The Board of Trustees of Howard Community College (HCC) met in work session on Thursday, September 27, 2012, 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 6:01 p.m. Other board members present included trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin and Dennis R. Schrader. Vice chair Edmund S. Coale, III, was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Monique Bobbitt, cardiovascular technology clinical coordinator; Noelle Knight, assistant professor, English; Carla Lawson, assistant director of the Silas Craft Collegians program; Christine Marconi, administrative associate, Mount Airy College Center for Health Care Education; Bethany Perry, instructor, nursing; Deborah Smith, associate professor, nursing; and Fahimeh Vahdat, director of studio arts.

Lynn Coleman, vice president of administration and finance, introduced Brandi Laws, accounting clerk/cashier.

Tom Glaser, vice president of information technology, introduced Jacob Mitchell, senior computer/network support technician; and Matthew Karn, systems administrator, student computer support.

Cindy Peterka, vice president of student services, introduced Lisa Hess, admissions and academic advisor (nursing and allied health); Zakia Johnson, associate director, testing and campus information services; Dorothy Plantz, director of admissions and advising; Courtney Sales, disability support services counselor.

II. Introduction of Constituency Group and Cross-Functional Team Leaders

President’s team liaisons introduced the following representatives.

Sharon Pierce introduced faculty forum president Bhuvana Chandran and vice president Judith Kizzie.

Lynn Coleman introduced support staff chair Terry Howard, treasurer Diana Heaney-Reynolds, and secretary Jennifer LePore.

Tom Glaser introduced professional/technical chair Chris Heston and vice chair Brad Beachum.

Cindy Peterka introduced student government president Minseok Kwak and vice president Gloria Leem.

Nancy Gainer, executive director of public relations and marketing, introduced administrators group chair Missy Mattey and vice chair Kim McNair.

Kate Hetherington introduced college completion committee co-chairs, Cindy Peterka and Sharon Pierce; and salary and benefits committee chair Anna Hamilton and vice chair Mark Edelan.
Linda Emmerich, executive associate to the president, introduced college council chair Lisa Ragland and vice chair Elizabeth Moss.

Sharon Pierce introduced curriculum and instruction committee chair, Hanael Bianchi.

Lynn Coleman introduced facilities and sustainability co-chairs Shelly Bilello and Bob Marietta.

Cindy Peterka introduced enrollment management co-chairs, Alison Buckley and Nancy Gainer.

Zoe Irvin, executive director of planning, research, and organizational development, introduced the co-chairs of the professional development committee, Mark Tacyn and Jackie Jenkins.

Dr. Hetherington recognized Vlad Marinich, professor, history, as the author of HCC’s history; the fifth and final volume was included in the board’s take-home packets.

III. Information Session: The Center for Hospitality and Culinary Studies

Sharon Pierce introduced Sharon Schmickley, chair of the business and computers division, and Vinnie Rege, director of hospitality and culinary management program. Board members took an informational tour of the facilities. Mr. Rege gave an overview of the program and future plans including applying for accreditation, which will make HCC’s program one of 16 accredited programs in the country. Faculty members Chef Greg Wentz and Jodi Fisher were introduced. Students Rachel Schwartz, Brittany Haydon, Yvette Edmonds, and Nazan Beslen talked about their experiences in the program.

The work session adjourned at 7:25 p.m.

The above constitutes the official minutes of the September 27, 2012, work session of the Howard Community College Board of Trustees as approved on October 24, 2012, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Thursday, September 27, 2012, 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 7:27 p.m. Other board members present included trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin and Dennis R. Schrader. Vice chair Edmund S. Coale, III, was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Doyle read the resolution to go into closed session.

A recommendation to go into closed session was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

At the conclusion of the closed session, the regular session resumed at 7:45 p.m.

A. Approval of September 27, 2012, Agenda

A recommendation to approve the September 27, 2012, agenda was moved by Trustee Dillow, seconded by Trustee Schrader, and unanimously approved.

B. Board Priority Items

1. Board Core End: Strategic Planning

   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview.

2. Proposed Fiscal Year 2014 Capital Budget

   Lynn Coleman, vice president of administration and finance, gave an overview.

3. Financial Statements

   Lynn Coleman gave an overview.

C. President’s Report

Cindy Peterka, vice president of student services, gave an enrollment update. Anne Johnson, director of resource development, gave an update on the Grand Prix. She reported that there were 60 sponsors, over 2,000 attendees, and a current estimate of $74,000 net proceeds.

President Hetherington reported that the Mount Airy College Center for Health Care Education grand opening is scheduled for October 1, 2012. Dr. Hetherington mentioned that she has been selected as the recipient of the Entrepreneurial President Award by the National Association of Community College Entrepreneurship; she noted that the recognition is a testament to the faculty and staff of the entrepreneurial program.
D. Board Member Comments

Trustee Schrader stated that he enjoyed the hospitality and culinary tour and was impressed by the quality of the program. He commended the staff on the success of the Grand Prix and was impressed by the amount of staff hours “donated” by the large number of volunteers.

Trustee Esmond was impressed by the level of excellence of the hospitality and culinary program including job placement.

Chair Doyle commented on the “friend raising” at the Grand Prix and the goodwill the event generates in the community. He too was impressed with hospitality and culinary program.

Trustees Dillow and Rensin echoed earlier comments.

E. Reports to the Board

Trustee Rensin gave a report on the legislative and community relations committee and the Howard Community College Educational Foundation (HCCEF) board of directors. She noted the dates for the Silas Craft Collegians fundraiser on March 11, 2013, and Vino Scholastico on April 26, 2013. She suggested that board members could collectively purchase a table at the next Grand Prix.

Chair Doyle gave a report on the audit and finance committee.

F. Approval of Minutes

A recommendation to approve the August 22, 2012, work session, regular session, and closed session minutes, was moved by Trustee Rensin, seconded by Trustee Esmond, and unanimously approved.

G. Consent Items

1. Proposed new hires
2. Fiscal Year 2013 credit schedule of classes printing
3. Energy performance contract
4. Emergency digital clocks
5. Furniture and Equipment of the health sciences building

A recommendation to approve the consent items was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted calendar items. She noted the October 1, 2012, date for the Mount Airy College Center for Health Care Education grand opening. Ms. Emmerich informed board members who will be attending the Association of Community College Trustees (ACCT) convention in October that they were each given a folder of meeting materials.

This item was for information only and required no board action.
2. Agreements Signed by the Board Chair Disclosure
   This item was for information only and required no board action.

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

The regular session was adjourned at 8:20 p.m.

The above constitutes the official minutes of the September 27, 2012, regular meeting of the Howard Community College Board of Trustees as approved on October 24, 2012, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Thursday, September 27, 2012, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle read a resolution to enter into closed session at approximately 7:27 p.m. Other board members present included trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Vice chair Edmund S. Coale, III was absent. Kathleen B. Hetherington, secretary-treasurer, Lynn Coleman, vice president of administration and finance, and Sharon Pierce, vice president of academic affairs, were also present.

Whereas, the board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

Now, therefore, be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on September 27, 2012, at the conclusion of the work session in The Rouse Company Foundation Student Services Hall, room 400 to consider the acquisition of real property for a public purpose and consult with staff, consultants, or other individuals about pending or potential litigation and matters directly related thereto as permitted under Sections 10-508 (a3) and (a8) respectively and that such meeting shall continue in closed session until the completion of business, after which the open meeting will resume.

During the meeting, the board of trustees discussed the aforementioned items.

The meeting was adjourned at 7:45 p.m.

The above constitutes the official minutes of the September 27, 2012, closed session of the Howard Community College Board of Trustees as approved on October 24, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer