The Board of Trustees of Howard Community College (HCC) met in regular session and budget work session on Wednesday, January 15, 2014, in The Rouse Company Foundation Student Services Hall, Room 400, at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the work session to order at 6:10 p.m. Other board members present included Vice Chair Edmund D. Coale, III and trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Kathleen Hetherington, secretary-treasurer, was also present. Trustee Mamie J. Perkins was absent.

Approval of Agenda

A recommendation to approve the January 15, 2014, budget work session agenda was moved by Vice Chair Coale, seconded by Trustee Dillow, and unanimously approved.

Financial Statements

Lynn Coleman, vice president of administration and finance, provided highlights of the November 30, 2013, financial statements.

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

Amendment to Board of Trustees Bylaws

The trustees reviewed a proposed amendment to the bylaws. The board recommended that the board chair’s duties be revised to include “Negotiate the president’s compensation packet within the parameters set by the board of trustees.”

In accordance with the bylaw amendment process, any recommended bylaw change must be brought to the board for discussion at one board meeting, and then voted on at a later board meeting. This item will be presented to the board for approval in the consent agenda at the January 29, 2014, board meeting.

Proposed Fiscal Year 2015 Budget

Dr. Hetherington commended Ms. Coleman and Janet Cullison, associate vice president of finance, and the administration and finance staff for their work on developing the proposed budget. Dr. Hetherington further acknowledged the entire faculty and staff for their commitment to and participation in the budget development process. She also noted the many hours that members of the president’s team devoted to considering the budget submissions from the college. 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.

Ms. Coleman acknowledged Janet Cullison, Chris Heston, budget manager, and the finance staff for their tireless work on the budget. She then gave an overview of the budget process, including
planning; alignment with mission, vision, values, and strategic goals; and submission, review, and approval by the county. Ms. Coleman reviewed the goals of the strategic plan and discussed monetary needs associated with those goals. Ms. Coleman discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary funds.

The FY15 proposed budget highlights include:

- Merit increase of three percent;
- Part-time faculty rate increase of $25 per credit hour;
- Increase in tuition reimbursement from $3,000 to $3,300;
- Increase in tuition waiver per year for spouses and dependent children of full-time budgeted employees from 15 credits to 30 credits per year; and
- 19.84 new positions.

The proposed budget also includes a two dollar tuition increase.

The trustees engaged in open discussion on the proposed budget. Dr. Hetherington shared with the board that in the late afternoon, she had received information on an anticipated increase in the state budget. While the exact figures are unknown, the college may receive approximately $475,000 in additional state funding if the Governor’s budget is approved by the state legislators. Dr. Hetherington and Ms. Coleman further explained that the proposed budget will need to be adjusted to include the state increase, and asked the trustees for general guidance to develop scenarios to accommodate the expected state budget increase. The board recommended that the administration develop alternative scenarios that would increase the number of full-time faculty positions and improve adjunct pay beyond the $25 per credit increase already proposed. The administration will revise the proposed budget with alternative budget scenarios to present to the board of trustees for approval at the January 29, 2014, meeting of the board.

Ms. Coleman also mentioned that typically the board reviews any necessary changes to the college's proposed budget that result from the release of the County Executive’s proposed budget at the April board meeting. Due to the timing of spring recess this year and a later than usual April board meeting, the administration will need to make any necessary changes to the budget prior to the April 29, 2014, board meeting. Therefore, the administration will plan to bring “what if” scenarios to the board at its March 26, 2014, meeting for consideration. These “what if” scenarios would be used if the administration would need to adjust the proposed budget based on the County Executive’s budget.

A recommendation to adjourn the January 15, 2014, budget work session was moved by Trustee Dillow, seconded by Trustee Schrader, and unanimously approved.

The budget work session was adjourned at 9:03 p.m.

The above constitutes the official minutes of the January 15, 2014, budget work session of the Howard Community College Board of Trustees as approved on January 29, 2014, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer