



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

November 18, 2009
6:00 pm
The Rouse Company Foundation Student Services Hall
RCF-400

GROUND RULES

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

Howard Community College's *Dragon Principles*

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

We pledge to...

Be friendly

Be helpful to our students and community

Be considerate of each other

And we pledge to...

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





HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

Board of Trustees' Meeting Agenda
November 18, 2009
The Rouse Company Foundation Student Services Hall
Room: 400

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

- I. Introduction of New Employees
- II. Howard Community College Educational Foundation Annual Report
- III. Capital Campaign Video
- IV. Information Session: Facilities Master Plan

Regular Meeting – Immediately following the work session

- A.** Approval of November 18, 2009, Agenda
- B.** Board Priority Items
 1. Board End: Information and Analysis
 2. Financial Statements
 3. Fiscal Year 2011 Legislative Agenda
- C.** President's Report
- D.** Board Member Comments
- E.** Report of the Audit and Finance Committee
- F.** Report of the Legislative and Community Relations Committee
- G.** Approval of Minutes:
 1. October 28, 2009, Work Session
 2. October 28, 2009, Regular Session
 3. October 28, 2009, Closed Session
- H.** Consent Items
 1. Proposed New Hires
 2. Fiscal Year 2011 Sabbatical Leave Recommendations
 3. December 2009 Graduates
 4. Fiscal Year 2011 Proposed Fee Changes for Courses
 5. Nursing Supplies
- I.** Discussion Item
 1. Sale of Belmont Conference Center and Request for Proposal
- J.** Information Items
 1. Issue Bin
 2. Board Calendar
 3. Agreements Signed by the Board Chair Disclosure
 4. Full-time/Part-time Enrollment Ratios by Division
 5. Personnel Summary

Closed Session

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its October 28, 2009, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.

II – Howard Community College Educational Foundation Annual Report

Background: The Howard Community College Educational Foundation (HCCEF), Inc. provides an informational report to the Howard Community College Board of Trustees once a year. At the November 18, 2009, meeting of the trustees, Michael Nagle, HCCEF chair, will provide an update of current activities and will be available for questions.

◆———— Recommendation —————◆

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



HOWARD
COMMUNITY COLLEGE
EDUCATIONAL
FOUNDATION, INC.

You Can Get There From Here.

Annual Report to the Howard Community College Board of Trustees

Presented November 18, 2009

Summary of Foundation Highlights for Fiscal Year 2009

1. Net asset base of \$6,998,713 in comparison to \$8,754,562 in FY08
2. Private gifts totaled \$1,549,886 in comparison to \$2,252,538 in FY08
3. Special events generated gross revenue of \$585,471 in comparison to \$724,854 in FY08
4. Net profit from specific events include:
 - Grand Prix - \$125,774 in comparison to \$167,000 in FY08
 - Hunan Manor - \$23,950 in comparison to \$20,575 in FY08
 - Vino Scholastico - \$14,712 in comparison to \$23,800 in FY08
 - REPartee - \$46,935 to benefit Rep Stage and the Rep Stage/Valerie Lash Arts and Humanities Scholarship (this was a one-time event)
5. Grants, competitive and non-competitive, generated revenue of \$7,880,911 in comparison to \$6,497,559 in FY08
6. Overall support provided to HCC for scholarships and programs equaled \$2,088,672 in comparison to \$1,534,846 in FY08
7. In-kind donations totaled \$496,114 in comparison to \$194,381 in FY08
8. Faculty and staff participation in the annual employee giving campaign reached 40% with a total of 224 employees giving \$44,935 in comparison to 45% with a total of 243 employees giving \$46,199 in FY08

State Matching Funds (Private Donations Incentive Program)

From July 1, 2000, through June 30, 2009, \$247,332 of a \$250,000 match was received from the state matching program that began in FY00. The state still owes a total of \$2,706 and the payment is expected in FY10.

Summary of Foundation Goals and Activities for Fiscal Year 2009

- Implemented Phase I of the campaign for scholarships and endowments and raised \$1,369,877 toward \$4 million for the college's 40th anniversary
- Raised \$2,668,578 exceeding \$2.5 million goal through public giving to college programs through federal, state, and local grants
- Implemented new strategic plan
- Completed discovery and implementation for using integrated development software for donor database and accounting systems for the foundation through Colleague Advancement and Colleague Finance
- Coordinated the Patrick and Jill McCuan Hall dedication and portrait unveiling
- Coordinated the REPartee fundraising event for Rep Stage
- Convened the Legacy Society
- Coordinated the Solstice Celebration as a thank you for current Howard Community College Educational Foundation (HCCEF), Howard Community College Board of Trustees (BOT), capital campaign members, and the Clark Medal recipient in conjunction with the president's office
- Coordinated the former board social event to keep in touch with former HCCEF, BOT, and campaign members
- Coordinated the major donor party
- Coordinated the annual grants breakfast
- Coordinated the nursing alumni reunion
- Continued with the annual giving plan to include all stakeholders to increase giving to the foundation
- Continued with existing fundraising events: Columbia Classic Grand Prix, Silas Craft Collegians/Hunan Manor Fundraiser, and Vino Scholastico

Additional Activities the Development Office and Foundation Were Involved in During Fiscal Year 2009

- Nursing recognition ceremony (RN and LPN programs)
- Commencement ceremony
- Distinguished alumni program (1 new member added in FY09)
- Rep Stage receptions with donors
- Student/donor luncheon
- Ribbon cutting ceremony for the new radiologic technology laboratory
- Ribbon cutting ceremony for Children's Learning Center renovations
- Alumni networking luncheons
- Foundation committees: executive, finance and investment, alumni, Silas Craft Collegians/Hunan Manor, nominating, strategic planning and development, Grand Prix, athletics, arts, Rep Stage/theatre, and Vino Scholastico

Foundation Goals for Fiscal Year 2010

- Raise \$1.4 million for endowment and scholarship campaign
- Raise \$2.5 million in private and public grant funds (\$500,000 private)
- Maintain plan created to steward current and previous donors, alumni, employees, former scholarship recipients, etc. as part of the continuation of the multi-million dollar campaign initiative
- Increase annual giving by employees to 45 percent
- Continue to steward the current members of the president's circle and the HCC Legacy Society and bring in new members
- Fully implement and integrate Colleague Advancement and Colleague Finance in the development office
- Maintain Wealth Engine and use other vehicles for prospect research
- Track vital statistical giving and financial information relevant to the foundation, including benchmarking with other Maryland community colleges through Maryland Community College Fundraising Professionals (MCCFP) affinity group
- Continue documentation of all named gifts on campus
- Continue to friendraise and fundraise through one-on-one meetings and events such as the student/donor luncheon, major donor party, etc.
- Create plan and begin implementation for gathering email addresses for communication purposes
- Review and analyze the role of alumni as donors and the role of the alumni association, and create new plan for their use and how we contact them and use them for fundraising purposes
- Create an ongoing annual giving program of student giving to the foundation by working with student life and student leaders
- Create a plan for the use of the existing Distinguished Alumni and how to keep the program vital
- Continue to plan and implement fundraising events, staying ahead of the schedule so that marketing materials and sponsorships requests are timely, such as the "new" Grand Prix, Clark Library Hall ribbon cutting, Talkin art exhibit, wine tasting, salons, former board functions, 2010 President's Gala, and other events

III – Capital Campaign Video

Background: Howard Community College’s television services department has completed a new DVD video for HCC’s capital campaign. The DVD features the successful stories of four HCC students with very different needs and educational experiences. Margaret Kahlor, executive producer and director of television services, was the producer and creative force of the 6-minute video. HCC production staff for the campaign video included Karen Vandnais, Ray Hoffman, Carl Merritt, and Danielle Malloy. The students that were featured in the video include Shayna Wise, who was named to the All-USA academic team; Jonathan Dewald, who is a veteran and entrepreneur; Mary Weeks, who is a single parent and successful graduate; and Justin Masket, who used HCC’s academic support services and is a successful graduate and HCC tutor. Their compelling stories are a great reflection of their own accomplishments and their HCC experiences.

The video will be distributed through a brochure recently developed for the campaign by the public relations and marketing office. It will also be available on the HCC website. It is a very useful tool for members of the campaign council when meeting with potential donors and local groups to tell the story of HCC’s students and request support for the campaign.

The board will view the video at its November 18, 2009, meeting.

IV – Information Session: Facilities Master Plan Concepts

Background: The facilities master plan steering committee recently participated in a two-day workshop that applied the college’s guiding principles to the development of plan concepts. Design considerations included stormwater management, ecological restoration, circulation and parking, and landscape alternatives.

Ayers Saint Gross will present this information to the board at its November meeting. The presentation will include data on the process, the design options development, the final two concept plans, and the steering committee’s preference and recommendation.

The facilities master planning process is proceeding as scheduled. The planning process is structured through the following four phases of work:

Observations (completed)

The observation phase measured the quantitative and qualitative aspects of the campus, providing an overall picture of the college and insight toward the development of guiding principles that reflect the culture, philosophies, and character of the campus.

Concept Development (completed)

Concept drawings were developed based on the principles and information accumulated during the focus group interviews and observation phase. This phase ensures that the concept drawings convey the ideas generated during the observation phase, ensuring the plan remains true to its original concept throughout the entire design process.

Draft Master Plan Alternatives

The alternatives are refined based on the college’s recommended concept plan. This item will be developed winter 2009-2010.

Final Plan

To be completed for submission to the State of Maryland by April 2010.

Purpose: To update the board on the facilities master plan

Location: Main campus

Timeline: April 23, 2009, through April 1, 2010

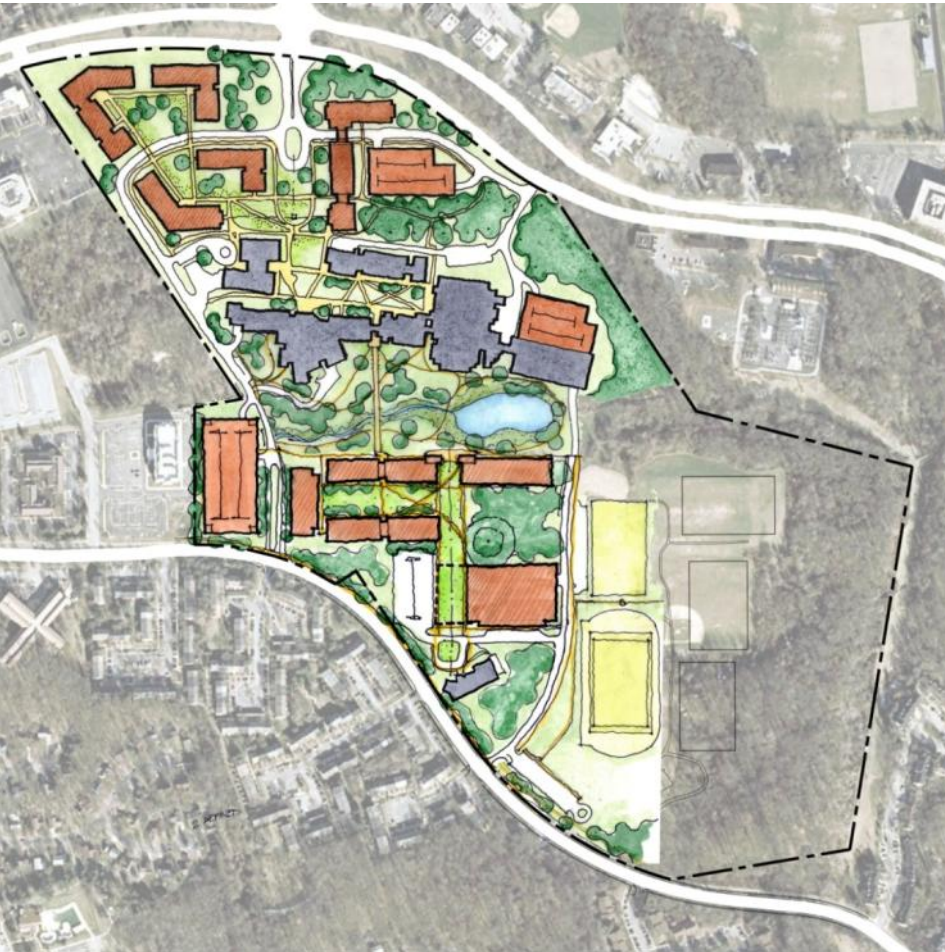
Specifications: Included with this informational item are two slides showing the final two alternatives that the steering committee narrowed it

down to during the workshop. Ayers Saint Gross will review the full presentation at the board meeting on November 18, 2009.

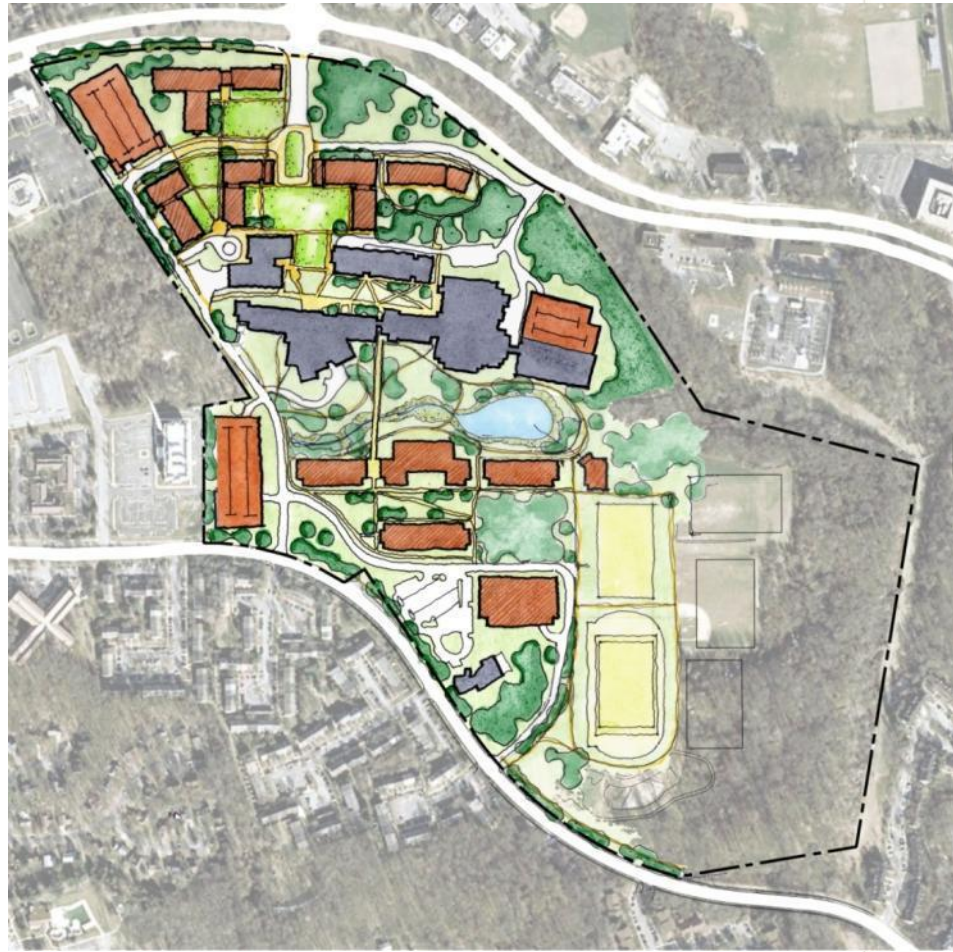
◆————— Recommendation —————◆

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

Day 2 Refined Alternatives:



Alternative 1



Alternative 2

Day 2 Refined Alternatives:

Phase 1



Alternative 1



Alternative 2

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B-1 Board Core End: Information and Analysis

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

At its September 27, 2006, meeting, the trustees reset and approved all the current benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. For one section of this category, the visiting 2008 national Baldrige examiners rated the college as operating within a higher scoring band than the 2007 Maryland team.

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

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

http://www.howardcc.edu/about_hcc/campus_profile/board_core_ends/index.html

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

Purpose: Report on the progress of the institution.

Timeline: Annual

◆————— Recommendation —————◆

This is an information item and requires no board action.

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

Category 4 - Information and Analysis






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





Source	Item	Current	Benchmark
External Quality Feedback	Measurement, Analysis, and Improvement of Organizational Performance <i>How does your organization measure, align, review, and improve student and operational performance data and information at all levels and parts of the organization? How do you systematically use the results to improve processes and performance?</i>	Baldrige 2008 50-65%	50-65%
		MPEA 2007 50-65%	
	Management of Information, Knowledge, and Information Technology <i>How does the college ensure quality and availability of needed data, information, software and hardware for faculty and staff, student, and stakeholders including its supplier and partners? Describe how your organization builds and manages its knowledge assets.</i>	Baldrige 70-85%	50-65%
		MPEA 50-65%	
MHEC	1. Performance at transfer institutions:		
	a. Percent with cumulative GPA after first year of 2.0 or above	82.5%	85%
	b. Mean GPA after 1 st year of transfer within USM	2.74	2.74
	2. Developmental completers after four years	38.4%	40%
	3. Successful-persistor rate after four years:		
	a. College-ready students	84.5%	90%
	b. Developmental completers	91.3%	90%
	c. Developmental non-completers	53.6%	60%
	d. All students in cohort	76.4%	80%
	4. Successful-persistor rate after four years (by race/ethnicity):		
	a. African American	66.7%	65%
b. Asian, Pacific Islander	83.2%	75%	
c. Hispanic	No report as n<50	n/a	







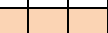


MHEC	5. Graduation-transfer rate after four years: a. College-ready students	67.6%		80%
	b. Developmental completers	66.1%		70%
	c. Developmental non-completers	37.9%		35%
	d. All students in cohort	57.1%		60%
	6. Graduation-transfer rate after four years (by race/ethnicity): a. African American	47.3%		50%
	b. Asian, Pacific Islander	58.9%		60%
	c. Hispanic	No report as n<50		n/a
Special Research Studies	Overall fall-to-fall retention rate for first-time freshman	60.6%		53.7%

External Measures

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

Maryland Performance Excellence Award (MPEA) Application		National Baldrige Award Application	
	Range of total applicant scores		October 2005 - HCC's Score Score is given as an interval, e.g., Total: 376-475
	August 2006 - Score interval in which HCC was rated		December 2008: 561-711 No range is provided for other applicant scores
	August 2007 - Score interval in which HCC was rated		

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

Category 4: Information and Analysis (90 points)		0-9%	10-29%	30-49%	50-69%	70-89%	90-100%	
4.1	45 points							
								
								
4.2	45 points							
								
								

Action:

The college receives a detailed feedback report delineating strengths and weaknesses in the category. A team reviews those reports, collects information on the process improvements that occur in the intervening months, and submits a new application. After winning the U.S. Senate Productivity Award in April 2008 (Maryland Performance Excellence Award - 2007), HCC was a finalist and hosted a site visit in October 2008 for the Baldrige award. A new team created and submitted a Baldrige application in May 2009. [The college did not receive a site visit; HCC awaits the feedback report.](#)

Benchmark:

When the benchmark was originally set, institutions receiving an overall score of 450 or more received at least site visits. In April 2009, the board accepted the administration's recommendation to increase the benchmark: **HCC will receive a rating for category #4 of 50-65% percent on the Maryland Performance Excellence Award by 2013 or Baldrige by 2009.**

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

1. <i>Percent of transfers at Maryland public four-year colleges and universities with cumulative grade point averages of 2.0 and above; mean GPA after first year.</i>						
	AY 03-04	AY 04-05	AY 05-06	AY 06-07	AY 07-08	Benchmark AY 09-10
Performance at transfer institutions						
a. Percent with cumulative GPA after first year of 2.0 or above	83.4%	78.9% <i>n=460/ 583</i>	83.4% <i>n=514/ 616</i>	78.1% <i>n=466/ 597</i>	82.5% <i>n=504/ 611</i>	85%
	State Avg:	79.3%	79.9%	80.0%		
	Peer Avg:	81.4%	81.9%	82.3%		
b. Mean GPA after first year	2.74	2.55 <i>n=583</i>	2.73 <i>n=616</i>	2.59 <i>n=597</i>	2.74 <i>n=611</i>	2.74
	State Avg:	2.63	2.65	2.67		
	Peer Avg:	2.69	2.69	2.75		

2. <i>Percentage of students in entering fall cohort with at least one area of developmental need, who, after four years, have completed all recommended developmental coursework. Denominator is unduplicated headcount of students identified as needing developmental coursework in English, reading, and/or mathematics (excluding ESOL). Students in numerator have completed all recommended developmental courses.</i>						
	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Benchmark 2006 Cohort
Developmental completers after four years	38.7%	37.3% <i>n=327/ 876</i>	38.7% <i>n=343/ 885</i>	35.8% <i>n=321/ 897</i>	38.4% <i>n=329/ 857</i>	40%
	State Avg:	44.7%	46.4%	48.9%		
	Peer Avg:	62.7%	62.9%	67.8%		

3. Percent of first-time fall entering students attempting 18 or more credit hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry.

	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Benchmark 2006 Cohort
Successful-persistor rate after four years:						
a. College-ready students	94.9%	85.3% <i>n=197/ 231</i>	83.1% <i>n=202/ 243</i>	87.1% <i>n=216/ 248</i>	84.5% <i>n=250/ 296</i>	90%
	<i>State Avg:</i>	77.5%	81.4%	83.4%		
	<i>Peer Avg:</i>	84.8%	83.1%	85.5%		
b. Developmental completers	89.1%	89.3% <i>n=275/ 308</i>	90.6% <i>n=298/ 329</i>	89.0% <i>n=274/ 308</i>	91.3% <i>n=283/ 310</i>	90%
	<i>State Avg:</i>	79.8%	80.1%	79.3%		
	<i>Peer Avg:</i>	75.8%	76.7%	77.8%		
c. Developmental non- completers	55.0%	52.4% <i>n=166/ 317</i>	52.7% <i>n=168/ 319</i>	49.6% <i>n=174/ 351</i>	53.6% <i>n=164/ 306</i>	60%
	<i>State Avg:</i>	44.5%	42.1%	43.9%		
	<i>Peer Avg:</i>	51.3%	40.2%	40.4%		
d. All students in cohort	76.8%	74.5% <i>n=638/ 856</i>	75.0% <i>n=668/ 891</i>	73.2% <i>n=664/ 907</i>	76.4% <i>n=697/ 912</i>	80%
	<i>State Avg:</i>	69.0%	69.7%	69.9%		
	<i>Peer Avg:</i>	76.9%	75.6%	77.4%		

4. Percent of first-time fall entering students attempting 18 or more credit hours during their first two years, who graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry, by minority racial/ethnic category.

	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Benchmark 2006 Cohort
Successful-persistor rate after four years (by race/ethnicity):						
a. African American	55.8%	59.3%	62.9%	62.4%	66.7%	65%
		<i>n=99/ 167</i>	<i>n=95/ 151</i>	<i>n=93/ 149</i>	<i>n=110/ 165</i>	
	<i>State Avg:</i>	58.0%	57.5%	57.0%		
	<i>Peer Avg:</i>	68.7%	64.1%	61.7%		
b. Asian, Pacific Islander	76.0%	70.2%	88.1%	79.1%	83.2%	75%
		<i>n=59/ 84</i>	<i>n=96/ 109</i>	<i>n=72/ 91</i>	<i>n=89/ 107</i>	
	<i>State Avg:</i>	78.5%	76.9%	78.7%		
	<i>Peer Avg:</i>	n/a	n/a	n/a		
c. Hispanic	n<50	n<50 <i>n=25/ 29</i>	n<50 <i>n=33/ 49</i>	n<50 <i>n=23/ 37</i>	n<50 <i>n=31/ 40</i>	n/a
	<i>State Avg:</i>	68.1%	68.5%	67.1%		
	<i>Peer Avg:</i>	n/a	n/a	n/a		

5. Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education within four years.

	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Benchmark 2006 Cohort
Graduation-transfer rate after four years						
a. College-ready students	75.2%	72.7% <i>n</i> =168/ 231	68.7% <i>n</i> =167/ 243	69.8% <i>n</i> =173/ 248	67.6% <i>n</i> =200/ 296	80%
	State Avg:	59.7%	62.5%	64.2%		
	Peer Avg:	68.7%	68.8%	73.0%		
b. Developmental completers	65.0%	64.9% <i>n</i> =200/ 308	66.9% <i>n</i> =220/ 329	58.8% <i>n</i> =181/ 308	66.1% <i>n</i> =205/ 310	70%
	State Avg:	53.1%	53.3%	54.2%		
	Peer Avg:	52.0%	54.7%	57.8%		
c. Developmental non-completers	37.1%	35.0% <i>n</i> =111/ 317	36.7% <i>n</i> =117/ 319	33.3% <i>n</i> =117/ 351	37.9% <i>n</i> =116/ 306	35%
	State Avg:	27.2%	26.9%	27.7%		
	Peer Avg:	33.0%	31.9%	33.1%		
d. All students in cohort	56.0%	56.0% <i>n</i> =479/ 856	56.6% <i>n</i> =504/ 891	51.9% <i>n</i> =471/ 907	57.1% <i>n</i> =521/ 912	60%
	State Avg:	47.9%	48.3%	49.5%		
	Peer Avg:	57.9%	57.4%	61.1%		

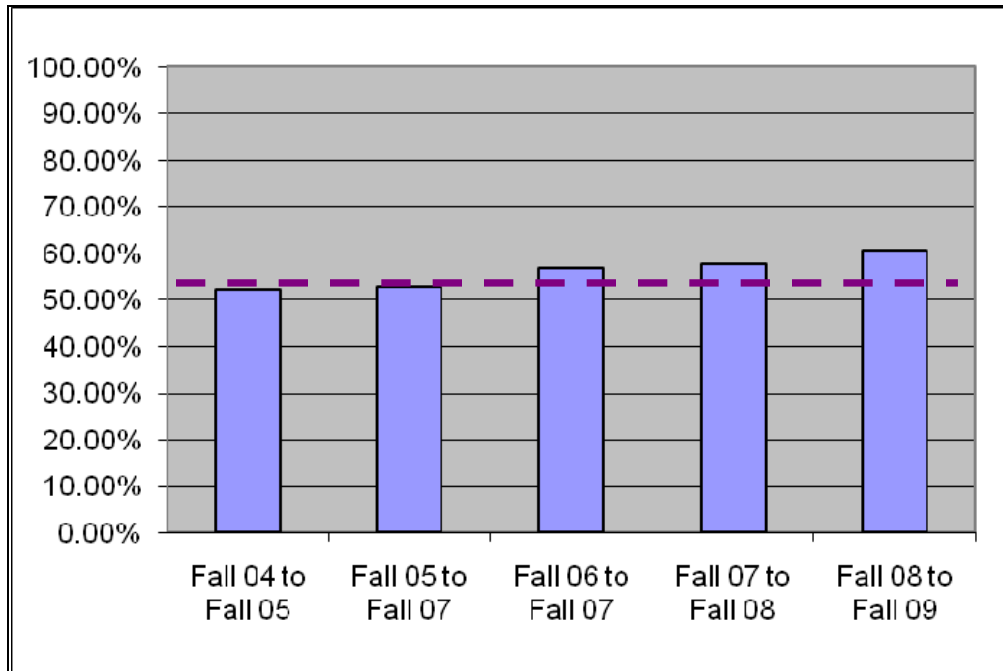
6. *Percent of first-time fall entering students attempting 18 or more hours during their first two years, who graduated with a degree or certificate and/or transferred to another institution of higher education within four years, by minority racial/ethnic category.*

	Fall 2000 Cohort	Fall 2001 Cohort	Fall 2002 Cohort	Fall 2003 Cohort	Fall 2004 Cohort	Benchmark 2006 Cohort
Graduation-transfer rate after four years (by race/ethnicity):						
a. African American	40.0%	44.9% <i>n=75/167</i>	39.1% <i>n=59/151</i>	34.9% <i>n=52/149</i>	47.3% <i>n=78/165</i>	50%
	<i>State Avg:</i>	34.6%	37.3%	34.5%		
	<i>Peer Avg:</i>	46.3%	48.7%	48.2%		
b. Asian, Pacific Islander	65.6%	52.4% <i>n=44/84</i>	69.7% <i>n=76/109</i>	62.6% <i>n=57/91</i>	58.9% <i>n=63/107</i>	60%
	<i>State Avg:</i>	52.8%	53.1%	52.9%		
	<i>Peer Avg:</i>	n/a	n/a	n/a		
c. Hispanic	n<50	n<50 <i>n=19/29</i>	n<50 <i>n=27/49</i>	n<50 <i>n=14/37</i>	n<50 <i>n=21/40</i>	n/a
	<i>State Avg:</i>	41.7%	46.8%	42.2%		
	<i>Peer Avg:</i>	n/a	n/a	n/a		

Internal Measure

Since MHEC indicators track only certain limited cohorts, HCC initiated its own tracking system for all new students.

Overall Fall-to-Fall Retention Rate for First-time Freshman						
					<i>Benchmark</i>	<i>Current Benchmark</i>
Fall 04-Fall 05	Fall 05-Fall 06	Fall 06-Fall 07	Fall 07-Fall 08	Fall 08-Fall 09	Fall 10-Fall 11	Status
52.2%	52.8%	56.9%	57.6%	60.6%	53.7%	Exceeded



Description of the Indicator: The percentages shown on the chart are first-time HCC credit student freshmen (only students who have no other post-secondary experience) who were enrolled in the fall semester and who returned the following fall.

(Fall 2008-Fall 2009, n= 1,071/1,766)

Benchmark: The percent of first-time HCC students in the fall who return the following fall will meet or exceed the ACT, Inc. (formerly American College Testing), 2008 benchmark of 53.7%.

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

Data Source: Data is from HCC's enrollment files.

Board Talking Points:

- An external team has recognized HCC's information and knowledge management system as being effective, systematic, and well-deployed. It is constantly being improved and is integrated with the organizational needs. (**70-85 percent scoring band**)
- **91.3 percent** of first-time fall entering developmental students (who attempted 18 or more credit hours during their first two years) either: graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry. This statistic is well above the peer (77.8 percent) and state average (79.3 percent).
- **66.7 percent** of first-time fall entering African American students (who attempted 18 or more credit hours during their first two years) either: graduated, transferred, earned at least 30 credits with a cumulative grade point average of 2.0 or above, or were still enrolled four years after entry. This statistic is also above the peer (61.7 percent) and state average (57.0 percent).
- HCC's fall-to-fall retention rate for first-time college students (**60.6 percent**) is above the ACT, Inc. benchmark (53.7 percent).

B-2 Financial Statements

Background: In May, the college agreed to distribute the monthly financial statements to the county within 4-6 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. Due to the fact that the board meeting is a week early in November to accommodate the holiday schedule, there will not be financial statements distributed in November. The October statements will be sent to the board on December 4 for review at the December 9, 2009, meeting.

Purpose: Disclosure to the board of trustees

◆———— Recommendation —————◆

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

B-3 Fiscal Year 2011 Legislative Agenda

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

HCC will focus on four key priorities this year: capital funding, the Cade formula, student financial aid, and funding for the Laurel College Center. The legislative and community relations committee will convene on November 16 to review the proposed HCC legislative agenda. A new version will be sent to the board if the committee has any changes.

Purpose: To discuss the legislative agenda and approve the final document

Timeline: FY11

◆————— Recommendation —————◆

The administration requests that the board of trustees approve the following legislative agenda, subject to the final document's approval by the legislative and community relations committee on November 16.

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

Fiscal Year 2011 Legislative Agenda (DRAFT)

OVERVIEW

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

- Full-time equivalent (FTE) enrollment for fall 2009 increased 12.54 percent from last year
- A total of 8,778 students enrolled in credit classes at HCC in fall 2009.
- From FY00 to FY09, state-funded FTE enrollment at HCC has increased 65.2 percent.
- One out of four graduates of Howard County Public Schools enrolled at HCC in fall 2009.

HCC offers 189 programs leading to a degree or certificate. New program options that have been added this year include public health, aging studies, nutrition, ecological technology design, radio production, and radio and television production. Future academic programs, which are currently under development, include knowledge management, digital arts, associate of science in engineering (ASE) – electrical engineering, and associate of science in engineering – computer engineering. The ASE is a new statewide degree that was approved by the Maryland Higher Education Commission (MHEC) this year. It is similar to the associate of arts in teaching degree in that students who receive the degree can transfer as a junior to any four-year institution in the state offering the programs.

The continuing education division continues to reach out to the community by offering many diverse classes and programs that attract learners of all ages. A total of 17,204 people enrolled in HCC continuing education classes last year. Highlighting the year were a number of popular programs such as Kids on Campus, which enrolled over 1,696 children representing over 4,500 enrollments from elementary to high school age; motorcycle safety, which enrolled 1,198 students; and English as a second language/English Language Institute, which enrolled 2,226 students. In addition, enrollments in contract courses increased from 6,165 in FY08 to 8,402 in FY09.

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

Last year, HCC provided customized courses to 10,316 employees from 53 companies and organizations through contracts and grants. The program received a 100 percent satisfaction rate from employers in the last survey. Enrollments continue to be strong in child care, certified nursing assistant and other entry-level health care courses, online medical coding courses, adult basic skills, and project management. The economic climate is reflected in the increased enrollments in those courses that lead to immediate job placement.

HCC also offers courses and programs at three other locations:

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

HCC is an institution that strives for excellence. Most recently, *The Chronicle of Higher Education* named HCC a 2009 "Great College to Work For" based on the college's exceptional work environment. HCC is the only community college in Maryland to be recognized for this award, and is one of only nine U.S. community colleges to be placed on *The Chronicle's* honor roll. The national recognition is based on the results of a survey completed in March and April by more than 41,000 employees at 247 four-year and two-year institutions throughout the U.S.

The college, which continues to promote an institutional culture that is committed to continuous quality improvement, was also pleased to be named a finalist for the nation's highest recognition of excellence, the 2008 Malcolm Baldrige National Quality Award. The college has adopted the Baldrige framework to measure and improve performance.

In 2008, HCC was the proud winner of the 2007 U.S. Senate Productivity Award, which is Maryland's top annual award for performance excellence as presented by the Maryland Performance Excellence Awards (MPEA) Program. HCC also won a Bronze Maryland State Quality Award in both 2002 and 2003 and earned a silver award in 2006.

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

HCC works in concert with the Maryland Association of Community Colleges (MACC) and the other fifteen community colleges in the state to pursue a state-focused legislative agenda that collectively addresses the needs of Maryland's community colleges. The opening headcount enrollment at the fifteen community colleges increased by a total of 13,722 students, which is a 10.7 percent increase in Maryland's community college student population compared to the same time last year. This statewide student increase is equivalent to the overall student population at PGCC. HCC encourages the Maryland General Assembly and the executive branch of state government to support the priorities developed by MACC. Statewide and local priorities of special concern to HCC are outlined in this legislative agenda.

Operating Budget

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

HCC receives funding for its unrestricted budget and auxiliary funds from multiple sources. State funding accounts for 15 percent of support, the county provides 29 percent, tuition and fees 35 percent, and 21 percent comes from other sources.

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

Community colleges receive the state portion of their operating budget through the John A. Cade funding formula. During the 2009 legislative session, there was a change to the formula. The proposal was to “true-up” the formula and rebase the formula to reach 29 percent in FY14. “True-up” means that the Cade funding per FTES would be based on the appropriation to the 10 four-year institutions in the same year as the budget, rather than the prior year as in the previous law. This adjustment would not change the two-year lag on HCC’s enrollments, but it would eliminate the one-year lag on the four-year funding. Based on the revised formula, HCC will now receive 23.6 percent of the four-year funding in FY10. The out years are proposed as follows:

- FY11 – 24%
- FY12 – 25%
- FY13 – 27%
- FY14 – 29%

Based on the state cuts HCC has received, this percentage will change.

Access and affordability of higher education are directly associated with the level of state and county operating funds received by the institution. Strong operating support from the state and county, coupled with prudent fiscal management by HCC, helps to keep student tuition as affordable as possible. In fall 2009, the college did not increase tuition for the second consecutive year in order to keep HCC affordable and accessible to students.

Due to governmental budget constraints in the early 2000’s and large enrollment increases at HCC, state funding has not kept up with student needs. In fact, state funding per FTES has increased minimally this decade. The charts following this document shows a graphic representation of the proportion of funding contributed to the HCC operating budget by the state, county, and tuition dollars (see attachment 1) and the state, county, and tuition dollars per FTE (attachment 2).

Capital Budget

Position: Support funding of HCC capital projects for FY11

The college has received significant state and county support, which facilitated the construction of three new buildings on campus. The Duncan Hall for English, Languages, and Business was completed in 2003, followed by the Horowitz Visual and Performing Arts Center in 2006, and, finally, The Rouse Company Foundation Student Services Hall in 2007. In addition to new construction projects, the college has received support to renovate its existing buildings including the Smith Theatre and McCuan Hall in 2008, the Children's Learning Center expansion in 2008, and the James Clark, Jr. Library Building, which will be completed in 2010. Additionally, the college built a parking garage in 2006 with \$450,000 from the state and the balance paid for by a bond floated by the county, which is being repaid by student fees.

Even after deducting the new space acquired by these recent capital projects, the college continues to show a projected ten-year deficit of 187,805 net assignable square feet (NASF) with the most severe deficit being in academic class lab space.

The college's large space deficit emphasizes the seriousness of the campus space deficiencies. HCC's capital needs are urgent and critical and a top priority for the president and board of trustees. In order to continue to carry out the mission and vision of the college, the proper infrastructure must exist.

With regard to state support, in FY09 the state approved funding for one project: the construction phase for the Clark Library Building renovations in the amount of \$7,889,000 (50 percent state share); and in FY10 it funded one project: the design and planning phase for the new health sciences building in the amount of \$2,004,000 (50 percent state share). Continued state support is necessary to manage growth in higher education and specifically for community colleges as the funds available for capital projects have become even more competitive. Efforts by the community college boards and presidents have secured additional funding for the community colleges in the capital budget over the past couple of years and the presidents are continuing this endeavor for FY11. However, while the overall capital grant program funds have increased, the number of projects eligible for funding has greatly diminished. One reason is that the costs of the projects have increased dramatically over the last few years making the available funds more competitive. In order to alleviate some of the burden, the community colleges have agreed to work with the state to split-fund the construction dollars on eligible projects.

While the college has received strong support from the county over the past several years, it recognizes the limitations on the county's bond funding and has requested state funding on eligible projects and where applicable, split funding on construction phase projects. It is mandated, however, that 50 percent local participation be achieved to obtain the state match. In addition, the uncertainty of the state support places a heavier funding burden on the college and the county. The college will continue to pursue innovative funding alternatives for capital projects.

Over the next decade, community colleges will continue to serve the largest share of undergraduates; it is critical that the state and county support the FY11 capital request.

Current facilities must grow to support the college's customers and stakeholders — the citizens of Howard County and the State of Maryland.

HCC requests support for the following projects included in its FY11 annual capital budget request:

Health Sciences Building Construction \$37,246,000 (split funding request)

FY11: \$ 4,623,000 (county) and \$ 9,311,500 (state)

FY12: \$14,000,000 (county) and \$ 9,311,500 (state)

Total: \$18,623,000 (county) and \$18,623,000 (state)

The college is proposing to construct a new health sciences building of 55,650 NASF and 94,830 gross square feet (GSF) to support the allied and health sciences disciplines. This proposed facility is vital for the college and addresses the state's critical workforce shortage needs. Maryland projects the greatest job growth in the nursing and allied health fields. Programs to be housed in the new building include the following: cardiovascular technology, emergency medical technician/paramedic, exercise science, life fitness, health care, health education, human services, nursing, radiologic technology, 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 noted 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. In order to accommodate county budget issues in FY11, only one-quarter of the construction funds are being requested. The balance of the county share is being requested in FY12.

Parking Garage at Hickory Ridge Construction \$15,000,000

FY11: \$ 12,000,000 (county) and \$ 3,000,000 (college)

One of the most critical areas on campus is the parking shortage. Even after the completion of the college's first parking garage containing 518 spaces, the college parking deficit remains at 1,576 spaces. With consideration of future infrastructure and campus expansion, the college must address its parking issues before its facility development and renewals. The severe parking shortage situation on campus warrants the inclusion of the parking garage project in the current capital budget request. Therefore, the FY11 capital budget request includes construction funds for the second parking garage of 750 spaces at an estimated \$20,000 per space. The college's portion of the funds will come from a combination of student fees and the college fund balance.

Safety Compliance and Facility Renewals \$2,840,000

FY11: \$ 2,852,000 (county)

This project includes systemic renovations as well as deferred maintenance and facility renewals at all the college campuses including the Gateway Business Training Center, and the Laurel College Center. With the implementation of new state and county codes, revised Americans with Disabilities Act (ADA) and safety compliance, and critical maintenance requirements, the following projects are proposed for FY11:

- Phased installation of campus-wide security access/camera control system/rekeying;
- ADA renovations;
- Phased public restroom upgrades;
- Phased deferred maintenance per building assessment study;
- Carpeting replacements;
- Interior improvements (classrooms, offices, and other);
- Information technology modifications and upgrades;
- Phased signage package installation;
- Campus roadway improvements; and
- Rigging systems replacement.

Laurel College Center

Position: Support state funding for the Laurel College Center

The Laurel College Center (LCC) was formed as a partnership between Prince George's and Howard Community Colleges in 2001. LCC has expanded educational opportunities to many residents in the Laurel region. In addition to the courses offered by PGCC and HCC, several four-year institutions, including Towson University, University of Maryland University College, and College of Notre Dame of Maryland, offer bachelor and master's programs, at LCC, as well as a doctoral program offered by Morgan State University. For fall 2009, 134 sections of credit courses are being offered at LCC. Students can study business administration, general studies, criminal justice, and applied information technology. LCC is currently offering 128 sections of continuing education courses, which include job training and workforce development courses, as well as those courses related to personal interests.

LCC is an important access point to higher education. In fall 2008, there were 725 credit and 632 non-credit students enrolled in courses offered by Howard and Prince George's Community Colleges. A total of 253 students were enrolled in classes offered by four-year institutions for FY09.

At its inception, LCC was fully funded by both Prince George's and Howard Community Colleges. For the past 4 years, LCC has received an annual appropriation of \$100,000. These funds have been very helpful in supporting the students at LCC; however, based on the original funding guidelines for the regional higher education centers, LCC should have received \$200,000.

The Maryland Higher Education Commission (MHEC) has developed criteria to calculate a level of base funding each of the regional higher education centers in the state should receive based on enrollments and programmatic offerings. While these criteria do not exist in statute, HCC believes they are a reasonable way to determine equitable funding levels for regional higher education centers. **Based on these criteria, the FY11 request for LCC includes:**

\$200,000	base allocation*
104,029	incentive funding based on FTE*
76,010	leasing costs*
<u>270,000</u>	special funding*
\$650,039	– TOTAL

*Terms are as follows:

Base Allocation: The base allocation supports the basic operation of a regional higher education center (RHEC). This allocation may include a minimum amount of the cost to maintain and operate center facilities as well as staff needed to support the core

functions of the center (i.e., the administration of the facility and coordination of center activities). The statewide RHEC workgroup recommended that the base allocation be funded at \$200,000 for each center. However, to date the total funds received for LCC, including base allocation and leasing costs, incentive funding are \$156,392.

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

To date this funding has not been received.

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

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

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

Financial Aid

Position: Support student financial aid

Howard Community College must be affordable for students. The college financial aid office works diligently to make sure students are aware of various federal and state aid programs. The college also sets funds aside from its operating budget to provide aid to students, and the Howard Community College Educational Foundation Inc. (HCCEF) raises scholarships funds. For FY09, the HCCEF distributed \$379,076 in scholarships, which is up approximately 9 percent over FY08.

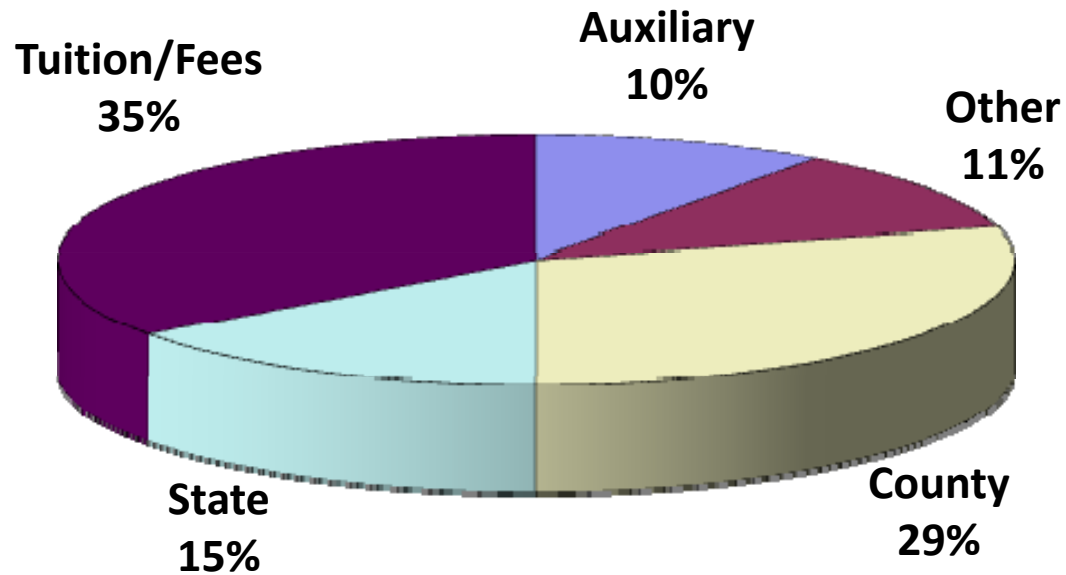
In FY09, about thirty-five percent of all HCC students received some form of financial aid totaling more than \$9 million. This aid helps offset expenses for tuition, fees, books, supplies, child care, and other educational expenses. Even with this aid, many students still have unmet needs that make it a challenge for them to afford college.

From FY08 to FY09, the number of loan borrowers increased by twenty-seven percent. Through August 2009, HCC has received as many 2009-2010 financial aid applications as received during the entire 2008-2009 academic year.

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

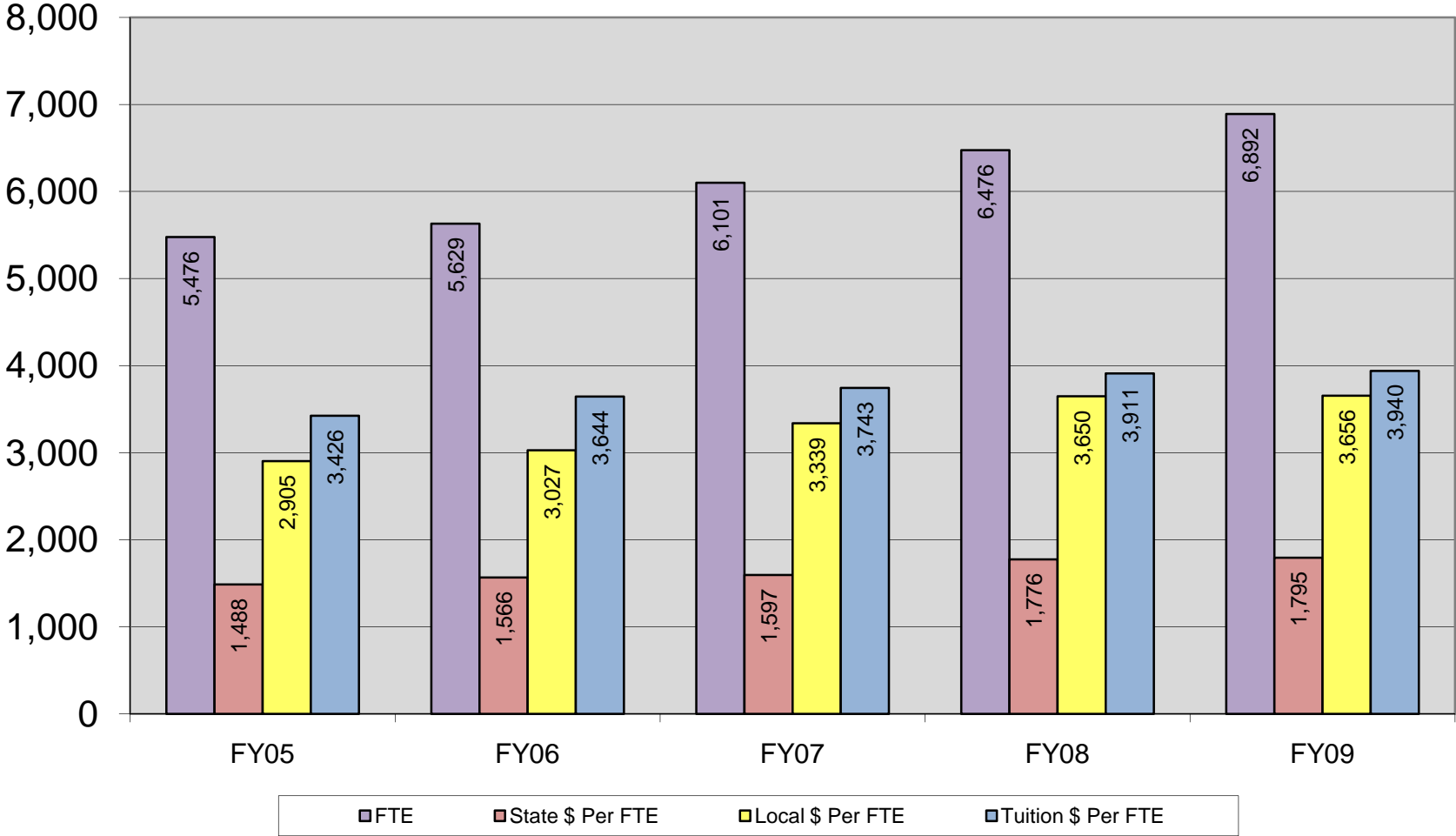


Sources of HCC Funds



FY10 Unrestricted Budget: \$86,225,800

Local, State, and Tuition per FTE



C – President’s Report

Maryland College Testing Association Conference

On Friday, October 9, HCC hosted the annual Maryland College Testing Association (MCTA) conference. The MCTA is comprised of testing professionals from Maryland’s two- and four-year institutions. The conference titled, “Ready, Set, Go: A Multidisciplinary Team Approach to College Readiness,” included college readiness initiative presentations from several colleges and a presentation by the College Board’s Director of Academic Outreach and Program Development, Jonell Sanchez, who is a nationally recognized speaker on underserved populations and high school outreach. A lively cross-functional discussion panel featuring public school administrators, English faculty, and testing professionals addressed high school testing initiatives, college readiness programs, and national trends and best practices. Tara Hart, Cindy Peterka, Buck Setter, Eli Stav, Christy Thomson, and Caroline Wood shared HCC’s college readiness initiative with over 90 attendees who represented all of the Maryland community colleges and five of the four-year institutions. MCTA president and chairperson of the statewide affinity group, Eli Stav, and Cindy Peterka, vice president of student services, delivered the welcome address.

Special thanks to the presenters and the test center staff, including Kim Brosmer, Rickie Coffey, Fred Eckert, Denise Kidd, Elaine Ott, Nancy Pickard, Clif Quinn, Irma Rosado, Buck Setter, Jim Symanec, and Caroline Wood, for all of their hard work and dedication to the event. Thank you also to Arla Webb and the Sodexo staff, Quent Kardos and the AV team, and Ken McGlynn and the security staff.



International Housekeepers Week

This year, HCC designated **October 19 - 23, 2009**, as “International Housekeepers Week.” A breakfast and award ceremony was held on Wednesday, October 21 in appreciation for HCC’s environmental services staff for their hard work and dedication. Recognition goes to Jocelyn Afari-Hutton, Alice Agbomola, Samat Bon, Kim Davis, Ted Davis, Sokhun Ek, Anthony Foster, Kyle Fowler, Alexander (Bentley) Fowler, Chris Greene, Kenneth Hailey, Ronald Henry, Sherry Henry, Ella Hill, Yarryd Lowery, Morris Mayo, Diane Moore, Sany Ngeth, Mary Nyarko, Clover Peart, Roy

Peart, Colin Perry, Phillip Riggins, Barry Samuels, Sarouth Say, Hellina Seua, Romel Smith, Marie St. Hillaire, Samien Sun, Kenneth Thomas, Chansotheary Thoun, Sarinh Thoun, Elvira Tyler-Smith, Valerie Watson, Dannielle Woods, Marshall Woods, Ama Yeboah, and James Zeh. In addition, I would like to acknowledge Gladys Appiah (pictured with Lynn Coleman and me above), who will be retiring soon, and Emma Ready and Dorothy Dubose for 31 years of service to HCC!

Child Care Career and Professional Development Fund Grant

On the evening of October 5, 2009, the teacher education department welcomed 74 potential grantees for a “FACTS and FOOD” information night about the Child Care Career and Professional Development Fund (CCCPDF) grant. The \$137,000 CCCPDF grant covers tuition, books, and fees for credentialed child care providers who wish to pursue a college degree in elementary or early childhood education. This event was the third information night, and the attendance has tripled since the first event last fall. The partnerships between HCC’s continuing education department, Maryland State Department of Education, The Howard County Resource Center, The Howard County Public School System (HCPSS), and HCC’s teacher education department all contributed for a very successful event. Thank you to the following people who assisted and coordinated the event: Barbara Miller, grant coordinator for the CCCPDF grant, Fran Kroll, director of teacher education, Jean Lyons, liaison for HCPSS/HCC, Joan Johnson, Howard County Resource Center, Kristin Navarro, continuing education, Arla Webb and the Sodexo staff, Laurie Collins, HCPSS, and the teacher academy teachers at HCPSS for all of their work.

American Registry of Magnetic Resonance Imaging

Please join me in congratulating Assefa Fisseha, our newest radiologic technology faculty member. He just passed the American Registry of Magnetic Resonance Imaging (MRI) examination. MRI is a distinct medical imaging specialty utilizing non-ionizing radiation. Well done!

Teacher Education Fair

On Tuesday, October 20, the office of admissions and advising and department of teacher education co-sponsored a Teacher Education Fair. More than 120 students seeking to transfer spoke to teacher education and admissions representatives from 17 colleges and universities from the region. During the fair, workshops were offered that dealt with the hiring needs and practices in the Howard County Public School System, financial aid options, and beginning on the path to a career in education at HCC.

Many thanks to the office of admissions and advising and in particular Dorothy Plantz, Joi Ryan, Jane Scott, and Christy Thomson. Thanks also to the teacher education program, specifically Fran Kroll, Jean Lyons, Barbara Maestas, Barbara Miller, and Cindy Scruggs. Additional thanks to Marie Janiszewski from financial aid services, the office of international education, plant operations, the office of public relations, security, the office of student life, and Ernesto Diaz and Kim Mahle from HCPSS for making this day a success for our students and for the high school students, paraeducators, child care providers, and career changers in attendance.

Sodexo Internal Audit of Food and Safety

Sodexo conducts annual unannounced food and safety audits to make sure all of its locations are performing responsibly. The Café on the Quad recently went through this lengthy 2-day audit process. The scores range from 0 – 100 points. Under the direction of Dave Hammer, the Café on the Quad received a great score - 96.5! The café couldn't have received this high score without the support and cooperation of café, catering, and Starbucks staff, including Lalita Agerha, Veronica Boampong, Lorraine Brent, Bella Burbano, Foong Chu, Barbara Coe, Raleigh Crowell, Sahil Devgan, Marcela Giraldo, Rosa Giraldo, Norma Gonzales, Kelsey Morris, Sahar Nayati, Staci Neal, Maria Ortiz, Giraldo Portillo, Pat Putnam, Leo Quintinilla, Ada Resendiz, Monica Watts, and Jeff Weibking.



Pictured left to right: Verity Weston-Truby (wife of board chair, Jim Truby), Ray Donaldson, Kimberly Davis, Sue Mueller (Howard County Recreation and Parks), Ruth Alice White (Climate Change Initiative of Howard County), Ken Clark (Chairman of Howard County chapter of the Sierra Club), Wolfger Schneider (Climate Change Initiative of Howard County), Margo Duesterhaus (Climate Change Initiative of Howard County)



Pictured: Kimberly Davis and Phillip Riggins

The 350 International Day of Climate Action

Phillip Riggins and Kimberly Davis represented HCC at the “350 International Day of Climate Action.” Verity Weston-Truby was also present. The number 350 is a very important number in the world—it is what scientists say is the safe upper limit for carbon dioxide in the atmosphere. Two years ago, after leading climatologists observed rapid ice melt in the Arctic and other frightening signs of climate change, they issued a series of studies showing that the planet faced both human and natural disaster if atmospheric concentrations of CO₂ remained above 350 parts per million. Currently, the numbers are between 380-390 parts per million. To learn more go to www.350.org.

Phi Theta Kappa Leadership Conference Hosted at HCC

On Saturday, October 24, HCC's Alpha Alpha Sigma chapter of Phi Theta Kappa hosted a Maryland/Delaware leadership conference. Student officers and advisors

from 13 Phi Theta Kappa chapters were in attendance, including representatives from chapters from New Jersey and Pennsylvania. Dr. Cindy Peterka gave the welcome address and set the tone for the high-energy conference that followed. HCC students and faculty advisors conducted interactive workshops focused on servant leadership such as “Tango to the Top,” a session on ballroom dancing as a metaphor for servant leadership facilitated by Stacy Korbela, and “Leadership Taking Flight,” a session combining leadership theory and the creation of paper airplanes facilitated by HCC students Wendy Alberg, Sundus Nada, and Miji Um. Keynote speakers included West Williamson, director of chapter relations for Phi Theta Kappa International, and Allyson Gibson of the Chesapeake Bay Foundation. Credit for planning and organizing the event goes to HCC Phi Theta Kappa officers Becca Errico, Ethan Myers, Sundus Nada, Kwasi Oppong, Laura Powell, Kevin Tennyson, and Jaimie Wilder; and chapter advisors Llatetra Brown, David Buck, Fred Campbell, Steve Horvath, Stacy Korbela, Ryna May, Laura McHugh, and Carol Parreco.

Development Update

October Foundation Revenue Gifts and Pledges Only		
	2009	2008
Monthly total ^[1]	\$148,782	\$91,231
Endowment revenue	\$48,755	\$1,647
Scholarship revenue	\$4,520	\$6,825
Grant revenue	\$36,901	\$33,607

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

Capital Update

Athletic Fields Renovations

Phase five of the field renovations included excavation, grading, field restoration, fencing, and installation of FieldTurf for the multi-purpose athletic field to be used for soccer, lacrosse, softball, and baseball. Change orders were approved by the board at its September and October meetings to include walkway re-grading, perimeter fencing, and ball barrier netting. All of these items address safety and liability issues. The college has been very pleased with Clark Companies who completed the project approximately a month ahead of schedule. College staff are preparing plans for a ribbon-cutting ceremony later in the academic year.

McCuan Hall and Smith Theatre Renovations

The remaining punchlist items in the Smith Theatre pending completion include the sound system and signage. Once completed, the college will closeout this project.

The Rouse Company Foundation Student Services Hall

The work associated with the financial aid office began in October and is proposed for completion by December 31, 2009. Following this renovation, the college will perform necessary punchlists and prepare for project closeout.

James Clark, Jr. Library Building Renovations

Construction is now 92 percent complete. Phase four, the final phase of this project, includes the south side of the building encompassing the remaining portion of the library, the information literacy room, and student/faculty training rooms. The library has been completed and has been turned over to the college and the remaining areas will be completed by February. The final furniture and equipment selections are underway with expected delivery and installation in early January. Afterwards, the punchlist items will be developed and completed in March and the project will be prepared for closeout.

Health Sciences Building

The board approved the award for professional architectural services for the design of the new health sciences building to Ayers Saint Gross at its September board meeting. The college submitted the request for state funding participation to the Maryland Department of General Services on September 22, 2009, for Maryland Board of Public Works approval.

The purpose of this project is to design and construct a new health sciences building of 94,830 gross square feet to support the health sciences disciplines. Per the project specifications, this project will achieve Leadership in Energy and Environmental Design (LEED) silver certification.

The college is very excited to be working with the proposed team on this building and is planning a kick-off meeting in November 2009.

Temporary Parking on Grand Prix Field

Parking continues on lot F (the former Grand Prix field) as long as weather permits. While shuttle services concluded at the end of September, the college extended its use of the Wilde Lake Village Center parking area to be used during inclement weather.

Parking Garage #2

The next parking garage was originally scheduled to be located on the Hickory Ridge parking lot and is being finalized during the master planning process. The next parking garage design meeting is scheduled for the beginning of November. To date, no construction drawings have been started.

Facilities Master Plan Update

The master planning process has been proceeding as scheduled. The facilities master plan steering committee recently participated in a two-day workshop that applied the college's guiding principles to the development of plan concepts.

Ayers Saint Gross will present this information to the board at its November meeting. The presentation will include data on the process, the design options development, the final two concept plans, and the steering committee's preference and recommendation. Meetings will continue in preparation for the final facilities master plan submission to the state in April 2010.

Campus-wide Safety, Compliance, and Facility Renewal Projects

The college prioritizes and schedules its immediate renovation needs as documented in the facilities condition assessment and identified in the capital budget. The current renovation projects in progress or recently completed are listed below. The college is evaluating and prioritizing its list of projects for fiscal year 2010.

In progress:

- On-going deferred maintenance items;
- On-going interior and exterior signage design and installation;
- Stairway ADA phones;
- Nursing Building second floor men's restroom renovations;
- Athletic and Fitness Center fire alarm replacement; and
- Various carpet replacements throughout campus.

D – Board Member Comments

E – Report of the Audit and Finance Committee

- November 11, 2009, Meeting Minutes

Since the audit and finance committee meeting had to be rescheduled to after the board materials had already been distributed, the audit and finance meeting notes will be sent to the board members electronically and hard copies will be available at the board meeting.

Howard Community College

Board of Trustees

Audit and Finance Committee

Meeting Notes
 November 11, 2009 – 4:30 p.m.
 McCuan Hall
 Room 256 (Schoenbrodt Boardroom)

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

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

Members of the Salary and Benefits Committee:

Dan Friedman, professor, chemistry and division chair, science and technology; Anna Hamilton, student computer services, technical support analyst; Kimberly Davis, environmental services supervisor; Dianna Heaney-Reynolds, accounting clerk/cashier ; and David Jordan, associate vice president of human resources (ex-officio)

Topic	Outcome
Trustee Truby brought the meeting to order at 4:45 p.m.	
1. Salary and Benefits Committee Recommendations	<p>Members of the salary and benefits committee introduced themselves. Kim Davis and Dianna Heaney-Reynolds discussed the challenges employees are experiencing during these difficult times with no salary increases; however, they emphasized their appreciation of the board's past support and commitment to preserving jobs at the college in light of current budget constraints.</p> <p>Dan Friedman gave an overview of the salary and benefits committee report, emphasizing that the since college employees did not receive an increase in FY10 the need is even greater this year. Additionally, while many community colleges did not give increases last year, some institutions did. He outlined the need for college salaries to remain competitive with those of other similar institutions in the region in order for the college to attract and retain high quality faculty and staff.</p> <p>Anna Hamilton discussed the current economy and its impact on HCC employees, emphasizing that despite the current economic challenges faced by the nation, the cost of living in Howard County increased over the past year. She also discussed cost of living, emphasizing that the cost of living in Howard County is the second highest in the state behind Montgomery County.</p> <p>Dan Friedman mentioned two additional factors that he believed the committee should take into consideration, including: 1) Howard County public school teachers did receive a salary increase in FY10 and 2) the college has experienced tremendous growth and needs to preserve the quality education and services received by students.</p> <p>The committee's recommendations include:</p> <ul style="list-style-type: none"> • 6.5 percent average salary increase (5 percent merit and 1.5 cost of living adjustment) • An increase to \$2,700 (from \$2,400) for tuition reimbursement (representing six graduate credits at the University of Maryland, College Park).

Topic	Outcome
	<ul style="list-style-type: none"> Unlimited tuition waiver at HCC for dependents, spouses, and domestic partners for credit and noncredit. <p>Board members thanked the committee for its detailed report and the work that went into it. They emphasized their appreciation of the quality work of HCC faculty and staff and the board's commitment to supporting employees to the fullest extent possible.</p>
2. Budget Outlook and Discussion	<p>Lynn Coleman and Kate Hetherington discussed the budget outlook for FY11 as well as potential additional budget cuts for FY10. The trustees discussed their desire to give employees some salary increase in FY11 as well as some increase in tuition reimbursement/waiver. They emphasized the importance of preserving jobs and the challenge of not furloughing people in the coming year and thereby offsetting any potential merit increase.</p> <p>At this time, increases from either the county or state in FY11 seem unlikely. Therefore, in order to absorb the additional expected enrollment, increased fixed costs, and potential salary increases as well as tuition reimbursement/waiver, student tuition is the only available source of additional revenue.</p> <p>The trustees discussed the reasons for requesting a merit increase for college employees despite its potential impact on student tuition. These reasons include but are not limited to the college's large enrollment growth and its impact on faculty and staff as well as employees' salaries when compared with those at other regional institutions such as the local school system and community colleges.</p> <p>Lynn Coleman discussed the college's remaining fund balance. Trustees requested that the administration also determine if some of the fund balance can be used in order to offset potential student fees for the next parking garage.</p>
3. Proposed Fee Changes for Courses	<p>The committee approved the proposed fee changes as follows: Ceramics Courses (ARTT – 151, 152, 153, 154) from \$35 to \$50 Drawing II (ARTT - 110) from \$10 to \$15 Chinese Brush Painting (ARTT – 229) from \$10 to \$15 Art Museum Fieldtrips (ARTT – 221) from \$135 to \$150 Introduction to Religious Studies (PHIL – 104) from \$0 to \$10 Religions of the World (PHIL-201) from \$0 to \$10</p> <p>These fee increases will be taken to the full board in the November consent packet for consideration.</p>
4. Fiscal Year 2009 Single Audit	<p>The committee acknowledged receipt of the report. This item was for information only and no committee action was requested.</p> <p>The committee members commended the college for seeking grants and encouraged the college to continue growing its grant initiatives.</p>
5. Quarterly Sole Source Report (July 1- September 30, 2009)	<p>The committee reviewed the report. This item was for information only and no committee action was requested.</p>
6. Other	<p>Lynn Coleman reported that the Grand Prix lot may be graveled. This expenditure was already approved by the board last spring; however, after it was approved, the project was put on hold so that the location of the next parking garage could be determined. If it is been determined that the Grand Prix lot will not be the location of the next garage, the college will move forward with the graveling.</p>
<p>The meeting adjourned at 6:45 p.m.</p>	

F – Report of the Legislative and Community Relations Committee

- November 16, 2009, Meeting Minutes

Since the legislative and community relations committee meeting had to be rescheduled to after the board materials had already been distributed, the legislative and community relations meeting notes will be sent to the board members electronically and hard copies will be available at the board meeting.

Howard Community College
Board of Trustees
Legislative and Community Relations Committee

Meeting Notes
November 16, 2009 – 8:30 a.m.
McCuan Hall – MH256 (Schoenbrodt Boardroom)

Present: Katherine K. Rensin, committee chair; Roberta E. Dillow, trustee; Mary S. Esmond, trustee; and Kathleen Hetherington, president

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

Topic	Outcome
Trustee Rensin brought the meeting to order at 8:35 a.m.	
1. Howard Community College Legislative Agenda	<p>The legislative and community relations committee discussed the legislative agenda. A suggestion was made to talk to the Maryland Association of Community Colleges (MACC) about approaching Nancy Kopp concerning the needs of the state's community colleges as she is one of the three votes on the state's board of public works.</p> <p>Trustee Rensin asked the reason why there is still a two-year lag on the enrollments used as the basis for the Cade formula. The administration will look into this and get back to the committee.</p> <p>Laurel College Center enrollments have increased dramatically. Funding for the Laurel College Center is requesting funding based on the state's formula for regional higher education centers.</p> <p>The committee suggested that the administration explore educating local boards and commissions about the role of community colleges and their needs. Periodic email blasts to external college constituencies as well as the creating t-shirts for HCC students to wear on advocacy day and the legislative breakfast were suggested as possible modes of advocacy.</p> <p>The committee members suggested that "diplomas" be created and distributed with college data (like the quick facts cards) to elected officials and other government representatives at upcoming events.</p> <p>The committee unanimously approved the agenda, which will be taken to the full board for approval at the November meeting.</p>
2. Update on State Funding	<p>The committee discussed the current budget challenges. It does not appear that the economy will improve in FY2011; therefore, the college's advocacy and marketing efforts will be of even more importance.</p> <p>The committee reviewed the media update. This item was for information only and no committee action was necessary.</p>
3. Planning for the Howard Community College Legislative Breakfast	<p>Nancy Gainer gave an update on the planning for the legislative breakfast. She is working to secure the student speakers, focusing on veterans, as well as a parent speaker. The committee suggested that name tags designate if individuals are students or parents.</p> <p>The committee reviewed the media update. This item was for information only and</p>

Topic	Outcome
	no committee action was necessary.
4. Student Advocacy Day	<p data-bbox="516 247 1507 369">Student Advocacy Day will take place on February 10, 2010. The committee discussed the importance of incorporating the consistent marketing theme into the day, showing a swell of support for all Maryland's community colleges. The public relations officers group is working on this effort.</p> <p data-bbox="516 401 1507 457">The committee reviewed the media update. This item was for information only and no committee action was necessary.</p>
5. Media Update	The committee reviewed the media update. This item was for information only and no committee action was necessary.
The meeting adjourned at 9:40 a.m.	

G – Approval of Minutes

1. October 28, 2009, Work Session
2. October 28, 2009, Regular Session
3. October 28, 2009, Closed Session

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
October 28, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 28, 2009, 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 6:04 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

I. Introduction of New Employees

Steve Horvath, professor, English, and associate vice president of academic affairs, introduced Ashley Gavidia, ELI information specialist, continuing education.

II. Introduction of Grand Prix Board Co-Chairs and Grand Prix Hosts

Chair Truby acknowledged the work of Grand Prix co-chairs, Mike Drummond and Chris Marasco. They were thanked for leading the Grand Prix board and raising \$67,000 for student scholarships.

Marilyn and George Doetsch, this year's Grand Prix hosts, were thanked and recognized for making Marama Farm available for the Grand Prix. The Doetsches have also agreed to co-chair the 2010 Grand Prix.

III. Service Learning and the President's Higher Education Community Service Honor Roll

Steve Horvath recognized the service learning program at HCC. He emphasized the success of alternative break trips. This year is the third in a row that HCC's Service Learning Program has been named to the President's Honor Roll. Carol Parreco, former director of service learning, was recognized for her efforts in earning HCC this honor.

IV. Information Session: Strategic Communications Plan/Public Relations and Marketing

Nancy Gainer, executive director of public relations and marketing, led the presentation. She thanked the public relations and marketing team for their work and asked them to introduce themselves. She gave an overview of the department's operations. Ms. Gainer reviewed highlights of the strategic plan, which was included in the board materials. Jane Sharp, marketing manager, talked about the art and science of promoting HCC. Mike Scrivener, communications specialist, gave an overview of HCC's Facebook page. Trustees Dillow and Rensin commended the plan and thanked the staff. Trustee Huddie asked about getting feedback from the college's stakeholders through Facebook and through other venues. Trustee Dillow

mentioned the need to highlight alumni stories similar to the student stories and also talked about the importance of building relationships with local opinion leaders such as Commission on the Future members.

The work session adjourned at 6:55 p.m.

The above constitutes the official minutes of the October 28, 2009, work session of the Howard Community College Board of Trustees as approved on November 18, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
October 28, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, October 28, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the regular session to order at 7:01 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

A. Approval of October 28, 2009, Agenda

A recommendation to approve the October 28, 2009, agenda, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2009 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, introduced Bill Seymour, auditor, who reported that the college had received an unqualified, clean audit with no significant material weaknesses. Chair Truby thanked Lynn Coleman and Janet Cullison, associate vice president of finance.

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

2. Financial Statements

Lynn Coleman provided highlights of the financial statements including auxiliary services, Children's Learning Center, Belmont Conference Center, and the Laurel College Center and the variance report for all cost centers.

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

3. Board End: Student and Stakeholder Focus

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

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

C. President's Report

Dr. Hetherington commended Patty Keeton, executive director, workforce development, on receiving the Howard County Chamber of Commerce's 2009 Base Realignment and Closure (BRAC) Advocate of the Year Award. She commended the human resources staff on HCC being awarded the silver designation for "Healthy Workplaces 2009" by the

Howard County Government. She mentioned that the next Maryland Council of Community College Presidents (MCCCP) meeting will be held at HCC on November 20 and that Lieutenant Governor Brown will attend. She spoke about the next round of budget cuts from the state; hiring a new financial aid officer to handle the new direct lending program; and presenting at the Howard County Library's A+ partners in education celebration. She talked about the facilities master plan (FMP) and thanked trustee Dillow for her participation on the committee working with Ayers Saint Gross (ASG) who will provide an update at the November board meeting.

D. Board Member Comments

Chair Truby mentioned that ASG will present on the FMP at the November board meeting. He commented on the energized atmosphere at the Association of Community College Trustees (ACCT) convention and the increasing recognition of the importance of community colleges providing instruction in an affordable, efficient way. He mentioned that Martha Kanter, under-secretary of education, is a former chancellor of a community college district. Governor of California, Arnold Schwarzenegger, addressed the convention and mentioned that when he came to the United States he attended Santa Monica Community College to learn English and then went on to get a business degree. Chair Truby and President Hetherington made a presentation on the Step Up program and vital signs. President Hetherington also made a presentation on fundraising with Liz Murphy, vice president of professional services, Datatel, Inc. Chair Truby thanked Erin Yun, director of board relations and special projects, for preparing the presentation, and Margaret Kahlor, executive producer, television services director, and Geren Mortensen, crew chief/audio visual engineer, for providing clips of Step Up students and their coaches.

Trustee Huddle commented that HCC is now at the forefront of the digital mainstream with the introduction of HCC's Facebook.

Trustee Hutt commended the finance team on the comprehensive audit; he also commended the audit and finance committee.

Trustee Doyle commented on the terrific job of coming into the digital age but cautioned that some constituents may still prefer direct mail contact. He said he was impressed by the growth at LCC as a result of targeted advertising and increased course offerings.

Trustee Dillow seconded earlier comments and also commended the finance team.

Vice Chair Rensin echoed earlier comments and commended everyone on doing a great job during tough times.

E. Report of the Legislative and Community Relations Committee

Vice Chair Rensin gave an overview. She said the board needs to think outside the box on positively connecting with legislators in a positive vein. She mentioned that the president already meets with the legislators; board members need to tell legislators what their support means to individual students. The goal should be to make sure that when cuts are made, HCC's budget is not cut. She asked fellow board members to think about whom they can contact and ideas on how to do it and email them to her. She

recommended that trustees attend the community college legislative summit in February. She said that she had suggested to Cathy Yost of the *Business Monthly* that the newspaper feature monthly articles on HCC in the publication.

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

F. Approval of Minutes

A recommendation to approve the September 23, 2009, work session, regular session, and closed session, minutes was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Fiscal year 2011 capital budget;
3. Administrative reporting project consulting services in the amount of \$98,400 for the installation and implementation business objects reporting tools awarded to ASR Analytics;
4. Administrative software consulting services in the amount of \$90,000 additional plus \$336,885 (previously approved) for a total of \$426,885 awarded to Datatel Incorporated;
5. Professional services to write the Part I/II facility program for the new science engineering and technology building in the amount of \$69,300 awarded to JMZ Architects and Planners, P.C.;
6. Rep Stage paymaster agreement in an amount not to exceed \$150,000 awarded to University/Resident Theatre Association;
7. Athletic fields phase V change order 4 from the original contract amount of \$799,982.25 to a total of \$856,261.53 awarded to Atlas Track & Tennis, Inc.;
8. Change order 1 for professional services for facilities master plan, in the amount of \$9,850 for change order 1 plus \$624,530 from the original contract amount totals \$634,380 for the new contract amount;
9. Commencement and nursing pinning expenses in the amount of \$86,777 awarded to Party Plus;
10. Comcast Enterprise services for an additional amount of \$34,458 and a previously approved amount of \$59,400 for a total of \$93,858 awarded to Comcast Commercial Services, Inc.;
11. Telephone system upgrade switches in the amount of \$177,522 awarded to Digital Intelligence Systems Corporation;
12. Lot F stream channel design fund increases exploration research for an increase request of \$12,000 and an original request of \$30,495 for a total amount of \$42,495; and
13. Technology purchases in the amount of \$68,000 awarded to Convergence Technical Consulting.

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

H. Discussion Item

1. Howard Community College Debt Policy

Lynn Coleman gave an overview of the new state requirements and the development of a policy for HCC.

A motion to approve the policy as submitted was moved by Trustee Hutt, seconded by Trustee Huddie, and unanimously approved.

I. 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/special projects, reminded board members of the rescheduled audit and finance meeting on November 11 and the student donor luncheon on the same day. She also mentioned the November 16 legislative and community relations committee meeting.

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

Chair Truby read the resolution to adjourn the regular session and move into closed session.

The regular meeting was adjourned at 8:05 p.m.

The above constitutes the official minutes of the September 23, 2009, regular meeting of the Howard Community College Board of Trustees as approved on October 28, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
October 28, 2009**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, October 28, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:05 p.m., Chair Truby read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

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 October 28, 2009, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consult with staff, consultants, or other individuals about pending or potential litigation; as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 8:45 p.m.

The above constitutes the official minutes of the October 28, 2009, closed session of the Howard Community College Board of Trustees as approved November 18, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer

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

I-1 Discussion Item: Sale of the Belmont Conference Center and Request for Proposal

Background: Proposals were solicited for commercial real estate brokerage services for the sale of the Belmont Conference Center. Brokers were required to be licensed in the State of Maryland and have experience in the following areas: hospitality industry, land sales, non-profit, and government. Each firm submitting a proposal needed to demonstrate the following:

- recent sales of properties by the firm within the last year;
- resumes of employees assigned to the project;
- experience in Howard County;
- experience working with colleges and universities;
- depth within the firm to provide the requested services;
- firm's reach with respect to its ability to determine appropriate purchasers and maximize the proceeds to the college;
- firm's financial wherewithal to provide the services requested over the time frame required; and
- firm's ability to find or provide financing for the purchaser to close.

Each firm was required to submit a proposed approach to the sale and provide a detailed description of the methodology and schedule to position and market the property along with its suggestions of potential purchasers. Fees were also requested as part of this phase.

Technical proposals were submitted and then firms were requested to come to an interview where they presented their marketing strategy and materials.

It should be noted that in order for the broker to begin the process, the administration has asked the college attorney to let the college know of any state or county requirements that it would need to abide by to begin the sale. The college attorney has not finalized that process at this point. Hence, the college needs to obtain final instructions from the college attorney before the broker can begin the process.

Purpose: To obtain board reaffirmation of the sale of Belmont and approval to hire a commercial real estate broker to position, market, negotiate and sell the Belmont Conference Center

Timeline: To begin upon approval of the board of trustees and final instructions on the sale from the college attorney

Specifications: A broker licensed in the State of Maryland to position, market, negotiate and sell the Belmont Conference Center.

Bids: The request for proposal process consisted of the following phases:

1. Submission of a technical proposal, as noted previously.
2. Interviews where the broker presented its marketing strategy and materials.
3. A review of the brokerage agreements.
4. A best and final offer phase. As part of the best and final offer phase, brokers were also asked to submit a price in the event the college provided the buyer since HCC has potential buyers who have expressed interest in the property.

The administration initially received technical proposals from the following firms:

- CB Richard Ellis (CBRE)
- Enterprise Realty Services
- Manekin
- NAIKLNB
- Sotheby's

All firms were invited back to give oral presentations; however, at this phase of the process Enterprise Realty Services and Sotheby's decided they no longer wished to participate in the process.

As part of their presentation, all firms who participated in the interviews were given a set of standard questions to answer about their marketing plan and process. Based on the scores from the technical phase and the interview phase, out of a possible 100 points, the following scores were tallied for the participants:

Brokerage Firm	Score
CBRE	91
Manekin	72
NAIKLNB	62

As the top two firms, CBRE and Manekin were then requested to submit their brokerage agreements, which the college revised in consultation with the college attorney and an outside consultant. These brokerage agreements were then returned to the two firms with the request to submit best and final offers. The fees for the best and final offers are on the page following this item.

After a review of the agreements the final totals for the firms resulted in the following scores:

Firm	Technical Score (out of 50 points)	Interview Score (out of 50 points)	Brokerage Agreement (out of 5 points)	Fee (out of 10 points)	Total Score (out of 115 points)	Percentage
CBRE	46	45	5	8	104	90.4%
Manekin	40	32	3	7	82	71.3%
NAIKLNB	32	30	n/a	n/a	n/a	n/a

Based on these scores, the administration recommends that the contract for commercial real estate brokerage services for the sale of the Belmont Conference Center be awarded to CBRE.

CBRE is the world's largest real estate services provider with a preeminent leadership position in virtually all key business centers globally. CBRE also has relationships with Century 21 and Sotheby's that can assist in the sales process.

◆———— Recommendation ———◆

The administration requests that the board of trustees reaffirm its decision to sell the Belmont Conference Center and approve the following:

Amount:

- If a co-broker – 6 percent commission on the gross sales price
- If no co-broker – 4 percent commission on the gross sales price
- If no marketing is done and HCC identifies the buyer, a 2 percent commission on the gross sales price. The potential buyer must issue a letter of intent within 60 days.

Vendor: CB Richard Ellis (CBRE)

Source of funds: Brokerage fees will be paid from the sale of the Belmont Conference Center

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

Price Proposals with the Two Finalists

Firm	Minimum Fee (even if property is not sold)	Brokerage Fee (if sale occurs)	Broker Fee (if HCC identifies the buyer and receives letter of intent in 60 days)
Manekin, LLC	\$65,000	<p>\$200,000 (which includes \$65,000 minimum fee) Plus a \$75,000 co-brokerage fee, if required</p>	<p>Manekin will still bill consultive fee of \$65,000, with maximum fee of \$100,000 Fee above begins when marketing the property to others begins</p>
		<p>In the event a 5% commission on sales price exceeds \$200,000, said excess would be shared equally between HCC and Manekin unless HCC pays a co-broker fee. If HCC pays a co-broker fee, then HCC will be entitled to 100% of those monies in excess of \$200,000 had a 5% commission been paid</p>	
		<p>Manekin will contribute 10% of its fee to HCC or HCCEF</p>	<p>Manekin will contribute 5% of its fee to HCC or HCCEF</p>
CBRE	NONE	<p>If co-broker, 6% commission on sales price</p>	<p>2% commission on sales price, assumes no marketing of the property. If marketing occurs, back to regular brokerage fee</p>
		<p>If no co-broker 4% commission on sales price</p>	

J-1 Issue Bin

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

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

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

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

◆———— Recommendation —————◆

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

J-2 Fiscal Year 2010 Board Calendar

Date	Event	Tentative Agenda Items
December 2009		
December 2, 2009 Wednesday 5:30-8:30 pm	Entrepreneurial Celebration RCF-400	<ul style="list-style-type: none"> Trustees Invited
December 9, 2009 Wednesday 6:00 pm	Consent Items / Closed Session Belmont – Carriage House	<ul style="list-style-type: none"> FY10 Presidential Mid-Year Evaluation
December 9, 2009 Wednesday 7:30 pm	Board of Trustees Holiday Dinner Belmont	<ul style="list-style-type: none"> Dinner will be in the Manor House Dining Room
December 10, 2009 Thursday 6:00-10:00 pm	Chamber Holiday Party Columbia Sheraton	<ul style="list-style-type: none"> Trustees Invited RSVP Required
December 15, 2009 Tuesday 6:30 pm	Nursing Recognition Ceremony Smith Theatre	<ul style="list-style-type: none"> Trustees Invited Mid-Year RN
December 24, 2009 – January 3, 2010	HCC Winter Break	<ul style="list-style-type: none"> College Closed Thursday - Sunday
January 2010		
January 12, 2010 Tuesday 7:30 am (tentative)	Annual Legislative Breakfast RCF-400	<ul style="list-style-type: none"> Legislators Invited County Council and Executive Invited Students Invited
January 13, 2010 Wednesday 6:00 pm	Budget Work Session RCF-401	<ul style="list-style-type: none"> Review of FY11 Integrated Strategic Plan and Operating Budget
January 25, 2010 Monday 8:30 am	New Employee Recognition Breakfast Burrill Galleria	<ul style="list-style-type: none"> Trustees Invited New employees recognized
January 25, 2010 Monday 10:00 am	Winter Convocation in the Smith Theatre and Clark Building Dedication at the Library Entrance	<ul style="list-style-type: none"> Trustees Invited Welcome from Board Chair
January 25, 2010 Monday 12:00-7:00 pm	MACC Trustee Leadership Conference and Legislative Reception Calvert House, Annapolis	<ul style="list-style-type: none"> Trustees Invited Registration begins at 12:00 noon
January 27, 2010 Wednesday 6:00 pm	Regular Meeting RCF-400	<ul style="list-style-type: none"> Approval of FY11 Integrated Strategic Plan and Operating Budget

Date	Event	Tentative Agenda Items
February 2010		
February 4, 2010 Thursday 8:30 am	Legislative and Community Relations Committee Meeting Schoenbrodt Boardroom	<ul style="list-style-type: none"> • Award Nominations • Progress of Annapolis Session • Student Advocacy Day
February 8-10, 2010 Monday–Wednesday	ACCT Legislative Summit Marriott Wardman Park Hotel - Washington, DC	<ul style="list-style-type: none"> • Meeting for Trustees, Presidents, and other Community College Leaders and Advocates
February 10, 2010 Wednesday 9:00 am-1:30 pm	Community College Student Advocacy Day Annapolis, MD	<ul style="list-style-type: none"> • FYI for Trustees
February 17, 2010 Wednesday 9:00 am – 1:00 pm	Board Mid-Year Retreat RCF-401	<ul style="list-style-type: none"> • Agenda – TBD
February 17, 2010 Wednesday 6:30 pm	Former HCC Boards Social RCF-400	<ul style="list-style-type: none"> • Trustees Invite • Current and Former HCCEF Board Members, Former Board of Trustees Members, Former Capital Campaign Council Members, and Former Howard Business Ventures Board Members Invited
February 24, 2010 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • Informational Tour: Entrepreneurial Program • Report on Board End: Faculty and Staff Focus • FY09 Workforce Snapshot • Award Recipients
March 2010		
March 8, 2010 Monday 5:00–8:00 pm	Silas Craft Fundraiser Hunan Manor Restaurant	<ul style="list-style-type: none"> • Trustees Invited • Fundraiser for the College
March 9, 2010 Tuesday 12:30 pm & 6:00 pm	Dean’s Reception Smith Theatre/HVPA Grand Hall	<ul style="list-style-type: none"> • Trustees Invited • Recognition for Dean’s List and Distinguished Students
March 10, 2010 Wednesday 8:30 am	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> • Interviews with Potential Audit Firms • Areas for Audit Review • Semi-Annual Non-Purchasing Agreement Disclosure • Quarterly Sole Source Report • Review of Salary Schedules (if necessary) • Review of Outstanding College Debt
March 18, 2010 Thursday 6:00-8:00 pm (Cancelled)	Alumni Social Event TBD	<ul style="list-style-type: none"> • Trustees Invited • Mingle with Alumni, Faculty, and HCCEF Board Members
March 24, 2010 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> • Informational Tour: Learning Outcomes Assessment • Audit Areas for Review • Report on Board End: Educational and

Date	Event	Tentative Agenda Items
Support Process Management		
April 2010		
April 3-9, 2010	HCC Spring Break	<ul style="list-style-type: none"> College Closed Saturday - Friday
April 17, 2010 Saturday 10:00 am – 4:00 pm	Howard County GreenFest Burrill Galleria	<ul style="list-style-type: none"> Open to the Public
April 21, 2010 Wednesday 1:30-3:00 pm	Silas Craft Collegians Graduate and Transfer Recognition Ceremony RCF-400	<ul style="list-style-type: none"> Trustees Invited
April 23, 2010 Friday Time – TBD	Turf Field Opening Athletic Field	<ul style="list-style-type: none"> Trustees Invited
April 28, 2010 Wednesday 6:00 pm	Work Session / Regular Meeting RCF-400	<ul style="list-style-type: none"> Informational Tour: Police Academy FY11 Operating Budget Approval (if necessary) FY11 Faculty Promotions Candidates for Commencement Report on Board End: Leadership
April 30, 2010 Friday 6:30-10:30 pm	Vino Scholastico RCF-400/401	<ul style="list-style-type: none"> Trustees Invited HCC's Fourth Annual Wine Tasting of Distinctive International Fine Wines to Benefit Howard Community College Student Scholarships Pre-event Tasting 6:00-7:00 Main Event 7:00-10:00
May 2010		
May 5, 2010 Wednesday 6:00 pm	Phi Theta Kappa Statewide Recognition Dinner Turf Valley	<ul style="list-style-type: none"> Board Chair Invited Ceremony to recognize the All-Maryland Academic Team Hosted by Howard Community College
May 6, 2010 Thursday 5:00-8:00 pm	Columbia Foundation Spring Party	<ul style="list-style-type: none"> Trustees Invited RSVP Required
May 7, 2010 Friday 6:30-9:00 pm	Student Awards Banquet Sheraton Columbia	<ul style="list-style-type: none"> Welcome from Board Chair Trustees Invited and Participate in Presenting Awards
May 12, 2010 Wednesday 8:30 am	Audit and Finance Committee Café on the Quad - RCF-120B	<ul style="list-style-type: none"> Quarterly Sole Source Report Meeting with Auditors (FY10 Report) Year-end Purchases
May 19, 2010 Wednesday 6:30-9:00 pm	Third Annual Student Athlete's Banquet Sheraton Columbia	<ul style="list-style-type: none"> Trustees Invited
May 24, 2010 Monday 12:30 pm	Pre-Convocation Lunch Café on the Quad	<ul style="list-style-type: none"> Trustees Invited Lunch Preceded by Innovation Fair Trustees' Award for Outstanding Service to Howard Community College Presentation

Date	Event	Tentative Agenda Items
May 24, 2010 Monday 1:30 pm	Spring Convocation Smith Theatre	<ul style="list-style-type: none"> • Trustees Invited • Welcome from Board Chair • Recognition Event for Retired Employees, Degree Recipients, New Employees, and Career Service Awards
May 26, 2010 Wednesday 6:00 pm	Work Session / Regular Meeting / Closed Session RCF-400	<ul style="list-style-type: none"> • Informational Tour: English and World Languages • Vision, Mission, Values, and Strategic Goals • Election of FY11 Board Officers • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting
May 27, 2010 Thursday 10:00 am	Nursing Recognition Ceremony HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited
May 27, 2010 Thursday 12:30 pm	Reception for Platform Party RCF-400	<ul style="list-style-type: none"> • Trustees Invited
May 27, 2010 Thursday 2:00 pm	Commencement HCC Campus/Grand Prix Field	<ul style="list-style-type: none"> • Trustees Invited • Board Members Confer Degrees
June 2010		
June 7, 2010 Monday 8:00 am – 2:00 pm	Board Retreat Belmont	<ul style="list-style-type: none"> • Agenda – TBD

Looking to the Future:

Saturday, September 25, 2010 – Grand Prix


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

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.

J-3 Agreements Signed by the Board Chair Disclosure

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

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

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

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

Timeline: October 16, 2009, through November 4, 2009

◆────────────────── **Disclosure** ───────────────────◆

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

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

Background: For the fall semester and at year-end, the academic affairs area computes the full-time/part-time ratios overall and by discipline. This information allows the administration to track progress toward the Maryland Higher Education Commission (MHEC) benchmark of 50/50 for full-time and part-time faculty and also to identify the most pressing new faculty needs by discipline. In FY10, the college added four new faculty positions, three of which are grant-funded. Of these positions, one nursing position will not be filled until the spring semester.

Last fall, the full-time/part-time faculty ratio was 43 percent full-time to 57 percent part-time. Because of the inability to significantly increase faculty positions this year and HCC's 12.54 percent growth in full-time equivalent (FTE) for the fall 2009, the full-time/part-time ratio declined to 39 percent full-time to 61 percent part-time.

Since the fall semester usually experiences the heaviest increase in enrollments, by the end of FY09, there was a 44 percent full-time to 56 percent part-time faculty ratio. At this time, based on the fall FTE increase of 12.54 percent, HCC would need to add 24 new faculty positions to simply maintain its FY09 44 percent full-time to 56 percent part-time ratio. However, depending on enrollment for the remaining semesters of this fiscal year, the full-time/part-time ratio could be positively affected and the number of full-time faculty needed could decrease.

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

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

◆————— Recommendation —————◆

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

FY10 Full-time / Part-time Ratios by Term and Division

Division/ Course Code	Fall FT (# of students x # of credits)	Fall PT (# of students x # of credits)	Spring FT (# of students x # of credits)	Spring PT (# of students x # of credits)	TOTAL FT	TOTAL PT	TOTAL FT + PT	%FT	%PT
ARTT	932	1,633	0	0	932	1,633	2,565	36%	64%
DANC	100	294	0	0	100	294	394	25%	75%
FILM	219	423	0	0	219	423	642	34%	66%
FINE	330	861	0	0	330	861	1,191	28%	72%
HUMN	0	69	0	0	0	69	69	0%	100%
INDS	0	54	0	0	0	54	54	0%	100%
MASS	213	558	0	0	213	558	771	28%	72%
MUSC	366	1,016	0	0	366	1,016	1,382	26%	74%
PHIL	0	694	0	0	0	694	694	0%	100%
SPCH	237	1,005	0	0	237	1,005	1,242	19%	81%
THET	330	297	0	0	330	297	627	53%	47%
WMST	12	90	0	0	12	90	102	12%	88%
Division Subtotal	2,739	6,994	0	0	2,739	6,994	9,733	28%	72%
ACCT	789	571	0	0	789	571	1,360	58%	42%
BMFT	0	0	0	0	0	0	0	0%	0%
BMGT	422	1,465	0	0	422	1,465	1,887	22%	78%
CMGT	87	155	0	0	87	155	242	36%	64%
CMSY	1,331	1,446	0	0	1,331	1,446	2,777	48%	52%
COOP	0	10	0	0	0	10	10	0%	100%
ENTR	126	339	0	0	126	339	465	27%	73%
FNPL	42	27	0	0	42	27	69	61%	39%
HMGT	42	207	0	0	42	207	249	17%	83%
MSFT	0	69	0	0	0	69	69	0%	100%
OFFI	180	20	0	0	180	20	200	90%	10%
RETL	0	0	0	0	0	0	0	0%	0%
Division Subtotal	3,019	4,309	0	0	3,019	4,309	7,328	41%	59%

Division/ Course Code	Fall FT (# of students x # of credits)	Fall PT (# of students x # of credits)	Spring FT (# of students x # of credits)	Spring PT (# of students x # of credits)	TOTAL FT	TOTAL PT	TOTAL FT + PT	%FT	%PT
AMSL	0	260	0	0	0	260	260	0%	100%
ARAB	168	32	0	0	168	32	200	84%	16%
CHNS	0	144	0	0	0	144	144	0%	100%
ENGL w/o Dev	2,825	6,434	0	0	2,825	6,434	9,259	31%	69%
ENGL Dev	1,353	1,875	0	0	1,353	1,875	3,228	42%	58%
FARS	0	48	0	0	0	48	48	0%	100%
FREN	0	167	0	0	0	167	167	0%	100%
FYEX	146	870	0	0	146	870	1,016	14%	86%
GERM	0	92	0	0	0	92	92	0%	100%
GREK	0	0	0	0	0	0	0	0%	0%
HBRW	0	32	0	0	0	32	32	0%	100%
ITAL	0	76	0	0	0	76	76	0%	100%
KORE	0	68	0	0	0	68	68	0%	100%
PORT	0	0	0	0	0	0	0	0%	0%
RUSS	0	80	0	0	0	80	80	0%	100%
SPAN	268	593	0	0	268	593	861	31%	69%
TURK	0	0	0	0	0	0	0	0%	0%
Division Subtotal	4,760	10,771	0	0	4,760	10,771	15,531	31%	69%
CARD	36	16	0	0	36	16	52	69%	31%
EMSP	198	147	0	0	198	147	345	57%	43%
EXSC	69	109	0	0	69	109	178	39%	61%
HEAL	3	44	0	0	3	44	47	6%	94%
HEED	270	1,078	0	0	270	1,078	1,348	20%	80%
HUMS	3	114	0	0	3	114	117	3%	97%
LFIT	16	225	0	0	16	225	241	7%	93%
NURS	1,145	1,589	0	0	1,145	1,589	2,734	42%	58%
NUTR	57	297	0	0	57	297	354	16%	84%

Division/ Course Code	Fall FT (# of students x # of credits)	Fall PT (# of students x # of credits)	Spring FT (# of students x # of credits)	Spring PT (# of students x # of credits)	TOTAL FT	TOTAL PT	TOTAL FT + PT	%FT	%PT
PUBH	36	0	0	0	36	0	36	100%	0%
RADT	282	0	0	0	282	0	282	100%	0%
Division Subtotal	2,115	3,619	0	0	2,115	3,619	5,734	37%	63%
MATH	2,748	3,137	0	0	2,748	3,137	5,885	47%	53%
MATH Dev	3,210	3,774	0	0	3,210	3,774	6,984	46%	54%
Division Subtotal	5,958	6,911	0	0	5,958	6,911	12,869	46%	54%
ANTH	0	153	0	0	0	153	153	0%	100%
CRES	0	54	0	0	0	54	54	0%	100%
CRIM	489	153	0	0	489	153	642	76%	24%
ECON	783	321	0	0	783	321	1,104	71%	29%
EDUC	789	1,098	0	0	789	1,098	1,887	42%	58%
GEOG	0	240	0	0	0	240	240	0%	100%
HIST	1,176	1,773	0	0	1,176	1,773	2,949	40%	60%
HMDV	366	708	0	0	366	708	1,074	34%	66%
POLI	141	198	0	0	141	198	339	42%	58%
PSYC	885	1,080	0	0	885	1,080	1,965	45%	55%
SOCI	1,260	1,059	0	0	1,260	1,059	2,319	54%	46%
Division Subtotal	5,889	6,837	0	0	5,889	6,837	12,726	46%	54%
ARCM	0	39	0	0	0	39	39	0%	100%
ASTR	0	112	0	0	0	112	112	0%	100%
BIOL	2,834	4,909	0	0	2,834	4,909	7,743	37%	63%
BMET	0	40	0	0	0	40	40	0%	100%
CADD	153	33	0	0	153	33	186	82%	18%
CFOR	153	0	0	0	153	0	153	100%	0%
CHEM	1,194	886	0	0	1,194	886	2,080	57%	43%
CMSY	72	180	0	0	72	180	252	29%	71%

Division/ Course Code	Fall FT (# of students x # of credits)	Fall PT (# of students x # of credits)	Spring FT (# of students x # of credits)	Spring PT (# of students x # of credits)	TOTAL FT	TOTAL PT	TOTAL FT + PT	%FT	%PT
CSCO	126	36	0	0	126	36	162	78%	22%
ELEC	0	189	0	0	0	189	189	0%	100%
ENES	183	141	0	0	183	141	324	56%	44%
GEOL	135	121	0	0	135	121	256	53%	47%
HORT	0	16	0	0	0	16	16	0%	100%
METO	0	99	0	0	0	99	99	0%	100%
PHYS	815	365	0	0	815	365	1,180	69%	31%
Division Subtotal	5,665	7,166	0	0	5,665	7,166	12,831	44%	56%
Overall Total (including Dev.)	30,145	46,607	0	0	30,145	46,607	76,752	39%	61%

Course Code Key:

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

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

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

J-5 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: October 2009

◆———— Recommendation —————◆

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

October 1, 2009 – October 31, 2009

Section I – Change in Status

DIVISION CHAIR RE-APPOINTMENTS (3-YEAR TERM)

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Division Chair, Health Sciences	Health Sciences	Re-Appointment	Division Chair	\$79,340-\$131,705	\$104,555	Pierce, Sharon	10/06/09

CHANGE IN POSITION TITLE ONLY

Old Title	New Title	Department	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Media Specialist	Communications Specialist	Public Relations and Marketing	11	\$44,533-\$73,925	\$45,793	Scrivener, Michael	10/01/09
Executive Director of Public Relations	Executive Director of Public Relations and Marketing	Public Relations and Marketing	19	\$86,163-\$143,031	\$110,000	Gainer, Nancy	10/19/09

SPECIAL ASSIGNMENT

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

PHASED RETIREMENT

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Professor, English	English/World Languages	N/A	N/A	N/A	N/A	Wiley, Linda	2/01/09

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

Howard Community College
SUMMARY OF PERSONNEL ACTIVITY

October 1, 2009 – October 31, 2009

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date
Environmental Services Technician	Plant Operations	N/A	N/A	N/A	N/A	Appiah, Gladys	10/30/09
Assistant Director, Records & Registration	Records, Registration & Veterans Affairs	N/A	N/A	N/A	N/A	Herr, Nicole	10/30/09

Section II – Leaves

SABBATICAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
Mitchell, Helen	Professor, Philosophy; Director of Women's Studies	8/03/09	12/31/09
Dardello, Andrea	Professor, English	8/03/09	12/31/09

LEAVE WITHOUT PAY

Name	Position	Beginning Date of Leave	Ending Date of Leave
Saxer, Sarah	Assistant Professor, ESL	10/02/09	10/09/09

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 November 18, 2009**

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

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on November 18, 2009, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consult with staff, consultants, or other individuals about pending or potential litigation; as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.