Board of Trustees’
Special Budget Session
Materials

April 12, 2018
5:00 pm
The Rouse Company Foundation Student Services Hall
RCF-400
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…

Strive for excellence in everything we do
Meeting Item 1

1 – Approval of Agenda

Meeting Items:

1. Approval of Agenda

2. Proposed Fiscal Year 2019 Operating Budget
2 – Fiscal Year 2019 Operating Budget

**Background:** The County Executive is scheduled to release his operating budget to the County Council on April 23, 2018. To date, the administration has not received word from the County Executive about the funding for the college in FY19. A special board meeting is scheduled for Thursday, April 12, 2018, to discuss the budget, as the administration hopes to know the funding from the county by that time. Additional materials for the April 12, 2018, meeting may not be available until the day of the meeting due to the timing of the release of the County Executive’s budget.

At the state level, the operating budget for the state of Maryland still has not passed. The college may not know what state funding it will receive until Sine Die, the end of the legislative session, which is scheduled for April 9, 2018. Currently, the Governor had proposed an increase of 4.72 percent for the college. Based on this amount, Howard Community College would receive $18,812,780. The new funds are an increase of $847,503 over FY18 funding of $17,965,277. This increase of $847,503 is composed of the following: Cade funding of $996,870 (or a 5.6 percent increase) and the one-time supplemental grant that was received in FY18 will be continued in FY19, but will be reduced by 50 percent or $149,367, if the college agrees to keep a tuition increase to no more than two percent. This would give the college a net increase of $847,503 ($996,870-$149,367). However, subsequent to receiving these numbers, the administration learned that there was a miscalculation in the funding, which could cause the college’s funding to decrease. This decrease may or may not be approved with the final budget passage.

The current proposed budget has a one-dollar tuition increase for in-county students. This increase would take the in-county rate from $136 per credit hour to $137 per credit hour. However, depending on what the college receives from the county and the state, the amount for the tuition and consolidated fee may be increased.

Once the college learns the final county and state funding proposed for FY19, the administration will revise its budget accordingly. The revised budget will be presented to the board of trustees for review and approval at the April 12, 2018, meeting.

Once the County Executive’s budget is released to the County Council, the council may decrease, but not increase Howard Community College’s budget, or may approve the budget as presented by the County Executive. The final FY19 operating budget is scheduled for adoption by the county in mid-May 2018. Depending on the outcome of the final budget, the college may need to make further revisions to its operating budget that would require board approval at the May board meeting.
**Purpose:**
To obtain approval of the FY19 operating budget and the proposed tuition and consolidated fee rates

**Timeline:**
FY19 (July 1, 2018–June 30, 2019)

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**Recommendation**

The administration will request that the board of trustees review and approve the FY19 proposed operating budget changes and any possible changes to the tuition and consolidated fee rates.

**Compliance:**
This request is in support of board policies, Governance process; Board’s role; Presidential Boundaries; Fiscal Condition and Presidential Boundaries Budgeting/Forecasting.