The Board of Trustees of Howard Community College (HCC) met in regular session and budget work session on Wednesday, January 10, 2018, 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 trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, and Christopher Marasco. Vice chair Courtney Watson and trustee Kevin F. Schmidt were absent. Kathleen Hetherington, secretary-treasurer, was also present.

Approval of Agenda

A recommendation to approve the January 10, 2018, regular and budget work session agenda was moved by Trustee Joss, seconded by Trustee Solá-Carter, and unanimously approved.

Review of the Financials

Lynn Coleman, vice president of administration and finance, provided highlights of the November 2017 financial statements.

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

Proposed Fiscal Year 2019 Budget

President Hetherington wished the trustees a Happy New Year, and thanked them for their support throughout the year. She also acknowledged the faculty and staff for their thoughtful involvement in the budget development process. Dr. Hetherington acknowledged Lynn Coleman, Janet Lombard-Cullison, associate vice president of finance, and Chris Heston, director of budget and accounting, for their work on the proposed fiscal year 2019 operating budget. She noted that the budget document is fluid until the board approves the final budget in May 2018 and that the document the board would review at the budget session is a reflection of the board’s guidance, and the college’s best estimate of what it may get from the county and state. Dr. Hetherington remarked on the board’s work with elected officials at the college’s legislative breakfast in November, and at the upcoming January 22, 2018, legislative reception to advocate for the college’s needs.

Ms. Coleman presented the FY19 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 FY19 detailed source of funds, including state and county funding, comparisons to other Maryland community colleges, and recommendations from the salary and benefits committee. An 8.54 percent increase for the operating budget is being requested.
from the county, reflecting an increase of $2,900,620 over the FY18 funding level. The college is anticipating a 1.5 percent increase from the state, but will not know what the Governor is proposing until after January 17, 2018.

Highlights of the FY19 proposed budget included:

- A $3 per credit hour tuition increase, with an additional $5 per credit hour for out-of-county students; and an additional $10 per credit hour for out-of-state students;
- An increase in instructional and student fees and the consolidated fee;
- Merit increase of four percent;
- Faculty promotions funding;
- Increase to adjunct faculty rate by $25 per credit hour;
- Two faculty positions;
- A total of 4.73 staff positions, many of which were funded by reallocation of funds;
- Increased funding for health benefits;
- Increased funding for adjunct faculty related to class size; laboratory instruction equity; and growth in the science, engineering, and technology division; and
- Revision to the flexible scheduling procedure to pay hourly employees for scheduled work days when the college opens late or closes early for weather emergencies.

The board will consider the proposed budget further at its January 24, 2018, meeting, when the college has information on the proposed funding from the Governor. The board will be asked to approve the college’s proposed budget at that meeting.

It was noted that due to the scheduling of the County Council budget hearing on April 25, 2018, the college’s previously scheduled April 25, 2018, board meeting would be moved to April 24, 2018.

Trustee Doyle asked that the redefinition of large class size that was shown in the budget materials be promoted as an enhancement to salary and benefits even though it was not a recommendation of the salary and benefits committee. Dr. Hetherington noted that she and Dr. Jean Svacina, vice president of academic affairs, meet with the faculty forum and issues that impact faculty are always mentioned.

A recommendation to adjourn the January 10, 2018, budget work session was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

The budget work session was adjourned at 7:10 p.m.

The above constitutes the official minutes of the January 10, 2018, regular and budget work session of the Howard Community College Board of Trustees as approved on January 24, 2018, and is a true and correct copy of the same.

Kathleen Hetherington, secretary/treasurer