The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 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 6:05 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mary S. Esmond, Mamie J. Perkins, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Doyle introduced new board member, Mamie Perkins, who was recently appointed to the board for a six-year term.

I. Introduction of New Employees

Nancy Gainer, executive director of public relations and marketing, introduced Jane Sharp, director of strategic marketing and communications.

Sharon Pierce, vice president of academic affairs, introduced Michele Lutz, medical laboratory technician clinical coordinator.

Cindy Peterka, vice president of student services, introduced Ricardo Gonzalez, assistant director of advising, technology; and Lisa Ragland, assistant director of admissions (nursing and allied health).

II. Fundraising Contributions from Students

Cindy Peterka introduced Llatetra Brown, director of student life, and Schnell Garrett, assistant director of student life. Student representatives from the Student Government Association (SGA) and the Student Program Board (SPB) presented the board chair with a check for $567.21, the proceeds from their fundraising efforts for the student helping hands fund.

III. Introduction of Dr. Bernard Sadusky, executive director, Maryland Association of Community Colleges

Kate Hetherington introduced Dr. Bernard Sadusky. Dr. Sadusky took his position in July 2012 and has been visiting community colleges in Maryland to meet with board members. Dr. Sadusky gave a legislative update and an overview of the role of community colleges in the college readiness initiative.
IV. Information Session: Learning Outcomes Assessment

Zoe Irvin, executive director of planning, research, and organizational development (PROD), gave an overview of the learning outcomes assessment program and introduced PROD staff. Patricia Remoy, associate director of learning outcomes assessment, introduced the presenters.

Jeanette Jeffrey, professor of public health and nutrition, and Jennifer Kling, assistant professor of physical science, presented their learning outcomes assessment projects.

The work session adjourned at 7:23 p.m.

The above constitutes the official minutes of the March 27, 2013, work session of the Howard Community College Board of Trustees as approved on April 24, 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, March 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 7:32 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mary S. Esmond, Mamie J. Perkins, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Doyle announced that there was no business requiring a closed session so it was removed from the agenda.

A. Approval of March 27, 2013, Agenda

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

B. Board Priority Items


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

2. Financial Statements

Lynn Coleman, vice president of administration and finance, reviewed the financial results for the period ending February 28, 2013.

C. President’s Report

President Hetherington commended the men’s basketball team on their recent play in the nationals; she mentioned that they will attend the April board meeting so the board can recognize them. She thanked board members for attending the Silas Craft Collegians fundraiser at Hunan Manor and Chair Doyle for offering testimony at the County Executive’s budget hearing the same evening.

President Hetherington informed the board that the Governor has appointed her to the Maryland Education Council (Education Commission of the States); her term runs through January 21, 2015. President Hetherington noted that Governor O’Malley attended the Irish night hosted by the Howard County Poetry and Literature Society (HoCoPoLitSo) at the college as a friend of visiting Irish writer Colum McCann who performed at the event. She noted that the Celebration of the Arts was held at HCC on March 23, 2013, and she served as honorary chair.
D. **Board Member Comments**

Vice chair Coale commended the two faculty members who presented their learning outcomes assessment projects at the work session.

Trustee Rensin added her commendation. She congratulated President Hetherington on her appointment to the Education Commission of the States. She commended students for raising money for the helping hands fund.

Trustee Esmond also commended the faculty presenters. She commented that she was pleased to know that the learning objectives are shared across curriculums.

Trustee Dillow also commended the faculty presenters and congratulated President Hetherington.

Trustee Schrader commented on the many ways board members can support the Howard Community College Educational Foundation (HCCEF), not only by purchasing tickets to events but by recruiting community members to serve on the board of directors.

Trustee Perkins thanked Jodi Allaire, president’s office technology manager, for helping her acclimate to reviewing board materials on the board portal. She too was impressed by the faculty presentations and commended Dr. Hetherington.

Chair Doyle commented on Dr. Sadusky’s comments at the work session and the County Executive’s support as expressed at the budget hearing. He remarked that with funding support comes a higher expectation to deliver a quality education. He too congratulated Dr. Hetherington and was pleased that community colleges are now at the table of higher education discussions.

Dr. Hetherington and the trustees all welcomed Trustee Perkins to the board.

E. **Report to the Board**

Chair Doyle gave a report on the March 13, 2013, audit and finance committee meeting, at which two audit firms made oral presentations. The committee recommended the new audit firm, BDO, for the full board’s approval.

Trustee Rensin gave a report on the HCCEF and the recent Hunan Manor event that raised $21,302 for the Silas Craft Collegians program. She mentioned Vino Scholastico and the Grand Prix and encouraged board members to support the events by selling and purchasing tickets.

F. **Approval of Minutes**

A recommendation to approve the February 27, 2013, work session, 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. Audit Services
3. Renovations to the Theatrical Rigging System

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

H. Discussion Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted calendar items, noting that the college will be closed next week for spring break. She reminded board members of the joint meeting that the board requested with the Prince George’s Community College board of trustees on April 10, 2013, at the Laurel College Center, the current and former board social on April 15, 2013, and the board meeting on April 24, 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.

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

The regular session was adjourned at 8:10 p.m.

The above constitutes the official minutes of the March 27, 2013, regular meeting of the Howard Community College Board of Trustees as approved on April 24, 2013, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer