The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, September 27, 2011, in the Children’s Learning Center at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin brought the work session to order at 6:02 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Mary S. Esmond, and Dennis R. Schrader. Trustees Roberta E. Dillow and Dennis W. Miller were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Crocetta Argento, international education program assistant; James Bailey, music institute program manager; and Chung Lui, career programs administrative assistant.

Lynn Coleman, vice president of administration and finance, introduced Chan Moeuy, groundskeeper.

Tom Glaser, vice president of information technology, introduced Mohammad Sharif, senior network engineer.

Cindy Peterka, vice president of student services, introduced Deborah Bauley, transcript evaluator.

Nancy Gainer, executive director of public relations and marketing, introduced Sarah English, assistant graphic artist.

II. Introduction of Constituency Group and Cross-Functional Team Leaders

Sharon Pierce introduced William Straube, president, faculty forum.

Lynn Coleman introduced support group representatives Catherine Watts, chair; Simone Dalmida, vice chair; and Dianna Heaney-Reynolds, treasurer.

Tom Glaser introduced professional/technical group leaders, Lisa Ragland, chair; Brad Beachum, vice chair; and representatives Jodi Allaire, Schnell Garrett, and Gina Lyon.

Cindy Peterka introduced student government association leaders Danielle Zack, president; and Jennie Wang, vice president.

Nancy Gainer introduced administrative group leaders Missy Mattey, chair; and Alissa Putman, vice chair.

Kate Hetherington began the cross-functional team introductions with the new college completion cross-functional team that is co-chaired by Cindy Peterka and Sharon Pierce; Jodi Allaire was introduced as chair of college council; Schnell Garrett as a diversity team co-chair; and Anna Hamilton, salary and benefits chair.
Sharon Pierce introduced Sue Frankel, developmental education chair, and Sharon Lyon, chair, curriculum and instruction committee.

Lynn Coleman introduced facilities and sustainability team co-chair Shelly Bilello and Karlyn Young, co-chair, professional development committee.

Tom Glaser introduced performance excellence team co-chairs, Zoe Irvin and JoAnn Hawkins; and technology team co-chair, Jeff Fairbanks;

Cindy Peterka introduced enrollment management team co-chair, Randy Bengfort.

III. Information Session: Children’s Learning Center

Cindy Peterka introduced Kim Pins, director of the Children’s Learning Center (CLC). Ms. Pins gave background on the CLC and the programs offered. Ms. Pins introduced a student who is pursuing an education at HCC. The student gave her background and mentioned that after having her daughter, her father encouraged her to go back to school. She enrolled at HCC and gave a testimonial to the success she is enjoying. She is able to afford to have her daughter at the CLC while she takes classes and appreciates the convenience as well. The student is getting good grades and even has time to work part-time thanks to the care her daughter receives at the CLC.

Ms. Pins closed the information session by telling the board that it is becoming more difficult to keep child care affordable with government funding cuts. However, staff is exploring options to try to fill the gap. She also mentioned that a few years ago oversight of childcare centers moved to the Maryland State Department of Education, which includes some new initiatives. The CLC went through the accreditation process in the spring.

IV. Information Session: Student Leadership

Cindy introduced Schnell Garrett, assistant director of student life. Ms. Garrett gave an overview of student life and the activities students can get involved in at HCC. Many student leaders have gone on to leadership positions at their transfer institutions or at work. Student life staff works very closely with the student leaders of clubs and other functions in student life such as the newspaper, student program board, and student government. Student leadership conferences are attended by HCC students, locally and nationally.

Students from leadership positions at the college introduced themselves and shared their current program of study and long-term goals.

The work session adjourned at 6:47 p.m.

The above constitutes the official minutes of the September 27, 2011, work session of the Howard Community College Board of Trustees as approved on October 26, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
A. Approval of September 27, 2011, Agenda

A recommendation to approve the September 27, 2011, agenda was moved by Trustee Coale, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Board Core End: Strategic Planning

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

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

2. Proposed Fiscal Year 2013 Capital Budget

Lynn Coleman, vice president of administration and finance, introduced and thanked Shelly Bilello, capital programs administrator, for preparing the capital budget. Ms. Coleman mentioned the budget was reviewed by the audit and finance committee at its meeting on September 21. She then gave an overview of the capital budget projects.

The board discussed proposed projects in the FY13 capital budget and recommendations made by the audit and finance committee.

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

3. Financial Statements

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

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

C. President’s Report

President Hetherington thanked Missy Mattey, director of development, for another successful Grand Prix and asked her to give an update on the event. Ms. Mattey thanked everyone who helped with the event. Although the numbers are not finalized, early counts show that about 2,000 people attended and earnings are up over last year by approximately $3,000, which is in part due to cutting back on expenses. More riders participated this year.
President Hetherington announced that Linda Emmerich will be replacing Erin Yun as the executive associate to the president and will begin her new assignment next month. She thanked Farida Guzdar for doing double-duty in the interim and doing a wonderful job. Dr. Hetherington mentioned that Tom Glaser did an incredible amount of work on the recent Howard County Chamber of Commerce cyber conference sponsored by SAIC. The college did not receive the Department of Labor’s Trade Adjustment Assistance Community Colleges and Career Training Grants; the college has requested a feedback report and debriefing to gain information to help us in re-applying. The college is looking at other options for grant submissions. Dr. Hetherington continues to meet with elected officials to update them on the college and thank them for their ongoing support. She also mentioned other grant opportunities that are being worked on including science, technology, engineering, and math (STEM) transfers and a planning grant in association with the Gates foundation.

D. Board Member Comments

Trustee Esmond mentioned that the Grand Prix was run smoothly and professionally, and volunteers were very accommodating of guests. She stated that the public relations and marketing efforts were wide reaching and really paid off by creating interest in the community.

Trustee Doyle was impressed with the major networking done at the Grand Prix and appreciates that it has been marketed so well.

Trustee Schrader had a chance to talk with SGA leaders and is very impressed with the college’s focus on leadership and the structure of the clubs run by students.

Trustee Coale agreed that the Grand Prix is a wonderful event and very enjoyable. He is impressed with the CLC environment and the student who shared her story. He sees the great opportunity the CLC gives students to overcome hurdles and achieve success and views the CLC as a phenomenal service to students to help them become productive members of society.

Trustee Doyle echoed Trustee Coale’s comments about the CLC and is concerned that the ability to deliver affordable care is drying up. He encouraged the administration to consider alternate options.

Trustee Esmond also commented that she was impressed at how the CLC is changing lives.

Chair Rensin agreed with earlier comments. She sees the college’s mission, vision, and values of providing pathways to success and discovering greatness in ourselves and others in action. She mentioned the tremendous impact on students if CLC funding goes down. She also expressed the board’s gratitude to Ms. Guzdar for filling in as the board liaison. She thanked the students for the great work they did networking at the Grand Prix and their willingness to give their time. She mentioned that she and Vice Chair Doyle had met with the nursing accreditation group and it was great to be able to tell them about the wonderful programs at HCC.

President Hetherington thanked the board chair and vice chair and the staff who worked on the nursing accreditation. She also thanked everyone involved with the latest edition of the *Pathways* magazine.
E. **Reports to the Board of Trustees**

Chair Rensin gave an overview of the audit and finance committee meeting and mentioned that the audit went well. She thanked Lynn Coleman, vice president of administration and finance, and Janet Cullison, associate vice president of finance, for the work they do with the financial reporting and making it understandable.

Vice Chair Doyle gave an overview of the legislative and community relations committee meeting.

In the absence of Trustee Dillow, Dr. Hetherington gave an update of the Howard Community College Educational Foundation Board Retreat.

F. **Approval of Minutes**

A recommendation to approve the August 24, 2011, work, regular, and closed session minutes and August 29, 2011, closed and regular session minutes was moved by Trustee Esmond, seconded by Trustee Doyle, and unanimously approved.

G. **Consent Items**

1. Proposed new hires;

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

H. **Information Items**

1. **Board Calendar**

   Farida Guzdar, executive assistant to the president, gave a calendar update.

   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.

The regular meeting was adjourned at 8:04 p.m.

The above constitutes the official minutes of the September 27, 2011, regular meeting of the Howard Community College Board of Trustees as approved on October 26, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer