Present: T. James Truby, vice chair, and trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Chair Patrick L. Huddie was absent. Trustee Mary Beth Tung was on a leave of absence.

Staff members present: Mary Ellen Duncan, secretary-treasurer/president; Kathleen Hetherington, executive vice president; Lynn Coleman, vice president of administration and finance; Thomas Glaser, vice president of information technology; Ronald Roberson, vice president of academic affairs; Zoe Irvin, executive director of planning, research, and organizational development; Anne Johnson, general manager, Belmont Conference Center; and Erin Yun, director of board relations/special projects.

At approximately 2:03 p.m. Vice Chair Truby read a resolution to enter into closed session, which was supported unanimously by the board:

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 August 15, 2006, in the Schoenbrodt Boardroom "to consider the acquisition of real property for a public purpose and matters directly related thereto;" as permitted under Section 10-508 (a3) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board discussed the acquisition of real property for a public purpose and matters directly related thereto.

The meeting was adjourned at 4:00 pm.

The above constitutes the official minutes of the August 15, 2006, closed meeting of the Howard Community College Board of Trustees as approved on September 27, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 23, 2006, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:01 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

An excerpt from the Howard Community College history video featuring Senator James Clark, Jr. was shown in remembrance of his passing on August 18, 2006.

A. **Introduction of New Employees**

Kate Hetherington, executive vice president, introduced Joyce Danzig, part-time foundation accounting assistant, and Suzanne Friedman, assistant director, mental health counseling.

Ron Roberson, vice president of academic affairs, introduced Lev Volynskiy, associate project manager, business and computers.

B. **H. Clay Whitlow, Maryland Association of Community Colleges**

Clay Whitlow, who is just completing his second year as executive director of the Maryland Association of Community Colleges (MACC), is conducting follow-up visits with the various community college boards in order to report on progress made during these two years as well as new initiatives. Mr. Whitlow recognized the contributions of several HCC staff to statewide efforts to advance the community college mission including Kate Hetherington’s work on Student Advocacy Day, Dave Buonora’s work on legislative affairs and Randy Bengfort’s work on community college marketing efforts.

C. **Information Session: Teacher Education**

Fran Kroll, director of teacher education, talked about the program and its partnership with the Howard County Public School System and the challenges of recruiting teachers in Maryland. The state graduates 2,000 teachers and needs 7,000 teachers annually. Three students, Jeff Birdsong, Joyce Fox, and Yvette McNeil talked about their experiences in various aspects of the teacher education program.
Adjournment

The work session adjourned at 7:15 p.m.

The above constitutes the official minutes of the August 23, 2006, work session of the Howard Community College Board of Trustees as approved on September 27, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, August 23, 2006, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 7:20 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Approval of August 23, 2006, Agenda

A recommendation to approve the August 23, 2006, agenda was moved by Vice Chair Truby, seconded by Trustee Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the May 24, 2006, work session and regular session minutes, and the June 14 retreat notes and closed session minutes, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

C. President’s Report

Dr. Duncan mentioned that the Ecker Business Training Center directional signs on Route 175 were going to be removed but at HCC’s request, Senator Schrader intervened, and the signs will stay. Board members were asked to thank Senator Schrader.

The memorial service for Senator Clark is scheduled for Saturday, September 2 at 11 am at St. John’s Episcopal Church in Ellicott City. The family has asked that in lieu of flowers donations be sent to the Howard Community College Educational Foundation’s James and Lillian Clark Endowment.

Dr. Duncan reported on the Maryland Association of Counties annual convention and the MCCCCEO retreat in Ocean City. The Maryland continuing education deans and Dr. Duncan are looking at the New Jersey workforce development model. It provides one office for initial business contact to better serve the customer and may be a possibility for Maryland.

Dr. Duncan thanked Vice Chair Truby for hosting a Turkish student and hosting a cookout for the entire group at his home.
She also mentioned planning activities connected to the Base Realignment and Closure Act (BRAC).

Two Morgan State interns will be working at HCC later this year. Jacqueline Pressey will be working with Dr. Duncan to identify model allied health buildings and Sandra Lynch Ervin will be working with Lynn Coleman, vice president of administration and finance, on budget processes.

Dr. Duncan commented on the various ways HCC administrators work with colleagues statewide. Ron Roberson, vice president of academic affairs, is working on a K-16 project with the Maryland Higher Education Commission and Patty Keeton, executive director workforce development, was commended on her leadership in statewide initiatives.

Dr. Duncan also announced the nursing pass rates on licensure exams. The LPN pass rate was 100 percent and the RN pass rate was 94.9 percent. Trustee Rensin commented that the USS Comfort officers were very impressed by the questions asked by HCC nursing students on a recent visit.

D. Board Member Comments

- Chair Huddie commented on the Horowitz Visual and Performing Arts (HVPA) Center ribbon cutting, and Steve Mittelstet’s, president of Richland College, comments at convocation.
- Vice Chair Truby commented on the recent passing of Senator Clark. He emphasized Senator Clark’s qualities as a neighbor, citizen statesman, and gentleman farmer. He suggested the board establish a James Clark, Jr. Award to be given to a person who embodies the life of service by which Senator Clark lived. Some suggestions were a servant leadership award and an award for aspiring elected officials.
  Additionally, Vice Chair Truby asked that the board be kept informed of progress made on teacher education issues.
- Trustee Hutt was very impressed by the teacher education students and supported action to remove the barriers to the program in Maryland.
- Trustee Rensin commented on the excitement of the ribbon-cutting of the HVPA Center. She mentioned a comment she overheard that HCC now looks like a “real university.” She also said the college should be proactive about the teacher education issue.
- Trustee Dillow commented on Senator Clark’s passing, the summer nursing recognition ceremony, and commended Lynn Coleman and her staff for the financial reports for Middle States. She mentioned that Dr. Duncan will be honored with the regional chief executive award at the Association of Community College Trustees (ACCT) meeting in Orlando putting her in the running for the national award. Vice Chair Truby has been nominated for the Howard County volunteer of the year award; the event will be held on
September 14 in the Banneker Room of the George Howard Building in the County office complex in Ellicott City.

- Trustee Caplan was impressed that there were so many students enrolled in hospitality and culinary management programs, with over 50 people who are majoring in these areas. He commented that he was disappointed that the Columbia Association (CA) did not vote to support the Horowitz Visual and Performing Arts Center. Dr. Duncan said the positive part was that CA board members are now aware of HCC and are willing to consider other partnerships. Tom O’Connor, chair of the CA board, has invited Dr. Duncan to present another proposal at the October CA meeting.

E. Consent Items

1. Low-Productivity Degree Program Report 2006 – continued exemption for the electronics program approved.
2. Gator utility vehicles purchase awarded to Finch Services, Inc. for $29,997.24.
3. Enhancement of the contributory pension system awarded to State Retirement Agency of Maryland; estimated payments in FY07 are $108,000.
4. Construction Manager at Risk for the ‘A’ Building and Smith Theatre Renovations awarded to Riparius Construction, Inc. in the amount of $12,000.
5. Baltimore Gas & Electric Delivery and Washington Gas Supply Increases in FY06 BGE blanket purchase order by $5,000 and Washington Gas blanket purchase order by $17,000.
6. Children’s Learning Center mortgage awarded to HCCEF for $85,592.88 for all of FY07 to be paid out on a monthly basis.
7. Belmont lease payment awarded to HCCEF for $300,000.
8. Laurel College Center lease awarded to 312 Marshall Avenue Limited Partnership in the amount of $312,313.62.
10. Budget revision for student services positions in the amount of $119,866.
11. Auditor contract with Clifton Gunderson – increase of $1,300 for a total contract amount of $44,775.
12. Strategic energy cooperative joined via Strategic Energy LLC in the amount of $40,000 based on .992 KWh.
13. WebCT license renewal awarded to WebCT, Inc. in the amount of $29,925.
14. Summer II and III Graduates – approved list of proposed graduate and empowered the college president to make necessary adjustments.
15. Paper for print shop copiers awarded to Unisource Corporation in the amount of $45,000 (annual expenditure).
16. Proposed new hires approved
17. Grants and scholarships in the amount of $530,806 for competitive grants and $128,571.62 for scholarships.
18. Donor signage for the Horowitz Visual and Performing Arts Center awarded to Riparius Corporation, Inc. in the amount of $50,300.

A recommendation to ratify and confirm consent items 1 through 13 and approve items 14-18 was moved by Trustee Rensin, seconded by Trustee Caplan, and unanimously approved.

F. Discussion Items

1. Issue Bin

The “meeting frequency” issue was deleted from the issue bin. Chair Huddie thanked board members for serving on committees.

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

2. FY07 Board Calendar

Correction on page 53 – Board of trustees holiday dinner is on December 13 following the consent items and closed session. Upcoming calendar highlights include October 24 Kite Runner author video in the Kittleman Room from 12:30 – 2 pm and John Izzo on October 3.

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

3. Revised FY07 Integrated Strategic Plan and Budget

A recommendation to approve the revised FY07 integrated strategic plan and budget, was moved by Trustee Dillow, seconded by Vice Chair Truby, and unanimously approved.

4. High Speed Dedicated Internet Access

Tom Glaser, vice president of information technology, gave an overview.

A recommendation to approve access provided by Comcast Business Services in the amount of $48,054 was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

G. Information Items

1. Agreements Signed by the Board Chair Disclosure

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

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

3. FY06 Board Accomplishments

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

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

4. FY06 Strategic Plan Evaluation and Core Work Highlights

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.

H. Closed Session

The resolution to go into closed session was read by Chair Huddie and unanimously approved by the board.

Adjournment

A recommendation to adjourn the meeting, was moved by Vice Chair Truby, seconded by Trustee Dillow, and unanimously approved.

The meeting was adjourned at 8:30 p.m.

The above constitutes the official minutes of the August 23, 2006, regular meeting of the Howard Community College Board of Trustees as approved on September 27, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roger Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., and Katherine K. Rensin. Trustee Mary Beth Tung was on a leave of absence.

Staff members present: Mary Ellen Duncan, secretary-treasurer/president; Kathleen Hetherington, executive vice president; Lynn Coleman, vice president of administration and finance; Thomas Glaser, vice president of information technology; Ronald Roberson, vice president of academic affairs; Zoe Irvin, executive director of planning, research, and organizational development; and Erin Yun, director of board relations/special projects.

At approximately 8:30 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board:

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 August 23, 2006, at the conclusion of its regular meeting in the Kittleman Room “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 that such meeting shall continue in closed session until the completion of business.

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

The meeting was adjourned at 9:50 pm.

The above constitutes the official minutes of the August 23, 2006, closed meeting of the Howard Community College Board of Trustees as approved on September 27, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Rachel Freedman, personal counselor; Carie Mellies, research associate; Tara Rupp, wellness coordinator; and Nidhi Srivastava, research associate.

Ron Roberson, vice president of academic affairs, introduced Rebecca Bafford, assistant professor, art, director, art gallery; Yvonne Beachum, office associate; Jenny Male, instructor, dance and theatre, coordinator of dance; Ryna May, instructor, English; Susan Morgan, assistant professor, chemistry; Kristen Navarro, continuing education/workforce development child care specialist; Ellen Nichols, interim instructor, nursing; Jeremy O’Roark, instructor, English; Frances Reynolds, instructor, nursing; Rebecca Swick, basic skills data entry and registration assistant; Angela Wood, assistant professor, English; Brandon Yerrid, educational technology/computer technician; Aimee York, assistant professor, English; Joanne Stato, ESL instructor; Caroline Torcaso, instructor, mathematics; and Theresa Lui, instructor, office technology.

Tom Glaser, vice president of information technology, introduced Carol Egan, programmer/analyst.

B. Introduction of Constituency Group Leaders

Constituency group leaders were introduced by their president’s team liaisons. Some were not present due to other commitments.

• College Council representatives were introduced by Erin Yun, director of board relations and special projects.
  President - Carla Cipolari, office associate, public relations and marketing (absent)
  Vice President - David Buonora, director of government affairs and resource development

• Faculty Forum representatives were introduced by Ron Roberson
  President - Mike Heffren, associate professor, social sciences
  Vice President - Linda Wiley, professor, English
• Student Government Association representative was introduced by Kate Hetherington
  President - Diana Ponce, student

• Administrators group representatives were introduced by Erin Yun
  Chair - Mike Heinmuller, director, user and network services
  Vice Chair - Missy Mattey, director of development

• Professional/technical group representatives were introduced by Tom Glaser
  Simone Breuninger, office supervisor, plant operations
  Melissa Cahill, employment manager
  Nanette Douglas, executive assistant to the vice president of administration and finance
  Anna Hamilton, computer specialist II – main, student computer support

• Support group representatives were introduced by Lynn Coleman, vice president of administration and finance
  Chair - Arnette Haywood, lifelong learning assistant, continuing education
  Representatives
  Donna Kelly, lead materials handling clerk

C.  Introduction of Coca-Cola Scholar: Kimberly Savel

  This item was deferred.

D.  Web Redevelopment Project Update

  Rick Pollard, director, technology resources and Wanda Garcia, web engineer, gave an overview of the new website highlighting changes and improvements. Individual web pages have been decreased by 93 percent and a new search engine has been added. A public relations campaign will start next week to introduce the new website, which will be launched on November 17, 2006.

E.  Tour of the Student Services Building

  The board of trustees toured the new student services building.

  Adjournment

  The work session adjourned at 7:35 p.m.

The above constitutes the official minutes of the September 27, 2006, work session of the Howard Community College Board of Trustees as approved on October 25, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, September 27, 2006, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 7:35 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Louis G. Hutt, Jr., and Katherine K. Rensin. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Roberta E. Dillow was absent. Trustee Mary B. Tung was on a leave of absence.

A. Approval of September 27, 2006, Agenda

Item H-7 purchase of modular buildings was added to the agenda.

_A recommendation to approve the September 27, 2006, agenda as amended, was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved._

B. Approval of Minutes

_A recommendation to approve the August 15, 2006, closed session minutes, and the August 23 work session, regular session, and closed session minutes, was moved by Trustee Rensin, seconded by Trustee Caplan, and unanimously approved._

C. Report of the Audit and Finance Committee

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

D. Report of the Legislative Committee

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

E. President’s Report

Missy Mattey, director of development, announced that the Grand Prix raised $170,000 for student scholarships. She mentioned that 1,008 raffle tickets were sold of which 230 were sold on the day of the event. She thanked all volunteers, especially plant operations staff.

Dr. Duncan gave board members entrepreneurial center business cards and asked them to share the cards with their business associates. She also gave the
board an update on Belmont, which they had requested at the last meeting.

F. **Board Member Comments**

- Chair Huddie commented on the Patrick and Jill McCuan donation of $1 million and the $200,000 challenge grant, the major donor party, and the Grand Prix. Kathy Rensin was thanked for her effort in securing this gift.

- Vice Chair Truby also commented on the McCuan gift and meeting Alex Nowadazkij, former SGA president, at the Grand Prix. He also mentioned that he has been talking to people throughout the county, explaining why HCC is the best steward for Belmont.

- Trustee Rensin echoed earlier comments. She also mentioned the student services building tour and the McCuan gift, pointing out that the McCuans were moved by the board’s letter in *The Sun* supporting President Duncan’s actions concerning the Belmont Conference Center.

- Trustee Caplan mentioned the letter Michael Nagle, foundation board member, and Patrick Huddie, board of trustees’ chair, wrote, which was published in *The Sun*, in defense of Ed Waddell, foundation treasurer.

G. **Consent Items**

1. Proposed new hires

2. Apple computer technology awarded to The Apple Store for $71,895.

3. Network fiber and cabling for the student services building awarded to FiberPlus, Inc. for $382,000.


*A recommendation to approve the consent items was moved by Trustee Caplan, seconded by Vice Chair Truby, and unanimously approved.*

F. **Discussion Items**

1. **Issue Bin**

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

2. **Board Calendar**

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

3. **Proposed Fiscal Year 2008 Capital Budget**
Lynn Coleman gave an overview and briefly reviewed the project priority list.

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

4. **Benchmarks for Maryland Higher Education Commission Indicator System**

Zoe Irvin gave an overview.

*A recommendation to approve the benchmarks as listed for the new MHEC indicator system was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.*

5. **Board of Trustees’ Award for Outstanding Service to Howard Community College**

Dr. Duncan briefly explained the history and criteria for this award and shared a list from the administration of potential nominees.

The board decided to discuss further and re-consider at the November board meeting.

6. **Fire Science Program**

*A recommendation to approve charging out-of-county students in the fire science program who are working for Howard County Fire and Rescue in-county tuition rates, was moved by Vice Chair Truby, seconded by Trustee Caplan, and unanimously approved.*

7. **Purchase of Modular Buildings**

*A recommendation to approve the purchase of modular buildings for $119,412 from Vanguard Modular Systems was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.*

G. **Information Items**

1. **Agreements Signed by the Board Chair Disclosure**

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

2. **Financial Statements**

   There were no financial statements this month.

   This item was for information only and required no board action.
3. **Employee Assistance Program**
   This item was for information only and required no board action.

4. **GSA Federal Supply Schedule Contract**
   This item was for information only and required no board action.

5. **Major Projects Timeline**
   Dr. Duncan gave an overview of the major projects. Trustees suggested that the college consider student housing and the parking garage separately.

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

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

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

**Adjournment**

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

The meeting was adjourned at 8:40 p.m.

The above constitutes the official minutes of the September 27, 2006, regular meeting of the Howard Community College Board of Trustees as approved on October 25, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 25, 2006, in the boardroom of Howard Community College’s Charles I. Ecker Business Training Center at Gateway in Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:13 p.m. The other board member present was trustee, Roberta E. Dillow. Mary Ellen Duncan, secretary-treasurer, was also present. Vice Chair T. James Truby and trustees Katherine K. Rensin, Roger N. Caplan, and Louis G. Hutt, Jr. were absent. Trustee Mary B. Tung was on a leave of absence.

A. Introduction of New Employees

Kathleen Hetherington, executive vice president, introduced Eli Stav, director of the test center, and Audrey Tutko, records information specialist.

Lynn Coleman, vice president of administration and finance, introduced Dianna Heaney-Reynolds, evening cashier in the finance office.

Ron Roberson, vice president of academic affairs, introduced Theresa Lui, interim instructor, information technology, and Karla Sellers, instructor, nursing.

B. Recognition of the Grand Prix Board Chair

This item was postponed since several board members were not present.

C. Informational Tour: Business Training Center

Patty Keeton, executive director workforce development, Beverly Johnson, coordinator, computer and advanced technology, continuing education, Susan Miller, Gateway campus administrator, and Neetika Sharma, technology program administrator, gave an overview of the Ecker Business Training Center’s programs and clients. Michelle Monk, systems administrator, student computer support, and Crystal French, network specialist, who provide technical support at Gateway, were also introduced.

Board members went on a tour of the center.

Adjournment

The work session adjourned at 7:00 p.m.

The above constitutes the official minutes of the October 25, 2006, work session of the Howard Community College Board of Trustees as approved on November 29, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, October 25, 2006, in the boardroom of Howard Community College’s Charles I. Ecker Business Training Center at Gateway in Columbia, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 7:05 p.m. Other board members present included trustees Roger N. Caplan, Roberta E. Dillow and Louis G. Hutt, Jr. Mary Ellen Duncan, secretary-treasurer, was also present. Vice Chair T. James Truby and trustee Katherine K. Rensin were absent. Trustee Mary B. Tung was on a leave of absence.

A. Approval of September 27, 2006, Agenda

Consent item: Fiscal Year 2008 Capital Budget was moved to discussion item #5.

A recommendation to approve the October 25, 2006, agenda as amended, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the September 27, 2006, work session and regular session minutes, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

C. President’s Report

Dr. Kathleen Hetherington, executive vice president, briefly mentioned how well the women’s sports teams are doing.

D. Board Member Comments

- Chair Huddie commented on the sessions he attended at the Association of Community College Trustees (ACCT) convention in Orlando. The Spellings Commission report is available on the Department of Education website and Erin Yun will email it to trustees. Dr. Duncan was recognized as the northeast region’s chief executive of the year.

- Trustee Dillow commented on her visit to Valencia Community College’s culinary arts and hospitality program while at ACCT. She said they have a live hotel reservation system and also provide restaurant experiences. She went to a session on life mapping where students map out their goals and track them. She attended a session on federal priorities and the Spellings
Commission.

- Trustee Hutt commented on his visit to Belmont and meeting with Anne Johnson and commended the staff on their operational management and flexibility in serving clients.

- Trustee Caplan complimented Dave Buonora, director of government affairs and resource development, on the candidate forums held at Howard Community College. He also commended Randy Bengfort, director of public relations and marketing, on moderating the Vernon Swaback session.

- Chair Huddie conveyed Trustee Rensin’s congratulations to Dr. Duncan on receiving the northeast region CEO award.

E. **Consent Items**

1. Proposed new hires

2. Website support and maintenance to CentreTEK Solutions, LLC, not to exceed $50,000

3. Change orders for the Horowitz Visual and Performing Arts Center and the student services building to Design Collective in the amount of $60,715

4. Furniture and equipment for the student services building as follows:
   a. General furniture, office, dining, lounge, study to Maryland Correctional Enterprises for $1,844,700.
   d. Information technology and audiovisual equipment to Dell, Verizon, CCS, and vendors authorized under the Maryland Educational Enterprise Consortium (MEEC) Agreement for $529,000.

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

F. **Discussion Items**

1. **Issue Bin**

   This item was for information only and required no board action.
2. **Board Calendar**

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

3. **The Establishment of the Senator James Clark, Jr. Medal**

   It was decided to postpone this discussion since Vice Chair Truby, who suggested this award and was a friend and neighbor of Senator Clark, was absent.

4. **Board of Trustees’ Award for Outstanding Service to Howard Community College**

   Trustee Dillow asked that board members be present when this award is given to appropriately recognize the honoree. It was felt that another venue (like the former President’s Forum) would be more appropriate to give this award rather than at convocation. There could be a special event (like an HCC Community Awards Night) to recognize all volunteer groups like the Commission on the Future and other advisory boards.

   The board decided to move the nomination process to the newly renamed legislative and community relations committee. Kathleen Hetherington and Erin Yun will develop a brief proposal to start the process.

5. **Fiscal Year 2008 Capital Budget**

   Lynn Coleman, vice president of administration and finance, gave an overview of the changes since the last meeting.

   *A recommendation to approve the changes to the capital budget was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.*

G. **Information Items**

1. **Agreements Signed by the Board Chair Disclosure**

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

2. **Financial Statements**

   Lynn Coleman gave an overview.

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

3. **Full-Time/Part-time Enrollment Ratios by Division**
Ron Roberson, vice president of academic affairs, gave an overview.

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

4. 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 required no board action.

5. Personnel Summary

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

Adjournment

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

The meeting was adjourned at 8:00 p.m.

The above constitutes the official minutes of the October 25, 2006, regular meeting of the Howard Community College Board of Trustees as approved on November 29, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES

November 15, 2006
Howard Community College
Administration Building
Schoenbrodt Boardroom (A225)

Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roberta E. Dillow and Katherine K. Rensin. Trustees Roger N. Caplan and Louis G. Hutt, Jr. were absent. Trustee Mary Beth Tung was on a leave of absence.

At approximately 2:10 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board:

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 November 15, 2006, at 2:10 pm in the administration building Schoenbrodt Boardroom 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; or any other personnel matter that affects 1 or more specific individuals as permitted under Section 10-508(a)(1) (i and ii) and that such meeting shall continue in closed session until the completion of business.

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

The meeting was adjourned at 3:30 pm.

The above constitutes the official minutes of the November 15, 2006, closed meeting of the Howard Community College Board of Trustees as approved on November 29, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 29, 2006, in the Kittleman Room of the English, language, and business building 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, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Roger N. Caplan was absent.

A. **Introduction of New Employees**

Kathleen Hetherington, executive vice president, introduced Nicole Gavaghen, assistant director, records and registration.

Lynn Coleman, vice president of administration and finance, introduced housekeepers Joan Green, Jocelyn Hutton, and James Zeh.

B. **Recognition of the Grand Prix Board Chair**

Alan Jefferson, Grand Prix board chair, was recognized by the board with the presentation of a framed certificate and a restaurant gift certificate.

C. **Recognition of Howard Community College’s Fall Athletic Teams**

The HCC men’s cross country team, women’s soccer team, women’s volleyball team, the All-Region performers, and coaches were introduced. Each athlete mentioned his or her high school and college major. Marc Moore, women’s volleyball coach, and Steve Musselman, track and field coach, were named coach of the year in their respective sports by the National Junior College Athletic Association (NJCAA). Kate Seagroves, women’s soccer coach, was named coach of the year by the Maryland Junior College Athletic Association (MD-JUCO).

D. **Meeting with auditors**

Lynn Coleman gave an overview of the audit process and introduced Mark Gillett, a partner of Clifton Gunderson, who thanked Janet Cullison, director of finance, and her staff for their support during the audit process. HCC received an unqualified audit.
E. **Howard Community College Educational Foundation Annual Report**

Ed Waddell, treasurer, Howard Community College Educational Foundation, Inc., gave an overview of the foundation’s annual report.

F. **Informational Tour: Arts and Humanities**

Valerie Lash, arts and humanities division chair, gave an overview of the area and the growth of programs. She then introduced several students and faculty members who talked about how the new Peter and Elizabeth Horowitz Visual and Performing Arts Center has provided dramatically improved instruction and practice space.

**Adjournment**

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

The above constitutes the official minutes of the November 29, 2006, work session of the Howard Community College Board of Trustees as approved on January 24, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 29, 2006, in the Kittleman Room of the English, language, and business building 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 Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of November 29, 2006, Agenda

A recommendation to approve the November 29, 2006, agenda, was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the October 25, 2006, work session and regular session, and the November 15, 2006, closed session minutes, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

C. Report of the Audit and Finance Committee

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

D. Report of the Legislative Committee

The legislative reception was cancelled due to the inability of many legislators to attend. Board members were encouraged to meet and establish relationships with new members of the county council.

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

E. President’s Report

Dr. Duncan mentioned that it was an honor for the college to receive a site visit from a team representing the Maryland Performance Excellence Awards. Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the upcoming visit.

Dr. Duncan thanked Trustee Rensin for making and donating fifty centerpieces for the gala and chairing the planning committee. Trustee Rensin is also chairing the Grand Prix 20th anniversary committee.

Dr. Duncan encouraged everyone present to attend the Russian art exhibit in the Rouse Company Foundation Gallery, which will be open through the end of January. She talked about a proposed dragon mosaic at the entrance of the new student services building.
F. Board Member Comments

- Chair Huddie discussed the Maryland Association of Community Colleges (MACC) meeting of board and foundation chairs, during which the statewide community college capital budget was discussed. He also reported on Charlene Nunley’s, president of Montgomery College, overview of the Spellings Commission report. Dr. Huddie asked trustees to attend the upcoming MACC trustee workshop and legislative reception on January 22, 2007, in Annapolis.

- Vice Chair Truby acknowledged the wonderful faculty and staff and their many accomplishments. He said that many people in the community only know a portion of what the college does.

- Trustee Caplan complimented Chair Huddie for his eloquence in addressing different publics and constituencies and giving the board a voice at state and national levels.

- Trustee Rensin welcomed Trustee Mary Beth Tung back from her leave of absence. She wished the administration good luck with the Maryland Performance Excellence Awards (MPEA) visit the next day. Trustee Rensin said that we have an incredible opportunity with the new county council, county executive, and some state leaders to educate them about community colleges in a positive and productive way.

- Trustee Tung said she was glad to be back and looked forward to working with everyone again. She commented that when she met people during her campaign she heard only good things about Howard Community College.

- Trustee Hutt said it was wonderful to have Trustee Tung back.

- Trustee Dillow said it was nice to have Trustee Tung’s perspective again. She also commented that the student donor lunch was a great opportunity for donors to meet the students who benefit from scholarships.

G. Consent Items

1. Proposed new hires

2. Telecommunication services contract awarded to Verizon Maryland Inc. for $159,806

3. Fiscal Year 2008 sabbatical leave recommendations: Jennifer Stanford, Jeanette Jeffrey, Lee Hartman, Susan Keach Sweeney, Barbara Graham Cooper, and William Lowe – minimum replacement cost for a faculty person on a one-semester sabbatical is $9,750

4. December 2006 graduates

5. Trailer purchase awarded to Blue Mountain Capital, financing company for Vanguard Trailers for $119,412

6. Student services building furniture and equipment – the following vendors are being added to the original categories. The total furniture and equipment budget remains unchanged at $2,770,000.

   a. General furniture, office, dining, lounge, study continue to be
purchased through Maryland Correctional Enterprises for $1,844,700;

b. Specialized furniture – government contract to include American Office and School Specialty as vendors authorized on the Baltimore regional cooperative purchasing contract for $241,100;

c. Specialized furniture – non-government contract to include Naythons Display and Franklin Fixtures in the award of specialty items not offered by MCE or the government contract for $155,200; and

d. IT and AV equipment through previously approved vendors for $529,000.

7. Fiscal Year 2008 proposed course fee changes - $50.00 fee for 3-credit entrepreneurship courses and a $25.00 fee for 1-credit courses.

8. Proposed student fees for printing – charging students for printing beyond 250 sheets (10 cents per single-sided print and 15 cents per duplex) in the computer labs.

9. Proposed fee change for external exam testing services – increase of $5 (from $25 to $30) per exam for HCC’s external exam testing services as supported by the audit and finance committee at its November 15, 2006, meeting.

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

H. Discussion Items

1. Issue Bin

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

2. Board Calendar

   The January 22 trustee workshop and legislative reception and the February 13 Turkish dance performance and dinner will be added to the board calendar.

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


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

4. Fiscal Year 2008 Legislative Agenda

   A recommendation by the legislative committee to approve the legislative agenda as presented was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.

5. The Establishment of the Senator James Clark, Jr. Medal
Trustee Caplan thanked Trustee Truby for initiating this award. Trustee Truby thanked the administration for developing the criteria.

A recommendation to approve the establishment of the Senator James Clark, Jr. Medal was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

I. Information Items

1. Agreements Signed by the Board Chair Disclosure

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

2. Financial Statements

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

3. Report on Board End: Information and Analysis

Zoe Irvin gave an overview. The board discussed issues related to developmental students. High school students should take math in their senior year in order to better prepare them for college-level math.

The administration will arrange for the president and board chair to meet with the school superintendent and school board chair to discuss the issues. The board requested a one-page summary explaining the data so they can better understand it.

Trustee Caplan stated he wanted to know what outreach was done to the Hispanic community by the college.

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 meeting, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

The meeting was adjourned at 8:30 p.m.

The above constitutes the official minutes of the November 29, 2006, regular meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, December 12, 2006, in the boardroom of the Belmont Conference Center in Elkridge, Maryland. Patrick L. Huddie, chair, brought the regular session to order at 6:02 p.m. Other board members present included trustees T. James Truby, vice chair, Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, Mary B. Tung, and Louis G. Hutt, Jr. Mary Ellen Duncan, secretary-treasurer, was also present.

Consent Items

1. Proposed new hires

2. Senator James Clark, Jr. library building renovations (A/E services) to Murphy & Dittenhafer for $1,145,644

3. Digital fiber security camera network contract part II for parking lot A to Siemens Building Technologies, Inc. for $129,500

4. Authorization for board chair to approve on behalf of board until next regular meeting (December 13, 2006 – January 23, 2007)

5. Additional approval for student services building furniture and equipment for the student services building as follows:
   a. General furniture, office, dining, lounge, study – no change – for $1,844,700
   b. Specialized furniture – government contract to include Price Modern, LLC as an authorized vendor on the Baltimore Regional Cooperative Purchasing Contract for $241,000
   c. Specialized furniture – non-government contract – no change – for $155,200
   d. Information technology and audiovisual equipment – no change – for $529,000

6. Naming of facilities: McCuan Hall (formerly the administration building) and Peter & Elizabeth Horowitz Visual and Performing Arts Center (formerly the visual and performing arts building)

7. Installation of projection technology in the student services building to American Amplifier for $45,500

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

A recommendation to adjourn the meeting and go into closed session, was moved by Trustee Dillow, seconded by Trustee Caplan, and unanimously approved.

The meeting was adjourned at 6:10 p.m.

The above constitutes the official minutes of the December 12, 2006, regular meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
CLOSED SESSION MINUTES  

December 12, 2006  
Belmont Conference Center  
Board Room  


At approximately 6:10 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board:  

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 December 12, 2006, at the conclusion of its regular meeting in the boardroom of 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 that such meeting shall continue in closed session until the completion of business.  

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

The meeting was adjourned at 7:30 p.m.  

The above constitutes the official minutes of the December 12, 2006, closed meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and are a true and correct copy of same.  

Mary Ellen Duncan, secretary/treasurer
Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

Chair Huddie called the budget work session to order at 6:12 p.m.

FY08 Integrated Operating Budget and Strategic Plan
Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the FY08 strategic plan. She discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary (now including Belmont) funds.

She gave a detailed explanation of projected revenue sources for FY08. Projected enrollment growth (3 percent) as well as tuition ($4 increase) and fee increases were discussed. A total percentage increase of 18.2 percent has been requested from the county. State-funding, based on the revised Cade formula, will result in a 21 percent increase over FY07.

Uses of new funds were also reviewed. A 9 percent merit increase for budgeted faculty and staff has been included in this proposal. A salary study will take place in the coming year. Proposed new positions and potential 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.

Adjusted cost per full-time equivalent students among all Maryland community colleges was examined and unmet needs were also discussed. The trustees commended Lynn Coleman and Janet Cullison, director of finance, on the budget as well as the clear and comprehensive briefing.

The meeting was adjourned at 7:49 p.m.

The above constitutes the official minutes of the January 10, 2007, budget work session meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

At approximately 7:50 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board:

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 January 10, 2007, at the conclusion of its regular meeting in the Schoenbrodt Boardroom “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 that such meeting shall continue in closed session until the completion of business.

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

The meeting was adjourned at 9:40 p.m.

The above constitutes the official minutes of the January 10, 2007, closed meeting of the Howard Community College Board of Trustees as approved on January 24, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, January 24, 2007 in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:10 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Introduction of New Employees

Standing in for Ron Roberson, vice president of academic affairs, Steve Horvath, associate vice president of academic affairs, introduced Stephanie Lemghari, office supervisor, business and computers/English and world languages division office.

B. Introduction of Coca-Cola Scholar Kimberly Savel

Cheryl Reynolds, financial aid specialist, introduced Coca-Cola Scholar, Kimberly Savel, who was recognized by the board of trustees and presented with a plaque.

C. Recognition of Senator Sandra B. Schrader

Chair Huddie introduced Sandra Schrader, former state senator for Howard County, who was recognized for her support of Howard Community College. She was presented with a plaque and a painting by HCC art professor, Yifei Gan. Senator Schrader thanked the board and administration for the recognition.

D. “The TOPS!” Maryland Employer of Distinction Award

Todd Allen, director of human resources, introduced his staff. HCC won first place in the 2006 TOPS Maryland Employer of Distinction Award for employers with fewer than 500 full-time employees.

Adjournment

A recommendation to adjourn the work session was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.
The work session adjourned at 6:30 p.m.

The above constitutes the official minutes of the January 24, 2007, work session of the Howard Community College Board of Trustees as approved on February 28, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, January 24, 2007, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:30 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of January 24, 2007, Agenda

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

B. Approval of Minutes

A recommendation to approve the November 29, 2006, work session and regular session, the December 12, 2006, regular and closed session, and the January 10, 2007, budget work session and closed session minutes was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

C. President’s Report

Erin Yun, director of board relations and special projects, mentioned that she would be sending in proposals to present on Vital Signs and the National Science Foundation Technology Assessment Program (NSFTAP) grant at the Association of Community College Trustees (ACCT) convention in September. She asked the trustees to let her know if they would like to participate in the presentations.

Dr. Duncan announced that Lynn Coleman, vice president of administration and finance, was selected as one of the top chief financial officers by Baltimore SmartCEO magazine and will be featured in the April issue.

Dr. Duncan also discussed a visit by Excelsior College staff, during which discussions on a partnership took place. The partnership would allow HCC students to complete their junior year for a bachelor’s degree at HCC. Excelsior College accepts credits from various institutions toward a bachelor’s degree.

Dr. Duncan talked about the recent visit to the Defense Language Institute (DLI) in Monterey, California, with Kent Menser, executive director, Howard County Base Realignment and Closure (BRAC) Office, where they learned how the military teaches linguistic competence. HCC is exploring ways to partner with
DLI through the World Language Institute to provide language instruction, weekend immersion at Belmont, faculty training, language aptitude assessment, and opportunities to practice and keep up language competency.

D. Board Member Comments

- Chair Huddie thanked trustees Dillow and Rensin for attending the winter convocation and commended the presentation given by Harford Community College’s Katherine McGuire on green technology and sustainable design. Safety Bob Marietta was thanked for his tips on things to do to save the environment. Dr. Huddie also mentioned the 2007 HCC Book Connection selection of Barbara Kingsolver's essays, Small Wonder. Chair Huddie also mentioned the move into the student services building in February and the grand opening events the week of March 26.

- Trustee Tung commended the Rep Stage program and the new facility. She commented that partnering with Excelsior College enhances the college’s ability to serve students. She was amazed by the progress on the student services building.

- Trustee Hutt commended Senator Schrader for her work on behalf of the college and thanked her for his reappointment to the board. He also mentioned that he gets positive feedback from community members about the college when he wears his HCC jacket.

- Trustee Dillow also commented on Rep Stage programs and upcoming events – Hunan Manor Silas Craft Collegians event on March 5 and Vino Scholastico on April 28. She encouraged the board to sell and purchase tickets for the Hunan Manor fundraiser. Trustee Dillow talked about the sessions she attended at the Maryland Association of Community Colleges (MACC) trustee workshop.

- Trustee Rensin echoed earlier comments and added her thanks to Senator Schrader for helping HCC with the state budget. She also mentioned that the Grand Prix 20th anniversary committee is considering initiating a scholarship endowment.

E. Consent Items

1. Proposed new hires

2. Broadcast server purchase from The Whitlock Group for $48,835.

3. Guaranteed maximum price (GMP) for the A building and Smith Theatre renovations from Riparius Construction, Inc. to be determined when the GMP is finalized.

4. Athletic fields phase IV to Hudak’s Construction, Inc. for $774,000.

A recommendation to approve the consent items was moved by Trustee Rensin,
F. Discussion Items

1. Issue Bin

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

2. Board Calendar

   Dates for the calendar:
   February 13, 12:45 pm – Turkish folk dance; 6 pm dinner
   February 22 – Dr. Forni’s presentation on Civility
   March 8, 8:30 am – Legislative Committee meeting

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

3. FY08 Integrated Operational and Strategic Plan and Budget

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

   A recommendation to approve the revised FY08 integrated operational and strategic plan and budget, was moved by Trustee Caplan, seconded by Trustee Dillow, and unanimously approved.

4. Science and Technology Building Renovations

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

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

G. Information Items

1. Student Housing and Retention

   Dr. Kate Hetherington, executive vice president, gave an overview. Vice Chair Truby thanked the administration for the report.

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

2. Agreements Signed by the Board Chair Disclosure

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

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.

Closed Session

Chair Huddie read a resolution to meet in closed session.

Adjournment

A recommendation to adjourn the meeting and enter into closed session, was moved by Vice Chair Truby, seconded by Trustee Dillow, and unanimously approved.

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

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

Mary Ellen Duncan, secretary/treasurer

At approximately 7:25 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board.

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 24, 2007, at the conclusion of its regular meeting in the English, languages, and business building’s Kittleman Room (ELB 100) 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; or any other personnel matter that affects one or more specific individuals as permitted under Section 10-508(a)(1) (i and ii) and that such meeting shall continue in closed session until the completion of business.

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

The meeting was adjourned at 9:05 p.m.

The above constitutes the official minutes of the January 24, 2007, closed meeting of the Howard Community College Board of Trustees as approved on February 28, 2007, and are a true and correct copy of the same.

Mary Ellen Duncan, secretary/treasurer
Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin and Mary B. Tung. Also present was Dr. Kathleen Hetherington, executive vice president.

At approximately 7:05 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board:

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 February 15, 2007, in the boardroom of The Belmont Inn and 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; or any other personnel matter that affects one or more specific individuals as permitted under Section 10-508(a)(1) (i and ii) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board discussed personnel matters and matters directly related thereto. A motion was made by Trustee Dillow and seconded by Trustee Caplan to accept a letter from Dr. Mary Ellen Duncan announcing her retirement as president of Howard Community College effective May 31, 2007. This motion was unanimously approved by the board of trustees.

A motion was made by Trustee Truby and seconded by Trustee Rensin to appoint, subject to ratification at the regular meeting of the board of trustees on February 28, 2007, Dr. Kathleen Hetherington as president of Howard Community College commencing on June 1, 2007, remaining in effect for four years with an ending date of June 30, 2011. This motion was unanimously supported by the board of trustees.

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

The above constitutes the official minutes of the February 15, 2007, closed meeting of the Howard Community College Board of Trustees as approved on February 28, 2007, and are a true and correct copy of the same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 28, 2007, in the Kittleman Room of the English, language, and business building 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, trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent.

A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Michael Scrivener, media specialist in the public relations and marketing department, and Caroline Wood, senior testing specialist.

Ron Roberson, vice president of academic affairs, introduced Debbie Wilson, instructor, English.

The work session adjourned at 6:15 p.m. and was immediately followed by the regular session.

The above constitutes the official minutes of the February 28, 2007, work session of the Howard Community College Board of Trustees as approved on March 28, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, February 28, 2007, in the Kittleman Room of the English, language, and business building at Howard Community College, Columbia, Maryland. Patrick L. Huddie, chair, brought the work session to order at 6:15 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent.

A. Approval of February 28, 2007, Agenda

Consent item 7 – Student Housing Survey was removed and consent item 3 – Student Services Building Additional Costs was moved to discussion as item 6.

A recommendation to approve the February 28, 2007, revised agenda, was moved by Trustee Rensin, seconded by Vice Chair Truby, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the January 24, 2007, work session, regular session, and closed session minutes, and the February 15, 2007, closed session minutes was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

C. President’s Report

Kate Hetherington, executive vice president, explained why the agenda was revised; both the student housing and the Hickory Ridge garage projects have been put on hold in response to the need to prioritize capital projects.

Lynn Coleman, vice president administration and finance, mentioned that an environmental focus group consisting of college employees has been formed; Lorax Environmental Services will be making a presentation and an all-day retreat is planned for April 13 [the date was subsequently changed to May 31]. Lorax will be invited to a future board work session to make a 30-minute presentation.

Dave Buonora, director of government affairs and resource development, gave an overview of a recent meeting with Senator Mikulski. A meeting was held with representatives from the business community to discuss how community colleges can work together to ease the financial burdens on students and ensure
that federal/state programs work for community colleges. Community colleges are among the senator’s top three priorities. To address the challenge colleges are facing in recruiting faculty, the senator is considering a federal law that would forgive student loans for graduate and doctorate studies if the individuals go to work at community colleges as faculty members.

Missy Mattey, director of development and executive director of the Howard Community College Educational Foundation, Inc., reported that the major donor party on September 15, 2007, will be hosted by the Greenebaums at the Maple Lawn Community Center.

Dr. Duncan thanked the board of trustees for their presidential transition strategy, which has received accolades from college employees and the community.

Governor O’Malley and County Executive Ken Ulman will be at the college on Monday, March 5 at 10:00 am. They will hear brief presentations on vital signs followed by a meeting with students.

Kate Hetherington reported that to date spring enrollment is up approximately 7 percent with an almost 5 percent increase in headcount (approximately 300 students). Laurel College Center enrollment is flat; HCC and Prince George’s Community College are looking at data and will come up with marketing and planning strategies.

Gertrude Crist, former board member, has donated $25,000 for the fountain in the pond at the back of the campus. The fountain will be installed in the spring and named the “Gertrude H. and Howard G. Crist, Jr. Fountain of Inspiration: Integrity, Knowledge, Courtesy”.

Dr. Duncan suggested that if the meeting with the Maryland congressional delegation is rescheduled, it should include a meeting with Michael Castle, the congressman from Delaware, who is committed to working on behalf of community colleges. She also reported that Base Realignment and Closure (BRAC) is pursuing an earmark related to community colleges and Senator Mikulski is working on funding to hire nursing faculty or buy equipment.

D. Board Member Comments

- Chair Huddie gave kudos to Randy Bengfort, director of public relations and marketing, on his handling of the media during the presidential transition announcement. He would like to revisit the “generation next” discussion in the fall. The Rouse Company Foundation Student Services Hall will officially open on March 26 with weeklong activities. He also commented on his visit with the county executive on February 16th to tell him about the presidential transition. They also met Josh Feldmark, who is responsible for green strategy and sustainability at the county.
• Vice Chair Truby talked about the success of the presidential transition announcement and commended Dr. Duncan and Dr. Hetherington on their comments. He said he had heard a lot of compliments on Dr. Hetherington's appointment as the fourth president of Howard Community College.

• Trustee Caplan echoed earlier comments and added that it was a tribute to Dr. Duncan and Dr. Hetherington and the positive environment at HCC that the announcement was so well received. He reminded the board about the Silas Craft Collegians fundraiser at Hunan Manor on March 5.

• Trustee Rensin also echoed earlier comments about the presidential transition and commented that what looked easy on the front end had a lot of good work at the back end.

• Trustee Tung commented that this was the third presidential transition she has seen in her professional career and that it was the most smooth she had observed.

• Trustee Dillow echoed earlier comments on the presidential transition. She also mentioned the ACCT legislative meeting she attended in Washington. She heard Judy Woodruff, CNN news anchor, talk about college careers, role models, and “generation next.”

E. Consent Items

1. Proposed new hires

2. Grants for $1,480,794 and scholarships for $85,597.25 accepted from the HCCEF, Inc.

3. Revised bond sale agreement with the county for $12,088,000

4. Audit contract in the amount of $45,700 for the college audit and $5,650 for the foundation audit (FYI only – to be approved by the foundation board) awarded to Clifton Gunderson

5. Compensation study in the amount of $39,995 awarded to Hendricks & Associates, Inc.

6. County land agreements in the amount of $47,624

7. Heating, ventilation, and air conditioning (HVAC) services contract in the amount of $44.75/hour supervisor, $42.78/hour journeyman, $29.05/hour apprentice, 11.5 percent material markup up to $35,000 awarded to Emjay Engineering & Construction Company, Inc.

A recommendation to approve the consent items with item 7, student housing survey, removed and item 3, student services building additional costs, moved to discussion item 6, was moved by Trustee Dillow, seconded by Vice Chair Truby, and unanimously approved.
F. Discussion Items

1. Issue Bin

It was decided to put the future location of Laurel College Center and student housing items on hold for now and add sustainability to the issue bin. Chair Huddie, Trustee Dillow, and Trustee Tung will be the liaisons for this item.

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

2. Board Calendar

Following are some calendar items brought to the board’s attention

March 14 at 1 pm      Audit and Finance Committee meeting
March 28 at 6 pm      Board meeting will be held in the student services building 4th floor dining room
March 29, 6-8 pm      Alumni event in the SSB dining room
May 20, 6 pm          Board get together with Dr. Duncan at Belmont

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

3. Belmont Inn and Conference Center Facilities Master Plan – Revised Final Draft

A recommendation to approve the modifications to the Revised Final Draft of the facilities master plan document for the Belmont Inn and Conference Center, was moved by Trustee Caplan, seconded by Trustee Tung, and unanimously approved.

4. Naming of Facility: The Rouse Company Foundation Student Services Hall

Chair Huddie said that the Rouse Company Foundation gift to the student services building opened the door to more giving. Tony Deering and Margaret Mauro should be invited to the March 26 opening and if that doesn’t fit their schedule, a Rouse Company Foundation board meeting should be scheduled in the building’s dining room. The building sign could be unveiled then and the Rouse Company Foundation board could be formally thanked.

A recommendation to approve re-naming the current student services building to The Rouse Company Foundation Student Services Hall, was moved by Trustee Caplan, seconded by Trustee Dillow, and unanimously approved.
5. **Ratification of Appointment of 4th President of Howard Community College**

A recommendation to ratify the motion made in closed session on February 15, 2007, to appoint Dr. Kathleen Hetherington as the fourth president of Howard Community College, effective June 1, 2007, was moved by Roger Caplan, seconded by Kathleen Rensin, and unanimously approved with great enthusiasm.

6. **Student Services Building Additional Costs**

Trustee Tung had questions on the student services building costs overrun with reference to architectural errors and omissions. Her questions were answered by Lynn Coleman, vice president of administration and finance. Trustee Tung was thanked for bringing these questions to the board's and administration's attention.

A recommendation to approve the total additional costs of $665,965, was moved by Trustee Dillow, seconded by Vice Chair Truby, and unanimously approved.

Student Services building total additional costs of $665,965 awarded to Riparius ($629,965), Design Collective ($21,000) and E. Saunders-Rich ($15,000)

G. **Information Items**

1. **Agreements Signed by the Board Chair Disclosure**

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

2. **Financial Statements**

Lynn Coleman gave an overview.

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

3. **Report on Board End: Faculty and Staff Focus**

Zoe Irvin, executive director of planning, research and organizational development, gave an overview and indicated the “talking points” new feature. The board discussed the science, technology, engineering, and math (STEM) program and the fact that minorities are unrepresented in the full-time faculty. The board asked the administration to look into whether or not the STEM disciplines and the under-representation of minorities might be of interest to Senator Mikulski as she moves forward on her previously
mentioned loan forgiveness program.
This item was for information only and required no board action.

4. **The Howard Community College Fiscal Year 2006 Workforce Snapshot**

   Todd Allen, director of human resources, gave an overview. Dr. Duncan suggested including this report in the board orientation manual. After the Hendrick's study is completed, the administration will work with the county to implement the recommendations.

5. **EXCEL Leadership Forum**

   Todd Allen, director of human resources, gave an overview. Mike Heffren, faculty forum chair, who is currently in the EXCEL program, likened it to a company's management training program. Some of the features of the EXCEL program are team building, increasing cross-departmental communication, and encouraging servant leadership. EXCEL program alumni will be brought together this fall for follow-up 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.

**Closed Session**

   Chair Huddie read a resolution to meet in closed session.

**Adjournment**

   A recommendation to adjourn the meeting and enter into closed session, was moved by Vice Chair Truby, seconded by Trustee Rensin, and unanimously approved.

   The meeting was adjourned at 7:50 p.m.

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

Mary Ellen Duncan, secretary/treasurer
Present: Patrick L. Huddie, chair, T. James Truby, vice chair, and trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung. Trustee Louis G. Hutt, Jr. was absent.

At approximately 7:50 p.m., Chair Huddie read a resolution to enter into closed session, which was supported unanimously by the board.

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 February 28, 2007, at the conclusion of its regular meeting in the English, language, and business building’s Kittleman Room (ELB 100) to consult with staff, consultants, or other individuals about pending or potential litigation as permitted under Section 10-508(a)(8) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board consulted with staff, consultants, or other individuals about pending or potential litigation and matters directly related thereto.

The meeting was adjourned at 8:45 p.m.

The above constitutes the official minutes of the February 28, 2007, closed meeting of the Howard Community College Board of Trustees as approved on March 28, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 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 6:08 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Jessica Deutch, account clerk/cashier.

B. Introduction and Meeting with Student Leaders

To commemorate the grand opening of the new Rouse Company Foundation Student Services Hall, student leaders attended the board meeting to meet with board members. Student leaders introduced themselves and indicated their role in student government.

C. United Way Contributions from Students

The student programming board raised $469.49 for the United Way from events held in October 2006. Students were thanked for their generous donation of time and effort. Sandra Clausen, student program board chair, presented a check to Board Chair Patrick Huddie.

D. Dragon’s Vital Signs / Learning Outcomes Assessment

Zoe Irvin, executive director of planning, research and organizational development (PROD), gave an overview of the reporting processes for learning outcomes assessment projects and the vital signs. PROD staff were thanked for their assistance and support on learning outcomes projects.

Andrea Dardello, associate professor gave a presentation about her research on using the theory of emotional intelligence theory to teach basic writers. Professor Russ Poch and Sebastian Fonseka, adjunct instructor, gave a presentation on learning outcomes assessment of the study of general physics.
The work session adjourned at 7:35 p.m.

The above constitutes the official minutes of the March 28, 2007, work session of the Howard Community College Board of Trustees as approved on April 25, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, March 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 7:43 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of March 28, 2007, Agenda

A recommendation to approve the March 28, 2007, agenda, was moved by Trustee Caplan, seconded by Trustee Tung, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the February 28, 2007, work session, regular session, and closed session minutes was moved by Trustee Caplan, seconded by Vice Chair Truby, and unanimously approved.

C. Report of the Audit and Finance Committee

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

D. Report of the Legislative and Community Relations Committee

Dave Buonora, director of government affairs and resource development, talked about the capital budget request to the state; no additional funds beyond the governor’s original recommended amount for capital projects were allocated for community colleges. Chair Huddie suggested the community colleges work together on an integrated study or do an update on the economic impact study. Dr. Duncan suggested having a conversation with Lt. Governor Anthony Brown.

The meeting with the Maryland legislative delegation will be rescheduled.

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

E. President’s Report

Erin Yun, director of board relations and special projects, reviewed the board take-home packet and asked board members to review the FY08 board meeting calendar since some meetings had to be rescheduled from the regular fourth
Wednesday due to conflicts. Four retirement events are scheduled for Dr. Duncan – a women’s luncheon on April 24, Cinco de Mayo on May 5, trustee dinner on May 20 and Duncanfest on May 24. Dates for incoming president, Kathleen Hetherington's, installation need to be determined so they don’t conflict with the Turkey/Macedonia trip October 15-30, 2007. The student services building gala is scheduled for December 1, 2007.

F. Board Member Comments

- Chair Huddie commented that being in the HCC quad was a joyful, emotional experience.
- Vice Chair Truby commented on the spectacular student services hall and thanked staff involved in its completion.
- Trustee Caplan commented on the diversity of student leaders and liked the term “contemporary” instead of traditional students.
- Trustee Rensin said she got “goose bumps” when she came on campus and was privileged to be part of such an astounding institution. She thanked Zoe Irvin and her team for their work on benchmarks.
- Trustee Tung talked about students and staff being excited about the new building. She thanked Zoe Irvin for her work on the vital signs.
- Trustee Dillow echoed earlier comments; she especially enjoyed the fireworks at the student services hall grand opening. She commented on the Maryland Performance Excellence Awards event at which HCC received the silver award.
- Trustee Hutt commented on the spectacular campus; everything looks new and sparkling.

G. Consent Items

1. Proposed new hires
2. Audit Areas for Review
3. Fiscal Year 2008 Salary Schedules
4. Professor Emeritus Recommendations
5. Naming of Roads
6. Annual College-wide Inventory Delay
7. Commencement Expenses in the amount of $55,000 for rental of tent, chairs, and other items, was awarded to Party Plus.
8. Natural Gas Delivery Charges in the amount of $20,000 budget increase for FY07 and $50,000 estimated budget for FY08 was awarded to BGE.

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

H. Discussion Items

1. Issue Bin

   Trustee Tung mentioned that the technology advisory board would be meeting on April 19.

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

2. Board Calendar

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

3. Award Criteria and Recipient Recommendations

   The board will award honorary degrees at the May commencement to:
   - Joanne and Michael Davis
   - Pat and Jill McCuan
   - Senator Barbara Mikulski

   If Mr. and Mrs. McCuan or Senator Mikulski cannot attend commencement, the degrees will be awarded at a later time.

   At one of the college’s convocations the Trustees’ Award for Outstanding Service to Howard Community College will be awarded to:
   - Mary Armiger
   - Abby Glassberg
   - Barb Van Winkle

   The Clark Medal will be awarded to:
   - Padraic Kennedy

   A more detailed biography will be developed for the volunteer event at which this will be presented.

   A recommendation to approve the revised criteria and the recipients for the honorary degrees, Trustees’ Award, and Clark Medal was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.
G. Information Items

1. Agreements Signed by the Board Chair Disclosure
   This item was for information only and required no board action.

2. Financial Statements
   Lynn Coleman gave an overview.
   This item was for information only and required no board action.

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

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

Adjournment

Chair Huddie read the resolution to go into closed session

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

The above constitutes the official minutes of the March 28, 2007, regular meeting of the Howard Community College Board of Trustees as approved on April 25, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, March 28, 2007, in the Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. At approximately 8:33 p.m., Patrick L. Huddie, chair, 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 Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung.

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 March 28, 2007, at the conclusion of its regular meeting in The Rouse Company Foundation Student Services Hall (RCF 400) to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508(a)(3) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board 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 March 28, 2007, closed meeting of the Howard Community College Board of Trustees as approved on April 25, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 25, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. T. James Truby, vice chair, brought the work session to order at 6:05 p.m. Other board members present included trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Chair Patrick L. Huddie and trustee Louis G. Hutt, Jr., were absent.

A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Brenda Anderson, office manager/financial aid information analyst.

Tom Glaser, vice president of information technology, introduced Andrew Hatcher, help desk technician.

Ron Roberson, vice president of academic affairs, introduced Polly Coles, office associate III, and Erin Eitmiller, office associate IV, both from the business and computers, English and world languages division.

Lynn Coleman, vice president of administration and finance, introduced Christian Graham, materials handling clerk, plant operations.

B. Recognition of Howard Community College’s All-USA Academic Team

Professor Vladimir Marinich, director of the Frederick K. Schoenbrodt Honors Program and Phi Theta Kappa (PTK) advisor, introduced students Elizabeth Kurdirka and Katherine Rockstroh, and talked briefly about their accomplishments at Howard Community College. The board recognized the students by presenting them with plaques.

C. Sustainability

Lynn Coleman introduced David Pratt and Julie Gabrielli from Lorax Partnerships LLC, a company that “builds solutions for a healthy environment.” She also introduced “Sustainable Safety Bob” (Robert Marietta, facility renovations and safety manager) who oversees the sustainability initiatives at the college.

Mr. Lorax and Ms. Gabrielli asked the board several questions to glean insights
on the board’s commitment to sustainability on campus. The board’s responses included:

- Having education programs to increase awareness of green products that could apply on and off campus;
- Partnering with the county initiatives on sustainability and green technology; Supporting sustainability as part of the college mission and determining how to educate public and private entities on sustainability initiatives; be willing to be a little uncomfortable by using less energy, e.g., open windows and use fans instead of air-conditioning;
- Convening a cross-functional team to include a board liaison to make periodic progress reports to the board;
- Asking the administration to decide how to include sustainability across the curriculum and support environmentally sustainable purchasing (estimated at 3 percent more expensive).

Mary Ellen Duncan, president, and Kate Hetherington, executive vice president, signed the American College and University Climate Commitment, a pledge to take a leadership role on addressing global warming, which has been signed by 183 schools nationwide.

The work session adjourned at 6:35 p.m.

The above constitutes the official minutes of the April 25, 2007, work session of the Howard Community College Board of Trustees as approved on May 23, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, April 25, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. T. James Truby, vice chair, brought the regular session to order at 6:55 p.m. Other board members present included trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Chair Patrick L. Huddie and trustee Louis G. Hutt, Jr., were absent.

Vice Chair Truby led a moment of silence in memory of the lives lost in the April 16 incident at Virginia Tech.

A. Approval of April 25, 2007, Agenda

A recommendation to approve the April 25, 2007, agenda, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the March 28, 2007, work session, regular session, and closed session minutes was moved by Trustee Caplan, seconded by Trustee Dillow, and unanimously approved.

C. President’s Report

Dr. Duncan reminded the board that Joan Athen, former board chair, initiated the practice of introducing new employees at board meetings to give the board an opportunity to meet new employees. She commended Tom Glaser, vice president of information technology, for taking the lead to arrange a meeting of representatives from community colleges and University of Maryland, Baltimore County (UMBC) to meet with Defense Information Systems Agency (DISA), the agency moving into Fort Meade, about ideas for developing a consortium to work with all Base Realignment and Closure (BRAC) related moves in the state. The consortium initiative is based on a model used by community colleges and Drexel University in the Philadelphia area with the Naval shipyard and by the New Jersey community colleges where one person is hired by the community colleges to be the contact person for workforce training statewide.

Ron Roberson, vice president of academic affairs, gave an overview of the Technology Assessment Program (TAP) supported in part by technologies and innovators from NASA Goddard Space Flight Center. HCC has been recognized on the NASA Goddard website. A demo of the TAP program is scheduled for
May 9, 2007.

A video of HCC student, Sara Michener’s, design of the new website for Making an Entrance, part of the Columbia Festival of the Arts, was shown. Copies of the design for the HCC dragon mosaic in the quad scheduled for completion in August were shared with the board.

D. Board Member Comments

- Vice Chair Truby commended Lynn Coleman, vice president of administration and finance, on her selection as SmartCEO magazine’s top Chief Financial Officer in the Baltimore area, and presented her with a plaque from the board.
- Trustee Dillow reiterated the administration and board’s current focus on the FY08 budget request to the county and asked that the administration consider security issues in light of the recent incident at Virginia Tech.
- Trustee Caplan commented on his admiration for Lynn Coleman, her capability and conscience to always do the right thing and how fortunate HCC is to have her. He also talked about communication issues at Virginia Tech and suggested HCC look into text messaging to transmit emergency information to students. HCC has a public address system and will look at strategies for getting information to students and employees efficiently, keeping in mind laws about sharing personal information such as mental health issues. The Family Educational Rights and Privacy Act (FERPA) law is currently under review, which may lead to loosening current restrictions.
- Trustee Tung attended the information technology advisory board meeting last week and was impressed by the computer forensics program developed by HCC faculty Patrick O’Guinn and Vini Nithianandam. She suggested this program be presented to the board at a future work session. She also commented on the good turnout of prominent women at the women’s luncheon and the excellent food served.
- Trustee Rensin thanked Erin Yun, director of board relations and special projects, for organizing the women’s luncheon.

E. Consent Items

1. Proposed new hires

2. Landscaping management services contract awarded to Brickman in the amount of $62,642 for the contract and miscellaneous items not to exceed $10,000.

3. Athletic fields maintenance services contract awarded to Brickman in the amount of $72,492.
4. Athletic fields phase IV, change order #1 awarded to Hudak's Construction, Inc. in the amount of $24,700.

5. Painting services contract awarded to Polizos Painting, Inc. in the amount of $22 per hour supervisor, $17 per hour journeyman, $12.50 per hour apprentice, 17 percent material markup, not to exceed $50,000.

6. Plumbing services contract awarded to Emjay Engineering & Construction Company, Inc. in the amount of $46.32 per hour supervisor, $44.28 per hour journeyman, $30.07 per hour apprentice, 11.5 percent material markup, not to exceed $50,000.

7. HVAC services contract awarded to Emjay Engineering & Construction Company, Inc. in the amount of $46.32 per hour supervisor, $44.28 per hour journeyman, $30.07 per hour apprentice, 11.5 percent material markup, not to exceed $50,000.

8. Carpentry services contract awarded to Supreme Maintenance, Inc. in the amount of $47.25 per hour supervisor, $42.00 per hour journeyman, $39.90 per hour apprentice, 20 percent material markup, not to exceed $75,000.

9. Technical support service contract awarded to Siemens Building Technologies, Landis Division, in the amount of $47,994.

10. Howard County fleet services awarded to Director of Finance, Howard County Fleet Services, amount increased to $34,000.

11. Housekeeping and engineering supplies awarded to W.W. Grainger in amount of estimated expenditures: $65,000 for housekeeping plus; $30,000 for engineering supplies for FY08 and increase of purchase order to $41,000 for FY07.

12. Athletic trainer contract awarded to MedStar Health Organization in the amount of $37,570.

13. Project Access bus service contract awarded to Jubb's Bus Service in the amount of $20,000 for transportation plus $1,050 to cover gas increases.


15. Fiscal Year 2007 Faculty Promotions.

16. Nursing Lab instructional supplies awarded to Physician's Sales and Services in the amount of $35,000.
17. Fiscal Year 2008 library expenditures in the amount of OCLC/CAPCON: $35,000; Gale/Thomson: $120,000; Baker & Taylor: $35,000.

18. Administrative software service agreement awarded to Datatel Incorporated in the amount of $265,060.

19. Geese population control awarded to Geese Police of Maryland, Inc. in the amount of $18,000.

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

F. Discussion Items

1. **Issue Bin**

   Trustee Dillow mentioned Vino Scholastico scheduled for April 28, 2007, and the related raffle. Dr. Duncan said that she and Kate Hetherington would be meeting with donors at the premiere event of the President’s Circle at an event on April 27, 2007. Trustee Rensin mentioned that she had met with former Grand Prix chairs and they agreed they did not want to be honored at the 20<sup>th</sup> anniversary Grand Prix event. Instead they have established an endowment honoring Dr. Mary Ellen Duncan with the goal of having a sustainable scholarship open to all students. Trustee Rensin has jumpstarted the endowment with a personal contribution.

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

2. **Board Calendar**

   Erin Yun, director of board relations and special projects, highlighted upcoming events on the calendar, which included Cinco de Mayo on May 5; board retreat on June 5 starting at 8:30 am, followed by lunch, and a closed session. The retreat will end at 2 pm.

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

3. **Fiscal Year 2008 Capital Budget**

   *A recommendation to approve the FY08 capital budget in the amount of $12,706,000, was moved by Trustee Caplan, seconded by Trustee Dillow, and unanimously approved.*

4. **Fiscal Year 2008 Operating Budget**

   *A recommendation to approve the FY08 operating budget and tuition rates*
as noted, was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

5. Re-design Costs on Smith Theatre and McCuan Hall

Lynn Coleman, vice president of administration and finance, gave an overview of the renovations expected to start in December 2007 and be completed by September 2008.

A recommendation to approve the renovations in the amount of $119,500 by Murphy Dittenhafer, Inc., was moved by Trustee Caplan, seconded by Trustee Dillow, and unanimously approved.

6. STARTALK World Languages Grant

Ron Roberson, vice president of academic affairs, gave an overview of the grant, which allows for language instruction for 30 students in Arabic and 30 in Chinese. HCC would like to include some out-of-county students at in-county rates in order to fill all the slots.

A recommendation to approve allowing the STARTALK high school student participants from outside of Howard County to participate in the program at in-county rates, was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

G. Information Items

1. Agreements Signed by the Board Chair Disclosure

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

2. Financial Statements

Lynn Coleman gave an overview.

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


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

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

Vice Chair Truby read the resolution to go into closed session

The meeting was adjourned at 7:45 p.m.

The above constitutes the official minutes of the April 25, 2007, regular meeting of the Howard Community College Board of Trustees as approved on May 23, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, April 25, 2007, in The Rouse Company Foundation Student Services Hall (Room 400) at Howard Community College, Columbia, Maryland. At approximately 8:46 p.m., T. James Truby, vice chair, read a resolution to enter into closed session, which was supported unanimously by the board. Other board members present included trustees Roger N. Caplan, Roberta E. Dillow, Katherine K. Rensin, and Mary B. Tung. Chair Patrick L. Huddie and trustee 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 April 25, 2007, at the conclusion of its regular meeting in The Rouse Company Foundation Student Services Hall (RCF 400) to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508(a)(3) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board considered the acquisition of real property for a public purpose and matters directly related thereto.

The meeting was adjourned at 9:20 p.m.

The above constitutes the official minutes of the April 25, 2007, closed meeting of the Howard Community College Board of Trustees as approved on May 23, 2007, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 23, 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, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Marie Janiszewski, assistant director of scholarships.

B. President's Higher Education Community Service Honor Roll

President Bush has named Howard Community College (HCC) to the first ever President's Higher Education Community Service Honor Roll. HCC is one of eight institutions in Maryland to receive this honor. Carol Parreco, director of service learning, and students were recognized for building a culture of service and civic engagement at HCC.

C. Recognition of the Jack Kent Cooke Scholarship Recipient

Flavia Olieneewski, HCC's first ever recipient of the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship, was recognized and congratulated. Chair Huddie read the commendation that was presented to Ms. Olieneewski. Staff members, including Cheryl Reynolds, financial aid specialist, and Greg Fleisher, instructor, sociology, were recognized for helping make this award possible.

D. Recognition of the Ethics Bowl Winners

The HCC team under the leadership of Helen Mitchell, professor, philosophy and director of women's studies, was recognized.

E. Recognition of Trustee Roger N. Caplan

Chair Huddie and fellow board members recognized Trustee Caplan's achievements during his 12-year tenure on the Howard Community College board of trustees. Trustee Caplan thanked his colleagues on the board,
president's team, and staff, for supporting a student-centered culture at HCC. Trustee Caplan was presented with a resolution commending his achievements while on the board and a collage of pictures from his twelve years at HCC signed by faculty, staff, and students.

The work session adjourned at 6:44 p.m.

The above constitutes the official minutes of the May 23, 2007, work session of the Howard Community College Board of Trustees as approved on August 22, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, May 23, 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 6:45 p.m. Other board members present included vice chair T. James Truby, trustees Roger N. Caplan, Roberta E. Dillow, Louis G. Hutt, Jr., Katherine K. Rensin, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of May 23, 2007, Agenda

A recommendation to approve the May 23, 2007, agenda, was moved by Trustee Caplan, seconded by Trustee Dillow, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the April 25, 2007, work session, regular session, and closed session minutes was moved by Vice Chair Truby, seconded by Trustee Dillow, and unanimously approved.

C. Report of the Audit and Finance Committee

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

D. President’s Report

Dr. Duncan reported that HCC has articulation agreements with the high schools on specific subjects. The installation of signage for McCuan Hall has been completed.

E. Board Member Comments

- Vice Chair Truby expressed his appreciation and admiration of Trustee Caplan, especially during the recent discussions on Belmont.
- Trustee Dillow seconded the comments and thanked Trustee Caplan’s mentoring when she joined the board. She commented that she enjoyed having commencement on campus.
- Trustee Rensin echoed earlier comments and commended Trustee Caplan’s leadership and advice. She commended her colleagues on the board for working together to resolve issues. She also thanked President Duncan for her leadership, friendship and collegiality.
• Trustee Tung mentioned that as the newest member of the board she appreciated Trustee Caplan recommending her appointment to the board. She also commended the board for working together. She, too, liked having commencement on campus.

• Trustee Hutt commended Trustee Caplan. He commented on the entrepreneurial celebration on May 9 and complimented Trustee Caplan’s comments related to the Scott Caplan Endowment.

• Chair Huddie commented on the collegial culture of the board and thanked them for working together on the recent county council budget approval.

F. Consent Items

1. Capital Budget Items
   a. Additional architectural and engineering services, McCuan Hall/Smith Theatre renovations, contract amendment no. 1 awarded to Murphy & Dittenhafer, Inc. in the amount of $10,000.

2. New Contracts
   a. Continued use of the Maryland Educational Enterprise Consortium (MEEC) agreement for technology purchases and software licensing in the amount of $1.385 million.
   b. Elevator Maintenance Services Contract awarded to ThyssenKrupp Elevator in the amount of $11,377.44.
   c. Trash compactor and trash containers lease agreement awarded to Waste Management of Maryland in the amount of $40,000.
   d. Electricity delivery and supply awarded to BGE and Constellation NewEnergy until September 2007 and BGE and PEPCO from October 2007 to June 2008 in the amount of $1,900,000.
   e. Janitorial supply contract awarded to Fitch Co. in the amount of $30,000.
   f. FY08 credit and non-credit schedule of classes printing awarded to AFL Web Printing in the amount of $105,671.67 plus up to $30,000 in additional funds to accommodate the printing of additional pages (credit schedules) and $87,161.61 plus up to $15,000 in additional pages (non-credit) schedules).

3. Contract Renewals
   a. Sodexho contract – an increase of $120,700 for FY07 and $250,000 for FY08.
   b. Security Services contract awarded to Allied Security – approximately $950,000.
   c. Office Supplies contract awarded to Office Depot, Corporate Express, and Staples - $360,000.
   d. Washington Gas and Energy Services - $646,000.
   e. Contract for office copiers awarded to Enoch - $56,556 (projected
f. Contract for print shop copiers awarded to OCE - $164,626

g. Internet services awarded to Comcast Commercial Services, Inc. - $47,400.

h. Renewal of Laurel College Center lease - $330,953.05 (this amount is HCC’s half of the total).

i. Procurement card contract awarded to US Bank - $1,000,000 college-wide credit limit.


k. Paper for print shop awarded to Unisource Corporation - $50,000.

l. File servers consulting and technical support awarded to Convergence Technical Consulting – up to $30,000.

4. Other

   a. Proposed new hires
   b. Summer I graduates
   c. New FY08 academic programs
   d. Honoring of Mary Ellen Duncan as President Emeritus
   e. 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 Tung, seconded by Vice Chair Truby, and unanimously approved.

G. Discussion Items

1. Issue Bin

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

2. Board Calendar

   Upcoming events include the sustainability retreat and board retreat. Dates and location given.

   Board members are asked to let Erin Yun, director of board relations and special projects, know if they plan to attend the ACCT annual convention in October.

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

3. Fiscal Year 2009 Vision, Mission, Values and Beliefs, Strategic Initiatives, and Goals

   Zoe Irvin, executive director of planning, research and organizational
development, gave an overview. Goal B under access and affordability was clarified to read: “Increase foundation funding by building the endowment, increasing overall scholarships, and obtaining grants from all sources for credit and non-credit students.”

A recommendation to reaffirm the continuing elements of the strategic plan and approve the revised goals, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

4. **Benchmarks for Maryland Higher Education Commission Indicators**

Issues related to aligning math requirements with the public schools were discussed. Bernadette Sandruck, professor, mathematics and division chair, mathematics, provided background related developmental math and dual enrollment. Board members discussed supporting developmental math as a priority and talking to the community about this issue.

A recommendation to approve the listed benchmarks for the MHEC indicators was moved by Vice Chair Truby, seconded by Trustee Dillow, and unanimously approved.

5. **Election of Fiscal Year 2008 Board Officers**

A recommendation for Chair Huddie and Vice Chair Truby to continue in their current roles of chair and vice chair, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

H. **Information Items**

1. **Agreements Signed by the Board Chair Disclosure**

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

2. **Financial Statements**

Lynn Coleman gave an overview.

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

3. **Anticipated Summer Approvals**

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

The closed session previously scheduled was cancelled. 
A recommendation to adjourn the meeting, was moved by Vice Chair Truby, seconded by Trustee Hutt, and unanimously approved.

The meeting was adjourned at 7:57 p.m.

The above constitutes the official minutes of the May 23, 2007, regular meeting of the Howard Community College Board of Trustees as approved on August 22, 2007, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
Consent Item - Facility Naming
An item to change the name of the English, languages, and business building to the Mary Ellen Duncan Center for English, Languages, and Business was discussed. Trustee Truby made a motion to alter this name change to the Mary Ellen Duncan Hall for English, Languages, and Business.

Trustee Caplan seconded this motion. The board unanimously approved the new name: Mary Ellen Duncan Hall for English, Languages, and Business.

Duncan Hall will appear on the outside consistent with the naming patterns used on the Horowitz Center. The full name of the building will appear on the inside. As the departments housed inside the building evolve Mary Ellen Duncan Hall will remain constant and the departments included in the name will be changed, as appropriate.

At 9:10 a.m., the regular meeting was adjourned and the board moved into its retreat agenda.

Implementation of the Howard Community College Master Plan – Next Steps and Challenges
Lynn Coleman gave an overview of the capital project timeline. Projects for which funding has been secured include:
- Renovations of the lower level of the science and technology to include classrooms and labs.
- Construction of a radiologic technology laboratory.
- Smith Theatre and McCuan Hall renovations.
- The temporary move of the senior administration area to the Clark Library during McCuan Hall renovations.
- Renovations to the barn and carriage house at Belmont. A discussion was held about how to maximize the space with the barn to provide appropriate space for both classes and conference space.
- Renovations to the athletic fields.
- Completion of the shell space in the Children’s Learning Center.
- Safety, compliance and facility renewals will be undertaken over the course of the next eight years.

Imminent projects for which funding has not been secured include:
- Renovations to the Clark Library after the completion of McCuan Hall.
- Design and construction of the medical careers building.

Tentative capital funding for FY09 for all sixteen community colleges in the State of Maryland has been set at $60 million. Presidents have also been asked to prioritize all community college projects prior to submission to the state. This new process and limited funding level will present challenges in securing the funding for these buildings. HCC will work diligently with other Maryland community colleges to secure state support and educate elected officials about the importance of community college capital projects.

Chair Huddie emphasized the importance of the trustees helping to educate members of the capital funding committee on this issue. The administration will give trustees the names of the committee members.

Other projects on the master plan include:

- Construction of a new campus roadway system
- Renovations to the nursing building after the opening of the medical careers building
- Development of telecommunications upgrades
- Construction of the science, engineering, and technology building
- Construction of parking garage #2
- Construction of student housing
- Renovation of the science and technology building
- Construction of the mathematics building
- Renovations to the Hickory Ridge Building
- Construction of a business/computers and social science/teacher education building
- Construction of a maintenance building

A discussion was held on the potential failure of the switchgear in the Clark library and the importance of being proactive in replacing it prior to failure.
Lynn Coleman and Kate Hetherington met with representatives from Howard County General Hospital (HCGH) to discuss the hospital's expansion plans. Lynn Coleman distributed HCGH's plans and the board held a discussion about their impact on the college.

**Academic Programming –What’s on the Horizon**
Ron Roberson gave an overview of upcoming academic programs for FY08.

- Radiologic technology is a top priority as Anne Arundel Community College has informed the college that this is the last year they will take any HCC students. The search is underway for a program director and plans are being developed for a laboratory and for securing equipment. Kate Hetherington reported on discussions that have been underway with local hospitals, especially HCGH, for help securing equipment.

- A fire science program resulting in an associate of applied science (AAS) will be launched in fall 2008. This program is being jointly developed with Howard County Fire and Rescue Services. Classes will be offered in the new fire and rescue training center in western Howard County.

- A police academy program resulting in an AAS is being jointly developed with Howard County police. The expected launch is fall 2008.

- Harkins Builders approached HCC in fall 2006 expressing a need for a program in architectural and construction management. Harkins and HCC have been working together to develop this program for launch in fall 2008. The board asked that the administration explore the name of the program with other potential employers in the construction industry to ensure it is reflective of their expectations for graduates.

- A joint allied health facility is being explored by academic deans and presidents at HCC, Frederick Community College, and Carroll Community College (members of the Mid-Maryland Joint Allied Health Consortium). The facility would allow the college to share expenses in jointly developed programs that are in high demand and are expensive to launch. The model would be similar to that used in the operation of the Laurel College Center.

**Cohort Tracking Update**
Zoe Irvin gave an overview of the cohort tracking project. The tracking project now includes four cohorts – first-time students from fall 2003 through fall 2006. Retention rates for all four cohorts are consistent. When students leave HCC is does not necessarily mean that they dropped out; the numbers also include those students who transferred to a four-year institution.

Information of the cohorts was broken out by full-time versus part-time students as well as their academic and personal goals when they came to HCC. Retention for various ethnic groups was also presented. In response to a board request, a discussion was held on the trend data available for retention of African American males. Zoe Irvin led a discussion on whether or not any trends were apparent. For example, was there a consistent higher or lower retention rate
among students with a particular academic major, of a particular age, or with a particular financial aid status? While there were no clear patterns, some questions were raised concerning interlinkage between a variety of factors and their impact on student retention. Additionally, cumulative GPAs of African American males were compared to cumulative GPAs of all males over a three-year period. GPAs showed a significant increase over these years.

Zoe Irvin emphasized the ongoing efforts of faculty and staff that may have contributed to this increase. There are many programs on campus designed to mentor students at-risk such as Silas Craft Collegians, Step Up, and a variety of efforts undertaken by student support services, the athletics department, and other departments across campus.

Information on where students went after leaving HCC was also presented when available. Some students transferred to four-year institutions, some graduated and entered the workforce, and some left HCC for a period and then returned at a later time.

The board commended the administration’s efforts, in particular those of the planning, research, and organizational development office, in developing this cohort tracking project.

**Commission on the Future – Update and Task Force Overview**

The third Commission on the Future will be launched in fall 2007 and will be chaired by Mary Ann Scully of Howard Bank. Kate Hetherington gave an overview of the process and asked for input from the trustees.

The trustees asked that the sustainability task force be clarified as environmental sustainability. The questions for sustainability need to emphasize the educational aspect of the college’s efforts and HCC’s role in promoting environment sustainability beyond the campus.

The board suggested county agencies that should be considered for participation.

Partners for the “Programs for the Future” task force will depend upon the programs that are the focus of the discussion. A name change for the task force was proposed. The administration will explore other options.

The focus for the global education task force should be broader than simply diversity, language, and the global business environment. It should focus on understanding of other cultures and the educational aspects of the topic.

**Pros and Cons of a College Name Change**

Some community colleges in Maryland have removed the word “community” from their name. These changes are in response to some perceptions that community
colleges do not offer academic programs of the same quality as other educational institutions. Another suggestion has been made that HCC is more broadly based than the immediate community.

The board discussed the pros and cons of a name change. They concluded that “community” is the focus of HCC and that the word does not limit the college to the immediate community but can, in fact, reflect the global community. Additionally, more effort should be made on re-educating the public on community colleges, their educational programs, and community relations.

**Closed Session**
Dr. Huddie read a resolution to go into closed session at 1:04 p.m. 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.

The above constitutes the official minutes and notes of the June 5, 2007, retreat of the Howard Community College Board of Trustees as approved on August 22, 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 closed session on Tuesday, June 5, 2007, in The Rouse Company Foundation Student Services Hall (Room 401) at Howard Community College, Columbia, Maryland. At approximately 1:04 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. Dillow, Katherine K. Rensin, and Mary B. Tung. Trustee Louis G. Hutt, Jr. was 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 5, 2007, at the conclusion of its annual retreat in The Rouse Company Foundation Student Services Hall (RCF 401) 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 and to consult with counsel to obtain legal advice on a legal matter.

The meeting was adjourned at 2:25 p.m.

The above constitutes the official minutes of the June 5, 2007, closed meeting of the Howard Community College Board of Trustees as approved on August 22, 2007, and are a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer