Board of Trustees’ Work Session and Board Meeting Materials

April 27, 2011
6:00 pm
The Rouse Company Foundation Student Services Hall
RCF-400
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…

Strive for excellence in everything we do
Board of Trustees’ Meeting Agenda
April 27, 2011
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. Introduction of Alternative Break Participants
   III. Information Session: Health Sciences Building Overview and Campus Drive
        Realignment with Hickory Ridge Road

Regular Meeting – Immediately following the work session
   A. Approval of April 27, 2011, Agenda
   B. Board Priority Items
      1. Board End: Leadership
      2. Financial Statements
      3. Cultural Diversity Plan
      4. Fiscal Year 2011 Budget Amendment
      5. Fiscal Year 2012 Capital Budget Reallocation
      6. Fiscal Year 2012 Operating Budget
   C. President’s Report
   D. Board Member Comments
   E. Approval of Minutes:
      1. March 23, 2011, Work Session
      2. March 23, 2011, Regular Session
      3. March 23, 2011, Closed Session
   F. Consent Items
      1. Proposed New Hires
      2. Candidates for Commencement
      3. Faculty Promotions for Fiscal Year 2012
      4. Electricity and Natural Gas Delivery Services
      5. Electric Power Purchase Agreement (Supply)
      6. Energy Metering Systems
      7. Temperature Control and Fire Alarm Systems
      8. Change Order for Architectural/Engineering Services for the Health
         Sciences Building
      9. Athletic Fields Management
     10. Laurel College Center Lease Renewal and Additional Space
     11. RCF Core (Backbone) Equipment
     12. Datatel Recruiter Module
     13. Platinum Analytics Software
     15. Purchase of Audio Visual Equipment
16. Nursing Program Equipment
17. Cardiovascular Technology Program Equipment
18. On Call Graphic Designers
19. Procurement Cards
20. Office Supplies

G. Information Items
1. Issue Bin
2. Board Calendar
3. Agreements Signed by the Board Chair Disclosure
4. Personnel Summary

Closed Session
I – Introduction of New Employees

For the trustees’ information, newly hired employees approved by the board at its March 23, 2011, meeting will be introduced to the trustees by Dr. Hetherington and area vice presidents.
II – Introduction of Alternative Break Participants

People being introduced:

2011 Alternative Winter Break Participants

1. Robin Bauer (advisor, Spanish faculty member)
2. Alex Belush
3. Brandy Bennett
4. Amber Hengen
5. Rick Leith (advisor, English faculty member)
6. Alessandra Mulroy
7. Kwame Ritter
8. Jussara Santos

2010 Alternative Spring Break Participants

1. Molly Brown
2. Brittany Budden (advisor, service learning director)
3. Karis Crone
4. Meghan Cully
5. Adnan Hameed
6. Risa Komoto
7. Michelle McLamb
8. Marquita Monroe
9. Jack Neumeier
10. Lauren Ososky
11. Lindsay Terrell
12. Pam Wallentiny (advisor, retention specialist & adjunct English faculty member)

Background: Alternative break (AB) trips provide students the opportunity to travel to different communities and engage in direct service to benefit their host community. AB trips strive to promote a life-long service ethic by encouraging students to examine their roles in the community.

For the winter break trip (January 15-22, 2011), the participants traveled to the rural and impoverished city of Monte Cristi in the Dominican Republic where they volunteered at the Hope of a Child Orphanage with the non-profit organization, Orphanage Outreach. While at the orphanage, the group taught English to elementary school students in the Monte Cristi public schools. Being able to speak English is a valuable skill in the Dominican Republic as it opens up greater employment and educational opportunities for individuals in the future. The group
helped meet this community need by volunteering in eight different classrooms in a school in Monte Cristi. Using a variety of interactive and engaging activities, they taught over 200 elementary school students English vocabulary words. The volunteers were responsible for creating lesson plans, developing instructional materials, teaching children, and maintaining a learning-focused classroom environment. In addition, they provided recreational activities to the forty children, ages 3 to 20, living at the orphanage where they stayed. This trip was the first time in a developing country for many of the HCC students, who commented that the experience changed their life perspectives.

For the spring break trip, (April 17-22, 2011), the participants traveled to Boston, Massachusetts to work with three different organizations practicing community-supported sustainable agriculture. Sustainable agriculture is the practice of growing food in a way that preserves and enhances the environment, provides economic opportunity and good health for individuals and communities, and connects people to the land around them. It avoids chemical pesticides and long-distance travel, striving instead to create fresh, healthy produce for local consumption. The group began the week volunteering on two different farms with The Food Project, where they helped grow healthy produce for the local community and hunger relief organizations. The team spent the day on Wednesday growing organic produce for inner city public schools and a special farmers market for low-income individuals at Waltham Fields Community Farm. The team spent Thursday at Natick Community Organic Farm, where they supported the production of fresh, locally-grown, certified-organic produce, meats, eggs, and maple syrup for the community. In order to embrace environmental sustainability on and off the farms, the group stayed at a LEED gold-certified extended stay facility and tried to reduce, reuse, and recycle, whenever possible. They also spent the last day of their break at Harvard University, a pioneer in campus sustainability, where they toured LEED certified facilities and explored innovative campus sustainability practices in order to bring impact-driven ideas back to HCC.
III – Information Session: Health Sciences Building Overview and Campus Drive Realignment with Hickory Ridge Road

**Background:** Representatives from Ayers Saint Gross (ASG), the architectural firm, will be at the board meeting to present the design for the new health sciences building as well as the proposed campus road realignment with Hickory Ridge Road.

In September 2009, the college entered into a contract with ASG to provide professional architectural and engineering services (A/E) services for the design of a new health sciences building of approximately 67,036 net assignable square feet and 112,692 gross square feet to support the health sciences disciplines, which include cardiovascular technology, emergency medical services, exercise science, life fitness, health care, health education, human services, nursing, radiological technology, physical therapist assistant, respiratory therapy, dental assistant/hygienist, medical laboratory technician, and medical diagnostic sonography. The facility will include classrooms, an assembly lecture hall, meeting rooms, skills-based vocational laboratories, clinical and simulated patient suites, offices and administrative support areas, and building support space. The architectural team has been working on the design of this new building for over a year and a half and has met regularly with the administration during the design phase. The civil engineering work for the building began April 1.

In May 2008, the college entered into a contract with ASG to provide professional A/E for the Hickory Ridge parking garage. With the completion of the college master plan in FY10, it was determined that the campus road would be realigned in accordance with the new master plan. With the opening of the garage, roadwork was going to occur and it became apparent that it would be better to realign the road now instead of waiting a number of years out as was noted in the master plan. The board then authorized the architects to proceed with the change order to the garage project for additional site improvements necessary to realign the campus drive. The change in the scope of work for the design of the Campus Drive realignment included shifting the current intersection at Hickory Ridge Road to the west to form a new signalized intersection, the demolition of some of the existing Campus Drive, construction of the newly aligned portion of Campus Drive, and the associated storm water management, pedestrian walk, and landscape. The architects and civil engineers have been working on this change and have met with the administration to discuss their proposed design.

**Purpose:** To inform the board about the design of the health sciences building and the changes to the campus road to include the design work associated with the realignment of Campus Drive.
Location: Health Sciences Building – north area of campus
Campus Drive realignment - south entrance of the main college campus

Timeline: Civil work for the health sciences building began on April 1. Expected opening is spring 2013.

For the campus road re-alignment - depending on the county approval process and class schedule, the changes would take place within the next eighteen to twenty-four months.

Specifications: The architect will review the proposed plans for both projects at the meeting.

Recommendation

The item is for information only.
A – Approval of April 27, 2011, Agenda

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Closed Session
B-1 Board Core End: Leadership

**Background:** This report addresses the board core end, *Leadership.* HCC aligns its operations with the two educational excellence criteria for this category.

Measures were selected by the board in 2003. The administration now presents the dashboard as a vehicle to summarize the information. 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 approved all the current benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. These were 5-year goals. HCC has met all but one. The most recent panel of national Baldrige examiners rated the college as operating at the benchmark although within a lower scoring band than the Maryland Performance Excellence site visit panel.

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: [www.howardcc.edu/about_hcc/campus_profile/board_core_ends/index.html](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

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**Recommendation**

This item is for information only and requires no board action.
Category 1 - Leadership

This category examines how the college’s senior leaders guide and sustain the college. HCC’s governance is also examined in this category as well as how the college addresses its ethical, legal, and community responsibilities.

<table>
<thead>
<tr>
<th>Source</th>
<th>Item</th>
<th>Current</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Quality Feedback</td>
<td>Senior Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>How do senior leaders guide and sustain the organization? How do senior leaders communicate with our workforce and encourage high performance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Governance and Social Responsibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>What is our governance system and approach to leadership improvement? How does the organization address its responsibilities to the public, ensure legal and ethical behavior, fulfills its societal responsibilities and supports its key communities?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MHEC</td>
<td>Tuition and fees as a percent of tuition and fees at Maryland public four-year institutions*</td>
<td>54.9%</td>
<td>55.0%</td>
</tr>
<tr>
<td></td>
<td>* (less than 55% is better in this measure)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Percentage of expenditures on instruction</td>
<td>50.2%</td>
<td>50.0%</td>
</tr>
<tr>
<td></td>
<td>Percentage of expenditures on instruction and selected academic support</td>
<td>56.4%</td>
<td>58.0%</td>
</tr>
<tr>
<td>QUEST (Employee Survey)</td>
<td>Express open viewpoints</td>
<td>3.96</td>
<td>3.50</td>
</tr>
<tr>
<td></td>
<td>Overall ratings of the VPs as a team</td>
<td>4.11</td>
<td>3.50</td>
</tr>
<tr>
<td></td>
<td>Overall rating of the Board of Trustees</td>
<td>4.23</td>
<td>3.50</td>
</tr>
<tr>
<td></td>
<td>Overall rating of the President</td>
<td>4.38</td>
<td>3.50</td>
</tr>
</tbody>
</table>
External Measures

The college prepared and submitted applications to various Baldrige-based quality awards competitions; the results are indicated below. Note: the Baldrige Criteria for Performance Excellence is periodically reviewed and changed (2007-08 and 2009-10).

<table>
<thead>
<tr>
<th>Maryland Performance Excellence Award (MPEA) Application</th>
<th>National Baldrige Award Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range of total applicant scores</td>
<td>December 2008: 561-711</td>
</tr>
<tr>
<td>August 2006 - Score interval in which HCC was rated</td>
<td>No range is provided for other applicant scores – Site visit</td>
</tr>
<tr>
<td>August 2007 - Score interval in which HCC was rated – Won this year; cannot reapply for 5 years</td>
<td>December 2009: 410-560</td>
</tr>
<tr>
<td></td>
<td>December 2010: 424-574</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Baldrige Criteria 1000 points</th>
<th>Overall Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9%</td>
<td>10-29%</td>
</tr>
<tr>
<td>30-49%</td>
<td>50-69%</td>
</tr>
<tr>
<td>70-89%</td>
<td>90-100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 1: Leadership 120 points</th>
<th>Overall Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9%</td>
<td>10-29%</td>
</tr>
<tr>
<td>30-49%</td>
<td>50-69%</td>
</tr>
<tr>
<td>70-89%</td>
<td>90-100%</td>
</tr>
</tbody>
</table>

| 1.1 70 points                                         |               |
|                                                      |               |
| 1.2 50 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. In December 2010, HCC received its feedback report. A team is working to create a new Baldrige application due in May 2011.

**Benchmark:**
When the benchmark was originally set, institutions receiving an overall score of 450 and above on the National Baldrige Award application received at least a site visit. In April 2009, the board accepted the administration’s recommendation to increase the benchmark, which was that the college will receive a rating for category 1 of 50-65% percent on the Baldrige application by 2010.
The following three measures are mandated by the Maryland Higher Education Commission (MHEC). Note: Peer colleges are the College of Southern Maryland, Harford Community College, and Frederick Community College.

<table>
<thead>
<tr>
<th>Ratio of community college tuition and fees for full-time service area students to average tuition and fees for full-time resident undergraduates at Maryland public four-year colleges and universities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees as a percent of tuition and fees at Maryland public four-year institutions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td>52.4%</td>
<td>56.0%</td>
<td>57.0%</td>
<td>56.0%</td>
<td>54.9%</td>
<td>55.0%</td>
</tr>
<tr>
<td>n=3,604/</td>
<td>6,896</td>
<td>6,877</td>
<td>7,011</td>
<td>7,133</td>
<td>7,278</td>
<td></td>
</tr>
<tr>
<td>n=3,853/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peer AVG:</td>
<td>42.0%</td>
<td>43.0%</td>
<td>42.4%</td>
<td>43.4%</td>
<td>43.7%</td>
<td></td>
</tr>
<tr>
<td>State AVG:</td>
<td>43.2%</td>
<td>44.3%</td>
<td>44.1%</td>
<td>44.3%</td>
<td>44.5%</td>
<td></td>
</tr>
<tr>
<td>Best in State</td>
<td>33.0%</td>
<td>34.0%</td>
<td>34.0%</td>
<td>35.0%</td>
<td>35.5%</td>
<td></td>
</tr>
</tbody>
</table>

There are several factors that impact tuition and fees as a percent of tuition and fees at Maryland public four-year institutions, including the fact that other counties contribute a higher percentage of overall operating budget funds, the Governor has frozen tuition at University System of Maryland for the past four years, and the debt service for the Burrill Galleria, parking garage, and Horowitz Visual and Performing Arts Center that is paid for through the consolidated fee. HCC made efforts to reduce this percentage by not increasing tuition in FY 09 and FY10 and only raising it $2 per credit hour in FY11.

<table>
<thead>
<tr>
<th>Percentage of total unrestricted (Educational &amp; General) expenditures that goes to instruction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of expenditures on instruction</td>
</tr>
</tbody>
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<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>53.8%</td>
<td>53.2%</td>
<td>53.0%</td>
<td>51.2%</td>
<td>50.0%</td>
<td>50.2%</td>
<td>50.0%</td>
</tr>
<tr>
<td>Peer AVG:</td>
<td>46.0%</td>
<td>46.0%</td>
<td>45.5%</td>
<td>45.3%</td>
<td>45.1%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>State AVG:</td>
<td>43.6%</td>
<td>43.4%</td>
<td>43.3%</td>
<td>43.3%</td>
<td>43.7%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Best in State</td>
<td>53.8%</td>
<td>53.2%</td>
<td>53.0%</td>
<td>52.2%</td>
<td>53.0%</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage of total unrestricted (Educational &amp; General) expenditures that goes to instruction plus the percentage of total unrestricted expenditures that goes to all areas of academic support except * including academic administration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of expenditures on instruction and selected academic support.</td>
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</table>

<table>
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<tbody>
<tr>
<td></td>
<td>61.4%</td>
<td>60.1%</td>
<td>59.5%</td>
<td>57.6%</td>
<td>57.2%</td>
<td>56.4%*</td>
<td>58.0%</td>
</tr>
<tr>
<td>Peer AVG:</td>
<td>56.3%</td>
<td>55.6%</td>
<td>54.7%</td>
<td>54.8%</td>
<td>53.6%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>State AVG:</td>
<td>53.6%</td>
<td>53.0%</td>
<td>52.6%</td>
<td>52.0%</td>
<td>52.1%</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Best in State</td>
<td>65.0%</td>
<td>66.1%</td>
<td>64.7%</td>
<td>65.4%</td>
<td>65.5%</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

There has been a slight decrease in the measure outlined above: percentage of expenditures on instruction and selected academic support including academic
administration. This decrease is due to the fact that the overall operating budget increase for the college has not kept pace with the increase in fixed costs in plant operations (gas, electricity, etc.). These costs are part of the college’s general expenditures. Fixed costs in plant have increased because of overall price increases and the addition of new buildings on campus.

Additionally, the administration believes that HCC’s percentage of expenditures on instruction and selected academic support is less than the best in state due to the fact that with the addition of new facilities on campus, instructional technology has been paid for through capital money during construction and not operating funds.

Fiscal year 2010 peer average, state average, and best in state numbers are not yet available for either of these measures. The data is not due from colleges to MHEC until the fall and will not be released until early 2012.
Internal Measures

The QUEST (QUality Evaluation of Service Trends) survey is arranged by Baldrige educational excellence categories. Ratings shown below for the items in category 1 are on a five-point agreement scale, with 5 being the highest and 1 the lowest.

Category One: Leadership 2008-2010 QUEST Ratings

<table>
<thead>
<tr>
<th>Rating Description</th>
<th>2010</th>
<th>2009</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>I know HCC’s mission.</td>
<td>4.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Rating on the President</td>
<td>4.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Rating on Board of Trustees</td>
<td>4.23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Rating on Vice Presidents as a Team</td>
<td>4.11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC asks what I think.</td>
<td>4.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfaction with the freedom to express viewpoints.</td>
<td>3.95</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All measures exceeded the HCC Benchmark of 3.50.

Talking Points for the Board of Trustees

- HCC directs the majority of its resources to instructional activity. The college works to keep the tuition and fees affordable to its students.
- HCC employees rate the senior leadership highly and indicate that there exists a positive climate in which to express their ideas.
- As determined by external review, HCC’s senior leadership uses an effective, systematic, well-aligned and deployed fact-based approach to guiding and improving the organization and ensuring it meets its societal responsibilities and exhibits legal and ethical behavior.
B-2 Financial Statements

Background: In May 2009, the college agreed to distribute the monthly financial statements to the county within four to six 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. The March statements will be sent to the board on April 25.

Purpose: Disclosure to the board of trustees

Recommendation

This item is for information only and requires no board action. Lynn Coleman, vice president of administration and finance, will briefly review this information with the board.
Howard Community College
Financial Results
for the period ending March 31, 2011

This package and notes are color-coded and consists of the following income and expense statements for:

**Unrestricted fund includes:**
- Operating
- Continuing Education
- Special Funds and Auxiliary

**Restricted Fund**
- Debt, Contingency, Other Post Employment Benefits (OPEB), Plant, and Agency

**Capital Fund**
## Financials Page 2

**HOWARD COMMUNITY COLLEGE**

Results for the month ending March 31, 2011

### SOURCE OF FUNDS

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Actuals As of March FY11</th>
<th>Approved Budget FY11</th>
<th>Percentage Notes</th>
<th>Source of Funds</th>
<th>Actuals As of March FY11</th>
<th>Approved Budget FY11</th>
<th>Percentage Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Summer (all sessions)</strong></td>
<td>$730,190</td>
<td>$1,647,243</td>
<td>44%</td>
</tr>
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<td><strong>Fall</strong></td>
<td>$11,132,183</td>
<td>$10,119,316</td>
<td>110%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Intercession</strong></td>
<td>$789,526</td>
<td>$592,520</td>
<td>133%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Spring</strong></td>
<td>$10,311,564</td>
<td>$8,775,244</td>
<td>118%</td>
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<tr>
<td></td>
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<td></td>
<td><strong>Credit Free</strong></td>
<td>$3,270,071</td>
<td>$4,090,210</td>
<td>80%</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td><strong>Fees</strong></td>
<td>$3,238,613</td>
<td>$3,234,208</td>
<td>100%</td>
</tr>
<tr>
<td><strong>SUBTOTAL - Tuition and Fees</strong></td>
<td>$26,202,076</td>
<td>$24,368,531</td>
<td>108%</td>
<td><strong>$4,598,136</strong></td>
<td>$5,479,427</td>
<td>84%</td>
<td><strong>$1,084,178</strong></td>
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<tr>
<td><strong>Governmental</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Local (Howard County)</strong></td>
<td>$18,896,607</td>
<td>$25,195,470</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>State of Maryland</strong></td>
<td>$7,578,351</td>
<td>$9,872,129</td>
<td>77%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Other</strong></td>
<td>$148,093</td>
<td>$200,400</td>
<td>74%</td>
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<td><strong>Continuing Education Contribution</strong></td>
<td>$402,395</td>
<td>$536,526</td>
<td>75%</td>
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<td><strong>Unrestricted Appropriation</strong></td>
<td>$1,335,506</td>
<td>$1,780,674</td>
<td>75%</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$28,360,951</td>
<td>$37,585,199</td>
<td>75%</td>
<td><strong>$1,686,195</strong></td>
<td>$2,236,607</td>
<td>75%</td>
<td><strong>$1,712,240</strong></td>
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<tr>
<td><strong>AUXILIARY REVENUE</strong></td>
<td>$6,665,411</td>
<td>$8,034,670</td>
<td>83%</td>
<td><strong>$6,665,411</strong></td>
<td>$8,034,670</td>
<td>83%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$54,563,027</td>
<td>$61,953,730</td>
<td>88%</td>
<td><strong>$6,284,332</strong></td>
<td>$7,716,034</td>
<td>81%</td>
<td><strong>$9,461,829</strong></td>
</tr>
<tr>
<td><strong>USE OF FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Instruction</strong></td>
<td>$24,324,631</td>
<td>$28,359,923</td>
<td>86%</td>
</tr>
<tr>
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<td><strong>Public Service</strong></td>
<td>$367,421</td>
<td>$431,133</td>
<td>85%</td>
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<td><strong>Academic Support</strong></td>
<td>$3,169,608</td>
<td>$3,868,994</td>
<td>82%</td>
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<td><strong>Student Services</strong></td>
<td>$6,016,700</td>
<td>$6,820,881</td>
<td>86%</td>
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<td><strong>Plant</strong></td>
<td>$7,265,408</td>
<td>$8,642,233</td>
<td>84%</td>
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<td><strong>Institutional Support</strong></td>
<td>$10,505,847</td>
<td>$12,468,368</td>
<td>84%</td>
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<td><strong>Scholarships/Waivers</strong></td>
<td>$1,203,482</td>
<td>$1,362,198</td>
<td>88%</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$52,853,097</td>
<td>$61,953,730</td>
<td>85%</td>
<td><strong>$6,127,647</strong></td>
<td>$7,716,034</td>
<td>79%</td>
<td><strong>$2,796,418</strong></td>
</tr>
<tr>
<td><strong>AUXILIARY EXPENSES</strong></td>
<td>$6,665,411</td>
<td>$8,577,523</td>
<td>78%</td>
<td><strong>$6,665,411</strong></td>
<td>$8,577,523</td>
<td>78%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$52,853,097</td>
<td>$61,953,730</td>
<td>85%</td>
<td><strong>$6,127,647</strong></td>
<td>$7,716,034</td>
<td>79%</td>
<td><strong>$9,461,829</strong></td>
</tr>
<tr>
<td><strong>NET</strong></td>
<td><strong>$1,709,930</strong></td>
<td><strong>$0</strong></td>
<td><strong>$156,685</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1,866,616</strong></td>
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<tr>
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<td>TOTAL UNRESTRICTED</td>
<td>DEBT, CONTINGENCY, OTHER POST EMPLOYMENT BENEFITS</td>
<td>GRAND TOTAL</td>
<td></td>
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<td>To Date March</td>
<td>Budget FY11</td>
<td>To Date March</td>
<td>Budget FY11</td>
<td>To Date March</td>
<td>Budget FY11</td>
<td></td>
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<tr>
<td>SRC OF FUNDS</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Summer</td>
<td>$888,417</td>
<td>$1,987,893</td>
<td>$888,417</td>
<td>$1,987,893</td>
<td>45%</td>
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<tr>
<td>Fall</td>
<td>11,521,997</td>
<td>11,825,266</td>
<td>11,521,997</td>
<td>11,825,266</td>
<td>97%</td>
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<tr>
<td>Intersession</td>
<td>789,526</td>
<td>630,420</td>
<td>789,526</td>
<td>630,420</td>
<td>125%</td>
<td>125%</td>
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<tr>
<td>Spring</td>
<td>10,601,439</td>
<td>10,480,744</td>
<td>10,601,439</td>
<td>10,480,744</td>
<td>101%</td>
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<tr>
<td>Credit Free</td>
<td>3,341,527</td>
<td>4,090,210</td>
<td>3,341,527</td>
<td>4,090,210</td>
<td>82%</td>
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<tr>
<td>Fees</td>
<td>4,741,484</td>
<td>4,838,976</td>
<td>$1,906,011</td>
<td>$1,666,256</td>
<td>114%</td>
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<td>SUBTOTAL - Tuition and Fees</td>
<td>$31,884,391</td>
<td>$33,853,509</td>
<td>$33,790,401</td>
<td>$35,519,765</td>
<td>95%</td>
<td>95%</td>
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<tr>
<td>Governmental</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Local (Howard County)</td>
<td>$18,896,607</td>
<td>$25,195,470</td>
<td>$18,994,713</td>
<td>$25,315,470</td>
<td>75%</td>
<td>75%</td>
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<tr>
<td>State of Maryland</td>
<td>9,217,565</td>
<td>12,057,748</td>
<td>11,374,441</td>
<td>14,878,596</td>
<td>76%</td>
<td>76%</td>
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<tr>
<td>Federal</td>
<td>15,367,578</td>
<td>22,969,121</td>
<td>15,367,578</td>
<td>22,969,121</td>
<td>67%</td>
<td>67%</td>
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<td>Other</td>
<td>1,387,694</td>
<td>4,598,449</td>
<td>2,102,878</td>
<td>7,309,815</td>
<td>29%</td>
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<td>Unrestricted Appropriation</td>
<td>2,257,519</td>
<td>4,274,716</td>
<td>8,684,531</td>
<td>11,245,017</td>
<td>77%</td>
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<tr>
<td>Contingency</td>
<td>0</td>
<td>500,000</td>
<td>0</td>
<td>500,000</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>SUBTOTAL</td>
<td>$31,759,386</td>
<td>$46,126,383</td>
<td>$56,524,141</td>
<td>$82,218,019</td>
<td>69%</td>
<td>69%</td>
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<tr>
<td>Auxiliary Funds</td>
<td>$6,665,411</td>
<td>$8,034,670</td>
<td>$6,665,411</td>
<td>$8,034,670</td>
<td>78%</td>
<td>78%</td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td>$4,951,494</td>
<td>0%</td>
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<tr>
<td>OPEB</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
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<tr>
<td>TOTAL</td>
<td>$70,309,188</td>
<td>$88,014,562</td>
<td>$96,979,953</td>
<td>$131,266,801</td>
<td>74%</td>
<td>74%</td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USE OF FUNDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Instruction</td>
<td>$31,267,733</td>
<td>$40,944,050</td>
<td>$33,283,067</td>
<td>$50,959,528</td>
<td>65%</td>
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<tr>
<td>Public Service</td>
<td>367,425</td>
<td>477,868</td>
<td>495,304</td>
<td>627,868</td>
<td>79%</td>
<td>79%</td>
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<tr>
<td>Academic Support</td>
<td>3,714,189</td>
<td>4,560,724</td>
<td>3,767,306</td>
<td>4,658,324</td>
<td>81%</td>
<td>81%</td>
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<tr>
<td>Student Services</td>
<td>6,448,385</td>
<td>7,484,582</td>
<td>6,783,918</td>
<td>8,662,813</td>
<td>78%</td>
<td>78%</td>
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<tr>
<td>Plant</td>
<td>7,425,767</td>
<td>9,092,089</td>
<td>15,088,266</td>
<td>16,876,666</td>
<td>89%</td>
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<td>Institutional Support</td>
<td>10,670,059</td>
<td>14,186,747</td>
<td>10,679,198</td>
<td>14,695,299</td>
<td>73%</td>
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<td>Scholarships/Waivers</td>
<td>1,883,602</td>
<td>2,327,103</td>
<td>17,406,050</td>
<td>19,212,453</td>
<td>91%</td>
<td>91%</td>
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<tr>
<td>Contingency</td>
<td>0</td>
<td>500,000</td>
<td>0</td>
<td>500,000</td>
<td>0%</td>
<td>0%</td>
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</tr>
<tr>
<td>SUBTOTAL</td>
<td>$61,777,161</td>
<td>$79,437,039</td>
<td>$61,779,109</td>
<td>$116,192,951</td>
<td>75%</td>
<td>75%</td>
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</tr>
<tr>
<td>Auxiliary Funds</td>
<td>$6,665,411</td>
<td>$8,034,670</td>
<td>$6,665,411</td>
<td>$8,034,670</td>
<td>78%</td>
<td>78%</td>
<td></td>
</tr>
<tr>
<td>Agency Funds</td>
<td></td>
<td></td>
<td>$217,249</td>
<td>$217,249</td>
<td>30%</td>
<td>30%</td>
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<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td>$5,768,327</td>
<td>$5,768,327</td>
<td>11%</td>
<td>11%</td>
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</tr>
<tr>
<td>OPEB</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$68,442,572</td>
<td>$88,014,562</td>
<td>$95,004,137</td>
<td>$131,266,801</td>
<td>72%</td>
<td>72%</td>
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<tr>
<td>Net</td>
<td>$1,866,616</td>
<td>0</td>
<td>19,727</td>
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</tr>
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</table>

*OPEB = Other Post Employment Benefits
Tuition and Fees

1) Summer II and III credit tuition revenue is above budget 10.8%, or $69,606. Summer II and III are approximately 39% or $646,932 of the total summer budget. Summer I currently has $13,652 in pre-registration revenue. Summer I will occur at the end of the fiscal year and accounts for approximately 61% or $1,000,311 of the summer budget.

Overall, a 4% FTE enrollment increase was budgeted. FTE enrollment for summer II was up 3% and headcount was up 5% from the prior year. Summer III was up 4% and headcount was up 2%. Higher than anticipated out-of-county students enrolled in the summer.

In-county tuition is currently $116 per credit hour. Out-of-county and out-of-state tuitions are $199 and $244, respectively. This tuition is a $2 increase over fiscal 2010.

2) Fall revenues are ahead of budget by 10%, or $1,012,867. As of the census date, September 17, fall enrollment was up 9% in both headcount and FTEs over FY10. A 4% FTE enrollment increase was budgeted. (See note #1 for tuition rate information.)

3) Winter revenues are ahead of budget by 33%, or $197,006. At the census date, headcount was ahead of last winter by 14% and FTE’s were up 17%. Spring revenues are ahead of budget by 18% or $1,536,320. As of the census date, February 18, spring enrollment was up 8% in FTE and 7% in headcount.

4) Fee revenues are ahead of expectations due to higher than projected enrollment growth. 100% of budgeted revenues have been collected to date. Fees are tied to courses and services to students.

A breakdown of operating account fees is as follows: Course fees $1,901,543 or 59%; consolidated fees $1,224,304 or 38%; other student fees $112,766 or 3%.

Governmental Revenue and Other Revenue

5) Howard County’s contribution to the FY11 operating budget did not increase over the prior year and is recognized evenly throughout the year.

6) The state’s appropriation to the FY11 operating budget was originally projected to decrease $1,005,724, or 9.3% from fiscal 2010; however, due to redistribution using the Cade Formula, the college’s final cut was $232,335 less than anticipated. The final amount actually cut was $773,389. This year is the fourth in a row that the college received cuts from the state.
Governmental Revenue and Other Revenue (continued)

The prior year cuts were $653,174, $499,526, and $118,276 in fiscals 2010, 2009, and 2008, respectively. The state funding will be recognized evenly over the next 12 months.

7) Other income is under budget by 1% at this time, with 75% (9 out of 12 months) expected to date. Investment income represents $41,034 or 28% of other income. Interest rates continue to remain lower than anticipated in the budget. Service revenues for administration of contracts, the sale of instructional materials, and small miscellaneous revenue make up 72% of other income.

8) The $536,526 for continuing education’s contribution to the operating fund will be recognized evenly over the next 12 months.

9) The use of $1,780,674 from the fund balance was needed to balance the FY11 budget. Due to the reduction in state funding and no increased funding from the county, many cost savings measures were implemented during FY10 allowing these funds to be carried over from FY10 to balance spending in FY11. These funds will be recognized evenly throughout the year.

Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures.

10) Academic support has committed 82% of the budget to date; lower than the average of 85% due to program and faculty development. Any savings in this area of the budget will be redirected to technology needs.

11) The student services function has committed 88% of the budget at this time. Costs in this area of the budget are higher than average due to the use of hourly staff to assist with enrollment services. Costs are currently 38% higher when compared to last year. Excess tuition revenues, from higher than anticipated enrollment, were approved by the vice president of student services to fund needs in this area of the budget. Spending authority to cover these costs is in the special funds.

12) This category of the budget has currently spent 88% of budget at this time. Waivers are charged at the time of registration. Summer, fall, winter, and spring waivers were lower than anticipated and some savings may occur. Scholarships for summer, fall and spring have been disbursed.

13) Overall, the operating budget’s expenditures are 85% of budget to date, slightly lower than last year at this time. The college has identified year-end needs and purchases will begin in April.
Tuition and Fees

1) Noncredit tuition revenues earned to date are 80% of budget at this time.

Noncredit classes are divided into three sessions, i.e., summer, fall, and winter/spring. Summer is currently $674,979 or 21% of earnings. The fall session, which runs September through December, is $1,292,820 or 39% of earnings. The winter/spring session, which runs January through June, has revenue of $1,302,272 or 40%.

Overall, FTE’s in this division are currently down approximately 4% for summer and 1% for fall from the prior year. This decline is primarily in contract training. Enrollments for winter/spring, although not final, are currently down 5% from the prior year. The timing of several courses taught this year, which ran later than last year, is one factor, but there is also some reduction in training due to economic conditions.

2) Fee revenue earned to date is 96% of budget. This is higher than anticipated to date when compared to 90% collected this time last year. Fees are charged to ensure that all direct costs are covered for enrollees and therefore are not directly tied to tuition like credit courses. In addition, this category of revenue does not budget for growth.

Governmental Revenue

3) The state contribution for FY11 for continuing education remained level as compared to last year. The state appropriation reduction that the college received was not applied to this division. Please refer to the operating budget notes for more information concerning the state cut.

Service and Other Income

4) Service revenues relate to administrative overhead charged to contracts, consulting revenues, and miscellaneous revenue earned. Currently, this category is 5% ahead of the anticipated 75% collected to date (9 out of 12 months of the budget); however, these revenues are not earned evenly throughout the year. 80% of revenues are for consulting services and administrative charges earned to date.
Service and Other Income (continued)

5) The $536,526 for continuing education’s contribution to the operating fund will be recognized evenly over the next 12 months.

6) This unrestricted appropriation allows the division to use carryover funds to support upgrades in labs, purchase replacement furniture and equipment, or complete repairs to the continuing education areas, as needed. A total of $400,000 is designated for this purpose. In addition, the budget related to credit distance learning courses was moved from this division to the operating budget in FY11, and the anticipated lost profits of $258,121 are being replaced from the unrestricted appropriation in order to balance the budget. These funds are shown on this line now, but will be backed out if they are not needed by year-end.

Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures.

7) The instructional expense budget includes the $400,000 expense contingency mentioned in note 6 above. When this $400,000 is excluded from the annual budget, spending is 83% of budget, 3% lower than at this same time last year. Costs associated with the training courses offered, which ran last year, have been reduced. If revenue figures do not meet budget, additional cuts in this area will occur.

8) Scholarships and waivers to date are currently 95% of budget. It is anticipated that this category of the budget may need approximately $100,000 in additional spending authority for the year. A budget reallocation request has been submitted for approval by the board and county. Waivers in open enrollment courses are higher than anticipated for the year. This division has primarily waivers in this category, although some financial assistance for continuing education students is included. Waivers are applied at the time of registration. For state fundable courses, the state requires waivers to be granted to seniors 60 and over and those on disability.
Special Funds
Highlights and Current Developments

March 2011

These funds represent programs that receive no county and little state funding and, therefore, are either self-funded or dependent on excess tuition and fee revenues or fund balances to operate. This area of the budget is also one that contains tuition and fees for excess growth over the anticipated enrollment goal of 4% for the operating and continuing education budgets. Budgets are developed for potential unbudgeted growth in the operating, continuing education, and self-funded programs.

Results for major programs, such as the Laurel College Center (LCC), the Belmont Conference Center, the Children’s Learning Center, and the bookstore, are compiled and reported quarterly. The 3rd quarter results, through March, are included in this report.

New in FY11 will be any set-up costs associated to the new Mount Airy College Center for Health Care Education that cannot be applied to the grant received for that project. Funding was allocated at the end of FY10 to cover these costs.

Tuition and Fees

1) Tuition and fees earned in these funds are primarily from the LCC. The LCC is a regional higher education center in Laurel operated in partnership by both Prince George’s Community College (PGCC) and Howard Community College (HCC). The Mount Airy College Center for Health Care Education is not anticipated to hold classes until late fiscal 2012.

For Howard, credit revenues at Laurel are up 18% over the prior year. Credit FTEs for summer are up 13%; fall is up 27%; spring is up 5%. Noncredit revenues are down 10%. FTE’s for summer are down 51% and fall is relatively flat when compared to last year. Enrollments for winter/spring noncredit classes, although not complete, are currently down 5%. For PGCC, revenues are under budget for all terms.

The center is operating, ahead of budget, and if enrollment continues, the center will remain in the black without needing a subsidy from the college. Financial reports through March for Prince George’s and Howard separate and combined are detailed later in this report.

The tuition and fee budgets also include credit and noncredit growth, should enrollment exceed the base budget in the operating and continuing education funds. For example, fall revenues in both of these funds exceeded expectations and, therefore, this budget allows for that growth in both revenues and expenditures needed to manage that unanticipated growth.
Tuition and Fees (con’t)

2) Miscellaneous fees for special programs are included in this budget to allow for those fees to be maintained for the program. Examples include the Silas Craft Collegians, Rouse Scholars, and Schoenbrodt Honors programs, and special testing fees.

Governmental Revenue

3) The FY11 budgeted state contributions for cost centers in the special funds include $25,396 for the Project Access program and $226,618 for the LCC. It should be noted that the actual state aid that will be shared with PGCC has been reduced to $198,943, as the reduced FTE rate is being used by both colleges. Funding for FY11 did not change for these programs since the state appropriation reduction that the college received was applied to the operating budget. Please see the notes to the operating budget for more information about the state cut. This state revenue is recognized evenly over 12 months.

Other Income

4) Other income comes from service or miscellaneous program revenue. Primary programs include international education, youth arts programs, various camps, music arts, and the theater programs. Each program budgets for all expected and potential growth. In addition, state aid received by PGCC for the LCC and all special funding as a regional center is reported in this revenue source because the funds are over and above HCC’s basic unrestricted state appropriation. Earnings to date are as expected. The high budget represents potential growth for all programs in the special funds.

5) This unrestricted appropriation allows all programs to carry over funds that they earn. A fund balance in the amount of $428,423 has been recognized to date to cover all anticipated expenditures. As revenues are earned throughout the year, these fund balances will be reduced if they are not needed to cover current expenses. Some programs get support from operating budget surpluses, if they are available at year-end. This source of funding is budgeted from the fund balance since excess earnings are not known at the time of budget development. Funding is determined in late spring after enrollment revenues and excess funds are estimated; transfers are done at year-end.

Auxiliary Revenue

6) Auxiliary revenues and expenses come primarily from the college bookstore, the Belmont Conference Center, the Children's Learning Center, athletic programs, and the food services operation. Belmont closed operations in December 2010, so no additional revenue will be generated. The bookstore does not receive any support from the operating budget.
Auxiliary Revenue (con’t)

The food service operation continues to run at a deficit, which is supported from the operating budget or the bookstore fund balance if no operating surplus is available. The costs to install a satellite food service station in the Burrill Galleria have increased expenses in this budget. However, sales from the satellite food area are doing extremely well and should cover the cost for the installation by next year. The athletic programs are totally supported by student fees.

To date, $1,214,674 of the fund balance has been recognized to cover all anticipated costs of the fund. As additional revenues are earned, these funds will be reduced if not needed to cover expenses.

Bookstore revenues are below FY10 levels by 4% year-to-date. Loss of sales from the English division is causing this decline in revenue. The department has moved a core course, English 121, from a paper to web-based textbook. This one course caused over a $200,000 decrease in revenue for the fall term. These books represented 10% of textbook revenue during this time frame last year. Revenue earned is currently 77% of budget as opposed to 92% earned last year. Expenses are 7% higher than this time last year, with 85% of the budget spent. (These expenses are subject to inventory adjustments.) Last year at this time, the textbook manager position was vacant causing lower expenses.

At the end of the 3rd quarter, Belmont finished operations with a deficit of $181,235. Due to the severance package paid to employees who were laid off, it is anticipated that this deficit could be approximately $300,000 by year-end. These costs will be funded with excess operating revenues or the existing fund balance, as determined in the close out process. The property continues to be marketed for sale, and while no additional revenue will be generated, expenditures necessary to maintain the property will continue until it is sold. Funds for continuing costs are encumbered at this time and may be adjusted in the future as needs are determined.

The Children’s Learning Center tuition revenue earned to date is currently 1% under budget. Total occupancy through the 3rd quarter is 98% and continues to improve. Expenses are under budget by 21% partially due to the elimination of debt at the end of the last fiscal year. The center is currently operating at a profit of $56,112 through the 3rd quarter.
Expenses

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures. Excess budgets are built in each of these functions for potential unbudgeted growth in the operating and continuing education funds. Expenses in this function also include prior year purchases that did not come in by year-end and, therefore, are expensed in the current year. Funding for these expenses come from the fund balance carried over for this purpose.

7) The instructional expense budget includes the Laurel College Center (LCC), international education programs, youth arts programs, instructional camps, the music arts program, the new Mount Airy College Center for Health Care Education, and various smaller instructional program-related expenses. Expenses at the LCC are within budget for the 3rd quarter. Instructional expenses for the remainder of the year are now encumbered and expenses are exceeding budget. However, it appears that the center will not need operating support from the colleges and should end the year in the black.

Also included in this function is approximately $110,000 of expenses for purchases made in FY10, but delivered this year. FY10 revenues were carried forward to offset this expense.

8) These two functions contain funds for growth in the operating and continuing education budgets and currently have few expenses to date.

9) Academic support is primarily spending for the theater programs. Administrative operating costs of the Horowitz Center and faculty programs in that facility are also reported here since they are patron-supported. Some grant funding is also provided to support expenditures for Rep Stage and, therefore, not included in this budget.

Also included in this function is approximately $213,000 of expenses for purchases made in FY10, but delivered this year. FY10 revenues were carried forward to offset this expense.

10) The student services function contains expenditures for Project Access, tutoring, special accommodations for students, athletic programs, and special testing.

Also included in this function is approximately $17,000 of expenses for purchases made in FY10, but delivered this year. FY10 revenues were carried forward to offset this expense.

11) Plant expenditures are for signage, the shuttle service, and security expenses related to managing the college’s lack of parking.
Also included in this function is approximately $23,000 of expenses for purchases made in FY10, but delivered this year. FY10 revenues were carried forward to offset this expense.

12) Institutional support expenditures are primarily for special administrative programs, such as the core competency training and temporary staffing, that depend on surplus revenue or fund balances for support. Also included in this function is approximately $77,000 of expenses for purchases made in FY10, but delivered this year. FY10 revenues were carried forward to offset this expense.
The restricted budget contains multiple grants from various funding sources. Some grants are competitive, while others are awarded based on availability of funds, or in the case of financial aid and scholarships, student eligibility. Revenue is typically billed for on a reimbursement basis; however, some award funds are sent to the college at the beginning of the grant period. Budgets are built to include all grants applied for regardless of actual notification that the award has been received. In addition, contingencies are developed within each function to allow for the use of unanticipated grants awarded during the year. For budget purposes, funds carried forward in the fund balance are shown in the current year’s revenue to match expenditures.

1) This amount represents a grant from the Howard County Government for the cable studio. Expenditures are reimbursed by the county periodically as billed. Budget in excess of revenue is contingent on new grants received from other sources.

2) State of Maryland revenues are for various grants primarily for instructional programs such as Adult Basic Education, English as a second language, nursing, radiologic technology, and student scholarship programs. The state typically forwards funding at the beginning of the grant period.

3) Federally-funded programs are primarily financial aid, direct lending, and student work-study. Also included are grants such as the Department of Health and Mental Hygiene training grants, the National Science Foundation Technology grant, the new Mount Airy College Center for Health Care Education, student support services, and Perkins grants. All federal funds are drawn down on a reimbursement basis.

4) Other grants are from the Howard Community College Educational Foundation, Inc. Also included are grants from miscellaneous non-profit groups for programs such as nursing and STARTALK. These organizations typically reimburse expenses.

**Expenses**

It should be noted that encumbrances for annual budgeted salaries and open purchase orders are included in the actuals to date figures.

5) **Expenditures in academic support are primarily to support Rep Stage.** Budgets allow for grants obtained during the year.
Expenses (continued)

6) These expenditures are primarily for the student services programs, which support various student needs. The TRIO grant expenses are also included.

7) These expenditures are for the Mount Airy College Center for Health Care Education. The budget for this project is currently in the instructional function; however, the expenditures are being used to prepare the facility for use and will be expended in the plant function. A budget revision is being requested to make this change before year-end. The total amount that will be moved from instruction to plant is $990,000; however, that total amount will not be spent in FY11.

8) Expenditures in institutional support are primarily for the mediation center. Budgets allow for grants received during the year.

9) Scholarships are typically disbursed after the first month of classes to ensure student eligibility. Summer, fall, and spring program scholarships are included in the current expenses. Due to summer PELL and direct lending, a budget revision to increase this function by $3,000,000 is being requested. This category also includes federal direct lending, which was implemented by the college late in fiscal 2010.

10) This amount represents revenues received in advance of expenditures. And, as mentioned above, prior year fund balances are included in the current year revenue. Accruals have been recorded for revenues due from the federal government for scholarship and grant programs.
Revenues
1) Fees revenues in this section of the budget are part of the college’s consolidated fee. Fees collected in the amount of $428,611 are for agency student government programs and $1,477,400 cover plant and debt expenses. To date, 114% of revenues have been collected. Some fees collected are for athletics programs and some of these fees have been allocated to auxiliary to offset expenses. In addition, fees are allocated to the operating budget to support administrative positions in student affairs. Only fees required to cover expended amounts have been reallocated to date, so this revenue will be reduced in future months. Higher enrollments, discussed in the notes to the operating budget, are causing this variance.

2) This unrestricted appropriation allows these budgets to use carryover funds to support programs as needed. In December, $6,427,012 of the unrestricted appropriation was transferred to the capital fund to cover the college share of costs related to the parking garage. This amount includes some funds for the redesign and reconstruction of the back entrance to the college, as planned.

3) There is a $500,000 contingency built in the budget should there be a need to request a reallocation of any source and use categories.

4) This amount represents an internal adjustment made to balance the auxiliary budgets revenue and expenses. Funds were moved from the unrestricted surplus, which may be needed to cover costs in that area of the budget.

5) This budget represents the debt service paid by the county for the college’s capital projects. The college does not report these amounts in the financial statements and, therefore, does not record them in the general ledger of the college.

Expenses
It should be noted that open purchase orders are included in the actuals to date figures.

6) The plant function includes small renovations projects that are funded with student fees. Projects are on track as planned to date. In addition, the transferred funds of $6,427,012 are recorded in this function.

7) Agency expenditures include student government programs. Actuals are currently only 30% of the budget. This budget includes spending the available fund balance if needed, but there is no current plan to spend these funds at this time, creating a lower than anticipated percentage of budget spent to date.

8) Actual costs of $618,367 represent the three of four payments made to repay the county for the college share of debt service on bonds issued by the county on the college’s behalf. The county pays $4,951,494 of this budget and $816,833 is college paid. The last payment will occur in April. The county portion of these expenses are not recorded on the college’s books just as the revenues are not recorded, mentioned in note five above.
## Results as of March 31, 2011

<table>
<thead>
<tr>
<th>PROJECTS</th>
<th>STATE, COUNTY* &amp; OTHER BUDGETED</th>
<th>EXPENDITURES THROUGH FY10</th>
<th>FUNDS AVAILABLE FOR FY11</th>
<th>EXPENDITURES FY11</th>
<th>ENCUMBRANCES FY11</th>
<th>BUDGET BALANCE-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-0526 Parking Garages</td>
<td>$14,417,000.00</td>
<td>$783,472.30</td>
<td>$13,633,527.70</td>
<td>$6,202,630.01</td>
<td>$5,405,125.61</td>
<td>$2,025,772.08</td>
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<tr>
<td>M-0530 The Rouse Company Foundation Student Services Hall (RCF)</td>
<td>$28,948,750.00</td>
<td>$28,932,804.80</td>
<td>$15,945.20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15,945.20</td>
</tr>
<tr>
<td>M-0532 - Allied Health Instructional Building</td>
<td>$18,093,328.00</td>
<td>$1,219,107.86</td>
<td>$16,874,220.14</td>
<td>$1,854,016.86</td>
<td>$38,791,531.28</td>
<td>($23,771,328.00) (A)</td>
</tr>
<tr>
<td>M-0533 Renovations to Vacated Student Services Area (CLH)</td>
<td>$18,966,617.99</td>
<td>$17,833,093.04</td>
<td>$1,133,524.95</td>
<td>$1,016,341.95</td>
<td>$1,935.45</td>
<td>$115,247.55</td>
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<tr>
<td>M-0540 - Safety, Compliance, Facility Renewals (New Systemic)</td>
<td>$4,729,000.00</td>
<td>$2,699,179.23</td>
<td>$2,029,820.77</td>
<td>$234,285.43</td>
<td>$808,209.58</td>
<td>$987,325.76</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$85,154,695.99</strong></td>
<td><strong>$51,467,657.23</strong></td>
<td><strong>$33,687,038.76</strong></td>
<td><strong>$9,307,274.25</strong></td>
<td><strong>$45,006,801.92</strong></td>
<td><strong>($20,627,037.41)</strong></td>
</tr>
</tbody>
</table>

(A) FY11 encumbrance for M-0532 includes $37,862,000 for the construction contract on the Allied Health Instructional Building. Construction was split funded by the county and state, as the funds will be expended over two years. $23,774,000 of pre-authorized funding exists in the FY12 budget.

* Some budgets differ from the approved budget to more accurately reflect expected state funding and available balances.
Please note new information is in **green** this month.

**March 2011**

**M-0526 – Parking Garages**
The current project represents a 750-space parking garage near the Hickory Ridge instructional building. Funding represents design and construction costs. In November 2010, the board approved funds to redesign and construct a new back entranceway into the garage; however, as the project is still under design the construction costs are not included at this time since they have not been expended or encumbered. Garage construction began in late August and the garage is scheduled to be finished by July for the fall 2011 term. **Exterior concrete work is complete and interior work is progressing.** The work is currently on time and under budget.

**M-0530 – The Rouse Company Foundation Student Services Hall (RCF)**
The purpose of this project was to design and construct a student services facility of 103,770 gross square feet and 62,465 net assignable square feet. The building provides a one-stop shop approach for students to receive a variety of services, including academic support, admissions and advising, counseling, registration, financial aid, career services, student support services, testing, tutoring, business office, bookstore, and dining services. Although the building was completed, several adjustments needed to be made to the cashier’s area and security. No additional expenditures will be made on this project. **State reimbursements are now final. One remaining reimbursement of cost will be paid by HCC to the county and then the project accounting will be complete.**

**M-0532 – Health Sciences (Allied Health) Instructional Building**
The purpose of this project is to design and construct a health sciences building of approximately 55,650 net assignable square feet (NASF) and 94,830 gross square feet (GSF). Currently, the health sciences division offers programs including 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. Funds spent represent the design and preliminary work of the construction manager at-risk. **Encumbrances now include the total construction contract for the project, which is being funded from both the FY11 and FY12 state and county budgets.** The costs were preauthorized in FY11 for this contract, and actual costs for FY11 will not exceed the funds available this year. **Work began on April 1**\textsuperscript{st}. **
M-0533 – Renovations to the Vacated Student Services Area (CLH)
The space that was previously occupied by student services has been vacated and
renovations are completed in the James Clark, Jr. Library Hall. The renovated space
totals 53,890 NASF. This project included: (1) the renovation of the vacated space
following the move into the new student services building; (2) the expansion of the
science and technology disciplines, including life sciences, wireless technology,
biomedical engineering, engineering transfer, and photonics; (3) the necessary
improvements to the library and cultural center; (4) the consolidation of instructional
areas; (5) the consolidation of administrative spaces and functions; and (6) the
upgrading and/or replacement of building systems including Federal Pacific Energy
equipment, HVAC, electrical, telecommunications, ADA accessibility, security
structures, restrooms, and elevators.

Final placement of furniture and equipment in the building represented the final
expenses and encumbrances on the project. The college anticipates closing out this
project by fiscal year end.

M-0540 – Safety, Compliance, Facility Renewals (New Systemic)
This project began in FY08 and includes improvements to the college’s physical plant
as well as major deferred maintenance and facility renewals. Projects in-progress and
completed to date in prior years include:

- Phased installation of campus-wide security access/camera control
  system/rekeying;
- ADA renovations;
- Phased public restroom upgrades;
- Phased deferred maintenance per building assessment study;
- Interior improvements (classrooms, offices, and other);
- Conversion of science and technology building lower level spaces to 3
classrooms and 2 labs;
- Conversion of spaces for radiologic technology classrooms and equipment;
- Facilities master plan development; and
- IT upgrades and modifications.

Construction services to redesign the test center are the next major project for FY11.
This redesign is necessary for improved functional use and increased space efficiency.
This work will begin in May of 2011. The culinary kitchen is still on schedule to begin
work in May as well, and the college will reconsider funding for this project prior to that
date. If college funds are not available for the kitchen, these funds will be used.
Recently completed projects include the installation of an audio system for the blue
emergency phones and the redesign of the existing lot “A” storm water management
pond.
<table>
<thead>
<tr>
<th>Cost Center</th>
<th>FY2011 Actual to date (Note 1)</th>
<th>Total Budget (Note 2)</th>
<th>Total Expenditures</th>
<th>Dollar Variance From Original</th>
<th>Percentage Variance from Original FY2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11200 Schoenbrodt Honors</td>
<td>14,883</td>
<td>26,418</td>
<td>29,010</td>
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<td>10%</td>
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<tr>
<td>11300 Mathematics</td>
<td>2,980,554</td>
<td>3,243,678</td>
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<tr>
<td>11310 Health</td>
<td>260,126</td>
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<td>293,380</td>
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<tr>
<td>11400 Social sciences</td>
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<td>2,162,395</td>
<td>2,162,067</td>
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<td>11482 Rouse Scholars</td>
<td>113,660</td>
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<td>132,226</td>
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<td>0%</td>
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<tr>
<td>11600 Distance learning</td>
<td>366,890</td>
<td>489</td>
<td>489</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12100 Nursing</td>
<td>1,993,929</td>
<td>2,063,858</td>
<td>2,063,858</td>
<td>6,931</td>
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<td>12200 Business and computers</td>
<td>1,977,174</td>
<td>2,057,717</td>
<td>2,057,717</td>
<td>77,664</td>
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<tr>
<td>12250 Science and technology programs</td>
<td>2,572,781</td>
<td>2,730,982</td>
<td>2,730,982</td>
<td>1,462</td>
<td>0%</td>
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<tr>
<td>13500 Service learning</td>
<td>76,541</td>
<td>84,103</td>
<td>84,103</td>
<td></td>
<td>0%</td>
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<tr>
<td>44020 Student computer services</td>
<td>1,123,629</td>
<td>1,345,336</td>
<td>1,345,336</td>
<td>(21,707)</td>
<td>-1%</td>
</tr>
<tr>
<td>44030 Student labs</td>
<td>290,126</td>
<td>314,200</td>
<td>314,200</td>
<td>1,103</td>
<td>0%</td>
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<tr>
<td>44100 1st floor support</td>
<td>165,738</td>
<td>176,943</td>
<td>176,943</td>
<td>1,305</td>
<td>1%</td>
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<tr>
<td>44200 2nd floor support</td>
<td>114,727</td>
<td>132,591</td>
<td>132,591</td>
<td>7,076</td>
<td>6%</td>
</tr>
<tr>
<td>44300 Hickory Ridge</td>
<td>80,723</td>
<td>96,877</td>
<td>96,877</td>
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<td>1%</td>
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<tr>
<td>44400 Evening services</td>
<td>358</td>
<td>1,325</td>
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<tr>
<td>46700 ELB divisions support</td>
<td>120,511</td>
<td>134,208</td>
<td>134,208</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>48000 Faculty learning community</td>
<td>8,178</td>
<td>22,000</td>
<td>22,000</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>48000 Outcomes assessment</td>
<td>156,327</td>
<td>210,834</td>
<td>210,834</td>
<td>(3,507)</td>
<td>-2%</td>
</tr>
<tr>
<td>48500 Instructional direction</td>
<td>34,735</td>
<td>281,006</td>
<td>281,006</td>
<td>(20,712)</td>
<td>-7%</td>
</tr>
<tr>
<td>48500 Instructional direction</td>
<td>34,735</td>
<td>281,006</td>
<td>281,006</td>
<td>(20,712)</td>
<td>-7%</td>
</tr>
<tr>
<td>48502 Program development</td>
<td>9,737</td>
<td>65,833</td>
<td>65,833</td>
<td>(13,740)</td>
<td>-17%</td>
</tr>
<tr>
<td>53200 Learning assistance center</td>
<td>739,593</td>
<td>800,303</td>
<td>800,303</td>
<td>61,705</td>
<td>8%</td>
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<tr>
<td>99980 VP's allocation</td>
<td>82,633</td>
<td>339,451</td>
<td>339,451</td>
<td>(204,818)</td>
<td>-62%</td>
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<tr>
<td>99990 Furniture and equipment</td>
<td>2,341</td>
<td>137,521</td>
<td>137,521</td>
<td>7,871</td>
<td>6%</td>
</tr>
<tr>
<td>Total Public Service</td>
<td>24,324,631</td>
<td>28,359,923</td>
<td>28,359,923</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

To cover expenses related to an Turkish visit and conference; Transfers to user computer services to cover consulting; net of mid year inc.

To cover expenses related to an Turkish visit and conference; Transfers to cover music lab costs, audio recording equipment and CAEL assessment tool.

To cover all instructional cost centers for mid year salary increases To cover part-time faculty costs in various divisions

Additional funds for mid year merit and part time faculty costs Additional funds for mid year merit costs Additional funds for mid year merit and part time faculty costs Additional funds for mid year merit costs Additional funds for mid year merit costs
<table>
<thead>
<tr>
<th>Cost Center</th>
<th>FY2011 Actual to date (Note 1)</th>
<th>Total Original Budget (Note 2)</th>
<th>Total Projected Expenditures</th>
<th>Dollar Variance from Original FY2010</th>
<th>Projected Percentage Variance from Original FY2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>From Original</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Academic Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33100</td>
<td>Rep Stage administration</td>
<td>135,489</td>
<td>135,489</td>
<td>994</td>
<td>1%</td>
</tr>
<tr>
<td>33400</td>
<td>Horowitz Center</td>
<td>313,815</td>
<td>319,272</td>
<td>5,457</td>
<td>2%</td>
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<tr>
<td>33500</td>
<td>Student Arts Collective</td>
<td>120,888</td>
<td>135,377</td>
<td>277</td>
<td>0%</td>
</tr>
<tr>
<td>41001</td>
<td>Library services</td>
<td>762,481</td>
<td>814,538</td>
<td>5,052</td>
<td>0%</td>
</tr>
<tr>
<td>41022</td>
<td>Teaching and learning center</td>
<td>129,536</td>
<td>135,654</td>
<td>488</td>
<td>0%</td>
</tr>
<tr>
<td>43100</td>
<td>AV services</td>
<td>247,068</td>
<td>306,885</td>
<td>2,875</td>
<td>1%</td>
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<tr>
<td>43200</td>
<td>Video services</td>
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<td>84,110</td>
<td>99</td>
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</tr>
<tr>
<td>43300</td>
<td>Instructional technology</td>
<td>133,762</td>
<td>138,202</td>
<td>492</td>
<td>0%</td>
</tr>
<tr>
<td>46000</td>
<td>VP of academic affairs</td>
<td>247,614</td>
<td>263,651</td>
<td>525</td>
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<tr>
<td>47000</td>
<td>Faculty development</td>
<td>86,836</td>
<td>121,747</td>
<td>34,911</td>
<td>4%</td>
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<td>48100</td>
<td>Interactive classroom</td>
<td>16,000</td>
<td>16,000</td>
<td>(1,000)</td>
<td>-9%</td>
</tr>
<tr>
<td>99700</td>
<td>Functional allocation</td>
<td>889,907</td>
<td>1,303,646</td>
<td>(6,670)</td>
<td>-1%</td>
</tr>
<tr>
<td>99080</td>
<td>VPA's allocation</td>
<td>-</td>
<td>56,424</td>
<td>56,424</td>
<td>0%</td>
</tr>
<tr>
<td>99990</td>
<td>Furniture and equipment</td>
<td>7,369</td>
<td>40,000</td>
<td>32,641</td>
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<td></td>
<td>Total academic support</td>
<td>3,189,608</td>
<td>3,868,994</td>
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<td>-4%</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46500</td>
<td>Advising, academic services</td>
<td>582,969</td>
<td>608,189</td>
<td>25,220</td>
<td>4%</td>
</tr>
<tr>
<td>46502</td>
<td>Academic standing-assignment</td>
<td>16,729</td>
<td>30,000</td>
<td>13,271</td>
<td>44%</td>
</tr>
<tr>
<td>46900</td>
<td>Welcome center &amp; telephone adv.</td>
<td>170,846</td>
<td>198,045</td>
<td>2,039</td>
<td>1%</td>
</tr>
<tr>
<td>51000</td>
<td>VP of student services</td>
<td>334,907</td>
<td>346,698</td>
<td>11,791</td>
<td>3%</td>
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<tr>
<td>51200</td>
<td>Student ambassador program</td>
<td>6,960</td>
<td>9,606</td>
<td>2,646</td>
<td>6%</td>
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<tr>
<td>52000</td>
<td>Student activities</td>
<td>760</td>
<td>2,603</td>
<td>-1,843</td>
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<tr>
<td>53100</td>
<td>Athletic facility</td>
<td>348,437</td>
<td>383,159</td>
<td>35,722</td>
<td>9%</td>
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<tr>
<td>53200</td>
<td>SGA support</td>
<td>260,957</td>
<td>266,160</td>
<td>5,203</td>
<td>2%</td>
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<td>53300</td>
<td>Career services</td>
<td>458,475</td>
<td>492,223</td>
<td>33,748</td>
<td>7%</td>
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<td>53505</td>
<td>Peer leaders</td>
<td>7,574</td>
<td>8,000</td>
<td>427</td>
<td>6%</td>
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<tr>
<td>53110</td>
<td>Test center</td>
<td>350,082</td>
<td>382,914</td>
<td>32,832</td>
<td>8%</td>
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<tr>
<td>53102</td>
<td>High school test</td>
<td>23,186</td>
<td>23,186</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>53194</td>
<td>Nursing assessment</td>
<td>13,307</td>
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<td>53220</td>
<td>Retention</td>
<td>134,225</td>
<td>140,580</td>
<td>6,355</td>
<td>5%</td>
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<tr>
<td>53555</td>
<td>Career links</td>
<td>90,482</td>
<td>115,388</td>
<td>25,906</td>
<td>23%</td>
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<tr>
<td>53555</td>
<td>Academic standing - student dev</td>
<td>2,237</td>
<td>20,000</td>
<td>17,763</td>
<td>84%</td>
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<td>54000</td>
<td>Financial aid services</td>
<td>815,486</td>
<td>859,817</td>
<td>44,331</td>
<td>5%</td>
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<td>54001</td>
<td>Financial aid event</td>
<td>9,000</td>
<td>9,000</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>55000</td>
<td>Admissions</td>
<td>735,079</td>
<td>794,258</td>
<td>59,180</td>
<td>8%</td>
</tr>
<tr>
<td>55001</td>
<td>Workgroup</td>
<td>373,542</td>
<td>425,565</td>
<td>52,023</td>
<td>12%</td>
</tr>
<tr>
<td>56000</td>
<td>Records</td>
<td>456,506</td>
<td>533,462</td>
<td>76,956</td>
<td>17%</td>
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<tr>
<td>99970</td>
<td>Functional allocation</td>
<td>737,287</td>
<td>1,201,470</td>
<td>(464,183)</td>
<td>-65%</td>
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<tr>
<td>99980</td>
<td>VPA’s allocation</td>
<td>-</td>
<td>56,424</td>
<td>56,424</td>
<td>0%</td>
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<tr>
<td>99990</td>
<td>Furniture and equipment</td>
<td>43,934</td>
<td>68,480</td>
<td>24,546</td>
<td>36%</td>
</tr>
<tr>
<td></td>
<td>Total student services</td>
<td>6,016,700</td>
<td>6,620,881</td>
<td>604,181</td>
<td>-9%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61000</td>
<td>President</td>
<td>634,922</td>
<td>643,801</td>
<td>9,881</td>
<td>1%</td>
</tr>
<tr>
<td>61100</td>
<td>Board of trustees</td>
<td>87,823</td>
<td>133,979</td>
<td>46,156</td>
<td>34%</td>
</tr>
<tr>
<td>61200</td>
<td>Research, planning and org. dev.</td>
<td>490,349</td>
<td>547,428</td>
<td>57,079</td>
<td>11%</td>
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<tr>
<td>61900</td>
<td>Senior administration</td>
<td>11,288</td>
<td>13,617</td>
<td>2,329</td>
<td>20%</td>
</tr>
<tr>
<td>62000</td>
<td>VP of administration and finance</td>
<td>324,927</td>
<td>335,401</td>
<td>10,474</td>
<td>3%</td>
</tr>
<tr>
<td>63100</td>
<td>Finance office</td>
<td>1,386,572</td>
<td>1,445,333</td>
<td>58,761</td>
<td>4%</td>
</tr>
<tr>
<td>63101</td>
<td>Human resources</td>
<td>589,500</td>
<td>607,168</td>
<td>17,668</td>
<td>3%</td>
</tr>
<tr>
<td>63102</td>
<td>Recruitment</td>
<td>39,875</td>
<td>61,546</td>
<td>21,671</td>
<td>35%</td>
</tr>
<tr>
<td>63103</td>
<td>Unemployment</td>
<td>77,250</td>
<td>81,753</td>
<td>4,503</td>
<td>6%</td>
</tr>
<tr>
<td>63104</td>
<td>Wellness program</td>
<td>7,402</td>
<td>20,891</td>
<td>13,490</td>
<td>66%</td>
</tr>
<tr>
<td>63130</td>
<td>Professional development</td>
<td>25,921</td>
<td>34,732</td>
<td>8,811</td>
<td>30%</td>
</tr>
</tbody>
</table>

Howard Community College

302011

Academic Support

Institutional Support
<table>
<thead>
<tr>
<th>Cost Center</th>
<th>FY2011 Actual to date (Note 1)</th>
<th>Total Original Budget (Note 2)</th>
<th>Total Expenditures</th>
<th>Dollar* Variance</th>
<th>Variance from Original FY2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>63150</td>
<td>Diversity programs</td>
<td>14,514</td>
<td>36,006</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>63200</td>
<td>Reprographics</td>
<td>126,072</td>
<td>209,040</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>63400</td>
<td>Security</td>
<td>1,286,406</td>
<td>1,313,299</td>
<td>455</td>
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<tr>
<td>63500</td>
<td>Telecommunications</td>
<td>224,141</td>
<td>262,541</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>63554</td>
<td>Mediation &amp; conflict resolution center</td>
<td>72,418</td>
<td>74,711</td>
<td>8,329</td>
<td>13%</td>
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<tr>
<td>63600</td>
<td>Risk management</td>
<td>280,829</td>
<td>337,012</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>63700</td>
<td>General administration</td>
<td>382,144</td>
<td>925,648</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>63800</td>
<td>Commencement/award programs</td>
<td>119,725</td>
<td>123,989</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>64000</td>
<td>Administrative information systems</td>
<td>3,139,757</td>
<td>3,366,493</td>
<td>-</td>
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<tr>
<td>64001</td>
<td>Enterprise network</td>
<td>586,134</td>
<td>606,777</td>
<td>878</td>
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<tr>
<td>64002</td>
<td>Web enterprise</td>
<td>256,303</td>
<td>259,753</td>
<td>856</td>
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<tr>
<td>64003</td>
<td>Information technology administration</td>
<td>267,543</td>
<td>318,376</td>
<td>536</td>
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<tr>
<td>65000</td>
<td>Public relations and marketing</td>
<td>899,972</td>
<td>997,690</td>
<td>5,193</td>
<td>1%</td>
</tr>
<tr>
<td>65100</td>
<td>Development and alumni relations</td>
<td>575,499</td>
<td>604,779</td>
<td>2,594</td>
<td>0%</td>
</tr>
<tr>
<td>69990</td>
<td>Furniture and equipment</td>
<td>6,533</td>
<td>57,510</td>
<td>(7,871)</td>
<td>-12%</td>
</tr>
</tbody>
</table>

**Total institutional support:** 10,565,847  12,468,388  12,468,368  (20)  0%

---

**Plant**

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>FY2011 Actual to date (Note 1)</th>
<th>Total Original Budget (Note 2)</th>
<th>Total Expenditures</th>
<th>Dollar* Variance</th>
<th>Variance from Original FY2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71000</td>
<td>Plant administration</td>
<td>63,885</td>
<td>127,677</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>71100</td>
<td>General services</td>
<td>2,809,244</td>
<td>3,514,677</td>
<td>(717,466)</td>
<td>-5%</td>
</tr>
<tr>
<td>71110</td>
<td>Mailroom</td>
<td>179,106</td>
<td>180,979</td>
<td>13,974</td>
<td>8%</td>
</tr>
<tr>
<td>71115</td>
<td>Set-up/asset reallocation</td>
<td>73,922</td>
<td>76,591</td>
<td>3,690</td>
<td>5%</td>
</tr>
<tr>
<td>71150</td>
<td>Recycling</td>
<td>10,364</td>
<td>50,000</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>71500</td>
<td>Safety</td>
<td>74,078</td>
<td>76,102</td>
<td>(235)</td>
<td>0%</td>
</tr>
<tr>
<td>72000</td>
<td>Engineering</td>
<td>1,071,391</td>
<td>1,147,358</td>
<td>50,872</td>
<td>5%</td>
</tr>
<tr>
<td>72500</td>
<td>Preventive maintenance</td>
<td>258,800</td>
<td>300,920</td>
<td>-</td>
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<tr>
<td>73000</td>
<td>Housekeeping</td>
<td>1,455,280</td>
<td>1,534,739</td>
<td>39,740</td>
<td>3%</td>
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<tr>
<td>75000</td>
<td>Grounds</td>
<td>397,221</td>
<td>382,716</td>
<td>452</td>
<td>0%</td>
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<tr>
<td>76000</td>
<td>Renovations</td>
<td>77,274</td>
<td>142,229</td>
<td>90,000</td>
<td>122%</td>
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<tr>
<td>99970</td>
<td>Benefits/chargebacks</td>
<td>884,942</td>
<td>1,035,546</td>
<td>(20,572)</td>
<td>-2%</td>
</tr>
<tr>
<td>99990</td>
<td>Furniture and equipment</td>
<td>6,533</td>
<td>57,510</td>
<td>(7,871)</td>
<td>-12%</td>
</tr>
</tbody>
</table>

**Total plant:** 7,265,408  8,642,233  8,642,233  -  0%  

---

**Scholarships**

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>FY2011 Actual to date (Note 1)</th>
<th>Total Original Budget (Note 2)</th>
<th>Total Expenditures</th>
<th>Dollar* Variance</th>
<th>Variance from Original FY2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81000</td>
<td>Scholarships</td>
<td>628,046</td>
<td>688,890</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>82000</td>
<td>Waivers</td>
<td>575,436</td>
<td>673,309</td>
<td>-</td>
<td>0%</td>
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</tbody>
</table>

**Total scholarships:** 1,203,482  1,362,198  1,362,198  -  0%  

**Grand totals:** 52,853,097  61,953,750  61,953,730  (20)  0%

Note 1: Includes encumbrances for budgeted wages and outstanding purchase orders.
Note 2: Opening budgets reflect actual salary needs for the current year due to staffing changes.
* Variances in excess of $10,000 will be explained.
## Howard Community College

### 3/2011

**Cost Center Spending Percentages**

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>FY2011</th>
<th>Total Percentage</th>
<th>Percentage of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY2011</td>
<td>Projected</td>
<td>Spent to Date</td>
</tr>
<tr>
<td></td>
<td>Spent to date</td>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11200 Schoenbrodt Honors</td>
<td>13,578</td>
<td>29,010</td>
<td>47%</td>
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<tr>
<td>11300 Mathematics</td>
<td>1,487,915</td>
<td>2,182,067</td>
<td>68%</td>
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<tr>
<td>11310 Health</td>
<td>196,163</td>
<td>293,380</td>
<td>68%</td>
</tr>
<tr>
<td>11400 Social sciences</td>
<td>1,381,620</td>
<td>2,004,454</td>
<td>69%</td>
</tr>
<tr>
<td>11410 English/world languages</td>
<td>2,221,991</td>
<td>3,254,535</td>
<td>68%</td>
</tr>
<tr>
<td>11450 Arts and humanities</td>
<td>1,933,054</td>
<td>2,674,295</td>
<td>72%</td>
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<tr>
<td>11480 Rouse Scholars</td>
<td>86,062</td>
<td>132,226</td>
<td>65%</td>
</tr>
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<td>11500 Telecourses/Tele</td>
<td>179,443</td>
<td>284,147</td>
<td>63%</td>
</tr>
<tr>
<td>11600 Distance learning</td>
<td>324,586</td>
<td>500,968</td>
<td>65%</td>
</tr>
<tr>
<td>12100 Nursing</td>
<td>1,458,717</td>
<td>2,063,858</td>
<td>71%</td>
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<td>12118 Radiologic technology program</td>
<td>181,203</td>
<td>242,216</td>
<td>75%</td>
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<tr>
<td>12120 Emergency medical technology</td>
<td>165,371</td>
<td>220,319</td>
<td>75%</td>
</tr>
<tr>
<td>12150 Cardiovascular program</td>
<td>118,058</td>
<td>177,676</td>
<td>66%</td>
</tr>
<tr>
<td>12200 Business and computers</td>
<td>1,500,692</td>
<td>2,053,769</td>
<td>73%</td>
</tr>
<tr>
<td>12250 Science and technology programs</td>
<td>1,910,926</td>
<td>2,739,992</td>
<td>70%</td>
</tr>
<tr>
<td>12280 Cooperative education</td>
<td>10,844</td>
<td>15,507</td>
<td>70%</td>
</tr>
<tr>
<td>13500 Service learning</td>
<td>61,056</td>
<td>84,103</td>
<td>73%</td>
</tr>
<tr>
<td>13550 Instructional international program</td>
<td>113,901</td>
<td>154,285</td>
<td>74%</td>
</tr>
<tr>
<td>44010 User computer services</td>
<td>352,819</td>
<td>505,262</td>
<td>70%</td>
</tr>
<tr>
<td>44020 Student computer services</td>
<td>867,755</td>
<td>1,245,336</td>
<td>70%</td>
</tr>
<tr>
<td>44030 Student labs</td>
<td>215,322</td>
<td>314,200</td>
<td>69%</td>
</tr>
<tr>
<td>46100 1st floor support</td>
<td>129,048</td>
<td>176,843</td>
<td>73%</td>
</tr>
<tr>
<td>46200 2nd floor support</td>
<td>93,589</td>
<td>132,591</td>
<td>71%</td>
</tr>
<tr>
<td>46300 Hickory Ridge</td>
<td>61,655</td>
<td>96,877</td>
<td>64%</td>
</tr>
<tr>
<td>46400 Evening services</td>
<td>358</td>
<td>1,325</td>
<td>27%</td>
</tr>
<tr>
<td>46700 Support/DH</td>
<td>99,174</td>
<td>134,208</td>
<td>74%</td>
</tr>
<tr>
<td>46800 Arts and humanities support</td>
<td>94,322</td>
<td>129,072</td>
<td>73%</td>
</tr>
<tr>
<td>47500 Faculty learning community</td>
<td>6,365</td>
<td>22,000</td>
<td>29%</td>
</tr>
<tr>
<td>48000 Outcomes assessment</td>
<td>111,817</td>
<td>210,834</td>
<td>53%</td>
</tr>
<tr>
<td>48500 Instructional direction</td>
<td>18,728</td>
<td>281,006</td>
<td>7%</td>
</tr>
<tr>
<td>48501 Learning communities</td>
<td>185,458</td>
<td>255,029</td>
<td>73%</td>
</tr>
<tr>
<td>48502 Program development</td>
<td><strong>9,737</strong></td>
<td><strong>65,833</strong></td>
<td>15%</td>
</tr>
<tr>
<td>52102 Pool guards</td>
<td>51,648</td>
<td>97,215</td>
<td>53%</td>
</tr>
<tr>
<td>53200 Learning assistance center</td>
<td>586,905</td>
<td>809,303</td>
<td>73%</td>
</tr>
<tr>
<td>99970 Functional allocation</td>
<td>2,658,116</td>
<td>4,319,232</td>
<td>62%</td>
</tr>
<tr>
<td>99980 VP's allocation</td>
<td>76,001</td>
<td>339,451</td>
<td>22%</td>
</tr>
<tr>
<td>99990 Institutional allocation</td>
<td>-</td>
<td>137,521</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total instruction</strong></td>
<td>18,965,996</td>
<td>28,359,923</td>
<td>67%</td>
</tr>
<tr>
<td><strong>Public Service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33250 Cable studio</td>
<td>245,302</td>
<td>322,906</td>
<td>76%</td>
</tr>
<tr>
<td>33254 Radio station</td>
<td>3,302</td>
<td>8,151</td>
<td>41%</td>
</tr>
<tr>
<td>99970 Functional allocation</td>
<td>49,136</td>
<td>89,011</td>
<td>55%</td>
</tr>
<tr>
<td>99990 Institutional allocation</td>
<td>-</td>
<td>11,065</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total public service</strong></td>
<td>297,739</td>
<td>431,133</td>
<td>69%</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33100 Rep Stage administration</td>
<td>101,368</td>
<td>135,489</td>
<td>75%</td>
</tr>
<tr>
<td>33400 Horowitz Center</td>
<td>246,747</td>
<td>318,272</td>
<td>78%</td>
</tr>
<tr>
<td>33500 Student Arts Collective</td>
<td>98,255</td>
<td>135,377</td>
<td>73%</td>
</tr>
<tr>
<td>41001 Library services</td>
<td>650,695</td>
<td>814,538</td>
<td>80%</td>
</tr>
<tr>
<td>41002 Teaching and learning center</td>
<td>98,116</td>
<td>135,654</td>
<td>72%</td>
</tr>
<tr>
<td>43100 Education technology</td>
<td>208,964</td>
<td>305,885</td>
<td>68%</td>
</tr>
<tr>
<td>43200 Video services</td>
<td>71,264</td>
<td>84,110</td>
<td>85%</td>
</tr>
<tr>
<td>43300 Instructional technology</td>
<td>99,226</td>
<td>138,202</td>
<td>72%</td>
</tr>
<tr>
<td>46000 VP of academic affairs</td>
<td>180,482</td>
<td>263,651</td>
<td>68%</td>
</tr>
<tr>
<td>47000 Faculty development</td>
<td>65,897</td>
<td>121,747</td>
<td>54%</td>
</tr>
<tr>
<td>48100 Interactive classroom</td>
<td>16,000</td>
<td>16,000</td>
<td>100%</td>
</tr>
<tr>
<td>99970 Functional allocation</td>
<td>2,658,116</td>
<td>4,319,232</td>
<td>62%</td>
</tr>
<tr>
<td>99980 VP’s allocation</td>
<td>-</td>
<td>56,424</td>
<td>0%</td>
</tr>
<tr>
<td>99990 Institutional allocation</td>
<td>-</td>
<td>40,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total academic support</strong></td>
<td>2,725,956</td>
<td>3,868,994</td>
<td>70%</td>
</tr>
</tbody>
</table>
## Student Services

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Activity Description</th>
<th>2011 Actual</th>
<th>2011 Budget</th>
<th>2010 Actual</th>
<th>2010 Budget</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>46500</td>
<td>Advising, academic</td>
<td>460,823</td>
<td>633,593</td>
<td>460,823</td>
<td>633,593</td>
<td>73%</td>
</tr>
<tr>
<td>46502</td>
<td>Academic standing-enrollment serv</td>
<td>16,729</td>
<td>30,000</td>
<td>16,729</td>
<td>30,000</td>
<td>56%</td>
</tr>
<tr>
<td>46600</td>
<td>Welcome center &amp; telephone adv.</td>
<td>140,801</td>
<td>198,045</td>
<td>140,801</td>
<td>198,045</td>
<td>71%</td>
</tr>
<tr>
<td>51000</td>
<td>VP of student services</td>
<td>255,200</td>
<td>346,696</td>
<td>255,200</td>
<td>346,696</td>
<td>74%</td>
</tr>
<tr>
<td>51200</td>
<td>Student ambassador program</td>
<td>9,960</td>
<td>9,960</td>
<td>9,960</td>
<td>9,960</td>
<td>100%</td>
</tr>
<tr>
<td>51200</td>
<td>Student activities</td>
<td>760</td>
<td>2,603</td>
<td>760</td>
<td>2,603</td>
<td>29%</td>
</tr>
<tr>
<td>52100</td>
<td>Athletic facility</td>
<td>270,506</td>
<td>383,159</td>
<td>270,506</td>
<td>383,159</td>
<td>71%</td>
</tr>
<tr>
<td>52300</td>
<td>SGA support</td>
<td>189,894</td>
<td>266,160</td>
<td>189,894</td>
<td>266,160</td>
<td>71%</td>
</tr>
<tr>
<td>53000</td>
<td>Career services</td>
<td>357,583</td>
<td>492,223</td>
<td>357,583</td>
<td>492,223</td>
<td>73%</td>
</tr>
<tr>
<td>53050</td>
<td>Peer leaders</td>
<td>7,574</td>
<td>8,000</td>
<td>7,574</td>
<td>8,000</td>
<td>95%</td>
</tr>
<tr>
<td>53100</td>
<td>Test center</td>
<td>287,158</td>
<td>382,914</td>
<td>287,158</td>
<td>382,914</td>
<td>75%</td>
</tr>
<tr>
<td>53102</td>
<td>High school test</td>
<td>23,107</td>
<td>13,307</td>
<td>23,107</td>
<td>13,307</td>
<td>100%</td>
</tr>
<tr>
<td>53500</td>
<td>Retention</td>
<td>102,958</td>
<td>140,580</td>
<td>102,958</td>
<td>140,580</td>
<td>73%</td>
</tr>
<tr>
<td>53555</td>
<td>Academic standing - student dev</td>
<td>7,237</td>
<td>27,350</td>
<td>7,237</td>
<td>27,350</td>
<td>26%</td>
</tr>
<tr>
<td>54000</td>
<td>Financial aid services</td>
<td>649,313</td>
<td>900,069</td>
<td>649,313</td>
<td>900,069</td>
<td>72%</td>
</tr>
<tr>
<td>54001</td>
<td>Financial aid event</td>
<td>9,000</td>
<td>9,100</td>
<td>9,000</td>
<td>9,100</td>
<td>100%</td>
</tr>
<tr>
<td>54500</td>
<td>Admissions</td>
<td>570,199</td>
<td>794,258</td>
<td>570,199</td>
<td>794,258</td>
<td>72%</td>
</tr>
<tr>
<td>55000</td>
<td>Workgroup</td>
<td>305,850</td>
<td>425,565</td>
<td>305,850</td>
<td>425,565</td>
<td>72%</td>
</tr>
<tr>
<td>55001</td>
<td>SGA support</td>
<td>189,894</td>
<td>266,160</td>
<td>189,894</td>
<td>266,160</td>
<td>71%</td>
</tr>
<tr>
<td>55002</td>
<td>Nursing assessment</td>
<td>13,307</td>
<td>13,307</td>
<td>13,307</td>
<td>13,307</td>
<td>100%</td>
</tr>
<tr>
<td>56000</td>
<td>Records</td>
<td>394,392</td>
<td>533,462</td>
<td>394,392</td>
<td>533,462</td>
<td>74%</td>
</tr>
<tr>
<td>99970</td>
<td>VP's allocation -</td>
<td>8,500</td>
<td>(66,520)</td>
<td>8,500</td>
<td>(66,520)</td>
<td>-13%</td>
</tr>
</tbody>
</table>

Total student services: 4,893,487 / 6,820,881 (72%)
## Cost Center Spending Percentages

### Scholarships

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>81000 Scholarships</th>
<th>82000 Waivers</th>
<th>Total Scholarships</th>
<th>Grand Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>628,046</td>
<td>575,436</td>
<td>1,203,482</td>
<td>41,302,248</td>
</tr>
<tr>
<td></td>
<td>688,889</td>
<td>673,309</td>
<td>1,362,198</td>
<td>61,953,730</td>
</tr>
<tr>
<td></td>
<td>91%</td>
<td>85%</td>
<td>88%</td>
<td>67%</td>
</tr>
</tbody>
</table>

### Notes:

1. These cost centers have relatively small budgets. Spending occurs for supplies and services as needed.
2. These programs, which support instruction, student services, and special projects, spend funds as needed during the year.
3. Program development occurs throughout the year, as necessary. Expenditures may occur later in the year.
4. These cost centers are held for year-end spending on equipment and furniture needs, if the budget allows.
4* Funds were used to cover additional hourly needs. Spending authority is in fund 13 to cover unanticipated growth needs.
5. Annual memberships dues, which are the primary cost in this center, have been paid for the year.
6. Savings in legal fees, travel, and meeting expenses have been experienced in this budget.
7. Recruitment costs are down due to fewer positions being recruited as well as savings through use of the internet to advertise.
8. The state unemployment costs are paid quarterly; therefore, this is a temporary low spending variance.
9. Savings is anticipated in this cost center; however, budget is being reallocated to cover technology-related needs.
10. The general account has a one time charge for bad debts that is recorded at year end.
11. Commencement occurs in May and expenses will occur closer to that time.
12. Savings was experienced in property insurance and contracted services in this cost center.
13. Timing of high usage months of utility payments is causing some of this variance, but savings due to lower locked in energy rates has also occurred. In addition, savings occurred due to the delay in construction of the new health sciences building.
14. Recycling costs have been minimized through efforts with the Howard County Government. Budget may be reallocated.
15. Various renovations projects are planned and will be complete by year-end.
16. Scholarships & waivers have been awarded for all terms except summer I and summer extended.
## Fiscal Year 2011
### COMBINED LAUREL COLLEGE CENTER

### Revenue

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual Revenue 3/31/2011</th>
<th>Projected Revenue</th>
<th>TOTAL Revenue</th>
<th>Annual Budget</th>
<th>TOTAL Variance Over (Under)</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall/Winter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>608,287</td>
<td>0</td>
<td>608,287</td>
<td>655,000</td>
<td>(46,713)</td>
<td>(46,760)</td>
</tr>
<tr>
<td></td>
<td>Noncredit</td>
<td>82,340</td>
<td>0</td>
<td>82,340</td>
<td>130,000</td>
<td>(47,660)</td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>474,899</td>
<td>0</td>
<td>474,899</td>
<td>677,000</td>
<td>(202,101)</td>
<td>(205,402)</td>
</tr>
<tr>
<td></td>
<td>Noncredit</td>
<td>27,598</td>
<td>12,000</td>
<td>39,598</td>
<td>75,000</td>
<td>(35,402)</td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>244,421</td>
<td>125,000</td>
<td>369,421</td>
<td>423,000</td>
<td>(53,579)</td>
<td>(50,289)</td>
</tr>
<tr>
<td></td>
<td>Noncredit</td>
<td>13,211</td>
<td>5,500</td>
<td>18,711</td>
<td>29,000</td>
<td>(10,289)</td>
<td></td>
</tr>
</tbody>
</table>

### Other Revenue

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual Revenue 3/31/2011</th>
<th>Projected Revenue</th>
<th>TOTAL Revenue</th>
<th>Annual Budget</th>
<th>TOTAL Variance Over (Under)</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber of Commerce</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funding</td>
<td></td>
<td>169,963</td>
<td>327,738</td>
<td>497,701</td>
<td>497,701</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted Appropriation</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RHEC Funding</td>
<td></td>
<td>211,024</td>
<td>0</td>
<td>211,024</td>
<td>211,024</td>
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</tr>
</tbody>
</table>

### Total Revenue

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual Revenue 3/31/2011</th>
<th>Projected Revenue</th>
<th>TOTAL Revenue</th>
<th>Annual Budget</th>
<th>TOTAL Variance Over (Under)</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>1,831,743</td>
<td>470,238</td>
<td>2,301,981</td>
<td>2,697,725</td>
<td>(395,744)</td>
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</tr>
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</table>

### Expenditures

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual Expenses 3/31/2011</th>
<th>Encumbrances</th>
<th>TOTAL Expenses</th>
<th>Annual Budget</th>
<th>TOTAL Variance Over (Under)</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Indirect Expenditures</td>
<td>1,187,657</td>
<td>391,975</td>
<td>1,579,632</td>
<td>1,454,457</td>
<td>125,175</td>
<td></td>
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</tbody>
</table>

### Direct Instructional Expenditures

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual Expenses 3/31/2011</th>
<th>Encumbrances</th>
<th>TOTAL Expenses</th>
<th>Annual Budget</th>
<th>TOTAL Variance Over (Under)</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Expenditures</td>
<td>1,772,890</td>
<td>516,877</td>
<td>2,289,767</td>
<td>2,143,806</td>
<td>145,961</td>
<td>(541,706)</td>
</tr>
</tbody>
</table>

### Operating Income (Loss)

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual Revenue 3/31/2011</th>
<th>Projected Revenue</th>
<th>TOTAL Revenue</th>
<th>Annual Budget</th>
<th>TOTAL Variance Over (Under)</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operating Income</td>
<td>58,853</td>
<td>(46,639)</td>
<td>12,213</td>
<td>553,919</td>
<td>(541,706)</td>
<td></td>
</tr>
</tbody>
</table>
### Fiscal Year 2011

**HOWARD COMMUNITY COLLEGE AT LAUREL COLLEGE CENTER**

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual HCC Revenue 3/31/2011</th>
<th>Projected HCC Revenue</th>
<th>HCC Revenue</th>
<th>Annual HCC Budget</th>
<th>HCC Variance Over (Under) Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall/Winter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Revenue</td>
<td>396,462</td>
<td>0</td>
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<td>310,000</td>
<td>86,462</td>
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<td>0</td>
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<td>55,000</td>
<td>(4,602)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Tuition Revenue</td>
<td>293,310</td>
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<td>293,310</td>
<td>280,000</td>
<td>13,310</td>
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<tr>
<td>Noncredit</td>
<td>12,262</td>
<td>2,000</td>
<td>14,262</td>
<td>18,000</td>
<td>(3,738)</td>
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<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tuition Revenue</td>
<td>161,003</td>
<td>100,000</td>
<td>261,003</td>
<td>265,000</td>
<td>(3,997)</td>
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<td>Noncredit</td>
<td>13,211</td>
<td>2,000</td>
<td>15,211</td>
<td>22,000</td>
<td>(6,789)</td>
<td></td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. Revenue</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State Funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td> </td>
<td>169,963</td>
<td>28,980</td>
<td>198,943</td>
<td>198,943</td>
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<tr>
<td><strong>RHEC Funding</strong></td>
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<td></td>
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<tr>
<td> </td>
<td>211,024</td>
<td>211,024</td>
<td> </td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| Total Revenue | 1,307,633 | 312,980 | 1,440,613 | 1,359,967 | 80,646 |

<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>Actual HCC Expenses 3/31/2011</th>
<th>HCC Encumbrances</th>
<th>HCC Expenses</th>
<th>HCC Budget</th>
<th>HCC Variance Over (Under) Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5102</td>
<td>Salaries - Cr. PT Faculty</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>5103</td>
<td>Salaries - Cr. PT Faculty - All terms</td>
<td>242,427</td>
<td>105,070</td>
<td>347,497</td>
<td>300,000</td>
<td>47,497</td>
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<tr>
<td>5104</td>
<td>Salaries - Cr. PT Faculty</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5105</td>
<td>Salaries - Cr. PT Faculty</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5107</td>
<td>Noncredit PT Faculty</td>
<td>22,249</td>
<td>12,000</td>
<td>34,249</td>
<td>60,000</td>
<td>(25,751)</td>
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<tr>
<td>6000</td>
<td>Contracted Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6021</td>
<td>Capital Lease</td>
<td>7,917</td>
<td>7,000</td>
<td>14,917</td>
<td>15,000</td>
<td>(83)</td>
</tr>
<tr>
<td>6100</td>
<td>Instructional Supplies</td>
<td>3,217</td>
<td>155</td>
<td>3,372</td>
<td>10,000</td>
<td>(6,628)</td>
</tr>
<tr>
<td>6160</td>
<td>Microcomputer Supplies</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,000</td>
<td>(5,000)</td>
</tr>
</tbody>
</table>

| Total Indirect Expenditures | 267,894 | 117,225 | 385,119 | 375,000 | 10,119 |

| Other Expenditures | | | | | | |
| 5002 | PT administrator | 0 | 0 | 0 | 0 | 0 |
| 5301 | FT classified staff | 0 | 0 | 0 | 0 | 0 |
| 5302 | PT classified staff | 7,917 | 7,000 | 14,917 | 15,000 | (83) |
| 5303 | PT classified staff on-call | 18,472 | 30,000 | 48,472 | 27,000 | 21,472 |
| 5304 | Overtime | 0 | 0 | 0 | 0 | 0 |
| 5812 | PT benefits (7.65%) | 22,235 | 2,831 | 25,066 | 30,754 | (5,688) |
| 5800 | Benefits (25%) | 186 | 0 | 186 | 500 | (314) |
| 6000 | Contracted services | 7,762 | 2,500 | 10,262 | 10,000 | 262 |
| 6025 | Advertising | 20,904 | 47,943 | 68,847 | 75,000 | (6,153) |
| 6028 | Custodial contract | 0 | 0 | 0 | 0 | 0 |
| 6050 | Off-campus rentals | 307,504 | 63,783 | 371,287 | 372,491 | (1,204) |
| 6140 | Custodial supplies | 0 | 0 | 0 | 0 | 0 |
| 6200 | Telephone | 13,010 | 14,324 | 27,334 | 15,000 | 12,334 |
| 6220 | Postage | 455 | 500 | 955 | 10,000 | (9,045) |
| 6310 | Travel | 0 | 1,000 | 1,000 | 1,000 | 0 |
| 6510 | Electricity | 0 | 0 | 0 | 0 | 0 |
| 7160 | Equipment | 0 | 0 | 0 | 25,000 | (25,000) |

| Total Indirect Expenditures | 398,445 | 169,881 | 568,326 | 581,745 | (13,419) |

| Total Expenditures | 666,339 | 287,105 | 953,445 | 956,745 | (3,300) |

| Operating Income (Loss) | 641,294 | (154,125) | 487,168 | 403,222 | 83,946 |
## Fiscal Year 2011
### PRINCE GEORGE'S COMMUNITY COLLEGE AT LAUREL COLLEGE CENTER

<table>
<thead>
<tr>
<th>Object Description</th>
<th>Actual PGCC Revenue 3/31/2011</th>
<th>Projected PGCC Revenue</th>
<th>PGCC Revenue</th>
<th>PGCC Budget</th>
<th>PGCC Variance Over (Under) Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall/Winter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition revenue</td>
<td>211,824</td>
<td>0</td>
<td>211,824</td>
<td>345,000</td>
<td>(133,176)</td>
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<tr>
<td>Noncredit</td>
<td>31,942</td>
<td>0</td>
<td>31,942</td>
<td>75,000</td>
<td>(43,058)</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition revenue</td>
<td>181,590</td>
<td>10,000</td>
<td>25,336</td>
<td>397,000</td>
<td>(215,410)</td>
</tr>
<tr>
<td>Noncredit</td>
<td>15,336</td>
<td>0</td>
<td>57,000</td>
<td>70,862</td>
<td>(13,862)</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition revenue</td>
<td>83,418</td>
<td>50,000</td>
<td>108,418</td>
<td>158,000</td>
<td>(49,582)</td>
</tr>
<tr>
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<td>0</td>
<td>7,996</td>
<td>7,996</td>
<td>0</td>
</tr>
<tr>
<td>Other Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>State Funding</td>
<td>0</td>
<td>298,758</td>
<td>298,758</td>
<td>298,758</td>
<td>0</td>
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<td>Unrestricted appropriation</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>RHEC Funding</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td><strong>Total Revenue</strong></td>
<td>524,110</td>
<td>337,258</td>
<td>861,368</td>
<td>1,337,758</td>
<td>(476,390)</td>
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<table>
<thead>
<tr>
<th>Object Description</th>
<th>Actual PGCC Expenses 3/31/2011</th>
<th>PGCC Encumbrances</th>
<th>PGCC Expenses</th>
<th>PGCC Budget</th>
<th>PGCC Variance Over (Under) Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>5121 Salaries - credit PT faculty - SII</td>
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<td>0</td>
<td>33,680</td>
<td>20,329</td>
<td>13,351</td>
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<td>5122 Salaries - credit PT faculty - Fal</td>
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<td>0</td>
<td>127,788</td>
<td>70,862</td>
<td>56,926</td>
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<td>0</td>
<td>68,956</td>
<td>72,441</td>
<td>3,485</td>
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<td>5124 Salaries - credit PT faculty - SI</td>
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<td>0</td>
<td>0</td>
<td>27,605</td>
<td>(27,605)</td>
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<tr>
<td>5125 Salaries - credit PT faculty - Inter</td>
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<td>2,580</td>
<td>2,286</td>
<td>294</td>
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<td>0</td>
<td>33,452</td>
<td>0</td>
<td>33,452</td>
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<tr>
<td>6000 Contracted services</td>
<td>24,652</td>
<td>225</td>
<td>24,877</td>
<td>62,900</td>
<td>(38,023)</td>
</tr>
<tr>
<td>6020 Equipment rental</td>
<td>3,410</td>
<td>682</td>
<td>4,092</td>
<td>0</td>
<td>4,092</td>
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<td>6021 Capital lease</td>
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<td>0</td>
<td>0</td>
<td>2,000</td>
<td>(2,000)</td>
</tr>
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<td>6100 Instructional supplies</td>
<td>21,473</td>
<td>1,981</td>
<td>23,455</td>
<td>30,000</td>
<td>(6,545)</td>
</tr>
<tr>
<td>6110 Equipment</td>
<td>1,347</td>
<td>4,790</td>
<td>6,136</td>
<td>15,765</td>
<td>(9,629)</td>
</tr>
<tr>
<td>6120 AV equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>640</td>
<td>(640)</td>
</tr>
<tr>
<td>6130 Computers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>389</td>
<td>(389)</td>
</tr>
<tr>
<td>6160 Computer software</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4,500</td>
<td>(4,500)</td>
</tr>
<tr>
<td><strong>Direct Instructional Expenditures</strong></td>
<td>317,339</td>
<td>7,678</td>
<td>325,017</td>
<td>314,349</td>
<td>10,668</td>
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<td><strong>Other Expenditures</strong></td>
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<td></td>
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<tr>
<td>5311 PT administrator</td>
<td>143,796</td>
<td>33,755</td>
<td>177,551</td>
<td>199,997</td>
<td>(22,446)</td>
</tr>
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<td>71,798</td>
<td>14,823</td>
<td>86,621</td>
<td>76,366</td>
<td>10,255</td>
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<td>5,639</td>
<td>2,578</td>
<td>8,217</td>
<td>0</td>
<td>8,217</td>
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<tr>
<td>5213 PT classified staff on-call</td>
<td>42,692</td>
<td>5,000</td>
<td>47,692</td>
<td>55,501</td>
<td>(7,809)</td>
</tr>
<tr>
<td>5812 PT benefits (7.65%)</td>
<td>28,094</td>
<td>1,680</td>
<td>30,774</td>
<td>0</td>
<td>30,774</td>
</tr>
<tr>
<td>5800 FT benefits (36.66%)</td>
<td>52,715</td>
<td>12,375</td>
<td>65,090</td>
<td>0</td>
<td>65,090</td>
</tr>
<tr>
<td>6000 Contracted services</td>
<td>23,845</td>
<td>8,104</td>
<td>31,949</td>
<td>35,317</td>
<td>(3,368)</td>
</tr>
<tr>
<td>6025 Advertising</td>
<td>47,018</td>
<td>3,656</td>
<td>50,674</td>
<td>36,000</td>
<td>14,674</td>
</tr>
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<td>6028 Custodial contract</td>
<td>307,504</td>
<td>125,485</td>
<td>432,990</td>
<td>382,931</td>
<td>50,059</td>
</tr>
<tr>
<td>6140 Custodial supplies</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>6200 Telephone</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>6220 Postage</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>6310 Travel</td>
<td>12</td>
<td>50</td>
<td>62</td>
<td>600</td>
<td>(538)</td>
</tr>
<tr>
<td>6510 Electricity</td>
<td>65,199</td>
<td>14,588</td>
<td>79,787</td>
<td>86,000</td>
<td>(6,213)</td>
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<tr>
<td><strong>Total Indirect Expenditures</strong></td>
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<td>222,094</td>
<td>1,011,306</td>
<td>872,712</td>
<td>138,594</td>
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<td>229,772</td>
<td>1,336,323</td>
<td>1,187,061</td>
<td>149,262</td>
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</tbody>
</table>

**Operating Income (Loss)**: (582,441) 107,486 (474,955) 150,697 (625,652)
## Howard Community College
## Children's Learning Center
### FY11 3rd Quarter Results
#### 3/31/11

<table>
<thead>
<tr>
<th>Description of account</th>
<th>FY11 3rd Quarter</th>
<th>FY11 Budget</th>
<th>Variance</th>
<th>FY11 Annual Budget</th>
</tr>
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<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition - child care/other</td>
<td>711,918</td>
<td>717,717</td>
<td>(5,798)</td>
<td>903,622</td>
</tr>
<tr>
<td>Educational foundation</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Instructional support</td>
<td>112,500</td>
<td>112,500</td>
<td>-</td>
<td>150,000</td>
</tr>
<tr>
<td>Student services/Operating</td>
<td>109,070</td>
<td>109,070</td>
<td>-</td>
<td>145,427</td>
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<tr>
<td>Contingency for full capacity</td>
<td>0</td>
<td>148,791</td>
<td>(148,791)</td>
<td>198,388</td>
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<td>Fund balance/misc</td>
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<td>(23,838)</td>
<td>85,117</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>933,488</td>
<td>1,111,916</td>
<td>(178,427)</td>
<td>1,482,554</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
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<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>7,410</td>
<td>22,500</td>
<td>15,090</td>
<td>30,000</td>
</tr>
<tr>
<td>Overtime</td>
<td>2,495</td>
<td>1,500</td>
<td>(995)</td>
<td>2,000</td>
</tr>
<tr>
<td>Budgeted Wages</td>
<td>518,269</td>
<td>534,210</td>
<td>15,941</td>
<td>712,280</td>
</tr>
<tr>
<td>Benefits</td>
<td>260,167</td>
<td>247,037</td>
<td>(13,131)</td>
<td>329,382</td>
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<td>Tuition Reimb.</td>
<td>5,388</td>
<td>3,750</td>
<td>(1,638)</td>
<td>5,000</td>
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<tr>
<td>Contracted Services</td>
<td>412</td>
<td>900</td>
<td>488</td>
<td>1,200</td>
</tr>
<tr>
<td>Printing, Publications</td>
<td>0</td>
<td>375</td>
<td>375</td>
<td>500</td>
</tr>
<tr>
<td>Advertising/Recruitment</td>
<td>222</td>
<td>563</td>
<td>341</td>
<td>750</td>
</tr>
<tr>
<td>General Office Supplies</td>
<td>1,396</td>
<td>2,250</td>
<td>854</td>
<td>3,000</td>
</tr>
<tr>
<td>Instructional Supplies</td>
<td>2,907</td>
<td>1,500</td>
<td>(1,407)</td>
<td>2,000</td>
</tr>
<tr>
<td>First Aid and Diaper supplies</td>
<td>1,680</td>
<td>1,500</td>
<td>(180)</td>
<td>2,000</td>
</tr>
<tr>
<td>Snack Foods</td>
<td>2,278</td>
<td>2,250</td>
<td>(28)</td>
<td>3,000</td>
</tr>
<tr>
<td>Classroom supplies-food</td>
<td>223</td>
<td>563</td>
<td>339</td>
<td>750</td>
</tr>
<tr>
<td>Classroom supplies-non-food</td>
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<td>3,000</td>
<td>1,018</td>
<td>4,000</td>
</tr>
<tr>
<td>Kitchen supplies</td>
<td>649</td>
<td>1,125</td>
<td>476</td>
<td>1,500</td>
</tr>
<tr>
<td>Cleaning supplies</td>
<td>789</td>
<td>1,125</td>
<td>336</td>
<td>1,500</td>
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* Debt for the CLC was paid in full at the end of FY10.
B-3 Cultural Diversity Plan Report

**Background:** Effective July 1, 2008, State Education Article §11-406 required each public institution of higher education in Maryland to submit a plan regarding its program of cultural diversity to its governing body on or before May 1 of each year. If an institution already had a program in place, the institution of higher education needed to develop and implement a plan for improving the program. The governing body, by August 1 of each year, must then submit a progress report regarding the institution’s implementation of its plan to the Maryland Higher Education Commission (MHEC).

**Purpose:** To ensure that HCC is adhering to Maryland State Education Article §11-406 by disclosing the college’s diversity plan report to the board

**Timeline:** Annual submission to the board by May 1 of each year and progress report submitted to the Maryland Higher Education Commission by August 1 each year

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**Recommendation**

The administration requests that the board of trustees approve the college’s diversity plan.

**Compliance:** This item is in compliance with State Education Article §11-406, Plan for Program of Cultural Diversity.
Effective July 1, 2008, State Education Article §11-406 (Attachment #1) requires each Maryland Institution of Higher Education to submit a plan regarding its program of cultural diversity to its governing body on or before May 1 of each year. The governing body, by August 1 of each year, must submit a progress report regarding the institution’s implementation of its plan to the Maryland Higher Education Commission (MHEC).

Howard Community College (HCC) has had a diversity plan, formerly called the affirmative action plan, in place for over 20 years. The diversity plan sets forth guidelines for ensuring equal opportunity and improving cultural diversity in recruitment, employment, and academics at the college. It mandates that HCC’s diversity programs will encourage respect of all ages, genders, sexual orientations, races, religions, ethnic backgrounds, abilities, and disabilities as well as the values of equal rights, equal access, and equal treatment. To oversee diversity activity, the plan calls for the college to continuously maintain a diversity committee appointed by the president. The committee is required to review and update the diversity plan annually.

HCC is proud of its diversity plan and ongoing diversity programming on campus. Diversity continues to be addressed in a number of ways, including the following, among others:

- The offering of a multitude of diversity training and awareness events for employees and students throughout each year, including films, music, lectures, and discussions, including an annual “Diversity Week” each spring;
- The requirement that each budgeted full-time faculty and staff member participate in at least two diversity programs or training sessions per year;
- The monitoring of recruitment efforts and personnel actions to ensure equal opportunity and non-discrimination;
- The inclusion of required diversity/culture-related courses in the general education core that must be taken by all students;
- Academic options within the interdisciplinary studies major in the subjects of diversity studies and women’s studies;
- An active office of admissions and advising with close working relationships with schools, community organizations, and other institutions enhancing the college’s ability to attract diverse populations. The college works with groups such as Conexiones (a community-based organization that helps Hispanic students in Howard County towards academic achievement), high school clubs for Hispanic students, the Black Student Achievement Program, Alpha Achievers (a group for African-American males in Howard County Public Schools), and the Foreign-born Information and Referral Network (FIRN, a Howard County nonprofit that helps immigrants and refugees). The unit works with the college’s English Language Institute and credit-free ESL programs to enhance seamless student access to credit classes. The office of admissions and advising representatives visit locations throughout HCC’s service area reaching out to prospective students from diverse backgrounds, participating in fairs and community meetings for diverse populations, and conducting its own fairs and forms partnerships with a broad range of colleges and universities. The office also builds additional training into its staff development program, over and above the diversity staff development programming required and/or otherwise provided by the college.
- Innovative academic programs that support HCC students from underrepresented groups, often first-generation college students. The Silas Craft Collegians Program provides a
highly-supported learning community for students whose past performance does not reflect their true potential. The Step UP program matches students with a faculty/staff coach who provides one-on-one support for managing the challenges of college. Project Access is a program designed to significantly facilitate the transition of high school students with disabilities into postsecondary education, to increase the success rate and retention of freshman students with disabilities at HCC, and to improve career counseling and job placement services for students with disabilities. Among the goals of the STEM Learning Community is to increase representation in STEM studies and fields of traditionally underrepresented groups.

- International programs and opportunities at HCC vital to the educational mission, evidenced by a curriculum that is responsive to a diverse learning community, the rich texture of our campus life, and HCC’s commitment to the concept of global learning. The college’s 14 study abroad and two exchange programs place about a hundred HCC students all over the world every year. The international education office provides leadership and direction for the college’s international programs, including: advocacy and awareness of global education issues, internationalizing the curriculum, exchange programs with international colleges and institutions, study abroad programs, International Education Week, international grants for faculty, international visitors, and international articulation agreements.

- An integrated service learning program. The Center for Service Learning collaborates with the community to create meaningful service experiences that extend classroom and co-curricular learning while encouraging civic engagement, community awareness, and personal development. Students, faculty, and staff who participate in service learning experiences interact with diverse populations and are exposed to an array of social issues rooted in disparity.

- A new program in FY11 called the Global Distinction Program. This is a two-year pilot program implemented this past fall at HCC wherein students who meet certain requirements will receive a letter upon departure indicating they have graduated or transferred with Global Distinction. The requirements involve taking 15 credits of globally intensive coursework (including two foreign language classes), attending one international activity on campus each semester and writing a reflection on the activity, and studying abroad or undergoing an equivalent domestic experience that exposes them to foreign culture.

According to Education Article §11-406, an institution that already has a program of cultural diversity must develop and implement a plan for improving the program. A number of recommendations were made in last year’s report to the board of trustees that have since been followed up on, including:

- The co-chairs of the diversity committee spoke to all employee constituency groups (support staff, professional/technical staff, administrators, and faculty) at their constituency meetings in fall 2010 to (1) discuss the purpose, responsibilities, and accomplishments of the diversity committee, (2) clarify the guidelines for having an event proposed and reviewed for diversity credit; and (3) remind employees about the library of diversity-related books and audio-visual materials available for checkout to help them meet diversity training requirements.

- The college’s Equal Employment Opportunity (EEO) Officer spoke at constituency group meetings in spring 2011 to review and clarify the reasons and procedures for employees to file harassment or discrimination complaints at the college.

- The human resources office began tracking the demographics of applicants to measure the success of recruitment programs aimed at drawing more candidates from minority groups. It was found that in FY09, applicants were 40 percent caucasian, 46 percent
minority, and 14 percent undisclosed, and that in FY10, applicants were 37 percent white, 49 percent minority, and 14 percent undisclosed. The number of minority job applicants is already high and rose from FY09 to FY10, indicating that the college’s efforts to recruit minority applicants are succeeding.

- The diversity week planning committee made a concerted effort to hold events at a variety of times and places during the week to maximize the ability of employees to attend (for example, three events were held in the evening).

While HCC feels that its diversity plan and programs are already advanced, and improves each year, there are some additional improvements that can be explored.

**Recommendations for Improving HCC’s Diversity Plan/Program by May 1, 2012**

1) The committee needs to continue to explore additional ways to offer a wider variety of times/locations for its diversity events/trainings to meet the schedules of more employees. One possibility is to explore a partnership with the Howard County Public Library whereby HCC employees may receive diversity credit for attending diversity-related events/training offered by the library at a library branch or other location.

2) Explore methods to improve the process for storing, cataloging, and describing diversity materials so that employees can check them out and receive diversity credit. Also include an evaluation form with any item checked out from the diversity library that must be completed for credit to be received.

3) The college currently requires that any recruitment effort for full-time budgeted staff positions classified at grade 12 and above, and all full-time faculty positions, have a current or past member of the diversity committee on the search panel. The diversity committee member on the panel is trained in advance on employment law and appropriate/inappropriate conduct during searches. It is recommended that all members of a search panel, not just the diversity committee member, receive such training in the future.

4) Focus on providing diversity committee members with ongoing diversity training throughout the year that better prepares them to fulfill their role on the committee.

5) Expand the harassment/discrimination training required of employees on campus to include elements beyond sexual harassment, such as discrimination/harassment based on religion, race, sexual orientation, etc.

6) Explore offering Safe Zone training on campus to promote a better understanding of Lesbian, Gay, Bisexual, and Transgender (LGBT) issues and create allies for LGBT employees and students.

The intention is that the training initiatives described in numbers 3 and 5 and the plan/policy changes described in number 7 be implemented by August 2011, or soon thereafter. The other recommendations are either ongoing or will take more research and time to explore and possibly implement.

Education Article §11-406 also requires the institution to describe its process for reporting campus-based hate crimes, as defined under Title 10, Subtitle 3 of the Criminal Law Article and consistent with federal requirements under 20 U.S.C. 1092(f), known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. HCC currently posts all campus crime statistics, including hate crimes, on its public web page in its Campus Crime Report, which can be found at [http://www.howardcc.edu/students/security/](http://www.howardcc.edu/students/security/). The report shows the previous three years of data, during which time there were no reported hate crimes on campus.
And finally, the statute asks each institution for a summary of resources, including State grants, needed by the institution to effectively recruit and retain a culturally diverse student body. The following is a list of possible uses for grant money that would help the college in its diversity initiatives:

- **More funds for early college awareness and preparedness programs** – The college would like to build upon its outreach efforts to the younger grades, including upper elementary through the 9th grade. Funds, including grant funding, to expand this effort, particularly for youngsters who are first-generation college students, those from low income homes, foster children, Title I schools, and others who may be disadvantaged from an early age, to recognize that college is a possibility for them. There are many forms such programs could take, including funding for on-campus summer programs, bridge programs, early college awareness activities, financial literacy and how to pay for college forums for parents and students, cohort groups where youngsters advance on to college as a group starting from the 4th or 5th grades, tutoring and mentoring, parental and parent-child educational programs, camp scholarships, transportation, and more.

- **Programs and Scholarships that increase opportunities for underrepresented students in the science, technology, engineering, math (STEM) and critical language programs.**

- **Assistive Technology** – Funding for educational technology that enhances learning and supports the access and success of students with disabilities.

- **Transition to college/employment for students with disabilities** – As mentioned in the previous bullet, HCC provides support to a large number of students with disabilities, including a summer enrichment/transition program for high school students with disabilities and a career series program geared specifically for employment opportunities for the disabled. Additional funding will be needed for the expansion of these programs as space is currently limited and the demand is rising consistently each year.

- **Additional funding for individualized, academic support for low-income, first-generation college students** – The college currently has a successful grant used to provide academic and personal support to low-income, first-generation college students which has been flat-funded for the last 5 years. The college will need to secure additional funding to support increased staffing levels and/or long-term sustainability.

- **Additional funding to expand services to low income to moderate income single parents and displaced homemakers (including single teen parents)** – To provide counseling and case management support to better navigate community and college resources. Also to provide additional scholarships and grants to help fund child care, transportation costs, and assistance with books and other college expenses.

- **Childcare** – Additional funding will be needed to assist low income and unemployed parents with supplementing the costs of childcare.

A progress report toward implementation of the recommendations in this report will be prepared and submitted to MHEC by August 1, 2011.
B-4 Fiscal Year 2011 Budget Amendment

Background: The administration is requesting a revision to the FY11 expense categories in the operating and restricted funds and the use of the contingency.

Due to higher than anticipated enrollment growth, the college has excess funds in the operating budget. As part of the budget review process, various departments have identified critical needs that can be met with these funds. After reviewing the functional spending limits for unanticipated growth that are budgeted in the special funds, it has been determined that a budget reallocation is required. Additional funds of $250,000 are required in the academic support function to make purchases for classroom-related items such as overhead projectors and document readers and to furnish the new learning lab fit out. In addition, $300,000 is needed in the student services function for computer software purchases and replacement of some replacement equipment for the athletic and fitness areas. Another $150,000 is needed in the institutional support function for technology upgrades of voicemail and administrative software. In addition, due to a greater need in the waiver function for continuing education, $100,000 may be required to meet needs associated with state mandated waivers.

This $800,000 can be reallocated from both the instruction function ($300,000), and the contingency ($500,000). These funds are available from the instructional function because of the delay in the Mount Airy College Center for Health Care Education opening.

When preparing the FY11 restricted budget, a $1,000,000 federal grant for the Mt. Airy Center was budgeted in the instructional function. Since that time, the college has determined that the funds will be used for interior construction of the facility and not directly on instruction. In addition, due to higher than anticipated enrollment increases in both Pell and direct lending recipients, it is now anticipated that expenditures in these areas could be $3,000,000 higher than budgeted. Reserves were built into the restricted budget for Mt. Airy and Health Careers Pathways that will exceed actual need in the instructional budget. Therefore, reductions to the instruction function of $4,000,000 and increases of $1,000,000 in the plant function and $3,000,000 in the scholarship function can be made at this time.

Purpose: To obtain board approval for the FY11 budget amendment. This item will go forward to the County Executive and then to the County Council for approval.

Timeline: FY11
The administration requests that the board of trustees approve:

**Amount:**

**Unrestricted fund**
- ($300,000) - decrease instruction
- ($500,000) - decrease contingency
- $250,000 - increase academic support
- $300,000 - increase student services
- $150,000 - increase institutional support
- $100,000 - increase waivers

**Restricted fund**
- ($4,000,000) - decrease instruction
- $1,000,000 - increase plant
- $3,000,000 - increase scholarships

**Compliance:**
This request is in support of board policies, Governance process; Board’s role, Presidential Boundaries; Fiscal Condition and President Boundaries Budgeting/Forecasting
H O W A R D  C O M M U N I T Y  C O L L E G E  B U D G E T  
FISCAL YEAR 2011 REVISED  
REVENUES

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<th>Revised Unrestricted Fund</th>
<th>Revised Restricted Fund</th>
<th>Plant Fund (no change)</th>
<th>Student Activity Fund (no change)</th>
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EXPENDITURES

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<th>Original Restricted Fund</th>
<th>Revised Unrestricted Fund</th>
<th>Revised Restricted Fund</th>
<th>Plant Fund (no change)</th>
<th>Student Activity Fund (no change)</th>
<th>Original Total</th>
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B-5 Fiscal Year 2012 Capital Budget Reallocation

**Background:** The County Executive released his FY12 proposed capital budget on March 28, 2011. Below is a summary of the college’s original capital request, the capital funds authorized by the state, and funds proposed by the county executive.

<table>
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<th>Projects Requested</th>
<th>Capital Funds Requested</th>
<th>Capital Funds Proposed by the County Executive and Governor</th>
<th>Funding Request Difference</th>
<th>Final Requested Capital Funding (approval needed from the County Council)</th>
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<td>$ 750,000 (college)</td>
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<td>$ 750,000 (college)</td>
</tr>
<tr>
<td>M-0532 Health Sciences Building</td>
<td>$ 15,058,000 (county)</td>
<td>$ 9,466,000 (state)</td>
<td>0</td>
<td>$ 15,058,000 (county)</td>
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<tr>
<td></td>
<td>$ 9,466,000 (state)</td>
<td>$ 9,466,000 (state)</td>
<td>0</td>
<td>$ 9,466,000 (state)</td>
</tr>
<tr>
<td>M-0540 Safety, Compliance, Facilities</td>
<td>$ 3,450,000 (county)</td>
<td>$ 1,950,000 (county)</td>
<td>(1,500,000) (note 1)</td>
<td>$ 1,950,000 (county)</td>
</tr>
<tr>
<td>M-0543 Science, Engineering, Technology</td>
<td>$ 2,960,000 (county)</td>
<td>$ 1,480,000 (county)</td>
<td>(1,480,000) 8,000 (note 2)</td>
<td>$ 1,480,000 (county)</td>
</tr>
<tr>
<td></td>
<td>$ 2,960,000 (state)</td>
<td>$ 2,968,000 (state)</td>
<td>0</td>
<td>$ 2,968,000 (state)</td>
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<tr>
<td>Total Funds</td>
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<td>$18,488,000 (county)</td>
<td>(2,980,000) 8,000 (note 2)</td>
<td>$ 18,488,000 (county)</td>
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<tr>
<td></td>
<td>$ 12,426,000 (state)</td>
<td>$12,434,000 (state)</td>
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<td>$ 12,434,000 (state)</td>
</tr>
<tr>
<td></td>
<td>$ 750,000 (college)</td>
<td>$ 750,000 (college)</td>
<td>0</td>
<td>$ 750,000 (college)</td>
</tr>
<tr>
<td></td>
<td>$ 34,644,000 (total)</td>
<td>$31,672,000 (total)</td>
<td></td>
<td>$ 31,672,000 (total)</td>
</tr>
</tbody>
</table>

The changes that occurred are as follows:

1. The county reduced the request for the safety, compliance, and facility renewals. The capital improvements proposed for FY12 under this project will be prioritized and funds allocated accordingly.

2. For the science, engineering, and technology building, the county has requested split funding of the design phase over two years as $1,480,000 in FY12 and $1,480,000 in FY13. The construction phase for the building was already planned to be split-funded over two years by both the county and state and is now proposed for FY14 and FY15. In addition, the state included a small cost escalation factor that increased the state share for the design phase by $8,000.
The final FY12 capital budget as proposed by the County Executive is subject to County Council approval. If the County Council has any changes, these will be brought back to the board for consideration.

**Purpose:** To obtain board approval for the revised FY12 capital budget request

**Timeline:** July 1, 2011 – June 30, 2012

-----

**Recommendation**

The administration requests that the board of trustees approve the revised FY12 capital budget.

**Compliance:** This request is in support of the board of trustees’ policies and Governance Process: Board’s Role and Presidential Boundaries: Budgeting/Forecasting.
B-6 Fiscal Year 2012 Operating Budget

**Background:** The County Executive is scheduled to release his operating budget on April 26, 2011. A three-percent increase of $755,865 had been requested from the county for the FY12 operating budget. Once the college learns what the County Executive is recommending in his budget, the revised budget will be presented to the board of trustees for approval. Since the budget release is not until the day before the board meeting, the college may not have final budget numbers until the April 27, 2011, board meeting. After the college receives the revised budget numbers from the County Executive, the budget will need to go to the County Council. The County Council may decrease but not increase HCC’s budget or the Council may approve it as presented by the County Executive.

In addition to any changes the County Executive may make, the college will also need to make some changes in its spending authority for items such as additional grants the college has submitted proposals for and also for federal student financial dollars, which are currently running higher than anticipated in the FY11 budget.

**Purpose:** To obtain approval of the FY12 operating budget

**Timeline:** FY12 (July 1, 2011– June 30, 2012)

---

**Recommendation**

The administration will request that the board of trustees approve the budget changes when presented.

**Compliance:** This request is in support of board policies, Governance process; Board’s role; Presidential Boundaries; Fiscal Condition and Presidential Boundaries Budgeting/Forecasting.
B-6 Fiscal Year 2012 Operating Budget

**Background:** The college has received information from the state and the county on the operating budget.

A three percent increase of $755,865 had been requested from the county and the college is very fortunate that the county agreed to fund this increase.

In addition, the state did include a $5 million supplement for the community colleges that HCC would receive if it kept its tuition increase to 3 percent or less. This would mean a tuition increase of no more than $3.00 per credit hour or a total of $119.00 per credit hour for in-county students. The final details of this supplemental funding have not been worked out, but the administration has received preliminary figures from the state and is using these numbers for the adjustment. The amount HCC would receive based on preliminary figures is $291,216. If the college reduces the tuition figure from a $4 per credit hour increase to a $3 per credit hour increase, this would reduce the tuition line by $161,170. Based on this additional funding from the state, the administration has restored the $100,000 in travel money that was cut out of the budget. In addition, the legislature passed a surcharge that the college will now have to pay per employee to participate in the pension fund. Based on this change, $44,362 was added to the expense categories.

Subsequent to the budget submission, a few other changes were needed to the final budget as follows:

**Continuing Education** – state mandated tuition waivers in this fund have been running higher than anticipated. Hence, the administration has increased waivers by $100,000.

**Special Funds** – Based on the college’s enrollment growth this year, the administration is anticipating the possibility of additional funds at year end. In accordance with the county letter agreement, HCC is only allowed to retain 3 percent of its budget and any supplemental funds must be budgeted. Hence, the administration has increased the special funds reserve by $3,500,000 to allow for these additional funds the college may have at year end.

**Restricted funds** – The administration has increased the restricted funds by $8,000,000 to allow for a three-year federal grant that was recently submitted.

**Plant Fund** – Several of the major projects that were budgeted in plant have completed the design phase, but probably will not start construction until this summer. Hence, the administration increased the plant fund to allow the college to carry this money over into FY2012.

Finally, the county gave the college revised debt service numbers and these changes have been reflected on the debt service line and the fee line, which pays the college’s
share of the debt service for the garage and the Horowitz Visual and Performing Arts Center.

The attached sheets show the changes made to the budget and the revised budget resolution.

**Purpose:** To obtain approval of the FY2012 operating budget

**Timeline:** FY12 (July 1, 2011– June 30, 2012)

**Specifications:** See the attached sheets

---

**Recommendation**

The administration requests that the board of trustees approve the budget changes noted above.

**Amount:** The revised budget total including the unrestricted, the restricted, the county debt, contingency, plant and agency funds is $159,266,556. The tuition rates with this budget are as follows:

- In-county tuition would be $119 per credit hour
- Out-of-county tuition would be $202 per credit hour
- Out-of-state tuition would be $247 per credit hour

**Source of funds:** FY12 Total College Budget

**Compliance:** This request is in support of board policies, Governance process; Board’s role; Presidential Boundaries; Fiscal Condition and Presidential Boundaries Budgeting/Forecasting.
## FY2012 Budget Changes

### REVENUE

<table>
<thead>
<tr>
<th>Fund 10</th>
<th>Fund 11</th>
<th>Fund 13</th>
<th>Restricted</th>
<th>Plant fund</th>
<th>Total</th>
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<td>$ (61,170)</td>
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<td>State Revenue</td>
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<td></td>
<td>291,216</td>
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<tr>
<td>Federal Revenue</td>
<td></td>
<td>8,000,000</td>
<td>8,000,000</td>
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<td></td>
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<tr>
<td>Unrestricted Appro</td>
<td>(190)</td>
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<td>1,000,000</td>
<td>4,499,810</td>
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<tr>
<td>Debt Service</td>
<td></td>
<td>6,444,842</td>
<td>6,444,842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>129,856</td>
<td>100,000</td>
<td>3,500,000</td>
<td>8,000,000</td>
<td>7,444,842</td>
</tr>
</tbody>
</table>

### EXPENSES

| Instruction | 58,379 | 800,000 | 8,000,000 | $ 8,858,379 |
| Public Service | 1,139 |       |            | 1,139       |
| Academic Support | 21,483 | 700,000 |            | 721,483     |
| Student Services | 15,605 | 400,000 |            | 415,605     |
| Plant | 34,908 | 700,000 | 1,000,000 | 1,734,908 |
| Institution Support | 9,624 | 800,000 |            | 809,624 |
| Scholarships | (11,282) | 100,000 | 100,000 | 188,718 |
| Debt Service |       | 6,444,842 | 6,444,842 |            |
| Total | 129,856 | 100,000 | 3,500,000 | 8,000,000 | 7,444,842 | $ 19,174,698 |

Travel $100,000 restored
Pension expenses new $44,362
Reduction of tuition related expenses for $1 - ($14,506 = $11,282 in scholarships + $3,224 in bad debts and credit card fees)
### HOWARD COMMUNITY COLLEGE BUDGET
### FISCAL YEAR 2012

#### REVENUES

<table>
<thead>
<tr>
<th>Functional Category</th>
<th>Unrestricted Fund</th>
<th>Restricted Fund</th>
<th>Plant Fund</th>
<th>Student Activity Fund</th>
<th>Total</th>
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<td>$820,220</td>
<td>$343,340</td>
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<td>State of Maryland</td>
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<td>Federal</td>
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<td>$43,047,255</td>
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<td>Other /Unrestricted</td>
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<td>$500,000</td>
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<td></td>
<td>$7,009,001</td>
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<tr>
<td>Contingency</td>
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<td></td>
<td></td>
<td>$1,000,000</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>$51,600,353</strong></td>
<td>$2,820,220</td>
<td>$843,340</td>
<td><strong>152,821,714</strong></td>
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<td>Debt service</td>
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</tr>
<tr>
<td>County Share</td>
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<td>$6,444,842</td>
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<tr>
<td>OPEB</td>
<td>-$</td>
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<td></td>
<td>-</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$97,557,801</strong></td>
<td><strong>$51,600,353</strong></td>
<td>$2,820,220</td>
<td>$843,340</td>
<td><strong>159,266,556</strong></td>
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#### EXPENDITURES

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<tr>
<th>Functional Category</th>
<th>Unrestricted Fund</th>
<th>Restricted Fund</th>
<th>Plant Fund</th>
<th>Student Activity Fund</th>
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<td>Operations and Maintenance of Plant</td>
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<td>Scholarships</td>
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<tr>
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<td>$1,000,000</td>
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<td></td>
<td>$1,000,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$97,557,801</strong></td>
<td><strong>$51,600,353</strong></td>
<td>$2,820,220</td>
<td>$843,340</td>
<td><strong>152,821,714</strong></td>
</tr>
<tr>
<td>Debt Service</td>
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<td></td>
<td>-</td>
</tr>
<tr>
<td>Principal</td>
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<td>$3,321,657</td>
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<td><strong>Subtotal</strong></td>
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<td>$6,444,842</td>
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<tr>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$97,557,801</strong></td>
<td><strong>$51,600,353</strong></td>
<td>$9,265,062</td>
<td>$843,340</td>
<td><strong>159,266,556</strong></td>
</tr>
</tbody>
</table>
C – President’s Report

Middle States Accreditation Visit
Thank you to everyone who participated in the college’s recent accreditation visit. We had tremendous turnout for the meetings with team members and I received positive feedback from the team on how helpful everyone at the college was and how quickly we responded to requests for documents or information. During the exit report to the college community, Dr. Karen Stout, chair of the team, announced that the college had met all 14 standards and commended the faculty and staff on the unique and special nature of HCC. Congratulations to all the members of the HCC community for this incredible achievement! The team will make a recommendation to the Middle States Commission and we should hear the final results of the visit sometime in June. We will share them as soon as possible.

Once again, I want to thank all the members of the HCC community who spent the last 18 months developing the self-study and preparing for this reaccreditation visit. Our chairs, Dr. Bernie Sandruck and Dr. Michael Heffren did an excellent job leading this effort. I also want to acknowledge other members of the core team, Tom Glaser, Zoe Irvin, and Linda Emmerich, who helped with so much of the progress. Thank you also to the members of the steering team, Margaret Armitage, Randy Bengfort, Llatetra Brown, JoAnn Hawkins, Susan Hellenbrand, Janice Marks, Paula Mikowicz, Dr. Helen Mitchell, Jennifer Penniman, Dr. Sharon Pierce, Rick Pollard, Roger Stott, Dr. Jean Svacina, and Patricia Turner for the role they each played leading the teams as well as team members, Betty Anderson, Bradford Beachum, David Beaudoin, Dr. James Bell, Michelle Bilello, David Buck, Angel Burba, Dr. Georgene Butler, Christele Cain, Lynn Coleman, Dr. Barbara Cooper, Janet Cullison, Michael Driscoll, Dr. Nassim Ebrahimi, Jeffrey Fairbanks, Kathleen Fanske, Tara Fisher, Jean Frank, Susan Frankel, Melodie Gale, Schnell Garrett, Amber Golden, Barbara Greenfeld, Rita Guida, Farida Guzdar, Anna Hamilton, Arnette Haywood, Michael Heinmuller, Gail Hollander, Stephen Horvath, Heather-Dawn Joseph, Patricia Keeton, Virginia Kirk, Dr. Judith Kizzie, Dr. Frederic Lang, Dr. Cheoleon Lee, Sung Lee, Stephanie Lemghari, Barbara Livieratos, Mary Livingston, Theresa Madden, Robert Marietta, Melissa Mattey, Kimberly McNair, Hsien-Ann Meng, Dr. Susan Morgan, Dr. Shirin Nazma, Emily Owen, Carol Parreco, Dr. Cynthia Peterka, Dorothy Plantz, Russell Poch, David Rader, Linda Rampolla, Vidyanidhi Rege, Ann Repka, Ronald Roberson, Dr. Maureen Schuler, Jane Sharp, Maria Jose Viera, Dr. Philip Vilardo, Martha Westhaver, Dr. Lisa Wilde, Paula Wolkowitz, Linda Wu, and Erin Yun who participating in the development of the self-study document. They did a superb job.
A special thank you goes to Farida Guzdar for her work coordinating the visit and to Jodi Allaire, Llatetra Brown, Donna Brunne, Charles Deng, Mike Driscoll, Nanette Douglas, Nassim Ebrahimi, Jean Frank, Yonas Ghebrezgiabher, Tiffany Goins, Susan Hellenbrand, Jackie Jenkins, Cheoleon Lee, Valerie Lee, Shirin Nazma, Melissa Paper-Garthoff, Betsy See, Arla Webb, Brittany Wesselhoff, security services (Ken McGlynn), IT services (Mike Heinmuller, Sung Lee, Brad Beachum, Chris Taddeo, Pete Phelps, Scott Thomas) and plant operations for ensuring that the meetings went smoothly.

**Adult Basic Education and English as a Second Language**

At a recent Department of Labor, Licensing, and Regulation (DLLR) administrators meeting, Howard Community College’s Adult Basic Education and English as a Second Language grant program was given a performance award for the highest percentage of students that remained in class and were post tested on state-approved tests. Out of the 28 programs in the state, HCC was able to assess 82% of these students that voluntarily attend to improve their skills. Congratulations to all the instructors and especially to Mary Barton and Meredith Lowman who are the programs instructional assessment specialists and are responsible for getting these great results.

**Street Law**


Street Law, Inc. is a national organization with a curriculum that focuses on students, their families, and the community by promoting a broad understanding of the law with an emphasis on civic engagement in local affairs and public policy. HCC coordinators in sociology, mediation, and political science have also expressed interest in offering the course for HCC students in their respective disciplines.

At Dr. Jerry Casway’s urging, Patrick developed a Street Law course description for HCC that is now being used by StreetLaw.Org as a nationwide model for other community colleges considering a Street Law course on their campus.

HCC will become the first college in the nation to offer the Street Law course.

**Certificate of Recognition**

Dr. Lisa Wilde received a certificate of recognition from the Region 2 Kennedy Center American College Theatre Festival celebrating “excellence in ensemble work” for the fall production of 1001, directed by Kasi Campbell, co-produced by the theatre program and Arts Collective, and featuring HCC students. Dr. Wilde is particularly proud of our students as this is the first year HCC participated in the Kennedy Center American College Theatre Festival, which entails having a
professional responder from the organization see the show and give feedback to the students. Three of the students, with their acting partners, went on to participate in the festival held at Towson University this January. The certificate of merit for the entire ensemble was specifically requested by the responder assigned to HCC to acknowledge the achievement. Nice job!

**Rider School Instructor of the Year**

**Les Schultz**, a senior instructor for continuing education’s “The Rider School,” has been named “Instructor of the Year” by a committee of his peers and the Maryland Motor Vehicle Administration (MVA). The MVA announced the award at its annual conference of motorcycle instructors in February at the Maryland State Police Training Center. Les was selected from some 250 licensed instructors across Maryland. Congratulations!

**American College Counseling Association Visions Newsletter**

Congratulations to **Dr. Alissa Putman** for having an article published in the American College Counseling Association (ACCA) Visions newsletter. The article discusses mental health services on community college campuses and highlights the counseling program that Dr. Putman was instrumental in developing at Howard Community College. Dr. Putman also presented this information at the ACCA conference last October. From this work, she has been chosen to work on an ACCA subcommittee to administer a national survey to community colleges, investigating the state of mental health services.

**Columbia's First Joint Village Planning Meeting**

Congratulations to the Mediation & Conflict Resolution Center (MCRC) for hosting Columbia’s first “Joint Village Planning Meeting,” on Saturday, March 19, 2011, in partnership with the Columbia Association. Among the 60+ attendees were Howard County Delegate Elizabeth Bobo, Councilmembers Mary Kay Sigaty and Jennifer Terrasa, and Director of Planning and Zoning Marsha McLaughlin. Recognizing decreasing economic viability of their village centers and anticipating developer action, many of Columbia’s Villages have begun visioning what they want from a future village center.

The MCRC offered facilitation services to the village centers, and Wilde Lake was the first to accept. MCRC volunteer and HCC adjunct **Timothy Johnson** supported the Wilde Lake Board as it grappled with how to respond to the developer’s proposal. Wilde Lake chose to solicit resident feedback at three “Listening Opportunities” – public meetings for resident input. Tim worked with them to design and lead these meetings, with support from many other MCRC mediators. More than half of Columbia’s villages are now using MCRC assistance. Thank you to **Dennis Gilbert** and **Kathy Rockefeller** who also helped with this event.

**Work Immersion Study Program**

Since 2008, three students enrolled in German courses at Howard Community College have been awarded the Work Immersion Study Program (WISP) summer
fellowship in Germany. **Jenny Fettweiss** is the most recent recipient and will join other interns in Germany this summer in Baden-Württemberg. Jenny is a student in the college’s culinary program.

The WISP fellowship is sponsored by CDS International, a non-profit exchange organization based in New York that provides international career training opportunities, in partnership with the Baden-Württemberg Stiftung and the American Association of Teachers of German. The WISP fellowship gives participants not only the opportunity to experience German culture firsthand, but also to improve their language skills and gain practical work experience. The fellowship is offered exclusively to community college students. Previous recipients of the fellowship from Howard Community College were **Stephanie Schneider**, who participated in the program in 2010, and **Michael Rothleutner**, who was a 2008 recipient. Thank you to **Kathy Christon**, German instructor, for helping Jenny with her application so she could “get there from here!”

**National Community College Aerospace Scholars Program**

**Kevin Reich** and **Barret Wessel**, both National Science Foundation science, technology, engineering, and math (STEM) program scholarship students, have been selected and will attend the onsite portion of the National Community College Aerospace Scholars (NCAS) program at the Jet Propulsion Laboratory (JPL) in Pasadena, California. The program is a three-day event the last week of April. STEM student **Christiane Ebongue**, also scored high enough to qualify for the program. Over 280 students nationwide applied and only 80 were selected. Out of 80 participants across the country, 3 HCC students qualified!

In his email to **Professor Russ Poch**, Kevin wrote, “Thanks again for your assistance in getting into the program. This is really a great opportunity and I would recommend it to any of HCC’s engineering students.” Congratulations to Kevin, and thank you to Russ for your support of Kevin’s application for the program. Thank you also to **Dr. Loretta Tokoly**, **Dr. Fred Lang**, and **Roger Hartman** for their support of these students. You really can “get there from here” – maybe even to Mars!

**Emergency Medical Patient Care and Treatment**

HCC and the Emergency Medical Services (EMS) program hosted 15 people for the worldwide launch of a new training program for EMS providers called EMPACT. EMPACT stands for Emergency Medical Patient Care and Treatment and it focuses EMS providers on critical thinking strategies. The course is owned by the San Francisco Paramedic Association, which brought it to Maryland for the annual JEMS Conference, an EMS event that draws thousands of EMS professionals to Baltimore City each year. Participants came from across the United States and Mexico City. HCC will soon be offering the course for EMS providers. Congratulations to HCC’s **Angel Burba**, **Patty Neal**, and **Charles O’Donnell** for becoming the newest instructors in this exciting and dynamic course.
Annual Spring Job/Career Fair
On Friday, March 18, the office of counseling and career services hosted its annual spring job/career fair. Employer participation was higher than the fall job fair, which seems to reflect a recovering economy. The HCC fair was well attended with 44 registered employers and 600 job seekers. HCC is proud and honored to have had the support of local companies that represented education, health care, law enforcement, and business industries. Organizations that supported the event included JHU Applied Physics Lab, IMPAQ International, and the U.S. Secret Service. Counselors were also on hand to review resumes for participants. Overall evaluation survey feedback indicated a high satisfaction with the quality of the event, and employers expressed their appreciation in seeing so many skilled and qualified applicants.

A huge thank you goes out to the security officers who kept the crowds moving both in the Burrill Galleria and in the parking lots. Additional thanks go to Tonya Osmond for coordinating the event as well as the supporting efforts of Mary Fuller, Suzie Friedman, Claudia Johnson, Ann Kukulies, Betsy Lew, Janice Marks, Paul Martin, Alissa Putman, and Irma Rosado. Kudos as well for the significant contributions of plant operations, environmental services, the business office, public relations, and the print shop. Thank you to our student and community volunteers who kept this event running smoothly.

Workshop on Employment Opportunities for People with Disabilities
On February 23, counseling and career services and disability support services hosted the IRS Recruitment Office in presenting a workshop on employment opportunities for people with disabilities. Representatives from the IRS presented information about Schedule A and veteran hiring, and they provided a demonstration on assisted technology used by the federal government. The workshop was well attended by close to 50 people, and eighty percent of those in attendance represented HCC students, parents, alumni, and staff from other departments. The IRS representatives and workshop participants both indicated high satisfaction with the event through evaluation survey feedback. Kudos go to Ann Kukulies who coordinated the event as well as staff from counseling and career services and disability support services, AV services, plant operations, and security.

Veterans Affairs Affinity Group
Recently, HCC staff members were instrumental in forming a statewide veterans affairs affinity group. This new affinity group will consist of veterans certifying officials and staff who work with student veterans to create a supportive environment for this important student population. The group, to be chaired by Olayta Rigsby, HCC’s coordinator of records, registration, and veterans affairs, is scheduled to convene its first meeting on April 8, 2011, at Harford Community College. Special kudos to Olayta whose efforts contributed greatly to the group’s early foundation. Thanks also to Michael Driscoll, Camilo Garcia, Barbara Greenfeld, Kim McNair, Cindy Peterka, and members of HCC’s veterans
committee, who have contributed greatly to HCC’s services and opportunities for veterans and other military populations.

Development Update

<table>
<thead>
<tr>
<th>March Foundation Revenue Gifts and Pledges Only</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>March monthly total[^{1}]</td>
<td>$73,309</td>
<td>$87,765</td>
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<tr>
<td>March endowment revenue</td>
<td>$624</td>
<td>$3,281</td>
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<tr>
<td>March scholarship revenue</td>
<td>$14,898</td>
<td>$24,808</td>
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<tr>
<td>March grant revenue</td>
<td>$10,159</td>
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</table>

\[^{1}\] 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

Health Sciences Building
On April 1, the site was secured with perimeter fencing in preparation for the start of construction. The site development permit was received and the building permit is now pending. Numerous notifications have gone out to the campus community alerting them of the new building and preparing them for progress. The college has expended additional resources to make this transition as smooth as possible including blue tape outlining the construction site, parking alert flyers on vehicles, parking alert e-mails and mobile alerts, the addition of a second shuttle, and information in the president’s updates. In addition, the college has created a dedicated webpage that contains the description of the project as well as a map of the construction area, which is located at www.howardcc.edu/hsb.

With a 22-24 month construction schedule, the building is now expected to open for student use in the spring of 2013. College staff and faculty continue to work closely with the architectural team and the construction management firm during the preconstruction and construction phases to move the project forward.

Parking Garage No. 2
The project is approximately 75 percent complete. It continues to be slightly ahead of its twelve-month construction schedule so that the college is now planning for the opening in June 2011.

Along with the garage, the college secured the construction of the road realignment into campus. Ayers Saint Gross completed the conceptual design for the road
improvements and is moving towards the schematic design. The college continues to work closely with the firms as the project progresses.

**Additional Shuttle Services – Second Shuttle Serving Athletics and Hickory Ridge**
To alleviate some of the parking issues on campus while the second parking garage was being constructed, the college has continued shuttle services from the Wilde Lake Village Center to the circle at RCF Hall. With the ground breaking for the new health sciences building, the college lost 252 parking spaces located on the east side of lots B, C, and E. However, the college secured 200 parking spaces at the Howard Hughes Building, formerly the General Growth Properties building. This second shuttle runs from the Columbia Lakefront to the Athletic and Fitness Center providing services to the south end of campus. Services for this shuttle are provided Monday through Friday from 7:00 a.m. to 7:00 p.m. beginning March 21 through May 20, 2011. A dedicated webpage has also been created to serve our campus community and is located at [www.howardcc.edu/shuttle](http://www.howardcc.edu/shuttle). Parking information, shuttle schedules and maps are provided.

**The Rouse Company Foundation Student Services Hall**
The successful bidder for construction services and the redesign of the Test Center for improved functional use and increased space efficiency was J. Vinton Schafer. The building permit was completed and submitted to the county for approval. Once the permit is received, construction is expected to commence in May 2011. Following the redesign of the test center, the college will analyze the admissions and advising areas with consideration of a space study to address their needs.

**Culinary Instructional Baking Kitchen**
The architects recently completed the design phase of this project and the building permit was submitted to the county for approval. Once the permit is received, the college anticipates construction to begin in May 2011. Renovations to the building will address the facility needs of the program and provide an instructional baking kitchen for the college’s culinary and hospitality management curriculum. The college continues to work closely with the firm as the project progresses.

**Mt. Airy College Center for Health Care Education**
This project is a joint venture with Carroll, Frederick, and Howard Community Colleges to help address health care workforce shortages and provide an educational center in Mt. Airy. The design for this facility is progressing and the architects are moving into the construction development (CD) phase. The college contracted with Analytical Services, Inc. (ASI) to complete a Phase I Environmental Site Assessment (ESA) and a full Environmental Assessment (EA), in accordance with grant requirements. The Phase I ESA is currently being reviewed and the recommended edits will be implemented and the document finalized in April 2011. The draft EA was completed by ASI and submitted to the college on March 18, 2011. The college uploaded this document to the grant site and the EA will be reviewed by the federal government over the next month and half. Once the review is complete, the document will be available for public comment for fourteen days. The draft
document then becomes final at the end of the time period if no substantial comments or findings were received.

The original plan was for the landlord to break ground in November, with the colleges opening the center in January 2012. The college now anticipates that the landlord will break ground this spring, which would mean an expected opening of the center in May 2012. All the colleges are working closely with the architects on this project, with Howard acting as the lead.

Campus-wide Safety, Compliance, and Facility Renewal Projects

The college prioritizes and schedules its immediate major renovation needs as documented in the facilities condition assessment and identified in the capital budget. The current renovation projects in progress and recently completed are listed below. The college continues to evaluate and prioritize the list of projects for fiscal year 2011.

In progress:
• Bids for lot F paving;
• ADA improvements;
• On-going deferred maintenance items; and
• On-going interior and exterior signage design and installation.

Recently completed:
• Modifications to lot A bio-retention pond;
• Relocation of Howard County Transit bus stop shelter to the RCF circle;
• Installation of audio system for blue emergency phones; and
• Concrete repairs campus-wide.
D – Board Member Comments
E – Approval of Minutes

1. March 24, 2010, Work Session
2. March 24, 2010, Regular Session
3. March 24, 2010, Closed Session
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 23, 2011, 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 6:10 p.m. Other board members present included vice chair Roberta E. Dillow and trustees Edmund S. Coale, III, Kevin J. Doyle, and Patrick L. Huddie. Trustee Mary S. Esmond was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Danuta Hinc, interim instructor, English; and Elisa Roberson, interim assistant professor, English.

II. Informational Tour: Learning Outcomes Assessment

The Middle States Commission on Higher Education (MSCHE) requires HCC to comply with its Characteristics of Excellence (CoE) in order to receive accreditation. The Learning Outcomes Assessment (LOA) process was developed and deployed to be in compliance with one of the fourteen standards (Educational Effectiveness: Standard 14 Assessment of Student Learning) contained within the CoE.

Zoe Irvin, executive director, planning, research, and organizational development gave an overview of the LOA process and introduced research associates, Dr. Heping (Charles) Deng, Dr. Nassim Ebrahimi, and research analyst, Susan Hellenbrand who work with faculty on their LOA projects.

Dr. Kristina Suter, professor of music and coordinator of the HCC Music Institute piano program presented her LOA project on music theory outcomes assessment. David Hinton, associate professor of computer-aided design, presented his LOA project on integrating BIM (building information modeling) tools into the CADD (computer-aided drafting and design) curriculum.

The work session adjourned at 7:02 p.m.

The above constitutes the official minutes of the March 23, 2011, work session of the Howard Community College Board of Trustees as approved on April 27, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, March 23, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin brought the regular session to order at 7:13 p.m. Other board members present included vice chair Roberta E. Dillow, and trustees Edmund S. Coale, III, Kevin J. Doyle, and Patrick L. Huddie. Trustee Mary S. Esmond was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of March 23, 2011, Agenda

A recommendation to approve the March 23, 2011, agenda, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items


Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board core end.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements.

C. President’s Report

President Hetherington reported on highlights from the past month including the 80th anniversary of the Star Spangled Banner event with scholarships from RSIGNia and L2 and hosted by trustee Mary Esmond and her husband, Dan Esmond; Chair Rensin’s induction into the Howard County Women’s Hall of Fame; the NASPA (Student Affairs Administrators in Higher Education) conference and book signing for her chapter “On the Road to the Presidency: A Community College Student Affairs Officer’s Perspective;” the County Executive’s budget hearing where Board Chair Rensin, student Jennie Wang, and President Hetherington testified. Additionally, HCC was featured in Money magazine and subsequently on CNN and WMAR, and the inaugural issue of Pathways, the new HCC magazine was released in March. She also mentioned that she is a co-presenter with Dr. Rich Roca, former director of the Johns Hopkins Applied Physics Laboratory on succession planning on March 24 for Leadership Howard County.

D. Board Member Comments

Trustee Huddie mentioned that the new parking garage is looking great. He mentioned the chart in Money magazine that shows community college transfer students have a better chance of getting into a four-year institution than those who apply directly from high school.

Trustee Doyle mentioned that he enjoyed reading the Middle States report and was impressed by the great work done at HCC. He also mentioned an article in the Baltimore Sun about the role of sports in community colleges.

Trustee Coale agreed with Trustee Huddie’s comment on transfer students based on his
own experience starting at a community college. He added that he was impressed by the learning outcomes assessment presentations – the quality, the dedication, and the commitment of the faculty to figure out how to help students succeed.

Vice Chair Dillow agreed with earlier comments and congratulated all those involved in the Hunan Manor event, which was a great success.

Chair Rensin thanked everyone for their work on the Middle States report. She agreed with earlier comments on transfer students. She also commented on the Commission on the Future update report and commended all who were involved in its development.

E. Report of the Audit and Finance Committee

The March 9, 2011, meeting notes were reviewed.

F. Approval of Minutes

A recommendation to approve the February 23, 2011, work, regular, and closed session minutes, was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Audit contract renewal with SB Company for an additional one-year period;
3. Test center renovations award of contract for general contractor services to J. Vinton Schafer;
4. Learning management system contract awarded to Instructure;
5. Environmental services products spending increase request utilizing the University of Maryland, College Park contract;
6. Microsoft software/technical support purchases using the Maryland Educational Enterprise Consortium agreement; and
7. Consulting services designating Clair Zamoiski Segal, LLC, as a sole source vendor.

Trustee Coale had a question on item 4, which was answered by the administration.

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

H. Information Items

1. Electric Bus Charging Station

Lynn Coleman explained that the county has asked HCC to host a charging station on campus for an electric bus for the green line that runs through the campus. Howard Transit received a grant for an electric circulator bus that would have a route for downtown Columbia and the surrounding areas. Unfortunately, the Federal government later rescinded the grant for new routes; however, it now appears that Howard Transit can receive the grant funds through the Maryland Transit Authority, which has federal grant funds for current routes. Plant operations located a possible site near the back of The Rouse Company Foundation Student Services Hall (RCF) that individuals could access from either the college or the Medical Pavilion on Howard County General Hospital’s campus. Based on this information, the administration is exploring the finalization of this site with the county. This site would be an opportunity for the college to have a major green initiative on its campus, as well as help the county obtain the
grant funds.

The board was excited about this possibility but asked the administration to confirm that the chargers would be metered separately so the college would not be responsible for the electricity cost for the charging.

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

2. Issue Bin
Vice Chair Dillow mentioned the Vino Scholastico event on April 29 and asked trustees to attend and help sell tickets to support students who need scholarships.

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

3. Board Calendar
Erin Yun, director of board relations and special projects, gave a calendar update.

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

4. Agreements Signed by the Board Chair Disclosure
This item was for information only and required no board action.

5. Renewal of Previously Awarded Bids
Lynn Coleman gave an overview of the bids up for renewal.

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

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

Closed Session
Chair Rensin read the resolution to go into closed session.

* A recommendation to adjourn the regular session and go into closed session, was moved by Trustee Doyle, seconded by Trustee Huddie, and unanimously approved.

The regular meeting was adjourned at 8:00 p.m.

The above constitutes the official minutes of the February 23, 2011, regular meeting of the Howard Community College Board of Trustees as approved on April 27, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, March 23, 2011, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:00 p.m., Chair Rensin 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 trustees Edmund S. Coale, III, Roberta E. Dillow, Kevin J. Doyle, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, and Lynn C. Coleman, vice president of administration and finance, were also present.

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 March 23, 2011, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process as permitted under Section 10-508(a)(14) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed a negotiation strategy related to the contents of a proposal.

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

The above constitutes the official minutes of the March 23, 2011, closed session of the Howard Community College Board of Trustees as approved on April 27, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
F – Consent
Board of Trustees’ Consent Materials

April 27, 2011
6:00 pm
The Rouse Company Foundation Student Services Hall
RCF-400
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...

Strive for excellence in everything we do
1. Proposed New Hires
2. Candidates for Commencement
3. Faculty Promotions for Fiscal Year 2012
4. Electricity and Natural Gas Delivery Services
5. Electric Power Purchase Agreement (Supply)
6. Energy Metering Systems
7. Temperature Control and Fire Alarm Systems
8. Change Order for Architectural/Engineering Services for the Health Sciences Building
9. Athletic Fields Management
10. Laurel College Center Lease Renewal and Additional Space
11. RCF Core (Backbone) Equipment
12. Datatel Recruiter Module
13. Platinum Analytics Software
15. Purchase of Audio Visual Equipment
16. Nursing Program Equipment
17. Cardiovascular Technology Program Equipment
18. On Call Graphic Designers
19. Procurement Cards
20. Office Supplies
1 – Proposed New Hires

**Background:** The following item is a summary of the proposed new hires for Howard Community College. Each employee’s salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

**Purpose:** To obtain board approval for new hires

**Timeline:** March 3, 2011 – March 28, 2011

---

**Recommendation**

The administration requests that the board of trustees approve:

**Item:** List of new hires

**Source of funds:** The position and/or the funds are in the FY11 budget as approved by the board at its April 28, 2010, meeting.

**Compliance:** This request is in compliance with college procedure, Selection of 63.02.03 – Faculty and Staff, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
BUDGETED HIRES (Position Control Positions)

March 2011

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
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<th>Effective Date</th>
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<td>Existing Position Replacement</td>
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<td>$32,656 - $54,209</td>
<td>$32,656</td>
<td>dePass, Candace</td>
<td>3/28/11</td>
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1 Position Control position hires are those employees hired who are budgeted employees of the core workforce.
2 Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee's salary may reflect part-time or ten-month employment.
3 Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.

Consent page 6
2 – Candidates for Commencement

**Background:** The following item is a list of proposed candidates for graduation who are being cleared by the office of records and registration. The faculty will review and approve the list of 588 graduates prior to the conferring of these degrees and certificates.

**Purpose:** To enable eligible students to graduate

**Timeline:** Commencement – May 26, 2011

---

**Recommendation**

The administration requests that the board of trustees approve the list of proposed graduates for May 2011 and empower the college president with the authority to make the necessary adjustments following clearance by the office of records and registration and review and approval by the faculty.

**Compliance:** This request is in compliance with college procedure, Graduation Requirements – 10.04.01.
ASSOCIATES OF ARTS

Arts and Sciences-Biotechnology
Krupal J. Patel

Arts and Sciences-Criminal Justice
Tuba Akhtar

Arts & Sciences-Graphic Design
Matthew J. Van Aartsen

Arts & Sciences-Mathematics
Alexander Dmitrievicm Toptygin

Arts & Sciences-Music Technology
Nicholas Joseph Theodoris

Arts and Sciences- Criminal Justice
Levi M. Haddock

Arts and Sciences- Sociology
Johnner Lynn Reilly

Arts and Sciences-Arabic
Natalie Marie Perna

Arts and Sciences-Architecture
Zhaodong Liu Shannon Kelly Willing

Arts and Sciences-Art
Anton Patrick Amstad Ian M. Moore
Terrell Tyree Carter Erin S. Murphy
Kathryn Kelsey Cole Pamela J. Perna
Ashley Elizabeth Considine Tyler J. Turnbull
Kristin Laura Freije Robert Colin Webber
Blakely James Mooney

Arts and Sciences-Art History
Katherine L. Milhorn

Arts and Sciences-Arts Administration
Rebecca Alyse Ballinger Gina Renee Gribbin

Arts and Sciences-Athletic Training
David N. Howell

Arts and Sciences-Communications Studies
Brett Ji Hoon An
Brian Warren Carroll
Arts and Sciences-Criminal Justice
Drew Michael Bateman
Brian Thomas Bochinski
Taylor Ryan Boone
Benjamin David Brown
Leah Christine Brown
Kevin Matthew Bunn
Zachary Scott Ganoe

Arts and Sciences-Criminal Justice - Computer Forensics
Lyndsey Michelle Fields
Cveta A. Ivanova

Arts and Sciences-English
Sean C. Bargatze
Patricia Maralise Boggs
Elizabeth R. Bowen
Ruben Antonio Cartagena
Christopher Arnold Cassidy
Al Bruce Charity

Arts and Sciences-Environmental Science
Christina D. Clark
Drew I. Golden

Arts and Sciences-Health Care Management and Administration
David Cayetano Cabrera
Richard A. Stevens

Arts and Sciences-History
Amanda Diane Tammaro

Arts and Sciences-Human Services
Karen Lalik Erbe
Andrew Paul Miecznikoski
Rozalyn Shevon Ross

Arts and Sciences-Interdisciplinary Studies
Jessica Ellen Abell

Arts and Sciences-Interior Design
Josie Alexandra Bergling

Arts and Sciences-International Studies
Ian Bond Savage

Arts and Sciences-Journalism
Arthur Glen Audet
Arts and Sciences-Liberal Arts
Peggie R. Hale
Sarah Elizabeth Horn
Victoria Jennifer Patch

Arts and Sciences-Life Sciences
Bonnie Michele Cohen
Jeong-hwa Lee

Arts and Sciences-Mass Media Design and Production
Nicholas S. Derr
Anthony David Thomas

Arts and Sciences-Music
Aimee Lyn Cannette
Kristin Rebecca Meyer
Bryan A. Zamzow

Arts and Sciences-Philosophy and Religious Studies
Amanda K. Hogue
David C. Trent

Arts and Sciences-Pre-Medicine
Kimberly Amy Hall
Noor Javed
Leayotta P. Karley
Hiba O. Malik
Faizan Naveed
Amer Nazar
Janviere Nyiramucyo
Yaw M. Owusu-Poku
Ngan Tuyet Thi Phan

Arts and Sciences-Pre-Pharmacy
Kyle B. Hochreiter
Abigail Kwakye
Laurence D. Megne
Kelsey Christine Tyson

Arts and Sciences-Pre-Veterinary Medicine
Erika Nicole Jones

Arts and Sciences-Psychology
Eric J. Chapple
Kimberlee K. Edwards
Cheryl Moonga Njapau
Jillian Lyn O'Brien

Arts and Sciences-Social Sciences
James Anthony Blue
Umai Habibah
Miriam Mukhtar Ibrahim
Jaimie Christine Wilder

Arts and Sciences-Sociology
Lea Delpeut
Lauren Grace Hamrick
Giancarlo Abiel Simpson

Arts and Sciences-Spanish
Ndola Q. Carlest
Imran Ali Choudhary

Arts and Sciences-Theatre
Kacy Taylor Zoe Gabbert
Jilliananne Grace Grabau

Business Administration
Benjamin Gilford Addy
Jeffrey Michael Anzelone
Bradley Joel Ausfresser
Xiao Yang Chen
Ryan James Dempsey
Salimatou Diallo
Crystal Collette Figueroa
Jamie Catherine Franke
Taylor Anne Gordon
Alysia Lolita Grassl
Jin Ha
Trinh M. Hang
Daniela M. Haralampieva
Jonathan L. Harvey
Vincent Paul Hipp
Manmeet G. Huda
Hanbyul Justin Kim
Jonathan Hai Ma
Kathryn Lindsey Maley
Shehzad A. Nazir
Nick Nicaj
Alicia Sandra Oglesby
Harshit G. Patel
Hoa Bien Pham
Thai H. Pham
Shahjahan Rana
William Kyle Ruppert
Durre Sameen
Brittany Alexandra Grace Scheib
Michael R. Seidl
Daniel Y. Sheffrin
Jesse Michael Smith
Hae Young Song
Chi M. Vuong
Anum Waheed
Jessica Yang

Business Administration-Entrepreneurship
Jeffrey Allen Taylor, Jr.

Business Administration-International Business
Amanda Lee Fitzgerald
Shagshang Huang
Patrick Andrew Kepp

Computer Science
John Alexander Alme
Eric J. Chapple
Christopher Richard Ganoe
Nathan Andrew Jones
Malcolm M. Mendez
Michael James Metcalf
David E. Navarro Castro
Ross E. Schaefer
Huixian Yin

Engineering
Sidi Mohamed Bah
Andrew W. Choi
David Andrew Czolba
Theodore W. Hesse
John Michael Milani
Hunter Ryan Somerville

Entrepreneurship
Umair A. Ahmed

General Studies
Christopher W. Abdill-Guthrie
Michael Anthony Aquila
Eric Samuel Arditti
Kelitah Viola Armstrong
William J. Barron II
Augustin Bibum
James Anthony blue
Benjamin C. Boswell
Andre Christian Breville
Ashley Ann Britton
Angela Yvonne Brothers
Marianne Stephanie Camino
Eliza Miriam Cardenas
Aivy Maxwell Castillo
Hyungseok Choi
Kayla M. Conran
Gregory Allen Cook
Angeline Marie Dauteuil
Cyra Virginia Thompson Dixon
Laura E. Eddy
Allison Lynn Faith
Sharee Dina Fegans
Jessica Alice Fordyce
Brandon Michael Frazee
Ashley Nicole Fultz
Mohit Gehani
David Sterling Gilliland
Heather Colleen Giotis
Tyler J. Girch
Brent Carlton Greer
Ping E. Heiliger
Krysta Howell
William Van Jackson
Brittany Leigh Jayne
Mohammad Farooq Jee
Timothy Moon Gu Jee
Sherry Ronise Jenkins
Stephanie Renee Jones
Derrick Eugene Jordan
Gary William Keister
Hyung In Kim
Brendan Timothy Kitchelt
Joo Hwon Lee
Michelle F. Lee
Alex Maurice Lewis
Zachary A. Marselle
Lauren E. McMillion
Chelsea Mariah Meney

Samantha Elizabeth Miller
Breana Marie Mizia
Ryan C. Murphy
Omeed A. Nabavi
Katrina Alayne Nowak
Ryan Lee Parham
Adekite Segun Parker
Alexander Sean Peang
Ryan A. Peters
Charmell Elaine Peterson
Travis Edward Phillippi
Kathryn Elizabeth Rinker
David B. Sadowsky
Paula A. Satin-Shein
Alexandra R. Simon
Shruti S. Sindhi
Luke Matthew Souders
Takeisha Latoya Suggs
Krystal A. Thompson
Paul Nejat Tokgozoglu
Ben W. Tschirgi
Michael C. Vaeth
Shaun Michael Wiggins
Scott Marshall Wilburn
Jaimie Christine Wilder
Gabriel Johannes Zwanenburg

General Studies-Business/Technology Emphasis

Bradley Joel Austresser
Hung Viet Bui
Molly Westermann Carney
Aidan Francis Considine
Nicholas E. Day
Kristin Ann Dempsey
Alexa V. Dickey
Samuel R. Drake
Peter David Eckert
Curtis V. Faustin
Irina Fuzaylova
Jessica A. Gattuso
Amanda Cathryn Henry
Yoko Homma
Ilean Johnson
Bryan L. Kanahan
Sang-Joon Kang
Robert Musembi Kilonzo
Papy Sidna H. Kone

Ashley Lynn Kukuselis
Gilbert Hsu-Tseh Kuo
Mi So Lee
Chao-Ching Lien
Ruth Ann Lockhart
Gregory A. Loveless
Ashley E. Giddings Marvel
Jonathan Marx
Justin Alan Mauritz
David Walker McWilliams
Sharnett Briana Pelzer
James Maxwell Snider
David Christopher Thompson
Jorge Alexander Turner
Leah Kay Vanamburg
Brianna Kathleen Wertz
Andrea Teresa Williams
Eric Michael Wilt
Adam Robert Zajac
General Studies-General Studies for Certificate

Victoria E. Granai De Guzman
Joseph Abuelroos
Zachary A. Adams
Sumin An
Soyane Simone Austin
Sarah Anne Blake
Thomas Oliver Bragg
Kimberly Anne Brambeck
Shonda K. Brinson
Melissa Nicole Brown
Kevin Matthew Bunn
David Cayetano Cabrera
Sean C. Carollo
Nathanael Carriere
Kira Jeanne Cassels
Alex Hyunjin Chung
Alejandra Gonzalez Conte
David Andrew Czolba
Carley Michelle Daniels
Dominique Maria Davis
Jonathon Michael DeBaldo
Matthew Scott Demmitt
Ashley Lynn Dilmore
Zorica Djak
Noella Mbolle Ejede-Ejede
Fonnjungo Ekole
Jamie Lee Ellingsworth
Amanda Lynn Funk
Amberly Kristine German
Jamison Demarque Halliwell
Elizabeth Anne Helm-Frazier
Jonathon Christopher Hess
Carolina Hidalgo
Daniel Patrick Howard
Patrick Lofton Hurley
Hao H. Huynh
Heeyoung Hwang

Kenechukwu C. Izuchukwu
Victor Hugo Jimenez
Eugene Hugo Jimenez
Seoyoon Kang
Megan Jennifer Keane
Leslie F. Kelly
Sana Khan
Amanda Kyong-Jin Kim
Nayoung Kim
Rachael Mae Kornak
Jessica Alexis Korzeniowski
Jonathan Kwak
Jung Sun Lim
Arik Ring Mawien
Kevin Christopher McMillian
Caleb Kyle McMillin
Samuel David Meehan
Vanessa Ivette Morales
Christian Giovanni Muniz
Hyunsun Park
Keith Alexander Penn-Jones
Catherine Lynne Rach
Sven Eric Radhe
Sara Rajaee
Jeffrey David Randolph
Kyle W. Richardson
Trisha Lynn Roat
Lauren Claire Schreibfeder
Kourosh Shahbazi
Meisha-Gaye Melissa Smetak
Krysta Kay Upshaw
Laura S. Veintimilla
Laura Jacquilyn Wilson
Molly Adair Wilson
Ali MacLean York

General Studies-Science Emphasis

Valerie Jessica Antoine
Renee Elizabeth Arnold
Charisa L. Carkhuff
Ashley Stephanie Carter
Olga Vyacheslavovna Chernova
Anjali Maya David
Colin James Duesterhaus
Mostafa Wbrahimnejad
Jesse Edwin
Christine B. Estep
Jhefany K. Felix
Caroline J. Fuller
Christine N. Garrahan
April Suzanne Gilkey
Lindsay Devon Goodman
Jessica Nicole Hall
JoAnne Hobbs
Jason Joseph John
Kayla Brittany Lee Johnson
Irene M. Kamau
Jessica Ashley Knitowski  
Tatiana Valerie Kravtsova  
Joon Lee  
Ashley Ann Lester  
Andrea Lynn Lewis  
Brent A. McBride  
Ashley Elizabeth McKee  
Austin Lee Meredith  
Sherea Calia Merez  
Gwenn Elizabeth Morgan  
Barbara Erin Moynihan  

DoanTrang Thi Nguyen  
Bernadette Obiageri Nwaneri  
Clancy Teresa O’Sullivan  
Moizza Mehboob Rajan  
Lauren Pauline Ray  
Jennifer Jung Hyon Rentz  
Jennifer N. Rivera  
Andrea Charlene Shipman  
Diane Marie Thompson  
Michelle Alicia Verbus  

**Information Technology - Network Security**

Bryan Anthony Russell  
Ryan K. Souder

**Information Technology - Web Development**

Brian Thomas Gilmer  
James George Griffin

**Information Technology-Cisco**

Adam M. Fancovic

**Information Technology-PC/Network Hardware/iNet**

John Joseph Kaisler  
Mustafa Kamal Qureshi  
Joseph G. Koskovich  
Michael Kevin Young

**Information Technology-Programming**

Samantha K. Arnett  
Christopher Richard Ganoe  
Joseph Andrew Booth, II  
Stephen Y. Park

**Nursing-LPN Pathway Sequence**

Eunice Kadeunon Homawoo  
Michele Rucker  
Rosetta Mamie Jordan  
Mary Lynette Spencer  
Christina Mawema  
Connie N. Williams  
Rita T. Njeh  
Olivia Williams  
Pelagie Hawa Odigie

**Nursing-Traditional Registered Nursing**

Heidi Malika Abdur-Rahman  
Ashleigh NicoleBohn  
Lauren Michelle Abremski  
Laura Ann Burrows  
Daina Aina Adebayo-Lewis  
Gabriela Carreno  
Hajara O. Adebowale  
Albert J. Chae  
Cara E. Andrist  
Kirsten Elizabeth Chicca  
Kaelynn Anita-Marie Appleby  
Kathy M. Chong  
Claudia Noemi Arias Villalobos  
Beatrice T. Ciobanu  
Michael Dean Austin  
Priyanka J. Divakaruni  
Heather Rachelle Airey  
Ikechukwu H. Eneanya  
Carolyn P. Benyarku  
Kristin M. Farrington  
Blanka Bigasova  
Sergia P. Fleurimont  
Sherrian L. Blagrove  
Katherine Adams Ford  
Melinda Ann Boardman  
Jeannette Frances Frande'
Maurine T. Gabriels
Danelle Nicole Gassaway
Joshua Adam Harab
Lonella L. Jones
Valentina Vladimirovna July
Jae Han Kim
Catherine Ann Kiss
Alice Muhleisen Kottmyer
Mary Catherine Kroder
Karaina A. Lantzky
Sheryl Ann Lash
Andrea Lynn Lewis
Danielle Alisa Lewis
Susanne Hedegaard Meyer
Nadine Theresa Mignott
Colleen Mary Moskala
Alina O. Nesteruk
Kimberly K. Norris
Stephen J. Nuguid
Nicole Leanne Obrebski

Devie L. Phipps
Luisa Margarita Ramos
Colleen Ann Ramsahoye
Amanda Carolyn Randall
Mary E. Reed
Traci Rhee
Liselle Cheryl-Ann Richards
Amber Schmale
Lindsay Irene Sisler
Tawa K. Sitou
Ashley A. Slack
Tasha Monique Slater
Anne M. Synk
Stanley Osita Tabugbo
Robin Gale Turner
Kimberly R. Vallejo
Pamela N. Vasconcellos
Yeketenesh Woldeguiorguis
Eugenia Y. Yoo

Teacher Education-Early Childhood Education

Kelly O’Brien Fiske
Amanda Lynn Funk
Holly J. King

Nona Gharani Nourbakhsh
Megan Kristine Swann

Teacher Education-Elementary Education

Brooke Megan Grooms
Rebecca Lisel Herzfeld
Marissa A. Razler

Toby Susan Siegel
Rebecca Miyo True

Teacher Education-Secondary Education-Humanities/Arts

Carolina Hidalgo

Michael J. Thompson

Teacher Education-Secondary Education-Social Sciences

Thomas Richard Gilmer
Justin Megaughey

Payam Omid Sohrabi

ASSOCIATE OF APPLIED SCIENCES
Architectural and Construction Management

Nicola Frances Barrett

Biomedical Engineering

Ayao E. Adanto
Mekonnen Atnafu
Joshua Oluwafisayo Johnson
Derek S. Pietz

Erik Michael Schroeder
Puya Shakiba
Nurudeen Yusuf
Business Management
Trinh M. Hang
Belinda D. Payne
Craig A. Roberts
Lauren Michele Stecker

Cardiovascular Technology-Invasive Technologist
Shawn Michael Armstrong
Christopher C. Beltran
Deval P. Bhardwaj
Monique A. Bobbitt
Mioshia C. Myers
Jaspreet Kaur Singh

Computer Support Technology
James F. Millican

Computer-Aided Design Technology
Joshua Todd Bell
Josie Alexandra Bergling
John Thomas Eloshway
Scott T. Epping
Charles Lewis Sargent, Jr.

Culinary Management
Danielle Marie Dadourian
Megan Anne Myers

Culinary Management - Professional Cooking & Baking – Dual Option
Megan Anne Myers

Early Childhood Development
Sarah Nicole Green
Mi Ra Kim
Nathania M. Laing

Network Administration-Network Engineer-Microsoft Networking
Gabriel Tadjou

Network Administration-Network Security Administration
Nicholas Cole Terlecki

Office Technology
Jennifer Lynn Moffatt

Police Science
James W. Cramer
John Eric Lloyd
Raymond Peele, III

Radiologic Technology
Bilon Louise Bennett
Melissa Marie Brown
Nedy M. Combatir
Sunny Cyriac
Sara Thorpe Ehrlich
William James Hastie
Claire Yoo Seung McNeal
Chanda Maria Smith
Laurie K. Taylor
ASSOCIATE OF ARTS IN TEACHING
Teacher Education-Early Childhood Education
Deirdre M. Gordon
Binni J. Naik
Faria Nazrul
Fatima Zahra Shah
Ribqua Yasmeen

Teacher Education-Elementary Education
Christopher Allan Bennett
Katie Marie Cullen
Andrea Nicole Dykes
Amber Jean Hof
Ashley Renee Huber
Lauren Anne Kinnaman
Devon Elaine Markowitz
Diana Elizabeth Peck
Heather Nicole Rea
Matthew William Seiger
Samantha Jean Seip
Kimberly Marie Snider
Ayomide O. Sokoya
Matthew Lawrence Stinchcomb
Justin Paul Williams

Teacher Education-Secondary Education
Parker C. Howard
Peter Maurice Modlin

ADVANCED CERTIFICATE
Biomedical Engineering Technology
Afsaneh Karimi Tajan Gookeh

ASSOCIATE OF SCIENCE IN ENGINEERING
Electrical Engineering
Joshua J. Desportes
Hunter Ryan Somerville

CERTIFICATE OF PROFICIENCY
Biomedical Engineering Technology
Jean Sylvain Ateba Ondoua

Business Management-Hospitality Management
Joseph Lee Gibson, III

Business Management-Professional Coaching
Davene Maria Hinton

Cardiovascular Technology-Accelerated Cardiovascular Program for Hospital Trainees
Christopher C. Beltran
Mioshia C. Myers

Cardiovascular Technology-Cardiac Monitoring and Analysis
Barry Bullock
Angela Eunha Ryu
Computer-Aided Design Technology
Josie Alexandra Bergling                Jeong-hwa Lee

Culinary Management
Jennifer Rose Fettweiss                Patrick Peregoy

Culinary Management - Professional Cooking
Rachel Xi Hong Schwartz

Early Childhood Development
Anna Marie Allen                        Ana L. Gouveia

Electronics Technology
Dinesh N. Patel

Graphic Design
Shari Skye

Human Services
Judy L. Walters

Human Services-Developmental Disabilities
Beth L. Kirker                             Natalie Chenelle Washington
Shakoo Sanju Lanz

Office Technology
Stephen A. Kimos                          Patricia Anne Van Alstine

Web Developer
Brian Thomas Gilmer
3 – Faculty Promotions for Fiscal Year 2012

Background: The faculty promotion system promotes continuous improvement through professional development, teaching improvement, learning outcomes assessment, and curriculum development. Promotion projects are used to move forward major institutional initiatives.

The college shall provide professional recognition and reward for faculty members who have achieved a prescribed level of self and instructional development in accordance with college procedure 63.03.03 – Promotion (Faculty), which describes the requirements for promotion for each faculty rank, including:

- length of service;
- yearly meritorious performance in the areas of teaching, college responsibilities, and instructional improvement;
- course or program development;
- projects required for promotion;
- evidence of quality teaching during the promotion period;
- special professional development activities when required for promotion; and
- educational qualification.

Purpose: To obtain board approval for faculty promotions

Timeline: FY12

Recommendation

The administration requests that the board of trustees approve promotions for the following faculty members. A summary for faculty meeting the criteria for promotion follows.

1. Renee Barger to assistant professor, dance
2. Evelyn Del Rosario to assistant professor, criminal justice
3. Rachael Ferrell to assistant professor, nursing
4. Jennifer Garner to assistant professor, English
5. Brain Kelley to assistant professor, accounting
6. Stacey Korbelak to assistant professor, English
7. Jennifer Stott to assistant professor, physical science
8. Gregory Wentz to assistant professor, culinary arts
9. Rebecca Bafford to associate professor, art
10. David Buck to associate professor, English
11. Frederick Campbell to associate professor, history
12. Greg Fleisher to associate professor, sociology
13. Margaret Garroway to associate professor, English
14. Lensa Hailu to associate professor, sociology
15. David Karn to associate professor, business and management
16. Joanne Kearns to associate professor, office technology
17. Abdelrahim Salih to associate professor, Arabic
18. Sarah Saxer to associate professor, English as second language
19. Loretta Tokoly to associate professor, mathematics
20. Gabriel Ayine to professor, mathematics
21. Guy Bunyard to professor, mathematics

Assistant Professor
Criteria include a master's degree or its equivalent in related experience. A minimum of three years of successful college teaching experience or directly related industrial or business experience is required. Evidence of experience in curriculum development, and evidence of participation in professional development activities are required. The following faculty have met these requirements.

Renee Barger
Evelyn Del Rosario
Rachael Farrell
Jennifer Garner
Lensa Hailu
Brian Kelley
Stacy Korbelak
Gregory Wentz

Associate Professor
Criteria include a master's degree or its equivalent in related experience. (A minimum of a bachelor's degree is required except in highly extraordinary circumstances.) Additional evidence or professional improvement, preferably further graduate study in the appropriate field is required. A minimum of six years of successful college teaching experience or directly related industrial or business settings and evidence of experience in the systematic development, implementation, and evaluation of curriculum is required.

Rebecca Bafford
Over the past three years, Rebecca Bafford has served as the coordinator and instructor for the ceramics program and director of the HCC galleries. She has been developing a comprehensive ceramics program curriculum designed to prepare students for transfer to a high-level arts program in a four-year college. The focus is a series of courses that build a solid foundation of technical and aesthetic evaluation skills, specifically in the areas of hand building and wheel throwing. One example of how Ms. Bafford has worked to increase enrollment and build the program is by designing a promotional postcard. Rebecca also developed an exhibit schedule in The Rouse Company Foundation Gallery to include at least one interdisciplinary educational project per year. Past exhibits include: Rodin in His Own Words, An Artful Revolution, and A Collecting Affair. A comprehensive checklist has been created that serves as a template for all future exhibition plans, including timeline on
researching, publicizing, and assessing all exhibits. Rebecca believes her “role as an art teacher …is to promote creative problem solving skills and personal discipline that can be applied in any medium, any major, or any life challenge.”

David Buck
David Buck explored the latest research on language learning and the best methods for assessing learning and merged these ideas with the effective use of technology. He explored how technology may promote a more effective, deepened learning process that involves both the faculty assessor and the student writer. To that end, David researched and evaluated a variety of technologies for assessing composition. For example, he developed online grading rubrics, used a tablet computer to insert marginal comments on electronic versions of student essays, and employed Wimba Podcaster to post audio comments for students’ formal essay assessments. He created the master learning management systems (LMS) shell for online college composition (ENGL 121) to be used by all of the instructors. In addition, David created an information literacy assessment rubric for interdisciplinary use, created a hybrid version of ENGL 121, and renewed the writing across the curriculum, which includes composition, writing intensive, and information literacy initiatives, as well as outreach and resources for writing in every academic discipline. Finally, David created the blog site “eLearning @ HCC” to communicate the value of technology, especially as it pertains to student writing and engagement.

Frederick Campbell
Fred Campbell’s focus has centered on two specific areas: development of an African American reader for history of African American experience (HIST-266) and the development of several study abroad programs and courses. His reader provides students with a comprehensive exposure to primary documents. Most existing primary source readers are large, cumbersome, and impractical for an entry-level African American history course, or are too focused on one period of time. By creating a specialized reader for a broad survey course, students will gain a richer understanding of the history. The reader not only focuses on the larger historical moments, but also on local and regional African American history so that students can connect larger forces in the history to local people and events. As program director, he has accompanied HCC students to Ireland, Scotland, Turkey, and World War II European sites.

Greg Fleisher
Greg Fleisher’s promotion project was devoted to completing an assessment and analysis of the Rouse Scholars Program by using existing exit survey data and through the development and analysis of alumni survey data. Distribution of the alumni survey required efforts to establish contact with program graduates. An additional outcome was the creation of an alumni database and development of a system by which the program can maintain regular contact with its graduates. Findings from each element of the data collection have provided substantial evidence that the Rouse program is meeting its stated goals. The findings also point to recommendations regarding strategies to both maintain and improve upon the success of the program. During the promotion period, Greg also developed a new course, The Sociology of Sport (SOCL 203).
Margaret Garraway
Margaret Garraway explored how brain research-compatible instructional strategies relate to locus of control (internal versus external), success, and retention in first-year students. In addition to gathering information on educational applications from workshops and conferences, she has arranged and presented inter-disciplinary professional development sessions on brain research and critical thinking for HCC faculty. Based on her findings that students’ sense of control appears to be more internal when they perceive more brain-based teaching, she has revised training for instructors of the first year experience (FYEX-100) course and modified course materials. She has collaborated on a resource collection of activities that use existing concepts, the environment, emotions, experience, and embedding.

Jennifer Stott
Jennifer has completed her third year as an instructor in physical science. Her classroom observations demonstrate an instructor who has a positive approach to teaching by providing a classroom that is very student-oriented and uses different learning activities during each class. Jennifer’s course success rates averaged 87 percent. Her learning improvement project was to implement the use of the college’s online learning management system (LMS) assessment tool for the online geology labs. This tool enabled students to directly enter the lab answers into LMS. The assessments also allow for uniform feedback to the students so that all students get the same teacher comments and hints. She also created new voiceover PowerPoint’s for the online geology lecture. This activity provided online students with PowerPoint documents related to each week’s topic. The students overwhelmingly preferred the automated answer submission in the LMS. In addition, Jennifer has designed the new geology and the new earth and space science hybrid course. She is the division’s e-coordinator, an active participant in the sustainability professional learning community, leading trips to local recycling facilities, and a member of the Maryland Geological Survey Data Preservations Advisory Panel.

David Karn
David Karn has been critical in designing the new syllabi for the principles of accounting I and II (ACCT 111/112) courses with the accounting team. The increase in student success rates in both ACCT 111 and 112 are partially attributed to the new attendance policy and the early student alert system. The student alert system is designed to identify students who are struggling in their class and provide faculty intervention. As part of the accounting team, David has been instrumental in bringing the adjunct faculty along with the new “MyAccounting” lab online learning management system. His very specific direction and assistance has increased full utilization of the site and the opportunities for students to access supplemental help. David has designed and developed the newly approved associate of arts degree (AA) in accounting and a certificate of proficiency in certified bookkeeping. He was instrumental in the background development necessary to submit these program proposals to the Maryland Higher Education Commission. He has continued to be active in securing articulation agreements for both programs. Of special note is the Mount Saint Mary’s articulation agreement granting HCC students graduating with an AA in accounting free books for all classes for two years. David was the lead on this project. He has also been instrumental in the student sessions that have been conducted to recruit and prepare students for this new program. He completed the Becker certified public accountant (CPA) course, in Washington D.C., providing him...
with the information to assist in the redesign of the courses infused with the new global competencies. As the new global standards are enforced by 2013, HCC will have already prepared the CPA’s and business students through the redesigned curriculum.

Joanne Kearns
In the open enrollment of the office technology lab, Joanne Kearns has developed coursework for five courses. It is hard to describe the unique talent that Joanne possesses to create materials that are independent in nature and yet engaging for the student. Her development has been exceptional. All of the courses are highly enrolled and challenging for the student. In addition, Joanne helped to administer a quick start up program called “Elevate America.” This program, offered through Microsoft, required a tremendous amount of coordination to move 75 plus students through the testing sequence. Joanne provided guidance and support for all of the students and faculty within the program. In addition, Joanne was able to secure her Microsoft Certification in Word 2007, Excel 2007, and Outlook 2007.

Abdelrahim Salih
Dr. Salih developed the roadmap, timeline, and target goals for HCC’s Arabic program, identifying the means and ways to build the program, developing sequenced course outlines from elementary to advanced intermediate levels, determining the most promising educational approaches and support tools, setting benchmarks, and designing the program assessment tools. He recruited, hired, and trained the most qualified adjunct faculty, tutors, and classroom aides and provided instructors with all necessary training, including classroom technology, distance learning resources, and authentic, media-rich learning material. Dr. Salih successfully integrated the key elements of foreign language learning, the “5Cs”: communication, culture, connections, comparisons, and communities, into each course.

Sarah Saxer
In alignment with HCC’s strategic goals of lifelong learning and student success, Sarah Saxer designed and executed a three-year project that measured the success of students who had taken two or more courses in the English as a second language (ESL) credit program. This assessment was conducted through grade point average data comparisons in subsequent writing-intensive courses, faculty and student focus groups, and the evaluation of critical thinking skills in writing. Although she concluded that ESL students in the cohort were generally as successful as students in the non-cohort group, the findings promoted enhancements to the ESL program, such as a greater emphasis on information literacy skills.

Loretta Tokoly
Inspired by President Kennedy’s challenge in 1961 and 1962, “of landing a man on the moon and returning him safely to earth,” a generation grew up inspired to be scientists, engineers, and mathematicians. Today, almost 50 years later, many of those individuals who were so inspired are getting ready for retirement. Colleges need to prepare, encourage, and support those students who would be their colleagues and replacements. To this end, a science, technology, engineering, and math (STEM) seminar has been developed for the recipients of a National Science Foundation scholarship and for other interested and qualified students. From a
brainstorming session, Dr. Tokoly developed a four semester series of classes and has created a true STEM learning community. The activities and field trips she developed are all highly rated by the 59 students who have participated. Her leadership has been a key ingredient in the success of this program.

Professor
Criteria include a master's degree or its equivalent in related experience. A doctorate or equivalent is highly desirable, and evidence of extensive professional improvement, usually further graduate study in an appropriate field, is required. A minimum of ten years of successful college teaching experience or directly related industrial or business experience is required. Evidence of extensive experience in the systematic development, implementation, and evaluation of curriculum is required. The rank of professor will only be assigned in very exceptional circumstances.

Gabriel Ayine
During this promotion period, Dr. Ayine completed a graduate certificate in survey design and data analysis at the George Washington University in May 2008 and also published a book on work related to his doctoral dissertation. One of the top priorities of the mathematics division in its efforts to improve its developmental mathematics programs has been the need to provide a computer program to support its intermediate algebra (MATH 070) program. Dr. Ayine developed an online interactive intermediate algebra exercise program. In addition to writing the problem sets and assessing their value through field tests, Dr. Ayine also learned to use Respondus, a testing and assessment tool for the leading e-learning systems, including Blackboard, Moodle, ANGEL, Desire2Learn, eCollege and WebCT. The problem sets are now a required part of the intermediate algebra assignments. The mathematics department made significant changes to the MATH 070 program in fall 2010 and initiated an outcomes assessment study to track student performance in subsequent mathematics courses at the college level.

Guy Bunyard
The goal of the math across the community college curriculum (MAC3) is to create a mathematically literate society that ensures students are equipped to compete in a technologically advanced global economy. The major components of Guy Bunyard’s project included researching this national movement, partnering with faculty in other disciplines to develop math modules for their classes, learning several software packages to assist in the development of the eight projects, and developing a group that will continue assisting faculty across disciplines to create, evaluate, and modify projects or courses that incorporate mathematics into their course work. As a result, the students at Howard Community College are now being offered opportunities to deepen and reinforce the mathematics they have learned in math classes, apply it in context, and understand its greater importance and application in their lives.
4 – Electricity and Natural Gas Delivery Services

Background: Baltimore Gas & Electric (BGE) owns the power and gas lines and other infrastructure that is used to deliver electricity and natural gas utilities. As a result, BGE is the only entity that is able to provide delivery for electricity and natural gas. The college anticipates that the delivery for both utilities will cost approximately $600,000 in fiscal year 2012.

Purpose: To obtain board approval to designate BGE as a sole source vendor and to purchase electricity and natural gas delivery services

Location: College-wide

Timeline: FY12 – FY16

Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The designation of BGE as a sole source vendor and the purchase of electricity and natural gas delivery services.

Source of funds: Operating budget

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
5 – Electric Power Purchase Agreement (Supply)

**Background:** The college has used the purchasing power of the Baltimore Regional Cooperative Purchasing Committee (BRCPC) to purchase a number of commodities and services. In the purchase of utilities in particular, the college receives the most competitive pricing by partnering with the other counties, public schools, and community colleges to competitively solicit for the supply of electricity and natural gas. In the fall of 2009, BRCPC issued a solicitation for a term contract for electric power purchase. Energy Answers was determined to provide the best value and BRCPC entities, including Howard County, successfully negotiated a contract with this firm. Energy Answers will be developing a resource renewable energy power plant in Baltimore. The power purchase agreement provides that BRCPC entities will purchase a portion of capacity from the facility. The agreement is effective for ten years, with two options to renew for five-year periods. The construction of the facility is expected to take approximately 48 months and payments to Energy Answers will not begin until the college receives electric power from the facility. The value of the contract will depend on the amount of power that is delivered in a particular fiscal year, which is difficult to calculate at this time.

**Purpose:** To obtain board approval to cooperatively join BRCPC to enter into a power purchase agreement with Energy Answers for the future supply of some of the college’s electric power

**Location:** College-wide

**Timeline:** Payments will not be made until after construction of the facility, which is anticipated to be completed in 48 months.

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The cooperative purchase of electric power through BRCPC’s power purchase agreement with Energy Answers.

**Source of funds:** The operating budget for the applicable fiscal year

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05F/62.05F.01 – Cooperative Purchasing.
6 – Energy Metering Systems

**Background:** The college’s building technology and fire safety services are provided through a sole source contract with Siemens Building Technologies. On April 28, 2010, the board approved Siemens as a sole source contract as well as the spending allowance of $110,733 for FY11. At this time, the administration would like to purchase energy metering systems, including installation services, from Siemens for several buildings at the college. The purchase of these systems will allow the college to move forward on sustainability initiatives by gathering data about current energy usage by building to inform future changes in energy practices across campus. This purchase is expected to cost approximately $100,000.

**Purpose:** To obtain board approval to purchase energy metering systems, including installation services

**Timeline:** FY11

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The additional purchase of materials and installation services for energy metering systems

**Source of funds:** FY11 operating budget

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
7 – Temperature Control and Fire Alarm Systems

**Background:** Siemens Building Technologies is the manufacturer of the proprietary hardware and software installed throughout the college for temperature control. Siemens is also the manufacturer of the fire alarm systems for the main campus buildings. All extensions, upgrades, or additions to these systems must be purchased from Siemens, as this firm is the only provider of compatible hardware and software. As careful operation and maintenance of these systems increases building efficiencies and safety, the college has purchased maintenance service agreements each year since the systems were installed. In FY12, the approximate cost of the service agreements and related repairs is $150,000. Because of the new purchasing procedures implemented in FY11, it is necessary for the board to designate Siemans as a sole source vendor.

**Purpose:** To obtain board approval to designate Siemens as a sole source vendor and to purchase service agreements for the temperature control and fire alarm systems.

**Location:** Main campus

**Timeline:** FY12 – FY14. The administration does not anticipate installing different systems in the near future, but will continue to monitor any additional types of systems that are developed in the next few years.

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The designation of Siemens as a sole source and to purchase service agreements for the temperature control and fire alarm systems.

**Source of funds:** Plant operating budget

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
8 – Change Order for Architectural/Engineering Services for the Health Sciences Building

**Background:** In the fall of 2009, the college entered into a contract with Ayers Saint Gross (ASG) to provide professional architectural and engineering (A/E) services for the new health sciences building. This firm was procured through the request for proposals process and the award was approved by the board on September 23, 2009, for $4,002,656. Since that time, three change orders for this project have been approved as noted below. The administration is now requesting authorization to proceed with one additional change order (CO#4) for the project.

The first change order (CO #1) was for the inclusion of a new quadrangle and site improvements to the turnabout and adjoining roads at a cost of approximately $125,000. The second change order (CO #2) was for the inclusion of dental program space within the new health sciences building at a cost of approximately $23,000. Both of these change orders were approved by the board on November 17, 2010. Additionally, the president approved a change order (CO #3) for $13,543. This change order was for soil borings required by Howard County under the new Maryland Department of the Environment regulations that were not in effect at the time design began for the health sciences building.

The fourth change order (CO #4) is for Leadership in Energy and Environmental Design (LEED) enhanced commissioning. Developed by the U.S. Green Building Council, LEED provides building owners and operators a concise framework for identifying and implementing practical and measurable green building design, construction, operations, and maintenance solutions. In order for the college to apply for LEED Silver Certification, which is required for all new construction projects under county guidelines, the college must obtain professional engineering services for enhanced commissioning. Under the new LEED requirements, in order to achieve credit for enhanced commissioning, a third party commissioning agent is necessary for reviews, commissioning, and the preparation of the LEED system manual. The administration is requesting that EMO Energy Solution perform this enhanced commissioning. Leach Wallace Associates will continue to perform the basic commissioning services and will oversee services with EMO Energy Solutions for quality control. The services from these firms are being provided as subcontracts to the original contract with ASG, which will oversee the final product and submission of the LEED Silver Certification documents. The cost proposal for CO# 4 is approximately $52,000.

**Purpose:** To obtain board approval to change the scope of work for the health sciences building A/E services contract with Ayers Saint Gross.
Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The changes to the scope of work for the A/E services for the health sciences building that was originally procured through the RFP method

Source of funds: Health sciences building capital funds

Compliance: This request is in compliance with college purchasing procedure, 62.05.03 – Purchasing Authority.
9 – Athletic Fields Management

Background: The college awarded a contract for athletic fields management for FY11 to Chapel Valley, Inc. through the competitive bid process. Unfortunately, Chapel Valley failed to meet college requirements for management of the fields. As a result, the administration was forced to terminate the contract in February, as detailed in the information item provided to the board in January.

In the preparation of the new solicitation, the administration determined that it would be better to align the term of the contract with the calendar year, instead of the fiscal year, to reflect the growing seasons of the fields. This change in contract term ensures that a transition in firms will occur during a dormant growing period, which lessens any impact on the upkeep of the fields. It was also decided that it was important to have one firm in place for the next two growing seasons to allow the fields to recover from Chapel Valley’s improper management.

On February 22, 2011, an invitation to bid was issued for athletic fields management. The scope of work requires the contractor to provide all necessary labor, material, equipment, and fully-trained supervisory personnel to properly maintain natural grass playing fields number #1, 3, 4 and 5, the artificial turf field #2, and the non-playable turf area. The initial contract term is from the date of award through December 31, 2012, essentially a 1 ¾ year term. The bid also provides for two additional one-year options to renew. The administration notes that if a determination is made that the contract should be renewed, the request will be presented to the president, as the yearly amount for each option is within the president’s approval authority.

Five companies submitted a bid on March 11, 2011. The Brickman Group Ltd., LLC offered the lowest bid of $115,330.50 for the first term. The administration has been very satisfied with the services Brickman has previously provided for athletic fields management for the college, which ended in June 2010.

Purpose: To obtain board approval to award the bid for athletic fields management services and purchase athletic fields management services

Bid Title/Number: 11-010 – Athletic Fields Management

Location: Athletic fields – main campus


Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.
Bids:  Bids were opened on March 11, 2011. The firms submitted bids as follows:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bid Price for 1st Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brickman</td>
<td>$115,330.50</td>
</tr>
<tr>
<td>Field Enterprises</td>
<td>$219,186.00</td>
</tr>
<tr>
<td>Growing Solutions</td>
<td>$171,238.00</td>
</tr>
<tr>
<td>Ruppert Landscape</td>
<td>$119,562.00</td>
</tr>
<tr>
<td>TruGreen Landcare</td>
<td>$118,905.00</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:

Method: The award of the athletic fields management bid to Brickman and the purchase of athletic fields management services

Source of funds: Plant operations budget

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05A/62.05A.01 – Bids.
10 – Laurel College Center Lease Renewal and Additional Space

**Background:** The Laurel College Center (LCC) opened in FY01. The lease for the LCC was a ten-year lease and is now up for renewal in September 2011. The LCC is currently leasing 36,663 square feet. After several meetings with the landlord and discussing various options with the Policy and Coordinating (PAC) Council, which is comprised of the vice presidents at Howard Community College (HCC) and Prince George’s Community College (PGCC), the decision was made to enter into a five-year lease, with two additional five-year renewal options. The landlord had wanted the LCC to renew for a full ten-year term, but both administrations felt other leasing options may exist within the next ten years with the growth that is expected on Route One. However, if after 10 years the LCC has continued to lease the space, the LCC will receive a rent abatement of $1,005,651 in year ten. This means the landlord will put funds in an escrow account each year the LCC stays in the center. The current rent proposal is for a rate of $21.50 per square foot, which escalates at the rate of three percent each year. A local broker verified that the rates that are being proposed are comparable with the properties near the center, although there are not many comparables in the area. The first year of the lease at this rate would be $788,255 plus any common area charges, which were approximately $1.68 per square foot in FY10. HCC’s cost would be half of this amount.

In addition to renewing the lease, the LCC would also like to lease an additional 4,514 square feet on the fifth floor. The center is fully utilizing the current space and at certain points in the schedule there is no room to add additional classes. Because the classrooms at LCC are smaller rooms, the lecture portion for the chemistry and biology labs are offered twice as opposed to those on the main campus, which are only offered once in a larger classroom. Accessing the fifth floor will allow the LCC to have a larger classroom space plus four additional classrooms. Since the colleges want to be prudent about the potential growth, the landlord has agreed to a separate three-year lease agreement, with two additional three-year renewal options. The first three years the LCC will pay no rent for the additional space, but the colleges will need to pay for the build out of the space and any common area charges, which were $1.68 per square foot in FY10. In the fourth year, the rate would be the same as the initial space. The landlord will construct the build out. PGCC has estimated the cost to build out the space at approximately $102,000, with the additional cost of $100,000 for furniture and computers. It is anticipated that the space will be ready for the fall of 2011. HCC’s share of this expense would be $101,000.

This procurement is considered sole source procurement. Because of the new purchasing procedures implemented in FY11, it is necessary for the board to designate 312 Marshall Avenue Limited Partnership as a sole source vendor.
Purpose: To obtain board approval to designate the landlord - 312 Marshall Avenue Limited Partnership as a sole source vendor for the lease renewal and additional space.

Location: Laurel College Center

Timeline: September 2011 – September 2016. (The new lease would begin in September 2011 with the initial term for the current space for five years, and a three-year term for the new additional space. The designation would apply to the five-year term.)

Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The designation of 312 Marshall Avenue Limited Partnership (landlord at Laurel College Center) as a sole source.

Source of funds: FY12 operating budget

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
11 – RCF Core (Backbone) Equipment

Background: The college’s local area network (LAN) is designed to withstand failure within the core (backbone) of the college’s LAN. The college needs to obtain network switches with additional capacity in order to transform the RCF basement data closet into the fourth network core. This upgrade is required because the network data path for the health sciences building and the science, engineering, and technology building will run through this RCF core. This design includes a redundant ring of network switches at the core of the college’s LAN.

The Maryland Education Enterprise Consortium (MEEC) has a contract with Digital Intelligence Systems Corporation (Disys), which was competitively solicited and available for the college to utilize. The cost of the new switches (Cisco Catalyst 6513) is approximately $305,000.

Purpose: To obtain board approval to use the MEEC contract to purchase the equipment necessary for the conversion of the RCF core from Disys

Location: RCF

Timeline: Delivery of the equipment before June 30, 2011. The equipment will be installed in FY12.

Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The use of the MEEC contract for the purchase of Cisco switches for the conversion of the RCF core.

Source of funds: Year-end funds

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05F/62.05F.01 – Cooperative Purchasing.
12 – Datatel Recruiter Module

Background: The college uses Datatel’s administrative computing software and database to support business processes and services for the college. The administrative software has an integrated database and application module that assists with electronic processing of student enrollment requirements, student records, finance transactions, payroll, facilities scheduling, reporting, human resources, and development administration.

The prospective student population has continued to dramatically increase. Datatel, Inc. offers a recruitment product that allows many of the current manual recruitment practices to be automated. For example, the system provides online forms, a campus visit scheduler, online applications for admission, and web-based event registration management. The automation of some of these manual procedures will provide staff with more opportunities to implement directed strategic recruitment campaigns, allow staff to have more personal contact with prospective students, and reduce paper and printings costs. The approximate cost for this product is $330,000, which includes the Recruiter system, installation, training, user licenses, and software.

Purpose: To obtain board approval to purchase the Datatel Recruiter and related software/licenses support

Location: College-wide

Timeline: Implementation will begin before June 30, 2011

Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The purchase of the Datatel Recruiter, software/hardware and technical support and services

Source of funds: Year-end funds and FY12 operating budget

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
13 – Platinum Analytics Software

**Background:** The college uses Ad Astra Information Systems’ scheduling software to schedule classrooms across campus. Ad Astra is compatible with Colleague, which is the campus’ administrative computing system. The college has been using Ad Astra scheduling software for over six years.

As part of the facilities master plan process, the president’s team convened a campus committee to review scheduling and utilization of classrooms due to the college’s increased enrollment. The committee has recommended purchasing Ad Astra’s Platinum Analytic software to enable the college to engage in strategic scheduling through analytic modeling. Platinum Analytics software, while not unique in its performance, is the only software that will interface with the Ad Astra scheduling system already in place at the college. The software is expected to cost approximately $85,000.

**Purpose:** To obtain board approval to designate Ad Astra as a sole source vendor

**Location:** College-wide

**Timeline:** FY12 – FY14. The administration does not anticipate purchasing an entirely new scheduling system in the near future.

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The designation of Ad Astra Information Systems as a sole source vendor

**Source of funds:** Year-end funds

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
14 – Remote Access Products

**Background:** The college currently has an agreement with Citrix Online LLC, Inc. to supply 225 licensed remote access accounts for their proprietary GoToMyPC applications. The administration would like to continue using their services.

These licensed accounts are assigned to key staff members who are in need of remote access in cases of an emergency as well as for work-at-home capabilities. The college also has five GoToMeeting accounts and six GoToAssist accounts for collaboration and technical assistance respectively.

The college anticipates that GoToMyPC, GoToMeeting, and GoToAssist will cost approximately $30,000.

**Purpose:** To obtain board approval to designate Citrix Online LLC, Inc. as a sole source vendor.

**Timeline:** FY12 – FY14. The college does not anticipate using another method for remote access, but will continue to monitor other options available in the marketplace.

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The designation of Citrix Online LLC, Inc. as a sole source vendor.

**Source of funds:** Year-end funds

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
15 – Purchase of Audio Visual Equipment

Background: To ensure that faculty have the necessary resources in the classroom, the college needs to purchase new data projectors to replace older projectors that are reaching the end of their lifespan. The new projectors will greatly improve the brightness and resolution of images. The purchase of new document cameras will also allow the college to replace outdated overhead transparency projector technology. Document cameras have quickly become the college’s highest requested resource and the audio visual (AV) department receives numerous requests for delivery of units to classrooms and labs around campus. Replacing the outdated overhead projector technology will accommodate the requests from faculty for this current technology. CCS Presentation Systems has a contract with Charles County public schools that was competitively bid and is open for the college to use. The total anticipated cost for the equipment is approximately $130,000. The purchase of this equipment from CCS will allow uniformity to be maintained for campus AV to allow for effective repair and maintenance of the units.

Purpose: To obtain board approval to use the Charles County public schools contract to purchase AV projectors and cameras

Location: Campus-wide

Timeline: Delivered before June 30, 2011

Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The use of the Charles County public school contract for AV purchases

Source of funds: Year-end funds

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05F/62.05F.01 – Cooperative Purchasing.
16 – Nursing Program Equipment

**Background:** The nursing lab currently uses two sim “men” to provide simulation training to students. Simulation is an integral component of the nursing and allied health curriculum. Each program in the health sciences division has integrated some aspect of simulation into the curriculum to facilitate student learning. The current patient simulators are being discontinued and within the next eighteen months, parts and repairs will not be available. As a result, the nursing department would like to buy SimMan 3G, which is a high-fidelity patient simulator that has the capacity to closely mimic set physiologic states. The purchase of the SimMan 3G patient simulator will allow programs within the division to continue state-of-the-art instruction. Laerdal Medical Corporation is the sole manufacturer and distributor of SimMan 3G. The SimMan 3G costs approximately $98,000.

**Purpose:** To obtain board approval to designate Laerdal Medical Corporation as a sole source vendor

**Location:** Nursing simulation lab - main campus

**Timeline:** April 2011 – April 2014. It is not expected that another vendor will be able to provide this technology in the next few years, but the college will continue to monitor other options in the marketplace.

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The designation of Laerdal Medical Corporation as a sole source vendor

**Source of funds:** Year-end funds

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
17 – Cardiovascular Technology Program Equipment

Background: The college’s cardiovascular technology program (CVT) primarily trains students to become invasive cardiovascular technologists. These technologists work in cardiac catheterization labs and assist cardiologists with placement of catheters into the hearts of patients with heart disease. Technologists play various roles during diagnostic and interventional procedures, including coronary artery stenting and valve replacement. Simulation equipment is a valuable teaching tool to assist in the preparation of students for these critical positions. The CVT program does not currently have any simulation equipment. Mentice, Inc. is the sole source provider of the VIST Endovascular Simulator. This product is the only one on the market that can effectively emulate the clinical environment. It also provides the largest variety of case offerings for students. The simulation equipment costs approximately $130,000.

Purpose: To obtain board approval to designate Mentice, Inc as a sole source provider and purchase the Mentice VIST Endovascular Simulator

Location: CVT lab - main campus

Timeline: April 2011 – April 2014. It is not expected that another company will provide this technology within this time frame. Delivery of the equipment will be before June 30, 2011.

Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The designation of Mentice, Inc. as a sole source vendor and the purchase of the Endovascular Simulator

Source of funds: Year-end funds

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05C/62.05C.01 – Sole Source.
18 – On Call Graphic Designers

Background: The office of public relations and marketing’s workload for producing college publications and communications materials often exceeds the capacity of its current in-house full-time (1) and temporary/part-time (2) graphics staff. In these situations, the department has used the services of an outside vendor to handle additional overflow items. As the volume of requests requiring immediate turn around has steadily increased over the past few years, the office needs to be able to quickly procure creative services from a qualified vendor who is available to deliver timely, quality work consistent with the college’s brand.

The college issued a request for proposals (RFP) on January 27, 2011, to contract with as many as two (2) graphic design vendors to provide creative and technical services for the office of public relations and marketing on an as-needed basis with no minimum guaranteed. The technical proposal submission was required on February 24th, followed by oral interviews on March 16th and 17th, and the price proposal submission on March 28th. Thirty-five firms responded to the solicitation and submitted technical proposals.

Similar to the process the college has adopted for other types of solicitations, the evaluation of the proposals was based on a cumulative score over three phases. Each phase required a minimum score based on a percentage of total available points in order to proceed to the next phase. The points for each phase were totaled and weighted yielding a maximum value. The firm with the highest score produced the best evaluated proposal.

The three phases and weightings are listed below. The first two phases make up 60 percent of the total score with the price proposal at 40 percent.

Phase 1 – Technical proposal consists of 100 maximum available points at 40 percent
Phase 2 – Oral presentation consists of 100 maximum available points at 20 percent
Phase 3 – Price proposal consists of 50 maximum available points at 40 percent

The technical phase was evaluated using a point system for each of the following categories:

1) Experience and qualifications of vendor
2) Capacity to perform work
3) Performance guarantees
4) Samples
5) Technical submittal materials

The top six firms were asked to participate in the next phase, which included the oral presentations. The oral presentations were evaluated on the following criteria:
1) Responses to questions and overall presentation  
2) Understanding of requirements  
3) Graphic designer experience  
4) Original graphic design work  
5) Brand/theme materials  
6) Resolution of potential problems  
7) Process to place job request  
8) Unique aspects of the firm

The top four firms were asked to prepare price proposals, which were evaluated based on five categories:

1) Logo design  
2) Original print ad  
3) Print revisions  
4) Web banner  
5) Event collateral

The maximum points possible for all three phases totaled 250 and the cumulative scores for the top four firms were as follows:

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>Points Earned</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Van Rossum: the fine art of design</td>
<td>237</td>
<td>94.9%</td>
</tr>
<tr>
<td>Cornerstone</td>
<td>159</td>
<td>63.7%</td>
</tr>
<tr>
<td>MillerCox</td>
<td>149</td>
<td>59.4%</td>
</tr>
<tr>
<td>PPO&amp;S</td>
<td>144</td>
<td>44.6%</td>
</tr>
</tbody>
</table>

Barbara Van Rossum and Cornerstone were the highest ranked firms. Both firms have worked with the college and the foundation previously on a variety of marketing communications and the administration has been very satisfied with the services provided.

**Purpose:** To obtain board approval to award the contract for on-call graphic design services to Barbara Van Rossum and Cornerstone.

**RFP Title/Number:** 11P-007 – Graphic Design Services

**Location:** College-wide

**Timeline:** April 2011 – April 2014. The contract can be renewed by the college based on board approval for three additional one-year periods.

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.
Price proposals: Price proposals were received on March 28, 2011. The vendors provided prices in each category as provided below.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Logo</th>
<th>Original Print Ad</th>
<th>Print Revisions</th>
<th>Web Banner</th>
<th>Collateral Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Van Rossum</td>
<td>$1,250</td>
<td>$1,000</td>
<td>$480</td>
<td>$350</td>
<td>$2,200</td>
</tr>
<tr>
<td>Cornerstone</td>
<td>$5,070</td>
<td>$5,390</td>
<td>$900</td>
<td>$850</td>
<td>$6,975</td>
</tr>
<tr>
<td>MillerCox</td>
<td>$8,000</td>
<td>$4,950</td>
<td>$1,760</td>
<td>$1,320</td>
<td>$9,360</td>
</tr>
<tr>
<td>PPO&amp;S</td>
<td>$8,475</td>
<td>$5,700</td>
<td>$1,200</td>
<td>$1,475</td>
<td>$13,975</td>
</tr>
</tbody>
</table>

Recommendation

The administration requests that the board of trustees approve:

Method: The award of the contract for on-call graphic design services to Barbara Van Rossum and Cornerstone.

Source of funds: Operating budget

Compliance: This request is in compliance with college purchasing policy and procedure, 62.05B/62.05B.01 – Request for Proposals.
19 – Procurement Cards

Background: Procurement cards provide certain employees at the college with the ability to make purchases outside of the purchase order process. The use of these cards decreases the amount of staff time spent on low dollar purchases. Howard County awarded the procurement card contract to US Bank on behalf of the Baltimore Regional Cooperative Purchasing Committee (BRCPC), which enables participating organizations to secure better prices for goods and services by combining purchases into larger volumes. The most recent contract was awarded to US Bank in 2005 and the college has been using their contract since the implementation of the procurement card program. Under the terms of the agreement, the college has $1 million in credit available each month, although college expenditures have not reached this level and, therefore, no increase is being requested at this time. The procurement card program has been very successful for the college as an alternative method for small purchases.

At the last audit and finance meeting, a question was raised concerning any rebate the college is receiving from the purchasing cards. HCC’s total spend as a college is too low to receive a rebate. However, the county has been talking with US Bank to convert the contract to a cooperative program where each entity would receive a rebate that would be based on the pooled amount from the entire group. Additionally, the college is investigating a contract that JP Morgan has with Fairfax County that is a cooperative contract that would allow the college to leverage the cooperative spend for a rebate. When staff have compared the rebate options based on the total spend under both contracts, the college will determine which contract would be most beneficial.

Purpose: To obtain board approval to use the BRCPC contract to purchase procurement card services

Location: College-wide

Timeline: FY12

Report: This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

Recommendation

The administration requests that the board of trustees approve:

Method: The use of the BRCPC contract for procurement card purchases.
**Source of funds:** Purchases through the procurement card program are made with operating funds

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05F/62.05F.01 – Cooperative Purchasing.
20 – Office Supplies

**Background:** In the summer of 2008, the college determined that the National Intergovernmental Purchasing Alliance (NIPA) contract with Corporate Express would be most advantageous for the college to use to purchase office supplies. Corporate Express was subsequently purchased by Staples, which has been providing office supplies to the college for the past few years. Last year, the college amended the contract with Staples to include the printing of business cards. The contract between Staples and NIPA is still in place and available for the college to use. The college expects to spend approximately $500,000 on office supplies in the coming year.

**Purpose:** To obtain board approval to use the NIPA contract to purchase office supplies from Staples

**Location:** Campus-wide

**Timeline:** FY12

**Report:** This item will appear on the quarterly spending report that will be provided in accordance with the purchasing procedures as part of the audit and finance committee materials.

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the NIPA contract for office supply purchases.

**Source of funds:** FY12 operating funds

**Compliance:** This request is in compliance with college purchasing policy and procedure, 62.05F/62.05F.01 – Cooperative Purchasing.
G-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.

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.

<table>
<thead>
<tr>
<th>Board Liaisons to Ongoing Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project</strong></td>
</tr>
<tr>
<td>Foundation Board</td>
</tr>
<tr>
<td>Sustainability</td>
</tr>
<tr>
<td>MACC Board of Directors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee:</th>
<th>Members:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit and Finance</td>
<td>Katherine K. Rensin, committee chair Mary S. Esmond, Edmund S. Coale</td>
</tr>
<tr>
<td>Legislative and Community Relations</td>
<td>Roberta E. Dillow, committee chair Patrick L. Huddie, Kevin Doyle</td>
</tr>
</tbody>
</table>

**Recommendation**

This item is for discussion and information and does not require board approval.
# G-2 Fiscal Year 2011 Board Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Tentative Agenda Items</th>
</tr>
</thead>
</table>
| April 29, 2011  | Vino Scholastico RCF-400/401                      | • Trustees Invited  
• HCC’s Fifth Annual Wine Tasting of Distinctive International Fine Wines to Benefit Howard Community College Student Scholarships  
• Pre-event Tasting 6:30-7:30  
• Main Event 7:30-10:30  
• Tickets for the pre-event are $50 per person. Tickets for the main event are $75 per person. Tickets for both events are $100. |
| April 30, 2011  | Rose Buck-Lew Family Piano Scholarship Endowment Concert and Dinner Fundraiser Montebaro Recital Hall / Kittleman Room | • Trustees Invited  
• Scholarship Endowment Fundraiser  
• Classical Concert at 4:30 pm  
• Buffet Dinner at 6:30 pm  
• Seating is Limited  
• Tickets are $88 each |
| May 4, 2011  | Phi Theta Kappa Statewide Recognition Dinner Turf Valley | • Board Chair Invited  
• Ceremony to recognize the All-Maryland Academic Team  
• Hosted by Howard Community College on behalf of participating Maryland Community Colleges |
| May 6, 2011  | Student Awards Banquet Sheraton Columbia | • Welcome from Board Chair  
• Trustees Invited and Participate in Presenting Awards |
| May 7, 2011  | County Council Public Budget Hearing George Howard Building / Banneker Room | • Public Hearing for Capital and Operating Budgets |
| May 11, 2011  | Audit and Finance Committee Café on the Quad - RCF-120B | • Quarterly Sole Source Report  
• Meeting with Auditors (FY11 Report)  
• Year-end Purchases |
| May 11, 2011  | Entrepreneurial Celebration RCF-400 | • Trustees Invited |
| May 13, 2011  | Dean’s List Ceremony Athletic & Fitness Center | • Trustees Invited  
• Recognition of Dean’s List and Distinguished Students |
| May 18, 2011  | Fourth Annual Student Athlete’s Banquet Sheraton Columbia | • Trustees Invited |
| May 23, 2011  | Spring Convocation Smith Theatre | • Trustees Invited  
• Preceded by Innovation Fair at 10:30 am in the HVPA lobby  
• Welcome from Board Chair |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Tentative Agenda Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 2011</td>
<td>40th Anniversary Picnic Lunch and Entertainment</td>
<td>• Recognition Event for Retired Employees, Degree Recipients, New Employees, and Career Service Awards</td>
</tr>
<tr>
<td>Monday</td>
<td>HCC Campus - Drier Stage Area</td>
<td>• Trustees Invited</td>
</tr>
<tr>
<td>12:30 – 4:00 pm</td>
<td></td>
<td>• Rain Location: TBD</td>
</tr>
<tr>
<td>May 24, 2011</td>
<td>Recognition and Pinning Ceremony for the Radiologic Technology Program</td>
<td>• Trustees Invited</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Smith Theatre</td>
<td></td>
</tr>
<tr>
<td>6:00 – 8:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 25, 2011</td>
<td>Work Session / Regular Meeting / Closed Session</td>
<td>• Informational Tour: Cyber Security</td>
</tr>
<tr>
<td>Wednesday</td>
<td>RCF-400</td>
<td>• Vision, Mission, Values, and Strategic Goals</td>
</tr>
<tr>
<td>6:00 pm</td>
<td></td>
<td>• Election of FY12 Board Officers</td>
</tr>
<tr>
<td>May 26, 2011</td>
<td>Nursing Recognition Ceremony</td>
<td>• Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting</td>
</tr>
<tr>
<td>Thursday</td>
<td>HCC Campus</td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 26, 2011</td>
<td>Reception for Platform Party</td>
<td>• Trustees Invited</td>
</tr>
<tr>
<td>Thursday</td>
<td>Kittleman Room/DH-100</td>
<td></td>
</tr>
<tr>
<td>12:30 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 26, 2011</td>
<td>Commencement</td>
<td>• Trustees Invited</td>
</tr>
<tr>
<td>Thursday</td>
<td>HCC Campus</td>
<td>• Board Members Confer Degrees</td>
</tr>
<tr>
<td>2:00 pm</td>
<td></td>
<td>• Dr. Walter Bumphus, AACC President, to Speak</td>
</tr>
<tr>
<td>June 4, 2011</td>
<td>McCuan Nursing Scholarship Event</td>
<td>• Hosted by Jill and Pat McCuan to Raise Funds for the Jill McCuan Nursing Scholarship</td>
</tr>
<tr>
<td>Saturday</td>
<td>Horowitz Center and Smith Theatre</td>
<td>• Dr. Ben Carson is the Featured Guest Speaker</td>
</tr>
<tr>
<td>6:00-9:00 pm</td>
<td>(moved from April 2)</td>
<td>• Tickets are $125 each; Sponsorships Start at $1,000</td>
</tr>
<tr>
<td>June 6, 2011</td>
<td>Board Retreat</td>
<td>• Issue Bin</td>
</tr>
<tr>
<td>Monday</td>
<td>RCF-401</td>
<td>• Sustainability</td>
</tr>
<tr>
<td>8:00 am – 2:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Looking ahead:
Nursing Recognition Ceremony, Wednesday, July 27, 2011, 6:30 pm
Fall Convocation, Monday, August 22, 2011, 8:30 am
Winter Convocation, Friday, January 27, 2012, 8:30 am
Spring Convocation, Monday, May 21, 2012, 12:00 pm
Nursing Recognition and Commencement, Thursday, May 24, 2012, 10:00 am-5:00pm
24th Annual HCC Grand Prix, Saturday, September 24, 2011, 10:00 am-4:00 pm

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.
G-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:** March 10, 2011, through April 6, 2011

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**Disclosure**

There were no items for the board chair to approve during this time period.
G-4 Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board

Timeline: March 2011

Recommendation

This item is for information only and requires no board action.
Howard Community College
SUMMARY OF PERSONNEL ACTIVITY
March 1 – March 31, 2011

Section I – Change in Status

SPECIAL ASSIGNMENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Eff. Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Accounting Clerk/Cashier (18.75 Hours)</td>
<td>Finance</td>
<td>Temp with Benefits Existing Position</td>
<td>7</td>
<td>$32,016-$53,146</td>
<td>$16,012</td>
<td>Schroyer, Kathryn</td>
<td>3/01/10</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting Director, Audiovisual Services</td>
<td>Teaching and Learning Services</td>
<td>Existing Position Replacement</td>
<td>15</td>
<td>$63,184-$104,885</td>
<td>$63,184</td>
<td>Bohandy, Scott</td>
<td>1/10/11</td>
<td>Undetermined</td>
</tr>
</tbody>
</table>

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

RECLASSIFICATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Old Grade</th>
<th>New Grade</th>
<th>Range for New Grade</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Network Engineer</td>
<td>User &amp; Network Services</td>
<td>15</td>
<td>16</td>
<td>$68,617-$113,905</td>
<td>3/21/11</td>
</tr>
</tbody>
</table>

SEPARATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Network Engineer</td>
<td>User &amp; Network Services</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Juba, Cheryl-Anne</td>
<td>3/18/11</td>
</tr>
</tbody>
</table>

Section II – Leaves

None
Resolution for Board of Trustees to Meet in Closed Session on April 27, 2011

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 April 27, 2011, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process as permitted under Section 10-508(a)(14) and that such meeting shall continue in closed session until the completion of business.