Board of Trustees’
Legislative and Community
Relations Committee
Meeting Materials

October 12, 2016
8:30 a.m.
The Rouse Company Foundation Student Services Hall
RCF-401
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 Maryland’s Open Meetings Act of the General Provisions Article of the Maryland Code.
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
1. Review of the Draft 2017 Maryland Association of Community Colleges’ Legislative Agenda

2. Review of the Draft Fiscal Year 2018 Howard Community College Legislative Working Agenda and Talking Points

3. Planning for the HCC Legislative Breakfast

4. Preparation for the Bylaws and Policies Review* Scheduled for November 4, 2016, at 2:00 p.m., MH-256

Future meetings of the legislative and community relations committee are scheduled for November 4, 2016*, January 6*, and February 2, 2017.
1 – Review of the Draft 2017 Maryland Association of Community Colleges’ Legislative Agenda

Background

The Maryland Association of Community Colleges’ (MACC) legislative agenda acts as the general model for Howard Community College’s legislative agenda. The MACC legislative agenda determines where special emphasis should be placed in the college’s agenda as it relates to state issues that affect the welfare of Howard Community College students. The agenda identifies the key priorities for focus during the 2017 session of the Maryland General Assembly, and includes talking points for support of community colleges.

Recommendation

This item is for information only and requires no action.
1. Operating Budget Request

Maryland’s community colleges were pleased that there was no BRFA introduced last session that reduced the state aid to our institutions. As a result, state aid increased $11.6 million or 5.2% for fiscal 2016. This marked one of the few years in the past decade that community colleges received their statutory appropriation. Although the appropriation was based on a severely reduced percentage tie (20%) to the four year public colleges and universities, MACC was pleased that the General Assembly maintained this increase throughout the 90-day Session.

Community colleges remain the most affordable post-secondary option in Maryland’s system of higher education; however, the cost of attending a community college has risen steadily over the past ten years. The continuous rebasing of the formulas that determine the annual state aid to our institutions has moved the community college funding premise of 1/3 state-funded, 1/3 county-funded, and 1/3 student-funded to a point where students now carry the burden of picking up 42% of the cost.

Our trustees and presidents know that cost is the primary reason students fail to get a postsecondary education. They also know that for every percentage increase in tuition, students are lost – often forever. At no other time in history has it been more important to keep open access to postsecondary education – not only for the individual, but for the economic welfare of the State.

Community colleges ask that the General Assembly expedite the full funding of the Cade and Baltimore City Community College (BCCC) funding formulas that have been reduced 7 times since 2008 and will not reach full implementation until 2023. MACC proposes legislation that calls for a formula revision that brings full funding of the Cade and BCCC funding formulas to full statutory intent by 2020.

The estimated loss of state funding to community colleges through a series of BRFA reductions and rescissions culminates to over $105 million for the 15 Cade-funded institutions. **MACC requests your assistance to expedite the Cade formula by increasing State aid to the 15 community college by at least $35 million per year for the next three years. Likewise, MACC seeks support to increase State aid to Baltimore City Community College by expediting the BCCC funding formulas to its full statutory intent by 2020.**

Below is a chart that outlines the change in the percentage tie that would be necessary to meet this request. MACC is particularly thankful to Senator Nancy King (Montgomery County) and Delegate Adrienne Jones (Baltimore County) for introducing this legislation last session.
2. Capital Budget Request

At the request of the General Assembly, Maryland’s 15 community colleges submit their annual capital request to the state in priority order. This is a collegial process adopted by each of the community college presidents and maintained by MACC. This process requires that all projects on the list are incorporated into the colleges’ master plans, have the approval of DBM and MHEC, and are ready with appropriate matching grants from local governments. This is a detailed process that takes multiple years of planning, preparation and extensive use of staff time.

The colleges work hard to meet the obligations required for inclusion on the priority list and ask that the General Assembly continue to respect the priority list.

Because of the impact of debt affordability on the State’s budget, the Governor’s transition team reduced the funding cap on capital appropriations for community colleges. This was a reduction taken without any consideration of the projects in the 10-year master plans for our institutions. The community college annual authorization of $80 million was reduced to $60 million – a cut by 1/3. This reduced cap, coupled with the $41 million in pre-authorized projects from last session, leaves very little to fund the new projects on the 2018 prioritization list.

Community colleges are pleased that the budget committees of the General Assembly have recognized the need to elevate the $60 million capped placed on the annual CIP appropriation. We thank Senator Kasemeyer and Delegate McIntosh and their respective budget committees for correspondence to the Governor requesting that the $60 million CIP be elevated to at least $80 million. The current $60 million cap severely limits our ability to serve the half million Marylanders who attend our institutions annually.

Although enrollments at community colleges have declined slightly with the recent upturn in the economy, MHEC’s projections show that FTE credit enrollments at community colleges will increase by 31% through the fall of 2025. The need to maintain access and state-of-the-art training facilities at community colleges has never been more important for the State’s economic future than it is today.

MACC seeks $86.6 million to fully fund the FY 2018 capital request - $41.8 million of this amount is to fund the 4 pre-authorized projects from the 2017 request and another $44.7 million to
meet the needs of the 15 new projects requested. These 19 projects are located at 11 community colleges across the state. Each project has matching local funds making these projects very cost-efficient for the State.

As requested by the Maryland General Assembly, these projects are submitted for funding in priority order with the pre-authorized projects listed first. Baltimore City Community College, as a state institution, submits a separate capital request.
### Maryland Association of Community Colleges Prioritization: FY 2018

Revised 8.31.16

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Total FY 2018 Request (New Projects) $44,745,272 $44,745,272

Total FY 2018 Request (Including Preauthorizations) $86,570,272 $86,570,272

Note: Baltimore City Community College is a State agency and does not receive funding through the Community College Capital Grant Program
Prioritization approved by the Maryland Council of Community College Presidents on August 2, 2016
3. Financial Aid for Workforce Training Programs

There is no state financial aid and very little federal aid available to students who are pursuing licensure or certification programs in non-credit courses at their local community college. These programs provide the training required to fill many of the middle-skill jobs that drive day-to-day commerce. For this reason, affordable training in skills such as construction, truck driving, culinary arts, computer technology, and others is critical to maintaining a skilled Maryland workforce.

To keep this vital training affordable, MACC seeks a financial aid program of $2 million for students pursuing non-credit programs of study that lead to certification and licensure.

4. Tuition Reduction for Maryland Students

Cost remains the primary reason students choose to attend their local area community college for postsecondary education and training; it is also the primary reason students fail to complete their course of study. MACC seeks a state supported grant program that gives all Maryland high school graduates an opportunity to pursue postsecondary education at a free or reduced cost. Preliminary estimates show that instituting a “last dollar” program for qualified high school students would cost the state approximately $30 million dollars the first year, and $60 million thereafter.

5. Tuition Waivers

Community colleges oppose any increase in state-mandated tuition waivers for select segments of the population. These waivers cost the institutions approximately $10 million in lost revenue dollars each year. Waivers drive up costs for all students and thus undermine the key community college mission of affordability. In place of select waivers, MACC seeks state grant assistance program for all community college tuition waivers in the amount of $ 5,000,000.

6. Workforce Readiness Grant

Maryland’s community colleges continue to face fiscal constraints in providing up-to-date technology equipment for career and technology training that is needed in order to prepare a workforce that can compete globally for business and industries. MACC seeks a state grant in the amount of $200,000 per campus that would match donations made by businesses and industries for technology training.
7. Small Community Colleges Funding

MACC seeks to re-examine the small college unrestricted grants with the goal of providing funding parity to all seven of Maryland’s small-sized community colleges.

8. Border State/In-State Tuition

In FY 2015, Maryland’s community colleges served 5,880 out-of-state FTES. These students were ineligible for State financial assistance and are not supported through Cade. Many out-of-state students stay in Maryland once they graduate for employment reasons. However, out-of-state tuition charges have become a financial barrier for many to continue. As noted in the Department of Legislative Services Aid to Community Colleges overview last year, the average out-of-state tuition is higher than the in-state tuition and fees at seven of Maryland’s residential public four-year institutions.

Garrett College of Maryland has provided a successful agreement with West Virginia that allows for students from West Virginia to attend at in-state tuition rates as well as receive state support through the Cade Funding formula. Maryland’s community colleges would like to expand this program to include all border states, in order to maintain open and accessible community colleges in Maryland for those who have no alternative in their state of residency.

Other Issues

The MACC Legislative Committee reviews all legislation as it is introduced in the 90-day Session of the Maryland General Assembly and takes a position on those issues that are deemed to warrant a united response from community colleges.
2 – Review of the Draft Fiscal Year 2018 Howard Community College Legislative Working Agenda and Talking Points

Background

The Howard Community College (HCC) legislative agenda supports the Maryland Association of Community Colleges’ (MACC) legislative agenda, while also focusing on the issues that directly impact Howard Community College. The legislative agenda is divided into three main areas of emphasis: operating budget priorities, capital budget priorities, and MACC/statewide budget priorities and issues.

A working outline of the HCC legislative agenda and related talking points follow, which will be discussed at the October 12, 2016, legislative and community relations committee meeting. With the committee’s input, a revised agenda will be presented to the full board for review and approval at its meeting on October 26, 2016. The MACC Board of Directors will approve the statewide community college legislative agenda on October 26, as well. If changes occur, they will be shared with the board of trustees.

Recommendation

The administration requests that the legislative and community relations committee recommend approval of the legislative agenda to the full board at its October 26, 2016, meeting.
BUILDING FOR A CHANGING WORKFORCE

Since 1970, Howard Community College has been building for a changing workforce by educating students who meet the needs of county and state employers. This focus on job and transfer readiness has resulted in nearly 30,000 students choosing Howard Community College each year for its credit and noncredit programs.

To ensure continued success, Howard Community College remains committed to providing students with accessible and affordable higher education. Strong funding support from the state of Maryland and Howard County will ensure the college’s tuition remains the most cost-effective option for higher education in Howard County and that college facilities continue to prepare students for transfer or careers.

THE RETURN ON INVESTMENT*

- The state of Maryland and Howard County governments see an annual rate of return of 11.3 percent on their support of HCC.
- Students boost their earning power through their HCC education, resulting in a nearly 19 percent return on their investment in HCC.
- Students earning a two-year degree at HCC will earn $511,300 more than someone with a high school diploma or GED.
- HCC strengthens the local economy by more than $362 million annual.
- Students who took at least 20 credits at the college experienced higher salaries and greater wage growth compared to their employment prior to attendance.
- Of those students who had graduated or earned significant credit by 2010, only 38 percent had full-time employment in Maryland the prior year. By 2015, nearly 70 percent of these same students were working full time in Maryland.

*Data from research by Jacob France (2016) and Economic Modeling Specialists, Intl. (2013).

LEGISLATIVE AGENDA

The legislative agenda focuses on the institutional priorities for Howard Community College in fiscal year 2018, as well as how the operating and capital budget requests at the state and county will impact the college’s ability to provide pathways to success for students, faculty, and staff.

1. Invest in operational funding to build Howard County’s workforce
   - Request funding to operate the Science, Engineering, and Technology Building
     - With the opening of the new Science, Engineering, and Technology (SET) Building planned for fiscal year (FY) 2017, HCC will need funding in FY18 to assist with its operation. County and state support will enable hiring of new positions in late FY17, but the funding only covers partial operating expenses. Additional funding support will be needed to continue funding these positions in the college’s FY18 operating budget.
   - Request funding to support and retain quality employees
o As a Great College to Work For for eight years in a row, it is vital that HCC support and retain its full- and part-time budgeted employees through regular merit increases. HCC provides only merit increases, no step or cost of living increases.

o The college also must increase its pay rate for adjunct faculty to better align with its partner institution at the Laurel College Center (Prince George's Community College), as well as compete for adjunct faculty with other Maryland colleges and universities.

2. **Build essential infrastructure to educate and train students for high-demand careers**
   
   • *Request to fund the first phase of the renovation of the N and ST buildings: ($21.9 million funded by state and county)*
   
   o With the completion of the new SET Building, academic programs will vacate two existing campus buildings—the former nursing (N) building and the former science and technology (ST) building. The N Building is the second oldest building on campus (1976) and is connected to the ST Building (1989). The college has provided minor updates, but it cannot support the demand for classrooms, labs, and administrative spaces. The renovation of the N and ST buildings will provide:
     
     ▪ instructional and support space for the social sciences and teacher education areas, as well as teaching labs for the college’s hospitality and culinary management program;
     
     ▪ learning and collaborative spaces; and a
     
     ▪ center for HCC’s honors programs into one location.

MACC LEGISLATIVE AGENDA – DRAFT (abbreviated)

3. **Expedite full funding of the Cade and Baltimore City Community College funding formulas**

At the state, the funding formulas for community colleges have been reduced seven times since 2008 and will not reach full implementation until 2023. The result is that the continuous rebasing of the formulas has moved the community college funding premise of 1/3 state-funded, 1/3 county-funded, and 1/3 student-funded to a point where students now carry the burden of picking up 42 percent of the cost.

Community colleges ask that the General Assembly expedite the full funding of the Cade funding formula by increasing state aid to the 15 community colleges by at least $35 million per year for the next three years to reach full statutory intent by 2020. Likewise, community colleges ask that the Baltimore City Community College funding formula receive increased state aid to reach full statutory intent by 2020. Below is a chart that outlines the change in the percentage tie that would be necessary to meet this request.
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4. **Maintain integrity of the MACC capital budget prioritization list by fully funding the FY18 capital budget request of $86.6 million**

At the request of the General Assembly, Maryland’s 15 community colleges submit their annual capital request to the state in priority order. This is a collegial process adopted by each of the community college presidents, maintained by MACC, and incorporated into the colleges’ master plans, which have approval of the Department of Budget Management and the Maryland Higher Education Commission. In addition, the capital projects have appropriate matching grants from local governments. The colleges ask that the General Assembly continue to respect the priority list.

Because of the impact of debt affordability on the state’s budget, the governor’s transition team reduced the funding cap on capital appropriations for community colleges from $80 million to $60 million—a cut by 1/3. This reduction was taken without any consideration of the projects in the 10-year master plans for the community colleges.

The need to maintain access and state-of-the-art training facilities at community colleges has never been more important for the state’s economic future than it is today. MACC seeks $86.6 million to fully fund the FY18 capital request: $41.8 million to fund the four pre-authorized projects from the 2017 request and $44.7 million to meet the needs of 15 new projects. These 19 projects at 11 community colleges have matching local funds, making these projects very cost-efficient.
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**Total FY 2018 Request (Including Preauthorizations)** $86,570,272 $86,570,272

*Note: Baltimore City Community College is a State agency and does not receive funding through the Community College Capital Grant Program. Prioritization approved by the Maryland Council of Community College Presidents on August 2, 2016*
5. **Support a financial aid program of $2 million for noncredit students in certification and licensure programs**

There is no state financial aid and very little federal aid available to students who are pursuing licensure or certification programs in noncredit courses at their local community college. These programs provide the training required to fill many of the middle-skill jobs that drive day-to-day commerce. For this reason, affordable training in skills such as construction, truck driving, culinary arts, computer technology, and others is critical to maintaining a skilled Maryland workforce. We ask the General Assembly to support a financial aid program that would help keep this vital training affordable.

6. **Reduce college tuition costs for Maryland high school graduates**

Cost remains the primary reason students choose to attend their local area community college for postsecondary education and training; it is also the primary reason students fail to complete their course of study. MACC seeks a state-supported grant program that gives all Maryland high school graduates an opportunity to pursue postsecondary education at a free or reduced cost. Preliminary estimates show that instituting a “last dollar” program for qualified high school students would cost the state approximately $30 million dollars the first year, and then $60 million thereafter.

7. **Grant assistance for all community college tuition waivers in the amount of $5 million**

Community colleges oppose any increase in state-mandated tuition waivers for select segments of the population. These waivers cost the institutions approximately $10 million in lost revenue dollars each year. Waivers drive up costs for all students and thus undermine the key community college mission of affordability. In place of select waivers, MACC seeks state grant assistance program for all community college tuition waivers in the amount of $5 million.

8. **Provide a workforce readiness grant of $200,000 per campus**

Maryland’s community colleges continue to face fiscal constraints in providing up-to-date technology equipment for career and technology training that is needed in order to prepare a workforce that can compete globally for business and industries. MACC seeks a state grant in the amount of $200,000 per campus that would match donations made by businesses and industries for technology training.

9. **Fund small-sized community colleges at parity**

MACC seeks to re-examine the small college unrestricted grants with the goal of providing funding parity to all seven of Maryland’s small-sized community colleges.
10. Expand in-state tuition to include out-of-state students from border states without alternatives

In FY15, Maryland’s community colleges served 5,880 out-of-state, full-time equivalent students. These students were ineligible for state financial assistance and are not supported through the Cade funding formula. Once these students graduate, many stay in Maryland for employment. However, current out-of-state tuition costs have become a financial barrier for many to continue. As noted in the Department of Legislative Services Aid to Community Colleges overview last year, the average out-of-state tuition is higher than the in-state tuition and fees at seven of Maryland’s residential public four-year institutions.

Garrett College of Maryland has provided a successful agreement with West Virginia that allows for students from West Virginia to attend at in-state tuition rates, as well as receive state support through the Cade funding formula. Maryland’s community colleges would like to expand this program to include all border states, in order to maintain open and accessible community colleges for those who have no alternative in their state of residency.
TALKING POINTS for FISCAL YEAR 2018 LEGISLATIVE AGENDA

General Information:

Howard Community College is building for a changing workforce by educating students who meet the needs of county and state employers.

- The college’s focus on job and transfer readiness has resulted in nearly 30,000 students choosing Howard Community College each year for credit and noncredit programs.

- HCC strengthens the local economy by more than $362 million annually.*

- Students earning a two-year degree at HCC will earn over $510,000 more than someone with a high school diploma or GED.*

- Investing in HCC results in an annual rate of return of 11.3 percent for county and state governments.*

- Students who took at least 20 credits at the college experienced higher salaries and greater wage growth compared to their employment prior to attendance.*

*Data from research by Jacob France (2016) and Economic Modeling Specialists, Intl. (2013).

HCC Budget Requests:

Invest in operational funding to build Howard County’s workforce

- Request funding to operate the Science, Engineering, and Technology Building
  - With the opening of the new Science, Engineering, and Technology Building planned for FY17, HCC will need funding in FY18 to assist with its operation.

- Request funding to support and retain quality employees
  - It is vital that HCC support and retain its full- and part-time budgeted employees through regular merit increases.

  - The college also must increase its pay rate for adjunct faculty to better align with its partner institution at the Laurel College Center (Prince George’s Community College) and compete with other colleges and universities.
Build essential infrastructure to educate and train students for high-demand careers

- Request to fund first phase of renovation to the N and ST buildings: ($21.9 million funded by state and county)
  - With the completion of the new SET Building, academic programs will vacate two existing campus buildings—the former nursing (N) building and the former science and technology (ST) building. The college cannot support the demand for classrooms, labs, and administrative spaces. The renovation will provide instructional and support space for the social sciences and education areas, as well as teaching labs for the culinary and hospitality management program.

MACC Budget Requests:

Expedite full funding of the Cade and Baltimore City Community College funding formulas

- At the state, funding formulas for community colleges have been reduced seven times since 2008 and will not reach full implementation until 2023.
- Students now carry 42 percent of the cost.
- Community colleges ask the General Assembly to expedite funding by increasing state aid to the 15 community colleges by at least $35 million per year for the next three years to reach full statutory intent by 2020. Community colleges ask that the Baltimore City Community College funding formula receive increased state aid to reach full statutory intent by 2020.

Maintain integrity of the MACC capital budget prioritization list by fully funding the FY18 capital budget request of $86.6 million

- At the request of the General Assembly, Maryland’s 15 community colleges submit their annual capital request to the state in priority order.
- MACC seeks $86.6 million to fully fund the FY18 capital request. These 19 projects have matching local funds.

Support a financial aid program of $2 million for noncredit students in certification and licensure programs

- Affordable training is critical to maintaining a skilled Maryland workforce, but there is no state financial aid and very little federal aid available to students who are pursuing licensure or certification programs in noncredit courses at their local community college.
Reduce college tuition costs for Maryland high school graduates

• MACC seeks a state-supported grant program that gives all Maryland high school graduates an opportunity to pursue postsecondary education at a free or reduced cost.

Grant assistance for all community college tuition waivers in the amount of $5 million

• Community colleges oppose any increase in state-mandated tuition waivers, and MACC seeks state grant assistance program for all community college tuition waivers in the amount of $5 million.

Provide a workforce readiness grant of $200,000 per campus

• MACC seeks a state grant to match donations made by businesses and industries for technology training.

Fund small-sized community colleges at parity

• MACC seeks to re-examine the small college unrestricted grants in an effort to fund parity to all seven of Maryland’s small-sized community colleges.

Expand in-state tuition to include out-of-state students from border states without alternatives

• In FY15, Maryland’s community colleges served 5,880 out-of-state, full-time equivalent students who were ineligible for state financial assistance and are not supported through the Cade funding formula.

• Garrett College of Maryland has a successful agreement with West Virginia, and Maryland’s community colleges would like to expand this program to include all border states, which would assist students who have no alternative in their state of residency.
3 – Planning for the Howard Community College Legislative Breakfast

Background

The annual Howard Community College legislative breakfast is scheduled from 8:00-9:30 a.m. on Thursday, November 10, 2016.

With the theme, “Building for a Changing Workforce,” the legislative breakfast will focus on how the college is educating students and preparing them to meet the needs of county and state employers. Held in The Rouse Company Foundation Student Services Hall (RCF), Room 400, selected students will be scheduled to address county and state elected officials. The event will also provide the opportunity for Dr. Kathleen Hetherington to detail the college’s legislative agenda. Board members and senior college staff are asked to attend.

Recommendation

This item is for information only and requires no action.
4 – Preparation for the Bylaws and Policies Review

Background

The Legislative and Community Relations Committee (LCR) will meet on November 4, 2016, and January 6, 2017, to review the board of trustees' bylaws and policies. During the October 12, 2016, LCR meeting, the committee members will discuss with staff the committee's expectations for the review meetings, the agenda for the November 4, 2016, meeting, and any necessary preparation.

Recommendation

This item is for discussion only and requires no action.