The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 23, 2011, 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 6:10 p.m. Other board members present included vice chair Roberta E. Dillow and trustees Edmund S. Coale, III, Kevin J. Doyle, and Patrick L. Huddie. Trustee Mary S. Esmond was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Danuta Hinc, interim instructor, English; and Elisa Roberson, interim assistant professor, English.

II. Informational Tour: Learning Outcomes Assessment

The Middle States Commission on Higher Education (MSCHE) requires HCC to comply with its Characteristics of Excellence (CoE) in order to receive accreditation. The Learning Outcomes Assessment (LOA) process was developed and deployed to be in compliance with one of the fourteen standards (Educational Effectiveness: Standard 14 Assessment of Student Learning) contained within the CoE.

Zoe Irvin, executive director, planning, research, and organizational development gave an overview of the LOA process and introduced research associates, Dr. Heping (Charles) Deng, Dr. Nassim Ebrahimi, and research analyst, Susan Hellenbrand who work with faculty on their LOA projects.

Dr. Kristina Suter, professor of music and coordinator of the HCC Music Institute piano program presented her LOA project on music theory outcomes assessment. David Hinton, associate professor of computer-aided design, presented his LOA project on integrating BIM (building information modeling) tools into the CADD (computer-aided drafting and design) curriculum.

The work session adjourned at 7:02 p.m.

The above constitutes the official minutes of the March 23, 2011, work session of the Howard Community College Board of Trustees as approved on April 27, 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, March 23, 2011, 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 7:13 p.m. Other board members present included vice chair Roberta E. Dillow, and trustees Edmund S. Coale, III, Kevin J. Doyle, and Patrick L. Huddie. Trustee Mary S. Esmond was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of March 23, 2011, Agenda

A recommendation to approve the March 23, 2011, agenda, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items


   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board core end.

2. Financial Statements

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

C. President’s Report

President Hetherington reported on highlights from the past month including the 80th anniversary of the Star Spangled Banner event with scholarships from RSignia and L2 and hosted by trustee Mary Esmond and her husband, Dan Esmond; Chair Rensin’s induction into the Howard County Women’s Hall of Fame; the NASPA (Student Affairs Administrators in Higher Education) conference and book signing for her chapter “On the Road to the Presidency: A Community College Student Affairs Officer’s Perspective;” the County Executive’s budget hearing where Board Chair Rensin, student Jennie Wang, and President Hetherington testified. Additionally, HCC was featured in Money magazine and subsequently on CNN and WMAR, and the inaugural issue of Pathways, the new HCC magazine was released in March. She also mentioned that she is a co-presenter with Dr. Rich Roca, former director of the Johns Hopkins Applied Physics Laboratory on succession planning on March 24 for Leadership Howard County.

D. Board Member Comments

Trustee Huddie mentioned that the new parking garage is looking great. He mentioned the chart in Money magazine that shows community college transfer students have a better chance of getting into a four-year institution than those who apply directly from high school.

Trustee Doyle mentioned that he enjoyed reading the Middle States report and was impressed by the great work done at HCC. He also mentioned an article in the Baltimore Sun about the role of sports in community colleges.

Trustee Coale agreed with Trustee Huddie’s comment on transfer students based on his
own experience starting at a community college. He added that he was impressed by the learning outcomes assessment presentations – the quality, the dedication, and the commitment of the faculty to figure out how to help students succeed.

Vice Chair Dillow agreed with earlier comments and congratulated all those involved in the Hunan Manor event, which was a great success.

Chair Rensin thanked everyone for their work on the Middle States report. She agreed with earlier comments on transfer students. She also commented on the Commission on the Future update report and commended all who were involved in its development.

E. Report of the Audit and Finance Committee

The March 9, 2011, meeting notes were reviewed.

F. Approval of Minutes

A recommendation to approve the February 23, 2011, work, regular, and closed session minutes, was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Audit contract renewal with SB Company for an additional one-year period;
3. Test center renovations award of contract for general contractor services to J. Vinton Schafer;
4. Learning management system contract awarded to Instructure;
5. Environmental services products spending increase request utilizing the University of Maryland, College Park contract;
6. Microsoft software/technical support purchases using the Maryland Educational Enterprise Consortium agreement; and
7. Consulting services designating Clair Zamoiski Segal, LLC, as a sole source vendor.

Trustee Coale had a question on item 4, which was answered by the administration.

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

H. Information Items

1. Electric Bus Charging Station

Lynn Coleman explained that the county has asked HCC to host a charging station on campus for an electric bus for the green line that runs through the campus. Howard Transit received a grant for an electric circulator bus that would have a route for downtown Columbia and the surrounding areas. Unfortunately, the Federal government later rescinded the grant for new routes; however, it now appears that Howard Transit can receive the grant funds through the Maryland Transit Authority, which has federal grant funds for current routes. Plant operations located a possible site near the back of The Rouse Company Foundation Student Services Hall (RCF) that individuals could access from either the college or the Medical Pavilion on Howard County General Hospital’s campus. Based on this information, the administration is exploring the finalization of this site with the county. This site would be an opportunity for the college to have a major green initiative on its campus, as well as help the county obtain the
grant funds.

The board was excited about this possibility but asked the administration to confirm that the chargers would be metered separately so the college would not be responsible for the electricity cost for the charging.

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

2. Issue Bin
   
   Vice Chair Dillow mentioned the Vino Scholastico event on April 29 and asked trustees to attend and help sell tickets to support students who need scholarships.

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

3. 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.

4. Agreements Signed by the Board Chair Disclosure
   
   This item was for information only and required no board action.

5. Renewal of Previously Awarded Bids
   
   Lynn Coleman gave an overview of the bids up for renewal.

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

6. 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 Doyle, seconded by Trustee Huddie, and unanimously approved.

The regular meeting was adjourned at 8:00 p.m.

The above constitutes the official minutes of the February 23, 2011, regular meeting of the Howard Community College Board of Trustees as approved on April 27, 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, March 23, 2011, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:00 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, Kevin J. Doyle, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, and Lynn C. 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 March 23, 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 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 March 23, 2011, closed session of the Howard Community College Board of Trustees as approved on April 27, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer