The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, January 27, 2010, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:09 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Kevin J. Doyle, Mary S. Esmond, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Patrick L. Huddie was absent.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Kristin Pavlovsky, bookstore cashier.

Cindy Peterka, vice president of student services, introduced Alisa Lewis, loan coordinator.

Dr. Hetherington reviewed selected items in the board take-home packets.

II. Information Session: Facilities Master Plan (FMP) Update

Lynn Coleman, vice president of administration and finance, introduced Ayers Saint Gross representatives, Ed Kohls and Amelle Schultz, who presented the progress to date on the FMP. The presentation focused on the refined draft plan of the north campus, including traffic patterns. Comments from the board included: the need to have a grand entrance that effectively feeds traffic into and out of campus without bottlenecks; the importance of pedestrian-friendly walkways for seniors and mobility-challenged populations; the need for convenient ways to get around campus, especially for external guests attending events and meetings; and the importance of safety and security issues. The trustees commended the consultants on the development of green spaces across campus. The board was asked about a wooded space near the entrance where a 24,000 square feet building may be located; the board agreed to leave the building in the master plan to develop in the last phase as necessary. The next update will be given at the March board meeting.

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

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

The above constitutes the official minutes of the January 27, 2010, work session of the Howard Community College Board of Trustees as approved on February 24, 2010, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, January 27, 2010, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 7:15 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Kevin J. Doyle, Mary S. Esmond, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Patrick L. Huddie was absent.

A. Approval of January 27, 2010, Agenda

A recommendation to approve the January 27, 2010, agenda, was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.

B. Board Priority Items

1. Financial Statements

Lynn Coleman, vice president of administration and finance, gave a brief overview including the Children’s Learning Center, Belmont Conference Center, and Laurel College Center.

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

2. Fiscal Year 2011 Integrated Operating Budget and Strategic Plan

Lynn Coleman gave an overview. Changes were suggested on a different way of presenting the details of the fund balance. It was decided to continue to use the format required by the county but have the fund balance details available to show, if needed. The county requires only a $3 million fund balance to be maintained; Middle States recommends a $15 million fund balance.

A motion to approve the fiscal year 2011 integrated operating budget and strategic plan was moved by Trustee Doyle, seconded by Trustee Rensin, and unanimously approved.

C. President’s Report

President Hetherington thanked trustees who attended the dedication, convocation, and the legislative workshop and reception. She thanked the staff in the library, information technology area, and plant operations for working with and through the renovation process. She mentioned that the Baltimore Washington Corridor Chamber Foundation (BWCC) has selected HCC to receive the 2009 Award of Excellence for the college’s substantial contributions to education in the Baltimore/Washington corridor; the award will be presented at a gala event on February 27. President Hetherington confirmed that Jim Hermes, senior legislative associate from the American Association of Community Colleges, would attend the board retreat to discuss advocacy. She
mentioned that she had completed the Leadership Maryland program. She announced that HCC has received the Andrew Haskell Honorable Mention award recognizing its study abroad programs from the Institute of International Education. She commended Ron Roberson, vice president of academic affairs, for his most recent awards – the Werner Kubsch award from Community Colleges for International Development and the administrator of the year award from the National Council of Institutional Administrators.

D. Board Member Comments

Vice chair Rensin was impressed with the new layout of the library and commended staff for their flexibility during the renovation process. She mentioned that the dedication and convocation earlier in the week were great and that the legislative conference and reception later in the day gave trustees an opportunity to talk to the legislators and thank them for their support. She thanked the president and Nancy Gainer, executive director of public relations and marketing, for arranging parent and student speakers at the legislative breakfast.

Trustee Dillow seconded Ms. Rensin’s comments, including commending the beautiful library, commenting on the legislators’ turnout at the dedication, and later that day in Annapolis espousing their support of community colleges. She congratulated Ron Roberson on his recent awards and said she is looking forward to his art exhibit reception on February 4.

Trustee Doyle was impressed with the growth at Laurel College Center (LCC) and the positive return on investment. He apologized for missing the dedication and mentioned that he will be taking an extended leave of absence from the board for a work-related commitment.

Trustee Hutt said he was pleased with recent awards and the recognition that the college and staff have received. He was impressed that the LCC was growing and doing well in spite of the economy. He also said that asking questions about the financial statements and the facilities master plan gives the board a deeper understanding of the issues, which leads to better decision-making.

Trustee Esmond congratulated Ron Roberson on his recent awards. She was sorry to have missed the Clark Hall dedication. She commended the college’s work on the budget and those who received recent recognitions. She was impressed with the challenges that the parents and students who spoke at the legislative breakfast face and said HCC should continue to fill funding gaps to provide scholarships to students.

Chair Truby agreed with everything that had been said earlier. He commended Lynn Coleman and her staff for managing a large capital program with a small staff. He thanked Trustee Dillow for working on the master plan with the executive team and mentioned that the facilities master plan presentations gave the board an opportunity to participate and provide feedback. He said that Ron Roberson’s awards were a wonderful capstone on a distinguished career. He commended the president on her powerful presentation on advocacy at the Maryland Association of Community Colleges (MACC) conference.
E. Approval of Minutes

A recommendation to approve the November 18, 2009, work session and regular session, the December 9, 2009, regular session and closed session, and the January 13, 2010, budget work session minutes was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Increase in computer hardware purchases in the amount of $112,000 awarded to the Hartford Computer Group;
3. Wayfinding signage master plan change order in the amount of $100,796 awarded to Ayers Saint Gross;
4. Shuttle service for spring semester in the amount of $38,400 with a not-to-exceed amount of $57,600 awarded to Woodlawn Motor Coach, Inc.;
5. Imaging expenses for scanning and storing documents in the amount of $58,000 awarded to Perceptive Software;
6. Chiller maintenance in the amount of $294,516 awarded to Johnson Controls, Inc.;
7. Energy curtailment agreement with a payment of $25,446.34 per year to be paid to the college awarded to ECS;
8. Lot A stream channel construction contract in the amount of $69,306 awarded to Highland Turf, Inc.; and
9. Lot A stream channel construction administration in the amount of $57,495 awarded to Environmental Research, Inc.

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

G. Information Items

1. Issue Bin

Trustee Dillow asked board members to support the Hunan Manor fundraiser by selling tickets and buying tickets for students; she said most legislators will be there so it is a good opportunity to talk to them.

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

2. Board Calendar

Erin Yun, director of board relations/special projects, reviewed upcoming meetings and events and reminded board members to RSVP to her.

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.

Adjournment

A recommendation to adjourn the meeting was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

The regular meeting was adjourned at 8:32 p.m.

The above constitutes the official minutes of the January 27, 2010, regular meeting of the Howard Community College Board of Trustees as approved on February 24, 2010, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer