The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 22, 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 6:03 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Louis G. Hutt, Jr., and Kevin J. Doyle were absent.

I. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Julie Jones, audience services manager and website designer.

Lynn Coleman, vice president of administration and finance, introduced Katrina Burton, director of accounting for capital, payroll and accounts payable; Christopher Heston, inventory coordinator/accounting analyst; and Kenneth McGlynn, director of security services.

Nancy Gainer, executive director of public relations, introduced Kathy-Ann Royster, office associate V.

II. Recognition of the Grand Prix Board Chair

Missy Mattey, director of development, reported that Grand Prix proceeds were $114,000. She introduced Mike Drummond, Grand Prix board chair for the past two years, who gave a brief report on the Grand Prix. Chair Truby presented him with a certificate of recognition and a gift certificate for Jordan’s Restaurant.

III. Information Session: Exchange Student and/or Faculty and Travel Abroad Students

Ron Roberson introduced George Barlos, director of international education. Mr. Barlos introduced students and faculty who gave an overview of their study abroad experiences. Student Megan Myers talked about her 10-week hospitality internship in Ireland; Matt Jacobsen, student, spoke about his Spanish language experience in Mexico; Victoria Torres, exchange student from Mexico, talked about living with a host family where she helped the mom learn Spanish and got to practice her English; Dr. Jose Manuel Mendoza, exchange professor from Mexico, discussed his experience teaching Spanish and taking other courses at HCC; and, William Lowe, assistant professor, English, talked about his one-year sabbatical teaching English at Soochow University in China.

The work session adjourned at 6:40 p.m.

The above constitutes the official minutes of the October 22, 2008, work session of the Howard Community College Board of Trustees as approved on November 19, 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, October 22, 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 6:56 p.m. Other board members present included Katherine K. Rensin, vice chair, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, Louis G. Hutt, Jr., and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of October 22, 2008, Agenda

A recommendation to approve the October 22, 2008, agenda was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2008 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, reviewed the financial statistics for June 1, 2007 – June 30, 2008. She introduced Jennifer Leary and Marniesha Freeland from the college’s audit firm, SB & Company, Inc. who reported that the college and foundation had received clean audit and they had suggested some best practice improvements.

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

2. Financial Statements Disclosure Schedule

Lynn Coleman gave a brief overview.

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

3. Board End: Student and Stakeholder Focus

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

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

4. Revisions to Board of Trustees’ Bylaws and Policies

Chair Truby gave a brief overview of the proposed changes to the board of trustees’ bylaws and policies. The edits reflected the board discussion which took place during its June 2008 retreat. Two proposed changes needed further discussion: bylaws: Article III, Ethical Conduct, number 4 and policies: Governance Process: The Political Process and the Board of Trustees numbers 7 and 8. The proposed edits to these sections would
require trustees running for office to resign from the board. Additionally, there was discussion about the process for taking a leave of absence and requesting the Governor’s office to waive the required attendance of 50 percent of meetings per calendar year. After extensive discussion, the board decided to refer these proposed changes to the legislative and community relations committee for further discussion. The item will be added to the November committee meeting and the committee will develop a recommendation to take forward to the full board.

A recommendation was made by Trustee Dillow and seconded by Trustee Huddie to approve the proposed changes to the board of trustees’ bylaws and policies with the exception of the proposed changes in the bylaws: Article III, Ethical Conduct, number 4 and the policies: Governance Process: The Political Process and the Board of Trustees numbers 7 and 8. The recommendation was unanimously approved.

C. President’s Report

President Hetherington mentioned that the Baldrige site visit team interviewed over 300 employees. She thanked all those who participated including board members, faculty, and staff. She especially thanked Zoe Irvin and her staff for preparing everyone for the visit and coordinating materials and interview requests by the Baldrige team. She pointed out that this experience has helped prepare the college community for the upcoming Middle State accreditation process. She also mentioned to the board that she had updated the augmented team on the current state and county budget picture and reported that she had met with the county budget administrator, Ray Wacks, and county executive Ken Ulman and had reiterated HCC’s capital request for a parking garage and health sciences building.

D. Board Member Comments

Chair Truby commented that he was proud of the president and her team, Zoe Irvin and her staff, and everyone for their role in the Baldrige site visit. He said it is an honor to be associated with HCC and that he was proud of his fellow trustees for their focused and thoughtful answers to questions from the Baldrige site visit team. He mentioned that this year the budget picture is especially challenging and that the board and administration will need to do an even better job of telling HCC’s story and making the case for HCC’s budget needs. He mentioned that both presidential candidates have talked about community colleges and workforce training and that HCC is in a very good position to meet the needs of the community.

Trustee Dillow shared Chair Truby’s views and added that she had attended the Economic Development Authority’s annual dinner, the Chamber’s signature event, the Tourism Council’s annual luncheon where HCC received a check for the hospitality program, and the dinner with visitors from Turkey. She mentioned that her neighborhood association had given the college a $1,000 matching grant to plant trees along Hickory Ridge road.

Trustee Hutt echoed earlier board member comments and mentioned that the financial presentation was substantive and straightforward and commended the finance office staff on the clear audit.
Trustee Huddie added his compliments for the Baldrige site visit and the financial report. He reported that the Maryland Association of Community Colleges (MACC) had passed the resolution on video lottery terminals in support of question two on the ballot, although not unanimously. He mentioned that MACC has published a new directory; it will be included in the board take-home packet next month. He mentioned that the state is considering a process to split capital funds between projects where matching funds from the county need to be used first while the state’s matching amount may be used on another project. He reported that former editor of the *HCC Times*, Allison Bucca, had asked him for a letter of recommendation for admission to the University of Maryland Baltimore County; an example of *getting there from here*.

Trustee Doyle commended everyone for their work related to the Baldrige site visit.

Trustee Tung commented on the Baldrige team’s questions on the horizontal and vertical integration of programs; she said they were impressed with the ground rules, board core ends, and Baldrige criteria included in the board materials. She said it was an honor to be part of the Baldrige process.

E. Approval of Minutes

*A recommendation to approve the September 24, 2008, work session and regular session minutes, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.*

F. Consent Items

1. Proposed new hires;
2. Fiscal year 2010 capital budget;
3. Belmont Conference Center heating oil delivery charges in the amount of $40,000 awarded to Petroleum Traders;
4. Increase in Hickory Ridge parking deck design services in the amount of $744,885 ($132,250 increase plus $612,635 original) awarded to Ayers Saint Gross;
5. Campus-wide threat assessment in the amount of $35,000 awarded to Aon Risk Services, Inc.; and
6. Transfer of the Belmont Conference Center from the Howard Community College Educational Foundation, Inc. to Howard Community College in the amount of $4,431,900 and closing costs estimated at $100,000 through Bank of America.

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

G. 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.

November 5 at 12 noon – audit and finance committee

November 6 at 8:30 am – legislative and community relations committee

Chair Truby invited all board members to attend both committee meetings, especially the November 6 meeting where the amendment to the proposed revisions to board policies and bylaws will be discussed.

The November board meeting will be held at the Children’s Learning Center.

Trustee Huddie reiterated having more parents speak at the legislative breakfast in January. It was decided to seat students at tables with legislators from their district and have name badges identifying in which district they reside.

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 October 22, 2008, regular meeting was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

The regular meeting was adjourned at 8:33 p.m.

The above constitutes the official minutes of the October 22, 2008, regular meeting of the Howard Community College Board of Trustees as approved on November 19, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer