The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 30, 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 6:03 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, Dennis W. Miller, 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 Nancy Calder, assistant professor, medical laboratory technician program; and James Woong Hwang, assistant professor, medical sonography, director diagnostic medical sonography program.

Cindy Peterka, vice president of student services, introduced Emily Bonham-Owen, associate registrar; and Mary Hargadon-Zester, personal counselor.

II. Howard Community College Educational Foundation (HCCEF) Annual Report

Missy Mattey, director of development, introduced Christopher Marasco, HCCEF chair, who provided an update on the foundation’s current activities including board composition, fundraising, investments, and events.

III. Information Session: Simulation in Health Care Education: An Interdisciplinary Approach

Sharon Pierce introduced Georgene Butler, division chair, health sciences, who along with faculty members, Laura Sessions and Angel Burba, gave an overview of the use of simulation in health care education. Second-level nursing students and first-level paramedic students participated in an interdisciplinary simulation of a patient who ingested poison and was brought to the emergency room by paramedic students and attended to by nursing students. Students reported that simulations help them learn and practice skills in real time. Faculty continue to explore ways to integrate simulations into the curriculum.

Dr. Hetherington introduced the Economic Alliance of Greater Baltimore (EAGB) video, which featured her and other greater Baltimore leaders. Through her participation in the video, Dr. Hetherington was able to give voice to the benefits of the community college. The video was shown at the EAGB’s annual meeting earlier this month.

The work session adjourned at 7:18 p.m.

The above constitutes the official minutes of the November 30, 2011, work session of the Howard Community College Board of Trustees as approved on December 14, 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, November 30, 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 7:19 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, Dennis W. Miller, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of November 30, 2011, Agenda

A recommendation to approve the November 30, 2011, agenda was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Board Core End: Information and Analysis

   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.

2. Financial Statements

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

3. Fiscal Year 2013 Legislative Agenda

   Nancy Gainer, executive director of public relations and marketing, gave an overview of the legislative agenda highlighting HCC’s focus on four key priorities for the year: operating funding, capital funding, funding for the Laurel College Center, and student financial aid.

   A recommendation to approve the proposed FY13 legislative agenda, as recommended by the legislative and community relations committee at its November 10, 2011, meeting, was moved by Trustee Esmond, seconded by Trustee Miller, 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 Laurel College Center’s tenth anniversary celebration, the student-donor luncheon, and the health sciences building topping-out ceremony. She commended the faculty on doing a great job with the radiologic technology accreditation site visit. She reported on the Mt. Airy planning meeting for the kick-off on December 5. Dr. Hetherington talked about a letter some board members received from
D. **Board Member Comments**

Trustee Doyle remarked that the healthcare simulation was fabulous; he noted the pride students had in the program. He remarked that the student-donor lunch is another event that brings students together with the people who support them.

Trustee Esmond also commented on the healthcare simulation and how the real time simulation gives a visual understanding of the skills that the college’s allied health students are developing. She congratulated Dr. Hetherington on her leadership as evidenced in the EAGB video. Related to the architectural issue, she confirmed the importance of checks and balances.

Trustee Miller also commented on the healthcare simulation. He shared his experience with a student who spoke to him after the student-donor luncheon about his plans after HCC. Trustee Miller appreciated the prompt response from the president to his question on the anonymous letter. He urged the administration to continue to look for a way to track transfer students.

Trustee Coale echoed earlier comments on the healthcare simulation exercise, which he feels reaffirms that HCC gives its students an extra edge in preparing them for the workplace. He also commented on the anonymous letter and was impressed with the quality of HCC’s process.

Trustee Dillow echoed earlier comments emphasizing how far the college has come with the healthcare simulation since the first SimMan in 2000. She applauded Cheryl Berman, who was a recipient of the 17th Annual Leadership Awards Program, which recognizes individuals and organizations that are change agents in the community.

Trustee Schrader agreed with earlier comments on the healthcare simulation. He remarked on the excellent November 16, 2011, audit and finance committee meeting and suggested a meeting with the foundation board. He commented on the anonymous letter and appreciated the open discussion.

Chair Rensin commended faculty members Laura Sessions and Angel Burba on years of dedicated work in integrating simulation into the healthcare curriculum. She suggested a joint meeting with the executive team of the foundation board since both boards work collaboratively for students.

E. **Reports to the Board of Trustees**

1. **Audit and Finance Committee**

Chair Rensin talked about the salary and benefits committee’s thoughtful and heartfelt presentations at the meeting. She asked board members to read the employee benefits guide and total compensation sample in their take home packets and to think of innovative ways to compensate employees before the January budget work session. Trustee Miller agreed and provided supporting comments.
2. Legislative and Community Relations Committee

Vice Chair Doyle reported on the November 10, 2011, meeting, emphasizing HCC’s ability to retrain people to return to the workforce.

F. Approval of Minutes

A recommendation to approve the October 26, 2011, work session and regular session minutes was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Fiscal year 2013 sabbatical leave recommendations; and
3. Candidates for commencement; and
4. Part I/II facility program for the renovations to the nursing and science and technology buildings.

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

H. Discussion Items

1. Architectural/Engineering Services for the New Science, Engineering, and Technology Building

Lynn Coleman gave an overview of the capital request process and reviewed data that spoke to the need for a new science, engineering, and technology building at HCC. Shelly Bilello, capital programs administrator, explained the state approval process for capital projects and the impact of a delay in the design and construction. It was clarified that approving this contract did not obligate the college to move forward with construction. Patti Turner, division chair, science and technology, talked about the need for the new building and the diverse array of programs that will be offered in the building. She also talked about students from other counties with options of several schools, choosing to come to HCC

Trustees supported the need for the building and discussed their concerns about fixed and operating costs related to risk management in constructing and opening this new building. In the future, board members would like to have an impact study during the planning stages of new buildings. President Hetherington stated that the administration could share with the board the reasoning and thinking behind its recommendations. The board made a formal request that the administration prepare models based on differing revenue assumptions and drivers of cost. The board reiterated its confidence and trust in the president and her team.

A recommendation to award the contract for architectural/engineering services for the new science, engineering, and technology building to Ayers Saint Gross was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

2. Lot A Bio Retention Facility Reconstruction Project

Lynn Coleman gave an overview of the project.
A recommendation to use the Howard County contract with KCI Technologies for the repair of the parking lot A bio retention facility was moved by Trustee Miller, seconded by Trustee Doyle, and unanimously approved.

I. 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. Full-time/Part-time Enrollment Ratios by Division
   Sharon Pierce, vice president of academic affairs, gave an overview.
   This item was for information only and required no board action.

4. 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 Dillow, seconded by Trustee Doyle, and unanimously approved.

The regular session was adjourned at 9:35 p.m.

The above constitutes the official minutes of the November 30, 2011, regular meeting of the Howard Community College Board of Trustees as approved on December 14, 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, November 30, 2011, in The Rouse Company Foundation Hall, Room 400, at Howard Community College, Columbia, Maryland. At approximately 9:42 p.m., Chair Katherine K. Rensin read a resolution to enter into closed session. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, Dennis R. Schrader, and Dennis W. Miller. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, was 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 November 30, 2011, in The Rouse Company Foundation 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 a proposal.

The meeting was adjourned at 10:26 p.m.

The above constitutes the official minutes of the November 30, 2011, closed session of the Howard Community College Board of Trustees as approved on December 14, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer