The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, September 22, 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 6:05 p.m. Other board members present included vice chair, Roberta E. Dillow, and trustees Edmund S. Coale, III, and Patrick L. Huddie. Trustees Kevin J. Doyle and Mary S. Esmond were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Gregory Coldren, instructor, mathematics; Kyle Coughlin, instructor, music, coordinator, winds and jazz music program; Jacqueline Dzubak, instructor, English; Mark Edelen, instructor, physics/engineering; Michael Giuliano, assistant professor, film/interdisciplinary studies; and Karen Kyger, acting instructor, English.

Lynn Coleman, vice president of administration and finance, introduced Regina Gulliford, office associate V.

Cindy Peterka, vice president of student services, introduced Sarah Fransisco, admissions and academic advisor (outreach); Jenna Fletcher, senior testing specialist; Camilo Garcia, registrar; and Christine Palmer, admission and academic advisor (outreach).

II. Introduction of Constituency Group and Cross-Functional Team Leaders

Cindy Peterka introduced student government association leaders Giancarlo Simpson, president; and Janine Nelson Ross, vice president. Giancarlo Simpson presented gifts to board members.

Sharon Pierce introduced William Straube, president, faculty forum.

Nancy Gainer, executive director of public relations and marketing, introduced administrative group leaders Missy Mattey, chair; and Alissa Putman, vice chair.

Tom Glaser, vice president of information technology, introduced professional/technical group leaders, Jodi Allaire, chair; Lisa Ragland, vice chair; and representatives Brad Beachum, Schnell Garrett, and Terri Graham.

Lynn Coleman introduced support group representatives Judy Darling, chair; Cathy Watts, vice chair; and Yvonne Beachum, treasurer.

Erin Yun introduced Jodi Allaire, chair, college council.

Sharon Pierce introduced Sharon Lyon, chair, curriculum and instruction committee.

Kate Hetherington introduced diversity team co-chairs, Cherisse Carlin and Dave Jordan.

Cindy Peterka introduced enrollment management co-chairs, Barbara Greenfeld and Randy Bengfort.

Lynn Coleman introduced facilities and sustainability team co-chairs, Bob Marietta and Shelly Bilello. She mentioned that Bob Marietta is also the health and safety committee chair.
Zoe Irvin, executive director of planning, research, and organizational development, introduced Mark Tacyn, co-chair, professional development committee.

III. Information Session: Step Up

Sharon Pierce introduced Sue Frankel, director of the Step Up program; Melodie Gale, Betty Logan, and Nassim Ebrahimi, who work with the program, introduced themselves. Ms. Frankel gave an overview of the program. Step Up coaches and their students talked about the impact of the program personally and professionally.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the September 22, 2010, work session of the Howard Community College Board of Trustees as approved on October 27, 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, September 22, 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 7:00 p.m. Other board members present included vice chair, Roberta E. Dillow, and trustees Edmund S. Coale, III, and Patrick L. Huddie. Trustees Kevin J. Doyle and Mary S. Esmond were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of September 22, 2010, Agenda

A recommendation to approve the September 22, 2010, agenda, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board Core End – Strategic Planning

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

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

2. Proposed Fiscal Year 2012 Capital Budget

Lynn Coleman, vice president of administration and finance, gave an overview. She thanked Shelly Bilello, capital programs administrator, for preparing the capital budget.

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

3. Financial Statements Disclosure

Lynn Coleman gave an overview.

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

4. Institutional Mission Review Process

Zoe Irvin gave an overview.

A recommendation to approve the current mission and goals statement report for HCC and the Laurel College Center for submission to the Maryland Higher Education Commission, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

5. Board of Trustees’ Policy Update: Presidential Boundaries-Fiscal Condition

Erin Yun, director of board relations and special projects, gave an overview on the change, which will bring the policy into alignment with current practice regarding reporting to the board on hourly/temporary earnings.

A recommendation to approve the edits to the policy, was moved by Trustee Huddie, seconded by Trustee Coale, and unanimously approved.
6. Ratification and Confirmation of the Lease for the Mount Airy College Center for Health Care Education

Lynn Coleman gave an overview.

A recommendation to ratify and confirm the lease, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

C. President’s Report

President Hetherington thanked employees for helping students get started with the fall semester. She thanked Middle States co-chairs, Bernadette Sandruck and Michael Heffren for their work. She thanked Lynn Coleman for her work with the master plan and the budget. President Hetherington thanked Nancy Gainer, executive director of public relations and marketing, for soliciting great media coverage for the Grand Prix. Missy Mattey, director of development/executive director of the HCC educational foundation, gave an update on table sales for the Grand Prix and an overview of the event.

D. Board Member Comments

Chair Rensin drew board members’ attention to the student stories in their board take-home packets.

Trustee Huddie recognized the public relations and marketing department’s recent awards. He commended Nancy Gainer and her team.

Trustee Coale was impressed with the credentials mentioned in the new employee introductions and the Step Up program.

Vice Chair Dillow stressed how critical the work of the constituency group leaders is in advocacy. She mentioned the transfer of the Children’s Learning Center mortgage from the foundation to the college.

E. Report of the Audit and Finance Committee

Trustee Coale gave an overview of the meeting.

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

F. Report of the Legislative and Community Relations Committee

Vice Chair Dillow gave an overview of the meeting; President Hetherington added comments.

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

G. Approval of Minutes

A recommendation to approve the August 25, 2010, work, regular, and closed session minutes, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.
H. Consent Items

1. Proposed new hires;
2. Transfer agreement for the Children’s Learning Center property from Howard Community College Educational Foundation, Inc. to HCC;
3. Designation of SIRSIDynix as a sole source; and
4. Sodexo agreement amendment.

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

I. Information Items

1. Issue Bin

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

2. Board Calendar

   Erin Yun 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 Vice Chair Dillow, seconded by Trustee Coale, and unanimously approved.

The regular meeting was adjourned at 7:46 p.m.

The above constitutes the official minutes of the September 22, 2010, regular meeting of the Howard Community College Board of Trustees as approved on October 27, 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, September 22, 2010, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:46 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 Edmund S. Coale, III and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, 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 September 22, 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 that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed a negotiation strategy related to the contents of a proposal.

The meeting was adjourned at 9:35 p.m.

The above constitutes the official minutes of the September 22, 2010, closed session of the Howard Community College Board of Trustees as approved on October 27, 2010, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer