The Board of Trustees of Howard Community College (HCC) met in budget work session on Wednesday, January 9, 2013, 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 6:04 p.m. Other board members present included trustees Roberta E. Dillow, Mary S. Esmond, and Dennis R. Schrader. Kathleen Hetherington, secretary-treasurer, was also present. Vice Chair Edmund S. Coale, III and trustee Katherine K. Rensin were absent.

Approval of Agenda

A recommendation to approve the January 9, 2013, budget work session agenda was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.

Financial Statements

Lynn Coleman, vice president of administration and finance, provided highlights of the November 30, 2012, financial statements.

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

Proposed Fiscal Year 2014 Budget

Dr. Hetherington, president, gave an overview of the budget development process.

Lynn Coleman gave a presentation on the budget development calendar and the strategic plan.

The FY14 proposed budget highlights include:

- Funding for the three strategic goals at $1,155,359;
- A two-percent merit increase for faculty and staff that totals $713,736;
- $25 per credit hour increase for adjunct faculty;
- 14.53 new positions totaling $940,615;
- New costs for hourly positions total $106,573;
- $5 tuition increase; and
- Costs for the new health sciences building, totaling $1,187,784.

The trustees engaged in open discussion on the proposed budget, as well as the alternative budget scenarios. The administration will develop the presented base budget, which includes a $5 tuition increase and a request for a nine percent increase from the county, to present to the board of trustees for approval at the January 23, 2013, meeting of the board.

Dr. Hetherington informed the board that alternative revenue streams will be explored at the board retreat as requested by the board. She mentioned that the recommendations
from the Commission on the Future will be reviewed as part of the strategic planning process.

Regarding presenting the proposed budget to the county, the trustees made a number of recommendations. It was suggested that the nine percent increase be split out to reflect what portion supports the new building and what portion supports other operating budget needs. Also, the trustees suggested that the chart reflecting county and state support be included in the budget materials. Finally, the disconnect between enrollment growth and growth in revenue in the recent past should be highlighted. This would demonstrate that HCC is a good steward of funding, and that the college is incrementally trying to catch up with the gap between funding and growth.

As the college moves forward with the science, engineering, and technology building, the board would like to see budget projections on related operational costs (other than building costs).

A recommendation to adjourn the January 9, 2013, budget work session was moved by Trustee Schrader, seconded by Trustee Dillow, and unanimously approved.

The budget work session was adjourned at 8:04 p.m.

The above constitutes the official minutes of the January 9, 2013, budget work session of the Howard Community College Board of Trustees as approved on January 23, 2013, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer