The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 27, 2013, 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 6:07 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

Sharon Pierce, vice president of academic affairs, introduced Frank Braxton, coordinator, Silas Craft Collegians program; and Carrie Oleynik, continuing education coordinator of marketing.

Lynn Coleman, vice president of administration and finance, introduced Amanda Huffman, director of finance; and Kathryn Schroyer, accounting clerk/cashier.

Tom Glaser, vice president of information technology, introduced Greg MacPhee, business analyst, information technology.

II. Recognition of Howard Community College’s Fall Athletic Teams

Cindy Peterka, vice president of student services, introduced Diane Schumacher, director of athletics. Students and coaches from the women’s volleyball, men’s and women’s cross country, men’s and women’s soccer teams introduced themselves and gave a brief overview of their fall season.

III. Information Session: Supporting, Monitoring, and Tracking HCC Students as they Transition from HCC to Four-Year Institutions

Cindy Peterka introduced Dorothy Plantz, director of admissions and advising, who gave a presentation on how HCC supports, monitors, and tracks students as they transition from HCC to four-year institutions. Ms. Plantz introduced students, Dominic Moreno and Jessica “Noelle” Mineart who spoke about their HCC experience and transfer plans.

The work session adjourned at 7:03 p.m.

The above constitutes the official minutes of the February 27, 2013, work session of the Howard Community College Board of Trustees as approved on March 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 regular session on Wednesday, February 27, 2013, 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 7:10 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 February 27, 2013, Agenda

A recommendation to approve the February 27, 2013, agenda, was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board Core End: Faculty and Staff Focus

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

2. Fiscal Year 2012 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, and thanked Karlyn Young, director of human resources, for her assistance in gathering information for this report. Mr. Jordan reviewed highlights of the report.

3. Financial Statements

Lynn Coleman reviewed the financial results for the period ending January 31, 2013.

4. Fiscal Year 2013 Awards

Vice Chair Coale gave an overview of the legislative and community relations committee’s recommendations for the following awards:

Honorary Degrees: Mr. Vladimir Marinich and Ms. Mary Ann Scully

Trustees’ Award: Mr. Michael Drummond, Dr. Patrick Huddie, and Mr. T. James Truby

Clark Medal: Dr. Sydney Cousin
A motion to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board of trustees at its February 21, 2013, meeting, was moved by Trustee Rensin, seconded by Trustee Schrader, and unanimously approved.

C. President’s Report

President Hetherington thanked board members for attending the winter convocation and the Maryland Association of Community Colleges (MACC) trustees’ leadership conference and legislative reception. Patty Keeton, executive director of workforce development, gave an update on testimony she has and will be giving in Annapolis. Dr. Hetherington gave a legislative update including committees she testified before. She mentioned that HCC hosted the County Executive’s quarterly CEO breakfast earlier this month. Dr. Hetherington mentioned that she attended the Community Colleges for International Development (CCID) board meeting in Atlanta last weekend and will attend the Continuous Quality Improvement Network (CQIN) in Boston later in the week. She also informed the board of the proposed 10-foot walkway from Howard County General Hospital to Blandair Park, which will run along Little Patuxent Parkway in front of the college; some trees and shrubs may need to be removed but will be replaced elsewhere. A public hearing will be held.

D. Board Member Comments

Chair Doyle reiterated the board’s support and advocacy for HCC’s budget request, including testifying at the County Executive’s budget hearing, which is scheduled for March 11, 2013.

Trustee Schrader expressed his appreciation for the data that are collected for the workforce snapshot.

Trustee Dillow commented on the MACC conference and legislators’ response and support for the college including attendance at the annual legislative breakfast.

Trustee Esmond commended the president and her team on the Baldrige data. She commended the college on its diversity program and diversity of students that were introduced at the work session.

Trustee Rensin agreed with earlier comments and added that she was impressed by the support and direction provided to students on transfer issues.

Vice Chair Coale expressed his appreciation on the reports presented to the board and emphasized the detail and candor of the data. He thanked staff for the accuracy and reliability of the data that helps the board make informed decisions.
E. Reports to the Board

Vice Chair Coale gave a report on the February 21, 2013, legislative and community relations committee and Trustee Rensin reported on the February 26, 2013, Howard Community College Educational Foundation (HCCEF) board meeting.

F. Approval of Minutes

A recommendation to approve the January 23, 2013, regular session, and closed session minutes, was moved by Trustee Rensin, seconded by Trustee Schrader, and unanimously approved.

G. Consent Items

1. Proposed new hires
2. Grants and Scholarships
3. Professor Emeritus Recommendations
4. Business Intelligence Guardian Support Services

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

H. Discussion Items

1. Retreat Agenda

Board members provided feedback on retreat topics, speakers, and facilitators.

I. Information Items

1. Board Calendar

Linda Emmerich highlighted calendar items, noting that Dr. Bernard Sadusky, executive director of MACC, will attend the March 27, 2013, board meeting. Ms. Emmerich reminded the board of the joint meeting with the Prince George’s Community College board of trustees on April 10, 2013, at the Laurel College Center, and the rescheduled date of April 15, 2013, for the board social. She also noted that commencement most probably would take place on May 21, 2013, and spring convocation on May 23, 2013.

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.
Chair Doyle read the resolution for the board to go into 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 February 27, 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 go into closed session, was moved by Trustee Rensin, seconded by Trustee Esmond, and unanimously approved.

The regular session was adjourned at 8:55 p.m.

The above constitutes the official minutes of the February 27, 2013, regular meeting of the Howard Community College Board of Trustees as approved on March 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, February 27, 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 8:55 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, and Lynn Coleman, vice president of administration and finance, 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 February 27, 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 items.

The meeting was adjourned at 9:13 p.m.

The above constitutes the official minutes of the February 27, 2013, closed session of the Howard Community College Board of Trustees as approved on March 27, 2013, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer