Board of Trustees’
Work Session
and
Board Meeting
Materials

May 29, 2019
6:00 p.m.
The Rouse Company Foundation Student Services Hall
RCF-400
GROUND RULES

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 Maryland Open Meetings Act.
Mission: Providing pathways to success
Vision: A place to discover greatness in yourself and others
Values: INSPIRES
Innovation
Nurturing
Sustainability
Partnerships
Integrity
Respect
Excellence
Service

Strategic Goals:
• Student success, completion, and lifelong learning
• Organizational excellence
• Building and sustaining partnerships

Core Competencies:
• Provide an exceptional educational experience
• Use innovative instructional techniques
• Facilitate student success
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
Agenda
Board of Trustees
Regular Meeting

May 29, 2019
6:00 p.m.
The Rouse Company Foundation Student Services Hall
Room: RCF-400

Work Session 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
III. Information Session: Academic Scheduling
IV. Recognition of Outgoing Board Chair

Regular Meeting, immediately following the work session
A. Approval of May 29, 2019, 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 2020 Board Officers
   2. Financial Statements
   3. Fiscal Year 2021 Mission, Vision, Values, and Strategic Goals
   4. Identity Theft Prevention – Red Flags and Payment Card Industry Compliance
F. Approval of Board Meeting Minutes
   1. April 30, 2019, Work Session
   2. April 30, 2019, Regular Meeting
G. Consent Items
   1. Proposed New Hires
   2. Audit Areas for Review
   3. Sodexo Management Agreement
   4. General Contracting Services Contract
   5. Pouring Rights and Beverage Vending Services Renewal
   6. Snack Food Vending Services
   7. Environmental Services Supplies
8. Equipment for Security Camera System Upgrade
9. Network Maintenance Support Services Contract
10. Administrative Software Service Agreement
11. Computer Hardware Purchases
12. Printer and Computer Hardware Purchases
13. Fiscal Year 2020 New Academic Programs
14. Learning Management System
15. Rep Stage Paymaster Agreement
17. Authorization for Board Chair to Approve on Behalf of the Board until the 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 – Introduction of New Employees

For the trustees’ information, newly hired employees approved by the board at its April 30, 2019, meeting will be introduced to the trustees by Dr. Hetherington and vice presidents.
II – Recognition of Howard Community College’s All-USA Academic Team

**Group being introduced:** Howard Community College (HCC) students Luana Figueiredo and Katarina Smikova, and Phi Theta Kappa (PTK) faculty advisors Siobhan Hayes 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 four students nominated this year by Howard Community College were Hannah Lynn DuBois, Luana Figueiredo, Tameka Gongs and Katarina Smikova.

Hannah Lynn DuBois is involved in a wide range of activities at HCC. As a Rouse Scholar, she has found a way to bridge her passion for service and leadership with her studies through on-campus endeavors. She serves as the vice president of engagement and service for HCC’s Alpha Alpha Sigma chapter of Phi Theta Kappa. Hannah has conducted undergraduate research, which was recently published in HCC’s Journal of Research in Progress and has presented her work at the campus’ annual honors conference. She has been active with multiple honors cohorts, fundraising clubs, and in community service activities. She plans to continue her studies in biology and become a dentist.

Tameka Gongs is a biomedical engineering technology student who will be completing her associate of applied science degree in May. She is a member of STEM Scholars and a fellow in the college’s undergraduate research program. Her interest in medical devices is personal for her, influenced by a family member diagnosed with Alzheimer’s disease who wondered if devices could help with memory loss. To increase her experience in her field, Tameka has worked as a lab aide for the program and has shadowed a bio-med leader at Tri-Med X. Tameka is currently working on publishing her research on the feeding behaviors of tobacco hornworms in the Journal of Research in Progress. Tameka is a May 2019 graduate and will continue to pursue her chosen career path.

Luana Figueiredo is a hardworking student and a passionate dental hygienist. Originally from a small town in Brazil, Luana has overcome numerous obstacles in pursuit of her education. While working full time as a dental assistant, Luana discovered her passion for oral health care and decided to work toward a career in dental hygiene. Luana is a Phi Theta Kappa scholar and a Dean’s List member, and was the interim president of the Student Dental Hygiene Association. She has begun developing programs to bring oral health education to impoverished areas in Brazil. She also continues to volunteer for
local dental practices that provide free dental care to the underserved. Luana will graduate in May 2020 and intends to enter the dental field upon graduation.

Born and raised in Slovakia, Katarina Smikova completed her first bachelor’s degree in linguistics, specializing in translations for the European Union in four languages. Her passion for foreign languages and telling stories brought her to the United States. Since starting at HCC, Katarina has been recognized as the number one Student Ambassador, the 2019 Outstanding Student for Arts and Humanities, and a member of the Dean’s List. She is the co-president of the Alpha Alpha Sigma chapter of Phi Theta Kappa at HCC. Katarina is also a member of the Schoenbrodt Scholars program and was recently inducted into the National Communication Association’s honors society, Sigma Chi Eta. Katarina graduated from HCC at commencement on May 24, 2019, with a 4.0 grade point average, majoring in communications. Her goal is to pursue a career in television and film.

Hannah, Luana, Tameka, and Katarina 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 Wednesday, May 1, 2019. Tameka and Katarina were named to the 2019 All-Maryland First Academic Team, while Hannah and Luana were named to the All-Maryland Second Academic Team.
III – Information Session: Academic Scheduling

Background/Overview: Howard Community College (HCC) embarked on a strategic scheduling initiative following conversations related to the 2010 facilities master planning process and the 2010 campus space utilization report. It was perceived that efficiencies could be gained by approaching scheduling more systematically. At that time, scheduling was managed largely through the “rollover” process of defaulting to replicating the offerings of the previous like term or semester, and the responsibility for scheduling was one of the many duties asked of the associate registrar. The position of director, academic scheduling was created to provide a dedicated position to identify scheduling goals and to develop reports to aid the academic divisions in meeting those goals. HCC was an early leader, among peer institutions, engaging in strategic scheduling by dedicating a position for the sole purpose of academic scheduling. In the fall of 2014, Kismet Flagg-Webster was hired as the director of academic scheduling. This position works closely with the division office managers and has a shared part-time support person.

Goals: Offering courses is at the center of what HCC does as a community and the extent to how well the college does that lies at the very center of multiple strategic initiatives including student access, budget, full-time/part-time faculty ratio for instruction, and strategic scheduling. Benchmark metrics were created to establish guidelines for the divisions, to obtain a baseline of data, and to understand where to make adjustments in course offerings. These benchmarks include balanced course enrollment ratios, prime time section offerings, and section reduction candidates.

Future Plans: Future plans include continued process improvement through the creation of specialty reports, creating standard processes, and creating scheduling dash boards.
IV – Recognition of Outgoing Board Chair

**Background:** Kevin Doyle has led the Howard Community College Board of Trustees as its chair from July 2012 through June 2014, and most recently from July 2018 through June 2019. Prior to his term as board chair, Mr. Doyle was also the board’s vice chair from July 2010 to June 2012. Mr. Doyle has been a dedicated and visionary leader of the board. He is a champion of board governance, is a model servant leader, and 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 conference of the Association of Community College Trustees.

As chair, Mr. Doyle has been exceptionally generous with his time and participation. Over the last year, he has attended numerous college events, bringing greetings on behalf of the board, has served as mentor to fellow trustees, and is without fail available to fulfill his duties of board chair.

Mr. Doyle’s term as chair of the HCC Board of Trustees ends on June 30, 2019. The president and his fellow trustees would like to take this time to thank him for his leadership and service and look forward to his continued work with the board in the year ahead.
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Regular Meeting, immediately following the work session

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8. Personnel Summary

Closed Session
B – President’s Report

Congratulations to HCC’s Athletic Teams
I am pleased to announce that Howard Community College’s (HCC) track and field team competed in the 2019 National Junior College Athletic Association (NJCAA) Division III Track and Field Championship at Mohawk Valley Community College earlier in May. At the championships, Grant Bunyard, a freshman at HCC and the son of Guy Bunyard, associate dean of mathematics, competed in the Men’s Decathlon, where he earned a total of 4,978 points to win the national championship. Grant is a double major in mechanical engineering and physics and a Rouse Scholar.

Applause is also in store for the men’s lacrosse team for making it to the NCJAA National Lacrosse Tournament on May 18, 2019. While the team suffered a defeat to number one ranked Nassau Community College, HCC’s lacrosse team had a stellar season.

Congratulations to the track and field team, the men’s lacrosse team, and the entire athletic department.

HCC Receives Gold People Loving and Nurturing Trees Award
The Maryland Urban and Community Forest Committee of the Maryland Association of District Forestry Boards, in partnership with the Maryland Department of Natural Resources, Forest Service, presented Howard Community College with the Gold People Loving and Nurturing Trees Award for 2018. This award recognized HCC’s hard work in tree planting and care throughout 2018. Kudos to Bob Marietta for receiving this award on behalf of HCC.

Commission on the Future Update
Year one for implementation of recommendations from the Commission on the Future (COF) is coming to a close. During fiscal year 2019, two areas of focus for faculty and staff have been on COF recommendations to expand the internship program for students, including growing on-campus internship opportunities, and establishing a task force to continue building global competence. An annual report to update COF members on the colleges’ work on the commission’s recommendations is under development and will be distributed to COF members, including members of the board of trustees, by June 30, 2019.

Spring 2019 Entrepreneurial Celebration
The Center for Entrepreneurial and Business Excellence (CEBE) hosted the spring Entrepreneurial Celebration on May 8, 2019. Fourteen students shared their rocket marketing pitch in hopes of receiving the rocket marketing prize. Students who pitched have been enrolled in ENTR-101, Entrepreneurship and Creativity, this semester.
First place went to Joanne Jones for her business, Kenyan Kutie, a jewelry company that provides custom-made jewelry crafted and sold by Kenyan female entrepreneurs. Kenyan Kutie donates a portion of its revenue to Kenya’s village food bank, which helps feed families in need. John Merson won second place for his business, Hard Heads, a company that produces protective helmets for skateboarders. Zack Garrett won both third place and the People’s Choice award with his business, Interactive Story Telling, an education program that focuses on engagement through games to teach underlying academic concepts.

The celebration would not have been possible without outstanding support from the college and community. The judges are selected for their proven business acumen and entrepreneurial experience, and the CEBE gratefully acknowledges the volunteer services and contributions of the four judges for the spring 2019 Entrepreneurial Celebration: Alicia Holliday, former student and founder of Mshairboss and My Open Chair; Helen Rose, founder, LaunchIt Consulting; Tisa Canady Silver, HCC adjunct faculty; and Tom Walters, vice president, Service Aluminum Corporation.

In addition to those listed above, thanks to HCC faculty and staff: Jean Anderson, Betty Logan, Candice Miles, Betty Noble, Kathy Norton, Peter O’Neill, Sharon Schmickley, George Simmons, Ahn Truong, Roger Weber, Awilda Velazquez and the Sodexo, audio visual, and plant operations staffs for all of their help with the evening.

**News from the Cyber Technology Department**

On April 19, 2019, students in the cybersecurity program participated in the 2019 Montgomery College Cyber Competition. The competition was sponsored by the National Cybersecurity Center of Excellence (NCCoE) and the National Institute of Standards and Technology (NIST). Twenty-four teams from both community and four-year colleges participated. Two three-member teams from HCC competed. Richard Baldwin, Jason Jew, and Arfa Sheikh were on HCC ZINC. Eric Lui, Kamran Mair, and Armin Najafabadi were on Hccyberbros. HCC ZINC won seventh place in the competition overall, and fourth among community college teams. This team was awarded backpacks. In terms of performance, HCC ZINC outperformed a number of four-year schools. The HCC students represented the college well in this competition. Many thanks to Mengistu Ayane, Patrick Valdivia, and Greg Watlington who prepared the students and attended the competition.

Two students in technology programs were awarded scholarships from the Armed Forces Communications & Electronics Association (AFCEA). AFCEA distributes scholarships and grants to support science, technology, engineering, and mathematics (STEM) educational initiatives in its areas of focus. Students who received the scholarships are Avalon Ferman (computer science program) and Saira Tariq (cybersecurity program). Avalon was joined by Rose Volynskiy at the May 2, 2019, banquet where scholarship recipients were recognized. Kudos to the students, HCC educational foundation office, and the cyber technology department!
Dragon Leadership Dinner
The student life office hosted the inaugural Dragon Leadership Dinner on May 1, 2019, in the Kittleman Room. This dinner celebrated 12 students who successfully completed the Dragon Leadership Program. Over this past year, each of the students fulfilled at least 12 hours of community service, attended four leadership workshops, and completed one leadership assessment. These students were required to demonstrate campus involvement through club or committee participation. To showcase their leadership development, students created an online leadership portfolio, which included personal leadership philosophy, short and long-term goals, resume, and reflections from their leadership activities throughout the year.

I would like to thank Clint Neill for coordinating this new leadership program, Banke Adeniji and Ashleigh Johnson for providing programmatic support, Candace dePass, Schnell Garrett, and Christine Marconi, for additional support, Cindy Paige Desi, Siobhán Hayes, and Jessica Klug, for helping to coordinate the service requirement, counseling and career services staff for helping to review resumes, and audio-visual and facilities staff for logistical support for the dinner event.

MATH Awareness week, Another Success!
Each year MATH Awareness Week highlights the connections between mathematics and another field. This year’s theme was “The Mathematics of Our Health.” Darrin Berkley and Fred Lang kept the students, faculty, and staff busy with challenging daily puzzles throughout the week. Lamont Vaughan had students racing all over campus with the division’s scavenger hunt.

This year, twenty-four teams of students, along with my team of Lynn Coleman, Dan Friedman, and Zoe Irvin came together to compete in the 21st annual MAW competition. Allison Bell and Christel Wohlafka authored the questions for the competition, which was hosted by Lamont Vaughan (aka Professor Polynomial).

The speaker event during MATH Awareness Week featured two speakers: Dr. Mary Ann Stepp of George Washington University Medical School in the department of anatomy and cell biology and Dr. Paul Na, a chief pharmacist in a government agency.

The entire week was coordinated by Kristy Vernille, with assistance from Loretta Tokoly. Many thanks to Candace dePass for her support and to audio-visual and facilities teams for their hard work in setting up. Thanks also to Gabriel Ayine, Ahmed Benkhalti, Andrew Brown, Guy Bunyard, Kristina Cain, Mary Ann Carroll, John Esenwa, Carol Howald, Adrian Kuhlman, Catherine LaFerriere, Mike Long, Maya Patel, Jenny Penniman, Bernie Sandruck, Caroline Torcaso, and Jane Wenstrom for their help to make this a great week-long event.

SET Celebrates National Undergraduate Research Week
Science, engineering, and technology (SET) research students and faculty mentors kicked off National Undergraduate Research Week on April 5, 2019, by hosting a luncheon meeting with the Undergraduate Research External Advisory Committee. The event began with student poster presentations during which students engaged the board members in discussion about their research projects. Advisory board members, research
students, and faculty mentors continued to network during lunch and Alex Barr, research program coordinator, presented a program update.

The advisory board members then met with faculty to discuss progress toward research program goals and to recommend action items for future program development. The external advisory board includes individuals from higher education, industry and government agencies with expertise in science, technology, engineering, and mathematics research, curriculum development, and business. National Undergraduate Research Week was celebrated this year from April 8, 2019, to April 12, 2019.

Development Update

<table>
<thead>
<tr>
<th>April Foundation Revenue</th>
<th>[1]</th>
<th>2019</th>
<th>2018</th>
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<tr>
<td>Gifts and Pledges Only</td>
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<tr>
<td>Monthly total [1]</td>
<td></td>
<td>$252,379</td>
<td>$75,670</td>
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<tr>
<td>Endowment revenue</td>
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<td>$1,824</td>
<td>$2,393</td>
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<tr>
<td>Scholarship revenue [2]</td>
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<td>$103,432</td>
<td>$21,937</td>
</tr>
<tr>
<td>Grant revenue</td>
<td></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.

\[2\] The total revenue in April 2019 is $176,709 higher than April 2018. This is due largely to a number of large gifts that were received in April 2019.

Capital Update

Renovations to Howard Hall and Academic Commons formerly known as N and ST Buildings

The phased renovations for this project are nearing completion. The south side of Howard Hall is complete, with the new concrete and new walking path installed. The construction site and fencing has been pulled back and the south entrance of Howard Hall is reopened.

The Academic Commons (AC) Annex was waterproofed and the exterior rain screen channels were successfully installed at the end of April. The interior work is complete and the area has been turned back over to the facilities department for occupancy. The AC Annex plaza deck, however, will not be completed until the end of July due to the delay in the installation of the aluminum railing system. The railing has been ordered and is scheduled for installation by mid-July. With the side mount railing system, the green roof trays cannot be installed until after the installation of the railing. The green roof tray installation will immediately follow the railing installation and is expected to be completed by the end of July.
For the AC, new fire door frames were ordered and are scheduled to be on-site at the end of June. There are issues persisting with the stair treads in the back staircase that the flooring subcontracting is working through a solution that will keep the nosing secure and be acceptable to the college.

A list of punchlist items was developed following substantial completion of the building. Once the punchlist items for the AC are completed, which is estimated for the end of May, the contractors will remove the construction fencing and reopen the south side of the building for entry.

The college requested that the project team evaluate progress to achieve U.S. Green Building Council LEED Gold Certification. The project is currently tracking 64 points, and while the Gold status requirement is only 60 points, the team is assessing where more points can be obtained.

The project phasing is on track to be completed by the end of July. 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 conscientiously 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 total project schedule consisted of five phases, which began in June 2017 and is expected to conclude with the final phase being completed this summer 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 that are in progress and those that have been recently completed are listed below.

Recently completed:
- Fire alarm panel upgrades in Duncan Hall; and
- Hickory Ridge elevator cab modifications.

Projects in progress:
- Athletic complex storage and utilities upgrades;
- Pedestrian and vehicular wayfinding phased signage installation;
- Horowitz Visual and Performing Arts Center academic studio repurposing design; and
- Ongoing campus-wide elevator cab upgrades.
C – Board Member Comments
D – Reports to the Board of Trustees

- Audit and Finance Committee: May 13, 2019, Meeting Notes
The Audit and Finance Committee of the Board of Trustees of Howard Community College (HCC) met in committee on Monday, May 13, 2019, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the committee meeting to order at 8:32 a.m.

Present: Kevin J. Doyle, committee chair; trustees Steven A. Joss and Christopher Marasco, committee members; and Kathleen B. Hetherington, president

Staff: Verna Bernoi, director of budget and finance; Lynn Coleman, vice president of administration and finance; Linda Emmerich, executive associate to the president; and Chris Heston, associate vice president of finance

Guests: Graylin Smith, engagement partner, and Tobi Hollander, audit manager, of SB and Company, LLC

1. Audit Areas for Review

Chair Doyle introduced Graylin Smith, engagement partner, and Tobi Hollander, audit manager, of SB and Company, LLC. Mr. Smith spoke about the scope of the audit, in general, and confirmed the special areas for review including payroll, information technology, and board reports on compliance. Mr. Smith invited the trustees to identify any additional expectations the board had for the audit. Both Chair Doyle and Trustee Joss noted that they were interested in the continued level of focus on procurement cards. Mr. Smith remarked that regarding risk assessment, the general approach of the firm is to keep the board informed of any issue of concern.

Based on the schedule of areas for the auditors to review, the administration recommended that payroll, information technology, and board reports on policy compliance be given an in-depth review in the FY19 audit at the March 11, 2019, meeting of the audit and finance committee. In addition, the committee also recommended that the bookstore sales be reviewed by an outside firm that specializes in bookstore audits. The committee concurred with these recommendations at the March 11, 2019, committee meeting and was given the areas of review final consideration at the May 13, 2019, meeting. The audit and finance committee approved recommending the audit areas for review, including payroll, information technology, and board reports on compliance by SB and Company, LLC, and a review
of the bookstore sales by an outside firm specializing in bookstore audits, to the full board of trustees for approval at its May 29, 2019, 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. For the period of January through March 31, 2019, there were two purchase items to report. This was an information item and no committee action was required.

3. Other

There were no other items to discuss.

The audit and finance committee meeting adjourned at 8:54 a.m.
E-1 Election of Fiscal Year 2020 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 29, 2019, meeting.

**Recommendation**

The administration requests that the board of trustees elect its chair and vice chair for fiscal year 2020.

**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 28, 2019.

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, 2019
# HOWARD COMMUNITY COLLEGE

## OPERATING BUDGET FINANCIAL REPORT APRIL

**Fiscal Year (FY) 2019**

### SOURCE OF FUNDS

<table>
<thead>
<tr>
<th></th>
<th>Actuals As of April FY19</th>
<th>Approved Budget FY19</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Summer I</td>
<td>$1,053,240</td>
<td>$1,259,700</td>
<td>84%</td>
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<tr>
<td>Summer II</td>
<td>1,216,696</td>
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<td>Fall</td>
<td>13,178,127</td>
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<td>Winter</td>
<td>996,121</td>
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</tr>
<tr>
<td>Spring</td>
<td>12,140,650</td>
<td>12,293,200</td>
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<tr>
<td>Fees</td>
<td>3,328,678</td>
<td>3,556,070</td>
<td>94%</td>
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<tr>
<td><strong>SUBTOTAL - Tuition and Fees</strong></td>
<td><strong>$31,913,510</strong></td>
<td><strong>$32,612,470</strong></td>
<td><strong>98%</strong></td>
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<tr>
<td><strong>Governmental</strong></td>
<td></td>
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<tr>
<td>Local (Howard County)</td>
<td>$29,154,850</td>
<td>$34,985,816</td>
<td>83%</td>
</tr>
<tr>
<td>State of Maryland</td>
<td>13,603,338</td>
<td>16,324,006</td>
<td>83%</td>
</tr>
<tr>
<td>Other</td>
<td>950,704</td>
<td>445,186</td>
<td>214%</td>
</tr>
<tr>
<td>Barnes and Noble contribution</td>
<td>100,000</td>
<td>120,000</td>
<td>83%</td>
</tr>
<tr>
<td>Continuing Education contribution</td>
<td>892,743</td>
<td>1,071,291</td>
<td>83%</td>
</tr>
<tr>
<td>Unrestricted appropriations</td>
<td>1,658,235</td>
<td>1,989,882</td>
<td>83%</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$46,359,869</strong></td>
<td><strong>$54,936,181</strong></td>
<td><strong>84%</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$78,273,380</strong></td>
<td><strong>$87,548,651</strong></td>
<td><strong>89%</strong></td>
</tr>
</tbody>
</table>

All new information appears in green ink.

No enrollment increase was budgeted for FY19. The per-credit hour in-county tuition rate increased by $2, out-of-county increased by $7, and out-of-state increased by $12. Credit hour rates are $138, $226, and $276, respectively.

Summer I is the first half of the 2019 summer term, and occurs at the end of FY19. The revenue shown here represents preregistrations for the term that begins May 29, 2019.

As of July 15, 2018, summer II had a three percent FTE increase from the prior year, however, headcount was down one percent. While out-of-county enrollments were higher than projected in summer II, the FY19 budget for summer was under estimated. In April 2017, preregistration for summer was trending down from the prior year; therefore, excess revenue earned in FY18 was not added back to the budget.

As of September 16, 2018, fall FTE was down three percent, and headcount was down 2.7 percent.

Winter FTE from the January 6, 2019, census report was up .2 percent or .467 FTE. Both out-of-county and out-of-state enrollments are higher than anticipated in the budget.

As of February 19, 2019 (census), spring was up .2 percent or 4.1 FTE as compared to the prior spring term. Headcount increased 1.8 percent. However, both out-of-county and out-of-state revenue were down, causing the lower actual tuition number.

Fee revenue is tracking four percent lower as a percentage of budget when compared to the prior year.

Area tracking as budgeted. A 3.01 percent increase was received from the county for FY19.

Area tracking as budgeted. For all funds, a 4.72 percent increase was received from the state for FY19.

$710,438 or 75 percent of other income is from investment income. Interest rates on investments since the budget was developed have doubled. Sales of excess equipment totaled $171,535, or 18 percent. The balance of other income comes from miscellaneous sources.

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 FY19 budget as planned.

The percentage of revenues to date is one percent lower when compared to the prior year.
### USE OF FUNDS

<table>
<thead>
<tr>
<th>Area</th>
<th>Instruction $32,717,985</th>
<th>Public service $565,236</th>
<th>Academic support $9,109,365</th>
<th>Student services $7,133,230</th>
<th>Facilities $11,676,803</th>
<th>Institutional support $12,498,535</th>
<th>Scholarships/waivers/discounts $1,812,585</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$37,109,627</td>
<td>691,298</td>
<td>10,957,893</td>
<td>8,275,481</td>
<td>13,893,586</td>
<td>14,675,768</td>
<td>1,944,998</td>
</tr>
<tr>
<td></td>
<td>88%</td>
<td>82%</td>
<td>83%</td>
<td>86%</td>
<td>84%</td>
<td>85%</td>
<td>93%</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$75,513,738</strong></td>
<td><strong>$87,548,651</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$75,513,738</strong></td>
<td><strong>$87,548,651</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in fund balance</td>
<td><strong>$2,759,642</strong></td>
<td><strong>$0</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall expenditures:
Encumbrances for annual budgeted salaries and open purchase orders are included in the actuals shown here. Variance of greater than two percent of the average percentage spent to date will be explained below.

- **Scholarships/waivers/discounts**: 93%
- **Instruction**: 88%
- **Public service**: 82%
- **Academic support**: 83%
- **Student services**: 86%
- **Facilities**: 84%
- **Institutional support**: 85%

Cost centers that support faculty and program development typically expend funds at the end of the year. In addition, this function has annual salary savings that has impacted the spending variance.

**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 II, fall, and the winter/spring term scholarships. The waivers and discounts are for summer I and II, fall, and winter/spring. Summer I scholarships will be recorded in June.

The percentage of expenditures to date is one percent higher than the prior year.
In FY18, the public service benefit budget had a surplus; this budget was adjusted in FY19. Dual enrollment discounts are higher than anticipated in the budget. Some scholarships will be given from available scholarship funds in fund 13.
## HOWARD COMMUNITY COLLEGE
### CONTINUING EDUCATION BUDGET FINANCIAL REPORT APRIL
#### Fiscal Year 2019

### SOURCE OF FUNDS

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>Actuals As of April FY19</th>
<th>Approved Budget FY19</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>$1,449</td>
<td>$10,467</td>
<td>14%</td>
</tr>
<tr>
<td>Spring</td>
<td>47,096</td>
<td>10,467</td>
<td>450%</td>
</tr>
<tr>
<td><strong>Noncredit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>943,418</td>
<td>976,800</td>
<td>97%</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td>1,124,355</td>
<td>1,441,939</td>
<td>78%</td>
</tr>
<tr>
<td>Winter</td>
<td>642,587</td>
<td>837,255</td>
<td>77%</td>
</tr>
<tr>
<td>Spring</td>
<td>683,453</td>
<td>1,395,455</td>
<td>49%</td>
</tr>
<tr>
<td><strong>Subtotal noncredit tuition</strong></td>
<td>3,393,814</td>
<td>4,651,449</td>
<td>73%</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td>2,007,016</td>
<td>1,998,950</td>
<td>100%</td>
</tr>
<tr>
<td><strong>SUBTOTAL - Tuition and Fees</strong></td>
<td>$5,448,375</td>
<td>$6,671,332</td>
<td>82%</td>
</tr>
<tr>
<td><strong>Governmental</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Maryland</td>
<td>1,758,063</td>
<td>2,109,676</td>
<td>83%</td>
</tr>
<tr>
<td>Other</td>
<td>247,551</td>
<td>295,658</td>
<td>84%</td>
</tr>
<tr>
<td>Continuing education contribution</td>
<td>(892,743)</td>
<td>(1,071,291)</td>
<td>83%</td>
</tr>
<tr>
<td>Unrestricted appropriations</td>
<td>35,825</td>
<td>333,785</td>
<td>11%</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$1,148,697</td>
<td>$1,667,828</td>
<td>69%</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th></th>
<th>Actuals FY19</th>
<th>Approved Budget FY19</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$6,598,073</strong></td>
<td><strong>$8,339,160</strong></td>
<td></td>
<td><strong>79%</strong></td>
</tr>
</tbody>
</table>

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### Notes:

- Credit revenue is from credit courses contracted to Howard County Businesses for their employees. There was a higher number of contracts from Howard County Businesses than anticipated for spring.
- The summer term runs during July and August. Revenue is up four percent from the prior year. Enrollments and FTEs are higher in child care open enrollment courses, allied health open enrollment courses, and General Services Administration (GSA) contracts. In courses eligible for state funding, FTEs are up 23.29 or 12.07 percent.
- The fall term runs September through December. Compared to last year, revenue is down six percent, or $76,608, from the prior fall term. FTE decreased 25.27, or five percent. While the programs mentioned in summer above continue to be strong in fall, the overall decline is primarily in the Department of Labor, Licensing, and Regulation program where FTEs are down 49.01. Competition from others offering similar programs is the cause for the decline. Other areas with declining enrollment include the Business Training Center (BTC), professional development, and the English Language Center. Renovations at the BTC will cause lower activity for the rest of this year. International students gaining entry into the US is also a factor. FTEs in eligible senior programs fell, however, new popular non-FTE courses have grown revenues in that area.
- The winter term runs January through March. Compared to last year, revenue is up three percent, or $21,021, from the prior winter term. FTE increased 5.15, or one percent. Higher enrollments from government contracts were offset by the loss of a local business contract that is opting to do online and virtual training. Health care enrollments are causing the overall slight increase in both revenue and FTE.
- The spring term runs April through June. Currently, revenue is down six percent, or $44,263 as compared to the prior year.
- Overall, noncredit revenues are two percent lower as a percentage of budget than this time last year. This is a two percent decrease from the prior year's actual revenue.
- Fees are attached to specific classes and pay for materials and other direct costs. Fees are two percent lower, as a percentage of budget as last year.
- Tuition and fee revenue is down one percent as a percentage of budget from the prior year.
- There is a slight increase in state funding in this area as compared to the prior year.
- Area tracking ahead of budget, 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 and financial aid, as approved in the budget. In addition, funds are available for furniture and equipment replacement.

---

All new information appears in **green ink**.
Overall expenditures:

Encumbrances for annual budgeted salaries and open purchase orders are included in the actuals shown here.

<table>
<thead>
<tr>
<th>USE OF FUNDS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$5,988,034</td>
<td>$7,496,262</td>
<td>80%</td>
</tr>
<tr>
<td>Scholarships/waivers</td>
<td>666,326</td>
<td>842,899</td>
<td>79%</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>$6,654,360</td>
<td>$8,339,160</td>
<td>80%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$6,654,360</td>
<td>$8,339,160</td>
<td>80%</td>
</tr>
<tr>
<td>Change in fund balance</td>
<td>($56,287)</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

Expenditures and encumbrances are one percent lower than the prior year at this time.

Area is tracking as budgeted.

Area is tracking as budgeted.
The FY19 budget is on track in the current year. Waivers in adult basic education classes are down from the prior year and causing the budget variance.
Howard Community College

Cost Center Name: Administrative Auxiliary  
Cost Center Number: 60-0-92002

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description of account</th>
<th>FY19 *Actuals thru March</th>
<th>FY19 3rd Quarter Budget</th>
<th>Dollar Variance</th>
<th>FY19 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>16,866</td>
<td>24,000</td>
<td>-7,134</td>
<td>-30%</td>
</tr>
<tr>
<td></td>
<td>Bookstore commissions</td>
<td>363,245</td>
<td>340,244</td>
<td>23,001</td>
<td>453,659</td>
</tr>
<tr>
<td></td>
<td>Contribution to operating</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>290,111</td>
<td>274,244</td>
<td>15,867</td>
<td>6%</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>82,570</td>
<td>67,141</td>
<td>(15,429)</td>
<td>-23%</td>
</tr>
<tr>
<td></td>
<td>Overtime</td>
<td>0</td>
<td>150</td>
<td>150</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td>10,168</td>
<td>10,500</td>
<td>332</td>
<td>14,000</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>102,897</td>
<td>87,950</td>
<td>(14,947)</td>
<td>-17%</td>
</tr>
<tr>
<td></td>
<td>Surplus available to subsidize café</td>
<td>187,214</td>
<td>186,295</td>
<td>920</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Encumbrances are not included.

Facility rentals are currently tracking **30 percent lower** than budget.

Bookstore commissions paid to date reflect a percentage of actual sales and are not earned evenly throughout the year. **Commissions are lower than the prior year and are estimated to be $40,000 under budget.**

The contribution to the operating account is recognized monthly.

Revenues are currently **six percent higher** than budget.

Salaries exceeded budget due to the retirement of the director of auxiliary services. Leave was paid out and there was an overlap between the retiring director and the new director.

Expenses are currently **17 percent over budget.**

The net surplus of funds is currently in line with the budget, however, it is estimated that because of lower commissions and rental income, as well as higher salary expenses, the surplus will be less than anticipated in the budget by approximately **$60,000.**
## Howard Community College

**Cost Center Name:** Food Service  
**Cost Center Number:** 60-0-92100

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description of account</th>
<th>FY19 *Actuals thru March</th>
<th>FY19 3rd Quarter Variance</th>
<th>FY19 Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vending sales</td>
<td></td>
<td>43,285</td>
<td>37,500</td>
<td>50,000</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>43,285</td>
<td>37,500</td>
<td>15% 50,000</td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries/Benefits</td>
<td></td>
<td>177,561</td>
<td>158,259</td>
<td>211,012</td>
</tr>
<tr>
<td>Hourly</td>
<td></td>
<td>5,743</td>
<td>10,759</td>
<td>14,345</td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
<td>5,592</td>
<td>5,625</td>
<td>7,500</td>
</tr>
<tr>
<td>Contracted Services</td>
<td></td>
<td>8,614</td>
<td>11,625</td>
<td>15,000</td>
</tr>
<tr>
<td>Sodexo contract**</td>
<td></td>
<td>229,949</td>
<td>206,250</td>
<td>275,000</td>
</tr>
<tr>
<td>Dues &amp; Subs</td>
<td></td>
<td>515</td>
<td>750</td>
<td>1,000</td>
</tr>
<tr>
<td>Repairs</td>
<td></td>
<td>6,746</td>
<td>15,375</td>
<td>20,500</td>
</tr>
<tr>
<td>Postage</td>
<td></td>
<td>13</td>
<td>150</td>
<td>200</td>
</tr>
<tr>
<td>Catering</td>
<td></td>
<td>1,465</td>
<td>2,625</td>
<td>3,500</td>
</tr>
<tr>
<td>Supplies/Inventory/F&amp;E</td>
<td></td>
<td>12,546</td>
<td>41,250</td>
<td>55,000</td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
<td>448,744</td>
<td>452,668</td>
<td>603,557</td>
</tr>
<tr>
<td>Loss**</td>
<td></td>
<td>(405,459)</td>
<td>(415,168)</td>
<td>(553,557)</td>
</tr>
</tbody>
</table>

*Encumbrances are not included.  
**FY19 budget was increased $55,000 and was taken from the contingency budget in the auxiliary fund; the original FY19 loss was budgeted at $498,557.

---

Vending sales are up one percent from the prior year and over budget by 15 percent.  
Salaries exceeded budget due to the retirement of the director of auxiliary services. Leave was paid out and there was an overlap between the retiring director and the new director.  
The Sodexo contract is estimated to be $321,000 for the year and higher than anticipated.  
Supplies and inventory replacement occur as needed and are under budget.  
The loss is two percent lower than anticipated in the budget. It is anticipated that the food service operation will be within budget for the year due to savings in the supply budget.
### Laurel College Center

**Combined Third Quarter Operating Results***

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>FY19 Annual Budget</th>
<th>FY19 3rd Quarter Results*</th>
<th>Actual % of Budget</th>
<th>PGCC FY19 3rd Quarter*</th>
<th>HCC FY19 3rd Quarter*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and fees by term:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer I &amp; II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>591,688</td>
<td>398,133</td>
<td>67.3%</td>
<td>162,618</td>
<td>235,515</td>
</tr>
<tr>
<td>Fall</td>
<td>1,009,205</td>
<td>1,049,346</td>
<td>104.0%</td>
<td>699,347</td>
<td>349,999</td>
</tr>
<tr>
<td>Winter/Spring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>798,104</td>
<td>762,071</td>
<td>95.5%</td>
<td>503,049</td>
<td>259,022</td>
</tr>
<tr>
<td>Noncredit (all terms)</td>
<td>112,122</td>
<td>110,899</td>
<td>98.9%</td>
<td>91,977</td>
<td>18,922</td>
</tr>
<tr>
<td>Other revenue: facilities use and misc.</td>
<td>55,000</td>
<td>26,600</td>
<td>48.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State aid</td>
<td>853,861</td>
<td>640,395</td>
<td>75.0%</td>
<td>374,811</td>
<td>265,584</td>
</tr>
<tr>
<td>RHEC funding</td>
<td>306,566</td>
<td>306,566</td>
<td>100.0%</td>
<td>153,283</td>
<td>153,283</td>
</tr>
<tr>
<td><strong>College Contribution</strong></td>
<td>208,620</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>3,935,166</td>
<td>3,294,009</td>
<td>83.7%</td>
<td>1,985,085</td>
<td>1,308,924</td>
</tr>
</tbody>
</table>

| Expenditures | | | | | |
| **Staffing:** | | | | | |
| Full-time and part-time classified staff | 530,385 | 434,319 | 81.9% | 434,319 | |
| Hourly staff | 114,951 | 67,723 | 58.9% | 37,981 | 29,742 |
| Overtime | 17,178 | 11,124 | 64.8% | 11,124 | |
| Credit faculty | 852,432 | 696,812 | 81.7% | 297,972 | 398,840 |
| Noncredit faculty | 40,776 | 7,011 | 17.2% | | |
| Fringe benefits | 229,597 | 170,012 | 74.0% | 137,180 | 32,832 |
| **Total staffing** | 1,785,319 | 1,387,001 | 77.7% | 924,687 | 462,314 |
| **Other:** | | | | | |
| Direct instruction: contracted services | 15,520 | 5,612 | 36.2% | 5,612 | - |
| Direct instruction: instructional supplies | 48,745 | 33,148 | 68.0% | 21,178 | 11,970 |
| Direct instruction: computer supplies | 1,735 | 34,050 | 1962.5% | 34,050 | |
| **Technology Plan** | 280,000 | 243,947 | 87.1% | 243,947 | |
| Contracted services | 174,587 | 94,805 | 54.3% | 94,427 | 378 |
| Advertising | 125,000 | 51,857 | 41.5% | 6,179 | 45,678 |
| Off campus rentals | 1,213,640 | 1,028,264 | 84.7% | 523,104 | 505,160 |
| Telephone and Internet | 26,000 | 5,764 | 22.2% | 3,434 | 2,530 |
| Postage | 34,000 | 8,228 | 24.2% | 8,228 | |
| Travel | 2,000 | 2,326 | 116.3% | 1,166 | 1,160 |
| Electricity | 85,000 | 37,813 | 44.5% | 37,813 | |
| **Renovations** | 48,620 | - | 0.0% | - | |
| Equipment and Furniture | 95,000 | 54,324 | 57.2% | 54,324 | |
| **Sub-total other** | 2,149,847 | 1,600,138 | 74.4% | 1,025,234 | 574,904 |
| **Total Expenditures** | 3,935,166 | 2,987,139 | 75.9% | 1,949,921 | 1,037,218 |

| **Profit/(Loss)** | - | 306,870 | N/A | 35,164 | 271,706 |

---

**NOTES:**

- HCC summer FTE is up 2.2 percent; PGCC summer FTE is up 7.8 percent for summer II. Summer I occurs at the end of the fiscal year and preregistrations are included for HCC only. Summer I registrations are currently trending down for HCC.
- HCC fall FTE is down 12.5 percent; PGCC fall FTE is up 20.9 percent.
- HCC spring FTE is 52.733, down 9.4 percent from the prior year. PGCC spring FTE is flat.
- Additional summer registrations are ongoing.
- The center is using a portion of its fund balance for technology upgrades and renovations. Funds will be used as needed (i.e., when expenditures exceed revenue).
- No expenses to date in this category, but they are expected to occur in the last quarter.
- No profit is anticipated for the year. Not all costs are encumbered at this time.
E-3 Fiscal Year 2021 Mission, Vision, Values, Strategic Goals, and Core Competencies

Background: At its May 30, 2018, meeting, the board of trustees reaffirmed the mission, vision, and values of the college and the strategic goals for fiscal years (FY) 2016-2020. The board of trustees will receive the annual progress report on the college’s FY16-20 strategic plan at its August 28, 2019, meeting. During FY20, pending final budget approval, the college will complete work on that strategic plan.

The college hosted the Commission the Future during FY19 to gather ideas for the next five-year plan FY21-25. The planning council will utilize end-of-the-year college team meetings, as well as a college-wide event in August, to gather feedback on the current goals, metrics, and action plans from the entire college community. The planning council will meet in September to develop recommendations for the new five-year plan for consideration by president’s team. The board will provide input and approve the FY21-25 plan in January 2020.

In order to move forward with the FY21 budget development process, the board is asked to reaffirm the mission, vision, values, goals, updated core competencies, and the FY21 plan, with minor edits tonight.

Changes from the plan used for the FY20 budget development process are indicated in blue.

Purpose: To reaffirm the HCC mission, vision, values, and strategic goals for FY21 and accept the revision to the core competencies

Timeline: Annual

Recommendation

The administration requests that the board of trustees reaffirm the HCC strategic goals, mission, vision, and values, and accept the revised core competencies for the FY21 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 Year 2021

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
- Partner with external stakeholders to achieve excellence
## Strategic Goal #1. Student Success, Completion and Lifelong Learning

### 1.1 Increase number of students graduating annually.

<table>
<thead>
<tr>
<th>Lead</th>
<th>Action Plans for FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1A VPAA VPSS</td>
<td>Develop, evaluate, and revise program offerings (transfer and career) to meet the needs of students and the community, provide career opportunities [such as clinical placements, internships (see also strategic goal 3)] for students, and promote degree completion and transfer.</td>
</tr>
<tr>
<td>1.1B VPAA VPSS</td>
<td>Increase student participation in high impact (e.g., service learning) academic and specialized student engagement experiences that promote student success and completion.</td>
</tr>
<tr>
<td>1.1C VPSS VPAA VPIT</td>
<td>Support a percentage increase in annual graduates by providing support services to include intrusive advising of students with 45 or more credits, promoting reverse transfer, and awarding scholarships. Continue development of a guided pathways program plan for new full-time students.</td>
</tr>
<tr>
<td>1.1D VPAA</td>
<td>Increase the use of open education resources.</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)

<table>
<thead>
<tr>
<th>Lead</th>
<th>Action Plans for FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2A VPAA</td>
<td>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).</td>
</tr>
<tr>
<td>1.2B VPAA VPSS VPIT</td>
<td>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.</td>
</tr>
<tr>
<td>1.2C VPAA VPSS</td>
<td>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.</td>
</tr>
<tr>
<td>1.3</td>
<td><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></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<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 FY21</strong></td>
</tr>
<tr>
<td>2.1A</td>
<td>ALL</td>
</tr>
<tr>
<td>2.2A</td>
<td>ALL</td>
</tr>
<tr>
<td>2.2A</td>
<td>ALL</td>
</tr>
<tr>
<td>2.3A</td>
<td>VPAA</td>
</tr>
<tr>
<td>2.3B</td>
<td>All</td>
</tr>
<tr>
<td>2.4</td>
<td><strong>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.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2.4A</td>
<td>VPAF</td>
</tr>
<tr>
<td>2.5</td>
<td><strong>Reduce HCC's carbon footprint 1% each year to achieve an 100% reduction in greenhouse gas emissions over 2009 levels by 2050.</strong></td>
</tr>
<tr>
<td>2.4A</td>
<td>VPAF</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Strategic Goal #3. Building and Sustaining Partnerships</strong></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td><strong>Increase resources to provide scholarships and facilities to students.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Lead</strong></td>
</tr>
<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 VPAF</td>
</tr>
<tr>
<td>3.1D</td>
<td>VPAF</td>
</tr>
<tr>
<td>3.2</td>
<td><strong>Increase opportunities to serve the regional needs.</strong></td>
</tr>
<tr>
<td>3.2A</td>
<td>VPAA VPSS</td>
</tr>
<tr>
<td>3.2B</td>
<td>VPSS</td>
</tr>
<tr>
<td>3.2C</td>
<td>VPAA VPSS VPIT</td>
</tr>
<tr>
<td>3.2D</td>
<td>VPAA VPSS</td>
</tr>
</tbody>
</table>

*The basic document (non-blue) was reviewed by the board on January 23, 2019, as part of the FY20 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. Annually, the college will review its Red Flags and Payment Card Industry (PCI) programs to ensure continued compliance and provide updates to the board of trustees in May.

**Purpose:** To provide trustees with an annual update on Howard Community College’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 PCI standards. All institutions or merchants who accept credit cards, online or offline must meet PCI Data Security Standards (PCI DSS).

**Program Status**

- CampusGuard is a company that assists educational institutions in becoming PCI compliant. As part of HCC’s annual external review, the college was certified as PCI DSS compliant on April 12, 2019.

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

- Completed the audit and updated the college’s incident response plan for PCI DSS compliance, including points of contact and technology. Completed a table top exercise with campus staff involved with PCI compliance.
Program Review

- In May 2019, a senior administrator’s identity was stolen by an entity outside of the college but was used against the college to financially exploit the individual. The college processed a fraudulent request to change bank accounts, and two pay payments were made to a criminally controlled account in an electronic bank. The incident was investigated by the information technology (IT) staff who determined that the stolen identity was not caused by a breach in the college’s systems. The IT staff analysis developed several courses of action to mitigate risk of future email scams to the staff. The senior administrator was provided with immediate action steps and Life Lock identity theft monitoring/protection services for one year.

Recommendation

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

1. April 30, 2019, Work Session
2. April 30, 2019, Regular Meeting
The Board of Trustees of Howard Community College (HCC) met in work session on Tuesday, April 30, 2019, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the work session to order at 6:00 p.m. Other board members present included vice chair Felicita Sol-A-Carter and trustees Christopher G. Marasco, Frank S. Turner and Kevin F. Schmidt. Trustee Steven A. Joss connected to the meeting remotely. Kathleen B. Hetherington, secretary/treasurer, was also present.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Birgit Von Koll, payroll and position control assistant manager.

Tom Glaser, vice president of information technology, introduced John Garnsey, executive director of information technology.

II. Information Session: Overview of Service Learning at Howard Community College and Introduction of Service Learning Students and Faculty

Jean Svacina, vice president of academic affairs, introduced Matthew Van Hoose, senior director of academic engagement, who gave an introduction of the service learning center and the alternative break trips. Dr. Van Hoose then introduced Rick Leith, assistant professor of English, who gave an overview of the trip and introduced the faculty and student participants. The alternative winter break group traveled to Los Santos, Costa Rica, January 12-19, 2019, to volunteer with Green Communities, a non-profit organization working to empower and support the Providencia community in Costa Rica’s Los Santos region. Mr. Leith and student participants shared defining moments from the trip.

Dr. Van Hoose then introduced Cynthia Paige Desi, director of service learning, who discussed course integrations and a new partnership between the college’s center for service learning and the human services program. Carla Lawson, instructor of health promotion and human performance, gave an in-depth background on course integration. Student Ryan Corsillo spoke about his experience from the student perspective with course integration.
A brief discussion among Trustee Schmidt, the students, and Mr. Leith took place regarding traditional versus sustainable and organic farming.

Chair Doyle, Vice Chair Solá-Carter, and President Hetherington thanked the students, faculty, and staff; and expressed how impressed they were with the students’ involvement and success with the program.

III. Information Session: Accreditation and Middle States Commission on Higher Education

Dr. Hetherington introduced the Middle States Accreditation co-chairs, Hanael Bianchi, associate professor of history, chair of historical sciences, and Sylvia Lee, associate professor of English, co-chair of the English department, who gave a presentation on the accreditation process.

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

The above constitutes the official minutes of the April 30, 2019, work session of the Howard Community College Board of Trustees as approved on May 29, 2019, 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 for a regular meeting on Tuesday, April 30, 2019, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the regular meeting to order at 7:00 p.m. Other board members present included vice chair Felícita Solá-Carter and trustees Christopher G. Marasco, Kevin F. Schmidt, and Frank S. Turner. Kathleen B. Hetherington, secretary/treasurer, was also present.

A. Approval of April 30, 2019, Agenda

A recommendation to approve the April 30, 2019, agenda, was moved by Vice Chair Solá-Carter, seconded by Trustee Marasco, and unanimously approved.

B. President’s Report

President Hetherington welcomed Trustee Frank Turner to the board and thanked him for participating in the new trustee orientation on April 23, 2019. She also thanked him for his long standing commitment to Maryland’s community colleges. He was acknowledged for his service at the Maryland Council of Community College Presidents’ retreat on August 2-3, 2018, and was recognized for his legislation on the Maryland Promise program.

President Hetherington thanked the trustees for their support by attending events over the last month, including the trustees who attended the Howard County Council hearing on April 24, 2019. She thanked Chair Doyle and Vice Chair Solá-Carter for attending the pre-board meeting and retreat planning session with Dr. Norma Goldstein from the Association of Community College Trustees (ACCT). A draft agenda was compiled for the upcoming board retreat. President Hetherington also thanked Chair Doyle for attending the annual American Association of Community Colleges (AACC) conference on April 12-15, 2019, where Howard Community College (HCC) received the CEO/Board Relationship award, and for accepting the award on behalf of the board of trustees and HCC.

President Hetherington mentioned that Chair Doyle and Vice Chair Solá-Carter will be talking with Dr. Steve Pugliese, vice president of the Middle States Commission on Higher Education, at the May pre-board meeting regarding the college’s accreditation process. She remarked that she was honored to give a presentation at the annual Quest for Excellence Conference on HCC’s Baldrige journey and the college’s receiving the best practice award in leadership.

President Hetherington mentioned the Howard County Council budget hearing and the student who testified about the impact that HCC had on her life. She mentioned the Vino
Scholastico event, which occurred on April 26, 2019, and remarked that it was one of the best-attended events. President Hetherington noted that the Howard County Council budget work session took place on April 29, 2019.

President Hetherington acknowledged that HCC is on the Cyber FastTrack Leaderboard of U.S. colleges identifying students with a natural aptitude to excel in cybersecurity. This is a national initiative launched by Governor Hogan and 24 other governors to close the elite cyber skills gap with China and Russia. HCC is number 20 in Maryland and number 580 in the nation out of 5,200 U.S. colleges and universities, including four-year colleges.

President Hetherington announced that HCC submitted a 2019 Baldrige application. She thanked Tom Glaser, Zoe Irvin, and the entire college community for their efforts. President Hetherington noted that GreenFest took place at HCC on April 13, 2019. It was a huge success, with approximately 1,500 people in attendance.

President Hetherington discussed a plan for HCC to have gender-neutral bathrooms. She also said the college will accommodate students who wish to use their chosen names rather than their formal names. She thanked the trustees for supporting this initiative.

C. Board Member Comments

All trustees gave a warm welcome to Frank Turner and noted that they look forward to working with him. Trustee Schmidt wished the college continued success on the Middle States review. He felt that GreenFest was outstanding, and praised Chef Milburn for his efforts and success with the beehives.

Vice Chair Solá-Carter also had the opportunity to attend GreenFest. She appreciated the energy and the support for the bee initiative and the integration of services that HCC fosters. Vice Chair Solá-Carter, Trustee Marasco, and Chair Doyle congratulated the board for its recent AACC award.

Trustee Marasco thanked President Hetherington and Chair Doyle for their presentation at the Howard County Council budget hearing.

Trustee Turner thanked everyone for their warm welcome and comments. He believes that HCC has so much to offer and he looks forward to working with the board.

Chair Doyle spoke passionately about the AACC award. He remarked that the award is about the trustees and HCC working together seamlessly and being transparent; the success of students; the work of the president and incredible job that she does; and the proper exercise of governance and leadership.

D. Reports to the Board of Trustees

1. Howard Community College Educational Foundation Board of Directors

Trustee Schmidt gave a report noting that investments for the educational fund have been successfully transferred to managers at Wilmington Trust. For FY20, the board approved endowment spending at seven percent, providing over a million dollars for students. As
of March 31, 2019, the foundation has raised over a $1,084,350, which is 77 percent of its $1.4 million goal.

The foundation is also actively recruiting new board members. He mentioned the foundation’s recent fundraising efforts, including Vino Scholastico, where over 500 guests attended and the event raised over $92,000. Over 400 people attended the Silas Craft Collegians dinner, where $37,000 was raised. He mentioned the upcoming REPartee celebration on Saturday, May 18, 2019. Profits will support Rep Stage.

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.

2. Financial Statements and Disclosure Schedule

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending March 31, 2019. She reviewed the disclosure schedule for the upcoming year.

3. Plan for Diversity, Inclusion, and Equity Report

President Hetherington introduced Brandon Bellamy, assistant director, transfer and graduation counselor, and Cindy Nicodemus, instructor of psychology, who presented highlights of the cultural diversity report. President Hetherington thanked Mr. Bellamy and Dr. Nicodemus for their leadership and tremendous efforts during diversity week and throughout the year.

Chair Doyle and Vice Chair Solá-Carter commented that the programs and the number of people who attended diversity week is outstanding. Trustee Turner remarked that the report was one of the best he had ever read.

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

4. Fiscal Year 2020 Capital Budget Reallocation and Approval

Lynn Coleman reviewed the reallocations.

_A recommendation to approve the revised FY20 capital budget, was moved by Vice Chair Solá-Carter, seconded by Trustee Schmidt, and unanimously approved._

5. Fiscal Year 2020 Operating Budget Approval

Lynn Coleman reviewed the revised FY20 operating budget.

_A recommendation to approve the revised FY20 operating budget, was moved by Trustee Marasco, seconded by Vice Chair Solá-Carter, and unanimously approved._
F. Approval of Board Meeting Minutes

A recommendation to approve the March 27, 2019, work session and regular meeting minutes was moved by Vice Chair Solá-Carter, seconded by Trustee Marasco, and unanimously approved.

Consent Items

1. Proposed New Hires
2. Plan for Diversity, Inclusion, and Equity
3. Fiscal Year 2020 Capital Budget Reallocation
4. Fiscal Year 2020 Operating Budget
5. Candidates for Graduation
6. Faculty Promotions for Fiscal Year 2020
7. Office Supplies Contract
8. Risk Management Program for Insurance Protection
9. Mechanical Services Contract
10. Facilities Condition Assessment
11. Markforged X7 3D Printer
12. Construction Management At-Risk Services for the Horowitz Visual and Performing Arts Center Photo Suite

A recommendation to approve the consent items was moved by Vice Chair Solá-Carter, seconded by Trustee Marasco, and unanimously approved.

G. Discussion Items

1. Work Session Topics for Fiscal Year 2020

The board identified possible topics for fiscal year 2020 work sessions. Those topics include: N/ST Tour of Academic Commons and Howard Hall; financial aid; technology security infrastructure and procedures; update on the mathematics and athletics center; and business programs.

Vice Chair Solá-Carter stated that she is looking forward to the financial aid session. Chair Doyle is looking forward to the update on the mathematics and athletic center session. This item was for discussion only and required no board action.

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, announced that during May, there will be many opportunities to celebrate students’ accomplishments, such as the student awards banquet, which would occur later that week. She also announced that the audit and finance committee meeting will be May 13, 2019; the REPartee celebration will be May 18, 2019; convocation will be on May 22, 2019, with the nursing and allied health pinning and recognition ceremony in the evening; commencement will be on May 24, 2019; and the regular board meeting is scheduled for May 29, 2019. She stated that the
calendar for fiscal year 2020 was included in take-home packets.

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 requires no board action.

**Adjournment**

A recommendation to adjourn the regular meeting was moved by Vice Chair Solá-Carter, seconded by Trustee Schmidt, and unanimously approved.

The regular meeting was adjourned at 8:05 p.m.

The above constitutes the official minutes of the April 30, 2019, regular meeting of the Howard Community College Board of Trustees as approved on May 29, 2019, and is a true and correct copy of the same.

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

May 29, 2019
6:00 p.m.
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 Maryland Open Meetings Act.
Mission: Providing pathways to success
Vision: A place to discover greatness in yourself and others
Values: INSPIRES
I - Innovation
N - Nurturing
S - Sustainability
P - Partnerships
I - Integrity
R - Respect
E - Excellence
S - Service

Strategic Goals:
- Student success, completion, and lifelong learning
- Organizational excellence
- Building and sustaining partnerships

Core Competencies:
- Provide an exceptional educational experience
- Use innovative instructional techniques
- Facilitate student success
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
Consent Agenda
Board of Trustees

May 29, 2019
6:00 p.m.
The Rouse Company Foundation Student Services Hall
Room: RCF-400

1. Proposed New Hires
2. Audit Areas for Review
3. Sodexo Management Agreement
4. General Contracting Services Contract
5. Pouring Rights and Beverage Vending Services Renewal
6. Snack Food Vending Services
7. Environmental Services Supplies
8. Equipment for Security Camera System Upgrade
9. Network Maintenance Support Services Contract
10. Administrative Software Service Agreement
11. Computer Hardware Purchases
12. Printer and Computer Hardware Purchases
13. Fiscal Year 2020 New Academic Programs
14. Learning Management System
15. Rep Stage Paymaster Agreement
17. Authorization for Board Chair to Approve on Behalf of the Board until the 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:** April 2, 2019 – May 7, 2019

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 FY19 budget as approved by the board at its April 24, 2018, 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)

April 2019

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL Program Assistant</td>
<td>English &amp; World Languages</td>
<td>Existing Position Replacement</td>
<td>11</td>
<td>$46,796 - $76,158</td>
<td>$22,000</td>
<td>Popova, Irina</td>
<td>04/16/2019</td>
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<tr>
<td>Continuing Education Assistant</td>
<td>Continuing Education</td>
<td>Existing Position Replacement</td>
<td>8</td>
<td>$36,540 - $59,467</td>
<td>$36,540</td>
<td>St. Onge, Jamie</td>
<td>04/22/2019</td>
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May 2019

<table>
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<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
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<td>Event Services and Asset Relocation Leader</td>
<td>Facilities</td>
<td>Existing Position Replacement</td>
<td>6</td>
<td>$33,032 - $53,766</td>
<td>$33,032</td>
<td>Wexler, Jessica</td>
<td>05/08/2019</td>
</tr>
</tbody>
</table>

June 2019

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President of Enrollment Services</td>
<td>Student Services</td>
<td>Existing Position Replacement</td>
<td>22</td>
<td>$81,455 - $142,545</td>
<td>$112,000</td>
<td>Mapps, Lorianna</td>
<td>06/17/2019</td>
</tr>
</tbody>
</table>

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

2Annual 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.

3Ranges 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.

4Current HCC employee with benefits.

5Salary listed reflects compensation for the part-time position.

6Original new hire withdrew acceptance of offer; new candidate selected.
Howard Community College

PROPOSED NEW HIRES

For May 2019 Board Meeting

July 2019

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor, Cyber/Cloud Security</td>
<td>Business and Computers</td>
<td>Existing Position</td>
<td>Assistant</td>
<td>$66,000 - $99,000</td>
<td>$84,750</td>
<td>Offenberg, Joel</td>
<td>07/01/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Replacement</td>
<td>Professor (12-month)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

August 2019

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor, English</td>
<td>English and World Languages</td>
<td>Existing Position</td>
<td>Assistant</td>
<td>$55,000 - $82,500</td>
<td>$58,738</td>
<td>Charlton-Jackson, Jennie</td>
<td>08/09/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Replacement</td>
<td>Professor (10-month)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Professor, Accounting</td>
<td>Business and Computers</td>
<td>Existing Position</td>
<td>Assistant</td>
<td>$55,000 - $82,500</td>
<td>$70,000</td>
<td>Lima e Silva, Adriano</td>
<td>08/09/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Replacement</td>
<td>Professor (10-month)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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3Ranges 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.

4Current HCC employee with benefits.

5Salary listed reflects compensation for the part-time position.

6Original new hire withdrew acceptance of offer; new candidate selected.
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 May 13, 2019, audit and finance 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 FY19 audit

**Timeline:** FY19 audit to occur in FY20

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**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: payroll, information technology, and board reports on policy compliance. In addition, the administration recommends that the bookstore be reviewed with the FY19 audit by an outside firm.

**Compliance:** This request is in compliance with Board Policy: Asset Protection.
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, 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 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 the 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 was reviewed during the FY17 audit, next audit would be scheduled for FY20; bookstore would be scheduled for audit in FY19) The administration recommends that the bookstore be reviewed with the FY19 audit.

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 but greater than $500, 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 FY18 audit)

Online purchasing
The college utilizes an online purchasing and approval system within the Colleague system. 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 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)

Payroll
As part of the basic audit procedures, entering new employees into the system and on-going 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) The administration recommends that payroll be reviewed with the FY19 audit.

Procurement cards - purchasing controls for the use of purchasing cards
Howard Community college utilizes procurement cards as part of the purchasing process for approved individuals. 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 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) The administration recommends that information technology be reviewed with the FY19 audit.

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) The administration recommends that board reports be reviewed with the FY19 audit.

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 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 auditors are requested to test this area as part of their annual audit of the CC-4.  
(reviewed annually)
The following item is a listing of the areas by date:

<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>FY18</td>
<td>▪ Suggest every other year for an in-depth review.</td>
<td>2020 2022</td>
</tr>
<tr>
<td>Food Service (Auxiliary)</td>
<td>FY17</td>
<td>▪ Suggest every 2-3 years for the food service audit.</td>
<td>2020 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Sodexo has the contract for food service. Sodexo operations are not part of the college's books,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>although HCC does pay to have the company run the food service. An outside audit specifically for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sodexo was performed in FY17.</td>
<td></td>
</tr>
<tr>
<td>Bookstore (Auxiliary)</td>
<td>n/a</td>
<td>▪ Suggest every 2-3 years for the bookstore operations.</td>
<td>2019 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Barnes and Noble has the contract for the bookstore. Previously the bookstore was operated</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>internally by the college. An outside audit, similar to what is done for the food service</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>operations, will need to be commissioned. Outside firms have suggested that the college not</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>perform this until there have been three full years of operations under Barnes and Noble.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The administration recommends review with the FY19 audit.</td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>FY18</td>
<td>▪ Suggest every 3-4 years for an in-depth review.</td>
<td>2022 2026</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Ask auditors to test every year as part of their audit procedures.</td>
<td></td>
</tr>
<tr>
<td>Online Purchasing</td>
<td>FY18</td>
<td>▪ Suggest every 2-3 years for an in-depth review.</td>
<td>2021 2024</td>
</tr>
<tr>
<td>Laurel College Center</td>
<td>FY17</td>
<td>▪ Suggest every 2-3 years for an in-depth review.</td>
<td>2020 2023</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Ask auditors to test every year as part of their audit procedures.</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>FY16</td>
<td>▪ Suggest every 2-3 years for an in-depth review.</td>
<td>2019 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Ask auditors to test every year as part of their audit procedures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The administration recommends review with the FY19 audit.</td>
<td></td>
</tr>
<tr>
<td>Procurement Cards</td>
<td>FY18</td>
<td>▪ Suggest every 2-3 years for an in-depth review.</td>
<td>2021 2024</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Ask auditors to test every year as part of their audit procedures.</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>FY16</td>
<td>▪ Suggest every 2-3 years for an in-depth review.</td>
<td>2019 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ A special review of information technology was done in FY14 by a firm specializing in</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>information systems; a routine review followed in FY16.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The administration recommends review with the FY19 audit.</td>
<td></td>
</tr>
<tr>
<td>Board Reports on Policy</td>
<td>FY15</td>
<td>▪ Suggest every 3-4 years.</td>
<td>2019 2023</td>
</tr>
<tr>
<td>Compliance</td>
<td></td>
<td>▪ The administration recommends review with the FY19 audit.</td>
<td></td>
</tr>
<tr>
<td>Review of Enrollment Data and</td>
<td>Annual</td>
<td>▪ Reviewed annually as a regular part of the audit.</td>
<td>Annual Annual</td>
</tr>
<tr>
<td>Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 – Sodexo Management Agreement

Background: In April 2012, the board of trustees approved the award of the food services contract 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, 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 will be approximately $323,000 in fiscal year (FY) 2019. 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 anticipated cost for FY20 will be approximately $300,000.

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 administration continues to be satisfied with the service provided by Sodexo and is requesting approval to exercise the third optional one-year renewal. In FY18, the Simply To Go food service saw a significant decrease in sales due to the renovations in the Howard Hall building and a major reduction in customer traffic in the Burrill Galleria. As sales declined, adjustments were made, such as closing earlier. Simply To Go subsequently moved to a smaller temporary location in Clark Library Hall, which also did not increase sales. However, in FY20 the Simply To Go food service will be moved to a permanent location in the newly renovated Academic Commons building. The cost of approximately $150,000 related to the new layout of the Simply To Go café with the new self-service vending equipment that will be installed, will be passed on to the college by Sodexo as part of the food services contract. It is anticipated that sales will be boosted by a better location and the fact that the new Simply To Go space will be available 24/7, thus increasing revenue and consequently decreasing fees paid to Sodexo by the college. Based on these changes and the anticipated increased revenue, as well as increases in payroll and the cost of goods, the estimated cost of the Sodexo management fees of $300,000 and new Simply To Go layout and equipment of $150,000 will total approximately $450,000 in FY20.

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

Bid Title/Number: 12P-011 Food Services

Timeline: FY20

Total: Approximately $450,000
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 policy and procedure 62.05B/62.05B.01, Request 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 FY20 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:** FY20

**Total:** Approximately $350,000

---

**Recommendation**

The administration requests that the board of trustees approve:

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

**Source of funds:** The facilities department 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 – Pouring Rights and Beverage Vending Services Renewal

Background: In April 2014, the board of trustees approved the award of the exclusive pouring rights and beverage vending services request for proposal (RFP) to Coca-Cola. The initial contract was awarded for a five-year period, which ends on May 31, 2019. The college has the option to renew for three additional one-year periods.

The administration is satisfied with the service provided by Coca-Cola and is requesting approval to exercise the first optional one-year renewal. As this is a commission-based service, commissions and financial incentives are paid to the college by Coca-Cola and captured in the auxiliary services budget and foundation budget. In fiscal year 2019, the college anticipates earning $33,000 in commissions from the Coca-Cola contract. In addition to the commission-based funding, Coca-Cola agrees to provide sponsorship funding of $10,000, marketing support in the amount of $2,500 for each year of the agreement, and upon request, up to 200 hundred cases of complimentary product, to be used at events such as Vino Scholastico.

Purpose: To obtain board approval to renew the contract with Coca-Cola for the first additional one-year term for pouring rights and beverage vending services

Bid Title/Number: 14P-008 – Pouring Rights and Beverage Vending Services

Timeline: June 1, 2019 – May 31, 2020

Recommendation

The administration requests that the board of trustees approve:

Method: The renewal of the pouring rights and beverage vending services contract awarded to Coca Cola

Source of funds: This is a commission-based service in which a portion of the gross profits will be shared with the college.

Compliance: This request is in compliance with college purchasing policy and procedure 62.05B/62.05B.01, Requests for Proposals.
6 – Snack Food Vending Services

**Background:** In April 2014, the board of trustees approved the award of the snack food vending services RFP to Black Tie, which was bought by Accent Food Services in 2017. The initial contract was awarded for a five-year period, which ended on April 30, 2019. The college has the option to renew for three additional one-year periods.

The administration is satisfied with the service provided by Accent and is requesting approval to exercise the first optional one-year renewal. As this is a commission-based service, commissions are paid to the college by Accent and captured in the auxiliary services budget. In fiscal year 2019, the college anticipates earning $33,500 in commissions from the Accent contract. Accent has agreed to a shared footprint in the college’s upcoming new Simply to Go space with Sodexo, where it plans to install at least one new vending machine. It is expected that the new space will encourage significant foot traffic for vending machines located there, which in turn will provide increased commission revenues to the college.

**Purpose:** To obtain board approval to renew the contract with Accent Food Services for the first additional one-year term for snack food vending services

**Bid Title/Number:** 14P-009 – Snack Food Vending Services

**Timeline:** June 1, 2019 – April 30, 2020

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The renewal of the snack food vending services contract originally awarded to Black Tie, which is now Accent Food Services

**Source of funds:** This is a commission-based service in which a portion of the gross profits is shared with the college

**Compliance:** This request is in compliance with college policy and procedure 62.05B/62.05B.01, Request for Proposals.
7 – Environmental Services Supplies

**Background:** The college currently purchases the majority of its environmental services products and equipment from Daycon. Daycon has the ability to supply and deliver in bulk a wide variety of these products, including a large number classified as sustainable or made of “green” materials. Additionally, Daycon provides a vendor managed inventory (VMI) program, which reduces the amount of campus space necessary to maintain adequate inventory, as well as staff resources to manage deliveries. The college has also standardized most of the equipment that is used to clean the floors throughout campus to provide efficiencies in staff training. The floor cleaning equipment is also available to purchase through Daycon.

Charles County Public Schools awarded a contract to Daycon through a competitive solicitation process, which is available for the college to utilize. The college has been satisfied with Daycon’s services for many years. Under the Charles County Public Schools contract, the college estimates that approximately $350,000 in environmental services equipment and products will be purchased from Daycon in FY20.

**Purpose:** To obtain board approval to utilize the Charles County Public Schools contract to purchase environmental services products and equipment from Daycon

**Timeline:** FY20

**Total:** Approximately $350,000

---

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the Charles County Public Schools contract to purchase environmental services products and equipment from Daycon

**Source of funds:** The facilities department operating budget

**Compliance:** This request is in compliance with college policy 62.05F, Cooperative Purchasing and procedure 62.05F.01, Cooperative Procurement.
8 – Equipment for Security Camera System Upgrade

Background: The security camera system that the college currently uses is approximately 13 years old and has become antiquated and needs to be replaced. As a result, an upgrade for the camera system for multiple buildings and the parking lots is necessary. The buildings included in the upgrade will be the athletic and fitness center, Clark Library Hall, and the Horowitz Visual and Performing Arts Center.

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) was awarded under the master contract. Under the DoIT contract, CES will provide the equipment needed to upgrade the college’s camera systems for approximately $302,000.

Purpose: To obtain board approval to utilize the DoIT contract to purchase upgrades to the security camera system

Timeline: All equipment to be received in FY19

Total: Approximately $302,000

Recommendation

The administration requests that the board of trustees approve:

Method: The use of DoIT contract to purchase equipment to upgrade the security camera system from CES

Source of funds: The facilities department and public safety operating budgets

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

**Background:** In June 2016, the board of trustees approved the award of the network maintenance support services contract to Networking 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 this past year and would like to exercise the third and final option to renew the contract. As provided in the bid, the approximate cost for fiscal year 2020 is $208,440.

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

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

**Timeline:** FY20

**Total:** Approximately $208,440

---

**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The renewal of the network maintenance services contract and the purchase of network maintenance services

**Source of funds:** 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.
10 – Administrative Software Services Agreement

**Background:** The college uses Ellucian’s administrative computing software and database to support business processes and services for the college. 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 $650,000. Additionally, the college will need to utilize Ellucian's consulting and project services, as well as licensing additional software, at an estimated cost of $1,000,000. The administration anticipates the fiscal year 2020 total cost of Ellucian's maintenance agreement, administrative services, software, and consulting services to be approximately $1,650,000.

**Purpose:** To obtain board approval for the college to designate Ellucian as a sole source firm and renew the software service agreement, technical support, and consulting services with Ellucian to support its products

**Timeline:** Designation as a sole source for FY20-FY24. The administration does not anticipate purchasing a new administrative database in the near future.

**Total:** Approximately $1,650,000 in FY20

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The designation of Ellucian as a sole source vendor and the purchase of the Ellucian software service agreement renewal, technical support, and consulting services

**Source of funds:** FY20 operating budget

**Compliance:** This request is in compliance with college policy and procedure 62.05C/62.05C.01, Sole Source.
11 – 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 2020, these purchases will total approximately $1,500,000 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 and licensing for instructional and business purposes

**Timeline:** FY20

**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 and licensing

**Source of funds:** FY20 operating budget

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

**Background:** As a member of the Maryland Educational Enterprise Consortium (MEEC), the college is able to utilize the publicly solicited MEEC agreement with HCGI Hartford (formerly Hartford Computer Group, Inc.) to purchase Hewlett Packard Enterprise (HPE) printers and computer hardware. It is anticipated that approximately $250,000 will be spent in fiscal year 2020 on printers and computer hardware.

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

**Timeline:** FY20

**Total:** Approximately $250,000

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**Recommendation**

The administration requests that the board of trustees approve:

**Method:** The use of the MEEC contract with HCGI Hartford 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.
13 – Fiscal Year 2020 New Academic Programs

**Background:** Each year, the curriculum counsel reviews new course and program proposals to assure that programs 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 programs 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, 2019

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

- Associate of Arts – Humanities
- Associate of Arts – World Languages and Cultures

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

Background: The college uses Instructure’s Canvas learning management system (LMS) to provide students, faculty, and staff access to a variety of electronic course materials. The system is used to assess the learner’s knowledge and collaborate and engage beyond the physical classroom. It is a powerful communication tool for stakeholders across campus. Instructure provides students, faculty, and staff with 24/7 technical support. 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 2020 will be approximately $102,000 and the technical support will cost approximately $45,000, for a total cost in fiscal year 2020 of approximately $147,000.

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: FY20

Total: Approximately $147,000

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: eLearning operating budget

Compliance: This request is in compliance with college policy 62.05F, Cooperative Purchasing and procedure 62.05F.01, Cooperative Procurement.
15 – Rep Stage Paymaster Agreement

Background: In spring 2009, the Howard County Government informed the college that the county could no longer cover Rep Stage productions under its self-insurance and workers compensation program. As a result, Rep Stage contracted with the University/Resident Theatre Association, Inc. (U/RTA) for the use of its paymaster services to satisfy the requirements of the county. The board initially designated U/RTA as a sole source vendor in 2011, as U/RTA is the only firm that provides a complete program of payroll and contract management services and has experience working with colleges and universities nationally.

Under the paymaster agreement, Rep Stage pays U/RTA the full amount of the artists’ salaries and benefits; U/RTA then becomes the employer of record and issues the pay checks, including the required benefits, directly to the artists. As the employer of record, U/RTA also assumes the risk for workers compensation so that the artists are covered under U/RTA’s workers compensation program. For the paymaster service, the college pays U/RTA six percent overhead plus a maintenance fee. Therefore, while the payments to U/RTA appear to be substantial, most of the funds are actually passed to the artists and U/RTA is receiving a nominal fee for its services.

U/RTA paymaster services are contracted on a production or show-by-show basis. Based on the 2018-2019 season, it is anticipated that the total amount that will be paid to U/RTA during fiscal year 2020 will be approximately $120,000, which represents the cost of salary and benefits that will be paid to artists for the shows planned for the season, as well as the service fees to U/RTA.

Purpose: To obtain board approval for the college to designate U/RTA as a sole source vendor and to purchase paymaster services from U/RTA for the 2019-2020 season

Timeline: Sole source designation for FY20–FY23. U/RTA has been the sole firm that provides these services over the past five years. The administration does not anticipate that another company will provide these services in the next three years. However, the administration will continue to monitor the ability to use other firms for these services.

Total: Approximately $120,000 in FY20
The administration requests that the board of trustees approve:

**Method:** The designation of U/RTA as a sole source and the purchase of U/RTA paymaster services for Rep Stage’s 2019-2020 season

**Source of funds:** Rep Stage operating budget for the applicable fiscal year

**Compliance:** This request is in compliance with college policy and procedure 62.05C/62.05C.01, Sole Source.
16 – Printing of the 2019-2020 Schedules of Classes

Background: Each year, the college solicits bids for printing 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 27, 2019. Four firms submitted bids on April 30, 2019, 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, but was disqualified for not being a responsible bidder because of poor past performance. The contract for printing the 2018-2019 schedules of classes was awarded to Indiana Printing, but the college experienced numerous issues with the resulting service.

As such, the administration recommends awarding the bid for credit and noncredit schedules to The Envision Group as the lowest responsible, responsive bidder. The college has been satisfied with Envision’s services in the past.

The bid also included the request for firms to submit pricing for mailing as a separate additional cost, if available. Envision provided a mailing price of $2,449.50 per edition for a total of $14,697.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Communications Group</td>
<td>$135,380.64</td>
<td>$146,125.58</td>
<td>$281,506.22</td>
</tr>
<tr>
<td>The Envision Group</td>
<td>$97,097</td>
<td>$82,585</td>
<td>$179,682</td>
</tr>
<tr>
<td>Gazette Printers (Indiana Printing)</td>
<td>$83,676</td>
<td>$68,408</td>
<td>$152,084</td>
</tr>
<tr>
<td>Press Journal Printing</td>
<td>$109,642</td>
<td>$89,633</td>
<td>$199,275</td>
</tr>
</tbody>
</table>
Bid Title/Number: 19-003 – Printing of the 2019-2020 Schedules of Classes

Timeline: FY20

Total: Approximately $195,000, including mailing costs

Recommendation

The administration requests that the board of trustees approve:

Method: The award of the printing of the 2019-2020 credit and noncredit schedules of classes to The Envision Group

Source of funds: FY20 budgets from the office of public relations and marketing and the division of continuing education and workforce development

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

**Background:** The next regular meeting of the board of trustees will be held on August 28, 2019. 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 30 – August 2, 2019

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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 Fiscal Year 2019 Board Calendar

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event/Location</th>
<th>Tentative Agenda Items/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 7, 2019</td>
<td>Board Retreat / Closed Session RCF-401</td>
<td>• Trustee Attendance Required**</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td>• Agenda – TBD</td>
</tr>
<tr>
<td>8:30 am – 5:00 pm</td>
<td></td>
<td>• Board Self-Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Presidential Year-end Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 12, 2019</td>
<td>Current and Former HCC Boards Social</td>
<td>• Trustee Attendance Required**</td>
</tr>
<tr>
<td>Wednesday</td>
<td>The Catherine Joan Cochran Community Room, SET-101</td>
<td>• Clark Medal Award Presented</td>
</tr>
<tr>
<td>6:00-8:00 pm</td>
<td></td>
<td>• 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 13, 2019

### 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, 2019, through May 15, 2019

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**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:

<table>
<thead>
<tr>
<th></th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>39%</td>
<td>41%</td>
<td>42%</td>
<td>45%</td>
<td>44%</td>
</tr>
<tr>
<td>PT</td>
<td>61%</td>
<td>59%</td>
<td>58%</td>
<td>55%</td>
<td>56%</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 11 new faculty positions.

**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 information below includes details on items the administration anticipates the board chair will be asked to approve over the summer.

**Purpose:** Disclosure to the board

**Timeline:** May 30 – August 2, 2019

The list of potential board summer approval items includes:

**Item 1:** Landscape Management Services  
Total: Approximately $130,000  
Method: Invitation to Bid  
Comments: This estimate includes the base bid for standard maintenance, as well as special projects outside of the normal scope of work.

**Item 2:** Exterior Signage  
Total: Approximately $200,000  
Method: Cooperative Procurement (BuyBoard)  
Comments: Large digital display signs fabricated and installed at the college’s main and rear entrances.

**Item 3:** Food Services  
Total: Approximately $36,000  
Method: Increase to Request for Proposals Approval Amount  
Comments: For self-service vending machines and the associated implementation.

**Item 4:** Digital Library Subscriptions  
Total: Approximately $100,000  
Method: Cooperative Procurement (Maryland Digital Library (MDL) Consortium)  
Comments: MDL provides online database subscriptions to Maryland colleges and universities at a reduced rate.

**Item 5:** Print Shop Copiers and Office Copiers  
Total: Approximately $135,000  
Method: Cooperative Procurement (Omnia Partners)  
Comments: For leasing and service of fleet copiers located in offices around campus and the print shop copiers.

**Item 6:** HCC Use Agreement - Gateway Building  
Total: To be determined  
Comments: Currently under review by the Howard County Government.
Item 7: Summer Graduates
Total: No cost
Comments: Annual Request

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 location, 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. Despite factors including inflation, increased payroll, and cost of goods, among others, the annual subsidy has largely maintained an average yearly mark of just over $277,000 over the past 11 years, with the last three years coming in under that average.

<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>
<tr>
<td>FY 18</td>
<td>$1,375,057</td>
<td>$267,322</td>
</tr>
</tbody>
</table>

Highlights of the Year:

- Shelly St. Ledger, General Manager, was nominated and won outstanding employee of the year award for hourly/temporary/contractual group through the HCC recognition awards.
- Starbucks sales continue to grow exponentially, with a sales increase of just over $50,000 in FY19 year to date vs FY18 through the same time period. Drink specials, more and more unique food options, and an aggressive marketing campaign by Starbucks have all contributed to this increase in sales.
• Evening regulars may have noticed a change when visiting the Café on the Quad this past academic school year as the decision was made to eliminate the Bistro Salad station at night and focus instead on the demand for made-to-order sandwiches at the deli station, which now stays open until 7:00 p.m. This change, along with several other tweaks to the evening selections, has resulted in a net positive in sales, despite foot traffic being down. Even with a decrease in the evening transaction count of more than 2,250 transactions, sales still increased by over $1,700.

• A popular menu item has been Sodexo’s Burrito Bowl specials, offered once or twice a month. These specials often entice twice as many customers daily to purchase the entrée special. Average daily sales of the entrée special range between 45-60 meals, however, the burrito bowls sales range between 95-115.

• The entrée station is an area where the Café on the Quad continues to offer a menu with foods fitting for the day, and to create a bit of excitement highlighting special occasion events including Thanksgiving, Mardi Gras, Valentine’s Day, Earth Day, St. Patrick’s Day, and Cinco De Mayo.

• In addition to the Café on the Quad’s continued focus on the gluten free, vegetarian and vegan options, the Café on the Quad has started carrying Kosher and Halal options. As a reminder of the different options, the Café on the Quad offers vegan and vegetarian options at the deli station, soups and salads, hot entrée line, and pizza on a daily basis. Halal and Kosher options are available in the grab and go section and are packaged and distributed via Sodexo’s partner, York Street Market.

• Sustainable practices continue to be a focal point for HCC and Sodexo. This past year alone, the Café on the Quad switched its 32 ounce cold cup from Styrofoam to a more sustainable paper and wax coated drinking cup. In further efforts, the Café will examine the merits and pricing of a switch from plastic straws to more environmentally friendly paper options. Marketing efforts will be planned to help illuminate a growing environmental issue. Future plans include research into other areas of improvement such as sustainable bag options at the checkout counters.

• This year’s annual Thanksgiving meal occurred on the year’s first snow day. The college closed at 3:00 p.m. and the decision was made to continue the Thanksgiving meal service on Friday. This decision resulted in a total of 427 meals sold over the course of the two days.

Sodexo remains committed to providing 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 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 for the period of November 2017 through October 2018 in the amount of $440,068.10. 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 estimated to be a minimum of $396,061.29.

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

- 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 new and used books. Digital sales continue to see an increase, and while rentals and used book purchases declined, overall sales increased due to a boost in full retail textbook sales.

<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>2016</td>
<td>$27,100</td>
<td>$417,885</td>
<td>$245,863</td>
<td>$1,938,654</td>
</tr>
<tr>
<td>2017</td>
<td>$40,534</td>
<td>$455,866</td>
<td>$282,312</td>
<td>$1,621,548</td>
</tr>
<tr>
<td>2018</td>
<td>$43,328</td>
<td>$399,828</td>
<td>$254,478</td>
<td>$1,732,373</td>
</tr>
<tr>
<td>Difference</td>
<td>$2,794</td>
<td>($56,038)</td>
<td>($27,837)</td>
<td>$110,825</td>
</tr>
</tbody>
</table>

- In addition to these “traditional” options, B&N has partnered with many national book publishers to provide students savings through B&N’s version of inclusive access, called First Day.

Inclusive access is a fairly new textbook model in which publishing companies collaborate with the institution and college bookstores to convert required materials from physical textbooks into digital content in which all students are given the same access through the learning management system (LMS), lowering the cost to every student as most negotiations result in the lowest possible price available for the materials on the market.

In spring 2019, Howard Community College (HCC) partnered with B&N, along with publishers McGraw Hill and Pearson Education, to pilot the “First Day program” on campus. Students in ACCT-111, MATH-061, MATH-063, and MATH-067 were granted access to their materials through HCC’s LMS, Canvas, on the very first day of class for a significant discount on the cost of a regular textbook, saving students nearly $56,000 compared to what they would have spent without inclusive access.

- The store manager, Amanda Martinez, was named as the Certified Affordability Trainer for her region with Barnes & Noble. In addition to running HCC’s store, she assists the region with programs like open educational resources and inclusive access to reduce costs to students. In essence, the bookstore is uniquely stationed with regard to affordability because of Amanda’s expertise in this area.

- Jessica Chavez was promoted to Assistant Store Manager in June 2018. Jessica began working as a student employee for HCC prior to the bookstore transition.

- Dylan Brown was accepted into Barnes & Noble’s Bestseller/Management Development Program. This program is designed to train current student employees in the managerial operations of the store in order to advance their
future careers with B&N College. Dylan is expected to graduate from the program in fall 2019, when he will also graduate from HCC. Dylan has designed several graphics that the store has used on clothing and other items.

- LMS integration, which is the integration of the bookstore website with the student Canvas site thereby allowing ease of access to purchasing textbooks, went live this past year and generated $23,521.

- The bookstore hosted several events this year to help generate traffic in the store. These events included DeStress Fest at the end of each semester and a Halloween event. At these events the bookstore distributed giveaways and offered games.

- The bookstore also participated in several author events, including Steve Pemberton and Simba Sana (Book Connection events), and an event at the Children’s Learning Center.

- The bookstore continues to participate in Grad Get Together, where students pick up caps and gowns. The bookstore introduced stoles for First Generation; lesbian, gay, bisexual, transgender, and questioning (LGBTQ) community; and Kenta stoles. The bookstore continues to find new opportunities to help grow commencement engagement and participation.

- In April 2018, the bookstore won an award for the highest increase in general merchandise sales for community colleges with Barnes & Noble.
  - Graduation products sales increased 38 percent.
  - Computer sales increased 29 percent.
  - School supplies increased 42 percent.
  - General merchandise web sales increased 54 percent.
  - Total merchandise sales increased 30 percent.

**Recommendation**

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

Background: The college embraced and cultivated various initiatives and began its journey to becoming a sustainable institution in 2006. In 2007, the Howard Community College (HCC) board of trustees approved and the president signed the American College and University Presidents Climate Commitment (ACUPCC). In 2008, the college’s first Greenhouse Gas Emissions Inventory was completed and, in 2009, the college’s first Climate Action Plan was submitted. Since that time and each year, the college provides updates to the board of trustees on its greenhouse gas emissions inventory and climate action plan.

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. However, as priorities and goals evolved within higher education and globally, ACUPCC transformed into the Presidents’ Climate Leadership Commitment (PCLC) and the target of 80 percent reduction developed into the goal of reaching 100 percent reduction in greenhouse gas emissions to achieve climate neutrality by 2050. Based on this recommendation, the college adopted this challenge along with its other sustainability signatories to achieve this aggressive goal and 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 Howard Community College, 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 implemented a new methodology by which to measure gross emissions. PCLC statistics and data views are reported in two different ways: 1) gross emissions per full-time equivalent (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 has proven to be a more realistic assessment to similar peer institutions by Carnegie classification for comparative reporting purposes.

The carbon footprint is calculated using gross emissions per square foot (SF) (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 continues to benchmark against other PCLC signatory schools using gross emission per square foot to meet carbon neutrality by 2050.

In addition to its success with carbon emissions reduction, the college had other notable activities this year as part of its sustainability journey. The college continues an emphasis in 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 initiative within the college community is the Green Professor Teaching Certification Program. The college launched the pilot program in 2018 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.

Now in its second year, the program encourages faculty and staff 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 encourage behavioral change and help build lifelong habits of energy conservation, waste reduction, personal responsibility, accountability and awareness.

The premise of Green Teaching is based on a system of self-reporting. Points are awarded based on sustainable practices being implemented within the classroom, across the curriculum, and throughout campus. Faculty members can qualify for a Green Teaching Level and are rewarded by answering a number of questions about their 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 initially signed up to participate in the pilot program and earned their green certifications in 2018. In the second year of the program, the number of participants doubled and 20 individuals will earn their green certifications.

Other initiatives accomplished in FY19 included reducing energy consumption by installing heat exchanges on all of the college’s large boilers, which allows the boiler to use this generated heat to produce domestic hot water. The college also hired
sustainability interns to coordinate increased recycling efforts. This included participation in the national Recyclemania competition resulting in the college ranking in the top ten in Maryland, and recycling 68 metric tons of waste. The college added an educational component this year by collecting different recyclable material each week. These items were those not easily recycled such as CDs, shoes, clothing, snack wrappers, and batteries. The items were collected and then the interns educated the college community on how to recycle them.

In an effort to promote resiliency and climate adaptation, enhanced stormwater areas on campus were developed to accommodate larger rain events. Invasive plants were replaced with native species along with new forested areas, created with the assistance of interns, local middle school students, and the Restoring the Environment and Developing Youth (READY) conservation landscapers. The college also completed the stream restoration project in cooperation with Maryland Department of Natural Resources, Maryland Department of the Environment, Howard County Office of Sustainability, and Army Corp of Engineers. The college also provided sessions on climate change, the history and ecology of the campus, and efforts to promote resiliency.

Partnerships with Howard County continued for the deployment of the bike share self-serve bicycle station, located in the quad of HCC’s campus. The college installed the HCC connector bike route to link the downtown Columbia Pathway with bike lanes on Hickory Ridge Road and connections to Hickory Ridge and Wilde Lake villages. This route will allow bikers to reach the campus without riding in traffic. Other transportation management programs included the installation of electric car charging stations in the east garage, the installation of low emissions parking spaces throughout campus, and identified carpool/rideshare parking areas. The collaboration efforts continued for the deployment of transportation management strategies in Howard County to include the Regional Transit Authority (RTA), which began its new and increased bus service to the college’s campus in May. The college participated in the planning and public forums with Howard County, RTA, and non-profit transportation improvement organizations to help guide these improvements to encourage the use of public transit by the college community.

One of the most rewarding events that the college participates in annually with Howard County is GreenFest. The college hosted the 12th Annual GreenFest on April 13, 2019. Over 1500 participants and over 75 local green businesses and environmental non-profit vendors participated in 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, and geocaching. The outdoor activities were very popular and the highlight this year was the college’s engineering faculty and staff teaming up with the local transitions group to hold a repair café to help folks repair items that would otherwise have been trashed.
Below is a summary of sustainability initiatives. The college is thrilled by the exciting activities taking place on campus and the dedication and commitment of its faculty, students, and staff.

<table>
<thead>
<tr>
<th>DRAGON FOOTPRINT</th>
<th>AWARENESS</th>
<th>CURRICULUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Greenhouse gas emissions inventory and climate action plan</td>
<td>• GreenFest 2019</td>
<td>• 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 percent green cleaning</td>
<td>• Earth day celebrations</td>
<td>• Sustainability Education and Economic Development (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 and learn series, monthly training and speaker series</td>
<td>• Howard County Legacy Leadership Institute for the Environment (HoLLIE) eight week class through continuing education and workforce development</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 eight 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 to restore, regrade, and reforest stream banks and flood prone areas, partner with middle schools, businesses, and the 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>• Arboretum partnership with Howard County Forestry Board</td>
<td>• Dumpster dive</td>
<td>• Chesapeake Bay Alliance program for students to perform water sampling and testing</td>
</tr>
<tr>
<td>• Nature trails development and invasive species removal</td>
<td>• Innovation fair</td>
<td>• Stream restoration grant project to restore, regrade, and reforest stream banks and flood prone areas, partner with middle schools, businesses, and the community</td>
</tr>
<tr>
<td>• LEED Gold for the health sciences and science, engineering, and technology buildings by the U.S. Green Building Council</td>
<td>• Student resource fair</td>
<td>• Service learning incorporated sustainability into experiential learning and civic engagement student projects</td>
</tr>
<tr>
<td>• Low emissions parking</td>
<td>• Green graduation pledge</td>
<td>• Green Professor Teaching Pilot Program (new in 2018)</td>
</tr>
<tr>
<td>• Electric car charging stations</td>
<td>• Graduation gown recycling</td>
<td>• Solar tables</td>
</tr>
<tr>
<td>• Coordinated bicycle and pedestrian connections with Howard County</td>
<td>• Arboretum partnership</td>
<td>• Laptop loan program</td>
</tr>
<tr>
<td>• Bike and Walk Challenge</td>
<td>• Stream restoration project</td>
<td>• Low emissions parking</td>
</tr>
<tr>
<td>• Bikeshare with Howard County</td>
<td>• Rain gardens</td>
<td>• Carpool/ride share parking</td>
</tr>
<tr>
<td>• Transportation demand management plan</td>
<td>• Educational signage</td>
<td>• Sustainability internship program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sustainability vital signs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tours of LEED Gold buildings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Community garden</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Bee hive grant recipient</td>
</tr>
</tbody>
</table>

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:** Since 2006 and continuing

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**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 2019

Recommendation

This item is for information only and requires no board action.
Howard Community College
SUMMARY OF PERSONNEL ACTIVITY
April 1, 2019 – April 30, 2019

Section I – Change in Status

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>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Associate Vice President, Human Resources</td>
<td>Human Resources</td>
<td>Existing Budgeted Position (Acting)</td>
<td>22</td>
<td>$81,455-$142,545</td>
<td>$105,933</td>
<td>Young, Karlyn</td>
<td>01/16/19</td>
<td>04/29/19</td>
</tr>
<tr>
<td>Acting Senior Director of Athletics and Student Conduct</td>
<td>Student Services</td>
<td>Existing Budgeted Position (Acting)</td>
<td>21</td>
<td>$76,364-$133,636</td>
<td>$81,316</td>
<td>Colbert, Geoffrey</td>
<td>01/17/19</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting Associate Director, Howard PRIDE Program</td>
<td>Academic/Student Support &amp; Career Services</td>
<td>Existing Budgeted Position (Acting)</td>
<td>17</td>
<td>$64,702-$105,298</td>
<td>$65,853</td>
<td>Lamb, Shawn</td>
<td>01/28/19</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Acting Associate Vice President for Enrollment Services</td>
<td>Student Services</td>
<td>Existing Budgeted Position (Acting)</td>
<td>22</td>
<td>$81,455-$142,545</td>
<td>$115,628</td>
<td>Plantz, Dorothy</td>
<td>02/25/19</td>
<td>06/17/19</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).

SEPARATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director, Financial Aid Scholarships</td>
<td>Financial Aid</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Janiszewski, Marie</td>
<td>04/24/19</td>
</tr>
<tr>
<td>Information Specialist (Transfer &amp; Articulation)</td>
<td>Admissions &amp; Advising</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Sterling, Desiree</td>
<td>04/25/19</td>
</tr>
<tr>
<td>Associate Director, Research &amp; Planning</td>
<td>PROD</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Lichtinger, Shannon</td>
<td>04/30/19</td>
</tr>
</tbody>
</table>

PHASED RETIREMENT

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Associate Vice President of Finance</td>
<td>Finance</td>
<td>FT to PT (60%)</td>
<td>22</td>
<td>$81,455-$142,545</td>
<td>$129,536 (paid 60%)</td>
<td>Lombard-Cullison, Janet</td>
<td>10/08/18-10/04/19</td>
</tr>
</tbody>
</table>

POSITION TRANSFER

<table>
<thead>
<tr>
<th>Old Title</th>
<th>New Title</th>
<th>Department</th>
<th>Old Grade</th>
<th>New Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Administrator</td>
<td>Database Administrator</td>
<td>User Network Services</td>
<td>17</td>
<td>17</td>
<td>$64,702-$105,298</td>
<td>$71,453</td>
<td>Beachum, Bradford</td>
<td>04/22/19</td>
</tr>
</tbody>
</table>
# Howard Community College

## SUMMARY OF PERSONNEL ACTIVITY

**April 1, 2019 – April 30, 2019**

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**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>Damien Robinson</td>
<td>Academic Advisor, T-STEM</td>
<td>04/11/19</td>
<td>Undetermined</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>Bauer-Taylor, Robin</td>
<td>Professor, Spanish</td>
<td>01/01/19</td>
<td>06/07/19</td>
</tr>
<tr>
<td>Yongue, Amelia</td>
<td>Associate Professor, English</td>
<td>01/01/19</td>
<td>06/07/19</td>
</tr>
</tbody>
</table>

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Resolution for Board of Trustees to Meet in Closed Session
on May 29, 2019

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 29, 2019, 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.