The Board of Trustees of Howard Community College (HCC) met in regular session and budget work session on Wednesday, January 13, 2016, in The Rouse Company Foundation Student Services Hall, Room 400, at Howard Community College, Columbia, Maryland. Chair Edmund D. Coale, III brought the work session to order at 6:00 p.m. He informed all present that Trustee Kevin F. Schmidt was participating via conference call, therefore, Trustee Schmidt would need to state his vote on approval items. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Mamie J. Perkins, and Courtney Watson. Kathleen Hetherington, secretary-treasurer, was also present.

Approval of Agenda

A recommendation to approve the January 13, 2016, budget work session agenda was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

Financials

Lynn Coleman, vice president of administration and finance, provided highlights of the November 2015 financial statements. Cindy Peterka, vice president of student services, reported that enrollment is up 5.7 percent for the winter 2016 term, and spring 2016 term enrollment is trending upward.

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

Proposed Fiscal Year 2017 Budget

Dr. Hetherington acknowledged the entire faculty and staff for their commitment to and participation in the budget development process. Dr. Hetherington commented on the college’s budget development process, emphasizing that it is a college-wide process in which all departments and their personnel have an opportunity to submit requests for funding to fill their needs. These requests are then reviewed and revised by president’s team members. Once the board of trustees has approved the college’s proposed operating budget, the proposal will be submitted to the Howard County Executive for review and action and, ultimately, to the Howard County Council for review and approval.

Ms. Coleman presented the FY17 proposed operating budget including a review of the key budget development dates and the budget development process; discussion of the strategic planning process; overview of the budget categories, both restricted and unrestricted; and a discussion of budget reductions. Ms. Coleman also reviewed the proposed FY17 detailed source of funds, including state and county funding, comparisons to other Maryland community colleges, and recommendations from the
salary and benefits committee. The FY17 operating budget proposed initially to the board reflected an increase of 9.15 percent.

The FY17 proposed detail use of funds includes:

- A three-dollar tuition increase;
- Merit increase of three percent;
- Merit increase of three percent for eligible hourly staff;
- Faculty promotions;
- Increase to part-time faculty rate by $25 per credit hour;
- Annualizing adjustments and reclassifications;
- Part-time faculty reduction for new faculty;
- Part-time faculty reduction for enrollment decline;
- Part-time faculty increase related to new programs;
- Health related benefits and other salary related benefits;
- Increase of tuition reimbursement from $3,000 to $3,300;
- Increase in tuition waiver for spouses and dependents of employees from 15 to 30 credits annually;
- 12.59 new positions, including five faculty positions, a network security manager, a Career Links case manager, a staff dentist, a lab manager in the SET building and partial-year positions needed for the opening of the SET building;
- Increase in hourly monies to cover an increase in part-time positions; and
- Funds for minimum wage increase.

Dr. Hetherington reported that preliminary figures from the Maryland Association of Community Colleges indicate a potential increase in state funding. Howard Community College (HCC) had factored $196,000 in state funding into the budget proposal, however, state funding for HCC may be $1.6 million. The governor’s budget will be announced on January 20, 2016. If the increase in the governor’s budget comes through, then the administration recommends the budget proposal be adjusted to increase merit to 3.5 percent; increase adjunct faculty per credit pay by $30; increase tuition by two dollars, rather than three dollars; reduce the share being taken from the fund balance by $500,000; and reduce the requested increase in county funding from 9.15 percent to 7.45 percent.

The board asked Dr. Hetherington to bring more details on the administration’s recommendations on the budget to its January 27, 2016, meeting based on the outcome of the governor’s budget announcement.

Dr. Hetherington thanked Ms. Coleman, Janet Cullison, associate vice president of finance, and Chris Heston, budget manager. Chair Coale thanked the trustees for their role in the budget development process. The administration will revise the proposed budget to reflect the governor’s budget allocation and will present the revised budget to the board of trustees for approval at the January 27, 2016, meeting of the board.
Closed Session

At the conclusion of the budget work session, Chair Coale read the following resolution:

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 January 13, 2016, at the conclusion of the budget work session in The Rouse Company Foundation Student Services Hall, room 400, to discuss a personnel matter that affects one or more specific individuals related to a consultant’s report on a human resources issue, as well as the acquisition of real property for a public purpose and matters directly related thereto related to a separate consultant’s report, as permitted under Sections 10-508(a)(1)(ii) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

A recommendation to adjourn the January 13, 2016, budget work session was moved by Trustee Watson, seconded by Trustee Perkins, and unanimously approved.

A recommendation to enter into the January 13, 2016, closed session was moved by Trustee Doyle, seconded by Trustee Schrader, and unanimously approved.

The budget work session was adjourned at 7:55 p.m.

The above constitutes the official minutes of the January 13, 2016, budget work session of the Howard Community College Board of Trustees as approved on January 27, 2016, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, January 13, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III read the resolution below to enter into closed session at approximately 7:55 p.m.; the closed session commenced at approximately 8:03 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt (participating via conference call), and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer and Lynn Coleman, vice president of administration and finance were also present.

Chair Coale read the following resolution to enter into closed session. The motion to enter into closed session was made by Trustee Doyle, seconded by Trustee Schrader, and unanimously approved.

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 January 13, 2016, at the conclusion of the budget work session in The Rouse Company Foundation Student Services Hall, room 400, to discuss a personnel matter that affects one or more specific individuals related to a consultant’s report on a human resources issue, as well as the acquisition of real property for a public purpose and matters directly related thereto related to a separate consultant’s report, as permitted under Sections 10-508(a)(1)(ii) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees received a briefing on a consultant’s report regarding a human resources issue and an update on a separate consultant’s report and its impact on the acquisition of real property.

The closed session was adjourned at 8:33 p.m.

The above constitutes the official minutes of the January 13, 2016, closed session of the Howard Community College Board of Trustees as approved on January 27, 2016, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer