The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 23, 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, Dennis W. Miller and Dennis R. Schrader. Trustee Mary S. Esmond was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Caroline Wood, center director, Mount Airy College Center for Health Care Education.

Tom Glaser, vice president of information technology, introduced Maxwell Wright, help desk technician, and Michael Altobelli, student computer services and network support technician.

Cindy Peterka, vice president of student services, introduced Mary O'Rourke, director of admissions (nursing and allied health).

II. Recognition of Outgoing Board Chair

President Hetherington gave an overview of Chair Kathy Rensin's service on the board and thanked her for her outstanding leadership.

III. Information Session: English Institute

Sharon Pierce introduced Rebecca Price, director of the English Language Center, who gave a presentation on the curriculum and student demographics of the English Institute (EI), a program for full-time F-1 or permanent residents. Minah Woo, associate director of the English Language Center, talked about student achievement, transitions to universities and professions, and the overall growth in international students at HCC. Four EI students were introduced – Educardo Mancera, Mia Um, Denisse Escalante, and Basi Domingo.

IV. Information Session: Global Initiatives: Global Distinction and INSPIRES Global Perspectives

Sharon Pierce introduced Jean Svacina, acting chair, English/world languages, Sarah Saxer, associate professor, director of English as a second language (ESL), and Mary Beth Furst, assistant professor, business. Dr. Svacina gave a brief history of global initiatives at HCC and awards earned over the years. Ms. Furst talked about the global distinction program for students, which was developed in collaboration with the Community Colleges of Baltimore County. Ms. Saxer talked about the INSPIRES global perspectives program for faculty and staff, a year-long program that will be piloted in fall 2012.

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

The above constitutes the official minutes of the May 23, 2012, work session of the Howard Community College Board of Trustees as approved on August 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, May 23, 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 7:05 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Dennis W. Miller and Dennis R. Schrader. Trustee Mary S. Esmond was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of May 23, 2012, Agenda

A recommendation to approve the May 23, 2012, agenda was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Election of Fiscal Year 2013 Board Officers

Chair Rensin nominated Vice Chair Doyle as board chair and Trustee Coale as vice chair for FY13.

A recommendation to approve the election of Kevin Doyle as chair and Edmund S. Coale, III, as vice chair for FY13, was moved by Chair Rensin, seconded by Trustee Dillow, and unanimously approved.

2. Fiscal Year 2013 Operating Budget Update

Lynn Coleman, vice president of administration and finance, reported that no changes to the FY13 budget proposal that the trustees approved at the board's April 25, 2012, meeting are necessary.

3. Financial Statements

Lynn Coleman briefly reviewed the financial statements for April 2012.


Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the mission, vision, values, and strategic goals, which were reviewed by the planning council and presented to the board for information only.

5. Identity Theft Prevention – Red Flags and Payment Card Industry

The federal government requires the college to provide the board with an annual update on HCC’s identity theft prevention procedures. Tom Glaser, vice president of information technology, provided an update.

C. President’s Report

President Hetherington reported that due to the Spear Center closing, two major community events – the Columbia Foundation Spring Party and the Columbia Festival of the Arts Gala – were held on campus; several community members had positive feedback on the venue. Dr. Hetherington thanked trustees for attending Vino Scholastico, the student awards
banquet, the Dragon athlete awards banquet, the entrepreneurial event, spring convocation, and commencement.

President Hetherington mentioned that this was the third year that HCC coordinated the statewide Phi Theta Kappa recognition; she thanked the president’s office staff for their work. She thanked Vice Chair Doyle for testifying at the County Council hearing and employees for attending the hearing that took place on Saturday, May 12. She talked about HCC’s new chapter of the Alpha Eta Honor Society to which four allied health students were inducted.

D. Board Member Comments

Chair Rensin noted that President Hetherington’s year-end report is evidence of her community outreach. She congratulated trustees Doyle and Coale on their election to chair and vice chair. She commented on the year-in-review slideshow at convocation, the service awards, and the innovation fair; the Step UP program won the crystal dragon award for the second year. She commented on Colonel Rothstein’s attendance at commencement and his appreciation for being invited. She talked about the comments of one of the speakers at the nursing pinning ceremony, which were both touching and memorable. She thanked the president and her team for making a difference in lives locally and globally.

Trustee Schrader was sorry he missed commencement. He appreciated the presentations at the work session.

Trustee Dillow thanked Chair Rensin for her work on the board. She noted that the entrepreneurial and globalization initiatives were recommendations of the Commission on the Future. She gave a brief foundation report including the capital campaign and Vino Scholastico. She talked about the upcoming 25th anniversary of the Grand Prix.

Trustee Coale thanked the board for its trust in electing him as vice chair. He commented that convocation and commencement are the highlights of his calendar since they celebrate employee and student achievements. He noted the interesting concept of globalizing the curriculum.

Trustee Miller commented on commencement – the parents’ enthusiasm and the students’ accomplishments. He noted the parade of international flags and the opportunity at HCC to advance global initiatives.

Trustee Doyle thanked the board for electing him chair for next year. He too was impressed by the international flags and appreciated the community we live in that is reflected in the diversity of our student body and the international programs for students, faculty and staff.

E. Reports to the Board

Trustee Miller gave a brief report on the May 9 audit and finance committee meeting.

F. Approval of Minutes

A recommendation to approve the April 25, 2012, work session, regular session, and closed session minutes, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

G. Consent Items

1. Audit areas for review: cash controls, auxiliary controls, inventory, and payroll and benefits administration.
2. Fiscal year 2013 new academic programs:
   **Associate of Arts**
   • Diversity Studies
   • Gaming and Simulation Design
   • Hospitality Management, Event Management Track
   • Interactive Design
   • Interdisciplinary Arts
   • Women’s Studies
   **Associate of Science**
   • Medical Laboratory Technician
   **Associate of Applied Science**
   • Dental Hygiene
   • Diagnostic Medical Sonography
   • Medical Laboratory Technician
   • Physical Therapist Assistant
   **Certificate**
   • Event Management

3. Summer graduates

4. Network maintenance support services contract bid awarded to Network Concepts, Inc. (NCI)

5. Computer hardware purchases contract with Dell, Inc. using the Maryland Educational Enterprise Consortium (MEEC) contract

6. Supplies for environmental services using the Fairfax County Public Schools contract

7. Health sciences building centralized management solution using Educational Management Solutions as a sole source and the purchase of the Arcadia solution and project management services

8. Participation in the Maryland Library Consortium (MLC) for library electronic resources

9. Administrative software service agreement purchase of Datatel software service agreement renewal, technical support, and consulting services

10. Proposed new hires

11. Authorization for board chair to approve on behalf of board until next regular meeting.

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

H. Discussion Items

1. **Work Session Information Session Topics for Fiscal Year 2013**

   President Hetherington reviewed topics suggested by the board. She reported that a date is being scheduled for the Mount Airy College Center for Health Care Education grand opening which needs to be coordinated with elected federal officials and Carroll and Frederick Community Colleges. Trustee Schrader suggested adding the impact (implication, capacity, and cost) of online and hybrid courses to the list of topics. Trustee Miller suggested adding how we prepare/advise students to transfer to college, military service, workforce, or other options.

I. Information Items

1. **Board Calendar**

   Linda Emmerich, executive associate to the president, reminded the trustees about the
May 30, 2012, board retreat. She drew the board’s attention to next year’s calendar in their take-home packet.

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 gave an update on the current full-time/part-time faculty ratio which is 40/60.

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

4. **Anticipated summer approvals**
   Lynn Coleman gave an update on anticipated summer approvals that will mainly be equipment for the health sciences building.

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

5. **Sodexo Report**
   Lynn Coleman gave an update.

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

6. **Sustainability Update**
   Lynn Coleman gave an update.

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

7. **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 Coale, seconded by Trustee Schrader, and unanimously approved.

The regular session was adjourned at 7:58 p.m.

The above constitutes the official minutes of the May 23, 2012, regular meeting of the Howard Community College Board of Trustees as approved on August 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, 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 7:58 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Dennis W. Miller, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, were also present. Mary S. Esmond 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 May 23, 2012, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services 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 item.

The meeting was adjourned at 8:27 p.m.

The above constitutes the official minutes of the May 23, 2012, closed session of the Howard Community College Board of Trustees as approved on August 22, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer