The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 2, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. This meeting was rescheduled from January 26, 2011 due to inclement weather. Chair Katherine K. Rensin brought the work session to order at 6:07 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 absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Scott Stephanoski, information assurance laboratory manager.

Lynn Coleman, vice president of administration and finance, introduced Laura Nicholls, direct lending and student scholarship analyst.

Tom Glaser, vice president of information technology, introduced Jillian Ball, help desk technician, and Heping Deng, research associate.

II. Recognition of Gala Volunteers

Presidential Gala committee members present were introduced. They included Jodi Allaire, Maria D'Amato, Kim Davis, Terry Heston, Denise Kidd, Kim McClease, and Kim McNair. The board thanked the committee for planning and executing a great event.

The work session adjourned at 6:17 p.m.

The above constitutes the official minutes of the February 2, 2011, work session of the Howard Community College Board of Trustees as approved on February 23, 2011, 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, February 2, 2011, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. This meeting was rescheduled from January 26, 2011 due to inclement weather. Chair Katherine K. Rensin brought the regular session to order at 6:17 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 absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of February 2, 2011, Agenda

A recommendation to approve the February 2, 2011, agenda, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Financial Statements

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

2. Fiscal Year 2012 Integrated Operating Budget and Strategic Plan

   Lynn Coleman explained that in alignment with the board’s discussions at the January 12, 2011 budget work session, the current proposed FY12 operating budget includes a $4 per credit hour tuition increase and a request for a 3 percent increase from the county. Additionally, she explained that at the end of FY2010, the college’s fund balance was $20 million. In accordance with the county’s directives that the fund balance be no more than 3 percent of the college’s unrestricted operating budget, any fund balance remaining at the end of FY2011 that is in excess of that 3 percent will be budgeted to be spent in FY2012.

   Dr. Hetherington commented that despite increased demands for its services and funding challenges being faced by the state and the county, including this proposed $4 per credit hour increase, the college will have raised tuition by only $6 per credit hour in the past four years. The college has worked diligently to contain costs in order to keep tuition increases minimal; however, the lagging full-time/part-time faculty ratio must be addressed.

   Lynn Coleman explained that there is currently discussion at the state level concerning elimination of funding for the statewide programs grant, which enables students enrolled in statewide programs to attend community colleges outside their county at the in-county rate. If this program is not funded it could significantly impact funding that the college receives and negatively impact the students enrolled in these statewide programs.

   A recommendation to approve the Fiscal Year 2012 Integrated Operating Budget and Strategic Plan, was moved by Trustee Huddie, seconded by Trustee Coale, and unanimously approved.
C. **President’s Report**

President Hetherington thanked trustees for attending the health sciences building groundbreaking, winter convocation, and the Maryland Association of Community Colleges (MACC) trustee conference and legislative reception on January 24. Dr. Hetherington and Trustee Rensin presented at the conference on advocacy. Dr. Hetherington stressed the importance of the role that trustees play in sharing the HCC story with legislators. She also mentioned attending the signing of a formal agreement to improve on-campus services for veteran students, convened by Lieutenant Governor Anthony Brown. She informed the board that she will be testifying in front of the Maryland Senate Budget and Taxation Committee’s Subcommittee on Education, Business, and Administration on February 11. She was happy to announce that Walter Bumphus, the newly appointed president/CEO of the American Association of Community Colleges (AACC), and former HCC dean of students, has accepted HCC’s invitation to be the keynote speaker at commencement.

Dr. Hetherington asked Dr. Peterka to report on enrollment. Dr. Peterka reported that census data for winter indicated that headcount was up 14 percent and FTE was up 17 percent. Spring headcount is currently up 6 percent and FTE is up 7 percent.

D. **Board Member Comments**

Trustee Dillow congratulated Mr. Tom Glaser on receiving the Technology Legend Award from the Howard County Technology Council. She mentioned that HCC-TV and Dr. Hetherington won two Ava Gold Awards for the show *In Focus: Howard Community College* and the Rep Stage promotional “Travels with my Aunt.” She emphasized the great turnout from legislators at the MACC conference. She enjoyed hearing Dr. Bumphus speak at the MACC conference and looks forward to hearing him at commencement. She enjoyed attending the conference and felt it was very educational. She recognized the musical talent displayed by students at the nursing pinning and convocation.

Trustee Coale commended the college for taking the lead in serving veterans in their pursuit of educational goals.

Trustee Esmond commented on the quality of the new employees introduced and the positive attitude of employees at the college as they seek to serve the growing student population.

Trustee Huddie commented on HCC’s positive working environment and its role in attracting highly qualified employees.

Trustee Rensin reported on the advocacy workshop that she and Dr. Hetherington led and emphasized the great job being done by HCC advocating for community colleges. She commended Nancy Gainer for her work on implementing the strategic marketing plan. She also emphasized the trustees’ appreciation of the wonderful work being done by HCC faculty and staff serving the community.

E. **Approval of Minutes**

A recommendation to approve the December 8, 2010, regular and closed session minutes, and the January 12, 2011, budget work session, was moved by Trustee Huddie, seconded by Trustee Coale, and unanimously approved.
F. Consent Items

1. Proposed new hires;
2. Memorandum of understanding to operate the Mount Airy College Center for Health Care Education;
3. Health sciences building guaranteed maximum price (to change the scope of work with Lewis Contractors to include construction services as originally procured through the RFP method and to approve the approximate capital expenditures for the new health sciences building as estimated in the GMP for $37,862,000);
4. Fiscal year 2012 sabbatical leave recommendation;
5. Renewal of the broker contract for the Belmont Conference Center to CB Richard Ellis for an additional year;
6. Legal fees (designation of Carney, Kelehan, Bresler, Bennett, and Scherr LLP as a sole source vendor for items in which this firm has expertise); and
7. Document imaging to designate Perceptive Software as a sole source vendor.

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

G. Information Items

1. Issue Bin

This item was for information only and required no board action. Trustee Dillow commented on Robert Marietta’s presentation at convocation on sustainability.

2. Board Calendar

Erin Yun gave a calendar update. Dr. Huddie suggested that the June retreat possibly include a discussion on sustainability.

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. Athletic Fields – Chapel Valley Contract Termination

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 6:45 p.m.

The above constitutes the official minutes of the February 2, 2011, regular meeting of the Howard Community College Board of Trustees as approved on February 23, 2011, 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, February 2, 2011, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 6:45 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, Roberta E. Dillow, 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. Trustee Kevin J. Doyle 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 February 2, 2011, 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 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 7:45 p.m.

The above constitutes the official minutes of the February 2, 2011, closed session of the Howard Community College Board of Trustees as approved on February 23, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer