The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, September 24, 2008, 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 6:08 p.m. Other board members present included trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Katherine K. Rensin, vice chair, and Louis G. Hutt, Jr., trustee, were absent.

I. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Jennifer Garner, instructor, English; Margaret Garroway, assistant professor, English; Brian Kelley, instructor, accounting; Stacy Korbelaak, instructor, English; Richard Leith, interim assistant professor, English; Jean Pak, English as a second language (ESL) data and research assistant; Jennifer Stott, instructor, physical science; Chuni Wang, ESL information specialist; Gregory Wentz, instructor, culinary arts; and Dianne Wong, acting instructor, nursing.

Lynn Coleman, vice president of administration and finance, introduced Andre Wright, facility services manager.

Tom Glaser, vice president of information technology, introduced Clara Casey, student computer support, computer network support technician.

Cindy Peterka, vice president of student services, introduced Chelsey Barrett, student life associate; Pamela Bauer, retention specialist; Debra Greene, director, academic support services; and Paul (Buck) Setter, senior testing specialist.

II. Introduction of Constituency Group and Cross-Functional Team Leaders

Ron Roberson introduced William Straube, vice president of faculty forum and instructor, biology; and Sharon Lyon, chair of curriculum and instruction committee and associate professor, physical science.

Cindy Peterka introduced Devin Greene, vice president of the student government association; and enrollment management committee co-chairs, Barbara Greenfeld, associate vice president of enrollment services, and Randy Bengfort, director, marketing and communications.

Erin Yun, director of board relations/special projects, introduced the administrators group vice chair, Missy Mattey, director of development and executive director of the Howard Community College Educational Foundation, Inc.
Tom Glaser introduced professional/technical group chair, Anna Hamilton, computer specialist; and vice chair, Valerie Smith, senior network administrator.

Lynn Coleman introduced support group chair, Judy Darling, office associate, welcome center; vice chair Cathy Watts, office associate, academic/student support and career services; and executive committee member Yvonne Beachum, office associate.

Kate Hetherington introduced diversity committee co-chairs, Carol Parecco, director of service learning; and Julie Jones, audience services manager and website designer. She also introduced salary and benefits committee co-chair, Dan Friedman, professor, chemistry and division chair, science and technology.

III. Information Session: Social Sciences/Teacher Education Division

Jerry Casway, professor of history, chair of the social sciences/teacher education division, and director of the Rouse Scholars program, gave an overview of the area including related study abroad programs. He also passed around articles, manuals, books, and papers that faculty published and/or presented at conferences. Patrick O’Guinn, professor of criminal justice, talked about the computer forensics and police science programs. He introduced Major Lee Lachman and Cadet James Lentscher who gave an overview of the police science program.

The work session adjourned at 7:05 p.m.

The above constitutes the official minutes of the September 24, 2008, work session of the Howard Community College Board of Trustees as approved on October 22, 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, September 24, 2008, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the regular session to order at 7:15 p.m. Other board members present included trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Katherine K. Rensin, vice chair, and Louis G. Hutt, Jr., trustee, were absent.

A. Approval of September 24, 2008, Agenda

A recommendation to approve the September 24, 2008, agenda was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board End: Strategic Planning

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

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

2. Financial Statements Disclosure Schedule

Lynn Coleman, vice president of administration and finance, informed the board that there were no scheduled financial statements this month.

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

3. Proposed Fiscal Year 2010 Capital Budget

Lynn Coleman, vice president of administration and finance, reviewed current projects included in the FY10 capital budget.

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

C. Discussion Items

1. Revenue Enhancement for the Maryland State Budget

A draft resolution from the Maryland Association of Community Colleges (MACC) supporting video lottery terminals (VLTs) was given to the board for its consideration. Chair Truby declared the resolution open to the floor for commentary and discussion. Each board member commented on the resolution and the potential social and economic impact of VLTs on the
state and its residents.

After a lengthy discussion during which the board carefully considered arguments both for and against the introduction of VLTs, the board determined to request that MACC revise the resolution to include language stating that VLTs were only supported after “having carefully considered arguments on both sides of the issue and in full expectation of maintenance of the current level of funding for education from the State general fund.”

A motion to endorse the resolution from the Maryland Association of Community Colleges supporting video lottery terminals, as amended, was moved by Trustee Huddie, seconded by Trustee Dillow. Trustees Truby, Dillow, Doyle, and Huddie voted ‘yea.’ Trustee Tung voted ‘nay.’

D. President’s Report

President Hetherington mentioned her upcoming Community Colleges for International Development (CCID) trip to Argentina followed by the Baldrige site visit to HCC. Both events will take place in October. She thanked everyone, especially Zoe Irvin, executive director of planning, research and organizational development, for their work preparing for the site visit. She thanked Missy Mattey, director of development and executive director of the Howard Community College Educational Foundation, Inc., and all the volunteers who worked setting up for and at the Grand Prix. Missy Mattey announced a net profit amount of $114,000, which she said will probably go up as checks continue to be processed.

E. Board Member Comments

Chair Truby commented on the major donor party and the extraordinary contribution of the Grand Prix volunteers.

Trustee Dillow commented on the Children’s Learning Center ribbon-cutting and how the children responded positively to County Executive Ken Ulman.

Based on enrollment data presented in the President’s Report, Trustee Huddie commented on the large number of international students from a variety of countries and the positive impact this diversity has on the HCC community.

Trustee Doyle apologized for missing the Grand Prix due to a family emergency. He was impressed by the police science program as an example of how HCC responds to the needs of the community.

Trustee Tung recalled HCC providing first-responder training to firemen from Malaysia back in 2005. She apologized for not making it to the Grand Prix and commented that the event has become famous region-wide. She remarked that the Baldrige site visit is a testimony to the excellence of the institution and its employees.
F. Report of the Audit and Finance Committee

Trustee Truby mentioned that a new team of auditors will be coming in October; discussions have taken place on the focus of future audits.

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

G. Report of the Legislative and Community Relations Committee

The board has asked for parents to continue to speak at the legislative breakfast on January 13; last year, parents of students attended and a parent spoke and it was a huge success.

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

H. Approval of Minutes

A recommendation to approve the August 27, 2008, work session and regular session minutes, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

I. Consent Items

1. Proposed new hires;
2. Television studio network storage solution awarded to Chesapeake Systems, Inc. in the amount of $53,575;
3. Electrical contractor services for the black box theatre awarded to Lloyd-Beal Electric in the amount of $30,400;
4. Testing expenses awarded to the College Board, sole source vendor, in an amount not to exceed $50,000; and
5. Belmont design phase change orders 2 and 3 awarded to Struever Bros. Eccles & Rouse, Inc. in the amount of $1,939 for change order 2, $3,436 for change order 3, for a total of $5,375 total for change orders 2 and 3.

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

J. Information Items

1. Issue Bin

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.

October 3 Chamber Signature Event
ACCT leadership congress in New York – please review the dates for your hotel reservation; send Erin Yun your train schedule so she knows when to expect you. Chair Truby, Vice Chair Rensin, and President Hetherington will be making a presentation on Friday, October 31.

November 5  Audit and Finance committee

November 6  Legislative and Community Relations committee

Erin Yun asked that board members inform her if they are unable to attend a meeting of a committee to which they have been assigned.

October 8  Dinner at Belmont with the Turkish delegation

November 9  Diploma Recognition Ceremony

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 September 24, 2008, regular meeting was moved by Trustee Huddie, 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 September 24, 2008, regular meeting of the Howard Community College Board of Trustees as approved on October 22, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer