \$0.00                    |
| M-0534 Renovations to<br>McCuan Hall & Smith<br>Theatre (A Bldg)   | \$12,612,500.00                               | \$12,536,808.29              | \$75,691.71                 | \$19,112.00           | \$0.00                | \$56,579.71               |
| M-0526 Parking Garages   | \$1,417,000.00                                | \$246,493.55                 | \$1,170,506.45              | \$290,989.71          | \$419,544.64          | \$459,972.10              |
| M-0528 HVAC<br>Replacement and<br>Upgrade                          | \$1,819,000.00                                | \$1,414,487.44               | \$404,512.56                | \$404,512.56          | \$0.00                | \$0.00                    |
| M-0530 Rouse Company<br>Foundation Student<br>Services Hall (SSB)  | \$28,948,750.00                               | \$28,924,647.76              | \$24,102.24                 | \$8,157.04            | \$0.00                | \$15,945.20               |
| M-533 Renovations to<br>Vacated Student Services<br>Area (CLB)     | \$18,980,810.00                               | \$13,512,707.43              | \$5,468,102.57              | \$3,996,546.45        | \$20,125.83           | \$1,451,430.29            |
| M-0537 Belmont<br>Conference Center**                              | \$4,942,711.88                                | \$4,914,208.78               | \$28,503.10                 | \$0.00                | \$0.00                | \$28,503.10               |
| M-0538 Children's<br>Learning Center (CLC)                         | \$824,000.00                                  | \$824,000.00                 | \$0.00                      | \$0.00                | \$0.00                | \$0.00                    |
| M540 - Safety,<br>Compliance & Facility<br>Renewals (New Systemic) | \$3,529,000.00                                | \$1,518,819.47               | \$2,010,180.53              | \$717,364.49          | \$476,690.17          | \$816,125.87              |
| M- 0532 - Allied Health<br>Instructional Building                  | \$4,008,000.00                                | \$0.00                       | \$4,008,000.00              | \$572,547.68          | \$3,430,108.32        | \$5,344.00                |
| <b>TOTAL</b>   | <b>\$82,528,162.88</b>                        | <b>\$68,530,390.81</b>       | <b>\$13,997,772.07</b>      | <b>\$6,817,402.84</b> | <b>\$4,346,468.96</b> | <b>\$2,833,900.27</b>     |

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

\*\* Budget reduced to prepare for budget close out; funds available to spend are HCC funds.

**CAPITAL BUDGET**  
**HIGHLIGHTS AND CURRENT DEVELOPMENTS**

For ease of reading all new information appears in green.

**April 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. Once the state reimbursement is complete for this project, project closeout will be done. April 23<sup>rd</sup> was the ribbon-cutting ceremony for phase V.

Two more phases were planned in this capital project, which were to occur in FY14 and FY15, depending on the availability of funds. These phases included 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. These phases will be done in a new project, once approved for funding.

**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.

State billing is in progress to complete reimbursement to the county for this project. The punch-list items are still pending but may now be completed in house, hence the reduction of further expenses (encumbrances) to the budget.

## **CAPITAL BUDGET** **HIGHLIGHTS AND CURRENT DEVELOPMENTS**

### **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 work is well underway and the site for the garage has been finalized as the location adjacent to the Hickory Ridge building. **Pre-construction contract work has begun.**

### **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. **Some encumbered items have been released due to finishing work that will now be done in house and not completed by the vendor. The final state reimbursement is in progress.**

### **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

**CAPITAL BUDGET**  
**HIGHLIGHTS AND CURRENT DEVELOPMENTS**

**M-0533- Renovations to the Vacated Student Services Area (CLH) (con't)**

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 budget on this project has been reduced to reflect final funds authorized to be spent. The funds that remain unspent are college funds. The project is finished and the county has taken back their share of the funds.

**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.

## **CAPITAL BUDGET** **HIGHLIGHTS AND CURRENT DEVELOPMENTS**

### **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. Design work is currently in process and pre-construction work has recently begun.

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| Cost Center           | FY2010<br>Actual to date<br>(Note 1) | Total<br>Original<br>Budget<br>(Note 2)<br>A | Total<br>Projected<br>Expenditures<br>B | Dollar*<br>Variance<br>From Original<br>B-A | Projected<br>Percentage<br>Variance from<br>Original FY2009 |             |   |
|-----------------------|--------------------------------------|--|---|---|---|-------------|---|
| <b>Instruction</b>    |                                      |  |   |   |   |             |   |
| 11200                 | Schoenbrodt Honors                   | 24,140                                       | 26,418                                  | 26,598                                      | 180   | 1%          |   |
| 11300                 | <b>Mathematics</b>                   | <b>1,847,142</b>                             | <b>2,006,325</b>                        | <b>2,032,899</b>                            | <b>26,573</b>   | <b>1%</b>   | <b>Additional funding for part-time faculty</b>   |
| 11310                 | <b>Health</b>                        | <b>266,172</b>                               | <b>250,576</b>                          | <b>270,373</b>                              | <b>19,797</b>   | <b>8%</b>   | <b>Additional funding for part-time faculty</b>   |
| 11400                 | <b>Social sciences</b>               | <b>1,907,701</b>                             | <b>1,897,824</b>                        | <b>1,931,766</b>                            | <b>33,942</b>   | <b>2%</b>   | <b>Additional funding for part-time faculty</b>   |
| 11410                 | <b>Eng/world languages</b>           | <b>3,021,182</b>                             | <b>3,113,568</b>                        | <b>3,187,569</b>                            | <b>74,002</b>   | <b>2%</b>   | <b>Additional funding for part-time faculty</b>   |
| 11450                 | <b>Arts and humanities</b>           | <b>2,515,384</b>                             | <b>2,484,059</b>                        | <b>2,515,070</b>                            | <b>31,010</b>   | <b>1%</b>   | <b>Additional funding for part-time faculty</b>   |
| 11480                 | Rouse Scholars                       | 119,724                                      | 131,311                                 | 130,625                                     | (686)   | -1%         |   |
| 11600                 | <b>Distance learning</b>             | <b>406,769</b>                               | <b>461,384</b>                          | <b>478,725</b>                              | <b>17,341</b>   | <b>4%</b>   | <b>Additional funding for part-time faculty</b>   |
| 12100                 | Nursing                              | 1,965,756                                    | 1,996,635                               | 1,997,713                                   | 1,078   | 0%          |   |
| 12118                 | <b>Rad Tech program</b>              | <b>251,447</b>                               | <b>233,625</b>                          | <b>248,487</b>                              | <b>14,863</b>   | <b>6%</b>   | <b>Instructional support funded by VP allocation</b>  |
| 12120                 | Emergency medical technology         | 204,061                                      | 206,479                                 | 206,479                                     | -   | 0%          |   |
| 12150                 | Cardiovascular program               | 160,791                                      | 179,738                                 | 170,313                                     | -   | 0%          |   |
| 12200                 | <b>Business and computers</b>        | <b>1,767,035</b>                             | <b>1,900,011</b>                        | <b>1,915,887</b>                            | <b>15,876</b>   | <b>1%</b>   | <b>Funding from 48500 for BRAC project</b>  |
| 12250                 | Science and technology programs      | 2,457,230                                    | 2,597,334                               | 2,601,534                                   | 4,200   | 0%          |   |
| 12280                 | Cooperative education                | 9,220  | 15,507                                  | 15,507                                      | -   | 0%          |   |
| 13500                 | Service learning                     | 81,153                                       | 84,130                                  | 89,130                                      | 5,000   | 6%          |   |
| 13550                 | Instr. International program         | 92,801                                       | 135,239                                 | 135,239                                     | -   | 0%          |   |
| 44010                 | User computer services               | 473,247                                      | 480,265                                 | 480,265                                     | -   | 0%          |   |
| 44020                 | Student computer services            | 1,197,519                                    | 1,253,265                               | 1,253,265                                   | -   | 0%          |   |
| 44030                 | Student labs                         | 257,262                                      | 311,199                                 | 311,199                                     | -   | 0%          |   |
| 46100                 | 1st floor support                    | 160,194                                      | 171,045                                 | 171,045                                     | -   | 0%          |   |
| 46200                 | 2nd floor support                    | 115,145                                      | 118,239                                 | 119,239                                     | 1,000   | 1%          |   |
| 46300                 | Hickory Ridge                        | 80,374                                       | 94,120                                  | 94,120                                      | -   | 0%          |   |
| 46400                 | Evening services                     | -  | 1,325                                   | 1,325                                       | -   | 0%          |   |
| 46700                 | ELB divisions support                | 126,654                                      | 129,329                                 | 129,329                                     | -   | 0%          |   |
| 46800                 | Arts and humanities support          | 122,786                                      | 124,521                                 | 124,521                                     | -   | 0%          |   |
| 47500                 | Faculty learning community           | 7,504  | 22,000                                  | 22,000                                      | -   | 0%          |   |
| 48000                 | <b>Outcomes assessment</b>           | <b>137,702</b>                               | <b>197,118</b>                          | <b>175,018</b>                              | <b>(22,100)</b>   | <b>-11%</b> | <b>To various divisions for stipends for outcomes assessments</b>   |
| 48500                 | <b>Instructional direction</b>       | <b>71,729</b>                                | <b>273,115</b>                          | <b>255,615</b>                              | <b>(17,500)</b>   | <b>-6%</b>  | <b>Funding to 12200 for BRAC project</b>  |
| 48501                 | Learning communities                 | 185,825                                      | 204,246                                 | 201,646                                     | (2,600)   | -1%         |   |
| 48502                 | <b>Program development</b>           | <b>27,658</b>                                | <b>66,373</b>                           | <b>85,573</b>                               | <b>19,200</b>   | <b>29%</b>  | <b>From VP allocation for study abroad &amp; winter break leaders</b>   |
| 52102                 | Pool guards                          | 57,437                                       | 97,215                                  | 97,215                                      | (0)   | 0%          |   |
| 53200                 | Learning assistance center           | 729,878                                      | 725,139                                 | 725,139                                     | 0   | 0%          |   |
| 99970                 | Function Alloc                       | 2,772,749                                    | 4,006,077                               | 4,004,377                                   | (1,700)   | 0%          |   |
| 99980                 | <b>VP's allocation</b>               | <b>5,941</b>                                 | <b>399,590</b>                          | <b>189,539</b>                              | <b>(210,051)</b>  | <b>-53%</b> | <b>Funds reallocated for part-time faculty &amp; program development &amp; Rad Tech instructional support</b> |
| 99990                 | Institutional Allocation             | 209,141                                      | 515,552                                 | 515,552                                     | -   | 0%          |   |
|                       | Total instruction                    | 23,836,449                                   | 26,909,897                              | 26,909,897                                  | 0   | 0%          |   |
| <b>Public Service</b> |                                      |  |   |   |   |             |   |
| 33250                 | Cable studio                         | 290,005                                      | 308,661                                 | 308,661                                     | (0)   | 0%          |   |
| 99970                 | Benefits/chargebacks                 | 51,212                                       | 84,288                                  | 84,288                                      | (0)   | 0%          |   |
| 99990                 | Furniture and Equipment              | -  | 26,594                                  | 26,594                                      | -   | 0%          |   |
|                       | Total public service                 | 341,217                                      | 419,543                                 | 419,543                                     | (0)   | 0%          |   |

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|------------------------------|---|---|------------------------------------|--------------------------------------|---|-------------|---|
|                              |   | A                                       | B                                  | B-A                                  |   |             |   |
| <b>Academic Support</b>      |   |   |                                    |                                      |   |             |   |
| 33400                        | Horowitz Center                         | 170,080                                 | 174,552                            | 174,552                              | -   | 0%          |   |
| 33500                        | Student Arts Collective                 | 126,849                                 | 131,058                            | 131,058                              | -   | 0%          |   |
| 41001                        | Library services                        | 777,415                                 | 803,914                            | 803,914                              | (0)   | 0%          |   |
| 41002                        | Teaching and learning center            | 128,832                                 | 136,525                            | 135,825                              | (700)   | -1%         |   |
| 43100                        | AV services                             | 291,046                                 | 301,692                            | 301,692                              | (0)   | 0%          |   |
| 43200                        | Video services                          | 82,309                                  | 83,813                             | 83,813                               | -   | 0%          |   |
| 43300                        | Instructional technology                | 130,374                                 | 136,726                            | 136,726                              | -   | 0%          |   |
| 46000                        | VP of academic affairs                  | 309,877                                 | 323,002                            | 325,826                              | 2,824   | 1%          |   |
| 47000                        | Faculty development                     | 59,689                                  | 121,747                            | 121,747                              | 0   | 0%          |   |
| 48100                        | Interactive classroom                   | 18,299                                  | 17,600                             | 18,300                               | 700   | 4%          |   |
| 99970                        | Functional Alloc                        | 969,637                                 | 1,173,256                          | 1,173,256                            | (0)   | 0%          |   |
| 99980                        | VP's allocation                         |   | 5,924                              | 3,100                                | (2,824)   | -48%        |   |
| 99990                        | Institutional Allocation                | 10,766                                  | 125,773                            | 125,773                              | -   | 0%          |   |
|                              | Total academic support                  | 3,075,173                               | 3,535,581                          | 3,535,581                            | (0)   | 0%          |   |
| <b>Student Services</b>      |   |   |                                    |                                      |   |             |   |
| <b>46500</b>                 | <b>Advising, academic services</b>      | <b>540,706</b>                          | <b>541,023</b>                     | <b>553,873</b>                       | <b>12,850</b>   | <b>2%</b>   | <b>Staff moved from admissions, funds moved to cover salary</b>             |
| <b>46502</b>                 | <b>Academic Standing-enrollment ser</b> | <b>18,688</b>                           |                                    | <b>26,440</b>                        | <b>26,440</b>   | n/a         | <b>This new cost center was established and funded from F&amp;E funds</b>   |
| 46600                        | Welcome center & telephone adv.         | 166,639                                 | 194,872                            | 194,872                              | -   | 0%          |   |
| 51000                        | VP of student services                  | 264,562                                 | 279,546                            | 279,546                              | -   | 0%          |   |
| 51200                        | Student ambassador program              | 7,301                                   | 9,432                              | 9,432                                | -   | 0%          |   |
| 52000                        | Student activities                      | 424                                     | 2,603                              | 2,603                                | -   | 0%          |   |
| 52100                        | PE facility                             | 335,618                                 | 379,181                            | 379,181                              | -   | 0%          |   |
| 53000                        | Career services                         | 463,265                                 | 486,989                            | 486,989                              | -   | 0%          |   |
| 53100                        | Test center                             | 365,926                                 | 365,765                            | 365,765                              | -   | 0%          |   |
| <b>53104</b>                 | <b>Nursing Assessment</b>               | <b>1,305</b>                            |                                    | <b>15,000</b>                        | <b>15,000</b>   |             | <b>This new cost center was established and funded from F&amp;E funds</b>   |
| 53500                        | Retention                               | 134,337                                 | 145,979                            | 145,979                              | -   | 0%          |   |
| 53555                        | Career links                            | 34,735                                  | 38,541                             | 38,541                               | -   | 0%          |   |
| 53556                        | Academic Standing - student dev         | 3,039                                   |                                    | 8,560                                | 8,560   |             |   |
| 54000                        | Financial aid services                  | 656,656                                 | 758,851                            | 758,851                              | -   | 0%          |   |
| 54001                        | Financial aid event                     | 7,860                                   | 9,100                              | 9,100                                | -   | 0%          |   |
| <b>55000</b>                 | <b>Admissions</b>                       | <b>730,407</b>                          | <b>785,137</b>                     | <b>769,558</b>                       | <b>(15,579)</b>   | <b>-2%</b>  | <b>Staff moved to advising, funds moved to cover salary</b>                 |
| 55001                        | Workgroup                               | 404,472                                 | 424,747                            | 427,476                              | 2,729   | 1%          |   |
| 56000                        | Records                                 | 457,966                                 | 490,584                            | 490,584                              | 0   | 0%          |   |
| 99970                        | Functional Alloc                        | 687,500                                 | 958,362                            | 958,362                              | 0   | 0%          |   |
| 99980                        | VP's allocation                         | <b>3,068</b>                            | 15,114                             | 6,554                                | (8,560)   | -57%        |   |
| <b>99990</b>                 | <b>Institutional Allocation</b>         | <b>83,679</b>                           | <b>204,752</b>                     | <b>163,312</b>                       | <b>(41,440)</b>   | <b>-20%</b> | <b>Funding of services for academic standing and the nursing assessment</b> |
|                              | Total student services                  | 5,368,151                               | 6,090,578                          | 6,090,578                            | 0   | 0%          |   |
| <b>Institutional Support</b> |   |   |                                    |                                      |   |             |   |
| 61000                        | President                               | 610,241                                 | 640,377                            | 645,641                              | 5,264   | 1%          |   |
| 61100                        | Board of trustees                       | 68,544                                  | 133,979                            | 127,983                              | (5,996)   | -4%         |   |
| 61200                        | Research, planning and org. dev.        | 416,229                                 | 502,804                            | 502,804                              | -   | 0%          |   |
| 61900                        | Senior administration                   | 6,444                                   | 13,617                             | 13,617                               | -   | 0%          |   |
| 62000                        | VP of administration and finance        | 336,011                                 | 334,673                            | 341,063                              | 6,390   | 2%          |   |
| 62100                        | Finance office                          | 1,260,734                               | 1,296,294                          | 1,296,294                            | -   | 0%          |   |
| 63101                        | Human resources                         | 550,995                                 | 627,502                            | 627,502                              | -   | 0%          |   |
| 63102                        | Recruitment                             | 40,723                                  | 56,546                             | 56,546                               | -   | 0%          |   |
| 63103                        | Unemployment                            | 146,476                                 | 49,753                             | 49,753                               | -   | 0%          |   |
| 63150                        | Diversity programs                      | 10,733                                  | 12,000                             | 12,000                               | -   | 0%          |   |
| 63200                        | Reprographics                           | 135,193                                 | 209,040                            | 209,040                              | -   | 0%          |   |

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|--------------------------------------|--|---|------------------------------------|--------------------------------------|---|
|                                      |  | A                                       | B                                  | B-A                                  |   |
| <b>Institutional Support (cont.)</b> |  |   |                                    |                                      |   |
| 63400                                | Security                               | 1,133,083                               | 1,314,889                          | 1,312,389                            | (2,500) 0%  |
| 63500                                | Telecommunications                     | 231,399                                 | 262,541                            | 262,541                              | - 0%  |
| 63554                                | Mediation & conflict resolution center | 20,000                                  | 20,000                             | 20,000                               | - 0%  |
| 63600                                | Risk management                        | 143,856                                 | 347,921                            | 348,421                              | 500 0%  |
| 63700                                | General administration                 | 371,595                                 | 855,561                            | 851,171                              | (4,390) -1%   |
| 63800                                | Commencement/award programs            | 120,503                                 | 123,989                            | 123,989                              | - 0%  |
| 64000                                | Administrative information systems     | 1,270,064                               | 1,305,703                          | 1,305,703                            | - 0%  |
| 64001                                | Enterprise network                     | 533,390                                 | 568,416                            | 568,416                              | - 0%  |
| 64002                                | Web enterprise                         | 260,042                                 | 324,255                            | 324,255                              | - 0%  |
| 64100                                | Information technology administration  | 276,304                                 | 314,772                            | 314,772                              | - 0%  |
| 65000                                | Public relations and marketing         | 879,932                                 | 983,247                            | 983,936                              | 689 0%  |
| 65100                                | Development and alumni relations       | 537,623                                 | 593,869                            | 593,912                              | 43 0%   |
| 65900                                | Fundraising                            | 35,000                                  | 30,000                             | 30,000                               | - 0%  |
| 99970                                | Functional Allocation                  | 349,336                                 | 724,518                            | 724,518                              | - 0%  |
| 99990                                | Institutional Allocation               | 433,545                                 | 130,116                            | 130,116                              | - 0%  |
|                                      | Total institutional support            | 10,177,995                              | 11,776,381                         | 11,776,381                           | - 0%  |
|                                      |  |   | -                                  |                                      |   |
| <b>Plant</b>                         |  |   |                                    |                                      |   |
| 71000                                | Plant administration                   | 19,345                                  | 127,677                            | 127,677                              | - 0%  |
| <b>71100</b>                         | <b>General services</b>                | <b>3,212,360</b>                        | <b>3,688,823</b>                   | <b>3,558,010</b>                     | <b>(130,813) -4%</b>  |
| 71110                                | Mailroom                               | 170,323                                 | 166,004                            | 172,818                              | 6,814 4%  |
| <b>71115</b>                         | <b>Set up/asset reallocation</b>       | <b>77,668</b>                           | <b>69,940</b>                      | <b>80,218</b>                        | <b>10,278 15%</b>   |
| 71150                                | Recycling                              | 7,849                                   | 50,000                             | 50,000                               | - 0%  |
| 71500                                | Safety                                 | 75,406                                  | 75,871                             | 76,621                               | 750 1%  |
| <b>72000</b>                         | <b>Engineering</b>                     | <b>1,087,510</b>                        | <b>1,074,096</b>                   | <b>1,182,880</b>                     | <b>108,784 10%</b>  |
| <b>72500</b>                         | <b>Preventive maintenance</b>          | <b>218,972</b>                          | <b>301,221</b>                     | <b>291,226</b>                       | <b>(9,995) -3%</b>  |
| <b>73000</b>                         | <b>Housekeeping</b>                    | <b>1,319,373</b>                        | <b>1,473,693</b>                   | <b>1,435,227</b>                     | <b>(38,466) -3%</b>   |
| <b>75000</b>                         | <b>Grounds</b>                         | <b>392,062</b>                          | <b>372,221</b>                     | <b>427,369</b>                       | <b>55,148 15%</b>   |
| 76000                                | Renovations                            | 65,328                                  | 171,523                            | 170,177                              | (1,346) -1%   |
| 99970                                | Benefits/chargebacks                   | 769,828                                 | 933,404                            | 932,250                              | (1,154) 0%  |
| 99990                                | Furniture and equipment                | 357,184                                 | 231,835                            | 231,835                              | - 0%  |
|                                      | Total plant                            | 7,773,208                               | 8,736,309                          | 8,736,309                            | - 0%  |
| <b>Scholarships</b>                  |  |   |                                    |                                      |   |
| 81000                                | Scholarships                           | 561,231                                 | 675,644                            | 675,644                              | - 0%  |
| 82000                                | Waivers                                | 461,240                                 | 560,064                            | 560,064                              | - 0%  |
|                                      | Total scholarships                     | 1,022,472                               | 1,235,708                          | 1,235,708                            | - 0%  |
|                                      | Grand totals                           | 51,594,665                              | 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  
04/2010  
Cost Center Spending Percentages**

| Cost Center             |                                     | FY2010<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |   |
|-------------------------|-------------------------------------|-------------------------|------------------------------------|--|---|
| <b>Instruction</b>      |                                     |                         |                                    |  |   |
| 11200                   | Schoenbrodt Honors                  | 23,910                  | 26,598                             | 90%                                      |   |
| 11300                   | Mathematics                         | 1,501,003               | 2,032,899                          | 74%                                      |   |
| 11310                   | Health                              | 207,969                 | 270,373                            | 77%                                      |   |
| 11400                   | Social sciences                     | 1,483,619               | 1,931,766                          | 77%                                      |   |
| 11410                   | Eng/world languages                 | 2,467,582               | 3,187,569                          | 77%                                      |   |
| 11450                   | Arts and humanities                 | 2,010,720               | 2,515,070                          | 80%                                      |   |
| 11480                   | Rouse Scholars                      | 105,017                 | 130,625                            | 80%                                      |   |
| 11600                   | Distance learning                   | 361,502                 | 478,725                            | 76%                                      |   |
| 12100                   | Nursing                             | 1,603,895               | 1,997,713                          | 80%                                      |   |
| 12118                   | Rad Tech program                    | 212,640                 | 248,487                            | 86%                                      |   |
| 12120                   | Emergency medical technology        | 180,033                 | 206,479                            | 87%                                      |   |
| 12150                   | Cardiovascular program              | 135,430                 | 170,313                            | 80%                                      |   |
| 12200                   | Business and computers              | 1,454,131               | 1,915,887                          | 76%                                      |   |
| 12250                   | Science and technology programs     | 2,010,752               | 2,601,534                          | 77%                                      |   |
| 12280                   | Cooperative education               | 9,220                   | 15,507                             | 59%                                      | 1 |
| 13500                   | Service learning                    | 71,521                  | 89,130                             | 80%                                      |   |
| 13550                   | Instructional international program | 80,669                  | 135,239                            | 60%                                      |   |
| 44010                   | User computer services              | 403,487                 | 480,265                            | 84%                                      |   |
| 44020                   | Student computer services           | 1,019,042               | 1,253,265                          | 81%                                      |   |
| 44030                   | Student labs                        | 229,216                 | 311,199                            | 74%                                      |   |
| 46100                   | 1st floor support                   | 136,342                 | 171,045                            | 80%                                      |   |
| 46200                   | 2nd floor support                   | 101,141                 | 119,239                            | 85%                                      |   |
| 46300                   | Hickory Ridge                       | 66,778                  | 94,120                             | 71%                                      |   |
| 46400                   | Evening services                    | -                       | 1,325                              | 0%                                       | 1 |
| 46700                   | Support/DH                          | 106,585                 | 129,329                            | 82%                                      |   |
| 46800                   | Arts and humanities support         | 110,582                 | 124,521                            | 89%                                      |   |
| 47500                   | Faculty learning community          | 6,753                   | 22,000                             | 31%                                      | 2 |
| 48000                   | Outcomes assessment                 | 112,724                 | 175,018                            | 64%                                      |   |
| 48500                   | Instructional direction             | 70,248                  | 255,615                            | 27%                                      | 2 |
| 48501                   | Learning communities                | 157,069                 | 201,646                            | 78%                                      |   |
| 48502                   | Program development                 | 27,338                  | 85,573                             | 32%                                      | 2 |
| 52102                   | Pool guards                         | 58,437                  | 97,215                             | 60%                                      |   |
| 53200                   | Learning assistance center          | 630,004                 | 725,139                            | 87%                                      |   |
| 99970                   | Functional Alloc                    | 2,762,757               | 4,004,377                          | 69%                                      |   |
| 99980                   | VP's allocation                     | 5,941                   | 189,539                            | 3%                                       | 2 |
| 99990                   | Institutional Allocation            | 177,925                 | 515,552                            | 35%                                      | 3 |
|                         | <b>Total instruction</b>            | <b>20,101,982</b>       | <b>26,909,897</b>                  | <b>75%</b>                               |   |
| <b>Public Service</b>   |                                     |                         |                                    |  |   |
| 33250                   | Cable studio                        | 238,276                 | 308,661                            | 77%                                      |   |
| 99970                   | Functional Allocation               | 51,212                  | 84,288                             | 61%                                      |   |
| 99990                   | Furniture and equipment             | -                       | 26,594                             | 0%                                       | 3 |
|                         | <b>Total public service</b>         | <b>289,488</b>          | <b>419,543</b>                     | <b>69%</b>                               |   |
| <b>Academic Support</b> |                                     |                         |                                    |  |   |
| 33400                   | Horowitz Center                     | 145,209                 | 174,552                            | 83%                                      |   |
| 33500                   | Student Arts Collective             | 101,508                 | 131,058                            | 77%                                      |   |
| 41001                   | Library services                    | 690,760                 | 803,914                            | 86%                                      |   |
| 41002                   | Teaching and learning center        | 108,233                 | 135,825                            | 80%                                      |   |
| 43100                   | Education technology                | 249,788                 | 301,692                            | 83%                                      |   |
| 43200                   | Video services                      | 67,712                  | 83,813                             | 81%                                      |   |
| 43300                   | Instructional technology            | 109,917                 | 136,726                            | 80%                                      |   |
| 46000                   | VP of academic affairs              | 253,768                 | 325,826                            | 78%                                      |   |
| 47000                   | Faculty development                 | 51,863                  | 121,747                            | 43%                                      | 4 |
| 48100                   | Interactive classroom               | 18,299                  | 18,300                             | 100%                                     | 1 |
| 99970                   | Functional Alloc                    | 868,946                 | 1,173,256                          | 74%                                      |   |
| 99980                   | VP's allocation                     |                         | 3,100                              | 0%                                       | 2 |
| 99990                   | Institutional Allocation            | 10,766                  | 125,773                            | 9%                                       | 3 |
|                         | <b>Total academic support</b>       | <b>2,676,768</b>        | <b>3,535,581</b>                   | <b>76%</b>                               |   |

**Howard Community College  
04/2010  
Cost Center Spending Percentages**

| Cost Center |  | FY2010<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |    |
|-------------|--|-------------------------|------------------------------------|--|----|
| 46500       | Advising, academic                     | 459,753                 | 553,873                            | 83%                                      |    |
| 46502       | Academic Standing-enrollment ser       | 18,688                  | 26,440                             | 71%                                      |    |
| 46600       | Welcome center & telephone adv.        | 147,364                 | 194,872                            | 76%                                      |    |
| 51000       | VP of student services                 | 222,206                 | 279,546                            | 79%                                      |    |
| 51200       | Student ambassador program             | 7,301                   | 9,432                              | 77%                                      |    |
| 52000       | Student activities                     | 424                     | 2,603                              | 16%                                      | 1  |
| 52100       | PE facility                            | 284,368                 | 379,181                            | 75%                                      |    |
| 53000       | Career services                        | 396,864                 | 486,989                            | 81%                                      |    |
| 53100       | Test center                            | 323,612                 | 365,765                            | 88%                                      |    |
| 53104       | Nursing Assessment                     | 1,305                   | 15,000                             | 9%                                       | 1  |
| 53500       | Retention                              | 114,266                 | 145,979                            | 78%                                      |    |
| 53555       | Career links                           | 33,432                  | 38,541                             | 87%                                      |    |
| 53556       | Academic Standing - student dev        | 3,039                   | 8,560                              | 35%                                      | 1  |
| 54000       | Financial aid services                 | 570,713                 | 758,851                            | 75%                                      |    |
| 54001       | Financial Aid event                    | 7,860                   | 9,100                              | 86%                                      |    |
| 55000       | Admissions                             | 623,284                 | 769,558                            | 81%                                      |    |
| 55001       | Workgroup                              | 359,792                 | 427,476                            | 84%                                      |    |
| 56000       | Records                                | 395,495                 | 490,584                            | 81%                                      |    |
| 99970       | Benefits/chargebacks                   | 686,117                 | 958,362                            | 72%                                      |    |
| 99980       | VP's Allocation                        | 3,068                   | 6,554                              | 47%                                      | 1  |
| 99990       | Institutional Allocation               | 58,197                  | 163,312                            | 36%                                      | 3  |
|             | Total student services                 | 4,717,145               | 6,090,578                          | 77%                                      |    |
| 61000       | President                              | 520,988                 | 645,641                            | 81%                                      |    |
| 61100       | Board of trustees                      | 49,892                  | 127,983                            | 39%                                      | 5  |
| 61200       | Research, planning and org. dev.       | 363,637                 | 502,804                            | 72%                                      |    |
| 61900       | Senior administration                  | 6,192                   | 13,617                             | 45%                                      | 1  |
| 62000       | VP of administration and finance       | 281,502                 | 341,063                            | 83%                                      |    |
| 62100       | Finance office                         | 1,057,362               | 1,296,294                          | 82%                                      |    |
| 63101       | Human resources                        | 461,925                 | 627,502                            | 74%                                      |    |
| 63102       | Recruitment                            | 17,596                  | 56,546                             | 31%                                      | 6  |
| 63103       | Unemployment                           | 55,069                  | 49,753                             | 111%                                     | 7  |
| 63150       | Diversity programs                     | 10,733                  | 12,000                             | 89%                                      |    |
| 63200       | Reprographics                          | 94,164                  | 209,040                            | 45%                                      | 8  |
| 63400       | Security                               | 1,013,009               | 1,312,389                          | 77%                                      |    |
| 63500       | Telecommunications                     | 155,679                 | 262,541                            | 59%                                      | 8  |
| 63554       | Mediation & conflict resolution center | 20,000                  | 20,000                             | 100%                                     | 9  |
| 63600       | Risk management                        | 131,011                 | 348,421                            | 38%                                      | 10 |
| 63700       | General administration                 | 358,794                 | 851,171                            | 42%                                      | 11 |
| 63800       | Commencement/award programs            | 37,199                  | 123,989                            | 30%                                      | 11 |
| 64000       | Administrative information systems     | 1,135,297               | 1,305,703                          | 87%                                      |    |
| 64001       | Enterprise network                     | 448,617                 | 568,416                            | 79%                                      |    |
| 64002       | Web enterprise                         | 215,411                 | 324,255                            | 66%                                      |    |
| 64100       | Information technology administration  | 234,608                 | 314,772                            | 75%                                      |    |
| 65000       | Public relations and marketing         | 678,503                 | 983,936                            | 69%                                      |    |
| 65100       | Development and alumni relations       | 459,308                 | 593,912                            | 77%                                      |    |
| 65900       | Fundraising                            | 20,234                  | 30,000                             | 67%                                      |    |
| 99970       | Functional Allocation                  | 446,057                 | 724,518                            | 62%                                      |    |
| 99990       | Institutional Allocation               | 369,325                 | 130,116                            | 284%                                     | 3  |
|             | Total institutional support            | 8,642,112               | 11,776,381                         | 73%                                      |    |

**Howard Community College  
04/2010  
Cost Center Spending Percentages**

| Cost Center         |                                  | FY2010<br>Spent to date | Total<br>Projected<br>Expenditures | Percentage<br>of Budget<br>Spent to Date |    |
|---------------------|----------------------------------|-------------------------|------------------------------------|--|----|
| <b>Plant</b>        |                                  |                         |                                    |  |    |
| 71000               | VP of administration and finance | 15,255                  | 127,677                            | 12%                                      | 10 |
| 71100               | General services                 | 2,084,936               | 3,558,010                          | 59%                                      | 12 |
| 71110               | Mailroom                         | 142,757                 | 172,818                            | 83%                                      |    |
| 71115               | Set up/asset reallocation        | 66,595                  | 80,218                             | 83%                                      |    |
| 71150               | Recycling                        | 6,469                   | 50,000                             | 13%                                      | 13 |
| 71500               | Safety                           | 63,452                  | 76,621                             | 83%                                      |    |
| 72000               | Engineering                      | 892,887                 | 1,182,880                          | 75%                                      |    |
| 72500               | Preventive maintenance           | 164,719                 | 291,226                            | 57%                                      | 8  |
| 73000               | Environmental Services           | 1,108,256               | 1,435,227                          | 77%                                      |    |
| 75000               | Grounds                          | 315,969                 | 427,369                            | 74%                                      |    |
| 76000               | Renovations                      | 60,868                  | 170,177                            | 36%                                      | 14 |
| 99970               | Functional Allocation            | 758,287                 | 932,250                            | 81%                                      |    |
| 99990               | Institutional Allocation         | 102,916                 | 231,835                            | 44%                                      | 3  |
|                     | <b>Total plant</b>               | <b>5,783,364</b>        | <b>8,736,309</b>                   | <b>66%</b>                               |    |
| <b>Scholarships</b> |                                  |                         |                                    |  |    |
| 81000               | Scholarships                     | 561,231                 | 675,644                            | 83%                                      |    |
| 82000               | Waivers                          | 461,240                 | 560,064                            | 82%                                      |    |
|                     | <b>Total scholarships</b>        | <b>1,022,472</b>        | <b>1,235,708</b>                   | <b>83%</b>                               |    |
|                     | <b>Grand totals</b>              | <b>43,233,330</b>       | <b>58,703,997</b>                  | <b>74%</b>                               |    |

Notes: Only variances greater than 94%, or less than 60% are noted at this time.

- 1 These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.
- 2 These programs, which support instruction and student services, will expend funds as needed during the year.
- 3 Some furniture and equipment spending have begun as we prepare to close out the budgets. The overage in the institutional function is authorized in the special funds.
- 4 Savings have been experienced due to the limited use of travel.
- 5 Savings in legal fees and budgeted travel costs have occurred in this budget.
- 6 Savings have been experienced due to the temporary freeze on hiring certain positions.
- 7 Unemployment costs will exceed the allocated budget and will be covered from tuition surplus at year end.
- 8 Timing of payments is causing this temporary variance.
- 9 The mediation center has its operating budget in the special funds. This amount supplements that budget.
- 10 The payment of insurance expenses will occur later in the year in this cost center.
- 11 Expenses in these cost centers occur later in the year.
- 12 Savings is being anticipated for the year in this area as negotiated rates for utilities were much lower than expected.
- 13 Recycling costs have been minimized through efforts with the Howard County Government.
- 14 Some major renovation projects occurred over spring break when the college was closed and some projects have been held pending reimbursement of snow removal costs.

## **B-2 Fiscal Years 2010-2015 Vision, Mission, Values, and Strategic Goals**

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

In FY08, the planning council was asked by the president to review best practice examples for new cultural statements. The council collaborated with the entire college community and developed new cultural statements with goals and presented a recommendation for the fiscal years 2010-2015 strategic plan to the president's team. They also endorsed keeping the current HCC tagline: *You can get there from here!* The administration presented a recommendation to the board for the FY10-15 strategic plan (vision, mission, values, and strategic goals) and it was approved on May 28, 2008.

The president's team and the planning council next worked to create five-year strategic objectives (with measures) related to the three goals as well as to define action plans that would lead to improvements on the metrics. This information was first presented to the board and approved on May 27, 2009. The work continues and the administration now presents an update (changes indicated in blue) on the strategic efforts in the report that follows. A further report on the specific action plans will be included in the August annual report to the board.

As the goals were approved for five years, this board priority item is only an information item this year.

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

**Timeline:** Annual

### ◆————— Recommendation —————◆

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

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

# Howard Community College Strategic Plan Fiscal Years 2010–2015

**Mission** Providing pathways to success

**Vision** A place to discover greatness in yourself and others

**Values** I N S P I R E S

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



| <b>Strategic Goal #1. Student Success and Lifelong Learning</b> |  |   |
|---|--|---|
| <b>1.1</b>  | <b><i>Increase percentage of developmental completers, 4 years after entry to HCC, from 35.8% (fall 2003 cohort) to 40%* (fall 2006 cohort).</i></b> |   |
|   | <b>Lead</b>  | <b>Action Plans for 2009–2010-2011</b>  |
| 1.1A  | VPSS<br>VPAA   | Implement College Readiness Program by testing 11 <sup>th</sup> grade English “regular” students enrolled at all (12) HCPSS high schools and assisting student who fall short of being college ready. |
| 1.1B  | VPAA   | Investigate best practice peers and formulate a plan to increase number of developmental completers.  |
| <b>1.2</b>  | <b><i>Increase student successful-persistence rate after 4 years for all students from 73.2% (fall 2003 cohort) to 80%* (fall 2006 cohort).</i></b>  |   |
| 1.2A  | VPSS   | Study impact of new academic standing policy.   |
| 1.2B  | VPSS   | Design an early warning tracking system to allow faculty and staff to flag at-risk students, notify appropriate personnel, and connect students to appropriate resources.                             |
| 1.2C  | VPAA   | Develop outcomes for First Year Experience (FYE) courses and select metrics to track improved student learning.   |
| <b>1.3</b>  | <b><i>Increase student graduation and transfer rate after 4 years for all students from 51.9% (fall 2003 cohort) to 60%* (fall 2006 cohort).</i></b> |   |
| 1.3A  | VPAA   | Identify gateway courses and pilot interventions to improve student success utilizing best practices from the <i>Achieve the Dream</i> project and others.  |
| 1.3B  | VPAA   | Revamp the general education core and track impact on degree completion.  |

| <b>Strategic Goal #2. Organizational Excellence</b> |  |  |
|---|--|--|
| 2.1   | <b>Increase percentage of minority employees to reflect county demographics from fall 2007 rates of 22.1% faculty and 20.9% staff to 23%* for both.</b>  |  |
|   | <b>Lead</b>  | <b>Action Plans for 2009–2010-2011</b>   |
| 2.1A  | VPAF   | Improve faculty and staff recruitment efforts and outcomes.  |
| 2.2   | <b>Increase stakeholder satisfaction for students from spring 2008 rates of: 37.5% credit students; to spring 2012 14, rate of TBA% and for employees from fall 2007 rate of 4.29 to fall 2012 rate of TBA 4.35.</b> |  |
| 2.2A  | VPAF<br>VPSS   | Examine workload, redistribute responsibilities, and create efficiencies to ensure continued quality service to students and one another given projected stationery staffing levels.                               |
| 2.3   | <b>Increase development/training expenditure per FTE employee from \$828 in FY07 to TBA \$900.</b>   |  |
| 2.3A  | VPAF   | Explore opportunities for faculty and staff to design, lead, and share professional development opportunities in-house and establish Maryland Occupational Safety and Health (MOSH) training benchmarks for areas. |
| 2.4   | <b>Reduce HCC's carbon footprint from 6.08 3.7 MMBTUs*/FTE (fall 2007) to TBA 3.1 MMBTUs/FTE (fall 2012). (*metric tons of carbon dioxide emissions)</b>   |  |
| 2.4A  | VPAF   | The Facilities and Sustainability Team (FAST) will define and implement metrics for sustainability.  |

| <b>Strategic Goal #3. Building Partnerships</b> |  |   |
|---|--|---|
| 3.1   | <b>Increase resources provided to provide scholarships and facilities to students.</b> |   |
|   | <b>Lead</b>  | <b>Action Plans for 2009–2010-2011</b>  |
| 3.1A  | VPIT   | Implement Continue a \$4,000,000 capital campaign. Raise \$1,400,000 \$1,300,000 by the end of FY2010 FY11 for scholarships, endowments, and capital projects.  |
| 3.1B  | VPIT   | Increase the competitive grant income from \$2,300,000 to \$2,500,000 in FY11 to \$3,000,000 by the end of FY15.  |
| 3.2   | <b>Increase opportunities to serve the regional needs.</b>                             |   |
| 3.2A  | VPSS   | Refine the adult learner initiative, involving the weekend college, veterans, and distance learning courses. Increase the percentage of enrollment of students between the ages of 25 and 44.                     |
| 3.2B  | VPAA   | Implement the Southeast Healthcare Initiative Project.  |
| 3.2C  | VPSS   | Increase the draw rate of HCPSS recent high school graduates to 26 percent by continuing to promote the honors brand while also providing outreach to at-promise high school students and students in the middle. |

Notes: Board of trustees last approved mission, vision, values, and goals: May 27, 2009.

\*Board of trustees approved benchmarks: September 27, 2006.

**Howard Community College**  
**Strategic Targets Fiscal Year 2010 and Beyond**  
 Details - as of May 1, 2010

| Strategic Goal #1. Student Success and Lifelong Learning  |                  |                  |                  |                  |                                   |                  |                                   |                  |                                   |
|---|------------------|------------------|------------------|------------------|-----------------------------------|------------------|-----------------------------------|------------------|-----------------------------------|
|   |                  |                  |                  |                  | <i>Most recent data available</i> |                  | <i>Benchmark set by the Board</i> |                  | <i>Desired outcome in 5 years</i> |
| <i>Report year:</i>   |                  |                  |                  | <b>FY08</b>      | <b>FY09</b>                       | <b>FY10</b>      | <b>FY11</b>                       | <b>FY12</b>      | <b>FY 13</b>                      |
| Strategic Objective   |                  |                  |                  |                  |                                   |                  |                                   |                  |                                   |
| <b>1.1</b> <i>Increase % of developmental completers</i>  | Fall 2000 Cohort | Fall 2001 Cohort | Fall 2002 Cohort | Fall 2003 Cohort | Fall 2004 Cohort                  | Fall 2005 Cohort | Fall 2006 Cohort                  | Fall 2007 Cohort | TARGET Fall 2008 Cohort           |
|   | 38.7%            | 37.3%            | 38.7%            | 35.8%            | 38.4%                             |                  | 40.0%                             |                  |                                   |
|   |                  |                  |                  |                  | n=321/<br>897                     | n=329<br>857     |                                   |                  |                                   |
| Comparisons   |                  |                  |                  |                  |                                   |                  |                                   |                  |                                   |
| Peer Avg. w/o HCC <CSM,Hrfd,Frederick>  |                  | 60.0%            | 67.8%            | 63.0%            |                                   |                  |                                   |                  |                                   |
| State Avg. w/o HCC  |                  | 45.8%            | 48.9%            | 43.8%            |                                   |                  |                                   |                  |                                   |
| Best Peer   |                  | 83.3%            | 84.5%            | 79.8%            | CSM                               |                  |                                   |                  |                                   |
| Best in State   |                  | 83.3%            | 84.5%            | 79.8%            | CSM                               |                  |                                   |                  |                                   |
| Best in Metro Region <AACC,CCBC,MC,PGCC>  |                  | 51.3%            | 62.2%            | 49.9%            | MC                                |                  |                                   |                  |                                   |
| MHEC #9 Definition  |                  |                  |                  |                  |                                   |                  |                                   |                  |                                   |
| Percentage of first-time (any college), full- and part-time students with at least one area of developmental need who have completed all recommended developmental coursework after 4 years (even if they have completed and left HCC). |                  |                  |                  |                  |                                   |                  |                                   |                  |                                   |

**Strategic Goal #1. Student Success and Lifelong Learning**

| 1.2 <i>Increase student successful-persister rate after 4 years-All Students</i> |                     |                  |                  | <i>Most recent data available</i> | <i>Benchmark set by the Board</i> |                  |                  | <i>Desired outcome in 5 years</i> |                         |
|--|---------------------|------------------|------------------|-----------------------------------|-----------------------------------|------------------|------------------|-----------------------------------|-------------------------|
|  | <i>Report year:</i> |                  |                  | <i>FY08</i>                       | <i>FY09</i>                       | <i>FY10</i>      | <i>FY11</i>      | <i>FY12</i>                       | <i>FY 13</i>            |
|  | Fall 2000 Cohort    | Fall 2001 Cohort | Fall 2002 Cohort | Fall 2003 Cohort                  | Fall 2004 Cohort                  | Fall 2005 Cohort | Fall 2006 Cohort | Fall 2007 Cohort                  | TARGET Fall 2008 Cohort |
|  | 76.8%               | 74.5%            | 75.0%            | 73.2%                             | 76.4%                             |                  | 80.0%            |                                   |                         |
|  |                     |                  |                  | n=664/907                         | n=697/912                         |                  |                  |                                   |                         |

**Comparisons**

|                      |       |       |       |                      |
|----------------------|-------|-------|-------|----------------------|
| Peer Avg. w/o HCC    | 75.3% | 77.4% | 78.2% | CSM<br>Garrett<br>MC |
| State Avg. w/o HCC   | 69.7% | 69.9% | 72.3% |                      |
| Best Peer            | 79.0% | 82.1% | 82.1% |                      |
| Best in State        | 79.0% | 82.1% | 91.1% |                      |
| Best in Metro region | 75.3% | 79.0% | 76.7% |                      |

**MHEC #10-d Definition**

The denominator is a cohort of first-time (any college) students attempting 18 or more credit hours during their first two years at HCC. The numerator comprises students in this cohort who, four years after entering, had graduated, transferred, earned at least 30 credits (not including developmental courses) with a cumulative GPA of 2.0 or above, or were still enrolled.

**Strategic Goal #1. Student Success and Lifelong Learning**

|   |  |                     |                  |                  | <i>Most recent data available</i> |                  |                  | <i>Benchmark set by the Board</i> | <i>Desired outcome in 5 years</i> |                         |
|---|--|---------------------|------------------|------------------|-----------------------------------|------------------|------------------|-----------------------------------|-----------------------------------|-------------------------|
|   |  | <i>Report year:</i> |                  |                  | <b>FY08</b>                       | <b>FY09</b>      | <b>FY10</b>      | <b>FY11</b>                       | <b>FY12</b>                       | <b>FY13</b>             |
| <b>1.3</b>  | <i>Increase student graduation-transfer rate performance after 4 years- All Students</i> | Fall 2000 Cohort    | Fall 2001 Cohort | Fall 2002 Cohort | Fall 2003 Cohort                  | Fall 2004 Cohort | Fall 2005 Cohort | Fall 2006 Cohort                  | Fall 2007 Cohort                  | TARGET Fall 2008 Cohort |
|   |  | 56.0%               | 56.0%            | 56.6%            | 51.9%                             | 57.1%            |                  | 60.0%                             |                                   |                         |
|   |  |                     |                  |                  |                                   | n=471/907        | n=521/912        |                                   |                                   |                         |
| <b>Comparisons</b>  |  |                     |                  |                  |                                   |                  |                  |                                   |                                   |                         |
| Peer Avg. w/o HCC   |  | 56.4%               | 61.1%            | 60.6%            | CSM<br>Garrett<br>MC              |                  |                  |                                   |                                   |                         |
| State Avg. w/o HCC  |  | 48.1%               | 49.5%            | 51.8%            |                                   |                  |                  |                                   |                                   |                         |
| Best Peer   |  | 56.7%               | 65.1%            | 65.2%            |                                   |                  |                  |                                   |                                   |                         |
| Best in State   |  | 65.8%               | 68.8%            | 81.4%            |                                   |                  |                  |                                   |                                   |                         |
| Best in Metro region  |  | 49.9%               | 54.8%            | 54.3%            |                                   |                  |                  |                                   |                                   |                         |
| <b>MHEC #11-d Definition</b>  |  |                     |                  |                  |                                   |                  |                  |                                   |                                   |                         |
| Percentage of first-time (at any college) students attempting 18 or more hours during their first two years at HCC, who graduated with a degree or certificate and/or transferred to any other institution of higher education within four years. |  |                     |                  |                  |                                   |                  |                  |                                   |                                   |                         |

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

|            |  |                     |           |              |              | <i>Most recent data available</i> | <i>Benchmark set by the Board</i> |             |                     | <i>Desired outcome in 5 years</i> |  |
|------------|--|---------------------|-----------|--------------|--------------|-----------------------------------|-----------------------------------|-------------|---------------------|-----------------------------------|--|
|            |  | <i>Report year:</i> |           | <i>FY08</i>  | <i>FY09</i>  | <i>FY10</i>                       | <i>FY11</i>                       | <i>FY12</i> | <i>FY13</i>         |                                   |  |
| <b>2.1</b> | <i>Increase % of minority employees to reflect county demographics</i> | Fall 2005           | Fall 2006 | Fall 2007    | Fall 2008    | Fall 2009                         | Fall 2010                         | Fall 2011   | TARGET<br>Fall 2012 |                                   |  |
|            | <b>a. Faculty</b>  | 20.0%               | 18.9%     | 22.1%        | 21.1%        | 22.0%                             | 23.0%                             |             |                     |                                   |  |
|            |  |                     |           | n=31/<br>140 | n=31/<br>147 | n=33/<br>150                      |                                   |             |                     |                                   |  |

**Comparisons**

|                    |       |       |       |                     |
|--------------------|-------|-------|-------|---------------------|
| Peer Avg. w/o HCC  | 10.3% | 10.1% | 10.4% | CSM<br>BCCC<br>PGCC |
| State Avg. w/o HCC | 14.6% | 14.9% | 15.5% |                     |
| Best Peer          | 14.0% | 14.2% | 14.3% |                     |
| Best in State      | 57.0% | 56.0% | 62.0% |                     |
| Best in Metro Area | 38.1% | 36.0% | 37.0% |                     |

**MHEC #15 Definition**

Percentage of non-white full-time faculty members, including African Americans, Asian Americans, Hispanics, and Native Americans. Non-white faculty does not include those in the "foreign" or "other" categories, and those with missing or unknown race were removed from the denominator. In fall 2010, new federal reporting regulations will require that institutions collect race/ethnicity information in a two-question format and report an additional category of "two or more races."

|  |                 | Report year: |           | Most recent data available | Benchmark set by the Board | Desired outcome in 5 years |           |                  |
|--|-----------------|--------------|-----------|----------------------------|----------------------------|----------------------------|-----------|------------------|
|  |                 | FY08         | FY09      | FY10                       | FY11                       | FY12                       | FY13      |                  |
| <b>2.1</b> Increase % of minority employees to reflect county demographics   | Fall 2005       | Fall 2006    | Fall 2007 | Fall 2008                  | Fall 2009                  | Fall 2010                  | Fall 2011 | TARGET Fall 2012 |
|  | <b>b. Staff</b> | 22.9%        | 22.8%     | 20.9%                      | 23.3%                      | 22.8%                      | 23.0%     |                  |
|  |                 | n=36/172     | n=42/180  | n=38/167                   |                            |                            |           |                  |
| Comparisons  |                 |              |           |                            |                            |                            |           |                  |
| Peer Avg. w/o HCC  |                 | 11.5%        | 15.9%     | 16.3%                      | CSM<br>BCCC<br>PGCC        |                            |           |                  |
| State Avg. w/o HCC   |                 | 20.1%        | 21.3%     | 21.0%                      |                            |                            |           |                  |
| Best Peer  |                 | 15.7%        | 18.7%     | 22.0%                      |                            |                            |           |                  |
| Best in State  |                 | 74.0%        | 70.0%     | 63.0%                      |                            |                            |           |                  |
| Best in Metro area   |                 | 57.8%        | 58.6%     | 61.7%                      |                            |                            |           |                  |
| Census-Howard County (18 years or older)   |                 | 31.2%        | 32.5%     | 33.6%                      | 34.5%                      |                            |           |                  |
| MHEC #16 Definition  |                 |              |           |                            |                            |                            |           |                  |
| <p>Percentage of non-white full-time administrative and professional staff, including African Americans, Asian Americans, Hispanics, and Native Americans. Non-white staff does not include those in the "foreign" or "other" categories, and those with missing or unknown race were removed from the denominator. In fall 2010, new federal reporting regulations will require that institutions collect race/ethnicity information in a two-question format and report an additional category of "two or more races."</p> |                 |              |           |                            |                            |                            |           |                  |

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

|  |  |                     | <i>Most recent data available</i> |                 | <i>Benchmark to be set when there are 3 cycles of data</i> |                    | <i>Desired outcome in 5 years</i> |                    |
|--|--|---------------------|-----------------------------------|-----------------|--|--------------------|-----------------------------------|--------------------|
|  |  | <b>Report year:</b> | <b>FY08</b>                       | <b>FY09</b>     | <b>FY10</b>  | <b>FY11</b>        | <b>FY12</b>                       | <b>FY13</b>        |
| <b>2.2</b>   | <i>Increase stakeholder satisfaction</i> | Spring 2006         | Spring 2007                       | Spring 2008     | Spring 2009  | Spring 2010        | Spring 2011                       | TARGET Spring 2012 |
| <b>a.</b>  | <b>Credit Student Satisfaction</b>       | 31.8%               | -                                 | 37.5%           | -  | <i>In progress</i> | -                                 |                    |
|  | Uses a stratified random sample:         | n=672/<br>6,322     |                                   | n=734/<br>7,040 |  |                    |                                   |                    |
| <b>Comparisons</b>   |  |                     |                                   |                 |  |                    |                                   |                    |
|  | CCSSE (other MD colleges)                | 29.7%               |                                   | 30.5%           |  |                    |                                   |                    |
|  | CCSSE (medium-colleges)                  | 29.6%               |                                   | 30.6%           |  |                    |                                   |                    |
|  | CCSSE (all colleges)                     | 30.1%               |                                   | 30.6%           |  |                    |                                   |                    |
| <b>Definition</b>  |  |                     |                                   |                 |  |                    |                                   |                    |
| Percentage of respondents answering <i>Excellent</i> : "How would you evaluate your entire educational experience at this college?" on the Community College Survey of Student Engagement (CCSSE); 4 point scale |  |                     |                                   |                 |  |                    |                                   |                    |

|   |  |                     |           |               | <i>Most recent data available</i> | <i>Benchmark set by the Board</i> |             | <i>Desired outcome in 5 years</i> |                  |
|---|--|---------------------|-----------|---------------|-----------------------------------|-----------------------------------|-------------|-----------------------------------|------------------|
|   |  | <i>Report year:</i> |           | <i>FY08</i>   | <i>FY09</i>                       | <i>FY10</i>                       | <i>FY11</i> | <i>FY12</i>                       | <i>FY13</i>      |
| <b>2.2</b>  | <i>Increase stakeholder satisfaction</i> | Fall 2005           | Fall 2006 | Fall 2007     | Fall 2008                         | Fall 2009                         | Fall 2010   | Fall 2011                         | TARGET Fall 2012 |
| <b>b.</b>   | <b>Employee Job Satisfaction</b>         | 4.23                | 4.31      | 4.29          | 4.32                              | 4.34                              | 3.50        |                                   |                  |
|   |  |                     |           | n=331/<br>543 | n=354/<br>574                     | n=336/<br>568                     |             |                                   |                  |
| <b>Comparison</b>   |  |                     |           |               |                                   |                                   |             |                                   |                  |
| Malcolm Baldrige Quality Award Winner   |  |                     |           | 4.10          |                                   |                                   |             |                                   |                  |
| <b>Definition</b>   |  |                     |           |               |                                   |                                   |             |                                   |                  |
| Overall mean (5-point rating scale) of all respondents to the QQuality Evaluation of Service Trends (QUEST) survey administered to all budgeted employees every fall. |  |                     |           |               |                                   |                                   |             |                                   |                  |

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

|   |   |                     |           | <i>Most recent data available</i> | <i>No Benchmark set –trend not apparent</i> |             | <i>Desired outcome in 5 years</i> |             |             |
|---|---|---------------------|-----------|-----------------------------------|---|-------------|-----------------------------------|-------------|-------------|
|   |   | <i>Report year:</i> |           | <i>FY08</i>                       | <i>FY09</i>                                 | <i>FY10</i> | <i>FY11</i>                       | <i>FY12</i> | <i>FY13</i> |
| <b>2.3</b>  | <i>Increase development/training expenditure per FTE employee</i> | FY06                | FY07      | FY08                              | FY09  | FY10        | FY11                              | FY12        | TARGET FY12 |
|   |   | \$902               | \$828     | \$888                             | \$554                                       |             |                                   |             |             |
|   |   | <b>Comparison</b>   |           |                                   |   |             |                                   |             |             |
| Median: National Community College Benchmarking Project   |   | \$260               | \$357     | \$336                             |   |             |                                   |             |             |
| <b>Definition</b>   |   |                     |           |                                   |   |             |                                   |             |             |
| Cost Center 63130 - Professional Development plus all costs centers' Object Code 63001- Conferences and Meetings and Object Code 63004 – Training |   |                     |           |                                   |   |             |                                   |             |             |
|   |   |                     |           | <i>Most recent data available</i> | <i>Benchmark set by FAST team</i>           |             | <i>Desired outcome in 5 years</i> |             |             |
| <b>2.4</b>  | <i>Reduce HCC's carbon footprint/FTE</i>                          | Fall 2007           | Fall 2008 | Fall 2009                         | Fall 2010                                   | Fall 2011   | TARGET Fall 2012                  |             |             |
|   |   | 3.7                 | 3.2       | 3.3                               | 3.2   |             | 3.1                               |             |             |
|   |   | <b>Comparison</b>   |           |                                   |   |             |                                   |             |             |
| Eventually other signatory colleges.  |   |                     |           |                                   |   |             |                                   |             |             |
| <b>Definition</b>   |   |                     |           |                                   |   |             |                                   |             |             |
| Total energy use in MMBtus (metric tons of carbon dioxide emissions)/ Total Student FTE (full-time equivalent)                                    |   |                     |           |                                   |   |             |                                   |             |             |

**Strategic Goal #3. Build Partnerships**

|  |             |             |             |             |                                   |                                   |                   |                                   |
|--|-------------|-------------|-------------|-------------|-----------------------------------|-----------------------------------|-------------------|-----------------------------------|
| <b>3.1</b> <i>Increase resources to provide scholarships, facilities, etc., to students.</i><br><b>a. Scholarship and Endowment Funds Raised</b> |             |             |             |             | <i>Most recent data available</i> | <i>Benchmark set by the HCCEF</i> |                   | <i>Desired outcome in 5 years</i> |
|  | <b>FY05</b> | <b>FY06</b> | <b>FY07</b> | <b>FY08</b> | <b>FY09</b>                       | <b>FY10</b>                       | <b>FY11</b>       | <b>TARGET FY12</b>                |
|  | \$733,523   | \$297,760   | \$633,355   | \$642,079   | <b>\$700,000</b>                  | <b>Cumulative \$1.4M</b>          | Cumulative \$1.3M | Cumulative \$4M                   |

**Comparisons**

|                  |           |             |           |           |  |
|------------------|-----------|-------------|-----------|-----------|--|
| <i>Harford</i>   | \$161,557 | \$190,861   | \$457,056 | \$222,315 |  |
| <i>Frederick</i> | \$295,994 | \$1,035,239 | \$999,978 |           |  |

**Definition**

**VITAL SIGN** Total private giving specifically for scholarships and endowments. Does not include gifts for buildings, programs, etc.

|   |             |             |             |             |             |               |             |                    |
|---|-------------|-------------|-------------|-------------|-------------|---------------|-------------|--------------------|
| <b>b. Total Competitive Grant \$</b><br><i>VITAL SIGN</i> | <b>FY05</b> | <b>FY06</b> | <b>FY07</b> | <b>FY08</b> | <b>FY09</b> | <b>FY10</b>   | <b>FY11</b> | <b>TARGET FY15</b> |
|   | \$2,218,372 | \$2,270,341 | \$2,282,369 | \$2,291,255 | \$2,300,000 | <b>\$2.5M</b> |             | \$3M               |

**Comparisons**

|           |             |             |             |             |                    |
|-----------|-------------|-------------|-------------|-------------|--------------------|
| Harford   | \$1,066,066 | \$1,507,183 | \$823,949   | \$1,055,745 | <b>\$2,109,351</b> |
| Frederick | \$663,028   | \$563,266   | \$3,438,559 |             |                    |

**Definition**

Competitive grants come from corporate, government, and private foundation sources. They are awarded based on merit to organizations or projects that meet specific funding requirements and interest of the granting organization. Grants can be for operating support or for limited programs or projects. Funds can be awarded for one event or year or multiple years.

**Strategic Goal #3. Build Partnerships**

|  |             |             |             |             | <i>Most recent data available</i> | <i>Benchmark set by EMT/President's Team</i> |             | <i>Desired outcome in 5 years</i> |
|--|-------------|-------------|-------------|-------------|-----------------------------------|--|-------------|-----------------------------------|
| <b>3.2</b> <i>Increase opportunities to serve the regional needs</i> | <b>FY05</b> | <b>FY06</b> | <b>FY07</b> | <b>FY08</b> | <b>FY09</b>                       | <b>FY10</b>                                  | <b>FY11</b> | <b>TARGET FY12</b>                |
| <b>a. Credit enrollment</b>  | 9,950       | 10,135      | 10,538      | 11,274      | 11,771                            |  |             |                                   |
|  |             |             |             |             |                                   | 3%   | 4%          |                                   |
| <b>Comparisons</b>   |             |             |             |             |                                   |  |             |                                   |
| Peer Avg. w/o HCC  | 8,204       | 8,295       | 8,752       |             |                                   |  |             |                                   |
| State Avg. w/o HCC   | 10,761      | 10,804      | 11,070      |             |                                   |  |             |                                   |
| Best Peer  | 10,035      | 9,979       | 10,309      | CSM         |                                   |  |             |                                   |
| <b>MHEC #1-b Definition</b>  |             |             |             |             |                                   |  |             |                                   |
| Overall unduplicated fiscal year credit headcount.                   |             |             |             |             |                                   |  |             |                                   |
| <b>b. Noncredit enrollment</b>                                       | 14,221      | 14,253      | 14,592      | 17,056      | 17,467                            |  |             |                                   |
|  |             |             |             |             |                                   | 3%   | 4%          |                                   |
| <b>Comparisons</b>   |             |             |             |             |                                   |  |             |                                   |
| Peer Avg. w/o HCC  | 13,453      | 13,672      | 13,608      |             |                                   |  |             |                                   |
| State Avg. w/o HCC   | 14,897      | 15,171      | 15,329      |             |                                   |  |             |                                   |
| Best Peer  | 16,713      | 17,343      | 17,685      | Harford     |                                   |  |             |                                   |
| <b>MHEC #1-c Definition</b>  |             |             |             |             |                                   |  |             |                                   |
| Overall unduplicated fiscal year noncredit headcount                 |             |             |             |             |                                   |  |             |                                   |

## **B-3 Identity Theft Prevention / Red Flags Annual Report**

**Background:** On October 31, 2007, the Federal Trade Commission passed legislation for Section 114 of the Fair and Accurate Credit Transactions Act (FACTA), also known as the Red Flags Rules. The legislation requires all organizations subject to the legislation to develop and implement a written "Identity Theft Prevention Program." The deadline for compliance is June 1, 2010. Based on the criteria, the college is required to establish procedures to protect the college community's financial account information and other sensitive information, which if compromised or combined with other information, could lead to identity theft. Examples include social security numbers, credit card information, drivers' licenses, student identification numbers, and passport numbers.

**Purpose:** To provide trustees with an update on HCC's identity theft prevention program

- On March 25, 2009, the board of trustees approved college procedure, Identity Theft Prevention–50.05.01, which outlines program administration requirements.
- Established a "Red Flags" committee to address program requirements.
- Hired Identity Theft Loss Prevention (ITLP), LCC, to perform an on-campus review for program compliance and conduct employee training (January 6-8, 2010). The campus red flags committee is working through ITLP's recommendations.
- Drafted an identity theft program guide that identifies specific student accounts, information or services that may be at risk, and methods to prevent and mitigate theft. The guide is currently under review by the red flags committee.

**Red Flags Alerts:** This past year, the finance office recorded two alerts where outside parties appeared to be attempting to gain access to protected information. Both incidents were resolved without disclosure of personal information.

**Program Status:** The college is in compliance with red flags requirements and will continue to monitor and initiate actions to reduce the possibility of red flags incidents.

**Program Review:** Annually, the college will review its red flags program to ensure continued compliance. Annual updates to the board of trustees will occur each May.

### ◆————— Recommendation —————◆

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

## **B-4 Community College Call to Action**

**Background:** In an unprecedented and unified action, national organizations representing the nation's 1,200 community colleges, their governing boards, and their 11.8 million students have signed a statement of commitment to increase student completion rates by 50 percent over the next decade during closing ceremonies of the American Association of Community Colleges' convention in Seattle, Washington. The coalition of organizations also called on all community colleges to share in the commitment. The Maryland Association of Community Colleges (MACC) board will consider and is expected to endorse this commitment at its June meeting. Additionally, increasing student graduation and transfer rates is one of Howard Community College's strategic objectives.

The Call to Action is signed by the following organizations: American Association of Community Colleges, Association of Community College Trustees, The Center for Community College Student Engagement, League for Innovation in the Community College, National Institute for Staff and Organizational Development, and Phi Theta Kappa Honor Society.

**Purpose:** To inform the board of trustees on the Call to Action and its impact on Howard Community College

**Timeline:** FY11 – FY20

### ◆————— Recommendation —————◆

The administration requests that the board of trustees vote to support the Call to Action.

**Compliance:** This request is in compliance with Board Bylaws, Article I: Principles of Governance, Core Values.

# DEMOCRACY'S COLLEGES

## Call To Action

We, the leaders of national organizations that represent and serve America's 1,200 community colleges, recognize and celebrate the colleges' central role in ensuring an educated U.S. citizenry and a globally competitive workforce. We affirm the need for a dramatic increase in the number of Americans with postsecondary degrees and certifications to fulfill critical state and national goals. With the "completion agenda" as a national imperative, community colleges have an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.

### WE BELIEVE

- ▶ We believe the student success and completion agenda is the future of community colleges.
- ▶ We believe that completion matters and that every student counts.
- ▶ We believe in every student's potential and responsibility to succeed, and that an engaged student is more likely to persist in college.
- ▶ We believe the open door must not be a revolving door, and that institutions must take responsibility for student success.
- ▶ We believe that community colleges are gateways to the middle class and beyond for millions of Americans.
- ▶ We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- ▶ We believe there are thousands of talented and committed people working "heart and soul" in community colleges who are ready to take on leadership roles.

### WE COMMIT

- ▶ We commit to a change in institutional culture, from emphasis on access only to emphasis on access and success.
- ▶ We commit to courageous conversations and openness regarding diversity, equity, and evidence reflecting student success and institutional performance.
- ▶ We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- ▶ We commit to acting on facts to make positive changes in the interest of student success and college completion.
- ▶ We commit to promoting faculty and staff development focused on evidence-based educational practice.
- ▶ We commit to providing development opportunities, for college CEOs, trustees and future college leaders, to build leadership for student success.

### WE ASK

- ▶ We ask every community college president, trustee, administrator, faculty member, counselor, advisor, financial aid officer, staff member, and stakeholder to examine their current practices, to identify ways to help students understand the added value of degrees and certifications, and to help them progress toward their goals.
- ▶ We ask every student to help one other student succeed.
- ▶ We ask community members to support and work with their local colleges to help more students succeed.
- ▶ We ask elected officials to create the policy conditions that enable, support and reward community colleges in their work to strengthen student success.
- ▶ We ask every community college and community college stakeholder to join us by signing and sharing this commitment and call to action.

As organizations representing America's community colleges, we mutually commit and pledge to promote the development and implementation of policies, practices, and institutional cultures that will produce 50 percent more students with high quality degrees and certificates by 2020, while increasing access and quality. We call for leaders from every sector and constituency of every college to join us in this work. **Our democracy needs every one of us.**

George R. Boggs, President and CEO  
*American Association of Community Colleges*

J. Noah Brown, President and CEO  
*Association of Community College Trustees*

Kay M. McClenney, Director  
*The Center for Community College Student Engagement*

Gerardo de los Santos, President and CEO  
*League for Innovation in the Community College*

Evelyn Waiwaiolo, Director  
*National Institute for Staff & Organizational Development*

Rod A. Risley, Executive Director  
*Phi Theta Kappa Honor Society*



PHI THETA KAPPA  
HONOR SOCIETY

## **B-5 Election of Fiscal Year 2011 Board Officers**

**Background:** The bylaws of the Howard Community College Board of Trustees state, "the chair and vice-chair of the board shall be elected annually from among the trustees at the last regular meeting of the academic year." In compliance with the bylaws, the board will conduct its election process at the May 26, 2010, meeting.

### ◆————— Recommendation —————◆

The administration requests that the board of trustees elect its chair and vice chair for fiscal year 2011.

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

## **C – President’s Report**

### **Colleges Receive \$1 Million for The Mid-Maryland Community College Allied Healthcare Education Center**

On Monday, May 10, the college hosted Senators Barbara Mikulski and Benjamin Cardin, Congressmen Elijah Cummings, and John Sarbanes, and County Executive Ken Ulman as they announced that Howard Community College, Carroll Community College, and Frederick Community College have received a federal appropriation of \$1 million for The Mid-Maryland Community College Allied Healthcare Education Center. Dr. Faye Pappalardo, president, Carroll Community College, and Dr. Carol Eaton, president, Frederick Community College, joined me as we thanked them for their support of this project. Building on an existing agreement, the colleges are partnering with health providers to offer education in specific health care fields in Mount Airy, Maryland. This collaboration will not only move students into a high skill career field, but their work will improve access to health care for citizens across the region. The project will serve as a national model to show states across the country how colleges and health care providers can work together to enhance educational opportunities.

Special thanks to **Jean Anderson, Daryl Beard, Robin Becker-Cornblatt, Randy Bengfort, Nancy Gainer, Robert Mang, Ken McGlynn and security, Mike Scrivener, Jane Sharp, Arla Webb and the folks from Sodexo, and Erin Yun.** Additionally, we are very grateful to all the folks from **plant operations, information technology, and admissions and advising** who did a remarkable job re-setting all the rooms for Freshman Focus that afternoon! The tremendous teamwork exhibited by everyone involved made this event a great success.

### **County Council Budget Hearing**

Thank you to all the members of the HCC community who came to the County Council Hearing on Saturday, May 1 to show their support for the college! Special thanks to **Jim Truby**, board chair, **Pam Klahr**, president of the Howard County Chamber of Commerce, and **Amy Johnson**, recent HCC nursing graduate now working as a nurse at Howard County General Hospital, who joined me in asking the County Council to support the County Executive’s budget recommendations. We are also grateful to **Vic Broccolino**, president and CEO of Howard County General Hospital, for submitting written testimony on behalf of HCC.

In our testimony, we stressed the work of HCC’s faculty and staff to meet the demands of growing numbers of students as well as our needs for parking and the health sciences building. As we learn additional news about the budget, we will keep you informed. Thank you to **Nancy Gainer**, executive director of public relations and marketing, for her efforts coordinating and preparing the speakers and their testimony.

### **Turf Field Opening**

HCC officially opened its new turf field on April 23, celebrating with County Executive Ken Ulman, members of the County Council, Howard County State Delegates, student athletes, and coaches. The event culminated with a soccer shootout between elected officials and representatives of the college community! I want to recognize the individuals who worked to make this turf field a reality: **Diane Schumacher**, director of athletics; members of the coaching staff including **Mike Jones, Steve Musselman, and Kate Seagroves**; as well as **Shelly Bilello, Buff Kelly, Bob Marietta, Chuck Nightingale, Clint Thomas, and Andre Wright**.

Additionally, thank you to members of the staff who made this event possible: **Daryl Beard, Llatetra Brown, Mary Kay Casciaro, Darrell Dale, Stefan Dragonov, Yvonne Everett, Schnell Garrett, Mike Jones, Casey Magor, Kim McNair, Nancy Gainer, Dr. Cindy Peterka, Jillian Roberts, Mike Scrivener, Arla Webb, Brandon Yerrid, and Erin Yun**.

### **Vino Scholastico: Raise a Glass, Raise a Scholarship**

Vino Scholastico was held Friday, April 30 to raise funds for student scholarships. Guests mingled with friends and colleagues and enjoyed a tasting of wines, gourmet hors d'oeuvres, and desserts by Sodexo and live music by **Bruce Casteel**. As of May 3, the net proceeds for Vino Scholastico are expected to be \$19,443 compared to \$14,712 in 2009. Ticket sales for the pre-event numbered 66 compared to 31 in 2009 and with sponsors attending, more than 74 people enjoyed this educational wine event. Ticket sales for the main event numbered 164 (including sponsors 184 guests attended) compared to 117 in 2009. A record number of sponsors participated in Vino Scholastico bringing in \$14,500 compared to \$3,000 in 2009.

Thank you to all the employees who purchased tickets to support this event. And thank you to the following HCC staff for making the event such a success: **Jean Anderson, Sarah Angerer, Lorraine Beegle, Anita Blake, Colleen D'Agrosa, Joyce Danzig, Penny DeYoung, Faith Dymont, Linda Emmerich, Wendell Epps and his crew, Schnell Garrett, Patty Grim, Debbie Gubish, Gavalian Hailey, Kate Kenny, P. Delores Kiser-Mbah, Joe Mason, Missy Matthey, Kim Pins, Mike Scrivener, Mark Smedley, the Sodexo staff, Shari Spearman, Jackie Taylor, Scott Thomas, Patti Turner, Brandon Yerrid, Arla Webb, Margaret Wedde, and James Wood**.

### **Bad Debt Update**

At the audit and finance committee meeting in early May, board members asked for information about the college's bad debt situation in light of the current economy. The chart below shows a history of the bad debt expense as a percentage of tuition, a benchmark that the college has tracked for a number of years. HCC's vital sign benchmark is to have a bad debt expense less than 1 percent (one percent) of the total tuition and fees number. The college uses the State of Maryland Collections, which holds income tax refunds and refuses renewals on state drivers' licenses and car registrations until the debt is paid. Unfortunately, the State process is not speedy at collecting many debts and hence, the college has also utilized a collection firm in addition to the state collection agency.

The estimate for FY10 bad debts is as of April 30, 2010. Based on the current estimate, the reserve will be lower than this time last year. The college is estimating bad debts to be \$200,000 and based on current tuition and fee numbers to date, .61 percent will be HCC's percentage of bad debts as a percent of tuition and fees. There was concern that the economy would force more students into default causing bad debts to be higher; however, the fact that individual aid award amounts increased and the number of recipients who received aid increased over FY09 caused the estimated bad debt expense to actually decline.

Bad Debts as a Percent of Tuition

| Year                              | FY2004     | FY2005     | FY2006     | FY2007     | FY2008     | FY2009     | FY10<br>estimate |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------------|
| Total tuition/fees                | 17,387,961 | 20,192,626 | 22,022,652 | 25,004,602 | 27,700,128 | 29,711,168 | 33,000,000       |
| Percentage of growth              | 9.47%      | 16.13%     | 9.06%      | 13.54%     | 10.78%     | 7.26%      | 11.07%           |
| Bad debt expense                  | 109,159    | 84,460     | 144,849    | 192,322    | 135,537    | 230,518    | 200,000          |
| Bad debts as a percent of tuition | 0.63%      | 0.42%      | 0.66%      | 0.77%      | 0.49%      | 0.78%      | 0.61%            |
|                                   |            |            |            |            |            |            | 1.00%            |
|                                   |            |            |            |            |            |            | Benchmark        |

### Math Awareness Week

Each year, "Math Awareness Week" highlights the connections between mathematics and other fields. This year's event was held during the week of April 26. The theme was "Math and Sports." **Dr. James Kraft** kept the campus busy with challenging daily puzzles. On Tuesday, the Kittleman Room was overflowing with competitors and spectators quickly solving mathematical-sports questions. The moderator/referee, **Guy Bunyard**, and computer guru, **Jeff Fairbanks**, kept the action and sportsmanship in check. Prizes were awarded to the top six student teams. The first place team included **Wendy Alberg, Ethan Myers, Kevin Tennyson, and Xiaomei Zhang**. Second place was taken by **Chris Caballero, Joshua DesPortes, Patrick Gotis, and Hunter Somerville**. In third place were **Mike Brown, Shireen Nakhleh, Mark Pileggi, and Sarah Pollock**. Making a strong showing were Dan Friedman and some members of the president's team (AKA "The Phillies") and the "ConEd Calculators."

On Thursday, **Dr. Lawrence Washington** from the University of Maryland gave a presentation on the mathematics of objects and athletes jumping, being hit, thrown, or falling through space while playing sports. He used elementary algebra, and made the explanation of motion entertaining and understandable for everyone.

Thanks to **Betty Anderson, Russ Baker, Guy Bunyard, John Esenwa, Dr. Jim Kraft, Catherine LaFerriere, Dr. Fred Lang, Paula Mikowicz, Jenny Penniman, Dr. Loretta Tokoly, Dr. Bernie Sandruck, and Dr. Kristy Vernille** for putting together this great weeklong event.

### Leadership in Education Award for 2010

**Vladimir Marinich**, professor, history, has won the Howard County Commission on Aging Leadership in Education Award! In the nomination by **JoAnn Hawkins** she states, "He is representative of many of the seniors in this county—active, engaged, continually learning, giving back to community, sharing expertise. He has taught

thousands of County residents over the years, brought hundreds more on the trips of a lifetime, and ensured that the history of the college and the community is well documented and preserved. In addition, he is a living example that those over 60 have much to contribute and never stop expanding their horizons.” I couldn’t agree more! Congratulations, Vlad!

### **Appointment to the Historic St. Mary’s Commission**

**Dr. Laura Cripps**, academic advisor, was nominated by Governor O’Malley and confirmed by the Executive Nominations Committee of the State Senate for an appointment to the Historic St. Mary’s Commission. This commission is the site and museum’s governing body. Members are appointed by the Governor of Maryland, with Senate advice. Each member serves a maximum of two 4-year terms. Laura will primarily be working on the research subcommittee. Congratulations, Laura!

### **SGA Election Results Announced**

The winners of the Student Government Association (SGA) election were announced on April 15, 2010. Congratulations to **Giancarlo Simpson**, re-elected SGA president, and **Janine Nelson Ross**, newly elected SGA vice president. I would like to thank all candidates for their participation, including **Alexander Belush**, SGA presidential candidate and **April Jordan**, SGA vice presidential candidate.

### **Project Access Conference**

The Eighth Annual Project Access Conference for Parents and Professionals, held on on April 1, 2010, was a success. Ninety full-time participants, one part-time participant, and six vendors attended the conference. The money that was raised will fund Project Access operating costs. Thank you to the many individuals at the college, including the people in the **print shop, plant operations, AV services, mailroom, housekeeping, the Learning Assistance Center and academic support services**, who made the success of this conference possible. Special thanks go to **Dr. Linda Schnapp, Mary Fuller, Anne Marie Lee, and Irma Rosado** for all their hard work.

### **GreenFest Kudos**

Thanks to all the volunteers and staff who worked this past Saturday to make the Howard County GreenFest a huge success. Over two thousand community members came to see almost 100 vendors, exhibits, and activities including tree planting, nature walks, and making rain barrels or birdhouses. Thanks to the hard working volunteers and staff that made it happen on a Saturday including, **Lynn Coleman, Josh Cookson, Kim Davis, Dorothy Dubose, Wendell Epps, Tony Gibson, Susan Hamilton, Vince Harding, Marcus Jeter, Buff Kelly, Debbie Luquette, Bob Marietta, Missy Matthey, Chez McElveen, Ken McGlynn, Garrett Mollman, Ken Navarro, Kristin Navarro, Mary Newberger, Mary Nyarko, Darnell Parker, Phillip Riggins, Will Straube, Lloyd Vennie, Jonathan Wilkes, Allied Security, bookstore staff, and the HCC Environmental Club**, who hosted the event.

### **Earth Week Film Screenings**

On Tuesday, April 20<sup>th</sup>, the office of student life sponsored a screening of *No Impact Man*, the story of a newly self-proclaimed environmentalist who leaves behind his

liberal complacency and vows to make as little environmental impact as possible for one year. A group of committed students, faculty, and staff attended the screening and signed up for more information about the No Impact Project.

On Earth Day, April 22<sup>nd</sup>, the office of student life, wellness center, and center for service learning presented a sustainable food event, which included a screening of *Food, Inc.* In *Food, Inc.*, filmmaker Robert Kenner lifts the veil on our nation's food industry. Information about sustainable and ethical eating was available, along with organic and local snacks.

Earth Day wrapped up with the environmental club holding a coffee and tea in conjunction with a showing of the Chill Out! webcast, which looks at what campuses around the country are doing to combat global warming.

These events would not have been possible without the **HCC Environmental Club, office of student life, wellness center, and the center for service learning**. Special thanks go to **Kechi Amafuele, Brittany Budden, Danielle Bauer, Jason Carter, Genevieve Clinton, Tanya Icaza, Debby Luquette, Bob Marietta, Kristin McCarthy, Mike Mirzai, Tracie Palm, Tara Rupp, and Will Straube**.

### **Third Annual Earth Day Dumpster Dive**

This year's dive, held on April 21, was sponsored by the **HCC Environmental Club**. **Will Straube and Wendy Alberg** joined **Bob Marietta** to sort through a mountain of trash collected for one day in the main buildings. Thanks to the afternoon and evening shifts from environmental services for collecting the trash and special thanks to **Collin Perry** and **Buff Kelly** who provided the equipment and took away the trash and recycling afterward.

This year, the college showed some improvement as only 20 percent of what was in the trash should have been recycled. Last year, there was 25 percent. The college pays more to have trash removed than recycling so that 20 percent of recycling probably costs about \$3,000 over a year.

### **Happy 446<sup>th</sup> Birthday, William Shakespeare!**

The theatre program continued to expand its annual Shakespeare Birthday Celebration on Wednesday despite weather that was more out of *King Lear* than *A Midsummer Night's Dream*. While weather forced the festivities inside to the HVPA lobby, around eighty people attended and participated in readings, performances, and a gesture and speech exercise led by Rep Stage's **Duane Buotte**. I was privileged to lead off the event with a reading of Sonnet 98, followed by a variety of faculty and student readings, the witches scene from the Movement for the Actor class, several Hamlet scenes from the Chesapeake Shakespeare Company, a stage combat demonstration, and fun from the What Improv Group.

Special thanks to **Grace Anastasiadas, Janelle Broderick, Kasi Campbell, Candace Cooper, Sue Kramer, Valerie Lash, Jenny Male, Margie McDonald, Dr. Lisa Wilde, the Student Arts Collective, and the Horowitz Center Staff**, for all of their work on making the event such a success.

### **Alpha Beta Gamma International Business Honor Society**

On Wednesday, April 21, the Beta Epsilon Chapter of the Alpha Beta Gamma International Business Honor Society at HCC held its fifth induction ceremony and banquet. Twenty-one new members were honored, bringing membership to 100 students since the chapter was established in the fall of 2006. I had the honor of beginning the evening by welcoming all of the honorees and their guests. The evening's keynote speaker, **Judy Smith**, director, operations and competitiveness, Northrup Grumman Electronics Systems Division, challenged the inductees to take on additional responsibility and lead others. **David Karn**, assistant professor, business and management, and Beta Epsilon's chapter adviser, conducted the induction proceedings.

In addition to the speaker and chapter advisor, many thanks go to others who contributed to the success of this event including, **Mary Beth Furst, Brian Kelley, Judith Kizzie, Valerie Lee, Betty Logan, Shanda Ngere, Betty Noble, Stephanie Quintero, Sharon Schmickley, Cathy Sutton, Lev Volynskiy, Rose Volynskiy, Cheryl Wisniewski, A/V services, and plant operations.**

### **RecycleMania and Sustainability**

RecycleMania began on January 27<sup>th</sup> and ended on March 27, 2010. RecycleMania included participation by 346 colleges and universities across the county, and HCC ranked number 8 in Maryland, with 50,400 pounds recycled!

Thank you to the entire **environmental services department** who helped make RecycleMania a success at HCC, and especially to **Amir Mojtahedi** from plant operations, who submitted the information and kept track of the status for this competition.

In other sustainability news, a video of the waste management recycling plant in Elkridge, the biggest single-stream recycling facility in the world, was shown to the augmented team and at the last FAST meeting. You can see the video at [http://howardcountymd.us/DOA/DOA\\_video\\_elkridge\\_recycling\\_facility.htm](http://howardcountymd.us/DOA/DOA_video_elkridge_recycling_facility.htm). A cleaning innovation technology video using tap water rather than chemicals for sustainable cleaning was also shown. Use of this technology has already yielded HCC a return on investment by saving on labor, not purchasing chemicals, and using microfiber cleaning cloths.

### **Administrative Professional Day a Big Success**

The administrative professional day committee, **Judy Darling**, chair, **Cathi Watts**, vice chair, **Yvonne Beachum**, treasurer, **Jennifer LePore**, secretary, **Kim Davis, Cindy Durham, Arnette Haywood, Terry Howard, Debbie Isner, and Diana Reynolds**, did a remarkable job of providing a variety of workshops designed for both learning and wellness in conjunction with the mission, vision, and values of the college. The presenters included **Kim Berkstresser, Linda Bunyard, Nancy Frank, Terry Howard, Marie Hughes, Tim Johnson, Jennifer LePore, Miriam Mahowald, Dylan Murray, Alissa Putman, and Kim Zarski**. Donations were received from **Janelle Broderick, Carmen Fernandez, human resources, Melodie Gale, Missy Matthey, Tara Rupp, Consuelo Stewart, and Arla Webb**. Thanks to **Terri Graham, Patty Grim, Don Haithcock, Beverly Johnson, Susan Miller,**

**Richard Neal, Connie Pavlovsky, Neetika Sharma, Margaret Wedde, Paula Wolkowitz,** and all the **attendees** for their enthusiastic participation, and **Lynn Coleman,** liaison for the support group. Special thanks to alumni, **Rachael Haywood** for the Administrative Professional Day logo and artwork.

### **HCC Hosts All-Maryland Academic Team Reception at Turf Valley**

On Wednesday, May 5, 2010, the All-Maryland Academic Team members were honored at the Turf Valley Country Club. Howard Community College was very proud to be represented by **Jaimie Wilder** and **Sundus Nada.** Community college presidents, Phi Theta Kappa advisors, family, and friends were in attendance to celebrate the success of the All-Academic Team members.

Hosting the event rotates among the Maryland community colleges. Starting this year, HCC is honored to be the host for the next three years. This event requires a lot of detailed coordination among the community colleges and Turf Valley. Thanks go to **Jodi Allaire, Farida Guzdar, Steve Horvath, Karina Meier, Melanie Moore, Jim Robbins, Mike Scrivener, Christi Sutton,** and **Erin Yun** for coordinating a great event with a Cinco de Mayo theme. Thanks also to PTK advisors **Fred Campbell, Laura Cripps,** and **Dr. Cindy Peterka** for attending the event.

### **The Kids' College Almanac – 4<sup>th</sup> Edition**

The 4<sup>th</sup> edition of **Barbara Greenfeld's** book, **THE KIDS' COLLEGE ALMANAC: A First Look At College** has just been released. It is written and designed specifically for elementary, middle, and junior school students; educators; parents; and mentors. The book's purpose is to take the "mystery" out of college for younger students and their families. Written in a friendly, conversational style, the book introduces the vocabulary of college and prepares youngsters to make better decisions regarding postsecondary education when the time comes. Past editions have been selected for the New York Public Library's Books for the Teen Age and widely used in early college awareness programs across the country. This new edition, which Barbara co-authored with her brother Robert A. Weinstein, was expanded by eight pages and redesigned inside and out. Check it out at the HCC bookstore and other booksellers.

### **Development Update**

| <b>April Foundation Revenue</b>    |             |             |
|------------------------------------|-------------|-------------|
| <b>Gifts and Pledges Only</b>      |             |             |
|                                    | <b>2010</b> | <b>2009</b> |
| April monthly total <sup>[1]</sup> | \$41,969    | \$43,498    |
| April endowment revenue            | \$886       | \$1,940     |
| April scholarship revenue          | \$986       | \$16,260    |
| April grant revenue                | \$0         | \$0         |

<sup>[1]</sup> 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**

#### The Rouse Company Foundation Student Services Hall

Following the completion of the work associated with the financial aid office, the college investigated options for the reorganization and increased space efficiency in the test center. This work is on-going and proposals are in design. Staff will present the final recommendations for necessary modifications once the documents are complete.

#### James Clark, Jr. Library Hall Renovations

The last phase for furniture and equipment is underway with expected delivery and installation by August 2010 prior to the start of the fall semester. The final punch list will be completed following installation in preparation for project closeout.

#### Health Sciences Building

The design phase for this project continues to progress as scheduled. The schematic design documents were delivered earlier this month along with preliminary cost estimates. The site elevations were just reviewed as the project moves into the design development phase. The college awarded construction manager (CM) at risk services to Lewis Contractors at its board of trustees meeting on March 24, 2010.

College staff and faculty have been working closely with the architectural team and the CM during the preconstruction phase and continue to meet every two weeks to develop the program specifications and move the project forward.

#### Temporary Parking on Grand Prix Field and Shuttle Services

Work on parking lot F (the former Grand Prix field) has progressed quickly over the past couple of months and is 60 percent complete. Even though the college suffered a two-month project delay due to the unprecedented snow received this winter, substantial completion is expected by the end of this month in time for commencement ceremonies on May 27. The lot will be two-thirds complete for graduation and can be used for overflow parking. A retaining wall was needed to accommodate a utility fiber cable not shown on the plans. The cost of this change was \$24,640 and was taken from the contingency.

In addition, the college continues to offer shuttle services from the Wilde Lake Village Center to the college's campus through May 21, 2010 and will offer shuttle services on May 27, 2010 as well.

#### Parking Garage 2

Design continues for the second parking garage and is currently at 50 percent construction documents. The project is still on schedule and the college expects the construction phase to begin in August with a twelve-month construction schedule.

College staff continue to meet every two weeks with the architect and CM to resolve issues and move the project forward.

### Facilities Master Plan Update

The yearlong facilities master planning process is coming to an end. The final draft was received and edits were forwarded back to the consultants. Rollout of the master plan includes a June 1, 2010, presentation to the faculty, followed by a series informational sessions for college employees, and community briefing sessions on June 16, 2010. Delivery of the final facilities master plan will be in May for the June 1, 2010, submission to the state.

### 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 and recently completed 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;
- Stream restoration; and
- Tennis court lot resurfacing.

Recently completed:

- Lightning protection and pruning of historic beech tree; and
- Athletic and fitness center fire alarm replacement.

**D – Board Member Comments**

## **E – Report of the Audit and Finance Committee**

- May 3, 2010, Meeting Minutes

# Howard Community College

## Board of Trustees

### Audit and Finance Committee

Meeting Notes

May 3, 2010 – 8:30 a.m.

The Rouse Company Foundation Student Service Hall, room 120B

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

**Absent:** Kevin J. Doyle, trustee

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

**Guests:** Monique Booker and Remi Omisore, SB & Company

| Topic   | Outcome  |
|---|--|
| Trustee Truby brought the meeting to order at 8:35 a.m. |  |
| 1. Meeting with College Auditor                         | <p>Ms. Booker gave an overview of the individuals at SB &amp; Company who will be working on college FY10 audit. She discussed the processes that would be used for the audit. The trustees and auditors discussed tuition and fee collection processes, including the tuition payment plan, direct lending, and use of collection agencies. The auditors discussed the importance of the college's implementation of the red flag rules and identity theft protection and information technology security. Lynn Coleman discussed the separate external audit that the college undertook to test its security for personal information under the red flag rules.</p> <p>The auditors discussed GASB 54 and its impact on account classifications, specifically fund balance reporting. Changes in the Pell grant and its impact on reporting and summer terms were discussed. The auditors explained the significant accounts and processes that they would be examining during the coming year.</p> <p>Special areas of focus that the committee requested the auditors examine include: cash controls, online purchasing, payroll, and Belmont Conference Center. SB &amp; Company has been working with college representatives to develop a schedule to meet audit deadlines.</p> <p>The committee asked about bad debt (i.e., students who have not met their payment obligations). Lynn Coleman will give further detail on bad debt at the May board meeting.</p> <p>Mr. Truby asked for clarification on the examination of risk assessment. The auditors explained that it relates to the awareness of senior leaders about internal and external factors that would impact the college's budget and financials.</p> |

| <b>Topic</b>   | <b>Outcome</b>   |
|--|--|
|  | The committee thanked SB & Company for their work on the audit and their collaboration with individuals from the college.  |
| 2. Quarterly Sole Source Report (January 1 – March 31, 2010)     | The committee reviewed the report. This item was for information only and no committee action was requested.   |
| 3. Year-end Purchases  | The committee reviewed the list of potential year-end purchases. Any items that require board approval would be brought back to the board for consideration. This item was for information only and no committee action was requested. |
| 4. Semi-Annual Cumulative Purchases Greater Than \$25,000 Report | The committee reviewed the report. This item was for information only and no committee action was requested.   |
| The meeting adjourned at 9:32 a.m.                               |  |

## **F – Approval of Minutes**

1. April 28, 2010, Work Session
2. April 28, 2010, Regular Session

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
April 28, 2010**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 28, 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 6:15 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Mary S. Esmond, Patrick L. Huddie, and Louis G. Hutt, Jr. Trustee Kevin J. Doyle was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Truby drew the board's attention to invitations to upcoming events included in the board take-home packets.

**I. Introduction of New Employees**

There were no new employees present to introduce.

**II. Introduction of Alternative Break Participants**

Ron Roberson introduced Brittany Budden, interim service learning director, who introduced students and faculty advisors and gave an overview of the alternative break sessions. Students and faculty advisors talked about their meaningful experiences and perspectives.

**III. Information Session: Enrollment Services**

Cindy Peterka, vice president of student services, made brief comments and introduced Barbara Greenfeld, associate vice president of enrollment services. Ms. Greenfeld thanked the directors present and presented "One Stop Shop – The HCC Way," an overview of enrollment services highlighting the freshman focus program. Ms. Greenfeld led a tour of the enrollment services area including the test center, financial aid, records, registration and veteran affairs, and admissions, advising, and transfer center. Board members had the opportunity to meet staff and ask questions.

**IV. Commendation of Trustee Louis G. Hutt, Jr., Esq., C.P.A.**

Louis G. Hutt, Jr. has served as an invaluable member of the HCC board of trustees since 2003, serving as vice chair from 2004-2005. Chair Truby read the resolution commending Mr. Hutt, thanked him for his service, and wished him well in his future endeavors. Board members and the president shared personal reflections on Trustee Hutt. He talked about the sense of community at HCC, respect for everyone, faculty and staff recognition, excellence in education, students succeeding in spite of the odds against them, and superior leadership at all levels.

The work session adjourned at 7:50 p.m.

The above constitutes the official minutes of the April 28, 2010, work session of the Howard Community College Board of Trustees as approved on May 26, 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  
April 28, 2010**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, April 28, 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 7:55 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Mary S. Esmond, Patrick L. Huddie, and Louis G. Hutt. Trustee Kevin J. Doyle was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

**A. Approval of April 28, 2010, Agenda**

*A recommendation to approve the April 28, 2010, agenda, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.*

**B. Board Priority Items**

**1. Board Core End: Leadership**

Zoe Irvin, executive director of planning, research, and organizational development gave an overview.

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

**2. Financial Statements**

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

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

**3. Cultural Diversity Plan Report**

Lynn Coleman introduced diversity committee co-chair, Dave Jordan, associate vice president of human resources, who introduced co-chair, Julie Jones, audience services manager. Mr. Jordan gave an overview of the diversity program at HCC and responded to questions from board members.

*A recommendation to approve the college's diversity plan, was moved by Trustee Huddie, seconded by Trustee Esmond, and unanimously approved.*

**4. Fiscal Year 2011 Capital Budget Reallocation**

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

*A recommendation to approve the revised FY11 capital budget, was moved by Trustee Huddie, seconded by Trustee Rensin, and unanimously approved.*

**5. Fiscal Year 2011 Operating Budget**

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

*A recommendation to approve the revised operating budget totaling \$131,266,801, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.*

#### **6. Fiscal Year 2010 Budget Amendment**

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

*A recommendation to approve the FY10 budget amendment, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.*

#### **7. Purchasing Policies and Procedures and Change of Presidential Signature Authority**

Lynn Coleman introduced Janet Cullison, associate vice president of finance, and Elizabeth Moss, director, purchasing, inventory, and contract administration, and gave an overview of the proposed changes, which reflect streamlined processes and increased signature authority based on the type of purchase being made.

*A recommendation to approve the revision of the college's purchasing policies and procedures and the increase in the president's signature authority was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.*

#### **8. Revisions to Board Policies**

Erin Yun, director of board relations and special projects, gave an overview, explaining that the proposed changes reflected the changes in purchasing approval procedures and signature limits.

*A recommendation to approve the proposed changes to the board policies with an amendment to reflect the board meeting date the new purchasing limits were approved was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.*

#### **C. President's Report**

President Hetherington mentioned the upcoming Vino Scholastico event on April 30 and Missy Mattey, director of development, gave an update on ticket sales. She also mentioned the County Council budget hearing on May 1 and the financial wellness event later that morning. She talked about the turf field opening last Friday and the semi-annual meeting with the public school system earlier in the week. Lastly, she mentioned two U.S. Department of Labor grant applications, a cyber security grant with Anne Arundel Community College, and a workforce training grant with Howard County General Hospital.

#### **D. Board Member Comments**

Chair Truby mentioned the latest Maryland Association of Community Colleges (MACC) newsletter that notes an increased college completion rate in the next ten years.

Trustee Huddie built on Chair Truby's comment on the county's trust in the college and commended everyone on keeping up the high standards.

Trustee Esmond agreed with earlier remarks and commented on the customer focus of the student services area. She commended Trustee Hutt's service on the board.

Trustee Hutt also commented on the enrollment services area tour and gave kudos to all the staff.

Trustee Dillow seconded earlier comments and commended the vice president of academic affairs (VPAA) search team on their choice of Dr. Sharon Pierce as the next VPAA. She also mentioned Dr. Jerrold Casway, professor, history; division chair, social sciences/education; director, Rouse Scholars, who appeared on the History International Channel when they showed the film "Cromwell in Ireland" to lead a discussion on St. Patrick's Day.

Vice chair Rensin echoed earlier comments and added that she was impressed with the enrollment services area tour and commended the president's vision in proposing the idea of a one-stop shop facility when she was vice president of student services.

## **E. Approval of Minutes**

*A recommendation to approve the March 24, 2010, work session and regular session minutes, was moved by Trustee Rensin, seconded by Trustee Huddie, and unanimously approved.*

## **F. Consent Items**

1. Proposed new hires;
2. Contract Renewals
  - a. Project Access bus service in the amount of \$29,190 with Jubb's Bus Service;
  - b. Cellular phone contract in an amount not to exceed \$60,000 with Verizon Wireless;
  - c. Internet services contract in an amount not to exceed \$110,000 with Comcast Commercial Services;
  - d. Security camera installation services contract renewal in an amount not to exceed \$100,000 with Sirius Systems, Inc.;
  - e. Electricity delivery services in the amount of \$508,000 with BGE;
  - f. Electricity supply services in the amount of \$1,392,000 with PEPCO;
  - g. Natural gas delivery services in the amount of \$55,000 with BGE;
  - h. Natural gas supply services in the amount \$650,000 with Washington Gas and Utility Services;
  - i. Technical support service contract and fire alarm and life safety system maintenance and testing services contract renewal in the amount of \$110,733 with Siemens Technologies, Landis Division;
  - j. Plumbing and HVAC services contract renewal in the amount of \$100,000 with Emjay Engineering and Construction Inc.;
  - k. Procurement card contract in the amount of \$1,000,000 with US Bank;
  - l. Office supplies contract in the approximate amount of \$455,000 with Staples; and
  - m. Banking contract in the approximate amount of \$27,500 with Bank of America.
3. Sodexo agreement amendment;
4. Candidates for commencement;
5. Faculty promotions for fiscal year 2011;
6. Information technology security audit in the amount of \$40,000 to Applied Technology Services and Presidio Networked Solutions, Inc.;

7. Extended shuttle service for spring semester in a new not-to-exceed amount of \$72,960 with Woodlawn Motor Coach Inc.;
8. Network operations center switches in the amount of \$273,763.60 with Disys Corporation; and
9. The Rouse Company Foundation Student Services Hall cashiers' office furniture in the amount of \$74,550.29 with School Specialty, Inc.

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

## **G. Information Items**

### **1. Issue Bin**

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

### **2. Board Calendar**

Erin Yun, director of board relations and special projects, gave a calendar update.

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 Dillow, seconded by Trustee Rensin, and unanimously approved.*

The regular meeting was adjourned at 9:10 p.m.

The above constitutes the official minutes of the April 28, 2010, regular meeting of the Howard Community College Board of Trustees as approved on May 26, 2010, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer

**G – Consent Items**



HOWARD

COMMUNITY COLLEGE

*You Can Get There From Here.*

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

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May 26, 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...

**Encourage Service to Others**





**HOWARD**  
**COMMUNITY COLLEGE**

*You Can Get There From Here*

**Board of Trustees**  
**Advanced Consent Agenda**  
**May 26, 2010**  
**The Rouse Company Foundation Student Services Hall**  
**RCF-400**

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1. Proposed New Hires
2. Contract Renewals:
  - a. Security Services
  - b. Electricity for Belmont Conference Center
  - c. Sodexo Management Agreement
  - d. Laurel College Center Lease
  - e. Facilities Operations Supplies and Services
  - f. Print Shop Copiers
  - g. Office Copiers
  - h. Administrative Software Service Agreement
  - i. Computer Hardware Purchases
  - j. Consulting and Training Services
  - k. Telecommunication Services
3. Landscaping Management Services
4. Elevator Maintenance Services
5. Athletic Fields Maintenance Services
6. Fiscal Year 2011 New Academic Programs
7. Environmental Services Supplies and Equipment
8. Fiscal Year 2011 Credit and Noncredit Schedule Printing
9. Network Maintenance Support Services
10. Year-end Purchases List
11. Professor Emeritus Recommendations
12. Howard County Director of Finance, Fleet Services, and Water and Sewer Cost
13. Cooling Tower Preventive Maintenance Services
14. Chiller Preventive Maintenance Services
15. Hickory Ridge Parking Deck Design Change Order 2
16. Spending Allowance Increase Requests
17. Security Video and Control System
18. Summer I Graduates
19. Renewal of Agreement between Howard Community College and the Howard Community College Educational Foundation, Inc.
20. Fiscal Year 2011 Operating Budget Revision
21. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

## 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:** March 25, 2010 – May 5, 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 May 2010 Board Meeting**

**BUDGETED HIRES (Position Control Positions)<sup>1</sup>**

**May 2010**

| Title                           | Department             | Position Control Status                 | Grade      | Range for Grade <sup>3</sup> | Compensation <sup>2</sup> | Name              | Effective Date |
|---------------------------------|------------------------|---|------------|------------------------------|---------------------------|-------------------|----------------|
| Direct Lending Accountant       | Finance                | Temporary with Benefits<br>New Position | 12         | \$48,363-\$80,283            | \$48,363                  | Mojtahedi, Amir   | 5/03/10        |
| Financial Aid Counselor         | Financial Aid Services | Existing Position Replacement           | 12         | \$48,363-\$80,283            | \$48,363                  | Symanek, James    | 5/03/10        |
| Instructor, Nursing (Half-Time) | Health Sciences        | New Position<br>Grant Funded            | Instructor | \$54,468-\$78,979            | \$38,110                  | Jacobs, Claudette | 5/10/10        |

**July 2010**

| Title                              | Department       | Position Control Status       | Grade | Range for Grade <sup>3</sup> | Compensation <sup>2</sup> | Name                        | Effective Date |
|------------------------------------|------------------|-------------------------------|-------|------------------------------|---------------------------|-----------------------------|----------------|
| Vice President of Academic Affairs | Academic Affairs | Existing Position Replacement | 20    | \$93,573-\$155,332           | \$140,000                 | Pierce, Sharon <sup>4</sup> | 7/01/10        |

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

<sup>2</sup>Annual 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.

<sup>3</sup>Ranges 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.

<sup>4</sup>Current HCC employee with benefits

## 2 – Contract Renewals

**Background:** All of the items listed below are one-year extensions of existing contracts that were previously bid and approved by the board with an option to renew, continuation to utilize piggyback contracts, continuation of sole source contracts, or lease renewals.

### a. Security Services

**Purpose:** To obtain board approval to extend the security contract for the main campus

**Timeline:** FY11

**Original bid year:** 2003

**Renewal #:** 8 of 8

**Vendor:** Allied Security

**Amount:** \$1,112,125

### b. Electricity for Belmont Conference Center

**Purpose:** To obtain board approval to allocate appropriate funding for the payment of energy bills and approval for the PEPCO electricity supply utilizing the contract through the Baltimore Regional Cooperative Purchasing Committee (BRCPC) to include the Belmont Conference Center

**Timeline:** FY11

**Original bid year:** PEPCO is part of BRCPC

**Vendor:** PEPCO

**Amount:** \$40,000

**c. Sodexo Management Agreement**

**Purpose:** To obtain board approval for the college to renew the contract for food service, which includes retail sales in the Café on the Quad, catering, and Starbucks, with Sodexo

**Timeline:** FY11

**Original bid year:** 2000

**Renewal #:** Annually

**Vendor:** Sodexo

**Amount:** \$300,000

**d. Laurel College Center Lease**

**Purpose:** To obtain board approval for the college to renew the annual lease for the Laurel College Center

**Timeline:** FY11

**Original contract:** 2001 (renewed 2005)

**Renewal #:** 11 of 11

**Vendor:** 312 Marshall Avenue Limited Partnership

**Amount:** \$385,148 (HCC share only)

**e. Facilities Operations Supplies and Services**

**Purpose:** To obtain board approval to continue to purchase equipment and associated parts and supplies used for facilities operations (engineering and preventive maintenance-\$40,000), and facilities services (grounds, mailroom, environmental services, and asset relocation and set-ups-\$10,000) utilizing the combined leverage in the National Joint Power Alliance (NJPA) contract with W.W. Grainger

**Timeline:** FY11

**Original bid year:** Purchasing through the NJPA agreement

**Vendor:** W.W. Grainger

**Amount:** \$50,000

**f. Print Shop Copiers**

**Purpose:** To obtain board approval for the college to continue with Canon for lease of print shop copiers. The college print shop provides copy services for academic, student services, and administrative requirements. The board approved award of a three-year contract to Canon (FY10 – FY12) with two optional years, in May 2009.

**Timeline:** FY11

**Original bid year:** 2009 for FY10

**Renewal #:** 2 of 3

**Vendor:** Canon Business Solutions

**Amount:** \$96,300

**g. Office Copiers**

**Purpose:** To obtain board approval for the college to continue with Enoch for lease of office copiers. The board approved award of a three-year contract to Enoch (FY10 – FY12) with two optional years, in May 2009.

**Timeline:** FY11

**Original bid year:** 2009 for FY10

**Renewal #:** 2 of 3

**Vendor:** Enoch Office Equipment

**Amount:** \$65,000

**h. Administrative Software Service Agreement**

**Purpose:** To obtain board approval for the college to renew the software service agreement, technical support, and consulting services with Datatel to support its products

**Timeline:** FY11

**Original bid year:** Sole source

**Vendor:** Datatel Incorporated

**Amount:** \$387,418

**i. Computer Hardware Purchases through the Maryland Educational Enterprise Consortium (MEEC)**

**Purpose:** To obtain board approval to renew hardware licensing agreements and purchase hardware for instructional and business purposes. MEEC has established a five-year hardware contract with multiple vendors through an RFP process that was completed in 2007. Under this agreement, the contract provides consortium pricing and competitive discounts on computers, servers, enterprise storage, printers, peripherals, and classroom equipment.

**Timeline:** FY11

**Original bid year:** 2007 through consortium

**Vendors:** Dell Inc. (\$1,300,000)  
Apple Computers (\$65,000)  
Hartford Computers for Hewlett Packard computers and printers (\$65,000)  
DISYS (\$100,000)

**Amount:** \$1,530,000

**j. Consulting and Training Services**

**Purpose:** To obtain board approval for consulting and training services with Choice. These services will assist with the implementation of the Higher Education Opportunity Act and the Health Care and Education Reconciliation Act of 2010.

**Timeline:** FY11

**Original bid year:** Choice Consulting and Training Services, Inc. has been approved as a sole source vendor and has been working with the college since the early 1990s. FY10 was the first year that the board approval was necessary based on the expected expenditures.

**Vendors:** Choice Consulting and Training Services, Inc.

**Amount:** Not to exceed \$50,000

**k. Telecommunication Services**

**Purpose:** To obtain board approval for the college to continue purchasing multiple telecommunication services from Verizon to support phone services, connectivity among the campus sites, and telecommunication systems maintenance. The services from

Verizon are offered and competitively priced based on the Maryland State telecommunications contracts.

| <b>Service</b>                                   | <b>Cost</b>      | <b>Rate</b>  |
|--|------------------|--|
| Directory assistance and service fees*           | \$800            | \$.75 local / \$1.25 national                            |
| Projected increase due to usage                  | \$2,500          |  |
| DSL IT and BUCO                                  | \$960            |  |
| E-911 Maintenance*                               | \$7,200          |  |
| Pay Phones – main campus/Laurel                  | \$5,900          |  |
| Laurel T1 connection                             | \$6,500          |  |
| Gateway T1 connection                            | \$7,200          |  |
| Long Distance                                    | \$7,500          | \$.018/minute interstate and<br>\$.037/minute intrastate |
| Intra-Lata calls                                 | \$8,000          | \$.055 per minute  |
| Belmont POTS lines (plain old telephone service) | \$10,800         |  |
| Belmont T1 connection                            | \$12,600         |  |
| Phone line services including local calls        | \$55,000         | \$.016 /min if over 80K min/mo                           |
| Projected Belmont/main campus PBX service        | \$56,400         | (pending state contract extension)                       |
| <b>Total cost for all services</b>               | <b>\$181,360</b> |  |

\*local services

**Timeline:** FY11

**Original bid year:** Utilize Maryland State telecommunications contracts

**Vendor:** Verizon Maryland Inc.

**Amount:** \$181,360

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the above items.

**Compliance:** These requests are in compliance with college procedure, Purchasing – 62.05.01.

### **3 – Landscaping Management Services**

**Background:** The current contract for the college’s landscape management contract has reached the three-year maximum extension. The administration advertised an Invitation to Bid (ITB) on March 18, 2010. The low bid was submitted by Brickman for \$48,496 (see table below). Brickman has been the landscape manager for the college and the administration has been very satisfied with the services provided. This contract will be for one year with the option to renew on a year-to-year basis for a maximum of three years if the administration is satisfied with the services.

In addition to the annual maintenance contract for \$48,496, the administration requests the board of trustees approve a spending allowance of \$20,000 for miscellaneous items not included in the scope of work, including tree removal, bush hogging of the periphery of campus when necessary, special mowing, and the replacement of out-of-warranty trees, for a total of \$68,496.

**Purpose:** To obtain board of trustees approval for the college to award the landscape management contract

**Location:** Campus grounds

**Timeline:** FY11

**Specifications:** Landscaping management services to include mow and trim turf (24), turf care applications (one), monitoring and treatment (five); edging (twelve); quad irrigation start-up (three), summer system check (three) and winterization (one); shrub pruning (four), fertilization (one), shrub bed weed control; spring clean-up; mulch application (once); leaf removal (three).

Numbers in parentheses indicate the number of times a service will be performed.

**Bids:**

| <b>Company Name</b>         | <b>Total FY11</b> |
|-----------------------------|-------------------|
| Brickman                    | \$48,496          |
| Chapel Valley Landscape Co. | \$48,704          |
| C&C Management              | \$59,520          |
| Estes                       | \$104,056         |
| HF Huber & Son              | \$79,693          |
| Ruppert Landscape Company   | \$61,809          |
| Tru Green                   | \$63,404          |

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

**Amount:** \$48,496 – annual Contract Amount  
\$20,000 – miscellaneous Items  
\$68,496 – total

**Vendor:** Brickman

**Source of funds:** FY11 operating budget – plant operations account

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

## 4 – Elevator Maintenance Services

**Background:** The current contract for the college’s elevator maintenance has reached the three-year maximum extension. The administration advertised an invitation to bid (ITB) on April 1, 2010. The low bid was submitted by ThyssenKrupp (see table below). ThyssenKrupp has been the elevator maintenance contractor for the college for the last three years and the administration has been very satisfied with the services provided. This contract will be for one year with the option to renew on a year-to-year basis for a maximum of three years, if the administration is satisfied with the services.

In addition to the annual maintenance contract for \$14,700, the administration requests the board of trustees approve a spending allowance of \$10,000 for miscellaneous items not included in the scope of work, such as repairs related to maintenance, for a total spending authority of \$24,700. Because this contract is multi-year, the administration is asking for board approval.

**Purpose:** To obtain board approval for the college to award the elevator maintenance contract

**Location:** Main campus

**Timeline:** FY11

**Specifications:** Elevator preventive maintenance for the following elevators:

| Location  | Manufacturer      | Equipment Type | Quantity |
|---|-------------------|----------------|----------|
| Science and technology building Elevator 1 (Burrill Galleria) | US Elevator       | Hydro          | 1        |
| Science and technology building Elevator 2                    | ThyssenKrupp      | Hydro          | 1        |
| Nursing building  | Elevator Engineer | Hydro          | 1        |
| Hickory Ridge   | Dover             | Hydro          | 1        |
| Duncan Hall   | Otis              | Hydro          | 2        |
| Horowitz Visual and Performing Arts Center                    | Otis              | Hydro          | 2        |
| The Rouse Company Foundation Student Services Hall            | ThyssenKrupp      | Hydro          | 2        |
| Parking deck 1  | Otis              | Hydro          | 1        |
| Clark Library Hall  | ThyssenKrupp      | Hydro          | 1        |

**Bids:**

| <b>Company Name</b>        | <b>FY11 cost</b>   | <b>FY12 cost</b>   | <b>FY13 cost</b>   |
|----------------------------|--------------------|--------------------|--------------------|
| Admiral Elevator           | \$28,224.00        | \$29,635.20        | \$31,116.93        |
| Delaware Elevator          | \$27,720.00        | \$29,112.00        | \$30,564.00        |
| Elevator Control Services  | \$20,340.00        | \$20,340.00        | \$21,153.00        |
| Kone Elevators             | \$25,500.00        | \$26,520.00        | \$27,580.00        |
| Maryland Elevator Services | \$23,520.00        | \$24,360.00        | \$25,200.00        |
| Otis Elevator Company      | \$15,876.00        | \$16,668.00        | \$17,496.00        |
| Schindler Elevator         | \$21,000.00        | Not bid            | Not bid            |
| <b>ThyssenKrupp</b>        | <b>\$14,700.00</b> | <b>\$15,435.00</b> | <b>\$16,206.72</b> |

◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:**            \$14,700 – annual contract amount  
                          \$10,000 – miscellaneous Items  
                          \$24,700 – total

**Vendor:**            ThyssenKrupp

**Source of funds:** FY11 operating budget – plant operations account

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

## **5 – Athletic Fields Management Services**

**Background:** The current contract for the college’s athletic fields management contract has reached the three-year maximum extension. The administration advertised an invitation to bid (ITB) on March 18, 2010. The low bid was submitted by Chapel Valley, Inc. for \$61,656 (see table below). Chapel Valley Landscape Company has been highly recommended by the Soccer Association of Columbia (S.A.C.). This contract will be for one year with the option to renew on a year-to-year basis for a maximum of three years if the administration is satisfied with the services.

In addition to the annual maintenance contract for \$61,656, the administration requests the board of trustees approve a spending allowance of \$20,000 for miscellaneous items not included in the scope of work, such as special mowings and irrigation repairs, for a total of \$81,656.

**Purpose:** To obtain board approval for the college to award the athletic fields management contract

**Location:** Athletic fields area as delineated by fenced area

**Timeline:** FY11

**Specifications:** The contractor shall provide all necessary labor, material, equipment, and fully-trained supervisory personnel and or licensed sub-contractors to properly maintain natural grass playing fields - numbers 1, 3, 4, and 5, and the artificial turf field - number 2, including non-playable turf within the fenced area.

**Bids:**

| <b>Company Name</b>         | <b>Total FY11</b> |
|-----------------------------|-------------------|
| Brickman                    | \$66,893          |
| Chapel Valley Landscape Co. | \$61,656          |
| C&C Management              | \$86,730          |
| Ruppert Landscape Company   | \$64,476          |
| Tru Green                   | \$74,026          |

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

**Amount:**            \$61,656 – annual contract amount  
                          \$20,000 – miscellaneous items  
                          \$81,656 – total

**Vendor:**            Chapel Valley

**Source of funds:** FY11 operating budget – plant operations account

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

## 6 – Fiscal Year 2011 New Academic Programs

**Background:** Each year, the curriculum and instruction committee reviews new course and program proposals to assure that they are clearly and thoughtfully designed, address a clear student need, and are consistent with the mission of the college. The committee assures currency of existing programs offerings and provides a mechanism for the research, design, development, and approval of new programs.

**Purpose:** To obtain board approval of new programs

**Timeline:** Effective July 1, 2010

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the following new programs:

1. Associate of Science in Engineering – Computer Engineering
2. Associate of Science in Engineering – Electrical Engineering
3. Associate of Arts in Arts & Sciences – Digital Arts
4. Associate of Arts in Arts & Sciences – Film and Video Pre-Production
5. Associate of Arts in Arts & Sciences – Television and Radio
6. Associate of Arts in Arts & Sciences – Graphic Design
7. Associate of Arts in Arts & Sciences – Photography
8. Associate of Arts in Arts & Sciences – Music Technology
9. Associate of Arts in Teaching – Early Childhood Education/Early Childhood Special Education
10. Associate of Arts in Teaching – Elementary Education/Elementary Special Education

**Compliance:** This request is in compliance with Board of Trustees Policy: Board Role.

## 7 – Environmental Services Supplies and Equipment

**Background:** The college's environmental services supplies and equipment may be purchased using the University of Maryland, College Park (UMCP) contract with Daycon, Inc. It is estimated that \$150,000 will be spent on Daycon products and equipment in FY11, based on expenditures in FY10 with other vendors.

Also, the administration has made some purchases with Daycon, Inc. in FY10 and has exceeded the spending allowance of \$24,999 due to necessary purchases of toilet paper and salt. At this time, the administration would like to request a spending allowance increase with Daycon, Inc. from \$24,999 to \$80,000 to cover purchases for the remainder of FY10 since the products previously purchased with another vendor are cheaper if purchased through Daycon.

**Purpose:** To obtain board approval for spending allowance with Daycon, Inc. of \$150,000.00 in FY2011, and of \$80,000.00 in FY2010.

**Timeline:** FY10 and FY11

**Bids:** N/A – purchased through the UMCP contract

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** \$150,000 spending allowance for FY11  
\$ 80,000 spending allowance for FY10

**Vendor:** Daycon, Inc.

**Source of funds:** Plant operations budget

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

## 8 – Fiscal Year 2011 Credit and Noncredit Schedule of Classes Printing

**Background:** Each year, the college’s public relations and marketing office solicits bids for the printing of the credit and noncredit class schedules (a total of eight editions). The schedules list and describe credit and noncredit classes that are offered during the semester and registration information. They are mailed to all Howard County residents prior to established registration and advising dates to assist students in registering and to market the college programs and classes. The college will receive the eight editions at dates specified in the bid. These dates will ensure that schedules will be received prior to registration and advising dates.

An invitation to bid (ITB) was issued on April 15, 2010, and responses were due on May 6, 2010. The companies were asked to bid separately on the credit and noncredit schedules. The bid information appears below. Even though Phillips Brothers submitted the lowest bid for credit schedules, the ITB included a provision that allowed for a 5 percent price preference for sustainability. As Phillips is located in Illinois and prints in Indiana, the administration requests that AFL Web be awarded the credit schedule contract. AFL web is located in New Jersey. The AFL Web bid is within the 5 percent price difference. The administration would also like to request additional funds to accommodate the printing of additional pages, if necessary.

**Purpose:** To obtain board approval to award the printing of credit and noncredit schedule of classes

**Timeline:** FY11

**Specifications:** Printing of credit class schedules: 115,000 for winter/spring, summer, revised fall editions; 15,000 for the advance fall edition; and printing of non-credit class schedules: 120,000 for each of four editions.

**Bids:**

| <b>Company</b>     | <b>Credit</b>    | <b>Noncredit</b> |
|--------------------|------------------|------------------|
| <b>AFL Web</b>     | <b>\$140,596</b> | <b>\$81,008</b>  |
| Bartash            | \$140,827        | \$92,736         |
| Cenvo              | \$230,065        | \$140,473        |
| Gray Graphics      | \$152,055        | \$128,817        |
| Indiana Printing   | \$157,282        | \$90,942         |
| Phillips Brothers  | \$138,249        | \$99,954         |
| Sun Custom Content | \$215,487        | \$152,332        |
| VG Reed & Sons     | \$182,012        | \$169,055        |

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

**Amount:** \$140,596 plus up to \$20,000 for additional pages (credit)  
\$ 81,009 plus up to \$15,000, for additional pages (noncredit)  
\$256,605 – not to exceed total

**Vendor:** AFL Web Printing

**Source of funds:** FY11 printing budget, public relations and marketing budget (credit) and continuing education and workforce development budget (noncredit)

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

## 9 – Network Maintenance Support Services

**Background:** In May 2006, the board of trustees approved a network contract for FY07 with two one-year renewal options. That contract was then extended last year for a one-year period. During this period, the college paid the FY09 rate for FY10. That contract expires on June 30, 2010.

An invitation to bid (ITB) was issued on April 1, 2010, and closed on April 29, 2010. This ITB sought bids from vendors to provide unlimited 24-hour, 7-day-a-week telephone technical support for specific network equipment such as routers, switches, and security devices, as well as periodic on-site engineering support. Although the college was contacted by multiple firms with questions relating to the ITB, only one vendor responded with a bid. That vendor is Networking Concepts, Incorporated (NCI). The bid was for 12 months, with the option to renew for two additional one-year periods, if the college is satisfied with their service. The bid pricing for the three years is:

FY11 = not to exceed \$118,020  
FY12 = not to exceed \$120,026 (option year 1)  
FY13 = not to exceed \$122,972.40 (option year 2)

These total bid prices reflect the cost for service, as well as the cost for preventative maintenance and additional “per-call” hours.

**Purpose:** To obtain board approval to award the network maintenance agreement contract

**Timeline:** FY11

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** \$118,020

**Vendor:** Network Concepts, Inc.

**Source of funds:** FY11 operating budget

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

## 10 – Year-end Purchases

**Background:** Each year, the college reserves funds for furniture and equipment purchases to insure adequate funds are available in the budget. These purchases are normally made in May once the administration knows the final spring enrollment figures and the year-end projections. It is the college’s practice to give a list of “*Year-end Purchases*” to the audit and finance committee for review in May prior to making any purchases.

In November of 2008, to streamline the year-end approval process, the board agreed that the audit and finance committee would review the year-end list in May and then it would be brought to the May full board meeting. It was decided that the list would be reviewed by the full board and any items on the list \$25,000 or over, where the price was already obtained from a federal, state, local government, or local college contract would receive board approval at that time and not be brought back individually to the board for approval. However, any item that needs to go through a public bid process conducted by the college would still be sent to the board for approval.

At this time, the college is still working to determine the availability of year-end funds and hopes to have this amount by the end of May. Once this has been determined, the items to be purchased will be finalized and brought back to the board as appropriate.

Some purchases that will not be completed by June 30 may have funds carried over into FY11.

**Purpose:** To obtain board approval to purchase the items on the year-end list that have already been bid publicly without having to bring them back to the board for the second time

**Timeline:** FY10

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the purchase of items on the year-end list that have already been bid publicly. This approval only applies to items that appear on the year-end list.

**Source of funds:** Operating budget and capital funds

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

**FY10 Year-end Computer Purchases**

| Area  | Cost Center               | Description   | Estimated Amount                | Priority 1     | Priority 2    | Priority 3    | CAPITAL          |  |
|---|---------------------------|---|---------------------------------|----------------|---------------|---------------|------------------|--|
| VPAF  | Finance                   | Printer for Linda Collins   | \$ 1,295                        | 1,295          |               |               |                  |  |
|   |                           | Check Printer-Double Tray for Denise/AP   | 2,000                           | 2,000          |               |               |                  |  |
|   |                           | Printer - 2 drawer for Jyostna/Purchasing   | 1,500                           | 1,500          |               |               |                  |  |
|   |                           | 2 Laptops - For Katrina & Elizabeth @ \$1,200 ea  | 2,400                           | 2,400          |               |               |                  |  |
|   |                           | <b>Total</b>  | <b>\$ 7,195</b>                 | <b>7,195</b>   |               |               |                  |  |
|   | Plant Operations          | Endura Camera System  | \$ 100,000                      | 100,000        |               |               |                  |  |
|   |                           | <b>Total</b>  | <b>\$ 100,000</b>               | <b>100,000</b> |               |               |                  |  |
|   | VPAF (EOP)                | Outdoor Emergency Notification Siren System   | \$ 50,000                       | 50,000         |               |               |                  |  |
|   |                           | <b>Total</b>  | <b>\$ 50,000</b>                | <b>50,000</b>  |               |               |                  |  |
|   | Security                  | NCC Software for Security Monitoring Room   | \$ 6,000                        |                | 6,000         |               |                  |  |
|   |                           | Monitor & Workstation for Monitoring Room   | 4,826                           |                | 4,826         |               |                  |  |
|   |                           | <b>Total</b>  | <b>\$ 10,826</b>                |                | <b>10,826</b> |               |                  |  |
| <hr/>                                       |                           |   |                                 |                |               |               |                  |  |
| VPIT  | UNS                       | Routers   | \$ 240,000                      |                |               |               | 240,000          |  |
|   |                           | Cisco 3560 NOC switches   | 11,508                          | 11,508         |               |               |                  |  |
|   |                           | Cisco 3845 NOC routers  | 27,942                          | 27,942         |               |               |                  |  |
|   |                           | Cisco 4XXX replacement ELB & HR   | 300,000                         |                |               | 300,000       |                  |  |
|   |                           | Phase 2 VoIP rollout  | 589,800                         |                |               | 589,800       |                  |  |
|   | HELP Desk                 | DH110 Computer Lab Keyboard Trays & installation  | 10,800                          | 10,800         |               |               |                  |  |
|   |                           | DH110 Help Desk staff chairs  | 2,800                           | 2,800          |               |               |                  |  |
|   |                           | <b>Total</b>  | <b>\$ 1,182,850</b>             | <b>53,050</b>  | <b>-</b>      |               | <b>1,129,800</b> |  |
|   | <hr/>                     |   |                                 |                |               |               |                  |  |
|   | VPAA                      | BUCO  | 10 Laptops with wireless access | \$ 11,000      |               | 11,000        |                  |  |
| Arts and Human                              |                           | Adobe software and computers - 17 machines  | 30,200                          | 30,200         |               |               |                  |  |
| AV  |                           | 2 Laptops   | 2,000                           | 2,000          |               |               |                  |  |
|   |                           | 2 Eon Speakers with stands  | 1,150                           |                | 1,150         |               |                  |  |
|   |                           | Replacement projector for Kittleman Room  | 2,400                           | 2,400          |               |               |                  |  |
|   |                           | 5 Replacement lamps for LCD classroom projectors  | 2,250                           |                | 2,250         |               |                  |  |
| 10 Wireless remotes for selected classrooms |                           | 1,800   |                                 |                | 1,800         |               |                  |  |
| <b>Total</b>                                | <b>\$ 50,800</b>          | <b>34,600</b>   | <b>14,400</b>                   | <b>1,800</b>   |               |               |                  |  |
| <hr/>                                       |                           |   |                                 |                |               |               |                  |  |
| VPSS  | Academic Support Services | Dell Personal Computer (rationale: to be used as an additional kiosk station for student-sign-in) | \$ 1,200                        |                |               | 1,200         |                  |  |
|   |                           | 3 laptops   | \$ 6,000                        | 6,000          |               |               |                  |  |
|   | Athletic & Fitness Center | New software for the department for scheduling facilities, leagues, pass users (multi usage)      | 3,500                           |                |               | 3,500         |                  |  |
|   |                           | Two laptop computers with software capability for stats   | 3,000                           |                |               | 3,000         |                  |  |
|   | Records & Registration    | Laser Printer   | 1,100                           |                |               | 1,100         |                  |  |
|   |                           | 4 PC's  | 5,200                           | 5,200          |               |               |                  |  |
|   |                           | Laptops (3)   | 3,900                           |                |               | 3,900         |                  |  |
|   |                           | Student Computers (3)   | 3,000                           |                |               | 3,000         |                  |  |
|   | Test Center               | Printers (2)  | 600                             |                |               | 600           |                  |  |
|   |                           | Laser Printer (2)   | 2,500                           |                |               | 2,500         |                  |  |
|   | <b>Total</b>              | <b>30,000</b>   | <b>11,200</b>                   | <b>-</b>       | <b>18,800</b> | <b>-</b>      |                  |  |
| <b>GRAND TOTAL COMPUTERS</b>                |                           |   | <b>1,431,671</b>                | <b>256,045</b> | <b>25,226</b> | <b>20,600</b> | <b>1,129,800</b> |  |

**FY10 Year End Non-Computer Purchases**

| Area                               | Cost Center                                | Description  | Est. Amount         | Priority 1          | Priority 2          | Priority 3    |
|------------------------------------|--|--|---------------------|---------------------|---------------------|---------------|
| VPAF                               | Finance                                    | Shelves for storage areas - Finance/Cashier  | \$2,000             | 2,000               |                     |               |
|                                    |  | Folder Machine (Whitaker Bros) - AR/Cashier  | 7,999               | 7,999               |                     |               |
|                                    |  | <b>Total</b>   | <b>\$ 9,999</b>     | <b>\$9,999</b>      | <b>\$0</b>          | <b>\$0</b>    |
|                                    | Plant Operations                           | Electric Hand Dryers   | \$20,000            |                     |                     | 20,000        |
|                                    |  | Van for Car Pool   | 30,000              |                     |                     | 30,000        |
|                                    |  | Additional Paving Athletic Complex   | 25,000              |                     |                     | 25,000        |
|                                    |  | 20 Digital Clocks  | 6,000               | 6,000               |                     |               |
|                                    |  | Car Counting System Garage 1   | 50,000              |                     |                     | 50,000        |
|                                    |  | Redo mulch beds  | 20,000              | 20,000              |                     |               |
|                                    |  | Replace Fire Extinguisher Cabinets – Garage  | 5,000               | 5,000               |                     |               |
| <b>Total</b>                       | <b>\$ 156,000</b>                          | <b>\$ 31,000</b>   | <b>\$ -</b>         | <b>\$ 125,000</b>   |                     |               |
| Security                           | Security bike and accessories              | \$1,300  |                     |                     | 1,300               |               |
| <b>Total</b>                       | <b>\$1,300</b>                             | <b>\$0</b>   | <b>\$0</b>          | <b>\$1,300</b>      |                     |               |
| Collegewide                        | Crosscut shredders (Red flag requirements) | \$20,000   | 20,000              |                     |                     |               |
| <b>Total</b>                       | <b>\$ 20,000</b>                           | <b>20,000</b>  |                     |                     |                     |               |
| PRES                               | Public Relations                           | Signage - base package   | \$280,000           |                     | 280,000             |               |
|                                    |  | Front entrance sign  | 100,000             |                     | 100,000             |               |
|                                    |  | <b>Total</b>   | <b>\$ 380,000</b>   | <b>\$0</b>          | <b>\$380,000</b>    | <b>\$0</b>    |
| VPA                                |  | Acting class expanded into new room, new rehearsal equipment needed to properly equip room and provide for full classes. Stage rehearsal cubes, set of 4   | \$1,720.00          | 1,720               |                     |               |
|                                    |  | Sorenson Media Squeeze   | 799                 |                     | 799                 |               |
|                                    |  | BlueRay DVD player   | 800                 |                     | 800                 |               |
|                                    |  | Projectors for Laurel College Center   | 3,320               | 3,320               |                     |               |
|                                    |  | <b>Total</b>   | <b>\$6,639.00</b>   | <b>\$5,040.00</b>   | <b>\$1,599.00</b>   | <b>\$0.00</b> |
| VPSS                               | Academic Support Services                  | 4 Privacy Computer Filters for LAC front desk @ \$375 ea.  | \$1,500.00          |                     | 1,500               |               |
|                                    | Student Life                               | Grip sheet mounts (420) snaps to cover 15 bulletin boards  | 1,176               | 1,176               |                     |               |
|                                    |  | 40" LCD flat-screen TV for Video game room   | 1,380               | 1,380               |                     |               |
|                                    | ASSIST Team                                | Hire a workshop presenter on the topic of classroom management (Presenter TBA with help from ASSIST and faculty for May professional development) \$5,000 consultant plus \$1,000 travel expenses. | 6,000               |                     |                     | 6,000         |
|                                    | Admissions & Advising                      | Hourly funds for academic advising -   | 15,000              | 15,000              |                     |               |
|                                    |  | Flat Screen TV for academic advising   | 1,000               |                     | 1,000               |               |
|                                    |  | Multi-DVD Player   | 700                 |                     | 700                 |               |
|                                    | Athletics                                  | Volleyball standards   | 8,500               | 8,500               |                     |               |
|                                    | Childrens Learning Center                  | Replace CLC awnings (damaged during the storm)   | 3,680               | 3,680               |                     |               |
|                                    | Records & Registration                     | Storage Cabinets (9) - red flag  | 4,000               | 4,000               |                     |               |
|                                    | Financial Aid                              | STARS Scholarship Software   | 15,000              | 15,000              |                     |               |
|                                    |  | Furniture  | 15,000              |                     | 15,000              |               |
|                                    | Enrollment Services                        | Panic Buttons (25)   | 5,000               |                     |                     | 5,000         |
|                                    | All - Adm/Adv; FAS; TC; WC; RR             | Transition for director of records and registration May/June Salary plus benefits  | 13,000              | 13,000              |                     |               |
|                                    | Career Links                               | Director and Counselor positions   | 86,000              | 86,000              |                     |               |
| <b>Total</b>                       |  | <b>\$176,936.00</b>  | <b>\$147,736.00</b> | <b>\$18,200.00</b>  | <b>\$11,000.00</b>  |               |
| <b>GRAND TOTAL - Non-computers</b> |  | <b>\$750,874.00</b>  | <b>\$213,775.00</b> | <b>\$399,799.00</b> | <b>\$137,300.00</b> |               |

| Renovation Requests<br>(highly estimated) |                  |
|---|------------------|
| Test Center                               | \$150,000        |
| Adm/Adv                                   | \$200,000        |
| <b>GRAND TOTAL</b>                        | <b>\$350,000</b> |

1 - top priority  
1 - second priority

## 11 – Professor Emeritus Recommendations

**Background:** College procedure 10.15 outlines the criteria under which a retiring faculty person will qualify for professor emeritus status, including:

- Ten continuous years as a member of the full-time faculty of Howard Community College.
- Recognition by peers and supervisors as having made an outstanding contribution to the quality of instruction at Howard Community College.
- Recognition as having contributed significantly to the quality and growth of the college as a whole.
- Substantial contributions to the community, profession, and/or discipline.
- Holding the rank of associate or full professor.

The professor emeritus candidate is nominated by his or her division chair and recommended by the full faculty, the vice president of academic affairs, and the president.

Professors emeriti are eligible for privileges, which include continued faculty listing in the catalogue, tuition waiver, standing invitation to participate in institutional functions, faculty rates for institutionally sponsored events, limited use of institutional resources like the library and computer labs, and the opportunity to participate in health and insurance programs at group rates.

**Purpose:** Professor emeritus rank is bestowed by the board of trustees to recognize and reward the professional excellence and contributions of a retiring faculty person

**Timeline:** FY10

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the nomination to professor emeritus of Patty English, Virginia Kirk, Ron Roberson, and Linda Wiley in recognition of their contributions to the quality of instruction, to growth of the institution, to the community, and to their disciplines.

**Compliance:** This request is in compliance with college procedure, Professor Emeritus – 10.15.

## 12 – Howard County Director of Finance, Fleet Services, and Water and Sewer Cost

**Background:** The college uses Howard County for servicing and fueling of all college vehicles as well as for water and sewer. The administration is requesting a spending allowance for FY11 of \$35,000 in each category.

Also, the college's original budget for FY10 was not expected to exceed \$24,999 for either category. At this time, the administration requests the original spending allowance in both categories to be increased by \$10,000 each to cover the expenditures for the remainder of FY10. The increase for vehicle servicing is requested due to the expansion of the fleet and associated maintenance cost. The increase to cover water and sewer is due to the unanticipated increases in the college population.

**Purpose:** To obtain board approval for a spending allowance with Howard County of \$70,000 in FY11 and an increase of spending allowance of \$20,000 in FY10 from \$24,999 to \$44,999

**Timeline:** FY10 and FY11

### ◆———— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** \$70,000 for FY11  
\$44,999 for FY10

**Vendor:** Director of Finance, Howard County

**Source of funds:** Plant operations budget

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

## 13 – Cooling Tower Preventive Maintenance Services

**Background:** In order to extend the life of the cooling tower and maintain performance levels, the administration advertised an invitation to bid (ITB) for cooling tower preventive maintenance for FY11. The companies participating in the bids are listed below. Even though Johnson Controls submitted the lowest bid, the response was determined to be non-responsive since the firm received unfavorable reports from the references for the cooling tower division. For this reason, the administration could not confirm, without reservation, the ability of Johnson Controls to provide the level of service requested in the solicitation in regards to cooling tower preventive maintenance.

Spectrum Services submitted the second lowest bid, but the company failed to provide many of the required submittals listed in the ITB, which resulted in the response being deemed non-responsive.

Therefore, the administration requests that CTHX, LLC be awarded the cooling tower preventive maintenance contract as the third lowest bidder at the cost of \$24,235. The administration has been satisfied with work previously performed by the company on campus in regard to cooling tower services. Also requested is authorization for additional unanticipated items, not currently identified and therefore not included in the scope of the contract, of \$10,000. This contract will be for one year with the option to renew on a year-to-year basis for a maximum of three years, if the administration is satisfied with the services.

**Purpose:** To obtain board approval for the college to enter into a contract for the cooling tower preventive maintenance

**Location:** Main campus

**Timeline:** FY11

**Specifications:** Cooling tower preventive maintenance including water treatment services.

**Bids:**

| Company Name         | FY11 cost          | FY12 cost          | FY13 cost          |
|----------------------|--------------------|--------------------|--------------------|
| Carrier Direct Sales | \$26,352.00        | \$27,672.00        | \$29,064.00        |
| <b>CTHX, LLC</b>     | <b>\$24,235.00</b> | <b>\$24,350.00</b> | <b>\$24,350.00</b> |
| FES                  | \$26,280.00        | \$27,068.00        | \$27,880.00        |
| Johnson Controls     | \$17,142.00        | \$17,657.00        | \$18,189.00        |
| Odoi Associates      | \$25,100.38        | \$25,124.97        | \$25,179.75        |
| Spectrum Services    | \$18,670.00        | \$19,230.00        | \$19,945.00        |

## ◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

**Amount:**            \$24,235 – annual contract  
                          \$10,000 – miscellaneous items  
                          \$34,235 – total

**Vendor:**            CTHX, LLC

**Source of funds:** FY11 operating budget – plant operations account

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

## 14 – Chiller Preventive Maintenance Services

**Background:** In order to extend the life of the chillers and maintain their performance levels the administration advertised an invitation to bid (ITB) for chiller preventive maintenance for FY11. The companies participating in the bids are listed below. Johnson Controls submitted the lowest bid, and since the administration was satisfied with the company’s services previously rendered in regard to the chillers, it is recommended that the board of trustees approve the chiller preventive maintenance contract with Johnson Controls at the cost of \$14,000. Also requested is authorization for an additional \$15,000 for repairs related to this preventative maintenance. This amount was determined by reviewing costs for repairs in prior years. This contract will be for one year with the option to renew on a year-to-year basis for a maximum of three years, if the administration is satisfied with the services.

**Purpose:** To obtain board approval for the college to award a contract for the chiller preventive maintenance contract

**Location:** Main campus

**Timeline:** FY11

**Specifications:** Chiller preventive maintenance services including inspections, cleaning, and testing.

**Bids:**

| Company Name            | FY11 cost   | FY12 cost   | FY13 cost   |
|-------------------------|-------------|-------------|-------------|
| Boland                  | \$15,120.00 | \$31,936.00 | \$15,880.00 |
| Carrier Corporation     | \$27,780.00 | \$43,860.00 | \$30,628.00 |
| FES                     | \$43,290.00 | \$51,072.00 | \$43,804.00 |
| Johnson Controls        | \$14,000.00 | \$21,020.00 | \$14,852.00 |
| Odoi Associates, Inc    | \$19,752.19 | \$25,335.65 | \$20,064.24 |
| RCS Commercial          | \$28,372.00 | \$36,856.00 | \$30,372.00 |
| Spectrum Services, Inc. | \$49,065.00 | \$61,454.00 | \$41,196.00 |
| Trane US, Inc.          | \$39,996.00 | \$61,454.00 | \$41,196.00 |

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** \$14,000 – annual contract  
\$15,000 – miscellaneous items

**Vendor:** \$29,000 – total  
Johnson Controls

**Source of funds:** FY11 operating budget – plant operations account

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

## 15 – Hickory Ridge Parking Deck Design - Change Order 2

**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. After the administration determined that due to the increase in enrollment and the desperate lack of available parking, the parking deck should be fully designed for 750 spaces. The increase was for \$132,250 for a total design cost of \$744,885, approved by the board of trustees on October 22, 2008.

Change order 1 was approved by the board of trustees on March 24, 2010, for additional work to cover the cost for KCI, the civil engineer working for Ayers Saint Gross, to prepare three individual sets of plans instead of one per Howard County recommendation. Two sets were to be revised per Howard County comments, and the final revisions were to be hand drafted onto the existing Mylar to create the construction document. The amount approved was \$13,291.20.

At this time it is requested that the board of trustees approve change order 2 for additional work required for the site plan permit on behalf of Ayers Saint Gross, KCI Technologies, and F&R Geotechnical Engineer to coordinate and prepare an as-built submittal for the storm water management quantity facility designed by Riemer Tracy & Associates for the General Physics Office building adjacent to the Hickory Ridge parking lot under Howard County site development plan (SDP 82-65), that was never approved by the Howard County SCD. The proposal requests \$9,673 for additional compensation. This is being required by the county.

**Purpose:** To obtain board approval for change order 2 of \$9,673 for Ayers Saint Gross

**Location:** Lot G, Hickory Ridge parking deck

**Timeline:** May 27, 2010, to completion

**Specifications:** Prepare an as-built submittal for the storm water management quantity facility for approval by Howard County SCD.

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** \$ 9,673.00 – change order 2  
\$ 13,291.20 – change order 1

\$132,250.00 – increase to design cost due to 750 spaces  
\$612,635.00 – original design cost for 500+ spaces  
\$767,849.20 – total

**Vendor:** Ayers Saint Gross

**Source of funds:** Capital budget/reserve funds

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

## 16 – Spending Allowance Increase Requests

**Background:** Several purchases and services identified in FY10 need increases to the previously approved spending allowance. The board of trustees previously approved these contracts with the noted vendors. This consent item will allow the college to complete the year with these vendors on the original contract at a higher dollar amount for the items noted.

### PEPCO Electricity Delivery

**Purpose:** To obtain board approval to increase the electricity services contract with PEPCO approved on April 22, 2009. An overage will occur due to an increase in population and energy cost.

**Timeline:** FY10

**Amount:** \$1,392,000 – original approved amount  
\$ 190,000 – requested increase  
\$1,582,000 – total

### Siemens Building Technologies (SBT), Landis Division

**Purpose:** To obtain board of trustees approval for increase of spending allowance with the Siemens Technologies, Landis Division, sole source service contract to furnish and install a chiller interface for Duncan Hall, The Rouse Company Foundation Student Services Hall (RCF), and the Horowitz Visual and Performing Arts Center; and to furnish and install a fire alarm control panel in the RCF security dispatch office

**Timeline:** FY10

**Amount:** \$266,753 – original approved amount  
\$ 18,560 – requested increase  
\$285,313 – total

## ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the above items.

**Compliance:** These items are in compliance with college procedure, Purchasing – 62.05.01.

## **17 – Security Video and Control System**

**Background:** To improve security and safety, the administration posted an invitation to bid (ITB) for qualified contractors to furnish and commission an Endura camera system in Duncan Hall. The system will be connected to the college security network by the college. Facility Engineering was the company with the lowest bid, and meeting qualification. (See bid comparison below.)

**Purpose:** To obtain board approval for the college to award a contract to provide services as per the ITB for a security video and control system

**Location:** Duncan Hall

**Timeline:** FY10

**Specifications:** Furnish and commission Endura equipment in Duncan Hall to be ready for connection to a switch on the college security network in the science and technology building by the college

**Bids:**

| <b>Company Name</b>          | <b>Price</b>       |
|------------------------------|--------------------|
| Access Security              | \$74,842.40        |
| Ark System                   | \$65,736.00        |
| ASG Security                 | \$73,104.59        |
| <b>Facility Engineering</b>  | <b>\$61,074.00</b> |
| Ingersoll Rand Security Tech | \$67,475.00        |
| SigNet                       | \$70,000.00        |
| SimplexGrinnell              | \$82,789.00        |
| Vision Tech                  | \$63,284.29        |

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve:

**Amount:** \$61,074

**Vendor:** Facility Engineering

**Source of funds:** FY10 plant operations funds

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

## 18 – Summer I Graduates

**Background:** The following item is a list of proposed candidates for graduation who are expected to complete their degrees/certificates at the conclusion of the Summer 1 term. These candidates are being cleared by the office of records and registration. The list of 45 graduates will be reviewed and approved prior to the conferring of these degrees and certificates.

**Purpose:** To enable eligible students to graduate

**Timeline:** Degree Conferral – July 2, 2010

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the list of proposed graduates for Summer I 2010, and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration.

**Compliance:** This request is in compliance with college procedure, Graduation Requirements – 10.04.01.

## Associate of Arts

### Arts and Sciences-Arabic

Ryan Christopher Eisemann

### Arts and Sciences-Art-Photography

Joanne W. Neil

### Arts and Sciences-Criminal Justice

Seth James Roth

Wynter Ariele Worthington

### Arts and Sciences-Health Care Management and Administration

Nancy Kou Gabie

### Arts and Sciences-History

Kyle Patrick Monko

### Arts and Sciences-Human Services-Social Services

Pauline Nimene Gardiner

### Arts and Sciences-Life Sciences

Omar I. Tibi

### Arts and Sciences-Nutrition-Food Science

Sara Ali Ahmed Al-Kabir

### Arts and Sciences-Pre-Medicine

Mehr-Un-Nisa Araine

### Arts and Sciences-Psychology

Alexandra Bellina Simonetti

### Business Administration

Thomas F. Berry, Jr.

Huyen Thu Pham

### General Studies

Kareem Alalfey

Evan L. Besmanoff

Julianna A.O. Bonsu

Gabrielle Danae Boone

Benjamin David Brown

Korey Matthew Cobb

Kayla M. Conran

Jon Michael Deweese

Anna Yvonne Dixon

Henry Olukayode Ekisola

Christina Marie Garver

Natalia Katherine Glaroff

Sara Elizabeth Glascock

Jermaine Khristopher

Gooden

Candace Johnson

Sarah Alexis Klos

Su Letya

Sarah Elizabeth O'Keefe

Lindsay Megan Palmer

Robert Eugene Perdue

Maria G. Perez

Michael William Reichert

Elizabeth Nicole Reicks

Jennifer R. Smoot

Michael S. Tumbarello II

Timothy Warren Wilson

Bilal M. Zaidi

David M. Zimmerman

### Information Technology

Mark Christopher Smedley

## Associate of Arts in Teaching

### Teacher Education

Sara Kessler

Misun Margaret Muhlbock

Sharon A. O'Neill

## **19 – Renewal of Agreement between Howard Community College and the Howard Community College Educational Foundation, Inc.**

**Background:** The agreement between Howard Community College (HCC) and the Howard Community College Educational Foundation, Inc. (HCCEF) was renewed by the board in June 2007 to extend through June 2010. With the expiration date approaching, the foundation and college president have reviewed the agreement and edited it to extend through 2020 and to be automatically renewed by HCC and the HCCEF for ten-year (10) periods thereafter unless modified with the consent of both parties. The revised version of this agreement follows this write-up and the changes are indicated.

**Purpose:** To obtain board approval to renew the agreement between HCC and the HCCEF

**Timeline:** July 1, 2010, to June 30, 2020

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the Howard Community College/Howard Community College Educational Foundation, Inc. Agreement.

**Compliance:** This request is in compliance with existing state regulations and is in support of board policy, Governance Process: Board's Role in Fundraising

**An Agreement Between  
Howard Community College and  
Howard Community College Educational Foundation, Inc.**

WHEREAS, the Howard Community College Educational Foundation, Inc. (“Foundation”) is a private, non-profit corporation existing under and by virtue of the laws of the State of Maryland and has as its purpose the promotion of the general welfare and educational mission of Howard Community College (“HCC”); and

WHEREAS, HCC recognizes the importance of voluntary private support to HCC and desires to encourage grants and contributions; and

WHEREAS, the Foundation is an entity wholly separate from HCC, established privately to generate, receive, and maintain educational and support funds for HCC; and

WHEREAS, the parties desire to enter into a written agreement to memorialize their relationship and to set forth their mutual expectations and responsibilities;

NOW, THEREFORE, it is mutually agreed that:

1. The Foundation shall promote the interest, welfare, and excellence of HCC.
2. The members of the board of directors of the Foundation shall be chosen for their visibility in the community, their ability to enhance solicitation, generation and management of funds, and to increase community support for HCC.
3. The Foundation, while a private corporation, shall nevertheless respect and comply with HCC policies, guidelines, agreements, and requests. Since the basic purpose of the Foundation is the enhancement of HCC, the Foundation may engage in any activity considered legitimate to a private corporation that does not conflict with its articles of incorporation, its bylaws, or any applicable donor instructions.

4. The Foundation shall not engage in activities that conflict with federal or state laws, nor in activities that conflict with the goals and mission of HCC. HCC shall monitor the relationship with the Foundation to ensure compliance with the above limitations.

5. The Foundation shall be responsible for informing HCC on a semi-annual basis of all donations. The Foundation shall also act to assure all donors that their contributions will be used in accordance with their instructions, so long as such instructions are legally and practically enforceable and are not at variance with HCC's policies or procedures or with sound public policy.

6. The Foundation funds shall be kept separate from HCC funds. The Foundation shall also maintain books and records separate from those of HCC, and said books and records shall be the sole property of the Foundation.

7. An annual audit of the Foundation's fiscal affairs shall be conducted by an independent certified public accountant. The audit shall provide an accounting that shall include income and expenditures and shall be sufficiently detailed to ascertain the purposes of expenditures and to assure that expenditures are made in accordance with the donor's instructions.

8. At the time of the above-described audit, a detailed annual report of fund transfers to HCC shall be prepared and verified by the auditor.

9. An annual report setting forth major activities, officers and employees of the Foundation shall be prepared by the Foundation and placed on file with HCC. It shall be available to the general public upon request. HCC shall conduct an annual review of the Foundation's programs, plans, and accomplishments.

10. The Foundation agrees that in all its correspondence it will use separate letterhead that clearly identifies it as coming from the Foundation, not from HCC. All

materials, pamphlets, brochures, letters, etc. utilized by the Foundation for fund solicitation purposes shall display the logo of the Foundation rather than that of HCC.

11. Any employee of HCC may receive compensation from the Foundation for work performed for the benefit of the Foundation or HCC if the work is distinctly separate from his/her HCC duties and if the employee receives the written approval of the president of HCC. This shall be reported to the HCC board of trustees.

12. a) The Foundation agrees to defend, indemnify and hold harmless the college, the State of Maryland, and all officers, employees, agents, successors and assigns thereof from any and all claims, actions, demands, obligations, controversies, suits, charges and expenses, whether legal or equitable, that may arise from the Foundation's use of college property or facilities.

b) It is the sole responsibility of the Foundation to adequately insure itself against liability for personal injury, property damage, or any loss of any nature resulting from the use of college property or facilities. The Foundation hereby agrees to obtain adequate insurance coverage for such risks, subject to approval of the executive director, and to name the college as an additional insured on all such policies.

13. In lieu of direct monetary reimbursement by the Foundation to HCC for services, resources and facilities supplied by HCC, the expenses incurred by the Foundation may be offset by contributions made by the Foundation to HCC, provided that the monetary value of the services, supplies and facilities are calculated and recorded.

14. The term of this agreement shall extend through June 30, 2020, and will ~~may~~ be automatically renewed extended by HCC and the Foundation for like ten-year (10) periods thereafter unless modified with the consent of both parties.

15. Both parties adopt and agree to comply with all regulations as stated in this document.

IN WITNESS WHEREOF, the parties have executed this agreement on the date and year indicated below.

HOWARD COMMUNITY COLLEGE

BY: \_\_\_\_\_

T. James Truby, Chairperson, Board of Trustees

Date: \_\_\_\_\_

HOWARD COMMUNITY COLLEGE EDUCATIONAL FOUNDATION, INC.

BY: \_\_\_\_\_

P. Michael Nagle, Chairperson

Date: \_\_\_\_\_

## 20 – Fiscal Year 2011 Operating Budget Revision

**Background:** Previously, the board of trustees approved the revised FY11 budget with the changes to incorporate the County Executive's proposed funding, along with the revisions to incorporate direct lending, federal grants, new debt service numbers, and the SunBurst grant for installation of solar panels for \$500,000.

Subsequently, the college received the Memorandum of Understanding (MOU) for the SunBurst grant from the State of Maryland and realized that the solar panels had to be installed and operational by April 2011. After reviewing all possible sites for the panels, the administration determined that all the sites being considered could not be constructed in the time frame required. The panels require two and half acres of space and would need to be placed in a location on campus for a period of fifteen to twenty years. When the state was contacted and the college requested an extension for the installation, it was told an extension could not be granted as the state needed to comply with the federal guidelines.

The college contacted both the Howard County Public School System (HCPSS) and Howard County Government to see if either had possible venues where the panels could be installed within the timeframe. The HCPSS was already working on another solar grant, and after reviewing the SunBurst grant, did not feel it could install another set of panels within the time frame allowed. The county is still reviewing the grant, but requested that the college remove the amendment to its FY11 budget that incorporated the grant if it was not going to use it.

This budget revision removes the SunBurst grant from the board approved FY11 budget. The following budget is shown without the grant.

**Purpose:** To obtain board approval for the FY11 operating budget revision that removes the SunBurst grant

**Timeline:** FY11

### ◆————— Recommendation —————◆

The administration requests that the board of trustees approve the budget changes to remove the SunBurst grant from the restricted funds.

**Amount:** The revised budget total including the unrestricted, the restricted, county debt, contingency, plant and agency funds is \$131,266,801

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

**HOWARD COMMUNITY COLLEGE BUDGET**  
**FISCAL YEAR 2011 REVISED**  
**REVENUES**

| Functional Category  | Unrestricted Fund   | Original Restricted Fund | Change Restricted Fund | Revised Restricted Fund | Plant Fund         | Student Activity Fund | Original Total        | Revised Total        |
|----------------------|---------------------|--------------------------|------------------------|-------------------------|--------------------|-----------------------|-----------------------|----------------------|
| Tuition and Fees     | \$ 33,853,509       |                          |                        | -                       | \$ 1,451,410       | \$ 214,846            | \$ 35,519,765         | \$ 35,519,765        |
| County Share         | 25,195,470          | \$ 120,000               |                        | \$ 120,000              |                    |                       | 25,315,470            | 25,315,470           |
| State of Maryland    | 12,057,748          | 3,320,848                | \$ (500,000)           | 2,820,848               |                    |                       | 15,378,596            | 14,878,596           |
| Federal              |                     | 22,969,121               |                        | 22,969,121              |                    |                       | 22,969,121            | 22,969,121           |
| Other /Unrestricted  | 8,330,312           | 2,711,366                |                        | 2,711,366               | 7,000,000          | 513,154               | 18,554,832            | 18,554,832           |
| Auxiliary Revenue    | 8,577,523           |                          |                        | -                       |                    |                       | 8,577,523             | 8,577,523            |
| Contingency          | 500,000             |                          |                        | -                       |                    |                       | 500,000               | 500,000              |
| <b>Subtotal</b>      | <b>\$88,514,562</b> | <b>\$29,121,335</b>      | <b>(500,000)</b>       | <b>28,621,335</b>       | <b>8,451,410</b>   | <b>\$728,000</b>      | <b>126,815,307</b>    | <b>\$126,315,307</b> |
| Debt service         |                     |                          |                        | -                       |                    |                       | -                     |                      |
| <i>County Share</i>  | \$ 4,951,494        | \$ -                     |                        | -                       |                    |                       | 4,951,494             | 4,951,494            |
| <i>College Share</i> |                     | \$ -                     |                        | -                       |                    |                       | -                     | -                    |
| <b>Subtotal</b>      | <b>\$ 4,951,494</b> | <b>\$ -</b>              |                        | <b>-</b>                |                    |                       | <b>4,951,494</b>      | <b>\$ 4,951,494</b>  |
| OPEB                 | \$0                 | \$0                      |                        | -                       |                    |                       | -                     | \$0                  |
| <b>TOTAL</b>         | <b>\$93,466,056</b> | <b>\$29,121,335</b>      | <b>(500,000)</b>       | <b>28,621,335</b>       | <b>\$8,451,410</b> | <b>\$728,000</b>      | <b>\$ 131,766,801</b> | <b>\$131,266,801</b> |

**EXPENDITURES**

| Functional Category                 | Unrestricted Fund    | Original Restricted Fund | Change Restricted Fund | Revised Restricted Fund | Plant Fund          | Student Activity Fund | Original Total        | Revised Total        |
|-------------------------------------|----------------------|--------------------------|------------------------|-------------------------|---------------------|-----------------------|-----------------------|----------------------|
| Instruction                         | \$40,944,050         | \$10,015,478             |                        | \$10,015,478            |                     |                       | \$ 50,959,528         | \$50,959,528         |
| Public Service                      | 477,868              | 150,000                  |                        | 150,000                 |                     |                       | 627,868               | 627,868              |
| Academic Support                    | 4,560,724            | 97,600                   |                        | 97,600                  |                     |                       | 4,658,324             | 4,658,324            |
| Student Services                    | 7,848,458            | 814,355                  |                        | 814,355                 |                     |                       | 8,662,813             | 8,662,813            |
| Operations and Maintenance of Plant | 9,092,089            | 650,000                  | \$ (500,000)           | 150,000                 | 7,634,577           |                       | 17,376,666            | 16,876,666           |
| Institutional Support               | 14,186,747           | 508,552                  |                        | 508,552                 |                     |                       | 14,695,299            | 14,695,299           |
| Scholarships                        | 2,327,103            | 16,885,350               |                        | 16,885,350              |                     |                       | 19,212,453            | 19,212,453           |
| Agency Funds                        | 0                    |                          |                        |                         |                     | 728,000               | 728,000               | 728,000              |
| Auxiliary Expenses                  | 8,577,523            |                          |                        |                         |                     |                       | 8,577,523             | 8,577,523            |
| Contingency                         | 500,000              |                          |                        |                         |                     |                       | 500,000               | 500,000              |
| <b>Subtotal</b>                     | <b>\$88,514,562</b>  | <b>\$29,121,335</b>      | <b>(500,000)</b>       | <b>\$ 28,621,335</b>    | <b>\$ 7,634,577</b> | <b>\$728,000</b>      | <b>125,998,474</b>    | <b>\$125,498,474</b> |
| Debt Service                        |                      |                          |                        | 0                       |                     |                       | -                     |                      |
| <i>Principal</i>                    | \$2,526,472          | -                        |                        | 0                       | \$ 365,919          |                       | 2,892,391             | 2,892,391            |
| <i>Interest</i>                     | 2,425,022            | -                        |                        | 0                       | 450,914             |                       | 2,875,936             | 2,875,936            |
| <b>Subtotal</b>                     | <b>\$4,951,494</b>   | <b>\$0</b>               |                        | <b>0</b>                | <b>816,833</b>      | <b>-</b>              | <b>5,768,327</b>      | <b>5,768,327</b>     |
|                                     |                      |                          |                        | 0                       |                     |                       | -                     |                      |
| OPEB                                | \$0                  | \$0                      |                        | 0                       |                     |                       | -                     | \$0                  |
| <b>TOTAL</b>                        | <b>\$ 93,466,056</b> | <b>\$ 29,121,335</b>     | <b>(500,000)</b>       | <b>\$ 28,621,335</b>    | <b>\$ 8,451,410</b> | <b>\$ 728,000</b>     | <b>\$ 131,766,801</b> | <b>\$131,266,801</b> |

## 21 – Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

**Background:** The next regular meeting of the board of trustees will be held on August 25, 2010. Sometimes business transactions may require board approval during the summer when the trustees do not hold regular meetings. Rather than call a special board meeting to obtain a vote on items requiring board approval, it facilitates college business when the chair is authorized to act on behalf of the board of trustees.

**Purpose:** To obtain board approval for the board chair to approve items on behalf of the board during the summer to facilitate college business without calling special board meetings

**Timeline:** May 27 – August 10, 2010

### ◆————— Recommendation —————◆

The administration requests that the board of trustees authorize the chair to act on behalf of the board and execute any documents necessary to authorize any contracts and purchases until the next regular meeting in August. All action taken by the board chair during the summer will be ratified and confirmed at the August meeting of the board.

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01 and supported by board of trustees' bylaws Article IV, Officers and their Duties and Article V, Meetings and Procedures.

## 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.

| <b>Board Liaisons to Ongoing Projects</b> |                                      |
|---|--------------------------------------|
| <b>Project</b>                            | <b>Liaison(s)</b>                    |
| Capital Projects                          | T. James Truby                       |
| Foundation Board                          | Roberta E. Dillow                    |
| Sustainability                            | Patrick L. Huddie; Roberta E. Dillow |
| MACC Board of Directors                   | T. James Truby                       |
| 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.

| <b>Committee:</b>                   | <b>Members:</b>   |
|-------------------------------------|---|
| Audit and Finance                   | T. James Truby, committee chair<br>Kevin J. Doyle, Louis G. Hutt, Jr.     |
| Legislative and Community Relations | Katherine K. Rensin, committee chair<br>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   |
|---|--|--|
| <b>May 2010</b>                           |  |  |
| May 27, 2010<br>Thursday<br>10:00 am      | Nursing Recognition Ceremony<br><br>HCC Campus/Parking Lot A | <ul style="list-style-type: none"> <li>Trustees Invited</li> </ul>                                       |
| May 27, 2010<br>Thursday<br>12:30 pm      | Reception for Platform Party<br><br>Kittleman Room           | <ul style="list-style-type: none"> <li>Trustees Invited</li> </ul>                                       |
| May 27, 2010<br>Thursday<br>2:00 pm       | Commencement<br><br>HCC Campus/Parking Lot A                 | <ul style="list-style-type: none"> <li>Trustees Invited</li> <li>Board Members Confer Degrees</li> </ul> |
| <b>June 2010</b>                          |  |  |
| June 7, 2010<br>Monday<br>8:00 am-2:00 pm | Board Retreat<br><br>Belmont                                 | <ul style="list-style-type: none"> <li>Agenda – TBD</li> </ul>   |

Looking to the Future:

**Please see full FY11 calendar in board take home packet.**

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-3 Agreements Signed by the Board Chair Disclosure**

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

1. Non-purchasing - As resolved by the board of trustees at its December 16, 1998, meeting, the administration discloses any non-purchasing agreements that have been signed by the board chair to the full board on a monthly basis. All other non-purchasing agreements will be disclosed to the board on a semi-annual basis.
  
2. Pass-Through Contracts - At its September 19, 2001, meeting, the board of trustees approved a revision to the college's administrative purchasing procedure that would permit approval of "pass-through" contracts greater than \$25,000 by the board chair. "Pass-through" contract approvals made by the board chairman are disclosed to the full board on a monthly basis at its public meetings.

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

**Timeline:** April 15, 2010, through May 13, 2010

◆————— **Disclosure** —————◆

| Agreement Name   | Agreement Type | Owner         | Sent to Attorney | BOT Signature |
|--|----------------|---------------|------------------|---------------|
| Department of Health and Mental Hygiene<br>– Mid Atlantic Region H1N1 Summit | Pass through   | Sandy DeLaney | No               | 4/28/10       |

## H-4 Anticipated Summer Approvals

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

**Purpose:** Disclosure to the board

**Timeline:** May 27 – August 10, 2010

List of potential board summer approval items:

|    | <b>Item Description</b>   | <b>Estimated Cost</b>                              | <b>Comments</b>  |
|----|---|--|--|
| 1  | Code Blue   | \$50,000   | Exterior emergency notification system.  |
| 2  | Parking Garage<br>Guaranteed Maximum<br>Price (GMP) for CM at<br>Risk           | \$12,000,000                                       | Construction costs for the garage.   |
| 3  | Energy Performance<br>Contracting   | \$200,000  | Energy service and education contract which would save utility costs. Cost listed would be recouped through savings generated in the utility bills.                |
| 4  | Design/Build Services<br>For Renovations To<br>Lower Level ST<br>Building       | \$1,200,000  | Modifications to culinary arts program including expanding the program into the classrooms in the old dining area and a baking area that will require ventilation. |
| 5  | Marketing Materials   | \$40,000   | Vendor for freelance design.   |
| 6  | College and Employee<br>Portion for Life<br>Insurance & Long-Term<br>Disability | \$30,000   |  |
| 7  | Van   | \$30,000   | Replacement for college motor pool.  |
| 8  | Online Course Software<br>License Renewal                                       | \$38,100   | The college delivers over 100 online courses and three online degrees using the CE software.   |
| 9  | Software Licensing<br>Agreements and<br>Purchases                               | \$155,000  | MEEC's Microsoft software contracts will not be available until July.  |
| 10 | Athletic Trainer<br>Agreement   | \$42,000 for 10<br>month contract<br>and \$750 for | Each year, the college hires a trainer for athletic training services at all home contests and practices for its student   |

|    |   |                       |   |
|----|---|-----------------------|---|
|    |   | <i>summer camps</i>   | athletes. The pricing was not available for May board approval.   |
| 11 | Maryland Association of Community Colleges Dues                 | \$31,000 - \$45,000   | Yearly Dues – amount depends on MACC board decisions for FY11.  |
| 12 | CLC Mortgage Payments to HCCEF                                  | \$64,195              | Yearly Expense  |
| 13 | Shuttle Service for Fall Semester                               | \$153,600             | Due to construction of new garage and increasing enrollment, the shuttle service will again be necessary  |
| 14 | New cabling   | \$75,000              | The information technology department plans to continue with phase 2 of the Voice over IP project. This includes blown fiber to Duncan Hall and Hickory Ridge.  |
| 15 | Used Book Service Agreement                                     | Vendor to pay college | This would be a process where the library, employees, and students could recycle their used books.  |
| 16 | Summer II and III Graduates                                     | No cost               | Yearly – Clearing of Eligible Students to Graduate  |
| 17 | MHEC Performance Accountability Report                          | No cost               | Annual report   |
| 18 | Maryland Higher Education Commission Diversity Plan Report      | No cost               | Annual report – by August 1 of each year, must submit a progress report regarding the institution's implementation of its plan to MHEC  |
| 19 | Memorandum of Understanding with Howard County General Hospital | No cost               | "Howard County Stratification of Care Project Alternate Care Facility," which would allow the hospital to use the athletic and fitness center only in the case of an "overwhelming catastrophic emergency." |
| 20 | Sodexo Management Fee   | \$75,000              | Increase Sodexo purchase order for end of year, FY10  |
| 21 | Consulting for Colleague reporting project.                     | \$45,000              | Contract with ASR Analytics for development of campus reports with Business Objects reporting tools.  |
| 22 | John Deer Electric Gators Purchase and Repairs                  | \$34,000              | Plant would like to purchase a new electric Gator and will need to repair the 4 diesel gators and 2 electric gators already in use by plant. Repairs are due to damaged during snow removal.                |

◆———— Recommendation —————◆

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

## **H-5 Sodexo Report**

**Background:** Food service, which includes retail sales in the Café on the Quad, catering, and Starbucks, is provided by Sodexo Incorporated and Affiliates (Sodexo) through a management agreement signed May 24, 2000. Through the terms of the arrangement, Sodexo operates the food service under a management fee arrangement. The college pays three percent of gross sales in a general support services allowance, a management fee of \$20,000, and expenses in excess of sales. The administration has arranged for funds from the Coca-Cola commission and bookstore profits to cover the costs of operating food service under the management agreement.

Starbucks, Café on the Quad, and the rooms located on the 4th floor continue to draw students, staff, and community members to the RCF. Sodexo introduced Sushico made-to-order sushi to the serving area during lunchtime this spring. The sushi has been well-received along with the addition of vegan selections. This year is the second consecutive year that the Café on the Quad was rated as one of the top five services in the YESS survey. The Café on the Quad is also finishing its second year as an approved Healthy Howard Restaurant.

The food service area continues to meet its sustainability objectives by introducing biodegradable single-use serving pieces. Additionally, the kitchen uses green cleaning chemicals provided by EcoLab.

Due to the state of the economy, sales in the café for FY09 decreased by 2 percent compared to FY08. However, year-to-date sales for FY10 show a current increase of 1.17 percent compared to the same time last year. Sodexo staff salaries, benefits, the cost of food, and other expenses continue to increase.

**Food Service Annual Sales:**

|                 |                        |
|-----------------|------------------------|
| FY03: \$343,004 | FY07: \$ 643,554       |
| FY04: \$381,004 | FY08: \$1,042,231      |
| FY05: \$532,317 | FY09: \$1,038,854      |
| FY06: \$556,920 | FY10: \$ 916,528 (YTD) |

For FY10, the Sodexo management fee was estimated at \$275,000. The management fees are covered by Coca-Cola and Canteen commissions and bookstore profits. Bookstore profits will continue to cover an increased amount of the management fees since the annual \$100,000 guaranteed Coca-Cola commission ended on May 1, 2009, and the new Coca-Cola and Canteen contracts specify an estimated annual \$55,000 commission based on sales. In addition to the management fees, bookstore profits cover other food service expenses such as housekeeping and supplies, kitchen equipment repair and replacement, contracted facility services, linen cleaning, and association membership dues.

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

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

◆————— Recommendation —————◆

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

## H-6 Personnel Summary

**Background:** The following document contains personnel summaries.

**Purpose:** Disclosure to the board

**Timeline:** April 2010

◆————— Recommendation —————◆

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

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**April 1 – April 30, 2010**

*Section I – Change in Status*

**SPECIAL ASSIGNMENTS**

| <b>Title</b>  | <b>Department</b>                    | <b>Position Control Status</b>                      | <b>Grade</b> | <b>Range for Grade</b> | <b>Compensation<sup>1</sup></b> | <b>Name</b>          | <b>Eff. Date</b> | <b>End Date</b> |
|---|--------------------------------------|---|--------------|------------------------|---------------------------------|----------------------|------------------|-----------------|
| 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<br>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, Christie       | 2/20/09          | Undetermined    |
| 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    |
| Program Assistant   | Continuing Education Office          | Temp with Benefits<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>Existing Position Replacement | 3            | \$24,555-\$40,758      | \$24,555                        | Mayo, Morris         | 11/16/09         | Undetermined    |
| Acting Environmental Services Technician                          | Plant Operations                     | Temp with Benefits<br>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<br>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<br>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<br>Existing Position Replacement | 3            | \$24,555-\$40,758      | \$24,555                        | Thomas, Kenneth      | 11/16/09         | Undetermined    |

Howard Community College  
**SUMMARY OF PERSONNEL ACTIVITY**

**April 1 – April 30, 2010**

**SPECIAL ASSIGNMENTS (Continued)**

| Title   | Department       | Position Control Status                             | Grade | Range for Grade   | Compensation <sup>1</sup> | Name              | Eff. Date | End Date     |
|---|------------------|---|-------|-------------------|---------------------------|-------------------|-----------|--------------|
| Acting Environmental Services Technician      | Plant Operations | Temp with Benefits<br>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<br>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<br>Existing Position             | 7     | \$32,016-\$53,146 | \$16,012                  | Schroyer, Kathryn | 3/01/10   | Undetermined |

**SEPARATIONS**

| Title   | Department                                      | Position Control Status | Grade | Range for Grade | Compensation <sup>1</sup> | Name                 | Effective Date |
|---|---|-------------------------|-------|-----------------|---------------------------|----------------------|----------------|
| Associate Director of Planning, Research & Organizational Development | Planning, Research & Organizational Development | N/A                     | N/A   | N/A             | N/A                       | Livieratos, Barbara* | 4/16/10        |
| Office Associate IV   | Public Relations & Marketing                    | N/A                     | N/A   | N/A             | N/A                       | Royster, Kathy-Ann   | 4/16/10        |

\*Retirement

**Section II – Leaves**

**SABBATICAL LEAVE**

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

**LEAVE WITHOUT PAY**

| Name           | Position                          | Beginning Date of Leave | Ending Date of Leave |
|----------------|-----------------------------------|-------------------------|----------------------|
| Haflett, Amy*  | Curriculum Specialist             | 2/18/10                 | 4/23/10              |
| Shultz, Lois   | Environmental Services Technician | 3/10/10                 | Undetermined         |
| Green, Belinda | Materials Handling Clerk          | 4/02/10                 | 4/08/10              |

\*Part-Time LWOP

**ADMINISTRATIVE LEAVE**

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

## **Resolution for Board of Trustees to Meet in Closed Session on May 26, 2010**

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

**NOW, THEREFORE, BE IT RESOLVED**, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on May 26, 2010, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; and (ii) any other personnel matter that affects 1 or more specific individuals; as permitted in Section 10-508(a)(1) and that such meeting shall continue in closed session until the completion of business.