Board of Trustees’
Legislative and Community
Relations Committee
Meeting Materials

November 4, 2013
8:30 a.m.
The Rouse Company Foundation Student Services Hall
RCF-120B
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.

9. Board members may utilize email to communicate individually; however, email communications among a quorum of the board or the full board such as reply all responses are restricted in compliance with the state’s Open Meetings Law.
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…

Work with Elected Officials and the Community
Agenda
Board of Trustees
Legislative and Community Relations Committee

November 4, 2013
8:30 a.m.
The Rouse Company Foundation Student Services Hall
RCF-120B

1. Review of the Howard Community College Legislative Agenda
2. Planning for Howard Community College Legislative Breakfast
3. Student Advocacy Day

The final meeting of the legislative and community relations committee for FY14 is scheduled for February 10, 2014
1 – Review of the Howard Community College Legislative Agenda

Background

The Howard Community College (HCC) legislative agenda generally mirrors the MACC agenda with special emphasis placed on how issues directly impact HCC. The college will focus on four key priorities this year: operating budget, capital projects, funding the Laurel College Center, and student financial aid.

A working outline of the HCC legislative agenda follows this item and will be reviewed at the November 4, 2013, legislative and community relations committee meeting before being presented to the full board for approval at its November 20, 2013, meeting.

Recommendation

This item is for information only and requires no action.
Howard Community College’s (HCC) Legislative Agenda includes items for legislative action at the state level on issues that affect the welfare of HCC students. The college will focus on the following issues during the 2014 session of the Maryland General Assembly, which will impact the college in fiscal year 2015 (FY15).

**Operating Budget** – HCC is grateful to the Maryland General Assembly for providing full-time equivalent (FTE)-based funding. In order to keep tuition from rising, HCC seeks to restore the Cade funding formula by increasing the percentage tie by two percent each year until the full statutory intent of 29 percent for the Cade-funded colleges is reached in 2019.

For FY15, the college seeks funding for its operating budget at the state level and through county appropriations at the local level.

**Capital Request** – The college seeks funding for the following capital projects:

**Nursing Building and Science and Technology Building Renovations**
FY15: $3,260,000 Planning and Design  
$1,630,000 (county) / $1,630,000 (state)

**Safety, Compliance, and Facility Renewals**
FY15: $2,683,000 Design/Construction/Equipment  
$2,683,000 (county)

**Campus Roadways and Parking**
FY15: $28,560,000 Total: $15,080,000 (county) and $13,480,000 (HCC)  
$1,600,000 Acquisition-existing building: $1,600,000 (county)  
$2,200,000 Design-garage expansion: $1,100,000 (county) / $1,100,000 (HCC)  
$24,760,000 Construction-garage expansion: $12,380,000 (county) / $12,380,000 (HCC)

**Laurel College Center** – HCC seeks state funding to support the center.

**Financial Aid** – The college seeks support for student financial aid.
Operating Budget

HCC receives funding for its unrestricted budget and auxiliary funds from multiple sources (chart 1). For FY14, state funding accounts for 13 percent of support; the county provides 27 percent; tuition and fees comprise 39 percent; and 21 percent comes from other sources. Access and affordability of higher education are directly associated with the level of state and county operating funds received by the institution. Strong operating support from the state and county, coupled with prudent fiscal management by HCC, is important to help keep student tuition as affordable as possible.

![CHART 1]

The state portion of HCC’s operating budget, distributed to community colleges based on the Cade funding formula, for FY14 is $1,483,793. The Cade funding formula ties a percentage of the annual state aid allocated per FTE at the four-year public colleges and universities to the state aid granted per FTE to the community colleges.

The funding formulas have been altered five times since 2008 by reducing the percentage ties in the formulas, and thereby reducing the annual state aid allocation to the community colleges. In order to keep tuitions from rising, the community colleges seek to restore the Cade funding formula by increasing the percentage tie by two percent each year until the full statutory intent of 29 percent for the Cade-funded colleges is reached in 2019. Current law stretches the full statutory intent of the formulas out to 2023. This will require an 11.3 percent increase of approximately $24 million in the state allocation to community colleges in the FY15 state budget.

The state is also considering performance-based funding, which could reshuffle limited resources among the community colleges, as well as place a greater data collection burden on them. The community colleges request that only when the Cade formula is fully funded at 29 percent, that any performance-based funding be applied, and only as an incentive to improve completion.
The college’s contribution from the county for FY11 was $25,195,470. In FY12, the county increased funding to the college by three percent to $25,951,335. In FY13, the county gave the college $27,093,286, or a 4.4 percent increase, to assist with the mid-year opening of the new health sciences building. Howard County’s contribution to the FY14 operating budget increased 7.5 percent over the prior year, with 58 percent of this increase requested to cover costs related to the new health sciences building, which opened during FY13.

FTE growth along with state and county support is reflected in chart 2. The chart shows that tuition has been the balancing factor used to keep the budget stable and manage the college’s growth.

Position: Support funding for HCC at the state level and through county appropriations at the local level.

Capital Budget

Justification for capital projects is based on the college’s current and projected enrollment and the critical space needs required to accommodate this growth. The state continues to report that community colleges will see a higher growth percentage of full-time and part-time undergraduates than the four-year institutions. Based on the growth trends for enrollment, Maryland Higher Education Commission (MHEC) projections show that HCC is expected to grow by 26 percent in total headcount over the next ten years.

Over the last decade, HCC has received significant state and county support for capital projects that facilitated the construction of four new buildings, two parking structures, and the renovation of three existing buildings on campus.
However, even after acquiring these new buildings and improving space efficiencies through renovations, the college continues to show a current space deficit of 337,470 net assignable square feet (NASF) with the most severe deficit being in academic class lab space.

In the FY14 capital budget, the state approved funding for HCC for one project: the first phase of construction for the science, engineering, and technology building in the amount of $8,947,000 (state share). Continued state support is necessary to manage growth in higher education. Since the funds available for community college capital projects have become more competitive, the colleges have agreed to work with the state to split-fund the construction dollars on eligible projects over multiple years to help alleviate the burden of financing in one fiscal year.

Over the past several years, the college has received strong support from the county. For FY14, the county funded two capital projects for the college: the first phase of construction for the science, engineering, and technology building in the amount of $8,947,000 (county match) and campus-wide facility renewals/deferred maintenance in the amount of $958,000.

The college recognizes the limitations on the county’s bond funding and has requested state funding on eligible projects and, where applicable, split-funding on construction phase projects. It is mandated, however, that 50 percent local participation be achieved to obtain the state match. In addition, the uncertainty of state support places a heavier funding burden on the county and college. Parking garages are not currently supported by the state. Given the limited resources available to the county and expected lower growth rate in revenues, tough choices must be made. In examining current and projected economic conditions, the Howard County Spending Affordability Advisory Committee recommended that this is not the time to reduce spending on critical infrastructure needs. While construction costs are starting to increase, interest rates remain low. Postponing essential repairs and improvements that will have to be done in future years when costs are higher will not serve the long-term interests of the county.

The college’s capital needs are urgent and critical and a top priority for the president and board of trustees. In order to continue to carry out the mission and vision of the college, the proper infrastructure must exist. HCC requests support for the following projects included in its FY15 annual capital budget request:

**Nursing Building and Science and Technology Building Renovations**

FY15: $3,260,000 Planning and Design
$1,630,000 (county) / $1,630,000 (state)

Following the move into the new health sciences building and the new science, engineering, and technology building, renovations will need to occur in the vacated nursing building and science and technology (ST) building to allow for additional classrooms, labs, collaborative study areas, teaching and learning services, as well as administrative areas. While the college has been diligent in providing minor renovations, the current building cannot support the demand for additional instructional and administrative spaces.

The nursing building is the second oldest building on campus, constructed in 1976, and physically connected to the ST building, which was constructed in 1989. The two buildings are
proposed for renovation as one project. The nursing building is also physically connected to the administration building, McCuan Hall, so the extension of administration into the vacated spaces on the second floor is programatically effective. In addition, the insertion of class labs and meeting space on the first floor will allow for natural connectivity of the two buildings.

This renovation project will serve multiple areas including: social sciences/teacher education classrooms and labs, hospitality and culinary arts labs, mediation and conflict resolution, the center for service learning, faculty development center, honors center, Silas Craft Collegians, student life, teaching and learning services, human resources, information technology, instructional media, public relations and marketing, procurement, plant operations, storage/custodial areas, print shop, and senior administration.

The college proposes this project with a phased construction project schedule following the completion of each new building. The ongoing need for additional space forces the college to move this project forward and identify it as a priority.

Safety, Compliance, and Facility Renewals
FY15: $2,683,000 Design/Construction/Equipment
$2,683,000 (county)

This project addresses campus-wide systemic renovations, deferred maintenance, facility renewals, as well as safety and code compliance at all the college campuses.

The following projects are proposed for FY15:
• ADA renovations
• Phased public restroom upgrades
• Phased deferred maintenance
• IT upgrades and modifications
• Phased signage package installation
• Cable TV upgrades
• Phased AV upgrades for academic buildings
• Integrated Library System (ILS) upgrade
• Athletic track resurfacing and field drainage
• Admissions and advising modifications

Campus Roadways and Parking
FY15: $28,560,000 Total: $15,080,000 (county) / $13,480,000 (HCC)
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The completion of the second garage in 2011 has significantly helped the college’s parking shortage; however, the current deficit remains at 1,972 spaces, and the college must still shuttle students. Also, with the construction of the new science, engineering, and technology building, an additional 250 spaces will be lost.

The expansion to the existing east parking garage at plant operations is being proposed in FY15 and will have the least impact on land use. In order for this expansion to occur, the
college must acquire an existing building site that will provide the appropriate access required to the garage. The cost summary includes the garage expansion of 750 spaces, road installation, a bridge option, and site improvements.

Parking is critical for college access; therefore, parking issues must be addressed before additional campus development.

**Position:** Support funding of HCC capital projects for FY15.

**Laurel College Center**

The Laurel College Center (LCC) is an important access point to higher education. The LCC continues to experience growth in FTE and headcount. In fall 2013, there were 1,478 credit students enrolled in courses offered by HCC and Prince George's Community College at the LCC; this is up from 1,000 in fall 2011 and 1,425 in fall 2012. There were 132 noncredit unduplicated headcount HCC students taking courses at the LCC in fall 2012. The total enrollment in FY13 for classes offered by the LCC's four-year partners was 496.

The Maryland Higher Education Commission has developed criteria to calculate a level of base funding each of the Regional Higher Education Centers (RHEC) in the state should receive based on enrollments and programmatic offerings. While these criteria do not exist in statute, HCC believes they are a reasonable way to determine equitable funding levels for RHECs. Based on these criteria, the FY15 request for the LCC is:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000</td>
<td>base allocation</td>
</tr>
<tr>
<td>132,694</td>
<td>incentive funding based on FTE</td>
</tr>
<tr>
<td>69,803</td>
<td>lease costs</td>
</tr>
<tr>
<td>441,400</td>
<td>special funding</td>
</tr>
<tr>
<td><strong>$ 843,897</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

For FY14, only $114,298 of the $196,315 incentive funding request was allocated.

Leasing Costs: Leasing costs are based on dollars per upper division and graduate FTEs at centers that lease facilities. The leasing appropriation is calculated by dividing the annual lease cost by the number of total FTEs at the center (lower, upper, and graduate). The resulting number is multiplied by the total number of upper division and graduate FTEs at the center to determine the amount of the grant. To date, this funding has not been received.

Special Funding: Special funding is designated for initiatives such as start-up of new centers; support for high need, critical, and special programs to meet regional needs; one time enhancement funding; and funding for non-capital equipment (i.e., any equipment with a useful life of less than 15 years that is not funded with debt and must be financed through the operating budget). Each request is examined on a case-by-case basis. The LCC has typically submitted a list of computer needs and furniture and equipment for this amount. To date, this funding has not been received.

**Position:** Support state funding for the Laurel College Center.
Financial Aid

In a recent student survey, affordability was the primary reason most frequently cited for choosing to attend HCC. The financial aid services office works diligently to make sure students are aware of various federal and state aid programs. The college also sets funds aside from its operating budget ($693,155 in FY13) to provide aid to students, and the Howard Community College Educational Foundation, Inc. (HCCEF) raises scholarship funds. For FY13, the HCCEF committed $636,604 in student scholarships.

In FY13, about 46 percent of all HCC students received some form of financial aid totaling more than $20.3 million, a two percent decrease from FY12 to FY13, due to a decrease in some state, federal, campus-based, and institutional funding. This funding helps offset educational expenses for tuition, fees, books, supplies, child care, and other expenses. Even with these funding resources, many students still have unmet need that makes it a challenge for them to afford college.

In FY13, HCC experienced a 1.6 percent increase in Pell Grant recipients from FY12. In addition, the average Pell Grant award received was $2,868. The maximum Pell Grant award stays at $5,550 for FY13.

The number of loan borrowers from FY12 to FY13 increased five percent. In addition, the number of financial aid applications received by the college increased six percent from FY12 to FY13.

State funding for HCC increased 2.3 percent from FY12 to FY13. For FY13 funding levels, HCC received a decrease of four percent for the Maryland part-time program, and an 11 percent increase in Maryland Campus-Based Educational Assistance Grant.

Because of this continuing need, HCC asks that the state make funding for financial aid programs, particularly need-based aid, a priority in the state budget. Specifically, state funding is requested for the following:

- Full funding for the Health Manpower Shortage Grant and Statewide Programs. This grant program has proven to be a very successful, cost efficient program, permitting community colleges to:
  - Offer resident tuition to students taking a specialized technical program that is not available at the student’s local area community college.
  - Serve students in high demand programs that have reached capacity at their local area community college.
  - Serve the State of Maryland’s workforce needs in a cost effective manner by sustaining enrollments in high cost, unique programs that have been identified as filling workforce shortage areas.

- Grant funds to encourage near completers to return to their local area community college to complete their associate’s degree or program of study.

- An increase in the need-based Part-Time Grant Program to $10.2 million. The current grant is funded at $5.1 million and has not increased since 2006. Approximately 70 percent of the
students enrolled in community colleges are part-time students, and they are the fastest growing segment of the state’s student population.

- A supplemental grant in the amount of $2.5 million to be allocated annually to the community colleges to offset the growing costs of serving students with special needs. The statewide enrollment of students with disabilities entering our institutions has substantially increased in recent years, and at the same time the cost of equipment to serve disabled students has increased exponentially. While this supplemental grant does not cover the costs associated with educating each student entering a community college with a disability in a given year, the additional funding will help colleges defray these additional expenses over time.

- Increased funds in the Maryland Educational Assistance Grant, as well as giving priority status to those students with an associate degree transferring to a Maryland four-year institution to complete their program of study.

**Position:** Support student financial aid.
2 – Planning for the Howard Community College
Legislative Breakfast

Background

Event coordination is in progress for the legislative breakfast to be held at 8:00 a.m. in RCF-400 on Friday, January 3, 2014.

All State of Maryland and Howard County elected officials were emailed invitations on October 9, 2013, with a requested response date of December 6, 2013. A majority confirmed their attendance within the first week; an update will be delivered to this committee on November 4, 2013.

Recruitment and selection of student guests and speakers is in progress.

Recommendation

This item is for information only and requires no action.
3 – Student Advocacy Day

Background

Representatives from each community college in the State of Maryland participate annually in Student Advocacy Day. Designed to solicit continued support for the community college mission, Student Advocacy Day engages state representatives in support of the college’s legislative agenda. **Thursday, February 13, 2014**, is the confirmed date for Student Advocacy Day.

As in past years, selected students will be invited to travel by bus to the Miller Senate Office Building in Annapolis to meet with senators and delegates and tell their stories about the impact that community colleges have made in their lives. Key talking points will be provided to the students and discussions will last approximately fifteen minutes with each legislator.

Recommendation

This item is for information only and requires no action.