The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 22, 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 6:05 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

Sharon Pierce, vice president of academic affairs, introduced JoAnn Perticone, basic skills program assistant.

Lynn Coleman, vice president of administration and finance, introduced Shanda Ngere, accounting clerk/cashier.

Tom Glaser, vice president of information and technology, introduced Jay Alperson, research associate, Karan Sharma, user/network services (UNS) computer and network support technician; and Christopher Taddeo, senior user/network services (UNS) computer and network support technician.

Cindy Peterka, vice president of student services, introduced financial aid counselors, Raenel Cotton and Andrea Drew.

II. United Way Contributions from Students/Student Fundraising

Cindy Peterka introduced Schnell Garrett, assistant director of student life and student program board advisor, and students Diamond Harrell, chair, Student Program Board, Jennie Wang, vice president, Student Government Association, Christine Gammie, Megan Mulligan, and Jaunyce Priester. The Student Program Board and the Student Government Association raised $225.55 toward the college’s United Way campaign and $3,000 for the HCC student Helping Hands fund. The board recognized the students present.

III. Recognition of Howard Community College’s Fall Athletic Teams

Cindy Peterka introduced Diane Schumacher, director of athletics, who gave an overview of the teams present. The student athletes introduced themselves. The men’s soccer team, women’s soccer team, men’s cross-country team, women’s cross-country team, women’s volleyball team, and the All-American, All-Region, All-Maryland Junior College Conference (JUCO) athletes, and their coaches were recognized by the board.

IV. Information Session: College Completion and Student Success

President Hetherington gave an overview of President Obama and Governor O’Malley’s
goals on college completion. Sharon Pierce and Cindy Peterka, co-chairs of the college’s task force on completion, provided background and gave an update on initiatives taken by HCC to address college completion. Natalie Sanchez, academic advisor, talked about some of the initiatives and former student Karen McGeehan talked about transferring credits back from the University of Maryland at Baltimore County (UMBC) in order to graduate from HCC and the support and guidance she had received from HCC advisors. Melodie Gale, associate director of the learning assistance program, gave a presentation on the Starfish pilot early alert program.

The work session adjourned at 7:10 p.m.
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, February 22, 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 7:11 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 February 22, 2012, Agenda

A recommendation to approve the February 22, 2012, agenda was moved by Trustee Doyle, seconded by Trustee Coale, and unanimously approved.

B. Board Priority Items

1. Board Core End: Faculty and Staff Focus

Zoe Irvin, executive director of planning, research, and organizational development, briefly reviewed the core end.

2. Fiscal Year 2011 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who provided highlights from the report.

3. Financial Statements

Lynn Coleman briefly reviewed the financial statements for January 2012.

4. Fiscal Year 2012 Awards

Chair Rensin gave an overview of the award recipient recommendations of the legislative and community relations committee.

A recommendation to accept Dr. Charles Leonard, Jr. and Daniel Friedman for honorary degrees; Del Karfonta and Kevin Kelehan, Esquire, for the trustees’ award; and Victor Broccolino for the Clark Medal, was moved by Trustee Schrader, seconded by Trustee Coale, and unanimously approved.

C. President’s Report

President Hetherington thanked board members for their support and the time they give to the college. She thanked Chair Rensin for offering greetings from the board at the winter convocation. She thanked Mary and Dan Esmond for their work in raising money for cyber security scholarships and Skip Coale for a Vino Scholastico sponsorship by Coale, Pripstein & Associates, PA. President Hetherington gave a brief update on hearings she had
attended in Annapolis and student advocacy day. She reported on her meeting at HCC with Colonel Rothstein, Fort Meade Garrison Commander, which included a tour of the veterans’ affairs office. HCC hosted the Baltimore Washington Corridor Chamber annual gala, which raised funds for HCC student scholarships. She also mentioned her testimony to the state delegation regarding the pension transfer issue and the StarTalk grant awards, which will allow the program to enroll more students and offer three levels of Chinese, two levels of Arabic and one each of Hindi and Persian. Based on a suggestion from the faculty representative on the commencement committee, this year’s commencement speaker will be a faculty member. Dr. Helen Mitchell, chair of the women’s studies program, has been invited to address the 2012 graduating class. Steve Sachs, former board member, will chair the next Commission on the Future (COF), which will kick off in August 2012. The planning council is currently working on recommending themes for the COF task forces.

D. Board Member Comments

Chair Rensin praised the Starfish retention project. She felt that the workforce report was very informative. She commended the president on her testimony to the state delegation and her visible role in the community.

Trustee Schrader enjoyed the board’s discussion on HCC’s core focus on education.

Trustee Dillow commended the president on winning the Gold and Platinum Ava Awards for the college’s program “In Focus” and HCC’s welcome video. She also commended the students who were recognized at the board meeting. She asked board members to support the Hunan Manor and Vino Scholastico fundraisers.

Trustee Coale echoed earlier comments. He commended staff members on their service to students and the president’s team for its work, as well as noting the positive feedback he hears from the community.

E. Reports to the Board

Trustee Coale gave a brief report on the February 2, 2012, legislative and community relations committee meeting.

F. Approval of Minutes

A recommendation to approve the January 25, 2012, work session, regular session and 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 $5,940,843 for non-competitive grants, $2,361,899 for competitive grants, and $ 276,136 for scholarships
3. Professor Emeritus Recommendations: Susan Bard, Susan Frankel, and Daniel Friedman
4. Contract for disposal of surplus library materials awarded to B-Logistics
5. Pelco Endura Equipment Supplier contract awarded to Siemens
A recommendation to approve the consent items was moved by Trustee Schrader, seconded by Trustee Coale, and unanimously approved.

H. Discussion Items

1. Retreat Agenda

The board discussed possible topics for its annual retreat to be held on May 30, 2012. Suggested topics include Commission on the Future, case studies/what if this happened at HCC; tuition and fees policy: when and why to increase; enhancing HCC’s financial future: opportunities, constraints, and capacity building; strategies to combat a cyber attack; and alternative forms of funding. Chair Rensin asked for additional suggestions to be emailed to her.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, gave a calendar update. She noted the March 14, 2012, County Executive hearing and the May 12, 2012, County Council hearing. She reminded the board of the dinner scheduled with the executive committee of the foundation board at 4:30 p.m. preceding the March 21 board meeting. Ms. Emmerich gave an update on the commencement date and location; trustees were asked to continue holding May 22 and 24 open for commencement.

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 Schrader, and unanimously approved.

The regular session was adjourned at 8:24 p.m.

The above constitutes the official minutes of the February 22, 2012, regular meeting of the Howard Community College Board of Trustees as approved on March 21, 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, February 22, 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 8:24 p.m. Other board members present included 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. Kevin J. Doyle, Mary S. Esmond, and Dennis W. 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 February 22, 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 9:20 p.m.

The above constitutes the official minutes of the February 22, 2012, closed session of the Howard Community College Board of Trustees as approved on March 21, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer