Howard Community College (HCC) met in work session on Wednesday, August 25, 2010, 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 6:01 p.m. Other board members present included vice chair, Roberta E. Dillow, and trustees Mary S. Esmond and Patrick L. Huddie. Trustees Edmund S. Coale, III, and Kevin J. Doyle were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Kate Hetherington, president, introduced Sharon Pierce, vice president of academic affairs.

Cindy Peterka, vice president of student services, introduced James Symanek, financial aid counselor, and Greg MacPhee, assistant director of admissions and advising – technology.

II. Presentation of President’s Higher Education Community Service Honor Roll Certificate

Sharon Pierce introduced Brittany Budden, interim director of service learning. Ms. Budden was introduced to the board as the lead person responsible for HCC being named to the 2009 President’s Higher Education Community Service Honor Roll for its commitment to volunteering, service learning, and civic engagement. The board commended Ms. Budden and presented her with a certificate.

The work session adjourned at 6:10 p.m.

The above constitutes the official minutes of the August 25, 2010, work session of the Howard Community College Board of Trustees as approved on September 22, 2010, 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, August 25, 2010, 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 6:10 p.m. Other board members present included vice chair, Roberta E. Dillow, and trustees Mary S. Esmond and Patrick L. Huddie. Trustees Edmund S. Coale, III and Kevin J. Doyle were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of August 25, 2010, Agenda

A recommendation to approve the August 25, 2010, agenda, was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2010 Board Accomplishments

Chair Rensin gave a brief summary of the top accomplishments and board members gave comments.

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

2. Fiscal Years 2010 Strategic Plan Evaluation and Core Work Highlights

Zoe Irvin, executive director of planning, research, and organizational development gave an overview.

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

3. Mid-Maryland Community College Allied Health Care Education Center Project

Kate Hetherington, president, gave an overview. The new name will be the Mt. Airy College Center for Health Care Education. Sharon Pierce, vice president of academic affairs, provided highlights about the academic programs, and Lynn Coleman, vice president of administration and finance, talked about site and budget issues.

A recommendation to allow the board chair to approve the amended lease on behalf of the board prior to the September board meeting was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved. This item will be brought to the full board in September for ratification and confirmation.

4. Financial Statements

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

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

C. President’s Report

President Hetherington gave an overview of the increased enrollment and related issues. She told the trustees that her revised objectives were in their take home packets.
She informed the board that she is chairing the Maryland Association of Community College’s student advocacy committee and will serve as a member of the American Association of Community College’s Commission on Communications & Marketing for a three-year term beginning July 1, 2010, through June 30, 2013.

She mentioned recent media coverage for the “Great Colleges to Work For” recognition, Project Access, and STARTALK. She gave an overview of the Maryland Council of Community College Presidents’ (MCCCP) retreat and mentioned that Dr. William “Brit” Kirwan, chancellor of the University System of Maryland, attended the MCCCP retreat and the transfer process was discussed. She talked about Maryland’s Skills2Compete initiative, which will encourage more community college students to get degrees and certificates. The initiative is also looking at noncredit programs and transfer courses. She noted that community colleges are being asked to do more with less funding and that HCC is well positioned to increase the number of degree and certificate recipients. President Hetherington also discussed reverse transfer, where students start their educational experience at a four-year institution and eventually transfer credits to a community college.

She informed the board that she has been meeting with elected officials over the summer. She thanked the trustees and employees for attending the garage groundbreaking and convocation. She reported that she and a group of faculty and staff attended the Continuous Quality Improvement Network (CQIN) summer institute at Fort Collins, Colorado, and the team will meet to see what best practices can be implemented at HCC.

D. Board Member Comments

Chair Rensin thanked everyone for the flowers and good wishes for her recent surgery. She thought the hard hats at the garage groundbreaking were great. She appreciated the new process of sharing student stories in the board take home packets.

Trustee Huddie was glad to see the campus getting ready for the fall semester and amazed at the increased enrollment. He appreciated employees doing more work to address the increased enrollment.

Trustee Esmond agreed with Trustee Huddie’s comments and added that she was impressed by the core work accomplishments. She said she often meets community members who come to HCC for classes and other events. She commended employees on the second year of being recognized as a “Great College to Work For” by The Chronicle of Higher Education.

Vice chair Dillow echoed earlier comments, and mentioned that the Doetsch family was appreciative of the trustee award they received at convocation. She asked Missy Mattey, director of development, to give an update on Grand Prix and President’s Gala ticket sales. Ms. Mattey reported that Grand Prix raffle sales were up and the second early drawing would take place at Aida Bistro the next day. She stated that 78½ tables had been sold. She mentioned a few changes for the Grand Prix at Marama Farm, including parking and vendor areas, a shuttle between parking areas and the event, a pumpkin patch, a hayride, a straw maze, a beer and wine garden, additional vendors, and a later departure time for riders to alleviate traffic.

E. Approval of Minutes

A recommendation to approve the May 19, 2010, closed session minutes; May 26, 2010,
work, regular, and closed session minutes; and the June 7, 2010, retreat notes and closed session minutes, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Grants and scholarships in the amount of $326,461.00 for competitive grants and $219,165.28 for scholarships;
4. Ratify and confirm code blue public address system in the amount of $65,263.40 awarded to ARK System, Inc.;
5. Ratify and confirm gator purchase, repairs, and safety equipment installation in the amount of $34,000 awarded to Finch Services, Inc.;
6. Ratify and confirm increase in computer hardware purchases in the amount of $127,000 awarded to Hartford Computer Group;
7. Ratify and confirm increase in computer hardware purchases in the amount of $1,718,000 awarded to Dell, Inc.;
8. Ratify and confirm Duncan Hall network and wide area network upgrades in the amount of $320,000 awarded to Digital Intelligence Systems Corporation (DISYS);
9. Ratify and confirm Ford F350 truck purchase for plant operations in the amount of $35,252.41 awarded to Apple Ford;
10. Ratify and confirm insurance brokerage services for life/disability insurance at 5 percent commission awarded to PSA Insurance and Financial Services;
11. Ratify and confirm new Apple computers for digital art labs in the amount of $33,235.92 awarded to Apple Computer, Inc.;
12. Ratify and confirm legal fees in the amount of $35,000 to Carney, Kelehan, Bressler, Bennett, and Scherr LLP;
13. Ratify and confirm shuttle bus year-end purchase in the amount of $65,461 awarded to Colonial Equipment Company;
14. Ratify and confirm parking lots F and A stream channel storm water runoff inspections fund increase in the amount of $59,495 awarded to Environmental Research, Inc.;
15. Ratify and confirm parking lot F project construction administration increase in the amount of $94,315 awarded to FSH Associates;
16. Ratify and confirm spending allowance increase for landscaping services in the amount of $223,185 awarded to Brickman;
17. Ratify and confirm voice over internet protocol phase two new cabling in the amount of $74,039 awarded to FiberPlus Inc.;
18. Ratify and confirm Colleague Advancement reporting consulting services in the amount of $47,360 awarded to ASR Analytics, LLC;
19. Ratify and confirm Hickory Ridge first floor classroom chairs in the amount of $61,144.72 awarded to Douron Corporate Furniture;
20. Ratify and confirm spectator bleachers for field number one in the amount of $80,000 awarded to West Recreation Inc.;
21. Ratify and confirm Children’s Learning Center mortgage payoff in the amount of $62,314.24 to be paid prior to June 30, 2010 to the Howard Community College Educational Foundation;
22. Ratify and confirm WebCT (CE6) license renewal in the amount of $38,100 awarded to Blackboard, Inc.;
23. Ratify and confirm year end purchase of common area furniture in the amount of
$94,728 awarded to School Specialty, Inc.;
24. Ratify and confirm Rep Stage paymaster agreement to designate U/RTA as a sole source;
25. Ratify and confirm second parking garage guaranteed maximum price of $10,995,200 and additional alternates in the amount of $137,327;
26. Ratify and confirm summer II and III candidates for graduation;
27. Ratify and confirm Belmont Conference Center propane gas delivery designating Amerigas as a sole source vendor; and
28. Ratify and confirm lease for the Mount Airy College Center for Health Care Education designating Back Acre Holdings, LLC as a sole source vendor.

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

G. Information Items

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

2. Board Calendar
   Erin Yun, director of board relations and special projects, gave a calendar update.
   This item was for information only and required no board action.

3. Agreements Signed by the Board Chair Disclosure
   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 Huddie, seconded by Trustee Esmond, and unanimously approved.

The regular meeting was adjourned at 7:12 p.m.

The above constitutes the official minutes of the August 25, 2010, regular meeting of the Howard Community College Board of Trustees as approved on September 22, 2010, 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, August 25, 2010, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:12 p.m., Chair Rensin read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included vice chair Roberta E. Dillow and trustees Mary S. Esmond, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, Lynn Coleman, vice president of administration and finance, and Cynthia Peterka, vice president of student services, were 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 August 25, 2010, 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 (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; or (a)(1)(ii) any other personnel matter that affects 1 or more specific individuals; and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 8:45 p.m.

The above constitutes the official minutes of the August 25, 2010, closed session of the Howard Community College Board of Trustees as approved on September 22, 2010, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer