The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 25, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice chair Katherine K. Rensin brought the work session to order at 6:01 p.m. Chair T. James Truby joined the meeting soon after. Other board members present included 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.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Sandra Ulsch, accounting clerk/cashier in the finance office.

Tom Glaser, vice president of information technology, introduced Nassim Ebrahimi and Cheoleon Lee, research associates in the planning, research and organizational development office.

II. Eighth Annual Maryland Community Colleges’ Student Advocacy Day

Cindy Peterka, vice president of student services, introduced Llatetra Brown, director of student life, who mentioned that ten students had participated in student advocacy day and six were present at the board meeting. Students Maureen Evans Arthurs, Judy Kahiu, Linda Morris, Zina Richardson, Diana Thomas, and Craig Zolotrow introduced themselves and told the name of the high school from which they graduated, their major at HCC, and their future plans. Chair Truby gave each student a certificate of recognition, thanked the students for being effective ambassadors for the college, and strongly encouraged them to embrace lifelong advocacy.

III. Recognition of Howard Community College’s Men’s Basketball Team and All-Conference and All-Region Student Athlete Selections

Cindy Peterka, vice president of student services, introduced Diane Schumacher, director of athletics, who gave a brief overview of the athletic program. The coaches gave an overview of the past season and the athletes introduced themselves and mentioned their names, majors, and future plans.

IV. Information Session: Learning Outcomes Assessment

Zoe Irvin, executive director of planning, research and organizational development, gave a brief overview of the learning outcomes assessment process. Nassim Ebrahimi introduced Dave Beaudoin, assistant professor, mass media; acting division chair; arts and humanities; director of humanities and digital arts, who presented a project examining HCC’s mass media and graphic design student portfolios and the competency of foundational skills demonstrated by students’ portfolios. Cheoleon Lee introduced the presentation by Brian Gray, professor of mathematics, who talked about the Math131 college algebra course at HCC including how well it meets the
needs of students, factors that impact success rates, comparison with the mathematics sequence at other Maryland community colleges, and potential modifications in advising and pedagogy that might result from the project.

The work session adjourned at 7:14 p.m.

The above constitutes the official minutes of the March 25, 2009, work session of the Howard Community College Board of Trustees as approved on April 22, 2009, 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, March 25, 2009, 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 7:22 p.m. Other board members present included vice chair Katherine K. Rensin, 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 March 25, 2009, Agenda

A recommendation to approve the March 25, 2009, agenda, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

B. Board Priority Items


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

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

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave a brief overview.

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

3. Board Retreat Agenda

Board members reviewed the agenda for the board retreat on June 8 at Belmont.

The revised agenda will be brought to the board at its April meeting and will include the following topics
- a discussion on HCC’s financial future
- a Middle States overview
- a response to a Baldrige opportunity for improvement

Chair Truby indicated that further discussion and a final decision on the retreat topics would be made at the April board meeting.

C. President’s Report

President Hetherington informed the board that the Maryland community college presidents discussed their capital projects at their meeting last week. The consensus
was to fully fund Prince George’s Community College’s project and split the funding for the rest of the construction projects. HCC would get half the funding for the design money for the health sciences building from the state under this proposal. The County Executive will release his capital budget on April 1 and the operating budget on April 20. The county council budget hearing is scheduled for Saturday, May 2 following the school system and library. The Hunan Manor event raised $23,000 and money is still being received. President Hetherington thanked board members for attending the former board social. She also mentioned that Zoe Irvin and she presented at the Maryland Performance Excellence Awards conference earlier in the week.

D. Board Member Comments

Chair Truby mentioned that it’s good to know that in these uncertain economic times, legislators know the community college story.

Trustee Huddie mentioned that lately national public radio has been covering the community college budget picture – a sign of the times that electronic and radio media are gaining ground as print media is declining.

Trustee Dillow agreed with earlier comments and added that it is important how the college gets its message out to ensure it reaches the targeted audience. She said she enjoyed meeting former trustees at the former board social and the dinner social with the Montgomery College Board of Trustees.

Trustee Hutt thanked Dr. Hetherington and Sharon Schmickley, chair of the business and computers division, for giving him the opportunity to present to an entrepreneurial class. He commended the students on their strategic approach to developing a business and endorsed the importance of funding this program as more opportunities are generated by smaller companies and entrepreneurs.

Trustee Doyle agreed with earlier comments about the importance of the entrepreneurial program. He apologized for not making it to the former board social and agreed that it was good to meet with the Montgomery College Board of Trustees and find commonalities between both colleges.

Trustee Tung agreed with earlier comments about the entrepreneurial program. She mentioned she met a client from Pennsylvania who was considering relocating his business to Howard County and that HCC was an important factor in his decision because of its excellent workforce training program.

Vice Chair Rensin seconded earlier remarks and stressed the importance of community networks and public/private partnerships. She enjoyed meeting the Montgomery College Board of Trustees. She thanked Chair Truby and President Hetherington for the enormous amount of time they have devoted to budget issues.

E. Report of the Audit and Finance Committee

This item was for information only and required no board action.
F. Approval of Minutes

A recommendation to approve the February 25, 2009, work session and regular session, was moved by Trustee Rensin, seconded by Trustee Huddie, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Vending services in the amount of $15,000 awarded to Canteen Vending Services and in the amount of $44,663 to Coca-Cola;
3. Professor Emeritus recommendation;
4. Maryland Association of Community Colleges Grant Spending in the amount of $79,782 for manikins and an additional $30,000 above the approved amount of $30,000 for a total not to exceed $60,000, for routine supplies awarded to Laerdal Medical Corporation (sole source for manikins) and Physician’s Sales and Services (routine supplies);
5. Telephone system upgrade in the amount of $1,235,701 awarded to Verizon Select Services, Inc.;
6. Belmont change orders in the amount of $81,574 awarded to Struever Bros. Eccles & Rouse, Inc.;
7. Freelance design services in an amount not to exceed $35,000 awarded to Barbara Van Rossum; and
8. Identity theft prevention program.

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

H. 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/special projects, brought the board’s attention to the following dates.

April 4  Greenfest in the Burrill Galleria
      May  1  Student Awards Banquet at Sheraton Columbia
               – board members are invited to present awards
      May 22  Nursing Recognition, Platform Party Reception, and Commencement – earlier in the day due to the Memorial Day weekend
      June 11  Solstice celebration in RCF-400; Mr. and Mrs. Moxley will be receiving the James Clark, Jr. Medal.

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**

Chair Truby read the resolution to meet in closed session.

*A recommendation to adjourn the March 25, 2009, regular meeting and move into closed session was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.*

The regular meeting was adjourned at 8:13 p.m.

The above constitutes the official minutes of the March 25, 2009, regular meeting of the Howard Community College Board of Trustees as approved on April 22, 2009, 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 closed session on Wednesday, March 25, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:13 p.m., Chair Truby read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included vice chair Katherine K. Rensin and 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. Additionally, Lynn Coleman, vice president of administration and finance and Nancy Gainer, executive director, public relations, were in attendance.

WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on March 25, 2009, at the conclusion of the regular meeting in room 400 of the Rouse Company Foundation Student Services Hall to consult with staff, consultants, or other individuals about pending or potential litigation as permitted under Section 10-508(a)(8) and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 9:50 p.m.

The above constitutes the official minutes of the March 25, 2009, closed session of the Howard Community College Board of Trustees as approved April 22, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer