The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 28, 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 6:03 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Cindy Peterka, vice president of student services, introduced Brandon Bellamy, assistant director, transfer and graduation counseling, student support services; and Catherine Mund, registrar.

II. Howard Community College Educational Foundation (HCCEF) Annual Report

Missy Mattey, director of development, introduced Christopher Marasco, HCCEF chair, who provided an update on the foundation’s current activities including an update on the annual board retreat and individual action plans, commitments and incentives, the capital campaign completed at 108 percent of goal at $4.3 million, and revamping of the mission statement to align with the college’s mission.

III. Information Session: Bookstore Textbooks/e-Textbooks

Lynn Coleman, vice president of administration and finance, introduced Arla Webb, director of auxiliary services, and Linda Lowery, textbook manager, who gave a presentation on bookstore operations. Board members were invited to tour the bookstore.

The work session adjourned at 7:02 p.m.

The above constitutes the official minutes of the November 28, 2012, work session of the Howard Community College Board of Trustees as approved on December 13, 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, November 28, 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 7:08 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of November 28, 2012, Agenda

Chair Doyle asked for the closed session to be removed from the agenda.

A recommendation to approve the November 28, 2012, agenda as amended, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board Core End: Information and Analysis
   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview.

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

3. Fiscal Year 2014 Legislative Agenda
   Nancy Gainer, executive director of public relations and marketing, gave an overview.

   A recommendation to approve the proposed FY14 legislative agenda as recommended by the legislative and community relations committee at its November 8, 2012, meeting, was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

C. President’s Report

President Hetherington thanked staff who were on campus during Hurricane Sandy to secure the safety of the campus and those who were online and on the phone staying updated and informing employees. She thanked trustees for attending the student-donor lunch, the General Educational Development (GED) diploma ceremony, and the health sciences building time capsule event. President Hetherington talked about the college’s partnership with University of Maryland Baltimore County (UMBC) on the Gates Foundation grant; she attended a luncheon where HCC grads who transferred to UMBC spoke highly of support they received from Dr. Tokoly, associate professor, mathematics. Vice Presidents Peterka and Pierce gave an update on the Howard PRIDE program.
D. **Board Member Comments**

Trustee Rensin mentioned that she enjoyed the bookstore tour and commended the Howard PRIDE program.

Trustee Coale commended the administration on being proactive in helping students through the services provided by the bookstore and the Howard PRIDE program. He expressed his concern on the cost of education, in particular the cost of textbooks.

Chair Doyle expressed his appreciation of the Howard Community College Educational Foundation (HCCEF) presentation and foundation members’ engagement in fundraising. He was impressed by the media attention for the health sciences building time capsule event. He mentioned that the GED ceremony is one of his favorite HCC events because it shows the persistence of graduates to get their diploma.

Trustee Schrader thanked Zoe Irvin for meeting with him to explain the core ends. He also commented on holding down costs and getting the business community involved in supporting funding.

Trustee Dillow was impressed by the savings in construction dollars at the Mount Airy Center and the HCCEF report.

E. **Reports to the Board**

Trustee Rensin gave a report on the legislative and community relations committee and the HCCEF. Chair Doyle reported on the audit and finance committee.

F. **Approval of Minutes**

*A recommendation to approve the October 24, 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 sabbatical leave recommendations
3. Candidates for commencement
4. Proposed mid-year course fees for new allied health programs
5. Proposed course fees for new allied health programs
6. Proposed fees for science, technology, engineering, and mathematics programs
7. Proposed removal of nutrition course fees
8. Proposed reduction of honors program application fee
9. Furniture and equipment for health sciences building – medical equipment

*A recommendation to approve the consent items was moved by Trustee Dillow, seconded by Trustee Schrader, and unanimously approved.*
H. Information Items

1. Board Calendar

Linda Emmerich highlighted calendar items, noting that the December board meeting had been rescheduled to December 13, 2012.

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. Full-time/Part-time Enrollment Ratios by Division

Sharon Pierce, vice president of academic affairs, gave an overview.

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

4. Personnel Summary

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

A recommendation to adjourn the regular session was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

The regular session was adjourned at 8:12 p.m.

The above constitutes the official minutes of the November 28, 2012, regular meeting of the Howard Community College Board of Trustees as approved on December 13, 2012, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer

\[Signature\]