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 questions or requests for additional information to the board chair or the president at least two business days prior to the board meeting.

9. Email among a quorum of the board must be limited to administrative and informational items and not policy discussions in order to remain in compliance with the Open Meetings Act.
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

October 12, 2017
8:30 a.m.
The Rouse Company Foundation Student Services Hall
RCF-120B

1. Review of the Draft 2018 Maryland Association of Community Colleges’ Legislative Agenda

2. Review of the Draft Fiscal Year 2019 Howard Community College Legislative Working Agenda

3. Planning for the Howard Community College Legislative Breakfast

4. Process for Addressing Legal Questions of the Board

The next meeting of the legislative and community relations committee is scheduled for February 15, 2018.
1 – Review of the Draft 2018 Maryland Association of Community Colleges’ Legislative Agenda

Background

The Maryland Association of Community Colleges' (MACC) legislative agenda acts as the general model for the Howard Community College 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 proposed agenda that follows, will be finalized in late October once it is approved by the MACC Board of Directors. The agenda identifies the key priorities for focus during the 2018 session of the Maryland General Assembly.

Recommendation

This item is for information only and requires no action.
1. **Operating Budget Request**
MACC seeks to expedite the Cade and Baltimore City Community College funding formulas to their full statutory intent of 29 percent for Cade-funded institutions and 68.5 percent for BCCC by 2021.

MACC proposes that the $4 million one-time grant allocated to the colleges to keep tuition increases at or below 2 percent be added to the state’s base appropriation for community colleges.

2. **Capital Budget Request**
MACC seeks to maintain the integrity of the community college capital prioritization process that provides an equitable and collegial allocation of the state’s capital resources to community colleges.

MACC seeks $94.7 million to fully fund the fiscal year 2019 community college capital prioritization list; $40.2 million of this amount is to fund the six pre-authorized projects carried over from the previous capital budget and another $54.5 million to meet the needs of the 16 new projects requested.

MACC seeks the creation of an annual Capital Renewal Allocation set at $4 million per year for the maintenance and repair of community college facilities.

3. **Maryland Promise - Tuition Reduction for Maryland Students**
MACC seeks a state supported grant program that gives all Maryland high school graduates an opportunity to pursue postsecondary education at their local area community college.

### Additional Initiatives

- **Students with Disabilities** - MACC is seeking state support to assist with the additional costs of providing the special needs that are necessary to serve this segment of our population.

- **Workforce Readiness Grant** - 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.

- **Tuition Waivers** - Community colleges oppose any increase in state-mandated tuition waivers for select segments of the population.

- **Senatorial & House Scholarship** - Community colleges support expanding the eligibility requirements of the Senatorial and House of Delegate Scholarship programs to support students entering courses of study that lead to licensure and certification credentials.
2 – Review of the Draft Fiscal Year 2019 Howard Community College Legislative Working Agenda

Background

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

A working outline of the HCC legislative agenda follows, which will be discussed at the October 12, 2017, 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 25, 2017. The MACC Board of Directors is expected to approve the statewide community college legislative agenda during its meeting on October 25. 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 25, 2017, meeting.
TRANSFORMING EDUCATION FOR A NEW GENERATION

As the regional workforce adapts to a global economy, Howard Community College (HCC) is transforming education for a new generation. The college focuses on providing courses and services that are responsive to the needs of area employers, such as cybersecurity, health sciences, engineering, and teacher education. Students thrive when they see the connection between the classroom and the workplace. As a result, nearly 30,000 students choose Howard Community College each year to prepare for transfer or careers.

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 the workforce of the future.

THE RETURN ON INVESTMENT

- HCC, its students, and alumni strengthen the local economy by more than $337.8 million annually, which is equivalent to supporting 5,328 jobs within Howard County.^
- For every $1 spent on educating students at HCC, taxpayers receive $1.50 in return over the course of the students’ working lives. Investing in HCC results in an annual rate of return of 4.6 percent for county and state governments.^
- For every $1 students invest in HCC, they receive $1.90 in higher future earnings, which is an annual rate of return of 9.4 percent. This rate of return exceeds the 10-year average return to the U.S. stock market.^
- A graduate from HCC will increase their earnings by $12,600 each year compared to someone with a high school diploma or GED, which amounts to $428,400 in higher earnings over a lifetime.^
- 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 Emsi (2017).
*Data from research by Jacob France Institute (2016).

LEGISLATIVE AGENDA

The legislative agenda focuses on the institutional priorities for Howard Community College in fiscal year (FY) 2019, 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. **Build innovative facilities to prepare students for the workforce of the future**
   - **Seek funding for the second phase of the renovation of the N and ST buildings ($18.96 million total: $9,711,000 from the state and $9,249,000 from the county)**
     - The academic programs previously housed in the N and ST buildings now
reside in the new Science, Engineering, and Technology Building, which provided an opportunity to renovate the spaces to serve the current needs of the college and its students. This renovation project began in FY18, and the FY19 funding request would complete the project, which includes these features:

- 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 in one location.

- Request county funding for systemic renovations ($6,951,000 million from the county)
  - This funding will support much-needed repairs and deferred maintenance projects, enhance facilities and signage, and upgrade vital systems.

2. Invest in operational funding to provide pathways to success

- Request funding to support and retain quality employees

For the ninth year in a row, the Chronicle of Higher Education has selected Howard Community College as a Great College to Work For. This national award speaks to the quality of the college’s employees, their value to the organization, and the supportive culture developed over the years. HCC must build on this success with FY19 funding that will:

  - maintain current operations;
  - adjust for inflationary costs for operations, maintenance, and information technology contracts;
  - provide full- and part-time budgeted employees regular merit increases; and
  - increase the pay rate for adjunct faculty.

To remain competitive in the workforce, it is essential that HCC support its employees through a merit increase and an adjunct pay increase. HCC does not provide step or cost of living increases. Additionally, a higher pay rate for adjunct faculty will better align with its partner institution at the Laurel College Center (Prince George’s Community College).

MACC LEGISLATIVE AGENDA - DRAFT

1. Expedite the Cade funding formula and add one-time grant to base

MACC seeks to expedite the Cade and Baltimore City Community College funding formula to their full statutory intent of 29 percent for Cade-funded institutions and 68.5 percent for BCCC by 2021.

MACC also proposes that the $4 million one-time grant allocated to the colleges to keep tuition increases at or below 2 percent be added to the state’s base appropriation for community colleges.
2. **Maintain capital prioritization, fully fund priorities, and create annual renewal allocation**

MACC seeks to maintain the integrity of the community college capital prioritization process that provides an equitable and collegial allocation of the state’s capital resources to community colleges.

MACC also seeks $94.7 million to fully fund the fiscal year 2019 community college capital prioritization list; $40.2 million of this amount is to fund the six pre-authorized projects carried over from the previous capital budget and another $54.5 million to meet the needs of the 16 new projects requested.

MACC requests the creation of an annual Capital Renewal Allocation set at $4 million per year for the maintenance and repair of community college facilities.

3. **Reduce student tuition through the development of the Maryland Promise**

MACC seeks a state supported grant program that will give all Maryland high school graduates an opportunity to pursue postsecondary education at their local area community college.

**Additional State Initiatives**

- **Assist Students with Disabilities**

MACC is seeking state support to assist with the additional costs of providing the special needs that are necessary to serve this segment of our population.

- **Match business/industry donations through workforce readiness grant**

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.

- **Oppose any increase tuition waivers**

Community colleges oppose any increase in state-mandated tuition waivers for select segments of the population.

- **Expand the Senatorial and House Scholarship**

Community colleges support expanding the eligibility requirements of the Senatorial and House of Delegate Scholarship programs to support students entering courses of study that lead to licensure and certification credentials.
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 Wednesday, November 8, 2017.

With the theme, “Transforming Education for a New Generation” the legislative breakfast will focus on how the college is transforming teaching and learning to meet the demands of the workforce. 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 – Process for Addressing Legal Questions of the Board

Background

In fiscal year (FY) 2017, the board’s legislative and community relations committee conducted a review of the board’s bylaws and policies. In the process of that review, the legality of a provision in the bylaws that assigned the board with the power to require a member of the board to resign for any reason outside of the reasons dictated in Maryland state law, was questioned by the committee. In response, the legislative and community relations committee asked the college to seek an opinion from the State of Maryland Attorney General on the legality of this provision.

The college sought the Attorney General’s opinion on this issue, and was informed that questions related to the legality of a provision of the board’s bylaws must first be reviewed and an opinion rendered by the board’s counsel. The opinion of the board’s counsel must then be forwarded to the Attorney General with the sponsorship of a state elected official.

Trustee Watson requested that this topic be discussed at the next regularly scheduled meeting of the legislative and community relations committee in order to formalize this process.

The administration recommends that the board of trustees bylaws, Article II, H. ADVICE, which currently reads, “The board shall retain legal advisors, auditors, and consultants to the board” be amended to include the following new language. Trustees asking the board of trustees to seek legal counsel on an issue should make that request in writing to the board chair and secretary/treasurer for consideration and appropriate action. In the case of seeking the Attorney General’s opinion on an issue, an opinion must first be rendered by the board’s counsel. The opinion of the board’s counsel must then be forwarded to the Attorney General with the sponsorship of a state elected official.

Recommendation

The administration requests that the legislative and community relations committee discuss this topic and recommend a revision in bylaws to the full board to include the new language noted above.