The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 24, 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 6:18 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Mary S. Esmond, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Louis G. Hutt, Jr. were absent.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Howard Allen, materials handling clerk.

Cindy Peterka, vice president of student services, introduced Zakia Johnson, counselor, student support services.

II. Student Fundraising

Cindy Peterka introduced Schnell Garrett, assistant director of student life, who introduced students Zina Richardson and Justin Megaughey. The students presented a check for $278.66 to the board of trustees toward the United Way campaign and the Helping Hands fund.

III. Introduction of Clay Whitlow

President Hetherington introduced Clay Whitlow, executive director of the Maryland Association of Community Colleges (MACC), who gave an update on the latest events in Annapolis as well as statewide community college initiatives including the redefinition of “level funding” to include employee retirement costs. He mentioned that the state is concerned whether counties can continue maintenance of effort funding with the decreased state funding. Mr. Whitlow gave an overview of federal bills affecting student loans. He noted that the Governor will hold a press conference next week at Prince George’s Community College to announce the Skills2Compete initiative where community colleges train people for middle-skilled jobs. The Governor has indicated a concern about issues of alignment between K-12 and higher education.

Following Mr. Whitlow’s comments, the board discussed expanding advocacy efforts to involve other sectors (e.g., the business community, alumni, parents of students, etc.) to get the word out about “level funding” not truly being level. Chair Truby will be presenting some ideas about community colleges’ efforts to involve their local communities in support of the community colleges at the MACC executive committee.
IV. Information Session: Entrepreneurship Program at Howard Community College

Ron Roberson, vice president of academic affairs, introduced Betty Noble, assistant professor, entrepreneurial and coaching studies, who gave a brief overview of the entrepreneurship program since its inception four years ago. She said the program addressed the needs of entrepreneurs in the community including individualized mentorship and coaching of students by community members. Students Chris Mullinix, Deanna Coleman, and Alex Mahoney talked about their experiences in the entrepreneurial program at HCC and how the program helped them grow their businesses and grow personally. Ms. Noble noted that students are in the program an average of two semesters and that 22 of the 70 students that have been through the program have thriving businesses, some went on to four-year schools, and others decided entrepreneurship was not for them but learned valuable skills.

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

The above constitutes the official minutes of the February 24, 2010, work session of the Howard Community College Board of Trustees as approved on March 24, 2010, 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 24, 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, Mary S. Esmond, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Louis G. Hutt, Jr. were absent.

A. Approval of February 24, 2010, Agenda

A recommendation to approve the February 24, 2010, agenda, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

  1. Board Core End: Faculty and Staff Focus

     Zoe Irvin, executive director of planning, research, and organizational development, gave an overview and responded to questions from board members.

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

  2. Fiscal Year 2009 Workforce Snapshot

     Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, and Karlyn Young, director of human resources, who responded to questions from board members.

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

  3. Financial Statements

     Lynn Coleman gave an overview and responded to questions from board members.

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

  4. Fiscal Year 2010 Awards

     The board reviewed the awards and the recommended recipients: Michael Nagle (honorary degree), the Doetsch family (Trustee Award for Outstanding Service to HCC), and Edward Cochran (James Clark, Jr. Medal).

     A recommendation to approve the award recipients as recommended by the legislative and community relations committee of the board of trustees at its February 4, 2010, meeting, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.
C. President’s Report

President Hetherington informed the board that the semester will be extended a week due to the snow closure and enrollments are still up. She thanked the plant operations staff for staying on campus through the week to clear parking lots and walkways so the college could open the following week. Missy Mattey, director of development, gave an update on Hunan Manor ticket sales and mentioned that there will be no tent since there is still snow in the parking lot at Hunan Manor. She added that ticket sales are doing well.

President Hetherington thanked trustees Kathy Rensin and Mary Esmond for attending the upcoming Baltimore/Washington Corridor Chamber (BWCC) gala where HCC will receive the 2010 award for Excellence. She reported that she had attended the Community Colleges for International Development (CCID) annual conference at Houston where Ron Roberson received the prestigious Werner Kubsch award for his contributions to international education. She asked the trustees if they would like to attend the American Community College Trustees (ACCT) National Congress in Toronto from October 20 – 23, 2010; she informed them that the deadline to submit presentations is April 20, 2010. Vice chair Rensin said she would like to attend. President Hetherington mentioned that she and Ron Roberson had met with Dr. Jose Jaime Rivera, President of Universidad del Sagrado Corazon in San Juan, Puerto Rico, regarding a transfer partnership where HCC students could transfer to Universidad del Sagrado Corazon for their junior and senior years with instruction in Spanish and English.

D. Board Member Comments

Vice chair Rensin congratulated Ron Roberson on his recent award; she also commended the college on receiving the BWCC award. She said that plant operations staff did an incredible job during the recent snowstorms. Ms. Rensin suggested that board members thank legislators who have helped community colleges.

Trustee Dillow seconded Ms. Rensin’s comments and congratulated Ron Roberson too. She mentioned that the Jim Hermes’ presentation at the board retreat was very good and that it would be nice for the board to have a refresher course on servant leadership using in-house expertise. Ms. Dillow also suggested highlighting local service learning projects as a way of highlighting HCC’s work in the community.

Trustee Esmond also congratulated Ron Roberson. She said the retreat was interesting and that HCC needs to “be on the offensive” to bring in businesses, alumni, parents, and use social media to advocate for community colleges. Since there will not be a tent at the Hunan Manor event this year, she suggested creative ways of asking people to be patient with the reduced space and emphasizing the challenges resulting from the recent blizzards.

Trustee Huddie gave kudos to plant operations for clearing the snow and to everyone for showing up on the Monday after the week the college was closed during the snowstorm. He asked Ron Roberson if he would allow the college to display his artwork digitally after he retires in June. He also talked about harnessing the power of the business community to advocate for HCC.

Chair Truby agreed with everything that had been said earlier. He mentioned that in his role on the MACC executive committee, he would like all the community colleges to
involve their business communities and other constituency groups to advocate on their behalf.

Chair Truby commended President Hetherington and Nancy Gainer, executive director of public relations and marketing, for working tirelessly to advocate for HCC and community colleges. He reiterated that legislators need to know that decreased funding may lead to increased tuition. Chair Truby will voice these concerns at the next MACC executive committee on March 1.

A recommendation to have Chair Truby to represent the board to bring their concerns regarding the funding cuts to the MACC executive committee, was moved by Trustee Huddie, seconded by Trustee Esmond, and unanimously approved.

E. Report of the Legislative and Community Relations Committee

Vice Chair Rensin talked about the possibility of creating a website for students to post their testimony in lieu of rescheduling student advocacy day, which was canceled due to inclement weather. The committee also discussed engaging the community to advocate on the college’s behalf, and using businesses in addition to parents that speak at the annual legislative breakfast.

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

F. Approval of Minutes

A recommendation to approve the January 27, 2010, work session and regular session minutes was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Grants - competitive in the amount of $2,205,021, non-competitive in the amount of $5,218,668, and scholarships in the amount of $169,872;
3. Parking garage construction manager at risk services in the amount of $18,000 awarded to Lewis Contractors;
4. Base Realignment and Closure grant technology purchase in the amount of $147,517 awarded to Convergence Technology Consulting; and
5. Ratification and confirmation of tractor purchase in the amount of $50,000 awarded to Gaithersburg Farmers Supply.

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

H. Information Items

1. Issue Bin

This item was for information only and required no board action.
2. **Board Calendar**

   An updated calendar will be sent to the board.

   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 Rensin, seconded by Trustee Huddie, and unanimously approved.

   The regular meeting was adjourned at 8:42 p.m.

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

Kathleen B. Hetherington, secretary/treasurer