The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, January 23, 2013, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the regular session to order at 6:11 p.m. Other board members present included trustees Roberta E. Dillow, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice chair Edmund S. Coale, III, and trustee Mary S. Esmond were absent.

A. Approval of January 23, 2013, Agenda

A recommendation to approve the January 23, 2013, agenda, was moved by Trustee Dillow, seconded by Trustee Schrader, and unanimously approved.

B. Board Priority Items

1. Financial Statements

Lynn Coleman, vice president of administration and finance, reviewed the financial results for the period ending December 31, 2012.

2. Fiscal Year 2014 Integrated Operating Budget and Strategic Plan

President Hetherington provided some background on the release of the Governor’s budget that could result in an increase of 11.8 percent or $1,404,083 in state support. As a result of this increase, the administration is now recommending the following changes to the proposed budget:

1. Reduce the tuition increase of $5 per credit hour to $1 per credit hour.
2. Increase the two percent merit to a four percent merit.
3. Change the part-time faculty per credit hour increase of $25 per credit hour to $32 credit hour.

President Hetherington reminded board members that the budget process is fluid until the state and county’s final approval of the budget.

A recommendation to approve the proposed FY14 budget with the revisions above, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

C. President’s Report

President Hetherington thanked the board chair for attending the entrepreneurial celebration and giving testimony at the County Executive’s budget hearing. She thanked all the trustees for attending the legislative breakfast and the health sciences building ribbon-cutting.
President Hetherington gave an update from recent legislative meetings she attended in Annapolis. She also gave an update on meetings she attended in the past month including the fall meeting of the American Association of Community Colleges (AACC) commission on communications and marketing on which she serves as a commissioner, the Maryland Association of Community Colleges (MACC) completion summit, and the Maryland Higher Education Commission (MHEC) statewide completion forum. She noted that 103 students were inducted into HCC’s chapter of the Phi Theta Kappa honor society. She informed the board that the statistics from the recent economic impact study will be used in budget testimony and the budget letter to the county.

Cindy Peterka, vice president of student services, gave an enrollment update.

D. Board Member Comments

Trustee Rensin recalled the excitement of attending the health sciences building ribbon-cutting; she mentioned the positive feedback she received from legislators and community members and thanked faculty and staff involved.

Trustee Dillow seconded trustee Rensin’s comments and added that she was pleased to see the turnout of elected officials at the legislative breakfast and the ribbon-cutting.

Trustee Schrader commented that it was a great idea to combine the legislative breakfast with the ribbon-cutting to maximize legislators’ attendance.

Chair Doyle commented on the support of the community and the elected officials for the health sciences building. He commended board members for reaching out to these groups and helping make the college the cultural hub of the community.

E. Report to the Board

Trustee Rensin gave a report on the Howard Community College Educational Foundation (HCCEF) and highlighted upcoming events.

F. Approval of Minutes

A recommendation to approve the December 13, 2012, regular and closed sessions minutes, and the January 9, 2013, budget work session minutes, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

G. Consent Items

1. Proposed new hires
2. Construction manager at-risk for the science, engineering, and technology building
3. Ratify and confirm furniture and equipment for the health sciences building

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

1. Board Calendar
   Linda Emmerich highlighted calendar items, noting the winter convocation on January 25, 2013, the MACC trustee conference and reception on January 28, 2013, and February committee and board meetings.

   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 meet in closed session.

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 January 23, 2013, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 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.

A recommendation to adjourn the regular session and move into closed session was moved by Trustee Dillow, seconded by Trustee Schrader, and unanimously approved.

The regular session was adjourned at 6:45 p.m.

The above constitutes the official minutes of the January 23, 2013, regular meeting of the Howard Community College Board of Trustees as approved on February 27, 2013, 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 Wednesday, January 23, 2013, 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 6:47 p.m. Other board members present included trustees Roberta E. Dillow, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer; Lynn Coleman, vice president of administration and finance; and Sharon Pierce, vice president of academic affairs, were also present. Vice chair Edmund S. Coale, III and trustee Mary S. Esmond were absent.

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 January 23, 2013, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 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.

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

The meeting was adjourned at 7:30 p.m.

The above constitutes the official minutes of the January 23, 2013, closed session of the Howard Community College Board of Trustees as approved on February 22, 2013, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer