The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 26, 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 6:06 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Roberta E. Dillow, Dennis W. Miller, and Dennis R. Schrader. Trustees Edmund S. Coale, III and Mary S. Esmond were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Kate Hetherington, president, introduced Linda Emmerich, executive associate to the president.

Sharon Pierce, vice president of academic affairs, introduced Andrew Brown, instructor, mathematics; Kenneth Crivelli, assistant professor, physical therapy, and director, physical therapy assistant program; Aimee Gilette, instructor, television production; Sandra Lee, interim instructor, English; Kathleen Lilly, assistant professor, chemistry; Matthew Lochman, instructor, mathematics; Amy Chase Martin, director, instructional media; Shantaya Rao, instructor, English Language Learning Center; Elisa Roberson, assistant professor, English; Susan Seibel, instructor, dental hygiene, and director, dental hygiene program; Frances Turner, instructor, biology; Brooke Tyson, instructor, English; and Rehana Yusef, instructor, mathematics.

Lynn Coleman, vice president of administration and finance, introduced Jessica Deutsch, lead evening cashier.

Tom Glaser, vice president of information technology, introduced Valerie Smith, senior enterprise server engineer; and Patricia Remoy, associate director for learning outcomes assessment.

Cindy Peterka, vice president of student services, introduced Alison Buckley, associate vice president for enrollment services; Stephanie Bender, director of financial aid services; Steven Freeman, retention specialist; Ricardo Gonzalez, interim technology specialist; and Natalie Sanchez, academic advisor.

II. Recognition of Grand Prix Chair and Hosts

Missy Mattey, director of development, introduced Grand Prix chair Mike Drummond, and hosts George and Marilyn Doetsch. George and Marilyn Doetsch thanked the college and staff; Mike Drummond commented on the excellence of HCC and encouraged everyone to attend next year’s Grand Prix. Chair Rensin thanked them and presented them with a certificate of recognition and a gift.

III. Information Session: Laurel College Center (LCC)

Sharon Pierce introduced Nancy Grinberg, LCC program director, who gave a brief overview of the center’s growth over the last ten years. Nancy introduced two students
who talked about their experiences at the LCC and their plans for the future.

IV. Presentation of President’s Higher Education Community Service Honor Roll Certificate

Sharon Pierce presented Brittany Budden, director of service learning, with the President’s Higher Education Community Service Honor Roll certificate. This marks the sixth consecutive year that the college’s service learning effort has received this tribute. Under Brittany’s leadership, HCC student involvement in service learning has grown 40 percent, with students donating over 6,500 hours of service.

A WBAL news report on the Step Up program was shown.

The work session adjourned at 6:55 p.m.

The above constitutes the official minutes of the October 26, 2011, work session of the Howard Community College Board of Trustees as approved on November 30, 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, October 26, 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 7:04 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Roberta E. Dillow, Dennis W. Miller, and Dennis R. Schrader. Trustees Edmund S. Coale, III and Mary S. Esmond were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of October 26, 2011, Agenda

Chair Rensin moved the consent item, Fiscal Year 2013 Capital Budget, to the board priority items.

A recommendation to approve the October 26, 2011, agenda, as amended was moved by Trustee Dillow, seconded by Trustee Miller, and unanimously approved.

B. Board Priority Items

1. Fiscal Years 2011 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, and Monique Booker from the SB & Company, Inc. audit firm gave an overview.

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

2. Financial Statements

Lynn Coleman gave an overview of the financial statements.

3. Board Core End: Student and Stakeholder Focus

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

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

4. Fiscal Year 2013 Capital Budget

Lynn Coleman gave an overview of the proposed changes to the capital budget.

A recommendation to approve the FY13 capital budget with the proposed changes, was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

C. President’s Report
President Hetherington reported on some of her activities since the last board meeting. She thanked the trustees who attended the ACCT Congress and Chair Rensin for co-presenting with her. Dr. Hetherington thanked the staff responsible for the nursing reaccreditation report and site visit. She reported that Dr. Al Smith, first president of HCC, and his wife Bernadene Hallinan Smith, HCC’s first director of nursing, attended the 10,000+ enrollment celebration. She told the board that a DVD of this month’s In Focus television program on the college’s culinary arts program will be included in next month’s board take-home packet. Dr. Hetherington reported on HCC’s partnership with the Howard County Library and the Howard County Public School System on choose civility, book connection, and money matters. She concluded by reporting on HCC’s bi-annual meeting with the school system.

D. Board Member Comments

Chair Rensin commented on the ACCT Congress, which focused on student retention and funding. She thanked Dr. Hetherington and her staff for the presentation and arrangements for the conference.

Trustee Doyle remarked that HCC students are fortunate to have support programs such as Step Up.

Trustee Dillow commented on the sessions she attended at the ACCT Congress – student success, late registration, and strengthening foundation/board partnership. She thanked everyone involved in the Grand Prix. She encouraged the trustees to attend the student-donor luncheon on November 4. She suggested the trustees have a meeting with the school system board and with the partners at the Laurel College Center at a future time.

Trustee Schrader appreciated getting the CERN video. He commended the staff for their courage in collecting data that sometimes raises difficult questions. He was at a conference in Memphis and recommended the national civil rights museum as an interesting place to visit.

Trustee Miller reported that attending the ACCT Congress helped him realize how well HCC performs on a national scale. He attended a session on ways colleges track their students after they leave the community college. Trustee Miller also attended a session on “return on success” from a global perspective that looked at opportunities to develop relationships with schools around the world for fundraising and student exchange. He also talked about sessions on green energy that creates a revenue stream for the institution.

E. Reports to the Board of Trustees

1. Audit and Finance Committee

Chair Rensin mentioned that she had given a report last month.

2. Maryland Association of Community Colleges (MACC) Board of Directors

Trustee Dillow reported on the MACC executive search that should be completed by March 2012. Former executive director, Clay Whitlow, is filling in on a consultant basis in the interim. She commented that the legislative agenda was reviewed including the funding report, the pension issue, the governor’s $5 million grant funding to be distributed among the colleges, the merger of the Maryland Higher
Education Commission (MHEC) and Maryland State Board of Education, funding for adult education and English as a second language, fees charged by MHEC, the trustee conference in January, and MACC’s strategic plan promotion being worked on by a consultant with talking points for the presidents.

F. Approval of Minutes

A recommendation to approve the September 27, 2011, work session and regular session minutes was moved by Trustee Miller, seconded by Trustee Doyle, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Health insurance cooperative purchase agreement with the Howard County Government; and
3. The Mount Airy Center interior tenant fit-out bid awarded to J. Vinton Schafer in the amount of $1,493,000.

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

H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate 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.

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

The regular session was adjourned at 8:27 p.m.

The above constitutes the official minutes of the October 26, 2011, regular meeting of the Howard Community College Board of Trustees as approved on November 30, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer