The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 27, 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 6:05 p.m. Other board members present included vice chair Roberta E. Dillow and trustees Edmund S. Coale, III, Kevin J. Doyle, Mary S. Esmond, Patrick L. Huddie, and Dennis W. Miller. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Rensin introduced new board member, Dennis Miller, and asked everyone round the table to introduce themselves.

I. Introduction of New Employees

Missy Mattey, director of development, introduced Faith Dyment, foundation associate.

Sharon Pierce, vice president of academic affairs, introduced Kimberly Bohnet, director of basic skills and special populations program; and Brittany Budden, director of service learning.

Cindy Peterka, vice president of student services, introduced Justyna Surowiec, admissions and advising information specialist (transfer advising and articulation).

II. Introduction of Alternative Break Participants

Sharon Pierce asked Brittany Budden, director of service learning, to give an overview of the alternative break program. Ms. Budden introduced the faculty and staff that participated in the program and asked each of them to highlight a memorable experience working in the orphanage in the Dominican Republic or the community-supported sustainable agriculture projects in Boston.

III. Information Session: Health Sciences Building Overview and Campus Drive Realignment with Hickory Ridge Road

Lynn Coleman, vice president of administration and finance, introduced Ed Kohls from Ayers Saint Gross (ASG), Bob Inskeep from Lewis Contractors, and Chuck Nightingale, executive director of capital projects and facilities. Mr. Kohls and Mr. Inskeep presented the design for the new health sciences building as well as the proposed campus road realignment with Hickory Ridge Road.

The work session adjourned at 7:03 p.m.

The above constitutes the official minutes of the April 27, 2011, work session of the Howard Community College Board of Trustees as approved on May 25, 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, April 27, 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 7:10 p.m. Other board members present included vice chair Roberta E. Dillow and trustees Edmund S. Coale, III, Kevin J. Doyle, Mary S. Esmond, Patrick L. Huddie, and Dennis W. Miller. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of April 27, 2011, Agenda

A recommendation to approve the April 27, 2011, agenda, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board Core End: Leadership

   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.

3. Cultural Diversity Plan

   State Education Article §11-406 requires each public institution of higher education in Maryland to submit a report regarding its program of cultural diversity to its governing body on or before May 1 of each year. President Hetherington introduced Cherisse Carlin, associate director of financial aid services and co-chair of the diversity committee, who gave an overview of HCC’s cultural diversity report. The complete report was included in the board materials.

   A recommendation to approve the cultural diversity report, was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.

4. Fiscal Year 2011 Budget Amendment

   Lynn Coleman gave an overview of the FY11 budget amendment.

   A recommendation to approve the FY11 budget amendment, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

5. Fiscal Year 2012 Capital Budget Reallocation

   Lynn Coleman reviewed the summary of the college’s original capital request, the capital funds authorized by the state and the funds proposed by the County Executive and released in his FY12 proposed capital budget on March 28, 2011.
A recommendation to approve the FY12 capital budget reallocation, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

6. Fiscal Year 2012 Operating Budget

Lynn Coleman reported that the County Executive had included the three-percent increase of $755,865 requested by HCC in his FY12 operating budget. President Hetherington clarified for the board that the budget will now go to the County Council. The County Council may decrease but not increase HCC’s budget or the Council may approve it as presented by the County Executive.

A recommendation to approve the FY12 operating budget changes, was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

C. President's Report

President Hetherington reported on highlights from the past month including the Middle States site visit, the review of the visiting team’s draft report, and the submittal of the final report to the Middle States Commission earlier this week. She also mentioned the U.S. Department of Labor grants that HCC has applied for in partnership with other colleges. She gave a brief overview of meetings with the cyber security focus group and the semi-annual meeting with the Howard County Public School System. She also mentioned that effective May 31, HCC will be smoke- and tobacco-free based on overwhelming support from student and employee surveys.

D. Board Member Comments

Chair Rensin welcomed new trustee, Dennis Miller. She asked board members to consider buying a table for the nursing fundraiser. Chair Rensin would like to have a potluck for board members again at her home and will send some dates for consideration. Missy Mattey, director of development, mentioned the upcoming Vino Scholastico, the raffle, and silent auction. Chair Rensin remarked that Middle States team chair, Dr. Karen Stout had commented that the board was a cohesive group.

Trustee Huddie talked about the impact the college had on the Middle States visiting team – they didn’t want to leave!

Trustee Esmond welcomed Trustee Miller. She commented on the remarkable institutional culture and that she is proud to be part of HCC.

Trustee Doyle agreed with earlier comments on the Middle States visit – the synergy, common purpose, and the leadership. He appreciated the decades of developing and sustaining such an impressive institutional culture.

Trustee Coale mentioned the exciting and sophisticated design of the health sciences building.

Vice Chair Dillow also welcomed Trustee Miller. She mentioned the recent passing of former board member and HCC donor, Gertrude Crist, who was a great advocate for education. She also mentioned the Buck-Lew scholarship fundraiser on April 30.
Trustee Miller thanked everyone for welcoming him on the board. He said he has known HCC from an external perspective and from his work with the foundation and looks forward to learning about HCC from the inside and working with the board and administration.

**E. Approval of Minutes**

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

**F. Consent Items**

1. Proposed new hires;
2. Candidates for Commencement;
3. Faculty promotions for Fiscal Year 2012;
4. BGE as a sole source vendor for the purchase of electricity and natural gas delivery services;
5. The cooperative purchase of electric power through Baltimore Regional Cooperative Purchasing Committee (BRCPC) purchase agreement with Energy Answers;
6. The additional purchase of materials and installation services for energy metering systems;
7. The designation of Siemens as a sole source and to purchase service agreements for the temperature control and fire alarm systems;
8. The changes to the scope of work for the architectural/engineering services for the health sciences building that was originally procured though the RFP method;
9. The athletic fields management bid and the purchase of athletic fields management services was awarded to Brickman in the amount of $115,330.50;
10. The designation of 312 Marshall Avenue Limited Partnership (landlord at Laurel College Center) as a sole source, renewal of lease, and leasing of additional space;
11. The use of the Maryland Educational Enterprise Consortium (MEEC) contract for the purchase of Cisco switches for the conversion of the RCF core equipment;
12. The purchase of the Datatel Recruiter, software/hardware and technical support services;
13. The designation of Ad Astra Information Systems as a sole source vendor for platinum analytics software;
14. The designation of Citrix Online LLC, Inc. as a sole source vendor for remote access products;
15. The use of the Charles County Public School System’s contract for purchase of audio visual equipment;
16. The designation of Laerdal Medical Corporation as a sole source vendor for nursing program equipment;
17. The designation of Mentice, Inc. as a sole source vendor for the purchase of the Endovascular Simulator;
18. The award of the contract for on-call graphic design services to Barbara Van Rossum and Cornerstone;
19. The use of the BRCPC contract for procurement card purchases; and
20. The use of the National Intergovernmental Purchasing Alliance (NIPA) contract with Corporate Express for purchase of office supplies.

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

G. Information Items

1. Issue Bin

Trustee Huddie asked that sustainability be added to the next board retreat agenda.

Trustee Dillow mentioned that the foundation board is looking to expand and asked board members to suggest possible board directors.

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

2. 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.

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 Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

The regular meeting was adjourned at 8:45 p.m.

The above constitutes the official minutes of the April 27, 2011, regular meeting of the Howard Community College Board of Trustees as approved on May 25, 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, April 27, 2011, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:45 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, Kevin J. Doyle, Mary S. Esmond, Patrick L. Huddie, and Dennis W. Miller. 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 April 27, 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 9:15 p.m.

The above constitutes the official minutes of the April 27, 2011, closed session of the Howard Community College Board of Trustees as approved on May 25, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer