The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 22, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair T. James Truby (via phone), trustees, Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Introduction of New Employees

Before the introduction of new employees, Patrick Huddie, board chair, introduced Kevin Doyle, new board member.

Kate Hetherington, president, introduced Cindy Peterka, vice president of student services.

Ron Roberson, vice president of academic affairs, introduced Emily Betz, ELI admissions specialist.

Lynn Coleman, vice president of administration and finance, introduced Mitch Norris, director of purchasing and contract administration.

B. Recognition of Coca-Cola Scholar: Kimberly Savel

Cheryl Reynolds, financial aid specialist, introduced Kimberly Savel, HCC student, who was awarded a scholarship from the Coca-Cola Scholars Foundation for the second year in a row. She mentioned that Kimberly is one of ten Maryland students to receive the scholarship. Patrick Huddie, board chair, presented Kimberly with a gift and a plaque.

C. Information Tour: International Initiatives at Howard Community College

Ron Roberson gave a brief overview of the international initiatives at the college. Tara Hart, division chair, English and world languages, introduced her colleagues, Jean Svacina, associate division chair, English and world languages, and Cheryl Berman, professor, world languages. Cheryl Berman talked about the federal government’s initiatives related to critical languages and the Startalk grant awarded to Howard Community College to teach Arabic and Chinese to high school students during the summer; 39 students studied Chinese and 35
studied Arabic through the Startalk program. Shawn Binyamin, Arabic language student, and Dan Demitt, Chinese language student, gave an overview of their learning experiences at HCC; both hope to continue to the next level of study. A portion of a movie in Arabic, made by Shawn Binyamin, was shown.

George Barlos, director of international education, gave an overview of the study abroad program. He introduced three students who related their study abroad experiences. Jhef Felix talked about his trip to China; Joseph Sherrock about his trips to Mexico and Turkey; and Justyna Suroweic discussed her trip to Turkey.

JoAnn Hawkins, associate vice president, continuing education/workforce development, talked about the newly established World Languages Institute (WLI), English Language Institute (ELI), and group and individual language instruction HCC provides through contract training for major defense contractors and government agencies. She mentioned there are 1600 students taking foreign languages and 5,000 taking English as a second language.

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

The above constitutes the official minutes of the August 22, 2007, work session of the Howard Community College Board of Trustees as approved on September 19, 2007, 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 22, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:20 p.m. Other board members present included vice chair T. James Truby (via phone), trustees, Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of August 22, 2007, Agenda

Chair Patrick Huddie discussed the new agenda format, explaining that a new category, “board priority items” was added to the agenda in response to the board request to discuss priority items at the beginning of the meeting.

A recommendation to approve the August 22, 2007, agenda, was moved by Trustee Dillow, seconded by Trustee Tung, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2007 Board Accomplishments

Chair Huddie briefly reviewed the accomplishments of the board during FY07.

2. Fiscal Year 2007 Strategic Plan Evaluation and Core Work Highlights

Zoe Irvin, executive director of planning, research and organizational development, gave an overview. Kate Hetherington, president, mentioned that the Maryland Association of Community Colleges (MACC) will adopt MACC Stats, similar to HCC’s vital signs. Dr. Hetherington will take the lead on this issue; Zoe Irvin and she will be making a presentation at the presidents' meeting on September 21.

Chair Huddie asked if other community colleges have adopted servant leadership. He discussed the possibility of the HCC board presenting at the Association of Community College Trustees (ACCT) national congress, American Association of Community Colleges (AACC) convention, or the Maryland community college trustees annual meeting.

3. Revised Fiscal Year 2008 Integrated Strategic Plan and Budget
A recommendation to approve the revised FY08 integrated strategic plan and budget, was moved by Trustee Dillow, seconded by Trustee Truby, and unanimously approved.

C. President's Report

Kate Hetherington thanked the board for their support and welcomed Kevin Doyle. She mentioned that the Commission on the Future (COF) kick-off took place that morning with a meeting of the task force chairs; the next meeting is scheduled for September 19 at 8:00 am with all task forces. She talked about Dr. P.M. Forni’s presentation on civility at fall convocation and the new student orientation as part of Howard County’s Choose Civility project. She also talked about the presidents' summer retreat where she talked to Senator Kasemeyer and where Lieutenant Governor Anthony Brown, a former trustee at Prince George’s Community College, said that community colleges are central to workforce development. Dr. Hetherington mentioned that she had been interviewed by Comcast Cable for its “Down to Business” program along with Betty Noble, director of the center for entrepreneurial and business excellence, and Arthur Gold, parent of a student in the business incubator at HCC.

Cindy Peterka, vice president of student services, reported enrollment figures and said a full report would be presented at the September meeting. Headcount is 4.8 percent above last year’s and FTE is 5 percent above last year at this time. FTE at the Laurel College Center is flat, an improvement over last year, and headcount is up 3 percent over last year.

D. Board Member Comments

Chair Huddie thanked Trustee Dillow for filling in for him at fall convocation. He talked about the discussion on the implications of the Spellings Commission at the U. S. Department of Education’s summer virtual summit. He also emphasized the importance of providing access to all students and developing leadership from within the organization. He asked for an expert on policy governance and servant leadership to be invited to moderate a discussion by the trustees. He urged trustees to thank the Lieutenant Governor for his support when they see him.

Trustee Dillow suggested meeting with the Prince George’s Community College trustees at the Laurel College Center. The April 23, 2008, board meeting will be scheduled there. She commended Diane Schumacher, director of athletics, on winning a national award and asked that she be invited to a board meeting after she receives her award so the board can publicly recognize her. Trustee Dillow attended the summer nursing pinning ceremony and urged trustees to attend a future event. Gertrude Crist, former board member and donor, was on campus
the evening of August 9 to see the fountain. Ms. Crist contributed $25,000 for the fountain. As the board’s liaison on the foundation board, she urged trustees to support Rep Stage and attend performances; she is working with Dave Buonora, director of government affairs and resource development, to raise money for Rep Stage. She was impressed with Dr. Forni’s presentation at convocation and thought it would be good for the public schools to introduce the civility initiative.

Trustee Rensin welcomed Kate Hetherington to her first board meeting at president and Kevin Doyle, new board member. As chair of the Grand Prix 20th anniversary, she asked the board to contribute toward the Mary Ellen Duncan Presidential Scholarship Endowment; $65,000 has already been pledged and the goal has been increased to $75,000. She commented how impressed she was by the talents of the staff on the gala committee and urged everyone to attend the gala on December 8 and participate in the auction to raise money for the $200,000 matching grant from the McCuan family. Trustee Rensin also commented how impressed and proud she is of the accomplishments of new employees when their bios are read at their introduction at board meetings.

Trustee Hutt also welcomed Kate Hetherington and Kevin Doyle. He commented that he had met a University of Maryland student who was at HCC to take an exam in the test center. He commended the college for providing services to meet the diverse needs of the community.

Trustee Doyle said he was overwhelmed by all the information he had heard so far and pledged to “soak up all the information” and participate in the many interesting things happening at HCC.

Trustee Tung also welcomed Kate Hetherington and Kevin Doyle as well as Cindy Peterka, the new vice president of student services. She gave an update on the presidential installation activities being planned for the week of November 5.

Trustee Truby welcomed Kate Hetherington and Kevin Doyle. He was impressed by the college’s international initiatives, commenting on their importance for the U.S. economy and its success as a democracy. Having an educated citizenry with an international perspective is vital to these efforts. He urged other board members to take advantage of future opportunities to travel abroad with HCC delegations. Trustee Truby has visited Turkey; Trustee Dillow has visited Thailand; and Chair Huddie and Trustee Hutt will be visiting Turkey and Macedonia in October. He said even though he has lived and worked abroad, meeting with educators in Turkey enhanced his understanding of issues and gave him a different perspective on the differences and similarities between countries and peoples of the world.

E. Approval of Minutes
A recommendation to approve the May 23, 2007, work session and regular session minutes, and the retreat and retreat closed session minutes, with a revision to add Roger Caplan as present at the retreat, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

F. Consent Items

1. Ratify and confirm long-term disability carrier change awarded to ING in the amount of $148,942.
2. Ratify and confirm an increase of $7,000 to Project Masters, Inc.
3. Ratify and confirm increase of $25,000 in Fitch blanket purchase order.
4. Ratify and confirm change of vendor from Riparius to Starbucks in the amount of $119,219.29.
5. Ratify and confirm heating oil purchase awarded to Petroleum Traders in the amount of $45,000.
6. Ratify and confirm an increase of $3,600 to BGE for gas and electric delivery charges.
7. Ratify and confirm truck and snow removal equipment awarded to Win Kelly Chevrolet in the amount of $33,180.
8. Ratify and confirm design and demolition services for science labs in lower level of the science and technology building awarded to Struever Bros. Eccles & Rouse, Inc. in the amount of $41,800 for design services and $16,746.09 for demolition services.
9. Ratify and confirm wireless contract awarded to Verizon Wireless not to exceed $40,000.
10. Ratify and confirm FY07 Reese and Carney legal fees up to $40,000.
11. Ratify and confirm construction management at risk for the Clark Building renovations awarded to Atlantic Builders Group in the amount of $46,120.
12. Ratify and confirm dues for the Maryland Association of Community Colleges in the amount of $31,559.
13. Ratify and confirm Strategic Energy Cooperative in the amount of $40,000 based on .0992 KWh.
14. Ratify and confirm Verizon phone service in the amount of $5,455.92.
15. Ratify and confirm Belmont lease payment to Bank of America in the amount of $354,000.
16. Ratify and confirm Children’s Learning Center mortgage to the Howard Community College Educational Foundation (HCCEF) in the amount of $85,592.88 to be paid monthly for FY08.
17. Ratify and confirm procurement of a new voicemail system awarded to Verizon Select Services, Inc. in the amount of $74,811.79 for equipment and $20,400.00 for installation and labor.
18. Ratify and confirm anticipated FY08 legal fees to Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC in the amount of $50,000 and HCCEF in the amount of $50,000.
19. Ratify and confirm construction management at risk services for the McCuan Hall and Smith Theatre renovations awarded to Riparius.
Construction, Inc. in the amount of $9,774,000 and $490,000 for add
alternates.

21. Grants and Scholarships
22. Summer II and III 2007 Graduates
23. Athletic Fields Phase IV, for change 2, relocation of a storm drain line, and
   for change order 3, erosion control at the slope of the soccer field,
   awarded to Hudak’s Construction, Inc. in the amount of $28,636 for
   change order 2 and $14,678 for change order 3.
24. WebCT license renewal with Blackboard, Inc. in the amount of $31,400.

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

G. Discussion Item: Design Services for the Belmont Inn and Conference
   Center Barn Renovations and Addition

Lynn Coleman, vice president of administration and finance, gave an overview.
She confirmed that the administration would meet with the Maryland Historical
Trust to get their approval on the proposed renovations.

A recommendation to approve Ayers Saint Gross for the design services in the
amount of $378,800 was moved by Trustee Hutt, seconded by Trustee Truby,
and unanimously approved.

H. Information Items

1. Issue Bin

Chair Huddie reviewed the project list and board liaisons. He explained to
Trustee Doyle that since he is new to the board and no more than three
people can be assigned to a committee since four would make a quorum
of the full board, he is not currently assigned to any committees but he is
welcome to attend meetings.

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

2. Board Calendar

Jodi Allaire, executive information specialist, reviewed upcoming and new
events on the board calendar. The CRD Benefactors’ Banquet at which
the McCuans will be recognized will be added to the calendar; board
members were invited earlier and asked to RSVP to Erin Yun. It was
confirmed that the April 23 work session and regular meeting will be held
at the Laurel College Center.
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. **Financial Statements**

   Lynn Coleman gave an overview.

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

5. **Sodexho Report**

   Lynn Coleman gave an overview of the Café on the Quad and Starbucks operational activities.

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

6. **Personnel Summary**

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

**Adjournment**

   A recommendation to adjourn the regular meeting, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

   The meeting was adjourned at 8:25 p.m.

The above constitutes the official minutes of the August 22, 2007, regular meeting of the Howard Community College Board of Trustees as approved on September 19, 2007, 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 work session on Wednesday, September 19, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:06 p.m. Other board members present included vice chair T. James Truby, trustees, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Louis G. Hutt, Jr. were absent.

A. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Lyudmila Bard, instructor, biology; Hanael Bianchi, instructor, history; David Buck, assistant professor, English; Bhuvana Chandran, assistant professor, biology; Mary Beth Furst, instructor, business; Annette Gonzales, business and technology certification program administrator; Lynette Mooney, assistant professor, art history; Rahim Salih, assistant professor of Arabic; Sarah Saxer, assistant professor of ESL; and Nanette Deberry, instructional technologist.

Lynn Coleman, vice president of administration and finance, introduced Linda Zhang, inventory and grants coordinator.

Tom Glaser, vice president of information technology, introduced Gerard Anuszewski, reprographics technician; and Patty Grim, supervisor, print shop.

Cindy Peterka, vice president of student services, introduced Emily Owen, associate director of admissions (nursing and allied health).

B. Introduction of Constituency Group Leaders

Lynn Coleman introduced Arnette Haywood, support group chair and lifelong learning assistant, continuing education; and Judy Darling, support group vice chair and office associate, welcome center.

Ron Roberson introduced Linda Wiley, faculty forum president and professor, English; and Ann Repka, faculty forum vice president and assistant professor, biology.

Cindy Peterka introduced Ritta Zeilah, Student Government Association president.

Erin Yun, director of board relations and special projects, introduced Linda Wu,
administrators group chair and director, administrative information systems; Dave Buonora, chair, College Council and director of government affairs and resource development; and Melissa Cahill, vice chair, College Council and employment manager.

Tom Glaser introduced Anna Hamilton, professional/technical group chair and computer specialist; and representatives: Melissa Cahill, employment manager; Simone Breuninger, office supervisor, plant operations; Margaret Wedde, office supervisor, health sciences/social sciences/teacher education division office; and Valerie Smith, senior network administrator.

C. Informational Tour: Learning Communities

Ron Roberson introduced Jerry Casway, director of the James W. Rouse Scholars Program, chair, social sciences and teacher education, and professor of history; Joe Mason, assistant director of the Silas Craft Collegians Program; and Steve Horvath, director of the Frederick K. Schoenbrodt Honors Program, associate vice president of academic affairs and professor of English.

Jerry Casway gave an overview of the Rouse Scholars Program, now in its 15th year, and asked four Rouse Scholars to talk about their experiences in the program. Students Jessica Irvin, Brendan Willis, Tiffany Goins, and Andrew Kelly talked about the smaller classes as well as personal attention from Rouse faculty and staff and making new friends through the many activities and excursions.

Steve Horvath gave an overview of the Schoenbrodt Honors Program and introduced brothers Wesley and Ethan Myers, high school students who enjoy taking honors classes at the college. Assistant director, Ryna May, a former honors student, talked about her experience as an older, returning student.

Joe Mason talked about the Silas Craft Collegians Program being an opportunity for students who may not have done well in high school to realize their potential. Students Marco Rodriguez and Amber Golden talked about their experiences.

The work session adjourned at 6:55 p.m.

The above constitutes the official minutes of the September 19, 2007, work session of the Howard Community College Board of Trustees as approved on October 24, 2007, 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 19, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:10 p.m. Other board members present included vice chair T. James Truby, trustees, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Louis G. Hutt, Jr. were absent.

A. Approval of September 19, 2007, Agenda

A recommendation to approve the September 19, 2007, agenda, was moved by Trustee Rensin, seconded by Trustee Doyle, and unanimously approved.

Additionally, Chair Huddie read a resolution to enter into closed session at the conclusion of the regular meeting. The resolution was moved by Trustee Rensin, seconded by Trustee Truby, and unanimously approved.

B. Board Priority Items

1. Board End: Strategic Planning

Zoe Irvin, executive director of planning, research and organizational development, gave an overview and shared information on the Baldrige scoring guidelines. She mentioned that the Baldrige team received valuable feedback that will be beneficial in writing the next application.

2. Proposed Fiscal Year 2009 Capital Budget

Lynn Coleman, vice president of administration and finance, gave a PowerPoint presentation on the capital budget process. The board will vote on the FY09 capital budget at the October board meeting.

C. President’s Report

Kate Hetherington thanked board members, faculty, and staff for serving on the Commission on the Future task forces. She congratulated Tom Glaser, vice president of information technology, for the college’s selection by the Center for Digital Education as having one of three top websites in the country. She congratulated Dan Friedman, chair, science and technology division, Bernadette Sandruck, chair, mathematics division, and Zoe Irvin and her team for receiving
the National Sciences Foundation grant.

Cindy Peterka, vice president of student services, reported enrollment figures. Headcount has increased 5.1 percent increase and FTE has increased 4.4 percent. Full time students increased by 5.7 percent and part-time by 6.9 percent. The college has 1,018 international students from approximately 102 countries.

D. Board Member Comments

Chair Huddie commented on the Commission on the Future (COF) meeting that morning and thanked board members, faculty, and staff for serving on task forces. He announced that the Association of Community College Trustees (ACCT) is looking for members for its sub-committees; interested board members should contact Erin Yun, director of board relations and special projects. He also shared the sad news of the tragic death of Barbara Ash, research director, Maryland Association of Community Colleges (MACC), and asked trustees to contribute to the endowment in her name for a needy community college student.

Trustee Truby declined to make comments.

Trustee Tung said she is excited about the COF and the opportunities to meet and learn from community members. She also commented on the wonderful opportunity for HCC students provided by the partnership with Excelsior College.

Trustee Doyle commented that since he has attended meetings and events as a board member, he has realized the importance of having “community” in the college’s name.

Trustee Rensin talked about ways of raising matching funds through the phantom auction at the President’s Gala on December 8. The board agreed to donate their stipends toward this effort.

A recommendation to approve the donation of the FY08 trustee stipends toward the McCuan matching funds, was moved by Trustee Truby, seconded by Trustee Tung, and unanimously approved.

E. Report of the Audit and Finance Committee

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

F. Report of the Legislative and Community Relations Committee

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

A recommendation to approve the August 22, 2007, work session and regular session minutes, was moved by Trustee Truby, seconded by Trustee Rensin, and unanimously approved.

H. Consent Items

1. Proposed New Hires
2. Design-build construction services for the Children's Learning Center renovations awarded to Riparius Construction, Inc. in the amount of $99,000.
3. Continuing education furniture purchase awarded to Douron in the amount of $31,418.01.
4. Science and technology building lower level renovation – lab A, lab B, and prep room awarded to Struever Bros. Eccles & Rouse in the amount of $430,555.27.
5. Athletic fields maintenance services miscellaneous items awarded to Brickman in the amount of $20,000.
6. Construction manager at risk for the Belmont Inn and Conference Center barn awarded to Struever Bros. Eccles & Rouse, Inc. in the amount of $38,352.
7. Furniture purchase for the science and technology building awarded to VWR International in the amount of $127,140.25 for a furniture and installation contract.

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

I. Information Items

1. Issue Bin

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

2. Board Calendar

Erin Yun asked board members attending the ACCT convention next week to check their travel and hotel arrangements and get back to her if there are any changes.

The Clark Medal presentation to Padraic Kennedy will take place on October 30, 7:30 – 9:00 am in RCF-400.

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. **Financial Statements**

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

5. **Personnel Summary**

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

**Adjournment and Closed Session**

   The regular meeting was adjourned at 7:50 pm. The board moved into closed session as previously approved.

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The above constitutes the official minutes of September 19, 2007, regular meeting of the Howard Community College Board of Trustees as approved on October 24, 2007, 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, September 19, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. At approximately 7:15 p.m., Chair Patrick L. Huddie 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 T. James Truby, and trustees Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Trustees Roberta E. Dillow and Louis G. Hutt, Jr. were absent.

Additional attendees included: Kathleen Hetherington, president, Howard Community College and secretary/treasurer, board of trustees; Ronald Roberson, vice president of academic affairs; Lynn Coleman, vice president of administration and finance; Thomas Glaser, vice president of information technology; Cindy Peterka, vice president of student services; Zoe Irvin, executive director, planning, research, and organizational development; Anne Johnson, general manager, Belmont Inn and Conference Center; Erin Yun, director, board relations/special projects; Jerrold Thrope, Gordon, Feinblatt, Rothman, Hoffberger, and Hollander, LLC; Searle Mitnick, Gordon, Feinblatt, Rothman, Hoffberger, and Hollander, LLC; and Michael Davis, Davis, Agnor, Rapaport, and Skalny, LLC.

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 on September 19, 2007, at the conclusion of its regular meeting in The Rouse Company Foundation Student Services Hall (RCF 400) to obtain legal advice on a legal matter as permitted under Section 10-508 (a7).

The board entered into closed session at 7:55 p.m. During the closed session, the board consulted with counsel to obtain legal advice on a legal matter.

The meeting was adjourned at 9:30 p.m.

The above constitutes the official minutes of the September 19, 2007, closed meeting of the Howard Community College Board of Trustees as approved on October 24, 2007, and are a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 24, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:00 p.m. Other board members present included vice chair T. James Truby, trustees, Roberta E. Dillow, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent.

I. Introduction of New Employees

In the absence of Ron Roberson, vice president of academic affairs, Steve Horvath, professor, English and associate vice president of academic affairs, introduced Jeffrey Fairbanks, lead instructional technologist; David King, interim assistant professor, accounting; Christine Lewis, English as a Second Language (ESL) instructor; Betty Noble, assistant professor, entrepreneurial and coaching studies; and Mary Barton, basic skills intake/assessment specialist (ESL).

Cindy Peterka, vice president of student services, introduced Robert Leyva, admissions and recruitment counselor.

II. Recognition of the Grand Prix Board Chair

Chair Huddie recognized Michael M. Drummond, 2007 Grand Prix board chair, and presented him with a plaque and a gift certificate in recognition of his work as the chair.

III. Recognition of Award Recipient, Diane Schumacher

Cindy Peterka introduced Diane Schumacher, director of athletics, who was recognized by the board. Ms. Schumacher was recently named the 2006-2007 Administrator of the Year by the National Association of Collegiate Women Athletics Administrators (NACWAA) and the Athletic Director of the Year by the Maryland Junior College Athletic Association (MD-JUCO).

IV. Meeting the Auditors

Lynn Coleman, vice president of administration and finance, introduced Mark Gillett from Clifton Gunderson, the firm which is conducting the college's financial audit. Mr. Gillett thanked Janet Cullison, associate vice president of finance, and
her staff for working diligently to ensure a smooth audit process. Howard Community College received an unqualified opinion in the management letter from Clifton Gunderson.

V. Information Session: Generation Next

A video clip from Judy Woodruff’s report on the News Hour with Jim Lehrer about Generation Next, the generation of 18 to 25 year-olds born between 1981 and 1988, was shown. Cindy Peterka introduced the following students: Mario Rodriguez, LaMar Brown, Wesley Myers, Kudzai Dzmiri, Emily Jo, and Mekdela Fekadu, who answered questions about how they use technology. The students use Facebook and MySpace, text messaging, cell phones and email to communicate with each other, and computers for project research, homework, and group discussions.

The work session adjourned at 6:55 p.m.

The above constitutes the official minutes of the October 24, 2007, work session of the Howard Community College Board of Trustees as approved on November 28, 2007, 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 24, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:05 p.m. Other board members present included vice chair T. James Truby, trustees, Roberta E. Dillow, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent.

A. Approval of October 24, 2007, Agenda

A recommendation to approve the October 24, 2007, agenda, was moved by Trustee Truby, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Report on Board End: Student and Stakeholder Focus

Zoe Irvin, executive director of planning, research and organizational development, gave an overview.

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

2. Fiscal Year 2007 Audit Report and College Response to Management Letter

Lynn Coleman, vice president of administration and finance, gave an overview of the audit process and referred to the work session presentation by Mark Gillett from Clifton Gunderson, the firm conducting the college’s audit, during which he reported that the auditors had reported no findings during the audit.

A recommendation to approve the college’s response to the management letter, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

C. President’s Report

Kathleen Hetherington discussed the County Executive’s launch of the Healthy Howard initiative, which took place at Howard Community College, and a visit by, Lieutenant Governor Anthony Brown during which he met with faculty and students from the health sciences division. The Lieutenant Governor commented
on the “beauty of the campus” and its sense of community.

Dr. Hetherington also gave an overview of the college’s new expanded partnership with the county library, entitled the A+ Partnership. She spoke at an event to announce this partnership earlier in the month. Trustee Doyle, who also serves on the library board, was in attendance at this event.

Dr. Hetherington updated the board on the Children’s Learning Center expansion, which will complete the shell space and increase the capacity of the center. Various aspects of sustainable design will be incorporated into the completed facility.

Thomas Glaser, vice president of information technology, is a finalist for the Tech Council of Maryland/Tech Alliance Division 2007 CIO-CTO Live! Awards. Board members are invited to attend the event on November 7. The Tech Council of Maryland’s CIO-CTO Live! Awards program honors excellence in the IT industry.

D. Board Member Comments

Trustee Rensin commented on the success of the earlier event naming the Mary Ellen Duncan Hall for English, Languages, and Business. Additionally, she was impressed by the achievements and qualifications of the faculty and staff. President’s Gala invitations will be mailed shortly and sponsorships are available. She urged everyone to support the event and raise money toward Mr. and Mrs. McCuan’s matching grant.

Trustee Dillow also commented on the Duncan Hall naming and thanked the faculty, staff, and students who worked on the Grand Prix. She congratulated Mary Ellen Duncan on receiving the Howard County Chamber of Commerce’s Exemplar Award that recognizes individuals who, in addition to individual achievement in their chosen careers, have demonstrated extraordinary service and commitment to the overall business community. She also commented on the excellent quality of the presentation by John Izzo.

Trustee Truby said he was moved by the comments of Chair Huddie and Dr. Duncan at the Duncan Hall naming event. He emphasized that the college is a “safe place” for creative risk taking where leaders can emerge and grow.

Trustee Tung was impressed by the turnout at the Duncan Hall naming event. She said it is always exciting to come on campus, meet students and visitors, and hear their stories.

Trustee Doyle commented that during the last three months he has developed a great appreciation for the camaraderie of the board and administration and their shared vision and goals. He said it is a privilege to be part of such a great institution. With reference to the A+ Partnership with the library, he said it was a
good example of sharing resources, cooperating, and creative thinking.

Chair Huddie talked about his recent visit to Turkey and Macedonia with college faculty, staff, and foundation board members. The group visited five colleges and universities and signed a memorandum of understanding for the exchange of hospitality students. The Turkish students and educators that the delegation visited were very interested in strengthening the partnership with U.S. community colleges, particularly in the areas of critical languages and distance learning. The Turkish educators were interested in knowing how parents in the United States perceive community colleges. Chair Huddie displayed several gifts that were presented to the Howard Community College delegation.

E. Approval of Minutes

A recommendation to approve the September 19, 2007, work session, regular session, and closed session minutes, was moved by Trustee Truby, seconded by Trustee Doyle, and unanimously approved.

F. Consent Items

1. Proposed New Hires;
2. Telecommunication services contract awarded to Verizon Maryland Inc. in the amount of $60,550;
3. Athletic fields phase IV, change orders 4 and 5 awarded to Hudak’s Construction, Inc. in the amount of $19,908;
4. Belmont Inn and Conference Center interior design services awarded to Cornell and Company Interior Design for up to $75,000;
5. Fiscal year 2009 capital budget; and
6. Environmental services company providing personnel for third shift housekeeping awarded to H & H Industries in the amount of $139,600.

A recommendation to approve the consent items was moved by Trustee Dillow, seconded by Trustee Truby, 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, reviewed the upcoming installation events, the January 14, 2008, MACC trustee leadership conference and legislative reception, and the January 28 HCC legislative breakfast.
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. **Financial Statements**
   This item was for information only and required no board action.

5. **Personnel Summary**
   This item was for information only and required no board action.

**Adjournment**

A recommendation to adjourn the October 24, 2007, meeting, was moved by Trustee Truby, seconded by Trustee Doyle, and unanimously approved.

The above constitutes the official minutes of the October 24, 2007, regular meeting of the Howard Community College Board of Trustees as approved on November 28, 2007, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
November 28, 2007

The Board of Trustees of Howard Community College (HCC) met in work session on
Wednesday, November 28, 2007, in The Rouse Company Foundation Student Services
Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L.
Huddie, chair, brought the work session to order at 6:00 p.m. Other board members
present included vice chair T. James Truby, trustees Kevin J. Doyle, and Katherine K.
Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees
Roberta E. Dillow and Mary B. Tung were absent. Trustee Louis G. Hutt, Jr. was on a
leave of absence.

I.  Introduction of New Employees

Kate Hetherington introduced Melanie Moore, office associate in the president’s
office.

Lynn Coleman, vice president of administration, introduced David Bradsher,
materials handling clerk in plant operations.

Tom Glaser, vice president of information technology, introduced Linda
Rampolla, office associate in the information technology office.

Cindy Peterka, vice president of student services, introduced Lori Hartley,
admissions advisor (international).

II.  Recognition of Fall Athletic Teams

Diane Schumacher, director of athletics, introduced the men’s soccer and cross-
country teams, women’s soccer and volleyball teams, the All-Region and All-
American performers, and their coaches.

III.  Introduction of Cross-Functional Team Leaders

Kate Hetherington introduced the professional development team co-chairs Todd
Allen and Steve Horvath and salary and benefits chair Dan Friedman and vice
chair Anna Hamilton. Diversity team chair Kim McNair and vice chair Cindy
Durham were absent.

Ron Roberson, vice president of academic affairs, introduced Sharon Lyon, chair
of the curriculum and instruction committee.

Cindy Peterka introduced Randy Bengfort and Barbara Greenfeld, co-chairs of
the enrollment management team.
Lynn Coleman introduced Bob Marietta, chair of the health and safety committee, and co-chair of the facilities and sustainability team (FAST).

IV. Howard Community College Educational Foundation (HCCEF) Annual Report

Michael Nagle, chair of the HCCEF board of directors, presented the foundation’s annual report to the board of trustees. He mentioned the recently completed capital campaign, which exceeded its goal by $2 million for a total of $14 million. HCCEF will be investing its endowed funds with the University System of Maryland (USM) fund management. A new capital campaign will be launched in July 2008 and will run for three years with a goal of $4 million.

V. Information Tour: Computer Forensics

Ron Roberson introduced Patrick O’Guinn, professor of criminal justice, who gave a brief overview of the computer forensics program. The board of trustees then toured the computer forensics lab where the Computer Forensics (CFOR) 101 lab was in session. Vinitha Nithianandam, professor of technology, conducted an interactive demonstration of how to find a deleted file. She explained that when a suspect deliberately deletes files, an examiner can retrieve all or fragmented files. Students talked about their experiences in their programs and their future goals to work in areas such as homeland security, the Naval Criminal Investigative Service, the Federal Bureau of Investigation, and corporate forensics.

The work session adjourned at 7:10 p.m.

The above constitutes the official minutes of the November 28, 2007, work session of the Howard Community College Board of Trustees as approved on January 30, 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, November 28, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:20 p.m. Other board members present included vice chair T. James Truby, trustees Kevin J. Doyle, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mary B. Tung were absent. Trustee Louis G. Hutt, Jr. was on a leave of absence.

A. Approval of November 28, 2007, Agenda

A recommendation to approve the November 28, 2007, agenda, was moved by Trustee Rensin, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Board Core End: Information and Analysis

Zoe Irvin, executive director of planning, research and organizational development, gave an overview.

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

2. Fiscal Year 2007 Legislative Agenda

Dave Buonora, director of government affairs and resource development, gave a brief overview.

The draft overview mentions, “almost one out of four graduates of Howard County Public School System (HCPSS) enrolled at HCC in fall 2007.” A question was raised about where the other HCPSS graduates went. The administration will get that information to the board.

Under the capital budget section of the draft it mentions, “the college continues to show a projected ten-year space deficit of 242,361 net assignable square feet.” Chair Huddie said that the board and administration need to let legislators know that the college is operating with half the space that the Maryland Higher Education Commission (MHEC) recommends the college needs for the programs it offers or conversely, the college is teaching twice as many students in half the space. It was suggested that a single sheet of bulleted points outlining the
legislative issues be developed that trustees could use when meeting with legislators. It was also suggested that talking points be prepared for students to use when they meet with legislators on student advocacy day on February 13, 2008. Finally, trustees would like to know the details of the Governor’s budget.

A recommendation to approve the legislative agenda, was moved by Trustee Doyle, seconded by Vice Chair Truby, and unanimously approved.

3. Disbursement of Funds Agreement with Howard County for the Belmont Conference Center Barn Renovations Project

A recommendation to approve the disbursement of funds agreement between Howard Community College and the Howard County Government, was moved by Vice Chair Truby, seconded by Trustee Rensin, and unanimously approved.

C. President’s Report

Kate Hetherington thanked everyone for their work on and attendance at the inaugural activities, with special thanks to Trustee Tung for serving on the inaugural planning committee and Tom Glaser, vice president of information technology, for chairing the committee. Chair Huddie thanked Randy Bengfort, director of public relations and marketing, for emceeing the inauguration ceremony, which ran smoothly and on time. Dr. Hetherington also thanked Trustee Rensin for chairing the planning committee for the Presidential Gala, which is scheduled for December 8. She also noted the opening reception for the Rodin exhibit, which will also take place on December 8.

Dr. Hetherington talked about the Commission on the Future (COF), which will be concluding soon. Task force chairs will present brief reports at a luncheon on December 7. Dr. Hetherington thanked Zoe Irvin, executive director of planning, research and organizational development (PROD), and her staff for coordinating all the details for the COF for the last few months. She also thanked Mary Ann Scully, chief executive officer, Howard Bank, for chairing the COF. Ms. Scully will present the final report to the college community at the winter convocation on January 22, 2008.

Howard Community College submitted the winning program in the National Council of Instructional Administrators (NCIA) Exemplary Initiatives category “Student Retention and Success.” The awards recognize outstanding ways to enhance the quality of higher education provided at two-year institutions in the United States.

HCC’s application has been reviewed very favorably by the state examiners for the Maryland Performance Excellence Award (MPEA). The MPEA site visit team
D. Board Member Comments

Trustee Rensin echoed earlier comments on the inauguration and mentioned that the keynote speaker, Dr. Preston Pulliams, president of Portland Community College, was “fabulous.” She mentioned the upcoming President’s Gala and urged everyone to support the event and raise money toward Mr. and Mrs. McCuan’s matching grant of up to $200,000.

Vice Chair Truby commented on Diane Schumacher’s energy and enthusiasm for the athletic program. He commended faculty and staff on working with our partners through the visioning event at the Laurel College Center and the annual meeting with the Howard County Public School System.

Trustee Doyle declined comment.

Chair Huddie congratulated President Hetherington on her installation and commented that it was one of his best experiences as board chair.

E. Report of the Audit and Finance Committee

Chair Huddie mentioned that Dan Friedman, chair of the salary and benefits committee, and Anna Hamilton, vice chair, gave a good presentation on the salary and benefits committee’s recommendations.

F. Report of the Legislative and Community Relations Committee

Issues not on the legislative agenda, such as teacher certification for professionals that want to be teachers, were raised. Chair Huddie asked board members to complete the trustee network summary page, which would provide valuable information for the upcoming legislative session. He also mentioned that parents of students could be possible advocates for the college.

G. Approval of Minutes

A recommendation to approve the October 24, 2007, work session and regular session minutes, was moved by Vice Chair Truby, seconded by Trustee Doyle, and unanimously approved.

H. Consent Items

1. Proposed new hires;
2. Fiscal year 2009 sabbatical leave recommendations;
3. Candidates for commencement;
4. Fiscal year 2009 proposed fee changes for courses as detailed in the November 28, 2007, board materials;
5. Application fees for the clinical radiologic technology and cardiovascular technology programs as detailed in the November 28, 2007, board materials;
6. Consulting services for Rep Stage awarded to Clair Zamoiski Segal, LLC, in the amount of $29,250 ($3,250 per month) with an option to extend the contract for another three months for a total of $39,000;
7. Radiology lab equipment purchase and installation contracted services awarded to Chesapeake Medical Systems Inc., in the amount of $98,495;
8. Hickory Ridge and the science and technology building re-flooring projects awarded to Interface Americas, Inc. in the amount of $91,396.55;
9. Nursing supplies purchase awarded to Physician’s Sales and Services not to exceed $25,000 per year;
10. Athletic fields phase IV, change order 6 awarded to Hudak’s Construction, Inc. in the amount of $4,460;
11. Cooling tower refurbishment contract awarded to CTHX Engineering Repair Services, Inc. in the amount of $124,073;
12. Science and technology building lower level renovation furniture for lab A, lab B and prep-room change order 1 awarded to VWR International in the amount of $1,593.74 for change order 1 – furniture and installation contract; and

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

I. Information Items

1. Issue Bin

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

2. Board Calendar

   Linda Emmerich, executive assistant to the president emeritus, brought the board’s attention to the following items.

   December 12, 2007 – holiday dinner and gift exchange (each person is asked to bring a $25 gift)
   January 14, 2008 – MACC trustee leadership conference and legislative reception
   January 28, 2008 – annual legislative breakfast
   February 11-13, 2008, ACCT-Legislative Summit in Washington DC – early bird deadline for registration is December 7; trustees intending to
attend were asked to let Linda know for registration purposes. Dave Buonora will arrange meetings with the delegation.

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. **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.

5. **Full-time/Part-time Enrollment Ratios by Division**

Ron Roberson, vice president of academic affairs, gave a brief overview. He said fifteen new faculty were hired last year but with enrollment up 5.6 percent, the new faculty hires keep the ratio steady. The arts, English and nursing programs are seeing increasing enrollments and new faculty will need to be hired in those areas.

6. **Personnel Summary**

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

**Adjournment and Closed Session**

Chair Huddie read the resolution for the board to move into closed session.

A recommendation to adjourn the November 28, 2007, meeting, was moved by Vice Chair Truby, seconded by Trustee Doyle, and unanimously approved.

The regular meeting was adjourned at 8:20 pm.

The above constitutes the official minutes of the November 28, 2007, regular meeting of the Howard Community College Board of Trustees as approved on January 30, 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 closed session on Wednesday, November 28, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:00 p.m. Other board members present included vice chair T. James Truby, trustees Kevin J. Doyle and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mary B. Tung were absent. Trustee Louis G. Hutt, Jr. was on a leave of absence.

Additional attendees included: Todd Allen, director of human resources; Lynn Coleman, vice president of administration and finance; Linda Emmerich, executive assistant to the president emeritus; Thomas Glaser, vice president of information technology; Charles Hendricks, president, Hendricks and Associates; Zoe Irvin, executive director, planning, research, and organizational development; Cindy Peterka, vice president of student services, and Ronald Roberson, vice president of academic affairs.

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 on November 28, 2007, at the conclusion of its regular meeting in The Rouse Company Foundation Student Services Hall (RCF 400) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction under Section 10-508 (1i), and to consider the acquisition of real property for a public purpose and matters directly related thereto under Section 10-508 (3).

The board entered into closed session at 8:35 p.m. During the closed session, the board discussed personnel matters and considered the acquisition of real property for a public purpose and matters directly related thereto.

The meeting was adjourned at 9:55 p.m.

The above constitutes the official minutes of the November 28, 2007, closed session of the Howard Community College Board of Trustees as approved on January 30, 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, December 12, 2007, in the Manor House Conference Room, Belmont Conference Center, Elkridge, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 6:24 p.m. Other board members present included T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was on a leave of absence.

A. Approval of November 28, 2007, Agenda

A recommendation to approve the December 12, 2007, agenda, was moved by Trustee Rensin, seconded by Vice Chair Truby, and unanimously approved.

B. Consent Items

1. Proposed new hires;
2. James Clark, Jr. Library renovation contract amendment 1 for design services; and
3. Hickory Ridge fire alarm system upgrade contract.

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

C. Adjournment and Closed Session

Chair Huddie read the resolution for the board to move into closed session.

A recommendation to adjourn the December 12, 2007, meeting, was moved by Vice Chair Truby, seconded by Trustee Tung, and unanimously approved.

The regular meeting was adjourned at 6:26 p.m.

The above constitutes the official minutes of the December 12, 2007, regular meeting of the Howard Community College Board of Trustees as approved on January 30, 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 closed session on Wednesday, December 12, 2007, in the Manor House Conference Room, Belmont Conference Center, Elkridge, Maryland. Patrick L. Huddie, chair, brought the closed session to order at 6:30 p.m. Other board members present included vice chair T. James Truby, trustees Roberta E. Dillow, Kevin J. Doyle, Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was on a leave of absence.

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 on December 12, 2007, at the conclusion of its regular meeting in the Manor House Conference Room, Belmont Conference Center, Elkridge, Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction under Section 10-508 (1i).

During the closed session, the board discussed personnel matters and matters directly related thereto.

The meeting was adjourned at 7:25 p.m.

The above constitutes the official minutes of the December 12, 2007, closed session of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, and Katherine K. Rensin were present. Kathleen Hetherington, secretary-treasurer, was also present. Trustee Mary B. Tung was absent. Trustee Louis G. Hutt, Jr. was on a leave of absence.

Chair Huddie called the budget work session to order at 6:02 p.m.

Dr. Hetherington acknowledged Zoe Irvin, the planning, research and organizational development staff and the vice presidents for their stellar job on preparing for and hosting the Maryland Performance Excellence Award site examiners. Vice chair Truby commended Dr. Hetherington on her presentation about the college to the site examiners, noting that her succinct explanation of Howard Community College was the best he had heard. He requested that the presentation be given by her to the board at a future meeting.

Dr. Hetherington thanked the trustees for their participation in the Maryland Association of Community College’s trustees workshop and legislative reception on January 14, 2008. The trustees and Dr. Hetherington commented that it was good to have Michael Nagle of the Howard Community College Educational Foundation (HCCEF) present at the event.

It was noted that the Governor has indicated plans to increase the capital budget to $81 million. Approximately $115 million dollars in capital funds would need to be included in the state budget for Howard Community College to receive funding for its new allied health building.

FY09 Integrated Operating Budget and Strategic Plan

Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the FY09 strategic plan. She discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary funds.

The FY09 proposed budget is based on a projected enrollment growth of 3 percent with no tuition increase planned. The total budget has an increase of 13.5 percent with a requested increase from the county of 10.6 percent. Ms. Coleman noted that this increase does not include funding of the Government Accounting Standards Board 45 (GASB 45) initiative.

Uses of new funds were also reviewed. A 5.5 percent merit increase for budgeted faculty and staff has been included in this proposal. Full funding of the Hendrick's
compensation study is also being recommended by the administration. Proposed new positions and progress toward the 50/50 full-time/part-time faculty ratio were discussed. Breakouts of the continuing education budget, as well as special and auxiliary funds were shared.

An update on the planned consolidation to move the county’s government cable television function to Howard Community College, effective July 1, 2008, was given to the trustees by staff.

The trustees deliberated on the proposed FY09 budget and requested the following modifications:

- Obtain the step increase breakdown from the Howard County Public School System and the Howard County Government. Consider increasing the amount of proposed merit by the percentage equivalent of a step increase, if appropriate;
- Increase the number of new faculty being hired in an effort to comply with the Maryland Higher Education Commission directive of a 50/50 full-time/part-time faculty ratio; and
- Adjust the proposed mid-year hires to full-year hires.

These modifications are not to exceed an overall increase of fourteen to fifteen percent.

Ms. Coleman gave the trustees an update on the Belmont Conference Center barn renovation and addition project. She reviewed the current funding for the project and reported that the architect and builders for the project have advised the college that the available funding is insufficient for the project that is planned.

The trustees discussed the issue and determined the following:

- Staff will need to determine the dollar amount that is needed to complete the project, including sufficient funds to support sustainability initiatives;
- A resolution should be brought to the January 30, 2008, board of trustees meeting that allows the Board of Trustees to work with the HCCEF board to borrow monies to fund the project in the short term; and
- The college should develop a long-term fundraising plan, including grants that would pay for the project’s funding gap.

The trustees commended Lynn Coleman and the administration and finance staff on the budget and the clear and comprehensive budget briefing.

The meeting was adjourned at 8:10 p.m.

The above constitutes the official minutes of the January 16, 2008, budget work session of the Howard Community College Board of Trustees as approved on January 30, 2008, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, January 30, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:05 p.m. Other board members present included trustees Roberta E. Dillow, Louis G. Hutt, Jr. and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice chair T. James Truby and trustees Kevin J. Doyle and Mary B. Tung were absent.

Chair Patrick Huddie welcomed trustee Louis Hutt back from his leave of absence.

I. **Introduction of New Employees**

Missy Mattey, director of development and executive director, educational foundation, introduced Lee Tydings, gift processor.

Ron Roberson, vice president of academic affairs, introduced Evelyn Gary, associate professor, radiologic technology.

Lynn Coleman, vice president of administration and finance, introduced Karina Meier, office associate.

Cindy Peterka, vice president of student services, introduced Jason McGinnis, financial aid counselor.

II. **Recognition of Commission on the Future Chair**

Chair Huddie recognized Mary Ann Scully, president and chief executive officer of Howard Bank, and presented her with a certificate of appreciation for her work as chair of the 2007 Commission on the Future. Ms Scully commented that it was an honor to serve the college.

The work session adjourned at 6:15 p.m.

The above constitutes the official minutes of the January 30, 2008, work session of the Howard Community College Board of Trustees as approved on February 27, 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, January 30, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 6:18 p.m. Other board members present included trustees Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice chair T. James Truby and trustee Kevin J. Doyle were absent.

A. Approval of January 30, 2008, Agenda

A recommendation to approve the January 30, 2008, agenda, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2009 Integrated Operating Budget and Strategic Plan

Chair Huddie reviewed the key issues.

A recommendation to approve the FY09 budget, which includes 15 new faculty positions, all mid-year hires adjusted to full-year hires and a 5.5 percent merit increase, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

2. Other Post Employee Retirement Benefits

Lynn Coleman, vice president of administration and finance, reviewed the three trust options. The administration recommended option 3, which is the single employer trust that covers all five entities. No board action was needed at this time.

3. Resolution to Borrow Funds from the Howard Community College Educational Foundation

Lynn Coleman gave an overview. At the time the board packet was prepared, the administration’s estimate for funds to be borrowed for the project was $1,100,000. Additional cost information was received by the administration before the meeting. In order for the college to demonstrate its commitment to the advancement of sustainability and climate neutrality through environmentally responsible design and construction practices, the amount of funds to be borrowed increased to $1,400,000.
A recommendation to approve the resolution to borrow $1,400,000 from the Howard Community College Educational Foundation (HCCEF) to fund the addition and renovation to the Belmont Conference Center barn, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

C. President’s Report

Kate Hetherington welcomed Trustee Lou Hutt back from his leave of absence. She also thanked the trustees who attended the winter convocation on January 22, the Horowitz portrait unveiling on January 26 and the legislative breakfast on January 28. She mentioned that she had met with Greg Hamm, the new president of General Growth Properties. Dr. Hetherington also noted that she met with Senator Cardin along with the presidents of Carol and Frederick Community Colleges to talk about the joint health facility in Mt. Airy.

Cindy Peterka, vice president of student services, gave an enrollment update. Headcount and FTE have increased by 4 percent from the same time last year. Laurel College Center has seen a significant increase in headcount (21 percent) and FTE (24 percent) since last year.

Kate Hetherington also pointed out an article about Jim Adkins, associate professor or art and director of visual arts, which was included in the board's take-home packet.

D. Board Member Comments

All the board members welcomed Trustee Lou Hutt back from his leave of absence.

Trustee Dillow noted an article in the Baltimore Sun about St. Mary's College completion of a "green building" and the fact that the Governor has proposed legislation that would require using energy and resource-efficient building design and materials in all newly constructed or significantly renovated state buildings, as well as in all state-financed public school buildings – even if they cost more to build. She also noted the comment on earmarks in President Bush’s State of the Union address and that Senator Cardin supports earmarks for community colleges. She mentioned that Delegate Bobo was impressed by the slide shown at the legislative breakfast that illustrates the self-reported household income of HCC students.

Trustee Rensin commented on how impressed she was by the parents and students who participated in the legislative breakfast, especially student Regina Bryant.
Trustee Hutt said he was glad to be back.

Trustee Tung commented that she had missed some meetings but was glad to be back.

Chair Huddie commented on the winter convocation and the presentation of the Commission on the Future report. He said there was a good turnout of legislators at the legislative breakfast and commended Dave Buonora, director of government affairs and resource development, and Randy Bengfort, director of public relations and marketing, for arranging the event. He mentioned Paul and Anita Gottschalk speaking in support of Howard Community College (HCC); their three daughters attended HCC and two participated in a study abroad program. Chair Huddie also mentioned the three books the board has been asked to read in preparation for the board retreat on February 18.

E. Approval of Minutes

A recommendation to approve November 28, 2007, work session, regular session and closed session minutes, the December 12, 2007, work session and closed session, and the January 16, 2008, budget work session, was moved by Trustee Hutt, seconded by Trustee Rensin, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Implementation of college-wide compensation study in the amount of $205,641;
3. Increase in amount of nursing supplies expenditures from Physician’s Sales and Services in the amount of $40,000 per year;
4. Purchase of audiovisual projection systems for the Rouse Company Foundation Student Services Hall in the amount of $40,000 awarded to CCS Presentation Systems;
5. Science and technology building lower level renovation furniture for lab “A,” lab “B,” and prep room change order 2 in the amount of $718.02 awarded to VWR International;
6. IBM servers emergency purchase in the amount of $200,000 awarded to Mainline Information Systems;
7. Purchasing emergency messaging clocks in the amount of $29,970.00 awarded to W. W. Grainger;
8. Shuttle service expenses in the amount of $36,720, with a not-to-exceed amount of $55,080, awarded to Woodlawn Motor Coach, Inc.;
9. Furniture and equipment for McCuan Hall and Smith Theatre in the amounts of $570,000 awarded to the Maryland Correctional Enterprises, $395,000 awarded to vendor(s) authorized on the Baltimore regional cooperative purchasing contract, $385,000 awarded to vendors to include
Efron Computerized Studios, Echolab, Avitech, Textronix, Mackie, Avid, Sharp, Sony, Panasonic, and Evertz; $680,000 awarded to Dell, Verizon, CCS, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) agreement;

10. Increase in spending allowance for janitorial supplies in the amount of $25,000 awarded to Fitch Co., Inc.;

11. Increase in spending allowance of $15,000 for a total of $25,000 for landscaping management services miscellaneous items awarded to Brickman; and

12. English as a Second Language/English Language Institute class materials in the amount of $38,500 awarded to Pearson Education.

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

G. Information Items

1. Issue Bin

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

2. Board Calendar

Chair Huddie brought the board’s attention to the following dates.

February 6 – legislative and community relations committee meeting
February 18 – board retreat
March 10 – Silas Craft Collegians Hunan Manor fundraiser
April 26 – Vino Scholastico
September 20 – Grand Prix

Linda Emmerich, executive assistant to the president emeritus, noted the time change to 8:30 a.m. for the March 12 audit and finance committee meeting.

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. 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.

5. **Personnel Summary**

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

**Adjournment and Closed Session**

Chair Huddie read the resolution for the board to move into closed session.

*A recommendation to adjourn the January 30, 2008, meeting and enter into closed session, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.*

The regular meeting was adjourned at 7:00 pm.

The above constitutes the official minutes of the January 30, 2008, regular meeting of the Howard Community College Board of Trustees as approved on February 27, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
January 30, 2008

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, January 30, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. At approximately 7:00 p.m., Chair Patrick L. Huddie 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 trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice chair T. James Truby was absent.

Additional attendees included: Kathleen Hetherington, president, Howard Community College and secretary/treasurer, board of trustees; Lynn Coleman, vice president of administration and finance; Anne Johnson, general manager, Belmont Conference Center; Jerrold Thrope, Searle Mitnick, and Valerie Albrecht from the law firm of Gordon, Feinblatt, Rothman, Hoffberger and Hollander, LCC; and Michael Davis from the law firm of Davis, Agnor, Rapaport & Skalny, LLC.

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 on January 30, 2008, at the conclusion of its regular meeting in The Rouse Company Foundation Student Services Hall (RCF 400) to consult with counsel to obtain legal advice as permitted under § 10-508 (a)(7) and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 9:00 p.m.

The above constitutes the official minutes of the January 30, 2008, closed session of the Howard Community College Board of Trustees as approved on February 27, 2008, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer
Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung and Kathleen Hetherington, secretary-treasurer were present. Lynn Coleman, vice president of administration and finance, Thomas Glaser, vice president of information technology, Cynthia Peterka, vice president of student services, Zoe Irvin, executive director of planning, research and organizational development, James Tschechtelin, retreat facilitator, and Linda Emmerich, assistant to the president emeritus, were also present.

The retreat began at 8:45 a.m. Dr. James Tschechtelin participated in the retreat as the facilitator. The purpose of the board retreat was to help the board continually improve its performance through a review and discussion of the John Carver policy governance model and the Robert Greenleaf servant leadership philosophy.

Dr. Tschechtelin reviewed the essential elements of the both the Carver model and the Greenleaf philosophy. The trustees talked about the degree to which the board’s current ends, policies, and bylaws reflect the principles of Carver’s and Greenleaf’s works. The trustees agreed that the board’s system for governance is a hybrid model that is shaped by the policy governance model, the servant leadership philosophy, Baldrige principles, and the Maryland Higher Education Commission indicators. Retreat participants considered and discussed two fictitious community college case studies as they relate to the fundamentals of both policy governance and servant leadership.

The board then discussed its next steps to continually improve its performance.

The next steps included:

- Conduct a review of the board’s current core ends to enhance consistency with the Carver model.
- Examine the board governance documents to be sure they reflect the board’s commitment to environmental sustainability and servant leadership.
- Consider ways the board and college seek community input, reflect those efforts in the board’s policies and core ends, and consider additional avenues for community involvement.
- Enhance the board’s self-evaluation process by considering a new evaluation tool, reflecting on the board’s performance on a regular basis throughout the year (e.g., conducting a mid-year evaluation), and elevating the significance of the evaluation process by dedicating more time to and greater focus on evaluation activities.
The retreat participants engaged in an evaluation of the program. Positive elements of the retreat included its content, the facilitator, the inclusion of both trustees and staff, the date choice and half-day format, the open discussion and positive climate, and learning about the Carver model and Greenleaf philosophy. Opportunities for improvement included considering other venues, inclusion of best practices case studies, additional time to discuss case studies, addition of case studies that reflect some of Howard Community College’s past challenges, and having a summary of the readings.

The retreat concluded at 1:25 p.m.

The above constitutes the notes of the February 18, 2008, retreat of the Howard Community College Board of Trustees as approved on February 27, 2008, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 27, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Kevin J. Doyle, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Katherine K. Rensin and Mary B. Tung were absent.

I. Introduction of New Employees

Ronald Roberson, vice president of academic affairs, introduced Dennis Gilbert, campus community mediation program coordinator, and Andrew Haag, theatre instructor.

Cindy Peterka, vice president of student services, introduced Yvonne Everett, executive assistant to the vice president of student services, and Noriko Maitland, international student admissions counselor.

II. United Way Contribution from Students

The student program board, under the leadership of its advisor, Schnell Garrett, assistant director of student life, donated all proceeds from its annual Halloween costume ball ticket sales to the HCC United Way campaign. A check for $252.50 was presented to the board of trustees. Chair Huddie thanked the students present.

III. Facilities and Sustainability Team (FAST) Efforts

Michelle Bilello, program administrator, and Robert Marietta, facility renovations and safety manager, a.k.a “Safety and Sustainability Bob”, made a presentation on “Sustainability in Our Hands” that provided updates on ten categories: reduce and recycle, purchase green products, energy conservation, hazardous materials, transportation, food and foodservice, campus grounds and land use, new construction, campus planning and design and teaching and education. The team has decided to focus on three areas: to conduct an awareness campaign to inform the college community of sustainability efforts; to spread the sustainability message across campus; and to submit an RFP for greenhouse gas emissions.

The underlying theme of the FAST team is: Live It, Advocate It, Teach It. Vice chair Truby asked about efforts to reach beyond the college community. HCC is working with Josh Feldmark of the county’s commission on environment and sustainability and General Growth Properties on Columbia downtown development. Laurel College Center is also participating in recycling efforts.

The work session adjourned at 6:30 p.m.

The above constitutes the official minutes of the February 27, 2008, work session of the Howard Community College Board of Trustees as approved on March 26, 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, February 27, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 6:40 p.m. Other board members present included T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Katherine K. Rensin was absent.

A. Approval of January 30, 2008, Agenda

Chair Huddie asked for item I.4. Financial Statements to be moved to Board Priority Items as item B.4. He also added a discussion item, H.2. Recognition of Leola Dorsey, deceased former board member.

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

B. Board Priority Items

1. Awards

Vice Chair Truby gave an overview of the legislative and community relations committee’s discussions on honorary degrees, trustee awards and the awarding of the Clark Medal.

Pat and Jill McCuan were selected last year to receive honorary degrees. The McCuans were not able to attend the commencement ceremony last year and they will be invited to this year’s commencement on May 16, 2008, to receive honorary degrees. The board was reminded of its earlier decision to award just two honorary degrees each year.

Mary Armiger, Abby Glassberg, and Barb Van Winkle were approved to receive the Trustees’ Award for Outstanding Service to Howard Community College at the March 28, 2007, board meeting. They will receive their awards at the spring convocation on May 22, 2008. Since the trustee award is “presented for accomplishment or contribution to the college that year” the board voted to give an award to Mary Ann Scully for her work as chair of the Commission on the Future for FY08. She will also receive her award at the spring convocation.

A recommendation to approve the aforementioned award
recommendations for award recipients as supported by the legislative and community relations committee of the board of trustees at its February 6, 2008, meeting, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

2. Report on Board End: Faculty and Staff

Zoe Irvin, executive director of planning, research and organizational development, gave an overview and discussed the educational excellence criteria used by Baldrige and the Maryland State Quality Award. The trustees and staff spoke about the value of servant leadership and importance of how the tenants of servant leadership are practiced in the college community.

A recommendation to affirm the design of this core end and accept this report on its key performance indicators, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

3. The Howard Community College Fiscal Year 2007 Workforce Snapshot

The human resources staff was commended for the excellent job on the report.

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

4. Financial Statements

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

C. President’s Report

Kate Hetherington announced that Tom Glaser, vice president of information technology, was honored as one of ten area CIO/CTOs by the Baltimore SmartCEO magazine. Mr. Glaser will be recognized at the next board meeting. Governor O’Malley will be HCC’s commencement speaker this year. Dr. Hetherington thanked trustees Dillow, Truby, and Huddie for attending the Association of Community College Trustees (ACCT) legislative seminar earlier this month. She also thanked all the trustees for a productive retreat session. Dr. Hetherington mentioned that she attended the Community Colleges for International Development (CCID) annual conference in Long Beach, California, and now serves on its board. John Halder, executive director of CCID, and Art Scott, president of Northampton Community College, will visit Howard Community College May 5-6, 2008, as part of CCID’s visit to colleges with new presidents. The board of trustees was asked to be available during this time. Dr.
Hetherington also met with Dr. Sabahattin Balci from Turkey and discussed initiatives such as faculty exchanges and distance education as part of the troika agreement. She reminded the board of the county executive’s budget hearing on March 6, 2008, at 7:30 pm; she and student Linda Morris will testify. She also noted that a copy of *The Speed of Dark*, the book connection’s FY09 selection, was included in the board’s take-home packet; several events and courses will focus on the book’s theme of autism.

Cindy Peterka, vice president of student services, shared the latest spring enrollment data. Headcount is up 4.5 percent and FTE is up 4.2 percent. Credit enrollment for HCC at the Laurel College Center is 368 headcount, which is an increase of 22 percent over last year.

D. Board Member Comments

Trustee Dillow congratulated Tom Glaser on his smart CIO recognition mentioned earlier in the president’s verbal report. She also commended Jerry Casway, professor, history; division chair, social sciences/education; director, Rouse Scholars, and Michael Stebbins, artistic director/producer, Rep Stage, on their recent awards mentioned in the president’s written report. Ms. Dillow mentioned that the board retreat was interesting and the discussion was valuable.

Trustee Doyle said that the board retreat was meaningful and a good learning experience.

Trustee Tung also congratulated Tom Glaser and commended Zoe Irvin and her staff for the report on the board and discussed earlier.

Vice Chair Truby also congratulated Tom Glaser and agreed with the comments made earlier by board members. He mentioned that the college’s partnership with Turkey is an opportunity to advance its mission by building a strong relationship with a country that is a vital ally in that region.

Chair Huddie was pleased with the global theme of the recent board meeting dinners. He appreciated the rapid response on comments made at the board retreat that were integrated into the board end agenda item discussed earlier. He said the FAST report was good and right on target. Referring to the data on the board end: faculty and staff focus presented earlier, he said it was obvious that employees respect each other, which helps to harness each person’s talent for the good of the institution. He mentioned that it was good to see Dr. and Mrs. Balci again.

E. Report of the Legislative and Community Relations Committee

David Buonora, director of government affairs and resource development, gave an update on the budget discussions in Annapolis. He reported that the
department of legislative services is looking to trim back the 12.6 percent fully funded Cade formula, which will mean a decrease of $483,000 for HCC. When adjusted for inflation, the increase on the governor’s budget would be the equivalent to the FY02 funding level. He pointed out that when the economy moves toward a recession, enrollments go up, which is when community colleges need full funding to provide more access to students.

Capital budget hearings are scheduled in March. The current textbook legislation has detailed language that dictates how colleges and universities should put profits from textbook sales back in to lower the price of textbooks. Community colleges are working with the University of Maryland System to reach a compromise since the bill, as currently drafted, is not acceptable.

F. Approval of Minutes

A recommendation to approve January 30, 2008, work session, regular session and closed session minutes, and the February 18, 2008, retreat notes, was moved by Trustee Dillow, seconded by Trustee Truby, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Grants and scholarships:
   - Non-competitive Grants: $3,770,857.00
   - Competitive Grants: $1,544,021.00
   - Scholarships: $146,223.90
3. Colleague Advancement implementation awarded to Datatel, Inc. in the amount of $164,800;
4. Security equipment purchase for parking lots B, C, and E awarded to TAC-Capital, Inc. in the amount of $115,087.56;
5. Security camera installation for parking lots B, C, and E awarded to Cutting Edge Builders, Inc, D.B.A. Sirus Systems in the amount of $98,600;
6. Modular classroom lease: authorize the board chair to approve the quote for the lease and installation of a modular classroom currently being negotiated with William Scottsmen; and
7. Cooling tower refurbishment contract additional work awarded to CT/HX Engineering Repair Services, Inc. in the amount of $9,612 in addition to the previously approved amount of $124,073 for a total of $133,685.

A recommendation to approve the consent items was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.
H. Discussion Item

1. Guaranteed Maximum Price for Design-Build Construction Services of Children’s Learning Center Renovations

A recommendation to approve Riparius Construction, Inc. for the renovations in the amount of $701,000, was moved by Trustee Dillow, seconded by Trustee Truby, and unanimously approved.

2. Recognition of Leola M. Dorsey, former board member, recently deceased

Chair Huddie commented on the life of Leola May Dorsey, one of the founding board members of Howard Community College, and her life as a community activist and her regular attendance at commencement for 33 years until her health declined. Chair Huddie led a moment of silence in memory of Ms. Dorsey.

In recognition of Ms. Dorsey’s lifetime of service and commitment to Howard Community College, the 2008 commencement exercises will be dedicated to her; announcements will be made in the program and in comments. Trustee Dillow suggested giving the Clark Medal to Ms. Dorsey posthumously to be presented to her son, Charles Dorsey, at commencement. Although the board generally awards the Clark Medal at a fall volunteer event, an exception was made this time.

A recommendation to approve the award of the Clark Medal posthumously to Leola Dorsey, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

I. Information Items

1. Issue Bin

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

2. Board Calendar

Linda Emmerich, executive associate to the president emeritus, brought the board’s attention to the following dates.

April 3, from 6:00-8:00 p.m. – Alumni Social
April 7, ceremony: 12 noon to 2:00 pm - Maryland Performance Excellence Awards
April 23 – board work session and regular meeting will be held at the Laurel College Center
May 5-6 – CCID visit by John Halder and Art Scott

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 February 27, 2008, regular meeting, was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

The regular meeting was adjourned at 8:15 pm.

The above constitutes the official minutes of the February 27, 2008, regular meeting of the Howard Community College Board of Trustees as approved on March 26, 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 work session on Wednesday, March 26, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Kevin J. Doyle, and Mary B. Tung. Trustee Katherine K. Rensin called into the meeting from off-campus. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent.

I. Introduction of New Employees

No new employees were in attendance to be introduced.

II. Information Update: Learning Outcomes Assessment

Wayne Swann, adjunct faculty, business and computer division, introduced the learning outcomes presentation related to his new course, Taking Innovation to Market – ENTR-215. Students David Dawes, Elizabeth Ding, Jimmy Compton, Leo Carelle, S.P. Garcia, Jason Lee and Peter Modin talked about their project AeroCate with Terrabeam Technology developed through the NSF partnership grant. Dr. Nidhi Srivastava, the research associate who supported this project, was introduced by Zoe Irvin.

Benjamin Myers, assistant professor of music, arts and humanities division, presented his learning outcomes project on Developing and Implementing an Assessment Instrument for Applied Music Majors. Carie Mellies, research associate, supported this project.

Final reports from both projects were shared with the board.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the March 26, 2008, work session of the Howard Community College Board of Trustees as approved on April 23, 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, March 26, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:00 p.m. Other board members present included T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., and Mary B. Tung. Trustee Katherine K. Rensin called into the meeting from off-campus. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of January 30, 2008, Agenda

Chair Huddie asked for item G-5 Legal Fees to be moved to discussion item H-1.

_A recommendation to approve the March 26, 2008, agenda as amended, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved._

B. Board Priority Items


Zoe Irvin, executive director of planning, research and organizational development, gave an overview. Board members provided feedback and affirmed the design of this core end and accepted the report on its key performance indicators.

2. Financial Statements

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

C. President's Report

President Hetherington announced that Dave Buonora, director of government affairs and resource development, would be leaving HCC to take a new position at a national association in Washington D.C. The board commended Mr. Buonora on his work in legislative relations at the county and state levels. President Hetherington announced a gift of $50,000 from Howard County General Hospital in support of Howard, Carroll, and Frederick Community Colleges' health sciences project in Mt. Airy. She also announced that the HCC
health sciences division has been selected to receive the Horizon Foundation Award for Health Education at its annual awards breakfast on June 5. She mentioned that Jerry Casway, professor, history; division chair, social sciences/education; director, Rouse Scholars program, was featured in the April/May issue of Irish America in the writers and media column and Genie Wessel, adjunct faculty in the health sciences division, was featured in the National Aquarium newsletter as a volunteer who “credits her employer, Howard Community College, for encouraging her to continue to grow and learn.”

President Hetherington also mentioned that she received a note from Howard County’s chief of police, William McMahon, applauding the college and members of our faculty and staff who have worked on the Associate of Applied Science (AAS) degree in police science. Ron Roberson, Jerry Casway and Patrick O’Guinn were acknowledged. Tom Glaser, vice president of information technology, who was recognized at last month’s board meeting on his selection as SmartCIO by SmartCEO magazine, was presented with a certificate of recognition. In commemoration of the 40th anniversary of the assassination of Dr. Martin Luther King, Jr., Dr. Freeman Hrabowski, president of University of Maryland Baltimore County, will speak to HCC students and staff on April 15 about his own experiences as a child involved in the civil rights movement.

D. Board Member Comments

Trustee Rensin thanked Dave Buonora for his work with legislative relations and wished him well in his next position; she congratulated Tom Glaser on his selection as SmartCIO; she thanked the board and the president for the flowers she received during her recent illness; and she mentioned that she liked the coordinated t-shirts worn by the Silas Craft Collegians at the Hunan Manor event.

Trustee Hutt commented that the Hunan Manor event is an extraordinary community event.

Trustee Dillow thanked the board and the president for the flowers sent to her mother during her recent illness; she said the individual comments made by the Silas Craft Collegians at the Hunan Manor event was a good idea; she congratulated Tom Glaser; and she extended good wishes to Dave Buonora in his next position.

Vice Chair Truby commended Dave Buonora on his work with legislative relations and said he has enjoyed working with him; he commended Tom Glaser on his recognition by SmartCEO magazine two years in a row; he commented that the Hunan Manor event has become a community institution; and he said that he was awed by the learning outcomes projects and the creative thinking behind the core ends discussion. Following up on the president’s announcement of the health sciences division receiving the health education award from the
Horizon Foundation, he mentioned that he serves on the selection committee of the Horizon board and the decision was unanimous. He encouraged a good turnout from HCC for the awards ceremony at the Howard County Conservancy on June 5, 2008.

Trustee Tung related an incident where she overheard high school students discussing why HCC is a good choice for the freshman and sophomore years. She thanked Dave Buonora for his work at HCC and commended Zoe Irvin and her staff for their work on board ends.

Trustee Doyle commended Dave Buonora and thanked him for his help when he was a new board member. He said he was impressed by the outcomes assessment reports and was looking forward to his first HCC commencement in May.

Chair Huddie also commended the learning outcomes assessment presentation; he related an incident where he was waiting to be seated at a restaurant and saw someone wearing an HCC t-shirt who said she was very happy to be a student and employee at HCC; and he also talked about the reduction in state funds and the textbook legislation.

E. Report of the Audit and Finance Committee

Chair Huddie reported that the committee had interviewed a new audit firm, SB & Company, LLC.

_A recommendation to accept the audit and finance committee’s recommendation to award the audit contract to SB & Company, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved._

F. Approval of Minutes

_A recommendation to approve February 27, 2008, work session and regular session minutes, was moved by Trustee Truby, seconded by Trustee Hutt, and unanimously approved._

G. Consent Items

1. Proposed new hires;
2. Audit areas for review;
3. Maryland Education Enterprise Consortium adobe purchase agreement awarded to Bell Industries;
4. Information technology security audit awarded to Presidio Networked Solutions, Inc. in the amount of $33,000;
5. Legal Fees; moved to discussion item H1
6. Commencement and nursing pinning expenses awarded to Party Plus in
the amount of $73,129;
7. Radiology laboratory construction awarded to Emjay Engineering ($41,010), Chesapeake Medical Systems ($10,874), Reedy Electric ($49,880);
8. Greenhouse gas emissions professional consulting services awarded to Lorax Partnerships, LLC, not to exceed $61,500;
9. Continuing education furniture purchase awarded to Douron in the amount of $31,502.79;
10. Audit firm awarded to SB & Company, LLC in the amount of $32,400; and
11. Waiver of application fee for police recruits.

A recommendation to approve the consent items with item G5 Legal Fees removed, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

H. Discussion Item

1. Legal Fees

Chair Huddie explained to the board that the requested increase is expected to cover expenses through the end of the fiscal year.

A recommendation to approve an increase of $50,000 for Howard Community College Educational Foundation and $210,000 for Howard Community College for a grand total of $360,000 in legal expenses through June 30, 2008, was moved by Trustee Truby, seconded by Trustee Hutt, and unanimously approved.

I. Information Items

1. Issue Bin

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

2. Board Calendar

Linda Emmerich, executive associate to the president emeritus, brought the board’s attention to the following dates.

April 3, 6:00-8:00 p.m. – Alumni Social
April 9, 6:00 – 8:00 p.m. – Board Social for current and former boards
April 15, 12:00 noon – Diversity Event with Dr. Freeman Hrabowski
May 5, 6:00 – 9:00 p.m. Dinner with CCID visiting team
May 23, 8:30 – 10:00 a.m. Audit and Finance Committee Meeting rescheduled from May 14

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 March 26, 2008, regular meeting, was moved by Trustee Truby, seconded by Trustee Dillow, and unanimously approved.

The regular meeting was adjourned at 8:25 pm.

The above constitutes the official minutes of the March 26, 2008, regular meeting of the Howard Community College Board of Trustees as approved on April 23, 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 work session on Wednesday, April 23, 2008, at the Laurel College Center, in Laurel, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin J. Doyle was absent.

I. Recognition of Alternative Break Participants

Carol Parecco, director of service learning, gave an overview of the winter alternative break trip to Franklin, West Virginia, and the spring alternative break trip to Perryville, Arkansas, which combined service with experiential learning. Advisors Maura Dunnigan and Julie Jones, as well as students related their experiences. The students commented that the trip was a “great learning experience, enabled them to learn about a different way of life right here in the United States, provided real-life simulations of life in other countries, taught them about the uneven distribution of food throughout the world, connected a diverse group of students from various schools, and gave them experiences that cannot be duplicated in the classroom. Additionally, because of support from the Howard Community College Educational Foundation, students paid minimal amounts ($50-$100) for the experience for which they were very appreciative.

II. Informational Update: Laurel College Center

Laurel College Center (LCC) provides five associates degrees, two 2+2 programs, and a master’s degree in mathematics education as well as a variety of continuing education classes. Howard Community College enrollments have increased 29.1 percent between spring 2007 and spring 2008. Forty-five percent of students taking classes at LCC live in Laurel and students present commented on how important the proximity of the LCC to their homes was to the ability to pursue their higher education goals. More than three-quarters of LCC students are part-time and 60 percent are over 25 years of age. LCC received the award of excellence from the Baltimore Corridor Chamber of Commerce last year for its contributions to education in the corridor area. Looking to the future, a visioning event was held last November and a telephone survey will be conducted to ascertain the current educational and training needs of the community. The advent of BRAC and the revitalization plans are two of the events that will be considered in the development of future plans for LCC.

Nancy Grinberg, program supervisor, introduced several LCC students who talked about the convenience of taking classes at LCC, the quality of the education they receive, and the support from the center staff, especially Ms. Grinberg.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the April 23, 2008, work session of the Howard Community College Board of Trustees as approved on May 28, 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, April 23, 2008, at the Laurel College Center, in Laurel, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:05 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of April 23, 2008, Agenda

A recommendation to approve the April 23, 2008, agenda, was moved by Trustee Hutt, seconded by Trustee Tung, and unanimously approved.

B. Board Priority Items

1. Report on Board End: Leadership

Kate Hetherington, president gave an overview and responded to questions from board members.

A recommendation to affirm the design of this core end and accept the report on its key performance indicators was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

2. Fiscal Year 2009 Capital Budget Reallocation

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

A recommendation to approve the reallocation of funds in the FY09 capital budget for telecommunications upgrades was moved by Trustee Hutt, seconded by Trustee Truby, and unanimously approved.

3. Fiscal Year 2009 Operating Budget

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

A recommendation to approve the cuts to the budget totaling $1,517,716 and the revised budget presented to the board at the meeting was moved by Trustee Truby, seconded by Trustee Hutt, and unanimously approved.

4. Financial Statements

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

This item is for information only and requires no board action.

C. President’s Report

President Hetherington thanked Lynn Coleman, Janet Cullison, associate vice president of finance, and their staff for their work on the budget. She also commended the faculty and staff (especially Zoe Irvin and her staff), the board of trustees, and community members for the role they played in enabling HCC to win the U.S. Senate
Productivity Award. Randy Bengfort, director of public relations and marketing, was commended for his help in producing the brochure announcing the award.

President Hetherington mentioned several speakers that have presented at the college in the past month. Among them were Dr. Freeman Hrabowski, president, University of Maryland Baltimore County, who spoke to a packed audience of students, faculty, and staff about his experiences as a child in the civil rights movement; Calvin Ball, county council member, who spoke at the Silas Craft collegians' colloquium; and Secretary Catherine A. Raggio, Maryland Department of Disabilities, who spoke to Project Access students and parents. She also mentioned recent events, including board and alumni socials, and thanked board members for attending. The semi-annual meeting with the Howard County Public School System staff was held on April 17, 2008; the meeting was productive and strengthened the college’s relationship with the school system.

D. Board Member Comments

Vice Chair Truby was very impressed by the students’ presentations on their alternative break experiences. He mentioned that he was overwhelmed by the excitement of being present when HCC was named the U.S. Senate Productivity Award winner. He was impressed by the high quality of the projects undertaken by the faculty for their promotions.

Trustee Dillow commented on the board and alumni receptions she attended. She asked board members to consider advertising their companies in the Business Monthly’s Salute to HCC insert. She was also thrilled at the excitement of being at the U.S. Senate Productivity Awards event.

Trustee Rensin was very proud of HCC for winning the U.S. Senate Productivity Award. With reference to the alternative break presentations, she said that HCC is educating leaders who know the importance of giving back. She commended the board for its vision in entering into the partnership with Prince George’s Community College to create LCC. She wished President Hetherington all the best on the upcoming completion of her first year as president.

Trustee Doyle congratulated faculty and staff for winning the U.S. Senate Productivity Award and said he often hears positive comments about HCC from community members and is proud to be associated with the college.

Trustee Hutt echoed earlier comments about the U.S. Senate Productivity Award, alternative break experiences, and the LCC students’ comments. He was impressed by the resources HCC has to meet the needs of a diverse student population.

Chair Huddie related a conversation he overheard in a local restaurant where HCC was presented in a positive light. Chair Huddie said he was proud of everyone at the college for winning the U.S. Senate Productivity Award. He said the strength of HCC is how it interlinks and interweaves people and projects to form a real community; he thanked everyone for making this possible.

E. Approval of Minutes

A recommendation to approve March 26, 2008, work session and regular session minutes, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.
F. Consent Items

1. Proposed new hires;
2. Fiscal Year 2009 faculty promotions;
3. Candidates for commencement;
4. Housekeeping and engineering supplies awarded to W.W. Grainger in the amount of $75,000 for housekeeping supplies for FY09, $45,000 for engineering supplies for FY09, and $10,000 increase to the engineering supplies and equipment spending limit for FY08;
5. Landscaping management services awarded to Brickman in the amount of $62,642 for the contract and $24,000 for miscellaneous items not included in contract;
6. Athletic fields management awarded to Brickman in the amount of $72,492 for the annual contract and $25,000 for miscellaneous items;
7. Extension of trade services contracts: awarded to Emjay for plumbing ($50,010), Emjay for HVAC ($50,000), Polyzos for painting ($50,000), and Supreme Maintenance for carpentry ($75,000);
8. James Clark, Jr. library building renovations guaranteed maximum price awarded to Atlantic Builders Group in the amount of $15,782,000;
9. Janitorial supply contract awarded to Fitch Co. in the amount of $55,000;
10. Technical support service contract awarded to Siemens Building Technologies Landis Division in the amount of $48,978;
11. Telecommunications services awarded to Verizon Maryland Inc. in the amount of $167,900;
12. Telephone system software/firmware upgrade awarded to Verizon Select Services, Inc. in the amount of $46,456.60;
13. Waste management service agreement awarded to Waste Management of Maryland in the amount of $50,000 in FY09 and a $10,000 increase in the spending allowance for FY08;
14. Elevator maintenance services contract awarded to ThyssenKrupp Elevator in the amount of $12,942.60;
15. Belmont design phase change order 1 awarded to Struever Bros. Eccles & Rouse, Inc. in the amount of $9,695;
16. Electricity delivery and supply contract awarded to BGE and PEPCO in the amount of $508,000 for BGE and $1,392,000 for PEPCO;
17. Natural gas delivery and supply charges awarded to BGE (delivery) and Washington Gas and Energy (supply) in the amount of $55,000 estimated delivery charge, and $625,000 estimated supply charge; and
18. Ratify and confirm Hickory Ridge modular classroom civil engineering work and Belmont parking lot design awarded to KCI Technologies, Inc. in the amount of $27,805.

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

G. Information Items

1. Issue Bin

Trustee Dillow reminded the board to attend and support the Vino Scholastico fundraiser on April 26.
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.

   May 2 – Student Awards Banquet  
   May 5 – CCID dinner with John Halder and Art Scott  
   May 16 – Nursing Recognition, reception and commencement  
   May 22 – Spring Convocation including presentation of trustees' awards  
   May 23 – Audit and Finance Committee Meeting  
   June 9 – Board Retreat

   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 April 23, 2008, regular meeting, was moved by Trustee Truby, seconded by Trustee Hutt, and unanimously approved.

   The regular meeting was adjourned at 8:25 pm.

The above constitutes the official minutes of the April 23, 2008, regular meeting of the Howard Community College Board of Trustees as approved on May 28, 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 work session on Wednesday, May 28, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:02 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Steve Horvath, professor, English and associate vice president of academic affairs, introduced Jon Cooper, Basic Life Support program manager, health sciences.

II. All-USA Academic Team Award

Steve Horvath, director of the Schoenbrodt Honors program and Phi Theta Kappa (PTK) advisor, introduced student Stuart Knazik, who was nominated from HCC for the All-USA Academic Team. Stuart Knazik was recognized by the board of trustees and presented with a certificate.

III. Recognition of Southeast Region AstroTurf Athletics Director of the Year

Cindy Peterka, vice president of student services, introduced Diane Schumacher, director of athletics, who will be recognized in June as the Southeast Region AstroTurf Athletics Director of the year. Ms. Schumacher thanked the administration and the board for their support and recognition of this award.

IV. Recognition of Howard Community College Athletics

Diane Schumacher introduced Tiffany Stewart, women’s basketball coach, and Mike Jones, men’s lacrosse coach. Mike Jones introduced members of the men’s lacrosse team, which won the Maryland JUCO championship. Several members of the men’s basketball team and women’s lacrosse team were also introduced. Team members identified if they earned All-JUCO or All-Region recognition.

V. Informational Update: Crisis Communication at Howard Community College

Tom Glaser, vice president of information technology, gave an overview, and Randy Bengfort, director marketing and communications, gave a presentation on HCC’s Crisis Communication Plan. Mr. Bengfort introduced Jane Sharp, marketing manager, and Mike Scrivener, media specialist, who serve as crisis communication alternates.
Others on the crisis communication team were also recognized: Jay Weinrich, electronic maintenance technician, Mike Heinmuller, director, user and network services, Roger Stott, web enterprise services manager, Shelly Bilello, program administrator, and Bob Marietta, facility renovations and safety manager. Mr. Bengfort outlined the evolution of the crisis communication plan since its inception in 2000. A suggestion was made to identify the location of each security phone so callers would know their location when calling security from campus locations. It was also suggested to have some form of caller ID so security could identify the location of incoming calls. After the presentation, board members were given an opportunity to sign up for e-alerts on their mobile phones.

The work session adjourned at 6:45 p.m.

The above constitutes the official minutes of the May 28, 2008, work session of the Howard Community College Board of Trustees as approved on August 27, 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, May 28, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 6:54 p.m. Other board members present included vice chair T. James Truby, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of May 28, 2008, Agenda

Chair Huddie asked for item B-4 Use of College Funds to be added to the agenda.

A recommendation to approve the May 28, 2008, agenda as amended, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2010 Vision, Mission, Values, and Strategic Goals

Zoe Irvin, executive director of planning, research and organizational development, gave an overview. The proposed mission is: Providing pathways to success. The proposed vision is: A place to discover greatness in yourself and others. The proposed values are: Innovation, Nurturing, Sustainability, Partnerships, Integrity, Respect, and Excellence – spelling the acronym INSPIRE. Each board member commended the administration and staff for developing succinct statements that everyone can remember and recall. Trustee Truby suggested adding an “S” for “Service” at the end of the values to make it “INSPIRES.” A suggestion was also made to print the vision, mission, values, and strategic goals on a pocketsize card for board members and employees to keep on hand.

A recommendation to approve the new mission, vision, values, and strategic goals, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview.
3. **Election of Fiscal Year 2009 Board Officers**

Trustee Hutt nominated T. James Truby as the FY09 board chair, and Trustee Katherine K. Rensin, as the FY09 vice chair. Chair Huddie thanked Trustee Truby for his service as vice chair. Newly elected Chair Truby and Vice Chair Rensin thanked the board for their confidence and trust in electing them to these positions.

A recommendation to approve the election of T. James Truby as chair and Katherine K. Rensin as vice chair for FY09, was moved by Trustee Hutt, seconded by Trustee Doyle, and unanimously approved.

4. **Use of College Funds**

The administration, with the support of the audit and finance committee, requested that the board of trustees approve the use of college funds ($1,731,900) to complete the purchase of Belmont Conference Center.

With the support of the audit and finance committee, a recommendation to approve the use of college funds to complete the purchase of Belmont Conference Center, was moved by Trustee Truby, seconded by Trustee Dillow, and unanimously approved.

C. **President’s Report**

President Hetherington asked Cindy Peterka, vice president of student services, to give an enrollment update. Headcount and FTE for the summer 1 session is up 10 percent over last year; summer extended is up 16 percent for headcount and 17 percent for FTE over last year; fall 2008 headcount and FTE is up 16 percent over last year.

President Hetherington acknowledged Dr. Huddie’s tenure as board chair for the last two years, which included the retirement of the former president and the inception of the current president. She commended him for his servant leadership being a steady guide during her first year as president. On behalf of the board and administration, she presented him with a gift of appreciation.

D. **Board Member Comments**

Trustee Dillow congratulated incoming Chair Truby and Vice Chair Rensin. She thanked Chair Huddie for his service over the last two years. She mentioned that she enjoyed having the April board meeting at the Laurel College Center (LCC).

Trustee Rensin also said how much she enjoyed learning about the LCC and its students. Additionally, she attended the innovation fair prior to the May
Convocation for the first time and was impressed by the presentations. She also enjoyed the trustee award presentations at the event.

Trustee Hutt said that Chair Huddie had done a remarkable job as a leader, applauded his dedication, and thanked him for representing the board at numerous college events. He commented that the Silas Craft Collegians graduation was a moving event and it was evident from the students’ personal stories that faculty and staff had helped and mentored them to make their time at HCC a transforming experience.

Trustee Doyle thanked Chair Huddie for being a mentor during his first year on the board and setting an outstanding example of servant leadership. He was particularly touched by the joy on the graduates’ faces at commencement.

Trustee Tung also thanked Chair Huddie for being a mentor and friend and always saying the right words at the right time. She noticed the United States Senate Productivity Award banner in The Rouse Company Foundation Student Services Hall lobby and again commended the administration on receiving the award.

Vice Chair Truby said Chair Huddie had been a great chair and commended him for his leadership on both the HCC board and at the Maryland Association of Community Colleges (MACC) and his many contributions on behalf of community colleges statewide.

Chair Huddie thanked everyone and reiterated that HCC is a great place to be and enjoys serving on the board.

E. Report of the Audit and Finance Committee

Trustee Rensin mentioned that the audit and finance committee met with the new college auditors who asked if there were areas on which the board and administration would like them to focus. They were asked to look at Belmont and the use of cash, namely to make sure that the correct checks and balances were in place. Trustee Tung commented that she was impressed by the depth of knowledge of the new audit firm.

F. Approval of Minutes

A recommendation to approve April 23, 2008, work session and regular session minutes, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

G. Consent Items

1. Proposed new hires – there were no new hires for the board to approve
during this time period;
2. Sodexo management agreement in the amount of $250,000 from the FY09 Coca-Cola commission and bookstore profits;
3. Security services contract awarded to Allied Security up to the amount of $1,085,000;
4. Office supplies contract awarded to Corporate Express in the amount of $360,000;
5. Laurel College Center lease awarded to 312 Marshall Avenue Limited Partnership in the amount of $363,026.59;
6. Procurement card contract awarded to US Bank in the amount of $1,000,000;
7. Cellular phone service awarded to Verizon Wireless in an amount not to exceed $55,000;
8. FY09 new academic programs – associate of arts in Arabic, associate of arts in film studies; associate of arts in teaching–secondary education/English; associate of applied science in architectural and construction management; and associate of applied science in police science;
9. Maryland Educational Enterprise Consortium University of Maryland in the amount of $1.85 million for technology purchases;
10. Contract for office copiers awarded to Enoch Office Equipment in the amount of $62,280 (projected annual expenditure);
11. Contract for print shop copiers awarded to OCE North America, Inc. up to the amount of $148,704;
12. Internet service awarded to Comcast Commercial Services in the amount of $59,400;
13. Network maintenance contract awarded to Network Concepts, Inc. in the amount of $82,524.48;
14. Paper for print shop awarded to Unisource Corporation in the amount of $70,000;
15. Administrative software services agreement awarded to Datatel Incorporated in the amount of $332,000;
16. Athletic trainer contract awarded to MedStar Health Organization in the amount of $33,619;
17. Project Access bus service awarded to Jubbs Bus Service in the amount of $27,800;
18. Summer I Graduates;
19. Pool repairs awarded to Patriot Pool Service in the amount of $109,960;
20. FY09 credit and non-credit schedule of classes printing awarded to AFL Web Printing in a total amount not to exceed $222,163.36;
21. Legal fees awarded to Reese and Carney in an amount not to exceed $35,000;
22. Security equipment camera installation services contract awarded to Sirus Systems, Inc. in an amount not to exceed $40,000;
23. Environmental services contract providing personnel for third shift housekeeping chief awarded to H & H Industries in the amount of
24. Hickory Ridge parking deck design services awarded to Ayers Saint Gross in the amount of $612,635;
25. Furniture and equipment for the Children’s Learning Center awarded to School Specialty, Inc., Next Day Gourmet Commercial Equipment and Supplies, Constructive Playthings, Kaplan Early Learning Company, Childcraft, Lakeshore Learning Materials, and Discount School Supply, Dell, Verizon, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) Agreement, in the amount of $100,000;
26. Furniture and equipment for McCuan Hall and Smith Theatre awarded to Dell, Verizon, CCS, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) agreement, in addition to the original requested vendors, Maryland Sound and Image and Parlights were added as vendors to complete the sound system and lighting requirements for the Smith Theatre for a total amount of all items not to exceed $680,000;
27. James Clark, Jr. library building renovation contract amendment 2 for design services (elevator addition) awarded to Murphy & Dittenhafer, Inc. in the amount of $26,640;
28. Continuing Education furniture purchase for the Ecker Business Training Center at Gateway awarded to Douron in the amount of $45,029.43;
29. Ratify and confirm radiologic technology purchases awarded to Chesapeake Medical Systems, Inc. in the amount of $52,926 and SuperTech in the amount of $61,451; and
30. 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 Rensin, seconded by Trustee Dillow, 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 and special projects, brought the board’s attention to the following dates.

June 5, 8:00 a.m. – Horizon Foundation awards breakfast – trustees were asked to RSVP directly to the Horizon Foundation and inform Ms. Yun if they plan to attend.

June 9, 8:00 a.m. -2:00 p.m. – Board Retreat at Belmont
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. **Anticipated Summer Approvals (VPAF)**
   This item was for information only and required no board action.

5. **Sodexo Report**
   This item was for information only and required no board action.

6. **Personnel Summary**
   This item was for information only and required no board action.

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**Adjournment and Closed Session**

Chair Huddie read the resolution for the board to move into closed session.

*An recommendation to adjourn the May 28, 2008, meeting and enter into closed session, was moved by Trustee Hutt, seconded by Trustee Tung, and unanimously approved.*

The regular meeting was adjourned at 8:09 pm.

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The above constitutes the official minutes of the May 28, 2008, regular meeting of the Howard Community College Board of Trustees as approved on August 27, 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 closed session on Wednesday, May 28, 2008, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. At approximately 8:10 p.m., Chair Patrick L. Huddie 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 T. James Truby, vice chair, and trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

Additional attendees included: Lynn Coleman, vice president of administration and finance; Anne Johnson, general manager, Belmont Conference Center; Jerrold Thrope, Searle Mitnick, and Valerie Albrecht from the law firm of Gordon, Feinblatt, Rothman, Hoffberger and Hollander, LCC; and Michael Davis and Angela Grau from the law firm of Davis, Agnor, Rapaport & Skalny, LLC.

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 28, 2008, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 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 28, 2008, closed session of the Howard Community College Board of Trustees as approved on August 27, 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 retreat session on Monday, June 9, 2008, at the Belmont Conference Center Manor House in Elkridge, Maryland. Patrick L. Huddie, chair, brought the retreat session to order at approximately 8:45 a.m. Other board members present included T. James Truby, vice chair, and trustees Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin J. Doyle was absent.

Board Bylaws and Policies
Erin Yun, director, board relations/special projects, walked trustees through the proposed changes to the board bylaws and policies. The trustees were in accordance with the proposed changes with minor edits. In Article IV of the bylaws, the trustees added that the board chair would make changes in the agenda as appropriate, “including input from board members.” Additionally, the name of the Legislative Committee will be changed to the Legislative and Community Relations Committee.

One question that the administration asked was whether or not the board wanted to revise their values in the bylaws to reflect the newly adopted values of the college. The board determined that the values do not need to be exactly the same as the college’s values; however, they do need to encompass them. The trustees asked that the administration work to revise the core values to encompass the college’s values and to weave in the concepts of service, sustainability, diversity, and citizen participation.

The trustees also asked the administration to examine the piece on asset protection in order to clarify why presidential limitations are couched in the negative rather than the positive.

One item that was introduced by board members was the question of whether or not trustees should resign from the board when running for political office rather than taking a leave of absence as is currently required by the bylaws. The board discussed this matter but, in the absence of two members, the board asked that it be put on the October board agenda as a board priority item for further discussion.

Several other changes were requested:

- In the section concerning ethics and use of college resources, a statement will be added outlining that all use of college resources, facilities as well as staff, must be requested through the president’s office, the board chair and vice chair must be notified in advance, appropriate fees must be paid, and the use will be disclosed to the board in the monthly board materials.
- Policy: Political Process and the Board of Trustees #1 will be edited to read “lending technology, using college staff “ and at the end of the entry will read, “…and in any case, may not involve the use of college resources, including facilities and staff.”

The administration will make the suggested revisions and bring the bylaws and policies to the October meeting as a board priority item for consideration.
Cohort Tracking
The cohort tracking project has resulted in outcomes consistent with Clifford Adelman’s ten-year longitudinal study on student achievement. Zoe Irvin, executive director, planning, research, and organizational development, asked the trustees if they had any questions concerning the study and recommended that research efforts be re-directed to study 5-10 non-developmental roadblock courses and to work with IT and division chairs to determine ways to make more real-time data available. The trustees accepted this recommendation.

Case Study – What if this happened at HCC?
Dr. Cynthia Peterka, vice president of student services, introduced Kathy McSweeney, assistant director, disabled student services, and Suzie Friedman, assistant director, mental health counseling, who introduced the case study of Jordan Nott, a student at George Washington University. The case study revolved around issues of mental health and the college’s response to student mental health issues. Ms. McSweeney and Ms. Friedman gave an outline of current policies, procedures, and practices at the college.

Board members asked a variety of questions concerning the college’s protocols concerning identification of students who may pose a threat to themselves or others and notification of appropriate officials in these instances. Dr. Peterka, Ms. McSweeney, and Ms. Friedman addressed these questions.

Operational Items
Academic Programming
Ronald Roberson, vice president of academic affairs, gave an overview of upcoming academic programming. He explained some of the challenges associated with developing new programs, including finding transfer programs at four-year institutions and identifying established benchmarks programs to aid in the development of cutting edge curricula. The college is in the process of examining the development of programs in entertainment media, health sciences (such as dental hygiene), critical languages (such as Hindu, Erdv and Swahili), and ways to incorporate Second Life into the educational process. Follow up will also be conducted on BRAC to see what opportunities at the technician level may arise as well as the development of a fire science with the Howard County Fire Department.

Base Realignment and Closure (BRAC)
Thomas Glaser, vice president of information technology, gave an update on the college’s involvement with the BRAC initiative. HCC was involved in BRAC College Day and will continue to be so. Additionally, Tom and Patty Keeton in continuing education have been involved with the Howard County BRAC Taskforce and Fort Meade Alliance in an effort to educate them about the opportunities available at HCC. For example, many of the professionals being brought in by BRAC are looking for IT certifications offered by the college and there are also opportunities for training contracts with various agencies as well as contractors moving into the area to take advantage of the new government contracts that will become available with BRAC. Board members discussed various ways that the college can develop programs to serve not only the BRAC employees and contractors but also their spouses and children.

Facilities Master Plan and Belmont Barn Update
Lynn Coleman, vice president of administration and finance, gave a brief overview of the facilities master plan for HCC’s main campus in Columbia. The next upcoming project is the parking garage by Hickory Ridge Building. Funds for the health sciences building will be
requested from the county and state during the next fiscal cycle. After that building opened, the current nursing building would be renovated. The construction of a new science building and the renovation of the ST building once it is vacated are next on the capital project list. Subsequent buildings include the mathematics building, the business, social science, and teacher education building, a third and fourth garage, as well as student housing. Issues concerning traffic management were discussed.

Ed Kohls and Candace Rabovsky from Ayers Saint Gross gave an overview of the architectural design for the renovation to the historical barn at the Belmont Conference Center. The barn will contain conference and office space and room for the hospitality management program. Issues concerning parking, the water storage tank for fire trucks, and geothermal wells for heating and cooling were discussed. The architects also gave an overview of the sustainable elements that are currently being included in the project as well as those that are under consideration.

The architects are working closely with Streuver Bros., Eccles, and Rouse to stay within budget.

**Adjournment**
The board adjourned at 1:30 p.m. and then re-convened at 1:35 p.m. for a closed session to discuss personnel issues.

The above constitutes the official minutes of the June 9, 2008, retreat of the Howard Community College Board of Trustees as approved on August 27, 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 closed session on Monday, June 9, 2008, at the Belmont Conference Center in Elkridge, Maryland. At approximately 1:30 p.m., Chair Patrick L. Huddie read a resolution to enter into closed session, which was supported unanimously by the board. Other board members present included vice chair T. James Truby, trustees Roberta E. Dilow, Katherine K. Rensin, and Mary B. Tung. Trustees Kevin J. Doyle and Louis G. Hutt, Jr. were absent.

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 on June 9, 2008, at the conclusion of its annual retreat at the Belmont Conference Center to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and to consult with counsel to obtain legal advice on a legal matter as permitted under Section 10-508 (a1i) and (a7).

During the closed session, the board considered the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

The meeting was adjourned at 1:35 p.m.

The above constitutes the official minutes of the June 6, 2008, closed meeting of the Howard Community College Board of Trustees as approved on August 27, 2008, and are a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer