The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 27, 2009, 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 6:13 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 Kevin J. Doyle and Louis G. Hutt, Jr were absent.

I. Informational Tour: Radiologic Technology Program and Laboratory

Ron Roberson, vice president of academic affairs, gave a brief introduction of the year-old program. Board members and staff visited the radiologic laboratory where Dr. Sharon Pierce, division chair, health sciences, and Evelyn Gary, program director/associate professor of radiologic technology, gave a brief overview of the program. Two students gave presentations on prostate cancer and breast cancer. Students introduced themselves and indicated highlights from their poster displays. An x-ray of a skull was demonstrated.

Chair Truby recalled that at the ribbon-cutting for the radiologic laboratory last July, Congressman Cummings had asked students to combine technology with a healing touch.

II. Commendation of Trustee Mary B. Tung

Chair Truby commended Trustee Tung for her collegiality, shared values, passion, and community outreach. He praised her ability to “go to the heart of the matter and not be distracted by peripheral issues.” He thanked her for all her contributions to HCC and the board and indicated that she would be called on to stay involved with the college in other capacities. Chair Truby read the resolution honoring Trustee Tung, which was signed by the other trustees, and presented it to her along with cards signed by the board.

Trustee Dillow seconded earlier comments and added that she would treasure Trustee Tung’s input on the legislative committee and commended her for “looking out for HCC” and bringing information from the community back to the board. Trustee Huddie added that Trustee Tung always asked the right questions, that he was touched when she rediscovered her family and shared the experience with the board, and reminded her that the board would continue to reach out to her after her term expired. Vice Chair Rensin concurred with earlier comments. She added that Trustee Tung was a strong voice for the college in the community. On a personal note, she hoped they could continue their friendship and wished her the best as she explored new opportunities. President Hetherington thanked Trustee Tung on behalf of the faculty, staff, and students for her many years of dedicated service, her caring attitude, and steady force on the board.

Trustee Tung recalled being asked to serve on the HCC board by then Senator Sandy
Schrader. She knew at once that it was the perfect fit since education has always been a priority in her life. She reminisced about how the campus has transformed during her tenure on the board. She also appreciated the collegiality of the board and administration and mentioned that HCC was one of the best organizations she has seen. She said she would continue to stay involved with the entrepreneurial center and the information technology board. She concluded by extending her thanks to everyone.

The work session adjourned at 7:20 p.m.

The above constitutes the official minutes of the May 27, 2009, work session of the Howard Community College Board of Trustees as approved on August 26, 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, May 27, 2009, 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 7:20 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 Kevin J. Doyle and Louis G. Hutt, Jr were absent.

A. Approval of May 27, 2009, Agenda

A revised agenda adding “Fiscal Year 2010 Budget Adjustment” as the second item to board priority items was distributed to the board. Additionally, the “Audit Areas for Review” was moved from a consent item to a discussion item.

A recommendation to approve the May 27, 2009, agenda as amended, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. 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.

2. Fiscal Year 2010 Budget Adjustment

Lynn Coleman gave a brief overview of the changes and additions to the operating budget requested by the County. President Hetherington reiterated that while the budget items mentioned were not previously shown in the college’s budget, all the items were shown on the college’s books and were reported to the board as part of the audited financial statements.

A recommendation to approve the changes as noted, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.


Zoe Irvin, executive director of planning, research and organizational development, gave an overview using item 1.2 (Increase student successful-persistence rate after 4 years for all students from 73.2% (fall 2003 cohort) to 80%* (fall 2006 cohort).) as an example. Cindy Peterka, vice president of student services, and Ron Roberson, vice president of academic affairs, provided examples of action plans related to item 1.2. Chair Truby applauded the
administration on identifying bold benchmarks and pledged the board’s support of these initiatives. President Hetherington added that the administration continues to examine data that matters and seeks to identify external benchmarks for comparison. The College of Southern Maryland’s positive relationship with their school system with regard to developmental education was also discussed.

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

4. **Election of Fiscal Year 2010 Board Officers**

Trustee Huddie nominated Chair Truby and Vice Chair Rensin to remain in their current positions for FY10. He mentioned that they had done “a sterling job and should double their efforts” for the next year. Trustee Dillow seconded the nomination.

A recommendation to elect T. James Truby as board chair and Katherine K. Rensin as vice chair for fiscal year 2010, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

Chair Truby accepted the chair position for FY10 and mentioned that it gives him enormous pleasure being chair because of the collegiality, collective approach to issues, and HCC is a strong organization. Vice Chair Rensin accepted the position of vice chair and thanked her colleagues for their vote of confidence.

C. **President’s Report**

A television clip featuring graduating student, Amber Golden, and another one about the nursing program with WBAL education reporter, Tim Tooten, was shown. President Hetherington thanked Nancy Gainer, executive director of public relations, for the media coverage. Dr. Hetherington announced two recent grants in the nursing area: the Who Will Care 3-year grant for a little under $544,164, which will provide one and a half full-time faculty positions with a focus on retention, and the nurse support Maryland Higher Education Commission (MHEC) 5-year grant for $996,830, which will provide for one and a half full-time faculty positions to expand the LPN to RN transition program. President Hetherington thanked board member for attending college events.

D. **Board Member Comments**

Vice Chair Rensin thanked the board for their vote of confidence in re-electing her for FY10. She mentioned that she enjoys working with Chair Truby. She commended President Hetherington on her recent Maryland’s Top 100 Women award. She also informed the board of the president’s office’s recent entry in the innovation fair on sustainability, which had resulted in a 41 percent reduction in paper and supply costs over the past year. She commended the president’s office staff on this initiative.

Trustee Tung mentioned the dumpster dive clip on YouTube and the rocket marketing projects at the entrepreneurial celebration. She encouraged board members to read a couple of the projects in which the students are working and to get involved by providing ideas and business counseling.

Trustee Huddie congratulated Trustee Tung on her new position at Davis, Agnor,
Rapport and Skalny, LLC. He commended the two student speakers at commencement and commented that several faculty and staff were instrumental in the students’ success.

Trustee Dillow seconded Trustee Tung’s comments and added that the entrepreneurial center was a direct result of a Commission on the Future recommendation and an example of the benefit of involving community members. She also commented on the student awards banquet, the nursing recognition, commencement and especially Congressman Cummings’s inspirational speech.

Chair Truby agreed with earlier comments and pointed out that Congressman Cummings said that HCC is the best community college in the country!

E. Approval of Minutes

A recommendation to approve the April 22, 2009, work session, regular session, and closed session, and the May 20, 2009 closed session, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Electricity for Belmont Conference Center in the amount of $40,000 awarded to PEPCO;
3. Office supplies contract in the amount of $455,000 awarded to Corporate Express;
4. Trade services contracts for plumbing, HVAC, carpentry, and electrical in an amount not to exceed $50,000 for plumbing and $50,000 for HVAC awarded to Emjay; and an amount not to exceed $80,000 for carpentry and $50,000 for electrical awarded to Benaka, Inc.;
5. Facilities operations supplies in the amount of $80,000 awarded to W.W. Grainger, Inc.;
6. Janitorial supplies contract in the amount of $100,000 awarded to Fitch Co. Inc.;
7. Telecommunications services in the amount of $182,900 awarded to Verizon Maryland Inc.;
8. Print Shop copiers contract in the amount of $77,484 annually awarded to Canon Business Solutions;
9. Software licensing agreements and purchases in the amount of $135,000 awarded to Bell Industries;
10. Computer hardware purchases in the total amount of $1,340,400 awarded to Dell Inc. ($1,198,000), Apple Computers ($50,400), Gateway Computers ($38,000), CAS Severn - IBM ($26,000), Hartford Computers – HP computers and printers ($28,000);
11. Fiscal year 2010 new academic programs – associate of arts in arts and sciences in aging services, nutrition, public health, environmental science – ecological technology design option, mass media design and production – radio production option, mass media design and production – radio and television production option, and certificate of proficiency in – business management – business management in the virtual environment;
12. Implementation of the nursing pre-admission exam;
13. Summer I graduates;
14. The Rouse Company Foundation Student Services Hall heat exchanger
installation in the amount of $38,800 awarded to Emjay, Inc.;
15. License agreement with Ten Acres Business Trust for property on the other side of campus drive between the sidewalk and the new medical arts building;
16. Parking lot F expansion fast track project in amounts not to exceed $53,895 for design fees (FSH), $24,420 for construction administration (FSH), $30,495 for design fees for associated run-off (Environmental Research), totaling $108,810;
17. Painting services – the board is requested to reject all bids;
18. Fiscal year 2010 credit and non-credit schedule printing in the amount of $110,030.75 plus up to $20,000 in additional funds to accommodate the printing of additional pages for credit schedules and $72,168 plus up to $15,000 in additional funds to accommodate the printing of additional pages for non-credit schedules awarded to AFL Web Printing (credit) and Engle Printing (non-credit);
19. Contract renewals:
   a. Security services in the amount of $1,112,125 awarded to Allied Security;
   b. Waste management trash removal service in the amount of $60,000 awarded to Waste Management;
   c. Belmont Conference Center heating oil in the amount of $40,000 awarded to Parker Fuel;
   d. Belmont Conference Center propane gas delivery in the amount of $40,000 awarded to Amerigas;
   e. Cellular phone contract in an amount not to exceed $70,000 awarded to Verizon Wireless;
   f. Procurement card contract in the amount of $1,000,000 awarded to US Bank;
   g. Sodexo management agreement in the amount of $275,000;
   h. Administrative software service agreement in the amount of $336,885 awarded to Datatel Incorporated;
   i. Athletic trainer agreement in the amount of $39,784.50 awarded to MedStar Health Organization;
   j. Laurel College Center lease in the amount of $373,917.39 awarded to 312 Marshall Avenue Limited Partnership; and
   k. Audit contract in an amount not to exceed $35,568 awarded to SB & Company;
20. Audit areas for review – (moved to discussion); and
21. Authorization for board chair to approve on behalf of board until next regular meeting.

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

Discussion Item – Audit Areas for Review
The item “Audit Areas for Review” was revised based on the recommendations of the audit and finance committee, which met at 4:30 p.m. immediately preceding the full board meeting on the 27th. The committee recommended the following items be reviewed in the audit: bookstore, inventory, Belmont, and procurement cards. Approval of this item was moved by Trustee Huddie, seconded by Trustee Dillow, 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 special projects and board relations, mentioned that the board retreat materials would be sent out on June 1. She also reminded board members of the Solstice Celebration on June 11, at which Mr. and Mrs. James Moxley, Jr. will receive the Clark 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 adjourn the regular session and move into closed session.

The regular meeting was adjourned at 8:15 p.m.

The above constitutes the official minutes of the May 27, 2009, regular meeting of the Howard Community College Board of Trustees as approved on August 26, 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, May 27, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:20 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 as well as trustees Roberta E. Dillow, Patrick L. Huddie and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Louis G. Hutt, Jr. were absent.

Additional attendees included: Lynn Coleman, vice president of administration and finance; Nancy Gainer, executive director of public relations; and Jerrold Thrope and Searle Mitnick from the law firm of Gordon, Feinblatt, Rothman, Hoffberger and Hollander, LCC.

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 May 27, 2009, at the conclusion of the regular meeting in room 400 of the Rouse Company Foundation Student Services Hall to consult with counsel to obtain legal advice as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 9:45 p.m.

The above constitutes the official minutes of the May 27, 2009, closed session of the Howard Community College Board of Trustees as approved August 26, 2009, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer