The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 27, 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, Mary S. Esmond, and Patrick L. Huddie. Trustee Kevin J. Doyle was on a leave of absence. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Kenneth Thomas, floor care technician; and Jonathan Wilkes, set-up/asset relocation assistant and groundskeeper.

Tom Glaser, vice president of information technology, introduced Melissa Paper-Garthoff, research specialist, and Yonas Ghebrezgiabher, research associate.

II. Introduction of Grand Prix Chair and Hosts

Missy Mattey, director of development, introduced 2010 Grand Prix co-chair, Mike Drummond, who was recognized by the board. Mr. Drummond read a letter from a Grand Prix rider commending the college for the event. A donation to the Howard Community College Educational Foundation, Inc. was also enclosed in the letter.

III. Informational Tour: English and World Languages

Dr. Sharon Pierce, vice president of academic affairs, introduced Dr. Tara Hart, division chair, English and world languages. Cheryl Berman, director of world languages, talked about the STARTALK program and noted that Persian (Farsi) has been added as a critical language. Keeratiphen (Rose) Mekdussadeerom talked about her experience in the STARTALK program learning Chinese. Jung (John) Park talked about his experience in the English program. Maria Michael talked about her experience as an elementary education major in the Reading and English for Academic Challenges (REACH) program.

The work session adjourned at 6:28 p.m.

The above constitutes the official minutes of the October 27, 2010, work session of the Howard Community College Board of Trustees as approved on November 17, 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, October 27, 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 6:37 p.m. Other board members present included vice chair Roberta E. Dillow and trustees Edmund S. Coale, III, Mary S. Esmond, and Patrick L. Huddie. Trustee Kevin J. Doyle was on a leave of absence. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of October 27, 2010, Agenda

A recommendation to approve the October 27, 2010, agenda, was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2010 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, introduced Monique Booker, the college auditor from SB & Company, Inc., who gave an overview of the audit process. Ms. Coleman briefly reviewed the financial results for the fiscal year ended June 30, 2010.

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

2. Financial Statements

Lynn Coleman provided an overview.

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

3. Board Core End: Student and Stakeholder Focus

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

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

C. President’s Report

President Hetherington noted the passing of a dear friend and faculty member, Sue Bard, who worked at HCC for 39 years. Dr. Hetherington reported on her recent Middle States visit to Herkimer County Community College; the honorary resolution from the Howard County Council in recognition of HCC being a great college to work for; her presentation to new senior student affairs officers sponsored by the National Association of Student Personnel Administrators (NASPA) and a chapter in a soon-to-be published NASPA journal; the 40th birthday celebration and community open house; HCC’s selection as Military Advanced Education’s Top Military-Friendly Honoree; public relations and marketing department’s winning of the National Council for Marketing and Public Relations bronze medallion of merit for HCC’s legislative advocacy campaign “Funding Makes HCC Students Fit in the Classroom and Workplace”; and the nursing pass rates – ADN at 93.7% (from 90% last year) and PN at 100% (from 94% last year). Cindy Peterka, vice president of student services, talked about the women’s soccer team. President Hetherington thanked chair
Rensin and board member Coale for attending and presenting at the Association of Community College Trustees (ACCT) national congress. She reminded the board of Middle States chair, Dr. Karen Stout’s visit to HCC on November 1 and 2.

D. Board Member Comments

Chair Rensin thanked Trustee Coale, President Hetherington, and Erin Yun, director of board relations and special projects, for their support with the presentation at ACCT. Chair Rensin thanked faculty and staff for their work on the programs highlighted in the presentation. She noted the handouts from the national congress included in the take-home packets. She mentioned that County Council Member Watson appreciated HCC honoring her father, Dr. Edward Cochran.

Vice Chair Dillow echoed earlier comments and commended Bernadette Sandruck and Mike Heffren, Middle States steering team co-chairs on their work with the report. She thanked staff for the success of the Grand Prix.

Trustee Coale commended the 40th anniversary birthday party and Clark Medal presentation. He also commented on the ACCT congress and the board presentation, which reflected the high caliber of programs at HCC.

Trustee Esmond agreed with earlier comments and the amount of work that is accomplished at HCC as evidenced in the president’s report. She commented that she hoped the entrepreneurs from the rocket marketing presentation stay in the county so the local community could benefit from their ideas and innovations. She added that she is proud to talk about HCC to friends and neighbors.

Trustee Huddie also agreed with earlier comments and commended faculty and staff for the overwhelming success of the nursing program as evidenced from the increased pass rates.

E. Approval of Minutes

A recommendation to approve the September 22, 2010, work, regular, and closed session minutes, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Fiscal year 2012 capital budget;
3. Administrative software consulting services and technical support in the approximate amount of $300,000 from Datatel as a sole source vendor;
4. Insurance: life, accidental death and dismemberment, and long term disability from SunLife;
5. Mount Airy architectural/engineering services contract awarded to Ayers Saint Gross;
6. Culinary program baking kitchen design/build awarded to Plano-Coudon;
7. Internet services using the Howard County Public School System’s contract to purchase internet connectivity from Comcast;
8. Designation of College Board as a sole source for placement tests; and
9. Continuation of health insurance cooperative purchase agreement with the Howard County Government.

A recommendation to approve the consent items was moved by Trustee Dillow,
G. Information Items

1. Issue Bin

Trustee Huddie suggested discussing and updating the issue bin during the board’s mid-year retreat in February. He gave an update on the Maryland Association of Community Colleges (MACC) board meeting he attended.

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 Huddie, and unanimously approved.

The regular meeting was adjourned at 7:30 p.m.

The above constitutes the official minutes of the October 22, 2010, regular meeting of the Howard Community College Board of Trustees as approved on November 17, 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, October 27, 2010, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:30 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, Mary S. Esmond 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 October 27, 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 8:45 p.m.

The above constitutes the official minutes of the October 27, 2010, closed session of the Howard Community College Board of Trustees as approved on November 17, 2010, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer