The Board of Trustees of Howard Community College (HCC) met in budget work session on Wednesday, January 11, 2012, in The Rouse Company Foundation Student Services Hall, Room 400, at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin brought the work session to order at 6:05 p.m. Other board members present included vice chair, Kevin J. Doyle, trustees Roberta E. Dillow, Mary S. Esmond, Dennis W. Miller and Dennis R. Schrader. Kathleen Hetherington, secretary-treasurer, was also present. Trustee Edmund S. Coale, III was absent.

**Financial Statements**
Lynn Coleman, vice president of administration and finance, provided highlights of the November financial statements. This item was for information only and required no board action.

**Fiscal Year 2013 Integrated Operating Budget and Strategic Plan**
Dr. Hetherington, president, gave an overview of the budget development process, emphasizing that it is a college-wide process in which all college 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. During the County Council's consideration, the budget may not be increased, but may be decreased. Should the budget be decreased, Dr. Hetherington and president’s team would propose reductions to the budget for the board’s action.

Dr. Hetherington and the trustees 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, which initially totaled $10.8 million. President’s team demonstrated a spirit of cooperation as it worked to reduce those requests by $6.3 million to the final proposed budget increase of $4.5 million

Lynn Coleman 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 FY13 proposed budget to the board includes the following:

- A two-percent merit increase for faculty and staff.
A $4 tuition increase is projected in the proposed budget, which will increase the college’s in-county per credit hour tuition rates from $119 per credit hour to $123 per credit hour, out-of-county tuition from $202 to $206 per credit hour, and out-of-state tuition from $247 to $251 per credit hour.

Other major increases in the budget relate to the opening of our new health sciences building in the spring of 2013.

The trustees engaged in open discussion on the proposed budget highlighted above, as well as alternative budget scenarios. A request was made to breakdown the detail of the tuition increase to reflect the amount of tuition that would be generated by the projected enrollment and the amount that would be generated as a result of the proposed tuition increase.

The proposed budget, as outlined above, will be brought to the full board for approval at the January 25, 2012, meeting.

The meeting was adjourned at 7:52 p.m.

The above constitutes the official minutes of the January 11, 2012, budget work session of the Howard Community College Board of Trustees as approved on January 25, 2012, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer