The Board of Trustees of Howard Community College (HCC) met in budget work session on Wednesday, January 13, 2010, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:10 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Kevin J. Doyle, Mary S. Esmond, and Patrick L. Huddie. Kathleen Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Louis G. Hutt, Jr. were absent.

Fiscal Year 2010 Integrated Operating Budget and Strategic Plan

Dr. Hetherington, president, thanked the trustees for their presence at the legislative breakfast the previous day. She gave an overview of the funding received by the college in FY10 and discussed enrollment growth, the full-time/part-time faculty ratio, the lack of faculty and staff merit increases in FY10, and the affordability of tuition for students. Dr. Hetherington emphasized that the college has not increased tuition for the past two years but the current budget proposal does include a modest tuition increase.

Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the planning process and strategic goals. Ms. Coleman reviewed the goals of the strategic plan and discussed any monetary needs associated with those goals. Ms. Coleman discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary funds.

In light of current economic challenges, budget reductions that have been implemented were reviewed. These reductions included: personnel costs, energy savings, travel reduction, contracted services through re-negotiation, use of a floor-stripping machine that saves labor and supply costs, the purchase of more affordable supplies, and reductions in mailings, which resulted in a savings of $1.6 million.

The FY11 proposed budget is based on a projected enrollment growth of 4 percent with a $2 tuition increase planned. The proposed budget includes a requested increase from the county of one percent for four full-time faculty positions. The state increase included is $300,000 based on data received from the Maryland Higher Education Commission (MHEC).

Ms. Coleman outlined comparative data on tuition and fee rates for Maryland community colleges and the annual tuition and fee costs. Currently, Montgomery College has the highest tuition and fees in the state; however, the administration does not currently have data on what Montgomery is planning for the coming year. An additional $100,000 is being proposed for HCC student scholarships.

Uses of new funds were also reviewed. A 1.5 percent merit increase for budgeted faculty and staff has been included in this proposal. One percent would be given in July at the start of the fiscal year and an additional one percent would be given in January. Ms. Coleman referred to the recommendations of the consultant, Charles Hendricks that the college’s faculty and staff should receive a 2 to 3 percent merit increase. Salary scale
adjustments would also go into effect in January based on Mr. Hendricks’ recommendation. Ms. Coleman gave details on the following:

- proposed increases in part-time faculty positions to accommodate enrollment growth;
- four new faculty positions to accommodate enrollment growth;
- additional hourly funds to accommodate enrollment growth;
- additional funds for adjunct faculty to accommodate enrollment growth;
- funding for continuing education, special funds, auxiliary funds, and grants for FY11; and
- the potential budget for the proposed Mt. Airy facility to be opened in conjunction with Frederick and Carroll Community Colleges.

The trustees emphasized that the proposed budget is indicative of the college’s emphasis on cost savings and maximizing resources. The trustees discussed the full-time/part-time faculty ratio and the need for a total of 26 new faculty positions to meet the 50/50 full-time/part-time faculty ratio recommended under MHEC guidelines.

The trustees discussed the proposed FY11 budget, the role of the college in helping community members to recover from the current economic downturn, and the tangible consequences of a funding shortfall for HCC on the community it serves. The board members discussed the importance of effectively communicating these factors to the public and the college’s elected officials.

The trustees commended Lynn Coleman, Janet Cullison, and the administration and finance staff on the budget and the clear and comprehensive budget briefing. It will be brought to the full board for approval at the January 27, 2010, meeting.

Lynn Coleman explained that the governor will present his budget prior to the January 27 meeting and if the $300,000 increase for HCC is not included, the college’s budget will need to be adjusted.

The college budget will be submitted to the County Executive in February. After the County Executive releases his budget, the college will adjust its budget accordingly. The County Council will release its final version of the budget in May and the college budget will then be revised again prior to being finalized.

**Financial Statements**

Lynn Coleman asked the trustees if they had any questions on the financial statements included in their packets. These will be sent to the county government.

The meeting was adjourned at 7:20 p.m.

The above constitutes the official minutes of the January 13, 2010, budget work session of the Howard Community College Board of Trustees as approved on January 27, 2010, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer