Board of Trustees
Finance Committee Meeting

Tuesday, May 27, 2014
3 P.M.

Mini Conference Center
Liberty Campus
Baltimore City Community College

Board of Trustees

Finance Committee Members

Dr. Donald A. Gabriel, Chair

Dr. Rosemary Gillett-Karam, Chair

Dr. Mary E. Owens Southall

Ms. Maria Harris Tildon
Call to Order (Chair, Trustee Donald Gabriel)

I. MEETING ACTIONS

A. Approval of May 27, 2014 Agenda (Trustee Gabriel) ................. TAB 1
Move to approve the May 27, 2014 Agenda (Action)

B. Approval of February 25, 2014 Minutes (Trustee Gabriel) .......... TAB 2
Move to approve the February 25, 2014 Minutes (Action)

II. NEW BUSINESS

A. Operating Budget Request Overview... (Erik Fortune, Senior Budget Analyst) TAB 3
(Action)

B. Capital Budget Request Overview... (Jamiel Farrar, Interim Director of Facilities Operations) TAB 4
(Action)

C. Proposal for Non Credit Student Payment Information Agreement (Sabina Silkworth, Controller) TAB 5
(Action)

D. Tuition and Fee Recommendation ... (Trustee Donald Gabriel) TAB 6
(Action)

NEXT MEETING -
Tuesday, June 24, 2014 at 3 PM
Business and Continuing Education Division (BCED)
Corporate Training Room #30

III. ADJOURNMENT (Trustee Gabriel)
Action: Move to adjourn open session
<table>
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<th>No.</th>
<th>Description</th>
<th>Status</th>
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<th>Target Date</th>
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<td><strong>Finance Committee:</strong></td>
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<td>BCCC, Bookstore &amp; WBJC 1st Quarter YTD Financial Statements:</td>
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<td>Quarterly presentation of financial statements and the statements of</td>
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<td>revenues &amp; expenditures compared to budget</td>
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<td><strong>Finance Committee:</strong></td>
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<td>• Mid-Year Budget Realignment:</td>
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<td>Mid-year presentation of Budget forecast including trend data, full year</td>
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<td>projections, and recommended realignments based on needs, spending</td>
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<td>patterns and State budget reductions</td>
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<td>revenues &amp; expenditures compared to budget</td>
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<td></td>
<td>• Tuition and Fee Analysis:</td>
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<td>Annual presentation of proposed tuition and fee levels for next fiscal year</td>
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<td></td>
<td>• WBJC Fund Allocation Policy</td>
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<td>Annual review of the WBJC Fund Allocation Policy</td>
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<td>• Operating Budget Request Overview:</td>
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<td>Annual presentation of operating budget request</td>
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<td>• Capital Budget Request Overview:</td>
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<td><strong>Finance Committee:</strong></td>
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<td>BCCC, Bookstore &amp; WBJC 3rd Quarter YTD Financial Statements:</td>
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<td>revenues &amp; expenditures compared to budget</td>
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**Note:** The audits below are presented to the Audit Committee (Board as a whole)

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<tr>
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<th>Description</th>
<th>Status</th>
<th>Division</th>
<th>Target Date</th>
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<td><strong>Audit Committee:</strong></td>
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<td></td>
<td>• Annual Audit:</td>
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<td>Annual presentation audited financial statements by SB &amp; Co., LLC (for</td>
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<td>BCCC including WBJC and the Bookstore)</td>
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<td>• Foundation Audit:</td>
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<td>Annual presentation of audited financial statements by Clifton Gunderson,</td>
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<td>LLP for BCCC Foundation</td>
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<td><strong>Audit Committee:</strong></td>
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<td>Legislative Audit:</td>
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<td></td>
<td>Presentation of State Legislative Audit</td>
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</tbody>
</table>
Trustees: Dr. Donald A. Gabriel (via conference call), Dr. Mary Owens Southall (presiding) and Ms. Maria Harris Tildon

Staff: Dr. Carolyn Anderson, Ms. Nikita Lemon, Ms. Susan Niehoff, Ms. Terri Bell, Ms. Kathy Styles, Dr. Sheila White-Daniels, Ms. Tina Mosley, Mr. Erik Fortune, Mr. Joseph Hutchins, Mr. Daniel Coleman, Ms. Shawn Harrison, Mr. Jamiel Farrar, Dr. Bob Iweha, Ms. Anil Malaki, Dr. Tonja Ringgold, Ms. Lyllis Green, Ms. Dorothy Holley, Ms. Brenda Wiley, Ms. Sylvia Rochester, Ms. Sabina Silkworth, Mr. Braynt Evans, Mr. Christopher Falkenhagen and Dr. Kwame Karikari

Others Present: Mr. Bryan Perry, Assistant Attorney General

Trustee Owens Southall called the February 25, 2014 Finance Committee meeting to order at 3:15 p.m.

I. Meeting Actions
   A. VP Sue Niehoff provided a replacement for page two of the Finance Committee Book under Tab 9 Tuition and Fee Recommendation, correcting the consolidation fee rates.

   B. The February 25, 2014 agenda and the November 26, 2013 minutes were unanimously accepted and approved with the above changes. In addition, mention was made referring to previous minutes, regarding cameras in the bookstore and the insurance reimbursement for the water damage of the Life Science Building.

II. V.P.'s Report
V.P. Niehoff greeted the Finance Committee and reported that the Budget Office has been very busy with the FY15 Budget, and that Legislative Budget Hearings in Annapolis went well.

She stated that Jamiel Farrar, Interim Director of Facilities, has been working diligently to restore usage of the LSB Building. Use of the dental labs, as well as space on the 4th floor, have resumed. She said that the cleaning process is very delicate, but progress is being made. In addition, Mr. Farrar and his team have been analyzing the space in the UMI Building to determine its best use. Ideas being considered include
Bookstore and Public Safety relocations, BCED classrooms and copy center.

V. P. Niehoff said that Chief of Police, William (Bill) Booth, reimplemented the Emergency Response Management Team (ERMT), and, in addition, the Baltimore City Health Department has met with Chief Booth to talk about establishing BCCC as one of their health pods.

Lastly, the legislative auditors are still on campus but should be finalizing their work in the next 30 days.

*Please see the February 25, 2014, Finance Committee Book for the full report.

III. New Business

A. BCCC - 2nd Quarter YTD Financial Statements and Fund Balance

VP Niehoff reviewed the financial statements through December, noting that we are six months into the fiscal year, and that revenues and expenditure are expected to be close to 50%. She then explained items that are notably above or below the 50% mark, stating that tuition and fees are higher, at 66.1%, since enrollment is generally higher in the fall semester, and that the Grants, Subsidies & Contributions are lower at 38.9% due primarily to timing on grant receipts.

Major expense variances are due to higher travel or professional development participation in the fall, at 66.7%. This includes travel expenses incurred by students attending sports and other events. Utility expenses are slightly higher, at 59.5%, due to the unusually cold winter. V.P. Niehoff noted that the negative percentage for equipment is due to an accounting adjustment, but will be more typical on the next statement. V.P. Niehoff also mentioned an anomaly in restricted expenditures, noting that contractual vendors, at 88.6%, is due to the majority of those expenses being incurred early in the fiscal year.

V.P. Niehoff provided an overview of the Fund Balance account, explaining how it is funded, and indicating the expenditures and restrictions these funds are expected to be used for as listed on the fund balance schedule.

Trustee Mary Owens Southall asked what was on the shovel ready list shown on the schedule. V.P. Niehoff responded that the full list could be provided. Further discussion ensued including a brief conversation regarding the ERP funding and timeline.

Trustee Gabriel asked about the status of the Life Science Building repairs. V.P. Niehoff responded that the College has set aside $1.5 M in fund balance and that good progress is being made, but there is still work to be done.
B. Bookstore 2nd Quarter YTD Financial Statements
V.P. Niehoff stated that the Bookstore's sales are slightly higher due to the cyclical nature in the purchase of textbooks and sundries. No other major anomalies occurred in the period being reviewed.

*Please see the February 25, 2014, Finance Committee Book for the full report.

C. WBJC 2nd Quarter YTD Financial Statements
V.P. Niehoff stated that revenues and expenses have both decreased for the radio station. The revenue decrease is due to a one-time Corporation for Public Broadcasting (CPB) digital grant received in the prior year, and the expense is due to the postponement of travel and training, because of staff scheduling conflicts, and a one-time tax credit offsetting utilities.

*Please see the February 25, 2014, Finance Committee Book for the full report.

D. WBJC Fund Allocation Policy- Action Item
V.P. Niehoff reviewed the WBJC Fund Allocation Policy with the Committee and recommended the policy be revised to include language that would allow the radio station to retain the first $25,000 of the revenue surplus, that is transferred annually to the College.

Action: The Finance Committee approved the proposed WBJC Allocation Policy.

E. Mid-Year Budget Review – Information Item
V.P. Niehoff shared that the College was very conservative in developing the FY14 budget making a mid-year budget realignment unnecessary.

*Please see the February 25, 2014, Finance Committee Book for the full report.
F. Tuition and Fee Recommendation – Action Item
V.P. Niehoff said that the Tuition and Fee Committee convened to review the College's tuition and fee rates in comparison with other area community colleges. In addition, the Committee considered the current enrollment, and enrollment projections and the change in financial aid regulations.

Based on their analysis, the Committee recommended an increase in the tuition rate by $7, from $88 to $95, and an increase in the consolidated fee by $3, from $12 to $15.

The President recommended that the Finance Committee approve an increase to the tuition and fee rates for FY15.

After a lengthy discussion, a motion was made to approve the item, but not seconded. It was tabled until further discussion could be held among the members of full Board of Trustees.

IV. Next meeting- May 27, 2014 at 3PM
Mini Conference Center- Liberty Campus

V. Adjournment
Trustee Owens Southall adjourned the Finance Committee meeting at 4:25 p.m. to go into the Open Board of Trustees meeting.
TAB 3
OPERATING BUDGET REQUEST OVERVIEW

The State legislature authorizes two separate and distinct budgets each year for the College, the operating budget and the capital budget. The operating budget is the source of funds for the general operations of the College. The capital budget finances the construction of new facilities as well as major renovations of existing properties. Projects in the capital budget are typically planned many years in advance and, by State law, authorized capital budget funds are prohibited from being used for any other purpose, including subsidizing the operating budget.

On an annual basis the President presents the Finance Committee with a summary of the proposed Baltimore City Community College annual operating budget request for two fiscal years. The Finance Committee considers and recommends the proposed consolidated multi-year operating budget to the Board. A detailed annual operating budget is prepared which is consistent with the consolidated budget request approved by the Board and in accordance with the timetable and instructions established by the President. Year 1 of the multi-year budget is implemented on July 1st of the upcoming fiscal year. Year 2 is submitted to the Governor and the Department of Budget and Management in the fall for incorporation in the Governor’s budget request released in January of the subsequent year.
FY2015 AND FY2016 BUDGET REQUEST

The FY2015 budget is based on the following guiding principles:

1. Budget must be structurally balanced.

2. Total FTE students in FY2015 are estimated to be 5,356 (credit 3,123 and non-credit 2,233). This is down from a total FTE estimate of 6,225 in FY2014.

3. There is no increase in the base credit tuition rate for FY2015. At the February 2014 Board of Trustees meeting, the Board did not vote on increasing any tuition and fee rates for FY2015. However, the out of state tuition rate will be increasing by $15 as mandated in the College’s Articles of Education.

4. There will be a net overall decrease in state aid of $75,816 as result of 2 actions:
   a. Abolishment of 2 PINs and $79,000
   b. Additional $3,000 for ESOL

5. The budget reflects annualized FY 2014 steps and COLA.

6. The budget will reflect a step increase of 2-3%, for those eligible, effective 7/1/14 or 1/1/15, based on hire date.

7. A 2% COLA effective 1/1/15.

8. Total fund balance drawdown will reflect $7.3M:
   a. $6.0M for Enterprise Resource Planning (ERP) system equipment
   b. $1.3M for equipment

9. Fringe benefit cost increase of approximately $1,000,000 (increase in retirement and healthcare).

10. Funding for Student Learning Outcomes & Assessments (SLOA)/Middle States, will be $105,671.

BCCC’s operating budget request for FY2015 is $90,340,205, including both unrestricted (74.6%) and restricted (25.4%) revenues.
Unrestricted revenue sources consist of State aid, tuition and fees, auxiliary enterprise income, and other revenues (interest income, indirect cost recovery, WBJC fund allocation, and miscellaneous income). Fund balance drawdowns for the new ERP system and for various other projects are included in FY2015. Restricted revenues consist of federal, state, and local grants and contracts, and public service activities such as the WBJC-FM Radio station.

**State Aid**

State aid is approximately 46.2% of the FY2015 budget, and is reduced by less than 1% ($75,816) when compared to the FY2014 appropriation.
Tuition and Fees

The FY2015 tuition rate per credit remains at $88 for in-state tuition. Out of state tuition will increase by $15, from $210 to $225, starting in the Fall'14 semester. Tuition and fees represent approximately 13% of the total budgeted revenues. Tuition and fee revenues are conservatively based on a projected decrease in credit enrollment and non-credit courses when compared to the original projections. Thus, the FY2015 budget reflects a decrease of 7.8% in tuition and fee revenue.
Auxiliary Enterprise Revenue and Other Revenues

Auxiliary Enterprises (5.5%) and Other Revenues (1.9%) represent 7.4% of the operating budget.

Auxiliary Enterprise
In FY2015 the Bookstore Auxiliary began its 13th year of operation. The FY2015 revenue projection is $3,067,567, which is based on the expected revenue that will be received in FY2015. This estimate is a result of the reduced enrollment projection and is down from the $3.25 million originally projected.

Other Revenues
Other Revenues are projected to increase by approximately $388,581, mainly due to reallocation of the $1M provided by the City of Baltimore. Beginning FY2006, Senate Bill 313 required the City of Baltimore to provide $1,000,000 to the College, with at least $400,000 restricted for student scholarships. The College has historically allocated between $400,000 and $660,000 of this money for student scholarships.

Public Service – WBJC Radio Station

WBJC 91.5 FM, the “Classical Voice of Baltimore City Community College,” is owned and operated by the College, and is a primary affiliate of Public Radio International and the largest public radio station in Maryland. WBJC’s revenues represent approximately 1.5% of the College’s annual budget. Revenues generally consist of subscription and membership income, donations, underwriting, matching revenue, and miscellaneous earned income.

Federal, State, and Local Contracts and Grants

Federal, state, and local contracts and grants represent approximately 23.8% of the operating budget. The use of the budget is restricted and must be spent in accordance with guidelines provided by the funding agency or grantor. These include Federal, state, and local grants, contractual agreements, and Title IV funding for PELL, Federal Work Study and Supplemental Educational Opportunity Grant. Grants are expected to decrease in FY2015 due mainly to reductions in the PELL grant revenue based on projected reductions in enrollment.
Fund Balance Drawdown

The State Legislature approved annual funding for the Enterprise Resource Planning (ERP) system purchases in FY2015. The appropriation was made for the purpose of funding this major technology upgrade. However, funds could not be expended until BCCC received approval from the Department of Information Technology (DoIT) and the State Legislative Budget Committees. This approval was received in December. The timeline for completing the ERP includes the first of several fund balance drawdowns continuing over the next 3-5 years. An additional fund balance drawdown in FY2015 is planned for approximately $1,300,000 in equipment upgrades and acquisitions.

Expenditures Budget

Expenses are aligned with strategic initiatives and critical success factors in support of the College’s strategic plan, including funding for improvement in student recruitment, enrollment, retention, and performance; responsiveness to workforce and community needs; infrastructure enhancements; instruction, information technology hardware and services; marketing; and customer service.

The Bookstore is a self-supporting entity, anticipating an estimated profit of $150,000 in FY2015. Included in the Bookstore budget is an allocation for the College’s administrative support, which includes services for accounting, payroll, human resources, central receiving, security, and housekeeping.
Functional Classification

Functional expenditure areas, as defined by NACUBO, are assigned to a department based on the nature of the activity, which represents the material portion attributed to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as public service.

**Instruction** represents the largest portion of budgeted funds at approximately 29.9% and supports primarily the academic departments of Academic Affairs and BCED and all grant/contract activity. Expenditures include the following:
- Faculty, Support Staff, Contract Trainers, and Lab Assistant Salaries, Wages and Fringe Benefits
- Equipment and Instructional Supplies

**Student Services** account for approximately 7.4% of the budgeted expenditures for:
- Admissions and registration
- Career guidance and counseling
- Financial aid administration
- Student activities

**Plant Operations and Maintenance** of facilities and grounds account for approximately 9.9% of the budget, including:
- Housekeeping, Utilities, Building Maintenance
- Grounds, Waste Management
- Public Safety

**Academic Support & Learning** accounts for approximately 5.5% of the budget and is used for activities related to instruction such as:
- Educational Materials (e.g. Libraries)
- Academic Planning and Management
- Distant Learning
- Academic Computing Support

**Institutional Support** provides day-to-day operational support for the college and makes up approximately 23% of the budget, and includes:
- General administrative services
- Central executive level activities concerned with management, planning, legal and fiscal operations
- Information Technology
- Employee personnel and records
- Purchasing, public relations, and development, etc.
- Operational reserves and transfers from fund balance for initiatives
Budget Costs:

The operating budget request represents the base budget needed to continue operations. The primary components of the budget are:

A. Salaries, Wages and Fringe (approximately 48.6%)
   a. The largest component of the budget
   b. Salaries and Wages for permanent and contractual employees
   c. Non-discretionary Fringe benefit costs (e.g. employer’s share of health insurance premiums & retirement contributions)

B. Non-discretionary cost (approximately 38%)
   a. These items have to be paid regardless of size of operation (referred to as mandatory costs); some items reflect multi-year contractual or legal commitments. Specific areas must be protected in the best interest of students. Examples include the following:
      i. Scholarships and tuition remissions
      ii. Real estate leases
      iii. Audit contracts
      iv. Fuel and utilities
      v. Public safety

C. Discretionary costs (approximately 13.4%)
   a. These include remaining cost, e.g. supplies, equipment, travel, etc.
THE PRESIDENT RECOMMENDS THAT THE FINANCE COMMITTEE APPROVE THE FY2015 AND FY2016 BUDGET REQUEST TO THE BOARD OF TRUSTEES.
Baltimore City Community College
Statement of Budget Comparison for Revenues and Expenditures
For Fiscal Years Ending June 30, 2014, 2015 & 2016

<table>
<thead>
<tr>
<th>BUDGETED REVENUES</th>
<th>FY 2014 Mid Year Realign</th>
<th>FY 2015 For Approval</th>
<th>FY 2016 Request</th>
<th>VARIANCE FY 2014 to FY 2015</th>
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<tr>
<td>1 Tuition and Fees</td>
<td>12,546,687</td>
<td>11,647,254</td>
<td>11,498,157</td>
<td>(899,433)</td>
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<tr>
<td>2 State Appropriation</td>
<td>42,170,243</td>
<td>41,752,621</td>
<td>41,816,621</td>
<td>(417,622)</td>
</tr>
<tr>
<td>3 Auxiliary - Bookstore</td>
<td>3,250,000</td>
<td>3,067,567</td>
<td>3,047,178</td>
<td>(182,433)</td>
</tr>
<tr>
<td>4 Auxiliary - Other</td>
<td>2,090,807</td>
<td>1,863,523</td>
<td>1,907,216</td>
<td>(227,684)</td>
</tr>
<tr>
<td>5 Other Revenues</td>
<td>1,351,800</td>
<td>1,740,381</td>
<td>1,775,189</td>
<td>388,881</td>
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<tr>
<td>6 Fund Balance Draws</td>
<td>6,378,336</td>
<td>7,290,219</td>
<td>6,000,000</td>
<td>911,883</td>
</tr>
<tr>
<td>7 Total Unrestricted Revenue</td>
<td>67,787,873</td>
<td>67,361,565</td>
<td>66,044,361</td>
<td>(426,306)</td>
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<tr>
<td>8 Public Service- WBJC</td>
<td>1,450,000</td>
<td>1,475,000</td>
<td>1,500,000</td>
<td>25,000</td>
</tr>
<tr>
<td>9 Federal, State and Local Grants and Contracts</td>
<td>25,771,962</td>
<td>21,503,640</td>
<td>21,478,640</td>
<td>(4,268,322)</td>
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<tr>
<td>11 Total Restricted Revenue</td>
<td>27,221,982</td>
<td>22,978,640</td>
<td>22,978,640</td>
<td>(4,243,322)</td>
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<tr>
<td>12 Total Revenue</td>
<td>95,009,835</td>
<td>90,340,205</td>
<td>89,023,001</td>
<td>(4,669,630)</td>
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NOTE: Revenues are prepared on the appropriation basis. Numbers may not sum to total due to rounding.

(1) Fund Balance - FY 2015 Reflects ERP acquisition schedule (6,000,000); one time equipment acquisition needs ($1,290,219)
### BUDGETED EXPENDITURES

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<th>FY 2014</th>
<th>FY 2015</th>
<th>% of UR</th>
<th>FY 2016</th>
<th>FY 2014 to FY 2015</th>
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<tr>
<td></td>
<td>Mid Year Realign</td>
<td>For Approval</td>
<td>Budget w/o Auxiliary</td>
<td>Request</td>
<td>FAVORABLE / (UNFAVORABLE) AMOUNT PERCENT</td>
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<tr>
<td>16 Academic Affairs</td>
<td>22,761,213</td>
<td>22,169,099</td>
<td>40.2%</td>
<td>22,169,099</td>
<td>(592,114) -2.60%</td>
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<td>17 BCED</td>
<td>4,767,078</td>
<td>4,719,343</td>
<td>8.4%</td>
<td>4,719,343</td>
<td>(47,736) -1.00%</td>
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<td>18 Student Services</td>
<td>6,453,797</td>
<td>6,690,617</td>
<td>11.6%</td>
<td>6,690,617</td>
<td>236,820 3.67%</td>
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<tr>
<td>19 Business &amp; Finance</td>
<td>4,281,259</td>
<td>4,232,619</td>
<td>9.0%</td>
<td>4,232,619</td>
<td>(48,640) -1.14%</td>
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<td>20 Plant Operations</td>
<td>6,320,224</td>
<td>5,994,376</td>
<td>9.9%</td>
<td>5,994,376</td>
<td>(325,848) -5.16%</td>
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<td>21 Public Safety</td>
<td>3,186,638</td>
<td>2,902,779</td>
<td>5.4%</td>
<td>2,902,779</td>
<td>(283,859) -9.16%</td>
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<td>22 President's Office</td>
<td>1,229,793</td>
<td>1,219,090</td>
<td>1.5%</td>
<td>1,219,090</td>
<td>(10,703) -0.95%</td>
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<td>23 Information Technology Services</td>
<td>4,065,569</td>
<td>3,957,959</td>
<td>7.2%</td>
<td>3,957,959</td>
<td>(107,610) -2.65%</td>
</tr>
<tr>
<td>24 Human Resources</td>
<td>1,409,020</td>
<td>1,335,782</td>
<td>2.5%</td>
<td>1,335,782</td>
<td>(73,238) -5.20%</td>
</tr>
<tr>
<td>25 Inst. Advancement, Marketing &amp; Research</td>
<td>2,146,770</td>
<td>2,060,809</td>
<td>3.8%</td>
<td>2,060,809</td>
<td>(65,961) -3.07%</td>
</tr>
<tr>
<td>26 Auxiliary - Bookstore</td>
<td>3,250,529</td>
<td>3,067,567</td>
<td>3.8%</td>
<td>3,047,178</td>
<td>(182,962) -5.63%</td>
</tr>
<tr>
<td>27 Auxiliary - Other</td>
<td>972,191</td>
<td>937,172</td>
<td>-</td>
<td>-</td>
<td>(35,020) 3.63%</td>
</tr>
<tr>
<td>28 Fac. Cap., Tower &amp; Lockwood Reserve</td>
<td>653,361</td>
<td>730,115</td>
<td>11.75%</td>
<td>730,115</td>
<td>76,754 11.75%</td>
</tr>
<tr>
<td>29 Fund Balance - ERP</td>
<td>2,029,960</td>
<td>6,000,000</td>
<td>8,000,000</td>
<td>3,970,040</td>
<td>195.57%</td>
</tr>
<tr>
<td>30 Fund Balance - Equipment</td>
<td>1,039,071</td>
<td>1,290,219</td>
<td>-</td>
<td>-</td>
<td>251,148 24.17%</td>
</tr>
<tr>
<td>31 Fund Balance - Shovel Ready</td>
<td>3,121,400</td>
<td>28,423</td>
<td>-</td>
<td>-</td>
<td>(3,221,400) -100.00%</td>
</tr>
<tr>
<td>32 To be allocated</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(28,423) -0.00%</td>
</tr>
<tr>
<td>33 Total Unrestricted Expenditures</td>
<td>67,767,873</td>
<td>67,361,565</td>
<td>66,044,361</td>
<td>(426,508) -0.63%</td>
<td></td>
</tr>
<tr>
<td>34 Public Service- WBJC</td>
<td>1,450,000</td>
<td>1,475,000</td>
<td>1,500,000</td>
<td>25,000</td>
<td>1.72%</td>
</tr>
<tr>
<td>35 Federal, State and Local</td>
<td>25,771,962</td>
<td>21,503,640</td>
<td>21,478,640</td>
<td>(4,268,322) -18.68%</td>
<td></td>
</tr>
<tr>
<td>36 Grants and Contracts</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>37 Total Restricted Expenditures</td>
<td>27,221,962</td>
<td>22,978,640</td>
<td>22,978,640</td>
<td>(4,243,322) -15.59%</td>
<td></td>
</tr>
<tr>
<td>38 Total Expenditures</td>
<td>95,009,835</td>
<td>90,340,205</td>
<td>89,023,001</td>
<td>(4,669,830) -5.91%</td>
<td></td>
</tr>
</tbody>
</table>

5/22/2014
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2016 – 2020

Overview
The Five-Year Capital Improvement Program (CIP) and associated Capital Budget Requests for FY2016 – 2020 represent Baltimore City Community College’s (BCCC) funding needs for continued implementation of the College’s Integrated Facility Master Plan. The College’s current Facilities Master Plan was recently updated in 2013 with minor updates in 2014 to address non-relevant data, and language pertaining to Gompers, Bard and miscellaneous graphs and charts. The 2015 facilities plan submission will reflect a clear alignment with the Academic Master Plan and IT Master Plans, which also are being aligned with the Strategic Plan.

Due to current enrollment trends and in an effort to attract additional students and increase enrollment, we are recommending that the current Board of Trustees agree to move forward with the Education Center Expansion Project. In June of 2011, the Board of Trustees approved the Expansion of the Physical Education Center Project for Submission in 2018.

Please note the following updates for the Maryland 2015 Capital Budget and the FY 2016 – FY 2020 Capital Improvement Program:

- **Loop Road:** Funding for the design of this project has been deferred to FY 2017. Current cost estimates for the Loop Road project include $1.2 million for design and $12.5 million for construction beginning in FY2018.

- **Library Learning Resource Center:** Funding for this project has been deferred from FY 2016 to FY 2017. BCCC will submit a revised Facility Program Part 2 in March 2015 to reflect the current needs and organization of the College based on approval of the updated Part 1 Program, originally submitted in 2009.

- **Liberty Campus – Expansion of the Physical Education Center**
  This project undertakes the expansion of the existing 35,705 GSF (25,552 NASF) athletic facility by 20,750 NASF. The proposed breakdown of additional space shall include: 50 by 23 meter swimming pool, locker facilities, classrooms, offices, and storage.
The swimming pool area will be approximately 15,200 NASF of the total new space. New construction is expected to conform to traditional concrete and steel materials and methods, with interior and exterior finishes to match the existing fabric of the campus. The PE Center serves both students and staff. A major academic goal of the college is to create a holistic approach to student curricula with an emphasis on physical fitness and wellness. With a verifiable unavailability of swimming facilities for Baltimore City High School students, this project attempts to fill a void in providing this resource. The project will also allow a full range of physical education programs. MHEC reports that 11 of the 17 local community colleges are equipped with swimming facilities. This addition will give BCCC a better chance of competing for those students desiring this resource.

THE PRESIDENT RECOMMENDS THE FINANCE COMMITTEE APPROVE THE FY2016-2020 CAPITAL IMPROVEMENT PROGRAM FOR SUBMISSION TO THE BOARD OF TRUSTEES.
Proposal for Non-Credit Student Payment Information Agreement

Background
The Business and Continuing Education Division (BCED) offers multi-skills courses that are taught in a modular format. Some courses have modules that may take up to 7-10 months to complete. Often, a third party (vendor) subsidizes payment for the course. Currently, students are responsible for their portion of the payment at the point of registration. The third party pays for their portion as the modules are completed. The student receives three invoices, one every thirty days, per COMAR regulation for their portion. If payment is not received, the student is sent to State Central Collections Unit (CCU). If a student misses one payment, the account is automatically sent to CCU and the student will be unable to register for the subsequent modules.

The State Central Collections Unit (CCU) has agreed to allow an installment plan beyond 120 days if the College Board of Trustees approves.

Points of Information
If the student completes the module but does not pay the balance by the due date, the third party does not require repayment by the College. The College retains payment for serving the student. The student does not owe the third party for their portion if the module was completed and the balance was not paid.

The CCBC and Stein Academy offer similar course instruction with installments plans available to students through Nelnet. At BCED, the policy is to require payment upon registration for non-credit courses (all modules). The BCED program is a bundle program. All registrations for all modules are completed at the start of the session and payment is due at this time. At these other institutions, the student is allowed to register for the different modules within the program and pay as they go. They are allowed to use Nelnet for any balances over $500.
Proposal

The Business and Continuing Education Division (BCED) and the Business and Finance Division request that the Board of Trustees approve a six-month installment plan that may be used by non-credit students whose portion is not covered by a third party agreement.

This proposal would allow the student to pay their portion over a six month period and is similar to the Nelnet payment plan that is in place for credit courses.

THE PRESIDENT RECOMMENDS THAT THE FINANCE COMMITTEE APPROVE A SIX-MONTH INSTALLMENT PLAN THAT MAY BE USED BY NON-CREDIT STUDENTS WHOSE PORTION IS NOT COVERED BY A THIRD PARTY AGREEMENT.
Tuition and Fees Recommendation

THERE IS NO INCREASE IN THE BASE CREDIT TUITION RATE FOR FY2015. AT THE FEBRUARY 2014 BOARD OF TRUSTEES MEETING, THE BOARD DID NOT VOTE TO INCREASE TUITION AND FEE FOR THE FY2015 FISCAL YEAR. HOWEVER, THE OUT OF STATE TUITION RATE WILL INCREASE BY $15 (FROM $210/PER CREDIT HOUR TO $225/PER CREDIT HOUR) AS MANDATED IN THE COLLEGE'S ARTICLES OF EDUCATION.

THE PRESIDENT RECOMMENDS THAT THE FINANCE COMMITTEE APPROVE THE MANDATED OUT OF STATE INCREASE TO THE BOARD OF TRUSTEES.