The Board of Trustees of Howard Community College (HCC) met in regular session and budget work session on Wednesday, January 14, 2015, in The Rouse Company Foundation Student Services Hall, Room 400, at Howard Community College, Columbia, Maryland. Chair Edmund D. Coale, III brought the work session to order at 6:00 p.m. He informed all present that Trustee Rensin was participating via conference call and anyone who wanted to see her on screen was welcome to sit behind him. Additionally, Chair Coale would have Trustee Rensin state her vote on approval items. Other board members present included trustees Roberta E. Dillow, and Mamie J. Perkins. Kathleen Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Dennis R. Schrader were absent.

Approval of Agenda

A recommendation to approve the January 14, 2015, budget work session agenda was moved by Trustee Dillow, seconded by Trustee Perkins, and unanimously approved.

Financial Statements

Lynn Coleman, vice president of administration and finance, provided highlights of the November 30, 2014, financial statements. She pointed out that the state had instituted a $698,671 budget cut, which will be reflected in the January financials.

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

Proposed Fiscal Year 2016 Budget

Dr. Hetherington mentioned the mid-year budget cut from the state and that the county has not asked for a budget cut in the current year. Dr. Hetherington acknowledged the entire faculty and staff for their commitment to and participation in the budget development process. Dr. Hetherington commented on the college’s budget development process, emphasizing that it is a college-wide process in which all departments and their personnel have an opportunity to submit requests for funding to fill their needs. These requests are then reviewed and revised by president’s team members. Once the board of trustees has approved the college’s proposed operating budget, the proposal will be submitted to the Howard County Executive for review and action and, ultimately, to the Howard County Council for review and approval. She noted the work of the salary and benefits committee and their recommendations.

Ms. Coleman presented a review of the budget development dates; an overview of the planning process and timeline; review, denial, and reallocation of funds; alignment with the strategic plan and allocation of funds for the action plans; restricted and unrestricted funds including operating, continuing education, special, and auxiliary funds; a review of the functional areas; and noted a 4.4 percent increase in the budget.

Ms. Coleman reviewed the proposed FY16 detailed source of funds, including state and county funding, comparisons to other Maryland community colleges. She summarized recommendations from the salary and benefits committee.
The FY16 proposed detail use of funds includes:

- A one dollar tuition increase;
- Merit increase of four percent;
- Merit increase of four percent for eligible hourly staff;
- Faculty promotions;
- Increase to part-time faculty rate by $35 per credit hour;
- Annualizing adjustments and reclassifications;
- Part-time faculty reduction for new faculty;
- Health related benefits and other salary related benefits;
- Increase of tuition reimbursement from $3,000 to $3,300;
- Eight new faculty positions, a position to replace one that was previously funded by a grant, and two compliance-related positions; and
- Increase in hourly monies to cover an increase in part-time positions.

Ms. Coleman noted the administration’s priorities, which include the merit and adjunct increase and positions to improve the full-time/part-time faculty ratio and for security and compliance. Dr. Hetherington and Ms. Coleman further explained that the proposed budget will need to be adjusted to include the state decrease, and asked the trustees for general guidance to develop scenarios to accommodate the expected budget decreases. Chair Coale acknowledged the administrations recommendation and noted the importance of preserving budget items that are directly related to the core mission of the college. Board members agreed.

Dr. Hetherington thanked Ms. Coleman, Janet Cullison, associate vice president of finance, Chris Heston, budget manager, and Amanda Huffman, director of finance. Chair Coale thanked the trustees for their role in the budget development process. The administration will revise the proposed budget with alternative budget scenarios to present to the board of trustees for approval at the January 28, 2015, meeting of the board.

A recommendation to adjourn the January 14, 2015, budget work session was moved by Trustee Dillow, seconded by Trustee Perkins, and unanimously approved.

The budget work session was adjourned at 6:59 p.m.

The above constitutes the official minutes of the January 14, 2015, budget work session of the Howard Community College Board of Trustees as approved on January 28, 2015, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer