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 requests for additional information to the board chair or the president at least two business days prior to the board meeting.

9. Board members may utilize email to communicate individually; however, email communications among a quorum of the board or the full board such as reply all responses are restricted in compliance with the state’s Open Meetings Law.
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 and Practice
Sustainability
1 – Approval of Agenda

Meeting Items
1. Approval of Agenda
2. Approval of Board Meeting Minutes
   b. November 28, 2012, Regular Session
3. Personnel Summary

Consent Items
1. Proposed New Hires

Closed Session
2 – Approval of Minutes

1. November 28, 2012, Work Session
2. November 28, 2012, Regular Session
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
3 – Personnel Summary

Background: The following document contains personnel summaries.

Purpose: Disclosure to the board
Timeline: November 2012

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Recommendation

This item is for information only and requires no board action.
### 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>Compensation¹</th>
<th>Name</th>
<th>Eff. Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Senior Producer/Director</td>
<td>Television &amp; Radio</td>
<td>Grant Funded Temporary with Benefits</td>
<td>13</td>
<td>$53,573-$88,931</td>
<td>$53,573</td>
<td>Garcia, Louis</td>
<td>5/21/12</td>
<td>Undetermined</td>
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<td>Acting Training Coordinator/Case Manager (22.5 Hours)</td>
<td>Mediation &amp; Conflict Resolution Center</td>
<td>New Position</td>
<td>11</td>
<td>$45,424-$75,404</td>
<td>$27,260</td>
<td>Harrison, Maria</td>
<td>7/02/12</td>
<td>Undetermined</td>
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<td>Interim Step-Up and Retention Coordinator</td>
<td>Academic Affairs</td>
<td>Temporary with Benefits New Position</td>
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<td>$41,827-$69,433</td>
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<td>Kaplan, Eileen</td>
<td>8/01/12</td>
<td>Undetermined</td>
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<td>Acting Assistant Professor, Accounting</td>
<td>Business &amp; Computers</td>
<td>Temporary with Benefits Existing Position</td>
<td></td>
<td>$51,685-$75,722</td>
<td>$61,435</td>
<td>Sotka, Michelle</td>
<td>8/06/12</td>
<td>Undetermined</td>
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<tr>
<td>Acting Director of Testing</td>
<td>Test Center</td>
<td>Existing Position Replacement</td>
<td>16</td>
<td>$68,617-$113,905</td>
<td>$68,617</td>
<td>Johnson, Zakia</td>
<td>9/03/12</td>
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<td>Interim Enrollment Specialist (Test Center)</td>
<td>Test Center</td>
<td>Temporary with Benefits New Position</td>
<td>13</td>
<td>$53,573-$88,931</td>
<td>$56,000</td>
<td>Gonzalez, Ricardo</td>
<td>9/17/12</td>
<td>Undetermined</td>
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<tr>
<td>Acting Director of Marketing &amp; Communications</td>
<td>Public Relations &amp; Marketing</td>
<td>Existing Position Replacement</td>
<td>17</td>
<td>$74,518-$123,701</td>
<td>$79,979</td>
<td>Sharp, Jane</td>
<td>9/24/12</td>
<td>Undetermined</td>
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</table>

### 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>Agbomola, Alice</td>
<td>Environmental Services Technician</td>
<td>5/15/12</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Honarpisheh, Golnaz</td>
<td>Instructor, Network Security</td>
<td>10/29/12</td>
<td>Undetermined</td>
</tr>
<tr>
<td>St. Hilaire, Marie</td>
<td>Environmental Services Technician</td>
<td>9/24/12</td>
<td>Undetermined</td>
</tr>
<tr>
<td>Shultz, Lois</td>
<td>Environmental Services Technician</td>
<td>11/01/12</td>
<td>11/07/12</td>
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</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>DiPalma, Jessica</td>
<td>Associate Professor of Nursing (12 Month)</td>
<td>7/01/12</td>
<td>12/31/12</td>
</tr>
<tr>
<td>Campbell, Frederick</td>
<td>Associate Professor of History (10 Month)</td>
<td>8/06/12</td>
<td>12/31/12</td>
</tr>
<tr>
<td>Lyon, Sharon</td>
<td>Professor of Physical Sciences (10 Month)</td>
<td>8/06/12</td>
<td>12/31/12</td>
</tr>
</tbody>
</table>
1 – Proposed New Hires

**Background:** The following 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 for new hires

**Timeline:** November 6-20, 2012

**Recommendation**

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 FY13 budget as approved by the board at its April 25, 2012, meeting.

**Compliance:** This request is in compliance with college procedure, Selection of 63.02.03 – Faculty and Staff, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
Howard Community College
PROPOSED NEW HIRES
For December 2012 Board Meeting

BUDGETED HIRES (Position Control Positions)

November 2012

<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>Director of Strategic Marketing and Communications</td>
<td>Public Relations &amp; Marketing</td>
<td>Existing Position Replacement</td>
<td>17</td>
<td>$74,518-$123,701</td>
<td>$85,000</td>
<td>Sharp, Jane</td>
<td>11/26/12</td>
</tr>
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</table>

December 2012

<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>Business Analyst</td>
<td>Administrative Information Systems</td>
<td>Existing Position Replacement</td>
<td>14</td>
<td>$58,180-$96,579</td>
<td>$69,700</td>
<td>MacPhee, Gregory</td>
<td>12/10/12</td>
</tr>
</tbody>
</table>

January 2013

<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>Director of Finance</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>17</td>
<td>$74,518-$123,701</td>
<td>$93,000</td>
<td>Huffman, Amanda</td>
<td>1/07/13</td>
</tr>
</tbody>
</table>

1 Position control position hires are those employees hired who are budgeted employees of the core workforce.
2 Annual 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 ten-month employment.
3 Ranges 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.
4 Current employee with benefits

11/20/12
Resolution for Board of Trustees to Meet in Closed Session on December 13, 2012

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 on December 13, 2012, at The Rouse Company Foundation Student Services Hall, room 401, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, as permitted under Section 10-508 (a1) and to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 (a3) and that such meeting shall continue in closed session until the completion of business.