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

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Rosemary Muir, continuing education specialist.

Lynn Coleman, vice president of administration and finance, introduced William Booth, assistant director of security services, and Talmadge Pinkney, set up/asset relocation assistant and groundskeeper.

Cindy Peterka, vice president of student services, introduced Maureen Marshall, assistant director, Career Links program.

II. Introduction of Alternative Break Participants

Sharon Pierce introduced Brittany Budden, director of service learning, who introduced the alternative winter and spring break participants and gave an overview of their work. Faculty members who accompanied the students were also introduced. Students talked about their experiences and how they benefited from them.

III. Introduction of Howard Community College Collegiate Cyber Defense Competition Team

Sharon Pierce introduced Vini Nithianandam, professor, computer support technology and electronics/telecommunication, and Scott Stefanoski, network security lab manager, who introduced the team and gave an overview of the competition. Students talked about their experiences and the excitement of participating in the finals.

IV. Information Session: Retention in Learning Communities

Sharon Pierce introduced the program directors and assistant directors from HCC’s learning communities, the James W. Rouse Scholars Program, the Silas Craft Collegians Program, and the Frederick K. Schoenbrodt Honors Program. A brief overview of the three learning communities was shared. Students and alumni were introduced and talked about their experiences in the three programs.

The work session adjourned at 7:26 p.m.

The above constitutes the official minutes of the April 25, 2012, work session of the Howard Community College Board of Trustees as approved on May 23, 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, April 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 7:39 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, and Dennis W. Miller. Trustee Dennis R. Schrader was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. **Approval of April 25, 2012, Agenda**

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

B. **Board Priority Items**

   1. **Board Core End: Leadership**

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

   2. **Financial Statements**

      Lynn Coleman, vice president of administration and finance, briefly reviewed the financial statements for March 2012. Trustee Doyle suggested the board have a discussion on the feasibility of the bookstore going to e-textbooks as a future work session topic.

   3. **Cultural Diversity Plan Report**

      President Hetherington introduced Schnell Garrett, associate director of student life, and diversity committee co-chair, and Dave Jordan, associate vice president of human resources. Ms. Garrett highlighted parts of the plan and gave a preview of upcoming programs. Mr. Jordan talked about diversity from the human resources perspective.

   4. **Fiscal Year 2013 Capital Budget Reallocation**

      Dr. Hetherington made brief comments on the statewide budget picture and Lynn Coleman gave an overview of the proposed capital budget adjustments.

      A recommendation to approve the revised FY13 capital budget as presented, was moved by Trustee Miller, seconded by Trustee Esmond, and unanimously approved.

   5. **Fiscal Year 2013 Operating Budget**

      Lynn Coleman presented recommended reductions in the college’s FY13 proposed operating budget that address recent cuts in county funding. In addition, Ms. Coleman presented other necessary amendments to the budget. She also gave an overview of further budget reductions that may need to be considered at the May 23, 2012, board meeting should state funding be reduced.
A recommendation to approve the operating budget reductions to absorb the county reduction of $1,193,668 and amend areas of the budget as presented, was moved by Trustee Dillow, seconded by Trustee Miller, and unanimously approved.

C. President’s Report

President Hetherington thanked trustees Rensin, Doyle, Coale, Miller, and Schrader for attending the board social where Vic Broccolino, president and CEO of Howard County General Hospital, was presented the Clark Medal.

President Hetherington gave an update on the 2012-2013 Commission on the Future, which will be chaired by former board member Steve Sachs. Seven task force groups have been identified and proposed task force chairs will be contacted in the next few weeks. The task force chairs will meet in August and a kickoff event will take place in September. Updates will be shared with the board as they become available.

President Hetherington mentioned that HCC will host the semi-annual meeting with the Howard County Public School System next week; the last meeting with Dr. Cousin who is retiring. She announced that the Maryland Association of Community Colleges (MACC) has named its new executive director, Dr. Bernard Sadusky. Dr. Peterka reported on enrollment for the summer and fall semesters. Dr. Hetherington informed the board that the latest issue of the *Pathways* magazine was included in their take-home packet. She informed the board that she will be presenting at the County Executive’s CEO breakfast on workforce development focusing on cybersecurity. She thanked faculty and staff who volunteered at Greenfest.

D. Board Member Comments

Chair Rensin echoed President Hetherington’s comments on the board social. Plans are underway for the board retreat in May.

Trustee Doyle also commented on the board social and meeting past board members and building on their legacy of student success. He also commented on the learning communities that presented at the work session and his son’s positive experience as an HCC student.

Trustee Esmond talked about the learning communities and their impact on students and the community at large.

Trustee Miller echoed earlier comments especially about the extraordinary students in the learning communities. He talked about keeping in touch with Rouse Scholars alumni possibly through social media.

Trustee Coale commented on the underlying culture of service at the college that inspires students to participate in alternative break trips and competitions. He commented on the budget discussions.

Trustee Dillow echoed Trustee Coale’s comments and commented on former Rouse Scholar, Annette Zeender, who came back to be an instructor at HCC.
E. Reports to the Board

Trustee Dillow gave a brief report on the Howard Community College Educational Foundation.

F. Approval of Minutes

A recommendation to approve the March 21, 2012, work session, regular session, and closed session minutes, was moved by Trustee Esmond, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires
2. Candidates for commencement
3. Faculty promotions for fiscal year 2013
4. Use of the Baltimore City contract for a radio system purchase from Motorola
5. Use of the Anne Arundel County Public Schools contract to purchase office supplies from Office Depot
6. Award of the food services contract to Sodexo
7. Award of the contract for consulting services for a theatrical rigging system to Wrightson, Johnson, Haddon & Williams, Inc.
8. Award of the general contractor services for human resources renovations to Lewis Contractors
9. Award of the Duncan Hall data connector and patch panel replacement bid to Communications Technologies & Consulting, LLC and the purchase of data cabling replacement services
10. Amendment of the Laurel College Center lease

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

H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, gave a calendar update. She reviewed upcoming events in May including the audit and finance committee meeting, the budget hearing, spring convocation, commencement, the board meeting, and the board retreat.

   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 Doyle, seconded by Trustee Coale, and unanimously approved.

The regular session was adjourned at 9:05 p.m.

The above constitutes the official minutes of the April 25, 2012, regular meeting of the Howard Community College Board of Trustees as approved on May 23, 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, April 25, 2012, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin read a resolution to enter into closed session at approximately 8:50 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, and Dennis W. Miller. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, were also present. Dennis R. Schrader was 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 April 25, 2012, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss matters permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business. The matters to be discussed directly relate to the following:

(a)(1)(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

During the meeting, the board of trustees discussed the aforementioned items.

The meeting was adjourned at 9:07 p.m.

The above constitutes the official minutes of the April 25, 2012, closed session of the Howard Community College Board of Trustees as approved on May 23, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer