The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 25, 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, and Patrick L. Huddie. Trustee Dennis W. Miller was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Cindy Peterka, vice president of student services, introduced Candace dePass, student life associate.

II. Recognition of Board Member Dr. Patrick L. Huddie

Chair Rensin read a resolution commending Dr. Huddie for his achievements during his 12 years on the board. The resolution and a gift certificate were presented to Dr. Huddie. His fellow trustees and the president thanked him for his service and recalled their experiences with him.

III. Recognition of Howard Community College's All-USA Academic Team

Steve Horvath, associate vice president of academic affairs and Phi Theta Kappa (PTK) advisor, introduced students Giancarlo Simpson (in absentia) and Marie Jean. The board acknowledged their accomplishments and presented certificates of recognition from Phi Theta Kappa.

IV. Information Session: Cyber Security

Sharon Schmickley, division chair of business and computers, gave an overview of HCC’s cyber security initiatives, which span multiple disciplines. She mentioned that the college is strategically located in the Baltimore-Washington corridor for cyber security jobs and training. Students talked about their experiences at HCC and using their skills in the workplace.

The work session adjourned at 6:45 p.m.

The above constitutes the official minutes of the May 25, 2011, work session of the Howard Community College Board of Trustees as approved on August 24, 2011, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
A. Approval of May 25, 2011, Agenda

A recommendation to approve the May 25, 2011, agenda, was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.

B. Board Priority Items

1. Financial Statements

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

2. Fiscal Years 2010-15 Mission, Vision, Values, and Strategic Goals

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the mission, vision, values, and strategic goals, which were reviewed by the planning council and presented to the board for information only.

3. Identity Theft Prevention – Red Flags and Payment Card Industry

The federal government requires the college to provide the board with an annual update on HCC’s identity theft prevention procedures. Tom Glaser, vice president of information technology, provided an update.

4. Election of Fiscal Year 2012 Board Officers

Vice Chair Dillow nominated Chair Rensin for a second term as board chair and Trustee Doyle as vice chair for FY12.

A recommendation to approve the election of Kathy Rensin as chair and Kevin Doyle as vice chair for FY12, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

C. President’s Report

President Hetherington reported the good news that the Mount Airy building permit has been submitted. She mentioned that HCC will hear back later than expected on the U.S. Department of Labor grant applications. She commented on highlights from the past month including Vino Scholastico, Student Awards Banquet, County Council Budget Hearing,
Entrepreneurial Celebration, County Broadband Event, Athletic Banquet, Spring Convocation, Small Business Administration national hearing, and Commencement. She thanked the board for their attendance at numerous events in the last month. She also thanked Dr. Huddie for his years of dedicated service to the students of HCC.

D. **Board Member Comments**

Chair Rensin thanked trustee Dillow for filling in as vice chair in the past year. She thanked trustee Huddie for his service on the board. She thanked everyone for their work in the past year.

Trustee Huddie commented on the number of career service awards and faculty promotions recognized at spring convocation earlier in the week.

Trustee Esmond commented on the construction on campus.

Trustee Doyle talked about the college being an amazing place with high standards in education, students, and employees. He recalled his first meeting with Trustee Huddie when he joined the board and the board’s focus on servant leadership.

Trustee Coale remarked that this is the end of his first year on the board and commented that the more he meets people he is humbled by the honor and responsibility of serving on the board.

Vice Chair Dillow seconded earlier comments and thanked Trustee Huddie for his friendship and service on the board. She commended Chair Rensin for her service as board chair.

The board commended Erin Yun for her help and support throughout the year.

E. **Report of the Audit and Finance Committee**

Chair Rensin gave an overview of the meeting.

F. **Approval of Minutes**

A recommendation to approve the April 27, 2011, work, regular, and closed session minutes, was moved by Trustee Esmond, seconded by Trustee Huddie, and unanimously approved.

G. **Consent Items**

1. Proposed new hires;
2. Audit areas for review including Laurel College Center, procurement cards, information technology, and board reports on policy compliance;
3. Security services contract awarded to Allied Barton (FY12-16);
4. Renewal of the food services contract awarded to Sodexo (FY12);
5. Designation of Howard County fleet services as a sole source (FY12-17);
6. Paving parking lot F awarded to Bardon (estimated cost $296,090);
7. Culinary program baking kitchen change order 3 (estimated cost $79,000);
8. Forest conservation easement for Belmont Conference Center;
9. Additional landscaping services for Brickman (estimated cost $80,000);
10. Energy purchases through Baltimore Regional Cooperative Purchasing
Committee (FY12-16) – authorization for president to sign purchasing contracts regardless of potential value with approval of board chair;

11. Renewal of network maintenance services contract bid awarded to NCI (FY12) estimated cost $121,000;
12. Designation of Datatel as a sole source vendor and the renewal of the administrative software service agreement estimated FY12 cost $950,000; sole source designation FY12-15;
13. Use of MEEC contract with Dell for computer hardware purchases (Estimated FY12 cost $1.5 million);
14. Use of the State of Maryland contract to purchase telecommunication services (estimated cost for FY12 $173,000);
15. Fiscal year 2012 new academic programs
   - Associate of Arts - Accounting
   - Associate of Arts - Art *two new options*
     - Option - Architecture
     - Option - Interior Design
   - Associate of Arts - Theatre *one new option*
     - Option - Theatre Generalist
   - Certificate of Proficiency - Cardiovascular Technology for Health Care Professionals
   - Certificate of Proficiency - Certified Bookkeeping
16. Designation of Choice Consulting and Training Services as a sole source vendor for financial aid consulting services (estimated FY12 cost $60,000; sole source designation FY12-15);
17. Summer graduates;
18. Fiscal year 2012 credit and noncredit schedules of classes printing awarded to Envision in the amount of $82,315.46; and
19. Authorization for the board chair to approve on behalf of board until the next regular meeting.

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

H. Information Items

1. Issue Bin

   Vice Chair Dillow mentioned the June 4 nursing fundraiser.

   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, reported on the improvement in the ratio that occurred in the spring semester by adding new faculty.

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

5. **Anticipated Summer Approvals**

Lynn Coleman gave a brief overview.

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

6. **Sodexo Report**

Lynn Coleman introduced Arla Webb, director of auxiliary services, and gave an update on Sodexo food services.

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

7. **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 Dillow, seconded by Trustee Doyle, and unanimously approved.*

The regular meeting was adjourned at 7:45 p.m.

The above constitutes the official minutes of the May 25, 2011, regular meeting of the Howard Community College Board of Trustees as approved on August 24, 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, May 25, 2011, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:45 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. Trustee Dennis W. Miller was absent. 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 May 25, 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 8:15 p.m.

The above constitutes the official minutes of the May 25, 2011, closed session of the Howard Community College Board of Trustees as approved on August 24, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer