The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 24, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin brought the work session to order at 6:04 p.m. Other board members present included trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, and Dennis R. Schrader. Vice chair Kevin J. Doyle and trustee Dennis W. Miller were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Rensin welcomed new board member, Dennis Schrader.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Jodi Fisher, assistant professor, hospitality management.

Lynn Coleman, vice president of administration and finance introduced Jessica Klug, purchasing coordinator.

II. Information Session: Continuing Education

Sharon Pierce introduced JoAnn Hawkins, associate vice president of continuing education/workforce development, who introduced Patti Keeton, executive director of workforce development. JoAnn gave an overview of HCC’s continuing education department, its marketing, locations, and initiatives. Students talked about their experiences at HCC including a Kids on Campus student who has taken 49 classes; a career changer who took classes to earn a certified nursing assistant/geriatric nursing assistant (CNA/GNA) certificate and wants to go on to earn a nursing degree; a single parent who entered the adult basic skills program and received her high school diploma, took advantage of Career Links’ services, and earned a child care certificate; and a student who earned project management certification for professional training.

Chair Rensin inquired about student enrollment in continuing education/workforce development classes each year and was told over 16,000 students with over 30,000 enrollments. She congratulated the division on maintaining a 100 percent rating on employer satisfaction feedback.

The work session adjourned at 6:32 p.m.

The above constitutes the official minutes of the August 24, 2011, work session of the Howard Community College Board of Trustees as approved on September 27, 2011, 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, August 24, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin brought the regular session to order at 6:44 p.m. Other board members present included trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, and Dennis R. Schrader. Vice chair Kevin J. Doyle and trustee Dennis W. Miller were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of August 24, 2011, Agenda

Chair Rensin removed the discussion item H2 addition to the agenda, Purchase Agreement for Belmont Conference Center.

A recommendation to approve the August 24, 2011, agenda, as amended was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Years 2011 Board Accomplishments

Chair Rensin gave a brief summary of the top accomplishments and board members gave comments.

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

2. Fiscal Year 2011 Strategic Plan Evaluation and Core Work Highlights

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

Chair Rensin commended the joint project with county high schools that helps students prepare for placement testing at HCC.

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


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

A recommendation to approve the MHEC Performance Accountability Report and benchmarks, was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.
4. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements.

C. President’s Report

President Hetherington reported that enrollments are currently up eight percent in both FTE and headcount. HCC currently has the highest growth among colleges that have responded to a request for fall enrollment data. The administration expects enrollment to level out at around five percent. New student orientation took place this week and was well attended by students, parents, and grandparents. WBAL-TV’s reporter, Tim Tooten, aired a story on HCC’s StepUP program. HCC has been asked by the Middle States Association for permission to use the first three chapters of the self-study report for training purposes. Drs. Sandruck and Heffren have been asked to serve on the panel. Kudos to Trustee Coale who has been chosen by Baltimore Smart CEO magazine as a Smart CPA, and to Lynn Coleman, vice president of administration and finance, who has been selected as a 2011 Outstanding Chief Business Officer award winner for Region VII by the Community College Business Officers Awards Committee. Thank you to all the trustees for representing the board at HCC events and meetings over the summer. Dr. Hetherington reported that she has been elected to serve on the Maryland Association of Community Colleges’ (MACC) executive committee for 2011-2012, representing Maryland’s mid-size community colleges. As part of her duties, she will also serve on MACC’s Legislative Committee. Dr. Hetherington thanked the security guards, plant operations department, and employees for their quick response during yesterday’s earthquake. Congratulations to the emergency response team for doing a great job making sure everyone was safe.

D. Board Member Comments

Chair Rensin thanked Dr. Hetherington for being a wonderful representative in the community.

Trustee Esmond was impressed by the thorough reports and especially the continuing education presentation.

Trustee Coale agreed that the work session was impressive and appreciated finding out more about continuing education. He underscored its critical contribution to the community.

Trustee Dillow extended a formal welcome to Dennis Schrader, she seconded Chair Rensin’s earlier comments on board accomplishments and the amount of work behind the scenes by faculty, staff, and the administration. Trustee Dillow mentioned that she knows a community member who is very impressed with continuing education classes, and another who has benefitted from the entrepreneurial program.

Trustee Schrader thanked the president’s team and board members for welcoming him on the board. He said he appreciates how well-organized the college is and looks forward to his tenure on the board.

Chair Rensin added her congratulations to Trustee Coale and Lynn Coleman on their awards. She thanked the continuing education staff for the presentation and congratulated them on their accomplishments.
Chair Rensin introduced Colleen D'Agrosa from the development department and encouraged board members to purchase tickets and attend the Grand Prix event in September.

E. Reports to the Board of Trustees

Trustee Dillow gave an overview of the Maryland Association of Community Colleges (MACC) board of directors’ June meeting. She mentioned that Clay Whitlow, who had recently retired as executive director, has been reinstated until March so a broader search can be done to fill his position.

F. Approval of Minutes

A recommendation to approve the May 25, 2011, work, regular, and closed session minutes, June 6, 2011, retreat notes and closed session minutes, and August 22, 2011, closed session minutes was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Grants and scholarships in the amount of $277,806.00 for competitive grants and $293,319.89 for scholarships;
3. Ratify and confirm nursing program equipment for approximately $431,000 from Laerdal Medical Corporation;
4. Ratify and confirm early alert system for approximately $41,150 from Starfish;
5. Ratify and confirm Rep Stage paymaster agreement for approximately $95,000 from the University/Resident Theatre Association, Inc. (U/RTA);
6. Ratify and confirm Blackboard renewal for approximately $41,000 from Blackboard;
7. Ratify and confirm supplies for environmental services for approximately $200,000 from Daycon;
8. Ratify and confirm sole source designation for the Maryland Association of Community Colleges. FY11 dues are $44,955;
9. Ratify and confirm summer 2011 candidates for commencement;
10. Ratify and confirm first lease amendment for the Mount Airy College Center for Health Care Education at $157,500 annually and $171,388 for improvements; and
11. Ratify and confirm procurement cards at credit limits of $1 million per month at JP Morgan Chase Bank.

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

H. Discussion Items

1. Issue Bin

Research was done to find out if other college boards use issue bins to track items that need further action. It was found the most predominant method used among colleges is flagging items for follow-up in minutes and then having the board staff member or president
follow-up, as appropriate. Trustee Dillow questioned the absence of the liaison position to the Howard Community College Educational Foundation and said that she thought in the board bylaws that position was required. The administration will check the bylaws to confirm the need for a liaison. The board discussed the issue bin further and decided to incorporate issue bin items into the main agenda and remove it as a separate information item.

A recommendation to remove the issue bin from the board agenda was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.

I. Information Items

1. Board Calendar

Farida Guzdar, executive assistant to the president, gave a calendar update. The September 21, 2011, audit and finance meeting was moved to 9:00 a.m. instead of 8:30 a.m. The September board meeting will move from Wednesday the 28th to Tuesday the 27th to accommodate the Jewish holiday. On November 3, 2011, there will be an event to celebrate the Laurel College Center’s 10th anniversary and further details will be forthcoming.

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 Rensin read the resolution to go into closed session.

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

The regular meeting was adjourned at 7:41 p.m.

The above constitutes the official minutes of the August 24, 2011, regular meeting of the Howard Community College Board of Trustees as approved on September 27, 2011, 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, August 24, 2011, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:47 p.m., Chair Rensin read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, and Dennis R. Schrader. Vice chair Kevin J. Doyle and trustee Dennis W. Miller were absent. Kathleen B. Hetherington, secretary-treasurer, and Lynn C. 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 August 22, 2011, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process as permitted under Section 10-508(a)(14) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed a negotiation strategy related to the contents of a proposal.

The closed session was adjourned at 8:31 p.m.

The above constitutes the official minutes of the August 24, 2011, closed session of the Howard Community College Board of Trustees as approved on September 28, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer