The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 17, 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 trustees Edmund S. Coale, III, Mary S. Esmond, and Patrick L. Huddie. Vice Chair Roberta E. Dillow was absent. Trustee Kevin J. Doyle was on a leave of absence. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Nancy Gainer, executive director of public relations and marketing, introduced Brittany Wesselhoff, office associate IV.

Lynn Coleman, vice president of administration and finance, introduced Cathy Keys, office associate III/purchasing and work order dispatch clerk.

II. Howard Community College Educational Foundation (HCCEF), Inc. Annual Report

Michael Nagle, HCCEF board chair, provided an update on the foundation’s current activities including fundraising, events, and grants. Chris Marasco, HCCEF board vice chair, was also recognized.

III. Informational Tour: Safe Campus Initiative

Randy Bengfort, director of marketing and communications and HCC crisis communications manager, gave a brief overview of the seven components of the safe campus initiatives. Shelly Bilello, capital programs administrator, talked about health and safety, the emergency operations plan, security, and emergency communications. Bob Marietta, facility renovations, sustainability, and safety manager, was introduced. Janice Marks, associate vice president of student development, talked about the ASSIST (Assessment and Intervention for Students) program, judicial affairs, and the CARE (Concern, Assessment, and Response for Employees) program. Kim McNair, director of judicial affairs and executive associate to the vice president of student services; and Dave Jordan, associate vice president of human resources, were introduced.

The board of trustees were given a tour of the security command center.

The work session adjourned at 6:36 p.m.

The above constitutes the official minutes of the November 17, 2010, work session of the Howard Community College Board of Trustees as approved on December 8, 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, November 17, 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 trustees Edmund S. Coale, III, Mary S. Esmond, and Patrick L. Huddie. Vice Chair Roberta E. Dillow was absent. Trustee Kevin J. Doyle was on a leave of absence. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of November 17, 2010, Agenda

A recommendation to approve the November 17, 2010, agenda, was moved by Trustee Huddie, seconded by Trustee Coale, and unanimously approved.

B. Board Priority Items

1. Board Core End – Information & Analysis

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. Financial Statements

No financial statements are reviewed in November.

3. Fiscal Year 2012 Legislative Agenda

Nancy Gainer, executive director of public relations and marketing, gave an overview of the FY12 legislative agenda.

A recommendation to approve the proposed FY12 legislative agenda as recommended by the legislative and community relations committee at its November 4, 2010, meeting, was moved by Trustee Coale, seconded by Trustee Esmond, and unanimously approved.

C. President’s Report

President Hetherington introduced Yvonne Everett, vice president of student services office executive assistant, who works with students as part of the judicial affairs process. Dr. Hetherington congratulated Tom Glaser, vice president of information technology, on receiving the Howard Technology Council’s Technology Legend Award. She commented on the diploma recognition ceremony, the American Association of Community Colleges (AACC) commission meeting, and the Maryland Community College completion symposium to be held on December 3 as a follow-up to the White House summit. She commended Nancy Gainer on the excellent media coverage for the Step Up program and the veterans’ program. Dr. Hetherington mentioned that she is recording a series of programs for HCC-TV; the most recent one is on healthcare programs.
D. Board Member Comments

Trustee Huddie acknowledged the work of everyone involved in the Middle States accreditation process. He also mentioned a public radio program he heard that mentioned the shortage of faculty members, clinical placements, and facilities, for nursing programs.

Trustee Esmond was impressed with the student donor event last week and the safe campus presentation and tour. She noted the need for legislators to fund increased enrollments and critical programs like nursing.

Trustee Coale talked about the demands on community colleges to train workers and the decrease in funding for healthcare programs.

Chair Rensin seconded earlier comments. She thanked faculty and staff for their work on the Middle States report. She commended Nancy Gainer for the media coverage HCC has received.

E. Report of the Audit and Finance Committee

Chair Rensin gave an overview of the November 10, 2010, meeting and thanked the salary and benefits committee members who attended the meeting. Details concerning the FY12 budget will be discussed during the January 12, 2011, work session.

F. Report of the Legislative and Community Relations Committee

Trustee Huddie gave an overview of the November 4, 2010, meeting and commented on the completion agenda as it relates to community colleges. He also talked about student advocacy day in February and having an alternative plan in case of inclement weather.

G. Approval of Minutes

A recommendation to approve the October 27, 2010, work, regular, and closed session minutes, was moved by Trustee Esmond, seconded by Trustee Coale, and unanimously approved.

H. Consent Items

1. Proposed new hires;
2. Sabbatical leave recommendations;
3. Candidates for commencement;
4. Change orders for the architectural/engineering services for the health sciences building services contract with Ayers Saint Gross to include a new quadrangle to the east and dental program space within the building;
5. Change order #3 for the architectural/engineering services for the Hickory Ridge parking garage contract with Ayers Saint Gross to include the design work associated with the realignment of campus drive;
6. Food service program change order #1 to add the Simply To Go program to the existing Sodexo food service operation; and
7. Change orders for culinary program baking kitchen.

A recommendation to approve the consent items was moved by Trustee Huddie,
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. Full-time/Part-time Enrollment Ratios by Division

   Sharon Pierce, vice president of academic affairs, gave an overview.

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

5. 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 7:40 p.m.

The above constitutes the official minutes of the November 17, 2010, regular meeting of the Howard Community College Board of Trustees as approved on December 8, 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, November 17, 2010, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:40 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 trustees Edmund S. Coale, III, Mary S. Esmond and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, and Lynn C. Coleman, vice president of administration and finance, were also present. Andrew H. Robinson, Esq. from Carney, Kelehan, Bresler, Bennett & Scherr LLP, was also in attendance.

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 November 17, 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 November 17, 2010, closed session of the Howard Community College Board of Trustees as approved on December 8, 2010, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer