The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, January 25, 2012, 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, and Dennis R. Schrader. Trustees Mary S. Esmond and Dennis W. Miller were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Tom Glaser, vice president of information and technology, introduced Jason Dry, simulation lab administrator.

Cindy Peterka, vice president of student services, introduced Michelle Bowser, associate director of financial aid services, loans and technology, and Olayta Rigsby, assistant registrar, veterans affairs and scheduling.

The work session adjourned at 6:08 p.m.

The above constitutes the official minutes of the January 25, 2012, work session of the Howard Community College Board of Trustees as approved on February 22, 2012, 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, January 25, 2012, 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 6:19 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, and Dennis R. Schrader. Trustees Mary S. Esmond and Dennis W. Miller were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of January 25, 2012, Agenda

A recommendation to approve the January 25, 2012, agenda was moved by Trustee Doyle, seconded by Trustee Coale, and unanimously approved.

B. Board Priority Items

1. Financial Statements

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

2. Fiscal Year 2013 Integrated Operating Budget and Strategic Plan

   Lynn Coleman gave an overview.

   A recommendation to approve the FY13 integrated operating budget and strategic plan, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

C. President’s Report

President Hetherington thanked the trustees for attending several college events since last December including the trustees legislative session and reception earlier this week. She gave an overview of the current budget picture. Cindy Peterka, vice president of student services, gave an enrollment update; headcount is up by five percent and full-time equivalent (FTE) enrollment is up by three percent. Dr. Hetherington noted that President Obama talked about community colleges in his State of the Union address. She mentioned that delegates from King Faisal University in Saudi Arabia visited HCC to learn about establishing community colleges in their country. The American Association of Community Colleges (AACC) recommended that they visit HCC. She informed the board that the Maryland Association of Community Colleges (MACC) executive director search is still in progress. HCC students participated in the Phi Theta Kappa induction ceremony on campus last week. President Hetherington made a presentation at the Network 2000 conference about her perspective on being a college president. HCC’s international education program has been selected by the Institute of International Education to receive the 2012 Andrew Heiskell Award for internationalizing the community college. HCC’s “The Program of Global Distinction” has been selected as the exemplary program by the awards
committee of the Two-Year College English Association of the National Council of the Teachers of English for Two-Year Colleges and Teachers.

A clip from an ABC news broadcast featuring the Children’s Learning Center and the Healthy Howard program was shown.

D. Board Member Comments

Referring to the news clip, Trustee Doyle commented on data related to children who attend pre-school.

Trustee Coale commented on the legislative session, specifically data on success rates. He commented on a session he attended on campus and student safety. He appreciated legislators’ receptivity to key issues facing community colleges.

Trustee Dillow agreed with earlier remarks and commented on the completion agenda that was discussed at the legislative session. She too appreciated the legislators’ support and responsiveness. She encouraged trustees to attend the Hunan Manor fundraiser on March 12 and Vino Scholastico on April 27. She discussed Dr. Hetherington’s positive connection to our elected officials and the value that it brings to the college.

Trustee Schrader declined to make comments.

Chair Rensin also commented on the legislative session and concurred with Trustee Dillow’s comments on Dr. Hetherington’s work in Annapolis. She asked trustees, faculty, and staff to offer suggestions on board retreat agenda items. She thanked board members for attending the legislative breakfast earlier in the month.

E. Approval of Minutes

A recommendation to approve the December 14, 2011, regular session and closed session minutes, and the January 11, 2012, budget work session minutes, was moved by Trustee Schrader, seconded by Trustee Doyle, and unanimously approved.

F. Consent Items

1. Proposed new hires
2. Reading comprehension program

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

G. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, gave a calendar update. She noted two new items, the March 14, 2012, County Executive hearing and the May 12, 2012, County Council hearing.

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 Dillow, seconded by Trustee Coale, and unanimously approved.*

The regular session was adjourned at 6:47 p.m.

The above constitutes the official minutes of the January 25, 2012, regular meeting of the Howard Community College Board of Trustees as approved on February 22, 2012, 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, January 25, 2012, in The Rouse Company Foundation Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin read a resolution to enter into closed session at approximately 6:56 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, were also present. Mary S. Esmond and Dennis Miller were absent.

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 January 25, 2012, 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 the aforementioned items.

The meeting was adjourned at 7:17 p.m.

The above constitutes the official minutes of the January 25, 2012, closed session of the Howard Community College Board of Trustees as approved on February 22, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer