The Board of Trustees of Howard Community College (HCC) met in regular session and budget work session on Wednesday, January 11, 2017, in The Rouse Company Foundation Student Services Hall, Room 400, at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins brought the work session to order at 6:00 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, and Courtney Watson. Trustee Kevin F. Schmidt was absent. Kathleen Hetherington, secretary-treasurer, was also present.

Approval of Agenda

Chair Perkins requested that the agenda be amended to include an update from President Hetherington on the college’s support of Deferred Action for Childhood Arrivals (DACA); Development, Relief, and Education for Alien Minors (DREAM Act); and undocumented students.

A recommendation to approve the January 11, 2017, regular and budget work session agenda, as amended, was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

Update on the College’s Support of Deferred Action for Childhood Arrivals (DACA); Development, Relief, and Education for Alien Minors (Maryland DREAM Act); and Undocumented Students

Dr. Hetherington reported that prior to winter break, she, Cindy Peterka, and Jean Svacina had met with impacted HCC students to discuss their concerns about the future. She shared that college policies and procedures were already in place to uphold and protect students and alumni and the privacy of their educational records. HCC advisers and counselors continue to be available to any student seeking support. This same information was included in a letter to the college’s elected officials, echoing her support of DACA, Maryland Dream Act, and undocumented students.

Additionally, Dr. Hetherington has joined nearly 600 college and university presidents and chancellors in signing the Statement in Support of the Deferred Action for Childhood Arrivals (DACA) Program and Undocumented Immigrant Students. The presidents call for DACA to be upheld, continued, and expanded, citing the “national necessity” of supporting DACA students. The statement speaks to the contributions of DACA students, who enrich campuses and local communities.

Since winter break, the American Association of Community Colleges (AACC) and the Association of Community College Trustees (ACCT), which represent the presidents and trustees of the nation’s 1,108 community colleges, sent a joint letter to President-Elect Donald Trump urging that he maintain the DACA program. The associations called the
program “of vital importance” for providing educational pathways to students. The letter continued, “As open access institutions, community colleges serve students from all walks of life, and that diversity contributes to greater unity in the communities that we serve. It is a core part of our mission to provide opportunity to all students, and DACA helps support that mission.”

The college also has taken additional steps to express support and share information with students. News about the statement that Dr. Hetherington signed is now located on the landing page of the college website. Monitors around campus are carrying a message informing the college’s international citizen and immigrant students that they are welcome and assistance and support is available to them. Outreach to students who are personally impacted has been made. In addition, Cindy Peterka, Jean Svacina, and Dr. Hetherington have invited the students we met with before break to a second meeting to continue our conversation regarding their concerns.

Dr. Hetherington reinforced that educating and supporting our students continues to be the college’s utmost priority. Dr. Hetherington and the members of president’s team will continue to listen and evaluate how best to meet the needs of HCC students, the college, and the community.

Trustee Watson suggested contacting FIRN (Foreign-born Information and Referral Network) to let them know what HCC is doing to support its students. Trustee Solá-Carter supported providing support to students’ families who may also have concerns.

This was an information item and required no board action.

**Review of the Financials**

Lynn Coleman, vice president of administration and finance, provided highlights of the November 2016 financial statements.

This item was an information item and required no board action.

**Proposed Fiscal Year 2018 Budget**

President Hetherington reviewed the college’s budget development process and the state and county budget approval process, noting that currently there are many unknowns. President Hetherington recently attended Governor Hogan’s press conference where he announced $56 million for capital projects for community colleges. She noted there is a deficit in the state budget and that the Governor’s budget will be released on January 18, 2017. She informed the new trustees that the budget proposal is continually refined by the administration and brought to the board, based on continually changing updates from the county and state.

Ms. Coleman presented the FY18 proposed operating budget, including 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 discussion of budget reductions. Ms. Coleman also reviewed the proposed FY18 detailed source of funds, including state and county funding, comparisons to other Maryland community colleges, and recommendations from the salary and benefits committee. An 11 percent increase for the operating budget is being requested from the county, reflecting an increase of $3,546,274 over the FY17 funding level. The college is anticipating a 4.7 percent increase from the state.

Highlights of the FY18 proposed budget include:

- A two-dollar tuition increase;
- A decrease in course fees and student fees;
- An increase in consolidated fees for garage debt service;
- Merit increase of three percent;
- Four faculty positions;
- 2.5 staff positions;
- Faculty promotions funding;
- Increase to part-time faculty rate by $25 per credit hour; and
- $250,000 to implement changes recommended in the compensation study.

The board will consider the proposed budget further at its January 25, 2017, meeting. At that time, the administration will update the board on the impact of the Governor’s budget on the college’s proposed budget. The board will be asked to approve the college’s proposed budget at its January 25, 2017, meeting.

Dr. Hetherington thanked Ms. Coleman, Janet Cullison, associate vice president of finance, and Chris Heston, budget manager. Chair Perkins thanked the trustees for their role in the budget development process.

A recommendation to adjourn the January 11, 2017, budget work session was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

The budget work session was adjourned at 8:11 p.m.

The above constitutes the official minutes of the January 11, 2017, budget work session of the Howard Community College Board of Trustees as approved on January 25, 2017, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer