Board of Trustees’ Work Session and Board Meeting Materials

May 30, 2018
6:00 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...

Encourage Service to Others
Board of Trustees’ Meeting Agenda
May 30, 2018
The Rouse Company Foundation Student Services Hall
RCF 400

Work Session and Dinner 6:00 p.m. (A light dinner will be served at 5:30 p.m.)
I. Introduction of New Employees
II. Recognition of Howard Community College’s All-USA Academic Team Award
III. Recognition of Outgoing Board Chair

Regular Meeting – Immediately following the work session
A. Approval of May 30, 2018, Agenda
B. President’s Report
C. Board Member Comments
D. Reports to the Board of Trustees
   1. Audit and Finance Committee
E. Board Priority Items
   1. Election of Fiscal Year 2019 Board Officers
   2. Financial Statements
   3. Fiscal Years 2016-2020 Mission, Vision, Values, and Strategic Goals
   4. Identity Theft Prevention – Red Flags and Payment Card Industry Compliance
   5. Memorandum of Understanding with the Howard County Public School System
F. Approval of Board Meeting Minutes
   1. April 24, 2018, Work Session
   2. April 24, 2018, Regular Session
G. Consent Items
   1. Proposed New Hires
   2. Audit Areas for Review
   3. Sodexo Management Agreement
   4. General Contracting Services Contract
   5. Network Maintenance Support Services Contract
   6. Administrative Software Service Agreement
   7. Computer Hardware Purchases
   8. Printer and Computer Hardware Purchases
   9. Fiscal Year 2019 New Academic Programs
  10. Learning Management System
  12. Security Video Storage Upgrade
  13. Temperature Control and Fire Alarm Systems
  14. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting
H. Information Items
   1. Board Calendar
   2. Agreements Signed by the Board Chair Disclosure
   3. Full-time/Part-time Faculty Ratios
   4. Anticipated Summer Approvals
   5. Sodexo Report
   6. Barnes and Noble Report
   7. Sustainability Update
   8. Personnel Summary

Closed Session
   I. President’s Evaluation
I – Introduction of New Employees

For the trustees’ information, newly hired employees approved by the board at its April 24, 2018, meeting will be introduced to the trustees by Dr. Hetherington and vice presidents.
II – Recognition of Howard Community College’s All-USA Academic Team Award

Group being introduced: Howard Community College (HCC) students Ye Hie (Joy) Cho, Addison Haynie, and Greg Howard, and Phi Theta Kappa (PTK) faculty advisors Dr. Megan Myers and Frances Turner.

Background: The All-USA Academic Team Competition is sponsored by USA TODAY, the Follet Higher Education Group, the Coca-Cola Scholars Foundation, the Coca-Cola Foundation, Phi Theta Kappa Honor Society, and the American Association of Community Colleges. Each year, nearly 1,800 students are nominated from institutions throughout the United States, representing a high level of scholarship and academic achievement. The three students nominated this year by Howard Community College were Ye Hie (Joy) Cho, Addison Haynie, and Greg Howard.

Ye Hie (Joy) Cho is a graduating HCC student, a member of the Society of Women Engineers, a Science, Technology, Engineering, and Mathematics (STEM) Scholars honors student, and a vice president of the Alpha Alpha Sigma chapter of Phi Theta Kappa. She is also the Science, Engineering, and Technology Outstanding Student of the Year. Despite the many roles she juggles, Joy has maintained a perfect 4.0 grade point average (GPA) while pursuing electrical engineering. She has represented HCC at several academic conferences, including the Conference for Undergraduate Women in Physics and the Maryland STEM Collegiate Conference. Joy is passionate about helping women succeed in STEM fields and was featured as a panelist in the first-ever Maryland Million Women Mentor conference in November 2017.

Addison Haynie has demonstrated inspired leadership both on and off campus. On campus, Addison has paired a strong GPA and membership in the Rouse Scholars program with the presidency of the Student Government Association (SGA). As SGA president, she has dedicated herself to responding to the concerns voiced by her classmates and building relationships with faculty and staff across campus. Off campus, Addison has excelled in a competitive internship with the Department of Justice. She hopes to one day be a part of the Behavioral Analyst Unit with the Federal Bureau of Investigation, using her love for puzzles to help solve and prevent crime.

Greg Howard embodies a commitment to both service and academic excellence. Greg has maintained an almost perfect GPA, while pursuing a career as a Certified Invasive Cardiovascular Specialist in the cardiac catheterization lab of a hospital. Greg is currently interning at Johns Hopkins hospital and is training to assist the attending cardiologist in invasive operating room procedures, as well as in accurately diagnosing potentially life-threatening cardiac and cardiovascular diseases. When Greg is not focused on his academics, he is devoted to volunteering at the Helping Up Mission in
Baltimore. Greg has helped and counselled dozens of men who are battling addiction and homelessness. Greg’s humanity, compassion, and intelligence will serve him well in his chosen field.

Joy, Addison, and Greg were honored at the All-Maryland Academic Team award ceremony sponsored by the Maryland Council of Community College Presidents and the Maryland Association of Community Colleges at the Turf Valley Country Club on May 2, 2018. Joy was named to the 2018 All-Maryland First Academic Team and Addison was named to the All-Maryland Second Academic Team. Greg was named to the All-Maryland First Academic Team and was also honored as Maryland’s New Century Workforce Scholar, a scholarship award given to the highest-ranked workforce-bound Academic Team applicant in the state. As a result of this honor, Greg was one of the two student speakers at the ceremony, where he gave a moving testimony on the power of education and support to change someone’s life.
III – Recognition of Outgoing Board Chair

Mamie Perkins has served the Howard Community College Board of Trustees as its chair from July 2016 to the present. In addition to serving as the board chair, Ms. Perkins has chaired the audit and finance committee of the board for fiscal years 2017 and 2018.

Ms. Perkins has been a dedicated and visionary leader of the board. She has been a persuasive advocate for HCC, always promoting the quality of its instruction and services throughout the community, in testimony to elected officials, and in presentations at the national congresses of the Association of Community College Trustees.

As chair, Mr. Perkins was exceptionally generous with her time and participation at numerous college programs, events, and activities. She has been a champion for closing the achievement gap and has been a champion in support of student success and completion.

Ms. Perkins’s term as chair of the HCC Board of Trustees ends on June 30, 2018. The president and her fellow trustees would like to take this time to thank her for her leadership and service.
A – Approval of May 30, 2018, Agenda

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Closed Session
I. President’s Evaluation
B – President’s Report

Governor Hogan, Elected Officials, and Dignitaries Visit HCC
On May 10, 2018, I was honored to host Governor Larry Hogan, Maryland Secretary of Higher Education James Fielder, Maryland Secretary of Commerce Michael Gill, and Major General Linda Singh, Adjutant General of Maryland, and members of their staffs for campus visits. I was also pleased that County Executive Allan Kittleman, Senator Gail Bates, and Delegate Frank Turner were able to join the tour with Governor Hogan and members of his cabinet.

The Governor, Secretary Fielder, Major General Singh, Senator Bates, Delegate Turner, and County Executive Kittleman participated in a tour of the science, engineering, and technology (SET) and health sciences buildings. Among the stops that our guests visited were the engineering laboratory/build room; engineering lab; geology lab with the augmented reality sand table; cybersecurity lab; CISCO classroom and lab; and the Dental Hygiene Center. A group of students, an HCC alumnus, and faculty and staff were introduced to our special guests.

Earlier in the day, Secretary Gill and his team engaged in a tour of the SET building, during which they learned about the college’s SET and cybersecurity program offerings and had the opportunity to greet a group of faculty and students.

These visits provided a wonderful opportunity to showcase Howard Community College’s (HCC) role in educating students to fill the critical workforce needs of the state. Our guests were impressed by the quality and sophistication of our facilities, the expertise and dedication of our faculty and staff, and the talented students who attend and have graduated from HCC.

I would like to acknowledge the offices and individuals who made our guests’ visits to the college successful. A hearty thank you goes to the staff from facilities, the president’s office, public relations and marketing, and public safety and the faculty and staff from the business and computers division, the health sciences division, and the science, engineering, and technology division, as well as Georgene Butler, Sharon Schmickley, and Patti Turner. Students participating in the special visits included Stephanie Camacho, Ye Hie (Joy) Cho, Jinelies (Jina) Cuevas, Jason Rush, Rachelle Wedell, Anya Welsh, and Arielle Wickstrom, along with HCC alumnus and employee Kenny Diaz.

Lions Clubs International Foundation Award
I am honored to have been named a Melvin Jones Fellow by the Lions Clubs International Foundation. Melvin Jones was the founder of the Lions Clubs International, and the fellowship program named for him helps to meet humanitarian
needs in communities throughout the world. Being named a Melvin Jones Fellow recognizes dedication in supporting humanitarian service. I am proud to accept this honor on behalf of the faculty staff and students of Howard Community College, who commit themselves to humanitarian efforts both locally and globally. I would also like to acknowledge Georgene Butler and Missy Mattey who have been named previously as Melvin Jones Fellows.

**Patriot Award Recipient – Charles Elliott, First Coast Security**

Congratulations to the department of public safety’s Charles Elliott, First Coast Security project manager, who was presented with the Patriot Award on April 16, 2018, by Maryland Employer Support of the Guard and Reserve (ESGR) in recognition of extraordinary support of his employees serving in the armed forces. Mr. Elliott was nominated for the Patriot Award by Navy Reserve Lieutenant Guy Rinaldi, a First Coast Security investigator, who is currently deployed to Bahrain. The Patriot Award was created by ESGR to publicly recognize individuals who provide outstanding patriotic support and cooperation to their employees who have answered their nation’s call to serve.

**Celebrating Successes for Children**

Congratulations to Fran Kroll for the well-deserved recognition bestowed on her April 26, 2018, at the 19th “Celebrating Successes for Children” ceremony. Howard County Executive Kittleman and the Department of Community Resources and Services hold this annual event to honor individuals and programs that have made a difference in the lives of children. Fran received the O’Donnell Family Award for more than three decades of building educational and career opportunities for aspiring professionals in early childhood and teacher education. The event program noted that Fran’s “retirement this spring will be a tremendous loss to Maryland’s teacher education and early childhood development communities.”

**Adult Basic Skills Program Receives Two Statewide Awards**

On May 3, 2018, the adult basic skills program received two statewide honors from the Maryland Association of Adult, Community and Continuing Education (MAACCE) during its annual conference. First, Rich Van De Walle, a volunteer tutor in the adult basic skills program, was presented with the 2018 MAACCE Volunteer of the Year Award. The award is presented annually to one volunteer statewide in recognition of outstanding contributions by individuals who contribute significant time and energy to adult education programs.

Rich’s level of commitment to adult basic skills students is apparent to all who work with him. To meet the individual academic needs of each student, he contacts staff and instructors to determine the areas of need and most effective resources. Rich also brings his own supplementary materials for struggling students who he thinks may be in need of that “lightbulb moment.”

The second award, the 2018 MAACCE Student Award, was presented to adult basic skills student Philly Peterson for demonstrating a strong commitment to learning and
serving as a positive role model for other students. Through continuous adversity, Philly has had perfect attendance in the program and plans to apply to the HCC credit nursing program for the fall.

Please join me in congratulating Rich and Philly on this well-deserved recognition. In addition to the awards, Carrie Brinser, Linda Evans, and Minah Woo led a discussion at the conference about how to develop an action plan for ABE/GED student recruitment and enrollment, and Kim Bohnet played a key role in planning.

Street Survival Kits for the Homeless
During the month of March, the professional/technical constituency group partnered with the United Way of Maryland to aid the homeless in the Howard County area. The college collected a variety of items such as toiletries, rain ponchos, gloves, socks, reusable water bottles, energy bars/trail mix and gift cards. The collected items were transported to the United Way, which then divided the supplies into bags to make street survival kits for the homeless. The kits will be distributed to homeless individuals and families at two local shelters. With over 1,300 items collected, this service project was a huge success. Many thanks to Kim Jewer and Lynn Voyton for organizing this campaign and transporting the items to United Way, to the public safety officers who transferred the collected items daily to a storage area, and to Jean Anderson for the collections baskets. Special thanks to the other professional/technical constituency representatives Katrina Bowers, Tony Hoos, Carrie Kvasnik, Matthew Palewicz, and Neetika Sharma, as well as the constituency group liaison, Tom Glaser.

MATH Awareness Week, Another Success!
Each year MATH Awareness Week (MAW) highlights the connections between mathematics and another field. This year’s theme was “Culture, Art and Architecture, All Framed by Math.” Darrin Berkley kept the students and employees busy with challenging daily puzzles throughout the week. Lamont Vaughan had students scurrying all over campus in the division’s first scavenger hunt.

During MATH Awareness week, March 26 through 30, 2018, students came together to compete in the 20th annual MAW competition, which had the highest attendance on record. Approximately 125 people packed into DH-100 to compete and observe. The President’s Team consisting of Dan Friedman, Zoe Irvin, Jean Svacina, and me, along with 24 teams of four students competed by answering questions related to this year’s theme written by Allison Bell and Kristina Cain. Andrew Brown assisted in the organization of the game and this year’s Master of Ceremony was Guy Bunyard, whose stage presence and enthusiasm brought the excitement in the room to another level. The first place student team was awarded a cash prize of $1,000 and went out to Isaac Hellerman, Cam Long, Kathrine Saniel, and Shi Vam Soni.

The week’s activities also featured two speakers, Dr. Linda Cooper and Dr. Sandy Spitzer of Towson University who discussed how mathematics and tessellations were involved in M.C. Escher’s iconic art work. Cristina Packard, also of Towson University and former HCC adjunct faculty members, demonstrated how mathematics is all around
us. She provided participants with an interactive experience exploring and discovering how mathematics can be found in art, architecture, and American culture. Following the speaker event, Rehana Yusaf directed the fourth annual poster session that featured faculty-selected projects representing business calculus, statistics, pre-calculus I, and concepts of mathematics I and II classes. The student with the best project was voted on by faculty, staff, and students. This year's top prize was awarded to Diyora Isroilova, whose project title was “The Richest 1% Now Earns More Than 40% of the Wealth,” a business calculus project that analyzed income inequality using the Gini index.

The entire week was coordinated by Kristy Vernille, with assistance from Mike Long and Loretta Tokoly. Thanks to the audio/visual services staff and facilities staff, Yvonne Beachum, Mary Ann Carroll, Candace dePass, John Esenwa, Greta Holtackers-Cannon, Carol Howald, Adrian Kuhlman, Catherine LaFerriere, Fred Lang, Michael Nyagol, Maya Patel, Jenny Penniman, Bernie Sandruck, Caroline Torcaso, Jane Wenstrom, and Christel Wohlafka for all of their help to make this a great week-long event.

Alternative Winter Break Students Continue to Give Back
When this year’s Alternative Winter Break (AWB) group traveled to Immokalee, Florida with advisors Rick Leith and Juliette Ludecker to volunteer with a variety of organizations supporting the region’s migrant farmworker community, the participants met with the Coalition for Immokalee Workers (CIW), an organization that works to empower the migrant farmworker community and spread awareness about the importance of making fair food choices. The Coalition’s work is featured in the 2014 documentary Food Chains, which highlights the human cost of our food supply.

Inspired by their experiences in Immokalee and with the CIW, the AWB students hosted two screenings of Food Chains on the HCC campus on April 17, 2018, followed by discussions of what they had learned about Immokalee’s migrant community. Over 60 people attended the events, and the conversations continued in multiple classrooms during the course of the week.

Thank you to HCC students and Alternative Winter Break team members Ariel Anderson, Jose Calderon, Skyy Garcia, Grace Grossman, Sally Jones, Brandon Laing, Precious Onuoma, Anna Schuster, Kailey Toler, and Martin Viteri-Lopez for dedicating their time and energy to this important programming.

Spring 2018 Internship Fair
On Thursday, April 12, 2018, the office of counseling and career services hosted the spring 2018 internship fair in the Burrill Galleria. Forty employers participated and approximately 100 students attended this event. Several organizations attended including: American Contracting & Environmental Services, Association of Talent Development Maryland, DP Solutions, Dragon Digital Radio, FBI-Baltimore, Fidelity Direct Mortgage, Four Seasons Hotel Baltimore, HCC Public Safety, HCC Office of Sustainability, Maryland Live Casino, Saval Foods, and the U.S. Department of Homeland Security – Immigration and Customs Enforcement.
The office of counseling and career services wishes to thank the staff of auxiliary services, disability support services, environmental services, plant operations, public relations and marketing, public safety, and student life for their invaluable assistance and support. Special thanks to the staff of counseling and career services, including Beth Evans, Kelly Fewster, Mary Fuller, Genele Godana, Kassy Hargadon-Zester, Josh Kim, Paul Martin, Jennifer Phillips, Irma Rosado, Tanja Swain, and David Tirpak who made this event a tremendous success. Thank you to Amy Crawford for coordinating the event.

Spring 2018 Health Professions Academic Resource Fair
On Thursday April 19, 2018, the office of admissions and advising hosted the annual Spring 2018 Health Professions Academic Resource Fair. Nearly 100 prospective students attended the event, ranging from high school seniors through adult learners and included members of the military and veterans. Participants attended a resource fair, received a tour of the health sciences building clinical skills laboratories and spoke to program faculty, staff, and administrators. Nearly half of the guests were new to the college. Thanks to Mary O’Rourke for organizing this event, as well as Isaac Annan, Archiana Beaver, Diana Brown, Georgene Butler, Nancy Calder, Shiva Deljookorani, Chelsea Durbin, Marilyn Estes, Kelly Fewster, Valerie Fowler, Suzanne Grooms, Gerry Hanus, Beth Hendler-Friedman, Lisa Hess, Beatrice Hina, James Hwang, Nycole Jackson, Tim Jennings, Delores Kiser-Mbah, Julie Knox-Brown, Galina Kolykhalova, Kelly McMillan, Kristen Mende, Jessica Mukesh, Cheryl Nitz, Adabayo Olokodano, Lisa Ragland, Chante Robertson, Kelly Scible, Susan Seibel, Narinder Sharma, Adrienne Summers, Diane Tregoning, and Susan Wrightson for their participation.

I also would like to thank the staff from continuing education, facilities, the health sciences division, public relations and marketing, public safety, web services, and the welcome and information center student ambassadors.

GreenFest
On April 21, 2018, almost 2,000 Howard County residents, County Executive Alan Kittleman, and Duncan the Dragon attended the Howard County GreenFest, the annual Earth Day celebration. The event took place in the Burrill Galleria, Quad, and the Kittleman Room in Duncan Hall. This is the tenth year that HCC has hosted this event.

Support from the facilities department was provided by: Muugit Bayanbalag, Winfred Butler, Sokhak Chun, Kim Davis, Ted Davis, Wendell Epps, Vince Harding, Ella Hill, Jordan Irani, Buff Kelly, Jay Kessler, Phearom Khum, Bob Marietta, Chan Moeuy, Courtney Neil, Clover Peart, Dugnta Pen, Jamelah Price, Davaadorj Puntsag, Tiffany Ricks, Hellina Seua, and James Zeh.

In addition, a special thank you to additional volunteers from all over campus, including the help desk staff, Caitlin Beckford, Collin Beejul, Tory Blackmon, Helen Codero, Lynn Coleman, Josi De Paula, Margaret Dransfield, Hannah Dubois, John Econ,
Sarah English, Tiana Flores, Belinda Green, Will Gretes, Sonia He, Shawn Herman, Felicia Hulit, Abaham Itein, Shelby Johnson, Dave Jordan, Amtal Khan, Aja Lee, Christine Marconi, Valentin Nakashima, Clinton Neill, Maria Oveido, Urviben Patel, Hanah Pie, Debra Radcliffe-Borsch, Linda Reed, Narinder Sharma, Ana Silva, Jake Sowers, Jennifer Strakna, Will Straube, Marisa Strickland, Khang Tin, Brianna Tumos, and Wei Xie. Kudos to all for making this such a successful event.

Development Update

<table>
<thead>
<tr>
<th>April Foundation Revenue</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gifts and Pledges Only</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly total [1]</td>
<td>$94,920</td>
<td>$120,077</td>
</tr>
<tr>
<td>Endowment revenue</td>
<td>$2,393</td>
<td>$21,539</td>
</tr>
<tr>
<td>Scholarship revenue</td>
<td>$21,937</td>
<td>$42,519</td>
</tr>
<tr>
<td>Grant revenue</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

[1] Endowment, scholarship, and grant revenues reflect ONLY funds that have been restricted to those specific types of accounts. The monthly total includes all revenue, including in-kind, and therefore is not a sum of the numbers indicated for endowment, scholarship, and grant funds.

Capital Update

Renovations to N and ST Buildings
The construction phase of this renovation project is progressing on schedule. The casework installation for the N building and Clark Library was completed in April and the college received its use and occupancy permit. At the end of April, several departments moved into the N building including human resources, audiovisual services, and public relations and marketing.

The work associated with the ST building is moving forward with demolition on the ground floor which is complete with the exception of the culinary area, which will be finalized once the academic semester ends. The demolition for the first and second floors is approximately 25 percent complete and new duct work is being installed on the second floor. The ST annex has also been framed and roughed in.

The ST building move-out schedule will be activated at the end of May with the relocation of social sciences division and student life to Clark Library Hall on May 25, followed by the turnover of the Burrill Galleria and ST building to the contractors on May 28, which will initiate the next phase of construction for this project. The Galleria will be closed for approximately one year beginning May 29, 2018, through June 2019.
The college’s facilities department continues to monitor the phasing schedule for the renovations in coordination with the architects and construction manager. The team works diligently with the goal of sequencing the work to reduce costs, minimize disruptions to class, and maximize the capacity of temporary swing space during this project.

The renovation project remains on schedule and within budget. The project schedule consists of five phases, which began in June 2017 and is scheduled to conclude with the final phase to be completed in September 2019.

Facility Renewal and Renovation Projects
The college prioritizes and schedules its renovation needs as documented in the facilities condition assessment, facilities master plan, and identified by the renovations assessment committee. The current renovation projects in progress and those that have been recently completed are listed below.

Recently completed:
- Café renovations; and
- East garage car counting system.

Projects in progress:
- Phased public restroom upgrades;
- Athletic storage and utilities;
- Phased signage installation;
- Digital sign; and
- HVPA academic studio repurposing.
C – Board Member Comments
D – Reports to the Board of Trustees

- Audit and Finance Committee: May 15, 2018, Meeting Notes
Chair Perkins brought the meeting to order at 8:30 a.m.

1. Audit Areas for Review
   Based on the schedule of areas for the auditors to review, the administration had recommended that cash controls, online purchasing, and procurement cards be given an in-depth review in the FY18 audit at the March 13, 2018, meeting of the audit and finance committee. At that time, Trustee Doyle noted that the number of items that were scheduled for review in FY19 were extensive, and perhaps an item scheduled for FY19 review could be moved to FY18. The administration agreed that review of inventory could be moved to FY18. The committee’s recommendation for an in-depth review of cash controls, online purchasing, procurement cards, and inventory as discussed at the March 13, 2018, audit and finance committee meeting was given final consideration at the May 15, 2018, audit and finance committee meeting. The audit and finance committee approved recommending the audit areas for review, including cash controls, online purchasing, procurement cards, and inventory, to the full board of trustees for approval at its May 30, 2018, meeting.

2. Modification of Purchases Report
   Ms. Coleman reviewed the report on purchase items that the president had approved as a change order for contracts originally awarded by the board as a result of a formal solicitation. This was an information item and no committee action was required.

3. Format Changes to the Fiscal Year
   The board of trustees approved the revised FY19 budget at the April 24, 2018, board meeting. The budget books were prepared and sent to the
<table>
<thead>
<tr>
<th>Topic</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>2019 Operating Budget Book</td>
<td>Howard County budget office based on the presentation format that was agreed to by the former budget director at the county.</td>
</tr>
<tr>
<td></td>
<td>After the budget books were delivered, the Howard County budget office requested that the college change the format of the presentation in the book. Generally, two funds, the plant fund and the student activity fund, had been shown together and the county now requests that these two funds be broken out in the book. No change was made to the total budget.</td>
</tr>
<tr>
<td>4. Dual Enrollment Projections</td>
<td>Ms. Coleman introduced Chris Heston who reviewed the enrollment projections for dual enrollment students and the budgetary impact for FY18-FY22. The projections were included in the public materials for the May 15, 2018, audit and finance committee meeting.</td>
</tr>
<tr>
<td>5. Other</td>
<td>Trustee Joss asked for an update on how the Promise Scholarship Program, which will be implemented in FY20, will impact Howard Community College students. President Hetherington responded that the college is thrilled to have this financial assistance opportunity for students. The scholarships that will be provided through this program may help students accelerate their degree completion by allowing more students to afford to attend college full time. She also noted that regulations for implementation of the Promise Scholarship Program have not been released.</td>
</tr>
</tbody>
</table>

The meeting adjourned at 8:47 a.m.
E-1 Election of Fiscal Year 2019 Board Officers

**Background:** The bylaws of the Howard Community College Board of Trustees state, "the chair and vice chair shall be elected annually by the board at its last public meeting for the fiscal year." In compliance with the bylaws, the board will conduct its election process at the May 30, 2018, meeting.

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**Recommendation**

The administration requests that the board of trustees elect its chair and vice chair for fiscal year 2019.

**Compliance:** This recommendation is in compliance with the Howard Community College board of trustees’ bylaws, Article IV, Board Officers and Their Duties.
E-2 Financial Statements

Background: In May 2009, the college agreed to distribute the monthly financial statements to the county within four to six weeks of the end of the month. Since it normally takes two weeks to close out the books for the month, the board formerly received the financial statements two months in arrears due to the timing of the distribution of the board materials. In order to ensure that the board receives the statements prior to the distribution to the county, the financial statements are now sent electronically to the board with a paper copy of the statements distributed at the meeting. The April statements will be posted and available for board review on May 25, 2018.

Purpose: Disclosure to the board of trustees

Recommendation

This item is for information only and requires no board action. Lynn Coleman, vice president of administration and finance, will briefly review the financial statements with the board.

Compliance: The financial statements are submitted in support of Board Bylaws Article II – The Board of Trustees Responsibilities and Powers.
Howard Community College
Financial Results
for the period ending April 30, 2018
HOWARD COMMUNITY COLLEGE
OPERATING BUDGET FINANCIAL REPORT APRIL
Fiscal Year (FY) 2018

All new information appears in green ink.

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>Actuals As of April FY18</th>
<th>Approved Budget FY18</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer I</td>
<td>$1,042,117</td>
<td>1,388,258</td>
<td>75%</td>
</tr>
<tr>
<td>Summer II</td>
<td>1,131,847</td>
<td>964,721</td>
<td>117%</td>
</tr>
<tr>
<td>Fall</td>
<td>13,138,546</td>
<td>12,909,992</td>
<td>102%</td>
</tr>
<tr>
<td>Winter</td>
<td>925,845</td>
<td>953,524</td>
<td>97%</td>
</tr>
<tr>
<td>Spring</td>
<td>11,772,670</td>
<td>11,627,595</td>
<td>101%</td>
</tr>
<tr>
<td>Fees</td>
<td>4,193,637</td>
<td>4,293,927</td>
<td>98%</td>
</tr>
<tr>
<td><strong>SUBTOTAL - Tuition and Fees</strong></td>
<td><strong>$32,204,663</strong></td>
<td><strong>$32,138,017</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>Governmental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local (Howard County)</td>
<td>$28,304,280</td>
<td>$33,965,130</td>
<td>83%</td>
</tr>
<tr>
<td>State of Maryland</td>
<td>13,045,577</td>
<td>15,654,692</td>
<td>83%</td>
</tr>
<tr>
<td>Other</td>
<td>488,416</td>
<td>228,654</td>
<td>214%</td>
</tr>
<tr>
<td>Barnes and Noble contrib.</td>
<td>93,333</td>
<td>112,000</td>
<td>83%</td>
</tr>
<tr>
<td>Continuing education contrib.</td>
<td>579,482</td>
<td>695,378</td>
<td>83%</td>
</tr>
<tr>
<td>Unrestricted appropriations</td>
<td>1,658,235</td>
<td>1,980,882</td>
<td>83%</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$44,169,322</strong></td>
<td><strong>$52,645,736</strong></td>
<td><strong>84%</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$76,373,985</strong></td>
<td><strong>$84,783,753</strong></td>
<td><strong>90%</strong></td>
</tr>
</tbody>
</table>

No enrollment increase was budgeted for FY18. The per-credit hour tuition rate increased by $2.

Summer I is the first half of the 2018 summer term, and occurs at the end of FY18. The revenue shown here represents preregistrations for the term that begins May 29, 2018.

As of July 18, 2017, summer II had a 5.2 percent FTE increase from the prior year and headcount was up 7.3 percent. The FTE at the Laurel College Center (LCC), whose revenue is reported in the special funds, increased .9 percent, therefore increasing FTE in the operating fund higher than 5.2 percent. Revenue is also higher than budget due to more than anticipated out-of-county and out-of-state enrollments.

As of September 12, 2017, fall FTE was down 2.2 percent and headcount was flat. The LCC's FTE are tracking 10.6 percent lower than last year, meaning that the decline in FTE was lower than the overall decline of 2.2 percent in the operating fund. Out-of-county and out-of-state enrollments were higher than anticipated in the budget. Revenue is now final for the Manpower Shortage Program. This program allows students from other counties to attend HCC at in-county rates. The state then reimburses a percentage of the out-of-county differential at year-end, once all community college enrollments are reported and the reimbursable amount is determined. The state funded 98.5 percent of the funds requested for the Manpower Shortage Programs.

Winter FTE from the January 6, 2018, census report was down 4.7 percent, or 9.6 FTE. Out-of-state revenues were higher than the prior year, causing a lower revenue shortfall than anticipated due to the enrollment decline.

As of February 16, 2018, spring had a 2.3 percent decrease in FTE as compared to the prior spring term. Headcount increased .6 percent. Higher out-of-state revenues have caused revenue to exceed the budget. Revenue is now final for the Manpower Shortage Program. See the explanation for this program in fall revenue above.

Fee revenue is tracking three percent higher than the prior year at this time, when compared to budget.

Area tracking as budgeted. A 5.35 percent increase was received from the county for FY18.

Area tracking as budgeted. For all funds, a 3.18 percent increase was received from the state for FY18.

$379,324, or 78 percent of other income is from investment income. The increase in investment income due to higher rates was not anticipated at these levels. The balance of other income comes from the sale of excess equipment, indirect revenue from grants, or other miscellaneous sources. At this time, 10 percent of other income is from sales of excess equipment.

Area tracking as budgeted. This represents Barnes and Noble's contribution to the operating budget. The contribution is intended to offset costs associated with the use of facilities to operate the bookstore.

Area tracking as budgeted. This represents continuing education's contribution to the operating budget.

Area tracking as budgeted. The prior year fund balance is being used to balance the FY18 budget as planned.

The percentage of revenues to date is currently one percent higher than the prior year.
### USE OF FUNDS

<table>
<thead>
<tr>
<th>Area</th>
<th>Actuals 2018</th>
<th>Budget 2019</th>
<th>% Encumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$33,981,263</td>
<td>$39,441,607</td>
<td>86%</td>
</tr>
<tr>
<td>Public service</td>
<td>529,221</td>
<td>669,700</td>
<td>79%</td>
</tr>
<tr>
<td>Academic support</td>
<td>4,043,768</td>
<td>5,052,488</td>
<td>80%</td>
</tr>
<tr>
<td>Student services</td>
<td>8,492,146</td>
<td>9,859,147</td>
<td>86%</td>
</tr>
<tr>
<td>Facilities</td>
<td>10,042,161</td>
<td>11,820,825</td>
<td>85%</td>
</tr>
<tr>
<td>Institutional support</td>
<td>14,010,890</td>
<td>16,719,963</td>
<td>84%</td>
</tr>
<tr>
<td>Scholarships/waivers</td>
<td>974,649</td>
<td>1,220,023</td>
<td>80%</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$72,074,097</strong></td>
<td><strong>$84,783,753</strong></td>
<td><strong>85%</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$72,074,097</strong></td>
<td><strong>$84,783,753</strong></td>
<td><strong>85%</strong></td>
</tr>
<tr>
<td>Change in fund balance</td>
<td><strong>$4,299,888</strong></td>
<td><strong>$0</strong></td>
<td></td>
</tr>
</tbody>
</table>

Overall expenditures:

Encumbrances for annual budgeted salaries and open purchase orders are included in the actuals shown here. The FY17 merit is now included in the prior year figures; it was awarded in January 2017.

Area tracking as budgeted.

Area tracking as budgeted. This function has a smaller percentage of budgeted staff, therefore the percentage spent and encumbered to date is lower because of lower committed wages. In addition, savings has been experienced in benefits in this function.

Area tracking as budgeted. The percentage spent and encumbered to date is lower than average in this function. This function generally encumbers fewer funds in the beginning of the year because faculty development costs are typically incurred at the end of the fiscal year.

Area tracking as budgeted. This function has a high percentage of salaries and hourly staff due to services provided to students. Budgeted salaries are encumbered for the full year. In addition, two full-time staff members, who were out on extended leave, required the use of temporary staffing to cover their duties. This is causing a higher percentage spent to date than normal.

Scholarships are awarded six weeks after the start of term, and most awards are posted in the September/October and March/April time frame. The expenditures shown here are for summer, fall and spring waivers and scholarships. Most scholarships for spring have been disbursed. Summer scholarships will be disbursed in June.

The percentage of expenditures to date is currently one percent higher than the prior year.
In FY17, the public service function experienced lower expenditures as compared to the budget because of the closing of the Mediation and Conflict Resolution Center at the college at the end of the year. Academic support had open positions in the prior year, causing a lower spent variance as compared to FY18. Facility expenses were lower in the prior year due to a mild winter. Scholarships and waivers disbursements are actually lower than the prior year, however, a reduction in the FY18 budget is causing a higher spending variance over the prior year. All functions will be within budget for the year.
### SOURCE OF FUNDS

#### Tuition and Fees

<table>
<thead>
<tr>
<th>Source</th>
<th>As of April FY18</th>
<th>Approved Budget FY18</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>$-</td>
<td>$10,468</td>
<td>0%</td>
</tr>
<tr>
<td>Spring</td>
<td>-</td>
<td>$10,468</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Noncredit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>$909,740</td>
<td>$956,943</td>
<td>95%</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td>$1,200,963</td>
<td>$1,436,480</td>
<td>84%</td>
</tr>
<tr>
<td>Winter</td>
<td>$621,566</td>
<td>$831,556</td>
<td>75%</td>
</tr>
<tr>
<td>Spring</td>
<td>$727,877</td>
<td>$1,381,978</td>
<td>53%</td>
</tr>
<tr>
<td><strong>Subtotal noncredit tuition</strong></td>
<td>$3,460,147</td>
<td>$4,606,957</td>
<td>75%</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,962,180</td>
<td>$1,918,000</td>
<td>102%</td>
</tr>
</tbody>
</table>

**SUBTOTAL - Tuition and Fees** | $5,422,326 | $6,545,892 | 83%

#### Governmental

<table>
<thead>
<tr>
<th>Source</th>
<th>As of April FY18</th>
<th>Approved Budget FY18</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Maryland</td>
<td>$1,611,469</td>
<td>$1,933,763</td>
<td>83%</td>
</tr>
<tr>
<td>Other</td>
<td>$229,551</td>
<td>$277,657</td>
<td>83%</td>
</tr>
<tr>
<td>Continuing education contribution</td>
<td>(579,482)</td>
<td>(695,378)</td>
<td>83%</td>
</tr>
<tr>
<td>Unrestricted appropriations</td>
<td>$30,620</td>
<td>$233,785</td>
<td>13%</td>
</tr>
</tbody>
</table>

**SUBTOTAL** | $1,922,158 | $1,749,827 | 74%

**TOTAL** | $6,714,485 | $8,295,719 | 81%

---

All new information appears in green ink.

The summer term runs during July and August. Revenue is up $200,899 or 28 percent above the prior year. Enrollment was higher in Kids on Campus programs, personal enrichment programs, continuing professional education classes, and business training contracts. In courses eligible for state funding, FTEs are up slightly, 0.57 percent.

The fall term runs September through December. As compared to this time last year, revenue is up eight percent, or $92,759 from the prior fall term. FTE increased 4.18 percent. Enrollment was higher in allied health, childcare certification, professional and business training, government contracts, and for the English Language Institute. Adult basic education math classes, literacy, and senior courses had lower enrollments for fall.

The winter term runs January through March. As compared to this time last year, revenue is down one percent, or $4,964 lower than the prior year. FTEs are down 0.44 percent. Enrollment was lower in government contracts and business training contracts. Government budget uncertainties have caused the decline. In addition, a health conference was held in FY17 that was not repeated in FY18.

The spring term runs April through June. Currently, revenue is down four percent, or $33,975 as compared to the prior year. Overall noncredit revenues are eight percent higher than this time last year, due to higher enrollments in summer and fall.

Fees are attached to specific classes and pay for materials and other direct costs. Tracking similar to tuition, noncredit fees are 11 percent higher than the prior year.

There was only a slight increase in state funding in this area as compared to the prior year. Area tracking as budgeted, however, revenues are not earned evenly during the year.

Area tracking as budgeted. This represents continuing education's contribution to the operating budget. The fund balance was used to fund work-study, financial aid, as approved in the budget. In addition, funds are available for furniture and equipment replacement.

Revenue is two percent higher than the prior year at this time, when compared to budget.
Overall expenditures:

<table>
<thead>
<tr>
<th>USE OF FUNDS</th>
<th>2022-23</th>
<th>2021-22</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$5,979,945</td>
<td>$7,443,920</td>
<td>80%</td>
</tr>
<tr>
<td>Scholarships/waivers</td>
<td>702,094</td>
<td>851,799</td>
<td>82%</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$6,682,039</strong></td>
<td><strong>$8,295,719</strong></td>
<td><strong>81%</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$6,682,039</strong></td>
<td><strong>$8,295,719</strong></td>
<td><strong>81%</strong></td>
</tr>
<tr>
<td>Change in fund balance</td>
<td>$32,445</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

Encumbrances for annual budgeted salaries and open purchase orders are included in the actuals shown here. Last year, merit was awarded in January and is now included in the prior year's expended to date figures. Area is tracking as budgeted.

Area is tracking as budgeted. Expenditures are four percent lower than the prior year, due to the decline in waivers for adult basic education. The lower waivers are in relationship to lower enrollments in that program.

Expenditures are three percent higher than the prior year at this time.
In the prior year, the division had several open positions, causing the lower spending variance. The FY18 budget is on track in the current year. As noted above, adult basic education waivers are lower than anticipated in the budget, but in line with the lower enrollments.
# Laurel College Center
## Combined Third Quarter Operating Results*

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>FY18 Annual</th>
<th>FY18 Third Quarter Results*</th>
<th>Actual % of Budget</th>
<th>FY18 PGCC Third Quarter</th>
<th>FY18 HCC Third Quarter*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees by term:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>536,968</td>
<td>395,886</td>
<td>73.7%</td>
<td>151,414</td>
<td>244,472</td>
</tr>
<tr>
<td>Noncredit</td>
<td>25,173</td>
<td>7,014</td>
<td>73.7%</td>
<td>5,238</td>
<td>1,776</td>
</tr>
<tr>
<td>Fall</td>
<td>1,035,516</td>
<td>994,882</td>
<td>96.1%</td>
<td>602,128</td>
<td>392,754</td>
</tr>
<tr>
<td>Noncredit</td>
<td>255,057</td>
<td>27,999</td>
<td>11.0%</td>
<td>23,672</td>
<td>4,323</td>
</tr>
<tr>
<td>Spring</td>
<td>773,074</td>
<td>738,321</td>
<td>95.5%</td>
<td>454,420</td>
<td>283,901</td>
</tr>
<tr>
<td>Noncredit</td>
<td>26,595</td>
<td>11,903</td>
<td>44.8%</td>
<td>5,095</td>
<td>6,808</td>
</tr>
<tr>
<td>Other revenue: facilities use and misc.</td>
<td>40,600</td>
<td>22,400</td>
<td>79.6%</td>
<td>22,400</td>
<td>22,400</td>
</tr>
<tr>
<td>State aid</td>
<td>873,885</td>
<td>655,414</td>
<td>75.0%</td>
<td>391,528</td>
<td>263,886</td>
</tr>
<tr>
<td>RHEC funding</td>
<td>320,086</td>
<td>240,054</td>
<td>75.0%</td>
<td>120,032</td>
<td>120,032</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>3,886,954</td>
<td>3,093,879</td>
<td>79.6%</td>
<td>1,753,526</td>
<td>1,340,352</td>
</tr>
</tbody>
</table>

| Expenditures | | | | | |
| Full-time and part-time classified staff | 437,251 | 366,945 | 83.9% | 366,945 | 22,400 |
| Hourly staff | 182,353 | 90,214 | 49.5% | 48,724 | 41,490 |
| Overtime | 7,000 | 2,559 | 36.6% | 2,559 | 2,559 |
| Credit faculty | 741,808 | 585,001 | 78.9% | 217,137 | 367,864 |
| Noncredit faculty | 11,500 | 4,225 | 36.7% | 2,520 | 1,705 |
| Fringe benefits | 224,020 | 197,621 | 88.2% | 166,201 | 31,420 |
| Total staffing | 1,603,932 | 1,246,565 | 77.7% | 804,086 | 442,479 |
| Other: | | | | | |
| Direct instruction: contracted services | 51,346 | 3,798 | 7.4% | 3,798 | 3,798 |
| Direct instruction: instructional supplies | 110,000 | 15,599 | 14.2% | 6,488 | 9,111 |
| Direct instruction: computer supplies | 100,000 | 6,585 | 6.6% | 6,585 | 6,585 |
| Contracted services | 125,000 | 104,486 | 83.6% | 104,486 | 104,486 |
| Advertising | 125,000 | 77,030 | 61.6% | 3,038 | 73,992 |
| Off campus rentals | 1,176,182 | 1,035,841 | 88.1% | 538,830 | 497,011 |
| Telephone & Internet | 11,280 | 5,769 | 51.1% | 3,460 | 2,309 |
| Postage | 36,500 | - | 0.0% | - | - |
| Travel | 4,500 | 1,695 | 37.7% | 695 | 1,000 |
| Electricity | 90,000 | 58,542 | 65.0% | 58,542 | 58,542 |
| Equipment & Furniture | 59,000 | 2,572 | 0.0% | 2,363 | 209 |
| Sub-total other | 1,188,308 | 1,131,916 | 69.5% | 728,284 | 583,632 |
| Total Expenditures | 3,492,240 | 2,558,481 | 73.3% | 1,532,370 | 1,026,111 |

| Profit/(Loss) before College Contributions | 394,714 | 535,397 | 135.6% | 221,156 | 314,241 |

* Actuals through the second quarter do not include encumbrances.

<table>
<thead>
<tr>
<th>FY18 FTEs</th>
<th>PGCC FFTEs</th>
<th>HCC FFTEs</th>
<th>Total FFTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer/Fall/Spring</td>
<td>245.50</td>
<td>181.30</td>
<td>426.80</td>
</tr>
<tr>
<td>Noncredit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer/Fall/Spring to date</td>
<td>30.13</td>
<td>2.83</td>
<td>32.96</td>
</tr>
<tr>
<td>Total</td>
<td>275.63</td>
<td>184.13</td>
<td>459.76</td>
</tr>
</tbody>
</table>

**NOTES:** New information is in green.

- Summer credit is split into two terms. Summer I occurs at the end of the fiscal year. Summer II at HCC is up slightly, .37 of an FTE over the prior year. PGCC is up 37 percent or 7.54 FTEs.
- HCC's non-credit summer enrollment is slightly down from the prior year and PGCC's is slightly up.
- Fall is down at HCC, 11.7 percent, or 10.8 FTE. PGCC is up four percent or 4.37 FTE.
- Noncredit enrollments at both HCC and PGCC are down for fall.
- HCC's non-credit summer enrollment is slightly down from the prior year and PGCC's is slightly up.
- Noncredit enrollment at both HCC and PGCC are down for spring.
- Revenue earned is 79.6 percent to date.
- Expenses are on track with 73.3 percent expended to date.

*Actuals through the second quarter do not include encumbrances.*

- Spring is down at HCC, 11 percent, or 7.167 FTE. PGCC is up 3.7 percent or 3.63 FTE.
- Noncredit enrollment at both HCC and PGCC are down for spring.
- Rental revenue is for the fall term only.
- State aid is recognized monthly.
- State funding is recognized monthly.
- Only credit faculty costs for HCC's second summer session are not included yet because the semester has not started.

The LCC is expected to cover all costs and provide a fund balance for future needs of the center. Net profit is currently inflated, as not all costs are encumbered at this time.
Howard Community College

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description of account</th>
<th>FY18 Actuals thru March</th>
<th>FY18 3rd Quarter Budget</th>
<th>Dollar Variance</th>
<th>FY18 Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facility rental</td>
<td>16,480</td>
<td>24,000</td>
<td>(7,521)</td>
<td>32,000</td>
</tr>
<tr>
<td></td>
<td>Bookstore commissions</td>
<td>387,623</td>
<td>339,635</td>
<td>47,988</td>
<td>452,847</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(90,000)</td>
<td>(90,000)</td>
<td>0</td>
<td>(120,000)</td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>314,103</td>
<td>273,635</td>
<td>40,467</td>
<td>364,847</td>
</tr>
<tr>
<td></td>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Salaries/Benefits</td>
<td>65,128</td>
<td>63,338</td>
<td>(1,790)</td>
<td>84,450</td>
</tr>
<tr>
<td></td>
<td>Overtime</td>
<td>0</td>
<td>750</td>
<td>750</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td>College liability*</td>
<td>0</td>
<td>1,050</td>
<td>1,050</td>
<td>1,400</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td>11,397</td>
<td>12,000</td>
<td>603</td>
<td>16,000</td>
</tr>
<tr>
<td></td>
<td>Utilities</td>
<td>10,159</td>
<td>10,159</td>
<td>(0)</td>
<td>13,545</td>
</tr>
<tr>
<td></td>
<td>Total Expenses</td>
<td>86,684</td>
<td>87,296</td>
<td>612</td>
<td>116,395</td>
</tr>
<tr>
<td></td>
<td>Surplus available to subsidize café</td>
<td>227,419</td>
<td>186,339</td>
<td>41,080</td>
<td>22%</td>
</tr>
</tbody>
</table>

Facility rentals are tracking under budget, however, they are seven percent higher than this time last year.

The second year guaranteed commissions of $408,293 were exceeded, totaling $428,913. The guaranteed is based on 90 percent of the prior year. Commissions are anticipated to be approximately $430,000 for the year. The budget was based on 100 percent of the prior year commissions.

Expenses are currently one percent ahead of budget.

The net surplus of funds is currently 22 percent ahead of the budget.

* This liability was to pay for vacation, personal, and sick leave of prior college bookstore employees.
<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description of account</th>
<th>FY18 Actuals thru March</th>
<th>FY18 3rd Quarter Budget</th>
<th>Dollar Variance</th>
<th>FY18 Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vending sales</td>
<td></td>
<td>42,651</td>
<td>37,500</td>
<td>5,151</td>
<td>50,000</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>42,651</td>
<td>37,500</td>
<td>5,151</td>
<td>50,000</td>
</tr>
</tbody>
</table>

| Expenses:   |                        |                         |                         |                |                  |
| Salaries/Benefits |                 | 161,226                 | 169,829                 | 8,603          | 226,439          |
| Hourly     |                       | 5,266                   | 9,000                   | 3,734          | 12,000           |
| Overtime   |                       | 2,791                   | 7,500                   | 4,709          | 10,000           |
| Contracted Services |             | 162,348                 | 196,125                 | 33,777         | 261,500          |
| Dues & Subs |                       | 695                     | 750                     | 55             | 1,000            |
| Repairs    |                       | 16,076                  | 15,000                  | (1,076)        | 20,000           |
| Postage    |                       | 12                      | 75                      | 63             | 100              |
| Catering   |                       | 1,395                   | 2,625                   | 1,230          | 3,500            |
| Supplies/Inventory/F&E | | 12,380                 | 41,250                  | 28,870         | 55,000           |
| Total Expenses |                       | 362,189                 | 442,154                 | 79,965         | 589,539          |

| Loss        |                        | (319,538)               | (404,654)               | 85,116         | (539,539)        |

Vending sales are up **eight percent** from the prior year and **over budget by 14 percent**.

Even with the increased subsidy this year, it is anticipated that the food service operation will be **within budget for the year**.

Supplies and inventory replacement occur as needed and have been low this quarter.

The Sodexo contract subsidy is currently in line with the budget. However, due to the loss of revenue from the "Simply to Go" operation, it is anticipated that the subsidy may be slightly over the $250,000 annual target. "Simply to Go" did not operate due to the NST construction.
<table>
<thead>
<tr>
<th>Description of account</th>
<th>FY18 3rd Quarter Actuals</th>
<th>FY18 3rd Quarter Budget</th>
<th>FY18 Budget Variance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition - child care</td>
<td>728,830</td>
<td>767,363</td>
<td>(38,533)</td>
<td>Under budget five percent; enrollment at 93 percent. *</td>
</tr>
<tr>
<td>Educational foundation</td>
<td>24,023</td>
<td>15,906</td>
<td>8,117</td>
<td>Annual support is higher than anticipated.</td>
</tr>
<tr>
<td>Instructional support</td>
<td>112,411</td>
<td>145,672</td>
<td>(33,261)</td>
<td>Support needed is lower than budget.</td>
</tr>
<tr>
<td>Student services support</td>
<td>112,411</td>
<td>145,672</td>
<td>(33,261)</td>
<td>Support needed is lower than budget.</td>
</tr>
<tr>
<td>Use of existing fund balance</td>
<td>11,254</td>
<td>-</td>
<td>11,254</td>
<td>Fund balance will be used for playground work.</td>
</tr>
<tr>
<td>Revenue before contingency</td>
<td>988,929</td>
<td>1,074,612</td>
<td>(85,683)</td>
<td></td>
</tr>
<tr>
<td>Contingency for full capacity</td>
<td>0</td>
<td>175,800</td>
<td>(175,800)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>988,929</strong></td>
<td><strong>1,250,412</strong></td>
<td><strong>(261,483)</strong></td>
<td><strong>1,667,216</strong></td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>32,105</td>
<td>39,315</td>
<td>7,210</td>
<td>52,420</td>
</tr>
<tr>
<td>Overtime</td>
<td>4,126</td>
<td>5,250</td>
<td>1,124</td>
<td>7,000</td>
</tr>
<tr>
<td>Budgeted wages</td>
<td>612,817</td>
<td>658,511</td>
<td>45,695</td>
<td>Four teachers were on short-term disability in the spring, creating salary and benefits saving.</td>
</tr>
<tr>
<td>Benefits</td>
<td>288,369</td>
<td>310,598</td>
<td>22,229</td>
<td>414,131</td>
</tr>
<tr>
<td>Contracted services</td>
<td>4,150</td>
<td>4,500</td>
<td>350</td>
<td>6,000</td>
</tr>
<tr>
<td>Advertising/recruitment</td>
<td>443</td>
<td>563</td>
<td>120</td>
<td>750</td>
</tr>
<tr>
<td>General office supplies</td>
<td>1,214</td>
<td>2,250</td>
<td>1,036</td>
<td>3,000</td>
</tr>
<tr>
<td>Instructional supplies</td>
<td>1,730</td>
<td>3,000</td>
<td>1,270</td>
<td>4,000</td>
</tr>
<tr>
<td>First aid and diaper supplies</td>
<td>1,587</td>
<td>4,125</td>
<td>2,538</td>
<td>5,500</td>
</tr>
<tr>
<td>Snack foods</td>
<td>3,817</td>
<td>6,938</td>
<td>3,121</td>
<td>9,250</td>
</tr>
<tr>
<td>Classroom supplies</td>
<td>1,142</td>
<td>3,000</td>
<td>1,858</td>
<td>4,000</td>
</tr>
<tr>
<td>Kitchen supplies</td>
<td>1,146</td>
<td>1,500</td>
<td>354</td>
<td>2,000</td>
</tr>
<tr>
<td>Cleaning supplies</td>
<td>798</td>
<td>1,500</td>
<td>702</td>
<td>2,000</td>
</tr>
<tr>
<td>Special supplies</td>
<td>289</td>
<td>4,875</td>
<td>4,586</td>
<td>6,500</td>
</tr>
<tr>
<td>Portable communications</td>
<td>545</td>
<td>1,125</td>
<td>580</td>
<td>1,500</td>
</tr>
<tr>
<td>Postage</td>
<td>67</td>
<td>101</td>
<td>354</td>
<td>250</td>
</tr>
<tr>
<td>Conferences and meetings</td>
<td>913</td>
<td>3,000</td>
<td>2,088</td>
<td>4,000</td>
</tr>
<tr>
<td>Travel-local</td>
<td>-</td>
<td>188</td>
<td>188</td>
<td>250</td>
</tr>
<tr>
<td>Catering</td>
<td>561</td>
<td>563</td>
<td>2</td>
<td>750</td>
</tr>
<tr>
<td>Dues and subscriptions</td>
<td>-</td>
<td>375</td>
<td>375</td>
<td>500</td>
</tr>
<tr>
<td>Utilities</td>
<td>11,346</td>
<td>15,000</td>
<td>3,654</td>
<td>20,000</td>
</tr>
<tr>
<td>Liability insurance</td>
<td>9,126</td>
<td>8,250</td>
<td>(876)</td>
<td>11,000</td>
</tr>
<tr>
<td>Playground renovation</td>
<td>11,254</td>
<td>(11,254)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>1,365</td>
<td>-</td>
<td>(1,365)</td>
<td></td>
</tr>
<tr>
<td><strong>Expenses before contingency</strong></td>
<td><strong>988,929</strong></td>
<td><strong>1,074,612</strong></td>
<td><strong>85,683</strong></td>
<td><strong>1,432,816</strong></td>
</tr>
<tr>
<td><strong>Contingency for full capacity</strong></td>
<td>-</td>
<td>175,800</td>
<td>175,800</td>
<td><strong>234,400</strong></td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td><strong>988,929</strong></td>
<td><strong>1,250,412</strong></td>
<td><strong>261,483</strong></td>
<td><strong>1,667,216</strong></td>
</tr>
<tr>
<td><strong>Net balance of account</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* vacancies were not filled while teachers were out. Impact was greater on infants for the month of March. Enrollment picked back up in April.
E-3 Fiscal Years 2016-2020 Mission, Vision, Values, and Strategic Goals

Background: At its May 31, 2017, meeting, the board of trustees reaffirmed the mission, vision, and values of the college and the strategic goals for FY16-FY20.

During the year, the planning council examined its progress on the strategic plan, reaffirmed its support for the mission, vision, values, and strategic goal statements, and developed recommendations to modify action plans to support the strategic goals. The administration now presents those action plans for information purposes. Changes from the plan used for the FY18 budget development process are indicated in blue. The college’s current core competencies have been added to this document to ensure broader dissemination. The goals and plans will be used as the foundation for the FY20 budget development.

Purpose: To reaffirm the HCC mission, vision, values, and strategic goals for FY16-FY20

Timeline: Annual

Recommendation

The administration requests that the board of trustees reaffirm the HCC strategic goals, mission, vision, values, and core competencies for the FY16-FY20 strategic plan.

Compliance: This report is in compliance with Board Bylaw Article VII - Board Execution and Evaluation of Policy: Suggested Timeline for Important Tasks.
Howard Community College  
Strategic Plan  
Fiscal Years 2016-2020

Strategic Goal #1. Student Success, Completion and Lifelong Learning

Strategic Goal #2. Organizational Excellence

Strategic Goal #3. Building and Sustaining Partnerships

Mission Providing pathways to success

Vision A place to discover greatness in yourself and others

Values I N S P I R E S

Innovation  
Nurturing  
Sustainability  
Partnerships  
Integrity  
Respect  
Excellence  
Service

Core Competencies Provide an exceptional educational experience

Use innovative instructional techniques

Facilitate student success
### Howard Community College
#### Strategic Plan- Details*
##### Fiscal Years 2016–2020

For FY20 Budget Development Purposes

<table>
<thead>
<tr>
<th>Strategic Goal #1. Student Success, Completion and Lifelong Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1</strong> Increase <em>number of students graduating annually.</em></td>
</tr>
<tr>
<td><strong>Lead</strong></td>
</tr>
<tr>
<td>1.1A VPAA VPSS</td>
</tr>
<tr>
<td>1.1B VPAA VPSS</td>
</tr>
<tr>
<td>1.1C VPSS VPAA VPIT</td>
</tr>
<tr>
<td>1.1D VPAA</td>
</tr>
</tbody>
</table>

**1.2** Increase % of developmental completers, 4 years after entry to HCC, from 35.8% (fall 2003 cohort) to 45% (fall 2016 cohort). *(MHEC Indicator)*

<p>| <strong>Lead</strong> | <strong>Action Plans for FY20</strong> |
| 1.2A VPAA | Evaluate and revise as indicated the requirement for developmental mathematics students to also enroll in the First Year Experience course. Evaluate and expand English 121 Accelerated Learning Program. Implement and evaluate course redesign linked to revision of the Code of Maryland Regulations (COMAR) definition of college-level mathematics. Encourage eligible developmental students to concurrently enroll in same-subject, credit-bearing course (see 1.2B). |
| 1.2B VPAA VPSS VPIT | Evaluate College and Career Readiness and College Completion Act (CCCRA) requirement to include credit-bearing mathematics and English within the first 24 credit hours for first-time degree seeking students; encourage eligible developmental students to concurrently enroll in a same-subject, credit-bearing course; require students completing the developmental course sequence to immediately enroll in a same-subject, credit-bearing course the following semester. |
| 1.2C VPAA VPSS | Expand the HCC Early Alert Program to attain positive outcomes in courses with low retention and success rates; establish a work group of faculty and staff to improve program processes and implement strategies to increase course completion and program effectiveness. |</p>
<table>
<thead>
<tr>
<th>1.3</th>
<th><strong>Increase student successful-persistence rate after 4 years for all students from 73.2% (fall 2003 cohort) to 75% (fall 2016 cohort). Close performance gaps as needed for Black, Asian, and Latino-Hispanic students. (MHEC Indicator)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3A</td>
<td>VPSS VPAA</td>
</tr>
<tr>
<td>1.3B</td>
<td>VPSS VPAA</td>
</tr>
<tr>
<td>1.3C</td>
<td>VPAA VPSS VPIT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.4</th>
<th><strong>Increase student graduation and transfer rate after 4 years for all students from 51.9% (fall 2003 cohort) to 55% (fall 2016 cohort). Close performance gaps as needed for Black, Asian, and Latino-Hispanic students. (MHEC Indicator)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4A</td>
<td>VPSS VPAA</td>
</tr>
<tr>
<td>1.4B</td>
<td>VPAA</td>
</tr>
<tr>
<td>1.4C</td>
<td>VPAA</td>
</tr>
<tr>
<td>1.4D</td>
<td>VPAA VPSS</td>
</tr>
</tbody>
</table>

### Strategic Goal #2. Organizational Excellence

<table>
<thead>
<tr>
<th>2.1</th>
<th><strong>Increase % of minority employees to reflect county demographics from fall 2007 rates of 22.1% faculty and 20.9% staff (administrators and professional/technical) to 24% and 28%, respectively, by fall 2020. (MHEC Indicator)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead</strong></td>
<td><strong>Action Plans for FY20</strong></td>
</tr>
<tr>
<td>2.1A</td>
<td>ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.2</th>
<th><strong>Increase stakeholder satisfaction for students from spring 2012 rates of: 86.6% for credit students; to spring 2020 rate of 87%, and for employees, from fall 2007 rate of 4.29 to fall 2019 rate of 4.35. Continuing education students will report 95% satisfaction.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2A</td>
<td>ALL</td>
</tr>
<tr>
<td>2.2B</td>
<td>ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.3</th>
<th><strong>Make progress toward achieving a 50/50 FT/PT faculty ratio and adequate staffing to meet organizational needs.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3A</td>
<td>VPAA</td>
</tr>
<tr>
<td>2.3B</td>
<td>All</td>
</tr>
</tbody>
</table>
### Strategic Goal #2. Professional Development and Sustaining Partnerships

#### 2.4 Increase development/training expenditure per FTE employee to stay in top quartile. 100% of budgeted employees will complete the campus-wide online training required in each annual professional development term.

| 2.4A | VPAF | Continue to effectively and efficiently expend funds on professional development, including using an optimal mix of internal and external facilitators. Explore methods to capture the value of internal facilitators. |

#### 2.5 Reduce HCC's carbon footprint 1% each year to achieve an 100% reduction in greenhouse gas emissions over 2009 levels by 2050.

| 2.4A | VPAF | Investigate best practices; examine and refine existing metrics; incorporate new comparator for calculation of average gross emissions per square foot of built space (per 1,000 SF) aligned with college’s Facilities Master Plan and the President’s Climate Leadership Commitment (PCLC) signatories’ gross emissions by Carnegie class. |

### Strategic Goal #3. Building and Sustaining Partnerships

#### 3.1 Increase resources to provide scholarships and facilities to students.

<table>
<thead>
<tr>
<th>Lead</th>
<th>Action Plans for FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1A</td>
<td>President</td>
</tr>
<tr>
<td>3.1B</td>
<td>President</td>
</tr>
<tr>
<td>3.1C</td>
<td>VPAA</td>
</tr>
<tr>
<td>3.1D</td>
<td>VPAF</td>
</tr>
</tbody>
</table>

#### 3.2 Increase opportunities to serve the regional needs.

<table>
<thead>
<tr>
<th>Lead</th>
<th>Action Plans for FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2A</td>
<td>VPAA</td>
</tr>
<tr>
<td>3.2B</td>
<td>VPSS</td>
</tr>
<tr>
<td>3.2C</td>
<td>VPAA</td>
</tr>
<tr>
<td>3.2D</td>
<td>VPAA</td>
</tr>
</tbody>
</table>

*The basic document (non-blue) was reviewed by the board on January 24, 2018, as part of the FY19 operating budget approval process.*
E-4 Identity Theft Prevention – Red Flags and Payment Card Industry Compliance

Background: On October 31, 2007, the Federal Trade Commission passed Section 114 of the Fair and Accurate Credit Transactions Act (FACTA), also known as the Red Flags Rules. This legislation requires covered organizations to develop and implement a written “Identity Theft Prevention Program.” Based on the criteria, the college is required to establish procedures to protect the college community's financial account information and other sensitive information, which, if compromised, could lead to identity theft.

Purpose: To provide trustees with an annual update on HCC’s identity theft prevention programs.

- On March 25, 2009, the Board of Trustees approved the identity theft prevention program, which outlines program administration requirements. The college’s Red Flags committee continues to meet semi-annually to address and review program requirements.

- Combined with Red Flags compliance, the college is compliant with Payment Card Industry (PCI) standards. All institutions or merchants who accept credit cards, online or offline, must meet PCI Data Security Standards (PCI DSS). CampusGuard, a company that assists educational institutions in becoming PCI compliant, certified HCC as PCI DSS compliant in April 2018.

Program Status

- The college is in compliance with Red Flags requirements. This past year, there were no reported Red Flag violations involving identity theft.

- Annually, the college reviews its Red Flags and PCI programs to ensure continued compliance. Annual updates to the board of trustees occur each May.

- In January 2018 an incident did occur that allowed one student’s record to be accessed by another student due to a database processing error with the college’s administrative computer system. The student whose records were compromised was informed of the record exposure and was provided with identity theft protection services for two years. The incident
was investigated by the college’s information technology staff and the
database vendor to confirm and assure that such an incident would not
reoccur and that the database was secured.

Recommendation

This item is for information only and requires no board action.
E-5 Memorandum of Understanding with the Howard County Public School System

Background: The implementation of the JumpStart Program requires Howard Community College (HCC) and the Howard County Public School System (HCPSS) to amend the existing Memorandum of Understanding (MOU) dated June 27, 2013, and amended February 19, 2014. The newly amended MOU addresses all aspects of the dual enrollment program whereby HCPSS students may enroll in college-level courses with HCC while still enrolled in high school.

The agreement applies to the fall and winter/spring semesters. Summer term is excluded. It identifies the roles and responsibilities for both HCC and HCPSS in administering the dual enrollment program, as well as the policies and procedures for student participation. Specifically, the MOU addresses:

- Student eligibility and admission: HCPSS students must have an unweighted GPA of 2.0 to participate in JumpStart, although a 3.0 GPA is strongly recommended. Students must receive a grade of C or higher in college courses to remain eligible for the program.
- Course eligibility: To register for HCC’s courses, students must meet course placement and pre-requisite requirements. The agreement outlines methods used to assess college readiness in math and English.
- Grades and data sharing: Courses will be taught both at the high schools and HCC. The agreement outlines the process by which grades and other relevant student data will be shared.
- Tuition and fees: HCPSS students receive a tuition discount of 50 percent. HCPSS will pay for the tuition and fees for students eligible for Free and Reduced Price Meals (FARM). In addition, HCPSS will pay a $25 processing fee per course for every HCPSS dually enrolled high school student.
- Books: HCC will determine the textbooks and learning materials used in all dual enrollment courses. HCPSS will provide books and learning materials for classes taught in the high schools. FARM-eligible students may apply for consideration of scholarship funding to assist with book and learning materials for classes taught at HCC.
- Faculty: The selection of the faculty and supervision of the curriculum for college courses will be the responsibility of HCC. HCPSS faculty may teach dual enrollment courses taught in the high schools provided they meet the credential requirements established by the college. HCPSS will pay the salaries of HCPSS faculty teaching HCC dual enrollment courses at HCPSS sites.
With the JumpStart program, HCPSS dual enrollment is expected to grow 48 percent in headcount in FY19. The MOU provides detail regarding structures within both organizations to support this growth.

**Purpose:**
To update the board on the status of the memorandum of understanding with the Howard County Public School System

**Timeline:**
The new MOU will be implemented August 1, 2018. It will be a one-year agreement, with the goal of reviewing it annually for necessary changes.

---

**Recommendation**

This item is for information only and requires no board action.
F – Approval of Minutes

1. April 24, 2018, Work Session
2. April 24, 2018, Regular Session
The Board of Trustees of Howard Community College (HCC) met in work session on
Wednesday, April 24, 2018, in The Rouse Company Foundation Student Services Hall
(room 400) at Howard Community College, Columbia, Maryland. Vice Chair Courtney
Watson brought the work session to order at 6:00 p.m. Board members present included
trustees Kevin J. Doyle, Christopher G. Marasco, Steven A. Joss, Kevin F. Schmidt, and
Felícita Solá-Carter. Kathleen B. Hetherington, secretary/treasurer, was also present.
Chair Mamie J. Perkins was absent.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Darron
Wheeler, public safety officer, and Jordan Irani, event setup/asset relocation
assistant.

Tom Glaser, vice president of information technology, introduced Deborah
Greenberg, research associate.

Cindy Peterka, vice president of student services, introduced Cheryl Cudzillo,
registrar.

II. Introduction of Alternative Break Participants

Jean Svacina, vice president of academic affairs, introduced Cynthia Page Desi,
director of service learning, who gave an overview of the service learning center and
the alternative break trips. The alternative winter break group traveled to
Immokalee, Florida January 14-20, 2018, to volunteer with a variety of organizations
supporting the migrant farmworker community in the region. The alternative spring
break participants traveled to Chicago, Illinois April 2-7, 2018, to volunteer with
various non-profit organizations working to empower and engage youth and their
families in the city. Faculty advisors and student participants shared defining
moments from the trip.

Trustee Schmidt thanked students for dedicating themselves to helping others
during their break.

III. Information Session: Division of Continuing Education and Workforce
Development

Jean Svacina introduced Minah Woo, associate vice president of continuing
education and workforce development (CEWD), who gave a presentation on the
programs and services offered through the CEWD division.
Trustee Doyle applauded the CEWD faculty and staff for being nimble and flexible in providing programs and services and, in doing so, for bringing revenue to the college. Trustee Schmidt asked how the CEWD division prepares students to compete in an innovative economy with an often unknown future. Ms. Woo responded that the division focuses on the why and how of providing programs and services, and asks for feedback from its end users in order to plan for the future and improve offerings.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the April 24, 2018, work session of the Howard Community College Board of Trustees as approved on May 30, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, April 24, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Courtney Watson brought the regular session to order at 7:00 p.m. Board members present included trustees Kevin J. Doyle, Christopher G. Marasco, Steven A. Joss, Kevin F. Schmidt, and Felícita Solá-Carter. Kathleen B. Hetherington, secretary-treasurer, was also present. Board Chair Mamie J. Perkins was absent.

A. Approval of April 24, 2018, Agenda

A recommendation to approve the April 24, 2018, agenda, was moved by Trustee Marasco, seconded by Trustee Joss, and unanimously approved.

B. President’s Report

President Hetherington thanked trustees for their support over the last month, including attending the special budget session. She also thanked Vice Chair Watson for chairing the evening’s meeting.

President Hetherington noted that she attended the Chair Academy over spring break. The Chair Academy is a national group focused on leadership in academia and Dr. Hetherington serves on the board of directors. Related to the Chair Academy is the Maryland Institute for Leadership in Higher Education (MILHE), which also promotes leadership development among faculty and staff. Dr. Svacina is the point person for the MILHE, which will host an academy at HCC in 2018. President Hetherington remarked that she and Zoe Irvin attended the Baldrige Quest for Excellence conference at which the college presented on its Baldrige success. President Hetherington will also attend the American Association of Community Colleges Board of Directors meetings, which coincide with the annual AACC conference. She noted that she will cycle off as a member of the board of directors, but will continue her service to AACC through work with a commission of AACC.

Over the past month, President Hetherington and Howard County Public School System (HCPSS) Superintendent Michael Martirano had a quarterly meeting to discuss issues of importance to both the HCPSS and the college. She has also been asked to participate on the Superintendent’s Program Innovation Advisory Board, which met earlier in the day. This is a partnership of representatives from education, business and industry, and government. President Hetherington was also the keynote speaker at the April 20, 2018, HCPSS Gifted and Talented Student Learning Conference, where she addressed 300 gifted and talented sophomores, juniors, and seniors, many of whom had worked on research projects.
Earlier in the month President Hetherington attended Dr. Aminta Breaux’s inauguration as president of Bowie State University. Dr. Breaux will visit the HCC campus along with her provost in early May to discuss strengthening connections between Bowie State University and HCC.

President Hetherington ended her report with a legislative update. She commented that the community colleges are waiting to hear if Governor Hogan will sign House Bill 16, the Promise Scholarship Bill, sponsored by Delegate Frank Turner and a bill she supported through her testimony in Annapolis, into law on May 8, 2018.

C. Board Member Comments

Trustee Schmidt thanked Dr. Hetherington and Lynn Coleman for the information on the Cade funding. He also thanked staff in advance for their work on commencement activities.

Trustee Joss asked for an update on the Governor’s meeting at Miller Library. Dr. Hetherington responded that the Governor’s cabinet meeting is still expected to take place at the Miller Library on May 10, 2018. Members of his cabinet including Maryland Higher Education Secretary James Fielder and Major General Linda Singh are expected to visit the college in the afternoon after the cabinet meeting.

Trustee Doyle noted that it is the board’s role to set strategic guidance and it is very fulfilling to receive data and reports on college operations that flow from the trustees’ strategic guidance.

Trustee Marasco commented on the Baldrige Award, noting that the college has a great leadership and management team.

Trustee Solá-Carter commented that she would like to hear more on how locations for service learning trips are selected. She also reported that she attended GreenFest and offered kudos to staff on the event. Dr. Hetherington recognized Lynn Coleman and Bob Marietta for their support of the event.

Trustee Watson also attended GreenFest. She commented that students were gracious and the event was great and well attended.

D. Reports to the Board of Trustees

Trustee Marasco reported that the Silas Craft fundraiser netted over $30,000 in support of student scholarships. He recognized the owners and staff of Hunan Manor for all they do to support the college and students, and urged trustees, faculty, and staff to voice their appreciation to Hunan Manor. Vino Scholastico will take place on April 27, 2018, and 10 percent of any purchase that evening will go to the Howard Community College Educational Foundation. The foundation’s fundraising goal of
$1.4 million has been exceeded, and is currently at $1.8 million. The foundation board of directors has approved a seven percent spending from the endowment on student scholarships. Trustee Marasco reported that the foundation is seeking additional board members, and welcomes the board of trustees’ support in identifying potential members. Foundation board chair Sean Keller and President Hetherington are holding a meeting on May 7, 2018, to identify potential foundation members from the community in order to provide more diversity to the foundation board membership.

E. Board Priority Items

1. End: Leadership – Key Performance Indicator Report

   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end: leadership. She noted that the 2018 Baldrige application has been submitted.

   Trustee Joss asked how the board could improve its leadership ratings. President Hetherington noted that the faculty and staff appreciate seeing trustees at college events, as well the trustees’ involvement in advocacy. Trustee Joss noted that everyone at the college has been very kind to him, and he is pleased to be part of the college.

2. Financial Statements

   Lynn Coleman, vice president of administration and finance, briefly reviewed the financial statements for the period ending March 31, 2018.

3. Cultural Diversity Plan

   President Hetherington introduced diversity committee co-chairs, Brandon Bellamy, assistant director, transfer and graduation counselor, student support services; and Zakia Johnson, director of the test center, noting that they have been co-chairs for three years and have done a spectacular job of engaging students, faculty and staff, and the community in a variety of diversity and inclusion issues, especially during challenging times.

   Mr. Bellamy and Ms. Johnson presented highlights of the diversity plan. Ms. Johnson serves as the college’s representative on the #OneHoward Steering Committee. During the past year, the college has hosted eight #USpeak Dialogues. Trustee Solá-Carter commented that she also serves on the #OneHoward Steering Committee, and that the college is well represented by Ms. Johnson. She further noted that diversity is not a standalone activity at the college, it is woven into HCC’s culture.

   Trustee Solá-Carter asked about the college’s support to students with learning disabilities. HCC serves over 800 students with registered disabilities based on a diagnosis from a physician or mental health professional. Students with registered disabilities are served through student support services. Currently, the
college has an adaptive lab to serve students with disabilities.

Trustee Joss about what the college is doing to support students, faculty, and staff when opioid abuse is detected. The counseling center can support those needing help by providing referrals to community agencies. Additionally, the college has developed a training for students regarding opioid abuse.

_A recommendation to approve the diversity plan was moved by Trustee Solá-Carter, seconded by Trustee Doyle, and unanimously approved._

4. **Fiscal Year 2019 Capital Budget Reallocation and Approval**

Lynn Coleman reviewed the reallocations.

_A recommendation to approve the revised FY19 capital budget, was moved by Trustee Doyle, seconded by Trustee Joss, and unanimously approved._

5. **Fiscal Year 2019 Operating Budget Approval**

Lynn Coleman reviewed the revised FY19 operating budget.

_A recommendation to approve the revised FY19 operating budget, was moved by Trustee Doyle, seconded by Trustee Marasco, and unanimously approved._

F. **Approval of Board Meeting Minutes**

_A recommendation to approve the minutes of the March 28, 2018, work session and regular session and the April 12, 2018, special budget session was moved by Trustee Joss, seconded by Trustee Marasco, and unanimously approved._

G. **Consent Items**

1. Proposed New Hires
2. Candidates for Commencement
3. Faculty Promotions for Fiscal Year 2019
4. Office Supplies Contract
5. Risk Management Program for Insurance Protection
6. Salary Schedules for Fiscal Year 2019
7. Institutional Reporting
8. Mechanical Services Contract
9. Environmental Services Supplies
10. Award of a Posthumous Associate of Arts Degree

_A recommendation to approve the consent items was moved by Trustee Solá-Carter, seconded by Trustee Schmidt, and unanimously approved._
H. Discussion Items

1. Work Session Topics for Fiscal Year 2019

The board identified possible topics for fiscal year 2019 work sessions. Those topics include: health sciences, learning outcomes assessment, open educational resources, service learning, supporting students with disabilities, and update on the Commission on the Future. President Hetherington noted that the president’s team will schedule these work session topics for the upcoming year and the schedule will be reflected in the board calendar in the August board packet. There was also interest in a session on governance and Servant Leadership, which will be addressed in new trustee orientation.

2. Board Retreat Update

President Hetherington provided an update on the board’s June 4, 2018, retreat, which will be the first part of a two-part retreat experience. Brenda and Franklin Campbell Jones will facilitate the June 4, 2018, retreat, which will be focused on cultural proficiency. After the cultural proficiency portion of the retreat, the board will conduct its annual self-evaluation discussion. The board also confirmed that the second part of the retreat experience will take place on September 26, 2018, prior to the regular board meeting. The retreat on September 26 will begin at approximately 2:00 p.m. and extend to 5:00 p.m. The board will have a brief break, then its regular dinner at 5:30 p.m., followed by the regular board meeting at 6:00 p.m. There will be no work session presentation scheduled for that evening.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting Vino Scholastico on April 27, 2018, and the student awards banquet on May 3, 2018. She reminded board members to complete their 2017 ethics disclosure by April 30, 2018, and noted that the board would receive its self-evaluation and president’s evaluation surveys in the next weeks.

This item was for information only and required no board action.

2. Agreements Signed by the Board Chair Disclosure

There were no items for the board chair to approve during this time period.

3. Personnel Summary

This item is for information only and required no board action.
Adjournment

A recommendation to adjourn the regular session was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

The regular session was adjourned at 8:00 p.m.

The above constitutes the official minutes of the April 24, 2018, regular meeting of the Howard Community College Board of Trustees as approved on May 30, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
G – Consent Items
Board of Trustees’ Consent Materials

May 30, 2018
6:00 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…

Encourage Service to Others
1. Proposed New Hires
2. Audit Areas for Review
3. Sodexo Management Agreement
4. General Contracting Services Contract
5. Network Maintenance Support Services Contract
6. Administrative Software Service Agreement
7. Computer Hardware Purchases
8. Printer and Computer Hardware Purchases
9. Fiscal Year 2019 New Academic Programs
10. Learning Management System
12. Security Video Storage Upgrade
13. Temperature Control and Fire Alarm Systems
14. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting
1 – Proposed New Hires

**Background:** The following item is a summary of the proposed new hires for Howard Community College. Each employee’s salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

**Purpose:** To obtain board approval of new hires

**Timeline:** March 27, 2018 – May 7, 2018

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**Recommendation**

The administration requests that the board of trustees approve:

**Item:** List of new hires

**Source of funds:** The position and/or the funds are in the FY18 budget as approved by the board at its April 17, 2017, meeting

**Compliance:** This request is in compliance with college procedure 63.02.03, Selection of Faculty and Staff, and is within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
## BUDGETED HIRES (Position Control Positions)\(^1\)

### April 2018

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Evaluator</td>
<td>Admissions &amp; Advising</td>
<td>Existing Position Replacement</td>
<td>11</td>
<td>$46,796 – 76,158</td>
<td>$31,203</td>
<td>Para, Teresa 5</td>
<td>04/09/2018</td>
</tr>
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</table>

### May 2018

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade(^3)</th>
<th>Compensation(^2)</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Events Manager</td>
<td>Development and Alumni</td>
<td>Existing Position Replacement</td>
<td>12</td>
<td>$50,820 - $82,706</td>
<td>$55,000</td>
<td>Boston, Natasha</td>
<td>05/14/2018</td>
</tr>
</tbody>
</table>

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\(^1\) Position control position hires are those employees hired who are budgeted employees of the core workforce.

\(^2\) Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee’s salary may reflect part-time or 10-month employment.

\(^3\) Ranges shown are taken from the published salary schedules, which include only 12-month salaries for full-time staff. Faculty ranges may be 10- or 12-month as applicable.

\(^4\) Current HCC employee with benefits.

\(^5\) Salary listed reflects compensation for the part-time position.
2 – Audit Areas for Review

**Background:** Each year, the audit and finance committee determines additional areas for review during the audit. A long-term schedule was developed by the audit and finance committee of additional areas to be reviewed along with the timing for future audits. The list was reviewed with the committee and was discussed with the auditors at the March 13, 2018, audit and finance committee meeting. Changes suggested by the committee were reviewed at its May 15, 2018, meeting. Besides the additional areas for review, the audit firm will conduct its normal internal control review of basic areas.

**Purpose:** To obtain board approval for the additional audit areas for review for the FY18 audit

**Timeline:** FY18 audit to occur in FY19

**Recommendation**

The administration requests that the board approve the recommendation of the audit and finance committee to have the auditors review the following additional areas:

- Cash controls
- Online purchasing
- Procurement cards
- Inventory

**Compliance:** This request is in compliance with Board Policy: Asset Protection.
**Additional Areas for the Auditors to Review**

**Cash controls primarily for areas outside of the cashier’s office**
Various areas throughout the college handle cash, which eventually is deposited at the cashier’s office. This may include the theatre, bookstore, library, continuing education, and athletic events. It is assumed that when the auditors review college internal controls, a thorough review of the procedures in the cashier’s office would normally be done. However, how cash is handled in areas outside of the cashier’s office would also be important for the auditors to review periodically.

*(reviewed during the FY16 audit)* The administration recommends that cash controls outside of the cashier’s office be reviewed with the FY18 audit.

**Auxiliary controls**
Auxiliary consists of the bookstore and food service reporting. The Children’s Learning Center (CLC) is an auxiliary, but all cash handling for the CLC is through the cashier’s office. The bookstore is currently outsourced to Barnes and Noble. Food service is currently outsourced to Sodexo. For the CLC, no review is necessary since it is handled by cashier’s office.

For both food service and the bookstore, these audits are normally performed by an outside firm that specializes in food service and/or bookstore operations. An audit was done for food service in FY17. Outside firms also said the college needed at least three years of operations with the bookstore outsourced to Barnes and Noble in order to perform a decent audit. This meant that the bookstore audit could not be performed until FY19.

*(food service reviewed during the FY17 audit, next audit would be scheduled for FY20; bookstore would be scheduled for audit in FY19).*

**Inventory systems throughout the college**
Each year, the college takes an inventory of capital equipment and furniture (above $5,000) and every other year an inventory of all non-capital items (anything less than $5,000, e.g., computers, televisions, chairs, etc.). Individuals throughout the college are designated as “inventory monitors” and it is their responsibility to update and check the inventory in their areas. These inventory listings are then submitted to the finance office for review and compilation of the assets of the college. Although test checks of these areas are done, a review of the inventory submitted and the procedures followed helps the college ensure that it has accurately maintained college assets.

*(reviewed during the FY15 audit)* The audit and finance committee recommends that the inventory systems be reviewed with the FY18 audit.

**Online purchasing**
The online purchasing system is now in place at the college. Continuing training sessions are held with the cost center managers. A review of this area for any weaknesses should be conducted periodically.

*(reviewed during the FY16 audit)* The administration recommends that the online purchasing system be reviewed with the FY18 audit.
Laurel College Center (LCC) reporting
Howard Community College and Prince George’s Community College operate the LCC. Statements are generated for the operations at the LCC by each school and a combined statement is issued periodically. Consideration should be given to review the reporting procedures for this entity every two to three years.
(reviewed during the FY17 audit, next audit would be in FY20)

Payroll
As part of the basic audit procedures, entering new employees into the system and ongoing payroll recordkeeping are considered part of the basic internal controls to be reviewed. However, a more in-depth review of the area should be conducted periodically to ensure that there are no weaknesses.
(reviewed during the FY16 audit, next audit would be in FY19)

Procurement cards - purchasing controls for the use of purchasing cards
Howard County Government and the Howard County Public School System currently use procurement cards throughout their organizations. The college has developed controls for the use of procurement cards, and would like them reviewed periodically to ensure that the proper controls are in place.
(reviewed during the FY15 audit) The administration recommends that procurement card controls be reviewed with the FY18 audit.

Information technology
This area should be considered a part of the basic internal control review. However, as the college is truly dependent on this mode of operation, a more in-depth review of the area should be done periodically to ensure that access is limited to authorized users and that there are no weaknesses that should be addressed. Based on the auditors’ recommendation at the end of FY13, a special review of information technology was conducted in FY14, followed by a routine audit in FY16.
(reviewed during the FY16 audit, next audit would be in FY19)

Board reports on policy compliance
The board has established policies with which the administration must comply. The administration issues periodic reports to the audit and finance committee in compliance with these policies. A review of these reports for compliance with the board policy should be done periodically to ensure accurate reporting.
(reviewed during the FY15 audit, next audit would be in FY19)

Review of enrollment data and reporting
Although enrollment data reports are part of the Colleague system, separate tests should be run in this area to ensure the accuracy of data being reported. Currently, both the registrar’s office and the continuing education and workforce development division enter enrollment data into the system. The internal controls for entering accurate data, as well as assurances that in-county and out-of-county data are accurately reported, should be reviewed. The auditors are requested to test this area as part of their annual audit of the CC-4. The CC-4 is the Annual Financial Report to the Maryland Higher Education Commission, which includes verification of the college’s enrollment that is used to calculate state funding.
The following item is a listing of the additional areas for review with timeline:

<table>
<thead>
<tr>
<th>Area</th>
<th>Last Review</th>
<th>Comments</th>
<th>Future Reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Controls</td>
<td>FY16</td>
<td>▪ Suggest every other year for an in-depth review. The administration recommends review with the FY18 audit.</td>
<td>2018 2020</td>
</tr>
</tbody>
</table>
| Food Service (Auxiliary)    | FY17        | ▪ Suggest every 2-3 years for the food service audit  
▪ Sodexo has the contract for food service. Sodexo operations are not part of the college’s books, although HCC does pay to have the company run the food service. An outside audit specifically for Sodexo was performed in FY17. | 2020 2022      |
| Bookstore (Auxiliary)       | n/a         | ▪ Suggest every 2-3 years for the bookstore operations.  
▪ Barnes and Noble has the contract for the bookstore. Previously the bookstore was operated internally by the college. An outside audit, similar to what is done for the food service operations, will need to be commissioned. Outside firms have suggested that the college not perform this until there have been three full years of operations under Barnes and Noble. It is recommended that this be done in FY19. | 2019 2021      |
| Inventory                   | FY15        | ▪ Suggest every 3-4 years for an in-depth review.  
▪ Ask auditors to test every year as part of their audit procedures.  
▪ The audit and finance committee recommends review with the FY18 audit. | 2018 2022      |
| Online Purchasing           | FY16        | ▪ Suggest every 2-3 years for an in-depth review.  
▪ The administration recommends review with the FY18 audit. | 2018 2021      |
| Laurel College Center       | FY17        | ▪ Suggest every 2-3 years for an in-depth review.  
▪ Ask auditors to test every year as part of their audit procedures. | 2020 2023      |
| Payroll                     | FY16        | ▪ Suggest every 2-3 years for an in-depth review.  
▪ Ask auditors to test every year as part of their audit procedures. | 2019 2022      |
| Procurement Cards           | FY15        | ▪ Suggest every 2-3 years for an in-depth review.  
▪ Ask auditors to test every year as part of their audit procedures. The administration recommends review with the FY18 audit. | 2018 2021      |
<table>
<thead>
<tr>
<th>Area</th>
<th>Last Review</th>
<th>Comments</th>
<th>Future Reviews</th>
</tr>
</thead>
</table>
| Information Technology                    | FY16        | ▪ Suggest every 2-3 years for an in-depth review.  
▪ A special review of information technology was done in FY14 by a firm specializing in information systems; a routine review followed in FY16. | 2019 2022     |
| Board Reports on Policy Compliance        | FY15        | ▪ Suggest every 3-4 years.                                                                                                                                                                                | 2019 2023     |
| Review of Enrollment Data and Reporting   | Annual      | ▪ Reviewed annually as a regular part of the audit.                                                                                                                                                       | Annual Annual |
3 – Sodexo Management Agreement

**Background:** In August 2012, the college awarded the food services bid to Sodexo to provide manual food service and catering. Since the award, the contract has expanded to include retail sales in the Café on the Quad, Simply To Go café, and Starbucks. Per the agreement, Sodexo operates the food service under a management fee arrangement. The college pays Sodexo three percent of gross sales in general support services allowance, a management fee of $20,000, and expenses in excess of sales. The approximate cost for these fees was $250,000 in fiscal year (FY) 2018. The administration has arranged for funds from vending services contracts, as well as bookstore commissions and the operating budget, to cover the costs of operating food service under the management agreement. The initial contract was awarded for a five-year period, which ended on June 30, 2017, with the option to renew for five additional one-year periods. The college awarded the first of those renewals in May 2017. The administration continues to be satisfied with the service provided by Sodexo and is requesting approval to exercise the second optional one-year renewal. This past year, the Simply To Go Café saw a significant decrease in sales due to the construction in the N building and a major reduction in customer traffic in the Galleria. As sales declined, adjustments were made, such as closing earlier. In FY19, the Simply To Go Café will move to a smaller temporary location in Clark Library Hall, and sales are not expected to increase. Based on these changes, it is anticipated that the approximate cost in FY19 will be $275,000.

**Purpose:** To obtain board approval to renew the contract with Sodexo for the second additional one-year term for the purchase of food services

**Bid Title/Number:** 12P-011 Food Services

**Timeline:** FY19

**Total:** Approximately $275,000

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The renewal of the food services contract awarded to Sodexo and the purchase of food and catering services

**Source of funds:** Vending services contracts, bookstore commissions, and the operating budget

**Compliance:** This request is in compliance with college purchasing policy and procedure 62.05B/62.05B.01, Requests for Proposals.
4 – General Contracting Services Contract

**Background:** The college uses outside general contracting services to accomplish a number of projects around campus. Calvert County has a contract for general contractor services with Unisource Services, LLC, which was publically solicited and is available for the college to utilize. The contract establishes rates on a time and material basis. Unisource Services has provided carpentry service for the college over the past several years, and the administration is satisfied with the quality of this firm’s work. It is anticipated that approximately $350,000 will be spent in FY19 for various facilities renewal projects, preventative maintenance work, and minor renovation requests. The projects are expected to include deferred maintenance projects, planned systemic projects, and annual parking garage maintenance, as well as unanticipated projects that may arise during the year.

**Purpose:** To obtain board approval to use the Calvert County contract to purchase general contracting services from Unisource Services, LLC

**Timeline:** FY19

**Total:** Approximately $350,000

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the Calvert County contract for general contractor services

**Source of funds:** Facilities operating budget and systemic capital budget

**Compliance:** This request is in compliance with college policy 62.05F, Cooperative Purchasing and procedure 62.05F.01, Cooperative Procurement.
5 – Network Maintenance Support Services Contract

**Background:** In June 2016, the college awarded the network maintenance support services contract to Network Concepts, Inc. (NCI) through the competitive bid process. NCI provides unlimited 24-hour, 7-day-a-week technical support for specific network equipment such as routers, switches, and security devices. The bid was for a one-year contract period with three options to renew for additional one-year periods. The administration has been satisfied with the service provided by NCI during the first two years of the contract and would like to exercise the second option to renew the contract. As provided in the bid, the approximate cost for fiscal year 2019 is $204,900.

**Purpose:** To obtain board approval to renew the contract for network maintenance support services with NCI for an additional one-year term

**Bid Title/Number:** 16-008 – Network Maintenance Services

**Timeline:** FY19

**Total:** Approximately $204,900

---

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The renewal of the Network Maintenance Services contract with NCI

**Source of funds:** FY19 information technology/user and network services operating budget

**Compliance:** This request is in compliance with college policy 62.05A, Bids and procedure 62.05A.01, Invitation to Bid.
6 – Administrative Software Services Agreement

**Background:** The college uses Ellucian’s administrative computing software and database to support business processes and services. The integrated database and application module assists with electronic processing of student enrollment requirements, student records, financial transactions, payroll, facilities scheduling, reporting, human resources, and development. The Ellucian database and associated software is proprietary and unable to be procured from another firm.

The college has an extended service agreement with Ellucian to support its products, which is renewed annually. The college’s annual cost for Ellucian’s software licensing and services renewal fees is approximately $600,000. Additionally, the college will retain Ellucian’s consulting and project services, as well as licensing additional software at an estimated cost of $975,000. The administration anticipates the fiscal year 2019 cost of Ellucian’s maintenance agreement, administrative services, software, and consulting services to be approximately $1,575,000.

**Purpose:** To obtain board approval for the college to renew the software service agreement, technical support, and consulting services with Ellucian to support its products.

**Timeline:** FY19

**Total:** Approximately $1,575,000

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The purchase of the Ellucian software service agreement renewal, technical support, and consulting services.

**Source of funds:** FY19 operating budget

**Compliance:** This request is in compliance with college purchasing policy and procedure 62.05C/62.05C.01, Sole Source.
7 – Computer Hardware Purchases

Background: The college primarily purchases Dell computers to ensure that most of the computers on campus are standardized. This standardization allows the information technology department to provide consistent support across campus. The Maryland Educational Enterprise Consortium (MEEC) has a contract with Dell, Inc. for the purchase of computer hardware. This contract was awarded through a competitive solicitation process and is available for the college to utilize. Under this agreement, the college receives consortium pricing and competitive discounts on computers, servers, enterprise storage, printers, peripherals, and classroom equipment. The college anticipates that in fiscal year 2019, these purchases will total approximately $1.5 million for purchase of computer hardware, which includes renewal of hardware licensing agreements.

Purpose: To obtain board approval to utilize the MEEC contract with Dell, Inc. to purchase computer hardware for instructional and business purposes

Timeline: FY19

Total: Approximately $1,500,000

Recommendation

The administration requests that the board of trustees approve:

Method: The use of the MEEC contract with Dell, Inc. to purchase computer hardware

Source of funds: FY19 operating budget

Compliance: This request is in compliance with college policy 62.05F, Cooperative Purchasing and procedure 62.05F.01, Cooperative Procurement.
8 – Printer and Computer Hardware Purchases

**Background:** As a member of the Maryland Educational Enterprise Consortium (MEEC), the college is able to utilize the MEEC agreement with HCGI Hartford Inc. (HCGI) to purchase Hewlett Packard Enterprise (HPE) printers and computer hardware. It is anticipated that approximately $250,000 will be spent in fiscal year 2019 on printers and computer hardware.

**Purpose:** To obtain board approval to utilize the MEEC contract to purchase HPE printers and computers from HCGI

**Timeline:** FY19

**Total:** Approximately $250,000

---

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the MEEC contract for the purchase of HPE printers and computer hardware

**Source of funds:** Information technology operating budget

**Compliance:** This request is in compliance with college policy 62.05F, Cooperative Purchasing and procedure 62.05F.01, Cooperative Procurement.
9 – Fiscal Year 2019 New Academic Programs

**Background:** Each year, the council for curriculum integrity reviews new course and program proposals to assure that they are clearly and thoughtfully designed, address a clear student need, and are consistent with the mission of the college. The committee assures currency of existing program offerings and provides a mechanism for the research, design, development, and approval of new programs.

**Purpose:** To obtain board approval of new programs

**Timeline:** Effective July 1, 2018

![Recommendation](#)

The administration requests that the board of trustees approve the following new programs:

- Associate of Arts – Audio Video Media Production
- Associate of Arts – Visual Arts
- Certificate – Additive Manufacturing Technology

**Compliance:** This request is in compliance with Board of Trustees Policy: Board Role.
10 – Learning Management System

**Background:** The college uses Instructure's Canvas learning management system to provide access to a variety of electronic course materials for students, faculty, and staff. Additionally, the system is used to collaborate and engage beyond the physical classroom. Instructure has a contract with the Maryland Education Enterprise Consortium (MEEC) that was competitively solicited and is available for the college to utilize.

In accordance with the MEEC contract, the license cost for the Canvas learning management system for fiscal year 2019 will be approximately $100,000 and the technical support will cost approximately $44,000, for a total cost in fiscal year 2019 of approximately $144,000.

**Purpose:** To obtain board approval to utilize the MEEC contract to purchase licenses and technical support for the Canvas learning management system from Instructure

**Timeline:** FY19

**Total:** Approximately $144,000

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the MEEC contract to purchase licenses and technical support for the Canvas learning management system from Instructure

**Source of funds:** Distance learning operating budget

**Compliance:** This request is in compliance with college policy 62.05F, Cooperative Purchasing and procedure 62.05F.01, Cooperative Procurement.
11 – Printing of the 2018-2019 Schedules of Classes

Background: Each year, the college solicits bids for the printing of the credit and noncredit class schedules, which amounts to six editions. The schedules describe the credit and noncredit classes that are offered during the semester and provide registration information. These schedules are mailed to all Howard County residents prior to established registration and advising dates in an effort to assist students in registering and to raise awareness of the institution.

An invitation to bid (ITB) was issued on March 30, 2018. Six firms submitted bids on April 27, 2018, in response to the solicitation. Bid response information is provided below. Firms were asked to submit bid prices separately for the credit and noncredit schedules. Indiana Printing and Publishing submitted the lowest combined bid price for both schedules. The administration recommends awarding the bid for credit and noncredit schedules to Indiana Printing as the lowest responsible, responsive bidder.

The bid also included the request for firms to submit pricing for mailing as a separate additional cost, if available. Indiana Printing also submitted the lowest bid for each schedule mailing.

Purpose: To obtain board approval to award the bid printing of the credit and noncredit schedules

Bids:

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Credit Bid</th>
<th>Noncredit Bid</th>
<th>Total Bid</th>
<th>Mailing Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartash</td>
<td>$96,219</td>
<td>$78,702</td>
<td>$174,921</td>
<td>Credit: $1,932</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Noncredit: $1,932</td>
</tr>
<tr>
<td>Bradford and Bigelow</td>
<td>$126,833</td>
<td>$112,928</td>
<td>$239,761</td>
<td>No bid</td>
</tr>
<tr>
<td>Envision</td>
<td>$90,638</td>
<td>$71,844</td>
<td>$162,482</td>
<td>Credit: $2,246.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Noncredit: $2,346.50</td>
</tr>
<tr>
<td>Indiana Printing</td>
<td>$80,295</td>
<td>$64,508</td>
<td>$144,803</td>
<td>Credit: $466</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Noncredit: $466</td>
</tr>
<tr>
<td>Hess Press</td>
<td>$110,225</td>
<td>$105,887</td>
<td>$216,112</td>
<td>Credit: $3,295.53</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Noncredit: $3,298.12</td>
</tr>
<tr>
<td>Zip Mailing</td>
<td>Bidder only submitted pricing for mailing services. Pricing was $4,427 each for mailing credit and noncredit schedules.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bid Title/Number: 18-006 – Printing of the 2018-2019 Schedules of Classes

Timeline: FY19

Total: Approximately $148,000, including mailing costs

Recommendation

The administration requests that the board of trustees approve:

Method: The award of the printing of the 2018-2019 credit and noncredit schedules of classes to Indiana Printing

Source of funds: FY19 budgets for the office of public relations and marketing and the division of continuing education and workforce development

Compliance: This request is in compliance with college policy 62.05A, Bids and procedure 62.05A.01, Invitation to Bid.
12 – Security Video Storage Upgrade

**Background:** The college’s security video storage system was purchased and installed about 10 years ago. As the college campus has grown, there is an increased need to enhance the capabilities of college security systems. As a result, facilities is requesting a partial security video storage upgrade. This upgrade would replace recorders that are at the end of their serviceable life. Additionally, the college’s current video storage can only retain information for as few as two weeks in some buildings. The requested upgrade and replacement of outdated equipment will increase the video retention to about 30 days, thus improving reliability and increasing safety measures campus-wide.

The Maryland Department of Information Technology (DoIT) has a master contract for security, cameras, and associated peripherals, which was awarded as a result of an open and competitive solicitation and is available for the college to utilize. Communications Electronics Systems (CES) is part of the master contract. Under the DoIT contract, CES will provide security video storage equipment for approximately $171,000.

**Purpose:** To obtain board approval to utilize the DoIT contract to purchase security video storage equipment

**Timeline:** Equipment will arrive to campus by the end of FY18

**Total:** Approximately $171,000

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the DoIT contract to purchase security video storage equipment from CES

**Source of funds:** Facilities operating budget

**Compliance:** This request is in compliance with college policy 62.05F, Cooperative Purchasing and procedure 62.05F.01, Cooperative Procurement.
13 – Temperature Control and Fire Alarm Systems

Background: Siemens Building Technologies is the manufacturer of the proprietary hardware and software installed throughout the college for temperature control. Siemens is also the manufacturer of the fire alarm systems for the main campus buildings. All extensions, upgrades, or additions to these systems must be purchased from Siemens, as this firm is the only provider of compatible hardware and software. As careful operation and maintenance of these systems increases building efficiencies and safety, the college has purchased maintenance service agreements each year since the systems were installed. In fiscal year 2019, the approximate cost of the HVAC service agreement is $96,000 and the approximate cost of the fire alarm system service agreement is $75,000. It is anticipated that the annual cost of the service agreements will remain substantially similar in subsequent fiscal years.

This procurement action is a sole source request. Siemens is the current board-approved sole source provider of the college’s temperature control system service agreement and fire alarm system service agreement. The sole source designation expires at the end of fiscal year 2018. Since Siemens is still the only provider of compatible hardware and software for these systems, the administration requests that the sole source designation be continued.

Purpose: To obtain board approval to designate Siemens as a sole source vendor

Timeline: FY19-22. The administration does not anticipate installing different systems in the near future, but will continue to monitor any additional types of systems that are developed in the next few years.

Total: Approximately $96,000 for the HVAC service agreement and $75,000 for fire alarm system service agreement

Recommendation

The administration requests that the board of trustees approve:

Method: The designation of Siemens as a sole source vendor

Source of funds: Plant operating budget for the appropriate fiscal year

Compliance: This request is in compliance with college purchasing policy and procedure 62.05C/62.05C.01, Sole Source.
14 – Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

**Background:** The next regular meeting of the board of trustees will be held on August 22, 2018. Sometimes business transactions may require board approval during the summer when the trustees do not hold regular meetings. Rather than call a special board meeting to obtain a vote on items requiring board approval, it facilitates college business when the chair is authorized to act on behalf of the board of trustees.

**Purpose:** To obtain board approval for the board chair to approve items on behalf of the board during the summer to facilitate college business without calling special board meetings

**Timeline:** May 31 – August 3, 2018

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**Recommendation**

The administration requests that the board of trustees authorize the chair to act on behalf of the board and execute any documents necessary to authorize any contracts and purchases until the next regular meeting in August. All action taken by the board chair during the summer will be ratified and confirmed at the August meeting of the board.

**Compliance:** This request is supported by board of trustees’ bylaws Article IV, Officers and their Duties and Article V, Meetings and Procedures.
## H-1 Board Calendar

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event/Location</th>
<th>Tentative Agenda Items/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 4, 2018</strong>&lt;br&gt;<strong>June 7, 2018</strong>&lt;br&gt;<strong>Thursday</strong> <strong>Monday</strong>&lt;br&gt;8:30 am – 2:00 pm</td>
<td>Board Retreat&lt;br&gt;RCF-401</td>
<td>• <strong>Trustee Attendance Required</strong>&lt;br&gt;• Agenda – TBD&lt;br&gt;• Board Self-Evaluation</td>
</tr>
<tr>
<td><strong>June 13, 2018</strong>&lt;br&gt;<strong>June 30, 2018</strong>&lt;br&gt;<strong>Wednesday</strong>&lt;br&gt;6:00-8:00 pm</td>
<td>Current and Former HCC Boards Social&lt;br&gt;RCF-400</td>
<td>• <strong>Trustee Attendance:</strong> <strong>Board Chair Required</strong>&lt;br&gt;• Current and Former Board of Trustees Members, Current and Former HCCEF Board Members, and Former Capital Campaign Council Members Invited</td>
</tr>
</tbody>
</table>

### Looking Ahead
HCC 5K Challenge Race – Sunday, October 14, 2018

**Notes:**
Additional audit and finance and legislative and community relations committee meetings may be necessary during the course of the year.

In addition to the tentative agenda items noted above, the following routine agenda items will be addressed at each work session/regular meeting of the board of trustees: introduction of new employees (work session); agenda; minutes; new hires; non-purchasing agreements signed by the board chair; monthly financial statement, and monthly personnel summary.

Special work sessions will be scheduled as necessary should the occasion arise.

Red denotes information changed from original posting.  NEW! denotes item not listed on the last calendar.

**A “Required” event is one in which trustees play an integral part (i.e., board meetings, commencement, etc.) and which all trustees should make every effort to attend.

Shaded areas represent board meetings, committee meetings, and other activities that trustees are highly encouraged to attend, most of which are counted in the governor’s yearly attendance report.
H-2 Agreements Signed by the Board Chair Disclosure

Background: The agreements included in this disclosure are non-purchasing agreements and pass through contracts of $100,000 or more signed by the board chair in compliance with signature limits established at the May 2010 board meeting.

Purpose: To disclose to the board the list of non-purchasing agreements and pass through contracts that have been signed by the board chair since the last board meeting

Timeline: April 11, 2018, through May 15, 2018

Disclosure

There were no items for the board chair to approve during this time period.
H-3 Full-time/Part-time Faculty Ratios

**Background:** For the fall and spring semesters, the academic affairs area computes the full-time/part-time faculty ratios overall and by discipline. This information allows the administration to track progress toward the Maryland Higher Education Commission (MHEC) benchmark of 50/50 for full-time and part-time faculty and also to identify the most pressing new faculty needs by discipline.

Full-time/part-time faculty ratios are tracked by fall and spring semesters. This information is reported to the board of trustees twice annually, in the fall and in the spring. Fiscal year (FY) faculty ratio comparisons for the past five fiscal years are noted below. Howard Community College (HCC) has demonstrated significant improvement toward the 50/50 benchmark over the last five years.

<table>
<thead>
<tr>
<th></th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>38%</td>
<td>39%</td>
<td>41%</td>
<td>42%</td>
<td>45%</td>
</tr>
<tr>
<td>PT</td>
<td>62%</td>
<td>61%</td>
<td>59%</td>
<td>58%</td>
<td>55%</td>
</tr>
</tbody>
</table>

HCC continues to prioritize increasing the full-time faculty positions in the budget each year. In order to achieve the MHEC benchmark of 50/50, HCC would need to add 13 new faculty positions based on current enrollment.

**Purpose:** To track progress toward the MHEC benchmark and to identify the most pressing faculty needs by discipline

**Timeline:** The full-time/part-time ratio is computed for the fall and spring semesters.

**Recommendation**

This item is for information only and requires no board action.
H-4 Anticipated Summer Approvals

**Background:** The table below contains items the administration anticipates the board chair will be asked to approve over the summer.

**Purpose:** Disclosure to the board

**Timeline:** May 31 – August 3, 2018

List of potential board summer approval items:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Anticipated Cost</th>
<th>Method</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Signage</td>
<td>$120,000</td>
<td>BuyBoard Cooperative Contract</td>
<td>Large digital display signs fabricated and installed at the college’s main and rear entrances.</td>
</tr>
<tr>
<td>TV Studio's Virtual Set System</td>
<td>$230,000</td>
<td>Invitation to Bid</td>
<td>The virtual set system is in need of replacement.</td>
</tr>
<tr>
<td>Summer Graduates</td>
<td>No Cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation**

This item is for information only and requires no board action.
H-5 Sodexo Report

Background: Food service, which includes retail sales in the Café on the Quad, Starbucks, and the Simply To Go Café, as well as catering, is provided by Sodexo Incorporated and Affiliates (Sodexo) through a management agreement that began July 1, 2012. Through the terms of the agreement, Sodexo operates the food service under a management fee arrangement. The college pays three percent of gross sales in a general support services allowance, a management fee of $20,000, and expenses in excess of sales. The administration has arranged for funds from the Coca-Cola and Accent Foods (formerly Black Tie Service) vending commissions, bookstore profits, and the operating budget to cover the costs of the food service under the management agreement.

Highlights of the Year:

- Shelly St. Ledger, the Sodexo general manager, completed her second full year as the general manager of food service in January 2018. Under her management, Shelly has achieved sales growth, as well as a favorable reduction in the annual subsidy. For only the second year since 2006, Sodexo actually reported a monthly excess on one or more occasions. As a result, the annual total subsidy paid to Sodexo for both FY16 and FY17 were the lowest on record over the past 10-year period. Shelly has continued to place a strong focus this past year on analyzing the business to look for opportunities for growth and efficiencies, as well as controlling operating expenses. She has solidified a good working relationship with her staff and college departments. As was the focus last year, Shelly continues to concentrate on opportunities for providing healthier choice options.

- Sodexo had six milestone anniversaries for staff members this year. Administrative assistant Lorraine Brent, 30 years (all 30 years at HCC); retail manager Dennis Williams, 20 years; catering staff member Ada Resendiz, 10 years; Starbucks barista Rosa Giraldo, 10 years; evening cashier Barbara Coe, 10 years; and café bistro worker Norma Gonzalez, 10 years.

- Starbucks had its 10-year anniversary in the RCF location this past year and had a major renovation in June 2017. Starbucks was closed for four weeks this past summer and given a fresh new look including lighter woods, subway tiles, a new pastry case, a new coffee brewer, and cabinetry.

- In March, a refresh of the cyber café was also completed. At the time of the renovation, the café had 271 available seats. The original 11-year-old cubicles where removed and the workstations were instead moved to high top tables.
along the perimeter wall within the same area. This action allowed the college to condense the area dedicated to the workstations and install tabling similar to that elsewhere within the café. This change also allowed for an additional full row of tables and chairs. Through both the renovation and the replacement of a number of chairs lost to wear and tear, the café now has a full complement of seating for 311. Since the café has a fire code rated capacity of 315, it now fully utilizes the space with a net gain of 40 seats.

- The college community has welcomed back two popular favorites:
  
The AFC Sushi Company has continued to focus on the vegetarian options, along with using more brown versus white rice in the rolls.

  Pizza Italia meets the needs of the vegan population on campus. Pizza Italia introduced a pizza option for vegans.

- The bistro action station concept remains extremely popular and continues to be offered as a price point value item of just $4.99 for a generous serving. This year, the café has expanded the bistro hours of operation until 6:30 p.m. (previously only open until 4:00 p.m.) to give an additional option for HCC evening students, faculty, and staff.

- The entrée station continues to concentrate on Mindful Options, which are complete meals focusing on lower fat, less salt, with more flavor resulting from the utilization of fresh herbs, more grains such as farro, couscous, brown rice and quinoa, fresh vegetables, and fruits.

  The entrée station is an area where the café continues to offer a menu with foods fitting for the day and to create a bit of excitement highlighting special occasion events such as:

  Thanksgiving
  Mardi Gras
  Valentine’s Day
  Earth Day
  Mostly Meatless Monday
  St. Patrick’s Day

- The deli sandwich station continues to be very popular and the café has expanded its offerings from what was two to now three daily specials.

- A large focus continues to be the college’s special dietary needs population, including gluten free, vegetarian, and vegan guests. The café partnered with the new V3 student club (vegetarian/vegan group) and hosted a “Mostly Meatless Monday” during nutrition month in March, which featured a menu that was mostly plant based at all stations (continued to serve the regular deli and grill
selections), and the specials focused on healthy plant based options. In addition, the V3 club maintained an information booth in the café the day of the event to provide guests with general information about the lifestyle.

- To further support efforts with the special dietary needs population, a new line of grab and go items from a company called York Street Market based out of New Jersey was introduced. Students and employees enjoy these new items, which are selling very well.

- There was another record turnout for the annual Thanksgiving Day celebration meal, with over 400 guests. Chef Raleigh out did himself with the meal.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Food Service Annual Sales</th>
<th>Food Service Annual Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY08</td>
<td>$1,042,231</td>
<td>$311,086</td>
</tr>
<tr>
<td>FY09</td>
<td>$1,038,854</td>
<td>$264,308</td>
</tr>
<tr>
<td>FY10</td>
<td>$1,088,070</td>
<td>$281,113</td>
</tr>
<tr>
<td>FY11</td>
<td>$1,199,195</td>
<td>$296,162</td>
</tr>
<tr>
<td>FY12</td>
<td>$1,212,848</td>
<td>$300,000</td>
</tr>
<tr>
<td>FY13</td>
<td>$1,205,102</td>
<td>$320,824</td>
</tr>
<tr>
<td>FY14</td>
<td>$1,228,864</td>
<td>$275,406</td>
</tr>
<tr>
<td>FY15</td>
<td>$1,270,545</td>
<td>$291,585</td>
</tr>
<tr>
<td>FY16</td>
<td>$1,344,751</td>
<td>$249,349</td>
</tr>
<tr>
<td>FY17</td>
<td>$1,441,795</td>
<td>$196,952</td>
</tr>
</tbody>
</table>

Management fees are covered by the commissions on vending sales from Coca-Cola and Accent Foods, and bookstore revenue received from the Barnes and Noble contractual agreement. These revenues and the operating budget also cover other food service expenses, such as housekeeping and supplies, kitchen equipment repair and replacement, contracted facility services, linen cleaning, and association membership dues.

Sodexo remains committed to provide competitive price and value options, convenience and service to the college community, and quality and consistency in the retail settings and catering.

Recommendation

This item is for information only and requires no board action.
H-6 Barnes and Noble Report

Background: The campus bookstore transitioned from college ownership and institutional management to a service provider, Barnes and Noble College, through a contractual agreement with an initial duration of five years commencing on Monday, November 2, 2015. The Barnes and Noble (B&N) management team reports to and works in concert with the college’s director of auxiliary services to ensure that the needs of HCC students, faculty, and staff are consistently met and to provide for the best possible customer service and support.

Since the conversion, B&N continues to successfully operate a physical brick and mortar campus bookstore, as well as maintain an online presence under the direction of Amanda Martinez, an employee of B&N since 2001. The agreement provides for a seven percent commission on the gross sales of “digital” materials and a 15.10 percent commission on gross sales of all other product categories. The commission will increase to 17.10 percent for all sales in excess of $4,000,000. This revenue directly supports the operating expenses of the auxiliary services department.

Per the contractual agreement, B&N provided annual commissions for its second calendar year of operations consisting of the period from November 2016 through and including October 2017 in the amount of $431,751. Future years’ commissions are contractually based on a minimum guarantee of 90 percent of the previous year’s commissions. The current year’s commission guarantee is therefore estimated to be a minimum of $388,576.

The Bookstore Mission

Through exceptional value, excellent customer service, reliability, and ease of access, the bookstore strives to positively impact student recruitment and retention, and enhance the life experience of all students, faculty, and staff.

The partnership relationship with B&N brings resources to bear that allow the college to offer a level of service that the college was no longer capable of providing as a standalone business model.

B&N provides for a $10,000 scholarship to the Howard Community College Educational Foundation each December to be used at the discretion of the foundation.

In addition, B&N provides up to $10,000 annually at the end of each of the college’s fiscal years to assist with student financial aid bad debt relief.
Highlights of the Year

In August 2017, the college was able to divest B&N of the two remaining college employees working under its direction since the time of transition in November 2015. Both staff members have successfully transitioned into positions elsewhere on campus. At this time, the bookstore is fully staffed with B&N employees only. Worth noting is the fact that approximately 20 students were employed for both fall and spring terms. This employment provided these students with income, as well as an employee discount on materials purchased. Another student employee who transitioned to B&N on a part-time basis has recently completed the B&N management training program and is now in full-time status.

- As an anticipated result of the transition, and in support of efforts toward affordability, B&N continues to have the ability to offer a majority of course materials in the digital, rental and used format options, of which the previous institutionally-operated store was only able to minimally capitalize. Not only can B&N offer a vast array of rented titles, it offers students the option of renting in either new or used condition. The resulting outcome has been an estimated savings to students of approximately $440,000 over the past academic year. However, this savings to students did have a direct negative impact on the total sales revenue within the total textbook merchandise category due to the reduced price points offered by these option when compared to the new full value textbooks values as indicated below:

<table>
<thead>
<tr>
<th></th>
<th>Digital Sales</th>
<th>Rental Sales</th>
<th>Used Sales</th>
<th>Full Value Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>$27,100</td>
<td>$417,885</td>
<td>$245,863</td>
<td>$1,938,654</td>
</tr>
<tr>
<td>Year Two</td>
<td>$40,534</td>
<td>$455,866</td>
<td>$282,312</td>
<td>$1,621,548</td>
</tr>
<tr>
<td>Difference</td>
<td>$13,434</td>
<td>$37,981</td>
<td>$36,449</td>
<td>($317,106)</td>
</tr>
</tbody>
</table>

- In January of this year, Doug Bunk was promoted to the regional manager's position with B&N. This change was necessary due to the unexpected passing of John Kwiatkowski in 2017. Mr. Bunk was previously the B&N bookstore manager at Tidewater Community College in Virginia. It is believed that Mr. Bunk’s prior experience in a two-year community college environment will give him a perspective and insight favorable to HCC’s operations.

- Amanda Martinez, the B&N bookstore manager, recently conducted the first meeting of a Bookstore Innovations Group. This group is a partnership representing a cross section of the college community. The primary goals are to: Identify emerging opportunities, drive product and service innovation, strengthen relationships, and provide insight.

- Ms. Martinez also continues to actively participate on the open educational resources (OER) initiative committee.
• Ms. Martinez is currently working with the academic department to develop a “first day” program model to potentially further improve course-related materials affordability for HCC students. The college anticipates implementing this initiative by spring 2019.

• Ms. Martinez is also actively working with the HCC information technology department on projects related to registration integration to enhance the college’s Higher Education Opportunity Act (HEOA) compliance, as well as SQL migration and FA-Link testing. Both are targeted for this fall.

• In August 2017, Jason Volack assumed the position of assistant store manager/textbook manager. Jason, who has a degree in economics, has been an employee of B&N for nine years and came to HCC from his most recent assignment as the assistant textbook manager at College Park.

• A sales floor renovations project was completed by B&N this year. The project included an almost 90 percent replacement of the existing 11-year-old display fixtures. Deeper shelving with the capability to hold larger quantities of stock and a reconfiguration of the sales floor resulted in better utilization of floor space and provided the ability to maintain a higher level of inventory on the sales floor. This project was fully funded by B&N.

Recommendation

This item is for information only and requires no board action.
H-7 Sustainability Update

Background: The college administration is updating the board of trustees on current sustainability initiatives at HCC. Since 2006, the college has embraced and cultivated various initiatives on its journey to becoming a sustainable institution.

In April 2007, the former board of trustees approved and the president signed the American College and University Presidents Climate Commitment (ACUPCC). The college’s first Greenhouse Gas Emissions Inventory was completed in 2008, followed by the completion of its Climate Action Plan in 2009. The college continues to provide updates of its greenhouse gas emissions and climate action plan annually.

The college’s carbon footprint is measured in metric tons of carbon dioxide emissions. The ultimate goal is to reduce carbon emissions in an effort to achieve carbon neutrality. Initially, the recommendation for long-term projections for higher education institutions was to incorporate a target of 80 percent reduction in greenhouse gas emissions by 2050. Based on this recommendation, the college developed a reasonable goal to achieve an 80 percent reduction of carbon emissions over its 2009 levels by 2050.

However, as priorities and goals evolve within higher education and globally, ACUPCC transformed into the Presidents’ Climate Leadership Commitment (PCLC) with the goal of reaching 100 percent reduction in greenhouse gas emissions to achieve climate neutrality by 2050. As an original signatory of the commitment, the college, along with other signatories, adopted this aggressive goal to become carbon neutral by 2050.

College and university signatories believe in the power and potential of higher education’s key role in shaping a sustainable society. Not only are institutions deeply concerned about the increasing pace and intensity of global climate change and the potential for unprecedented detrimental impacts, but they also understand that technology, infrastructure, global interconnectedness, and engaged students allow them to explore innovative solutions and lead in climate action and sustainable solutions. There are over 675 institutions that have signed the leadership commitment and there are currently 5.6 million students attending signatory institutions, which is one-third of all students attending college. HCC is committed to minimizing global warming emissions and providing the knowledge and education to achieve this aggressive carbon neutrality goal.

For HCC, this goal translates to a one percent reduction in greenhouse gas emissions per year in order to avoid the worst consequences of climate change. HCC’s strategic goals align with this benchmark and the college is committed to achieving the one percent reduction per year over the 2009 baseline of gross emissions in its efforts to reach carbon neutrality by 2050.
In 2016, the college fully implemented a new methodology to measure gross emissions. PCLC statistics and data views are reported in two different ways: 1) gross emissions per FTE; or 2) gross emissions per square foot. In an effort to analyze comparative peer data, the college changed from reporting gross emissions per FTE to reporting gross emissions per square foot. This change has proven to be a more realistic assessment to similar peer institutions by Carnegie classification for reporting purposes.

The carbon footprint is calculated using gross emissions per square foot (per 1,000 SF of built space) measured in metric tons of carbon dioxide emissions. By calculating this way, the greenhouse gas emissions are normalized by square foot. Community colleges and non-research institutions naturally maintain lower emissions. While FTEs fluctuate, square footage remains consistent and can be planned. The college will continue to benchmark against other PCLC signatory schools using gross emission per square foot to meet carbon neutrality by 2050.

In addition to the success with carbon emissions reduction, the college had other notable activities this year as it continued on its sustainability journey. The college continues an emphasis three areas: reduction of its “Dragon” footprint, increased awareness, and sustainability across the curriculum. The college works to coordinate and promote activities and programs in these areas as shown in the chart on the following page.

A new and exciting opportunity that surfaced last year within the college community was the green teaching certification pilot program. With the assistance of devoted faculty, the college was able to launch a pilot program to help promote sustainability across the curriculum. It is part of an effort to reward faculty members who are green teachers, while giving green courses a familiar face among students.

The idea of adopting green teaching at HCC developed during a faculty-led faculty and professional learning communities (FPLC) program on sustainability in the 2015-2016 academic year. It encourages professors, teachers, and instructors to adopt a "greener" teaching style and promote awareness of social, environmental, and energy-related issues as part of college education. It is a means to promote behavioral change and help build lifelong habits of energy conservation, waste reduction, personal responsibility, accountability, and awareness by training and designing learning objects and faculty cooperation.

The premise of the green teaching pilot is based on a system of self-reporting. Points are awarded based on sustainable practices being implemented within the classroom and across the curriculum. Faculty members can qualify for a green teaching level and are rewarded by answering a number of questions about efforts to make their classrooms and courses more sustainable. Upon evaluation, qualified courses are rewarded with a seal representing one to four different levels of green teaching, which can eventually be put on syllabi and Canvas pages to market courses as green. Ten faculty members signed up to participate in the pilot program that was launched in fall
2017. This spring 2018, the college will acknowledge and reward those faculty who have earned their green certification.

A summary of sustainability initiatives is shown below. There are a number of exciting activities taking place on campus due to the dedication and commitment of the faculty, students, and staff.

### SUSTAINABILITY INITIATIVES AT HCC

<table>
<thead>
<tr>
<th>DRAGON FOOTPRINT</th>
<th>AWARENESS</th>
<th>CURRICULUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Greenhouse gas emissions inventory &amp; climate action plan</td>
<td>• GreenFest 2018 – Explore, Connect, Act!</td>
<td>• College Faculty Learning Community to study resources to incorporate areas of sustainability into the college’s curriculum</td>
</tr>
<tr>
<td>• Green cleaning program – utilize Benefect eco certified green products and maintain 100% green cleaning</td>
<td>• Earth day celebrations</td>
<td>• SEED Center – promotes green education and sustainability advancement on campus</td>
</tr>
<tr>
<td>• Trash bag waste removal and cost reduction</td>
<td>• Sustainability lunch &amp; learn series monthly training and speaker series</td>
<td>• HoLIE Legacy Leadership Environmental Institute eight week class through Con Ed</td>
</tr>
<tr>
<td>• Recycle Mania – rank in top ten in MD by recycling 67 metric tons of waste equivalent to removing 15 road vehicles or the energy consumption of 8 homes</td>
<td>• Community supported agriculture</td>
<td>• Sustainability literacy test <a href="http://www.sustainabilitytest.org">www.sustainabilitytest.org</a></td>
</tr>
<tr>
<td>• Natural gas reduction</td>
<td>• Live Green Howard County and community sustainability programs</td>
<td>• READY program – partnership to educate and train students in designing rain gardens, program provides new green job placed throughout the county</td>
</tr>
<tr>
<td>• Electricity use reduction</td>
<td>• Genome self-assessment</td>
<td>• Chesapeake Bay Alliance program for students to perform water sampling and testing</td>
</tr>
<tr>
<td>• BGE energy curtailment program</td>
<td>• Campus sustainability day</td>
<td>• Stream Restoration Grant Project restore, regrade, reforest stream banks and flood prone areas, partner with middle schools, businesses and community</td>
</tr>
<tr>
<td>• Utilities and lighting upgrades</td>
<td>• 20 minute cleanup</td>
<td>• Service learning incorporated sustainability into experiential learning and civic engagement student projects</td>
</tr>
<tr>
<td>• Indoor climate policies</td>
<td>• Dumpster dive</td>
<td>• Green Professor Teaching Pilot Program (new)</td>
</tr>
<tr>
<td>• Arboretum partnership with Howard County Forestry Board</td>
<td>• Innovation fair</td>
<td></td>
</tr>
<tr>
<td>• Nature trails development &amp; invasive species removal</td>
<td>• Student resource fair</td>
<td></td>
</tr>
<tr>
<td>• LEED Gold for HSB and SET by the US Green Building Council</td>
<td>• Green graduation pledge</td>
<td></td>
</tr>
<tr>
<td>• Low emissions parking</td>
<td>• Graduation gown recycling</td>
<td></td>
</tr>
<tr>
<td>• Electric car charging stations</td>
<td>• Arboretum partnership</td>
<td></td>
</tr>
<tr>
<td>• Coordinated bicycle &amp; pedestrian connections with Howard County</td>
<td>• Stream restoration project</td>
<td></td>
</tr>
<tr>
<td>• Bike and Walk Challenge</td>
<td>• Rain gardens</td>
<td></td>
</tr>
<tr>
<td>• Bikeshare with Howard County</td>
<td>• Educational signage</td>
<td></td>
</tr>
<tr>
<td>• Transportation demand management plan</td>
<td>• Educational materials for native plants and partnerships with local gardening stores</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Solar tables</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Laptop program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Low emissions parking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Carpool/ride share parking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sustainability internship program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sustainability vital signs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tours of LEED Gold buildings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Community garden (new)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bee Hive grant recipient (new)</td>
<td></td>
</tr>
</tbody>
</table>

One of the most rewarding events that the college participates in annually with Howard County is GreenFest. The college hosted the 11th Annual GreenFest on April 21, 2018, themed *Explore, Connect, Act!* Over 2,000 Howard County residents and County
Executive Alan Kittleman attended the festivities. There were more than 75 tables for local green businesses and environmental non-profit vendors, plus workshops, demonstrations, and exhibits, along with sponsors and volunteers from across the county. Activities included green vendor displays, free workshops, locally-grown food, kid-friendly activities, native plants, recycling, live birds and reptiles on display, compost bin giveaways, rain barrel giveaways, paper shredding, geocaching, and chain saw sculpture demonstrations.

The college continues to develop partnership opportunities with state and local governments, as well as with businesses and the community. It understands the necessity for these partnerships and how they play a vital role for future collaboration and resource management.

HCC continues to encourage an emphasis on the triple bottom line framework in supporting sustainability goals and measuring institutional success through environmental stewardship, social responsibility, and economic prosperity. While the college has realized significant accomplishments this year, it will continue to be diligent in its efforts to promote sustainability education and advancements on campus and throughout the community.

**Purpose:** To update the board on HCC’s sustainability initiatives

**Timeline:** Annual

**Recommendation**

This item is for information only and requires no board action.
H-8 Personnel Summary

**Background:** The following document contains personnel summaries.

**Purpose:** Disclosure to the board

**Timeline:** April 2018

---

**Recommendation**

This item is for information only and requires no board action.
Howard Community College
SUMMARY OF PERSONNEL ACTIVITY
April 1 – April 30, 2018

Section I – Change in Status

ASSOCIATE DEAN APPOINTMENTS (3-YEAR TERM)

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, English; Associate Dean, English/World Languages</td>
<td>English/World Languages</td>
<td>Appointment</td>
<td>Associate Dean</td>
<td>$86,121-$133,488</td>
<td>$86,121</td>
<td>O’Roark, Jeremy</td>
<td>07/01/16</td>
<td>06/30/19</td>
</tr>
<tr>
<td>Associate Professor, Anthropology/Geography; Associate Dean, Social</td>
<td>Social Sciences/Teacher Education</td>
<td>Appointment</td>
<td>Associate Dean</td>
<td>$86,121-$133,488</td>
<td>$87,629</td>
<td>Cripps, Laura</td>
<td>01/04/16</td>
<td>06/30/19</td>
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<tr>
<td>Sciences/Teacher Education</td>
<td></td>
<td></td>
<td>(12-Month)</td>
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<td></td>
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<tr>
<td>Professor, Digital Arts; Associate Dean, Arts and Humanities</td>
<td>Arts and Humanities</td>
<td>Reappointment</td>
<td>Associate Dean</td>
<td>$86,121-$133,488</td>
<td>$103,323</td>
<td>Beaudoin, David</td>
<td>07/01/15</td>
<td>06/30/18</td>
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<tr>
<td>Science, Engineering, Technology</td>
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<td>(12-Month)</td>
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<tr>
<td>Professor, Biology; Associate Dean, Science, Engineering, Technology</td>
<td>Science, Engineering, Technology</td>
<td>Appointment</td>
<td>Associate Dean</td>
<td>$86,121-$133,488</td>
<td>$92,644</td>
<td>Chandran, Bhuvana</td>
<td>07/01/15</td>
<td>06/30/18</td>
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<tr>
<td>Technology/Director, Medical Laboratory Technician Program; Associate</td>
<td>Health Sciences</td>
<td>Reappointment</td>
<td>Associate Dean</td>
<td>$86,121-$133,488</td>
<td>$106,771</td>
<td>Calder, Nancy</td>
<td>07/01/17</td>
<td>06/30/20</td>
</tr>
<tr>
<td>Dean, Health Sciences; Chair, Medical Laboratory Technician</td>
<td></td>
<td></td>
<td>(12-Month)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Professor, Mathematics; Associate Dean, Mathematics</td>
<td>Mathematics</td>
<td>Reappointment</td>
<td>Associate Dean</td>
<td>$86,121-$133,488</td>
<td>$107,042</td>
<td>Bunyard, Guy</td>
<td>07/01/17</td>
<td>06/30/21</td>
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<tr>
<td>Mathematics</td>
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<td></td>
<td>(12-Month)</td>
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<tr>
<td>Professor, Entrepreneurship Coaching; Associate Dean, Chair, Business</td>
<td>Business and Computer Systems</td>
<td>Reappointment</td>
<td>Associate Dean</td>
<td>$86,121-$133,488</td>
<td>$105,117</td>
<td>Noble, Elizabeth</td>
<td>07/01/17</td>
<td>06/30/20</td>
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<tr>
<td>Computer Systems</td>
<td></td>
<td></td>
<td>(12-Month)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

¹Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensations are an hourly amount (not shown).
### SPECIAL ASSIGNMENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Senior Producer/Director</td>
<td>Arts and Humanities</td>
<td>Grant Funded Existing Position Replacement (Temporary with Benefits)</td>
<td>13</td>
<td>$55,191-$89,821</td>
<td>$62,833</td>
<td>Garcia, Louis</td>
<td>05/21/12</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting HCC Concert Coordinator</td>
<td>Arts and Humanities</td>
<td>Budgeted Position</td>
<td>13</td>
<td>$55,191-$89,821</td>
<td>$58,470</td>
<td>Huang, Wei-Der</td>
<td>07/01/14</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting Arts Collective Office Manager</td>
<td>Arts and Humanities</td>
<td>Budgeted Position</td>
<td>11</td>
<td>$46,796-$76,158</td>
<td>$47,155</td>
<td>McKeiver, Darius</td>
<td>07/01/14</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting Television Production Assistant</td>
<td>Arts and Humanities</td>
<td>Budgeted Position</td>
<td>8</td>
<td>$36,540-$59,467</td>
<td>$38,897</td>
<td>Stovall, Matthew</td>
<td>07/01/14</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Interim Project Manager, TAACCT Grant</td>
<td>Business and Computers</td>
<td>Existing Position Replacement Grant Funded (Temporary with Benefits)</td>
<td>17</td>
<td>$64,702-$105,298</td>
<td>$67,334</td>
<td>Goins, Tiffany</td>
<td>07/01/17</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting Financial Aid Technical Analyst</td>
<td>Financial Aid Services</td>
<td>New Budgeted Position (Acting)</td>
<td>12</td>
<td>$50,820-$82,706</td>
<td>$51,668</td>
<td>Schultz, Cynthia</td>
<td>07/01/17</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting Completion Specialist – Academic Standing</td>
<td>Academic Support Services</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$55,191 - $89,821</td>
<td>$55,191</td>
<td>Mason, Emily</td>
<td>01/29/2018</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Public Safety Officer</td>
<td>Public Safety</td>
<td>New Position (Temporary with Benefits – Part-Time)</td>
<td>11</td>
<td>$46,796-$76,158</td>
<td>$31,203</td>
<td>Wheeler, Darron</td>
<td>02/27/2018</td>
<td>06/30/18</td>
</tr>
</tbody>
</table>

¹Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensations are an hourly amount (not shown).
Howard Community College
SUMMARY OF PERSONNEL ACTIVITY
April 1 – April 30, 2018

SEPARATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic &amp; Facility Ops, Sports Information Specialist and Events Manager</td>
<td>Athletic &amp; Fitness Center</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Abell, Christopher</td>
<td>03/30/18</td>
</tr>
<tr>
<td>Environmental Services Technician</td>
<td>Facilities</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Castillo, Candy</td>
<td>04/27/18</td>
</tr>
<tr>
<td>Environmental Services Technician</td>
<td>Facilities</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Harmon, Chadae</td>
<td>04/20/18</td>
</tr>
<tr>
<td>Associate Director of the Library</td>
<td>Library &amp; Learning Commons</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Hollander, Gail</td>
<td>04/30/18</td>
</tr>
<tr>
<td>Associate Director, Information Technology Services</td>
<td>Information Services</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Newberger, Mary</td>
<td>04/30/18</td>
</tr>
</tbody>
</table>

Section II – Leaves

LEAVE WITHOUT PAY

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Beginning Date of Leave</th>
<th>Ending Date of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holland, Monique</td>
<td>Team Teacher Lead</td>
<td>02/26/18</td>
<td>03/25/18</td>
</tr>
</tbody>
</table>

SABBATICAL LEAVE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Beginning Date of Leave</th>
<th>Ending Date of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burba, Angel</td>
<td>Associate Professor, EMS-Paramedic; Chair, EMS Program</td>
<td>01/01/18</td>
<td>06/30/18</td>
</tr>
<tr>
<td>Yoo, Laura</td>
<td>Associate Professor, English</td>
<td>01/01/18</td>
<td>06/08/18</td>
</tr>
</tbody>
</table>
Resolution for Board of Trustees to Meet in Closed Session on May 30, 2018

WHEREAS, The board of trustees of Howard Community College is authorized to conduct certain portions of its meetings in closed session under the Maryland Open Meetings Act, Title 3 of the General Provisions Article § 3-305 (b).

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on May 30, 2018, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction and that such meeting shall continue in closed session until the completion of business.