The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 24, 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 6:00 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Mary S. Esmond, Katherine K. Rensin and Dennis R. Schrader. Trustee Roberta E. Dillow was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Aarone Huggins, office associate; and Emily Watson, service learning operations and information manager.

Cindy Peterka, vice president of student services, introduced Cynthia Nicodemus, retention specialist.

II. Recognition of Grand Prix Co-Chairs and Hosts

Missy Mattey, director of development and executive director of the Howard Community College Educational Foundation, Inc., introduced Grand Prix co-chairs Mike Drummond and Jahantab Siddiqui, and venue hosts George and Marilyn Doetsch of Marama Farm. Chair Doyle thanked the guests and presented them with gifts.

III. Information Session: Learning Studio Research Program

Sharon Pierce introduced Steve Horvath, professor, English and associate vice president of academic affairs. Board members took an informational tour of the learning studio. Mr. Horvath gave an overview of the development of the learning studio and plans for future development. Faculty members Claudia Dugan, Greg Fleisher, Juliette Ludeker, and Roger Weber, and students Emily Bell, Sharita Felder, Kevin Flora, Nelci Rocha, Nanami Skillman, and Jasmine Wallace reported on their experiences in the learning studio. They cited flexibility, mobility, lighting, interactive capabilities, and enhanced sociability as highlights of the learning studio. Amy Chase Martin, director of instructional media, demonstrated some of the teaching tools. She stated that the learning studio and plans for future learning studios reflect how faculty want to teach and how students learn best.

The work session adjourned at 7:00 p.m.

The above constitutes the official minutes of the October 24, 2012, work session of the Howard Community College Board of Trustees as approved on November 28, 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 Wednesday, October 24, 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 7:06 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Mary S. Esmond, Katherine K. Rensin and Dennis R. Schrader. Trustee Roberta E. Dillow was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Doyle recommended an adjustment to the order of the agenda by moving the closed session to follow the conclusion of the regular meeting.

A. Approval of October 24, 2012, Agenda

A recommendation to approve the October 24, 2012, agenda as amended, was moved by Trustee Coale, seconded by Trustee Esmond, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2012 Audit Report and Meeting with Auditors

Janet Cullison, associate vice president of finance, introduced the auditors. Auditor Bill Seymour confirmed the audit report. Ms. Cullison presented the financial statistics from July 1, 2011, to June 30, 2012.

2. Financial Statements

Janet Cullison gave an overview.

3. Board Core End: Student and Stakeholder Focus

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

C. President’s Report

President Hetherington thanked the trustees for attending and presenting at the Association of Community College Trustees (ACCT) Congress. She also commented on the Mount Airy College Center for Health Care Education grand opening on October 1, 2012. Dr. Hetherington commended the information technology department for HCC’s recognition as a digital college. She mentioned that she presented at the A+ Partners in Education, which is a partnership between the college, public school system, and the county library system.

D. Board Member Comments

Trustee Schrader reflected on the ACCT congress and mentioned highlights of his experience at the congress including college access and completion.

Trustee Esmond commented on the learning studio and hearing the faculty and students reporting on their experiences. She commented on creating learning environments that help faculty teach and students learn.
Trustee Rensin echoed earlier comments. She thanked Linda Emmerich, executive associate to the president, on her support at the congress. She commented on the completion agenda theme of the congress and talked about tracking student retention and success. She talked about the job corps presentation she attended and its correlation to students getting a GED and completing college.

Vice chair Coale commented on highlights from the ACCT congress – the benefit of the breakout sessions related to the Commission on the Future and partnerships, the task force he serves on. He commented on the supported the college gets from the county and the state, unlike some of the other community colleges. He noted faculty and students’ comments on the flexibility of the learning studio and the technology used there.

Chair Doyle also commented on the learning studio and faculty comments on expanding the way they grow and teach. He talked about the completion agenda theme of the ACCT congress and the various perspectives from other colleges. He noted the presentation by him, the president, and trustee Rensin. He commented on a presentation using transcendental meditation for students with learning disabilities.

E. Reports to the Board

Trustee Rensin gave a report on the Howard Community College Educational Foundation (HCCEF) board of directors, commented on the retreat where they discussed revising their mission statement and developing a marketing plan.

F. Approval of Minutes

A recommendation to approve the September 27, 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 2014 capital budget
3. Health insurance cooperative purchase agreement with the Howard County Government
5. Environmental services supplies and equipment for the health sciences building
6. Telecommunication services
7. Furniture and equipment for health sciences building – hospital beds
8. Furniture and equipment for health sciences building – medical equipment

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

H. Information Items

1. Board Calendar

   Linda Emmerich highlighted calendar items.

   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.

Closed Session
Chair Doyle read the resolution to go into closed session.

A recommendation to adjourn the regular session and go into closed session was moved by Trustee Rensin, seconded by Trustee Coale, and unanimously approved

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

The above constitutes the official minutes of the October 24, 2012, regular meeting of the Howard Community College Board of Trustees as approved on November 28, 2012, and is a true and correct copy of the same.

[Signature]
Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, October 24, 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 8:20 p.m. Other board members present included vice chair Edmund S. Coale, III and trustees Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Trustee Roberta E. Dillow was absent. Kathleen B. Hetherington, secretary-treasurer, was 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 October 24, 2012, at the conclusion of the regular session in The Rouse Company Foundation Student Services Hall, room 400 to consider the acquisition of real property for a public purpose as permitted under Sections 10-508 (a3) and that such meeting shall continue in closed session until the completion of business.

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

The meeting was adjourned at 8:45 p.m.

The above constitutes the official minutes of the October 24, 2012, closed session of the Howard Community College Board of Trustees as approved on November 28, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer