The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 27, 2008, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Katherine K. Rensin, vice chair, brought the work session to order at 6:01 p.m. Other board members present included trustees Roberta E. Dillow, Kevin J. Doyle, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby and trustees Patrick L. Huddie and Mary B. Tung were absent.

I. **Introduction of New Employees**

There were no introductions since no newly hired employees were approved by the board at its May 28, 2008, meeting.

II. **Information Session: Continuing Education**

JoAnn Hawkins, associate vice president, continuing education/workforce development, introduced Joanne Erickson, continuing education coordinator of marketing, who presented a slide show illustrating highlights of the continuing education and workforce development operations. Ms. Hawkins then introduced students and faculty from various areas who told their stories – Tyrone Hallie, ABE/GED; LaTrice Dowtin, child care student/scholarship recipient; Sarah Angerer, grants coordinator/writer and Kids on Campus parent; Christyane Lamastra, certified nursing assistant student; Carolina Hidalgo, English Language Institute and work-study student; and Mike Peduto, business training center instructor. The continuing education and workforce development staff present at the meeting introduced themselves and discussed their responsibilities. Patty Keeton, executive director of workforce development, emphasized that continuing education/workforce development clients have a choice and still choose HCC; according to an annual survey, HCC received a 100 percent satisfaction rating from its clients.

The work session adjourned at 6:38 p.m.

The above constitutes the official minutes of the August 28, 2008, work session of the Howard Community College Board of Trustees as approved on September 24, 2008, 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, August 27, 2008, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Katherine K. Rensin, vice chair, brought the regular session to order at 6:48 p.m. Other board members present included trustees Roberta E. Dillow, Kevin J. Doyle, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby and trustees Patrick L. Huddie and Mary B. Tung were absent.

A. Approval of August 27, 2008, Agenda

A recommendation to approve the August 27, 2008, agenda was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2008 Board Accomplishments

Vice Chair Rensin thanked everyone for their contributions toward all the FY08 accomplishments.

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

2. Fiscal Year 2008 Strategic Plan Evaluation and Core Work Highlights

Zoe Irvin, executive director of planning, research and organizational development, reviewed the highlights.

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

3. Revised Fiscal Year 2009 Integrated Strategic Plan and Budget

Zoe Irvin, executive director of planning, research and organizational development, reviewed the revised strategic plan and budget.

A recommendation to approve the revised FY09 integrated strategic plan and budget, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

4. Financial Statements

In the absence of Lynn Coleman, vice president of administration and
finance, Janet Cullison, associate vice president of finance, briefly reviewed the financial statements with the board.

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

C. President’s Report

President Hetherington commended faculty and staff for their work this week to welcome students to HCC by volunteering to staff the friendly campus booths. She talked about the radiologic technology laboratory ribbon-cutting on July 18 and Congressman Elijah Cummings’s inspiring comments. She reported to the board that, at their suggestion, Sharon Pierce, professor, nursing and division chair, health sciences, was nominated for the ACCT Faculty Award and even though she did not receive it, she and other faculty do an incredible job to help students succeed.

President Hetherington mentioned that several elected officials were on campus this week to meet with her and Nancy Santos Gainer, executive director of public relations, and got to see first hand the excitement of the first week of classes. The Community Colleges for International Development (CCID) visited HCC, as is customary for colleges with new presidents, to reaffirm the institution’s commitment to CCID. She thanked Ron Roberson, vice president of academic affairs, and George Barlos, director of international education, for coordinating the visit. She asked Dr. Cindy Peterka, vice president of student services, to give an enrollment update. Dr. Peterka reported credit headcount is currently up 5.6 percent and FTE is up 6.7 percent but numbers are not yet finalized.

D. Board Member Comments

On behalf of the board, Vice Chair Rensin presented President Hetherington, an avid runner, with a gift card for the purchase of running shoes to thank her for all her efforts on behalf of HCC’s students and the community during her first year as president.

Trustee Dillow commented on the rad tech ribbon cutting and Congressman Cummings’s inspiring remarks. She also attended the mid-summer nursing recognition ceremony.

Trustee Hutt mentioned that he met with Congressman Cummings a few days after the rad tech event and he commended HCC. Trustee Hutt commended the continuing education team.

Trustee Doyle commended the increase in enrollment and commented that students (and parents) get greater value for their money at HCC.
Vice Chair Rensin mentioned that Congressman Cummings had commented that HCC knows how to make the most of public funds it receives. She talked about the extraordinary credentials of the forty new employees introduced at fall convocation.

E. Approval of Minutes

A recommendation to approve the May 28, 2008, work session, regular session, and closed session minutes, and the June 9, 2008, retreat minutes and closed session minutes, was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Ratify and confirm increase to cover Belmont Conference Center FY08 propane delivery charges awarded to Amerigas in the amount of $30,000 (an increase of $5,001);
2. Ratify and confirm purchase of disaster recovery services for college website awarded to Systems Alliance, Inc. in the amount of $29,225;
3. Ratify and confirm tuition waiver for REACH program Pell-eligible students;
4. Ratify and confirm increase to cover Belmont Conference Center heating oil delivery charges awarded to Parker Fuel in the amount of $30,000 (an increase of $5,001);
5. Ratify and confirm increase in blanket purchase order for printing of noncredit schedule awarded to AFL Web Printing/AFL Quality, Inc. in the amount of $87,161.01 + $648.89 = $87,809.90;
6. Ratify and confirm increase to contract for commencement and nursing pinning expenses awarded to PartyPlus, an increase of $4,343.72 plus the original amount of $73,129 for a total of $77,472.72;
7. Ratify and confirm Belmont barn and conference center renovation for geothermal HVAC engineering design awarded to Ayers Saint Gross in the amount of $378,800 plus $11,000 for a total of $389,800;
8. Ratify and confirm network maintenance support service contract additional funds awarded to Network Concepts, an increase of $11,425;
9. Ratify and confirm strategic energy cooperative up to $40,000 based on .0992 KWh;
10. Ratify and confirm FY09 Belmont gas delivery charges awarded to Amerigas in the amount of $40,000;
11. Ratify and confirm increase to cover Allied Barton security services in the amount of $950,000 + $6,988.98 = $956,988.98;
12. Ratify and confirm Belmont lease payment awarded to Bank of America in the amount of $69,401;
13. Ratify and confirm fire alarm and life safety system maintenance and testing contract awarded to Siemens Building Technologies in the amount of $35,064;
14. Ratify and confirm Children’s Learning Center mortgage to Howard Community College Educational Foundation, Inc. in the amount of $85,595 to be paid out on a monthly basis for FY09;
15. Ratify and confirm Americans with Disabilities Act (ADA) improvements awarded to Highland Turf, Inc. t/a HTI Contractors in the amount of $101,600;
16. Ratify and confirm online course software license renewal awarded to Blackboard, Inc. in the amount of $32,400;
17. Ratify and confirm James Clark, Jr. library renovation contract amendment 3 for design services (supplemental infrastructure upgrade) awarded to Murphy & Dittenhafer in the amount of $65,000 + $21,200 = $86,200;
18. Ratify and confirm Hickory Ridge modular classroom lease awarded to Williams Scotsman in the amount of $38,445.10;
19. Ratify and confirm Sodexo management agreement in the amount of $61,086.25;
20. Ratify and confirm shuttle services for fall semester 2008 awarded to Woodlawn Motor Coach, Inc. in the amount of $37,440 with a not-to-exceed amount of $56,640;
21. Ratify and confirm increase in cost of pool repairs awarded to Patriot Pool Service in the amount of $2,340.00 additional funds, for a total cost of $112,300.00;
22. Proposed new hires;
23. Competitive grants ($748,005.00) and scholarships ($199,049.10) as detailed in the board materials; and
24. Summer II and III graduates.

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

President Hetherington introduced the new executive director of public relations, Nancy Santos Gainer, who gave the board a brief overview of her professional background.

G. Information Items

1. Issue Bin

Trustee Dillow gave a Grand Prix update. She reported that 276 raffle tickets have been sold; 58 tables are sold and 76 committed. She encouraged the board to buy and sell raffle tickets, tables and sponsorships and attend the major donor party.

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

2. Board Calendar
Erin Yun, director of board relations and special projects, brought the board’s attention to the following dates.

September 10 at 12:00 noon – audit and finance committee meeting

September 10 at 4:00 pm – Children’s Learning Center expansion ribbon cutting

September 11 at 8:30 am – legislative and community relations committee meeting

October 29 – November 1 – ACCT convention in New York City; Amtrak schedule included in take-home packets; detailed schedule will be distributed at the September board meeting

November 9 at 3:00 pm – diploma recognition ceremony for students who have successfully completed the general education development program (GED) or the external diploma program (EDP)

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 August 27, 2008, regular meeting was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 7:40 pm.

The above constitutes the official minutes of the August 27, 2008, regular meeting of the Howard Community College Board of Trustees as approved on September 24, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer