The board of trustees of Howard Community College (HCC) held a retreat on Monday, August 22, 2005, in the Schoenbrodt Boardroom (A225) in the administration building on the main campus in Columbia, Maryland. Board members present included: Roberta E. Dillow, chair; Louis G. Hutt, Jr., vice chair; and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary B. Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Additional staff present included: Lynn Coleman, vice president of administration and finance; Thomas Glaser, vice president of information technology; Kathleen Hetherington, vice president of student services; Zoe Irvin, executive director of planning, research, and organizational development; Erin Marek, director of board relations/special projects; and Ron Roberson, vice president of academic affairs.

**Introduction**
Chair Dillow brought the retreat to order at 1:10 p.m. and welcomed the group to the retreat. After forty-five minutes, the groups came together again and reported back on their topics.

**Case Studies/What if this happened at HCC?**
Trustees divided into three groups and discussed case studies as described below.

*Two-year colleges offering 4-Year Degrees*
Trustees: Patrick Huddie, Katherine Rensin, and James Truby
Facilitator: Kate Hetherington
Observers: Mary Ellen Duncan and Zoe Irvin

Trustee Truby reported back on the trustee discussion on two-year colleges offering four-year degrees. The group focused on the college’s responsibility to provide students with what they need as far as higher education – without a focus on the specific credentials involved. The group discussed the need of unserved individuals for four-year degree programs and the possibility of an expansion of the college's mission. Currently, the college does have several partnerships with upper-level institutions – Towson University at Laurel and the nursing partnership with Villa Julie. However, they also recognized the need for community support for such an expansion. Finally, the group discussed the process for offering four-year programs, such as identification of the programs to be expanded, accreditation, and personnel issues. The group emphasized the need to remain focused on its core values and accessibility, affordability, and quality.

*Artistic and Academic Freedom*
Trustees: Louis Hutt and Mary Tung
Facilitator: Ronald Roberson
Observers: Erin Marek
Ron Roberson reported back on the academic freedom's group discussion. Trustees in this group agreed that the community college does have a responsibility to air controversial ideas and teach students to think critically about them.

Trustees felt that the college should support the artistic and academic freedom of faculty, staff, students, and community members unless there is a potential threat to the health, safety, and welfare of the community. This opinion was based on the college's academic mission, commitment to lifelong learning, and dedication to helping students meet their personal and professional goals.

The trustee bylaws and policies as well as the college's catalog and student handbook will be examined and a comprehensive statement developed for board of trustees' approval.

International and Exchange Programs
Trustees: Roberta Dillow and Roger Caplan
Facilitator: Thomas Glaser
Observers: Lynn Coleman

Tom Glaser reported back on the discussion of the international programs. Trustees in this group felt it was important for the college to reflect the diversity of the Howard County community and the open sharing of cultural diversity.

The college's focus on international and exchange programs was a result of the first Commission on the Future. HCC has a strong history of dedication to international education and exchange programs, such as full membership in Community Colleges for International Development and recently hosting a national conference of the Interagency Language Roundtable. The trustees asked that all the college's policies and procedures concerning international education and exchange programs be examined in order to ensure consistency.

Additionally, the importance of open and clear communications was emphasized. HCC’s Commission on the Future specifically enables community input into the strategic priorities and processes of the college.

Trustee Hutt thanked the staff for putting together the scenarios for this discussion session.

A brief discussion was held on the fall enrollment. Currently, full-time equivalent enrollment (FTE) is up 2 percent and headcount is flat.

The open part of the meeting adjourned at 3:10 p.m.
HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES

August 22, 2005
Howard Community College
Schoenbrodt Boardroom (A225)
Columbia, Maryland

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

At approximately 3:03 p.m. Chair Dillow 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 22, 2005, at the conclusion of the retreat 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 “to consider the acquisition of real property for a public purpose and matters directly related thereto;” as permitted under Section 10-508 (a11i) and (a3) respectively and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board discussed personnel matters and considered the acquisition of real property for a public purpose and matters directly related thereto. At the conclusion of the meeting, the board asked the president to explore the exchange of property between the college and the foundation.

The meeting was adjourned at 5 pm.

The above constitutes the official minutes of the August 22, 2005, closed meeting of the Howard Community College Board of Trustees as approved on September 28, 2005, 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 24, 2005, in the Schoenbrodt Boardroom of the administration building (A225) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:04 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Laura Choi, instructor, composition in the World Languages division.

B. Introduction of Malaysian Fire Fighting Students

JoAnn Hawkins, associate vice president, Continuing Education/Workforce Development, introduced Edmund Conaway, president and CEO, and Luis Diaz, occupational safety and health specialist, of All American Environmental, Inc., through whose company the contract training has been done, and Ismaidi bin Ismail, the senior ranking officer from BOMBA, the Malaysian firefighters group. Mr. Conaway and Mr. Ismail made remarks in appreciation of the training and hospitality provided by the continuing education department. Angel Burba, associate professor, EMS-Paramedic, EMS program director, was commended for developing and leading the program.

C. Recognition of Science and Technology Division by Kuwaiti Air Force Students Program

Patty Keeton, executive director, workforce development, introduced the faculty who were involved in the Kuwaiti Air Force students program managed by continuing education. Each faculty member introduced themselves and mentioned their role in the training. Dan Friedman, division chair, science and technology, was given the award HCC received from the Kuwaiti students.

D. National Award of Merit Presentation for Child Care Training

Neil J. Gaffney, deputy director of the Howard County Department of Housing and Community Development, presented a regional and a national award for merit from the National Association of Housing and Redevelopment Officials (NAHRO) for the child care training for senior staff and group leaders programs, which has been funded for the past four years by Community Development Block Grants provided by Housing and Urban Development
This program is managed at HCC by Marilyn Estes, manager of career programs and community development.

E. Facilities Master Plan Update

Matt D’Amico, principal, Design Collective, reviewed the master plan for the next 10 years. Highlights include a new quad at the southern end of the campus and three more parking garages on the outer edges of the campus connected by a perimeter road. The design is environmentally friendly and preserves the existing landscape as much as possible.

Adjournment

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

The above constitutes the official minutes of the August 24, 2005 work session of the Howard Community College Board of Trustees as approved on September 28, 2005, 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 regular session on Wednesday, August 24, 2005, in the Schoenbrodt Boardroom of the administration building (A225) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 7:00 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of August 24, 2005, Agenda

A recommendation to approve the August 24, 2005, agenda was moved by Trustee Huddie, seconded by Trustee Caplan, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the May 25, 2005, work session and regular session minutes, and the June 9, 2005, retreat and retreat closed session minutes, was moved by Trustee Rensin, seconded by Trustee Truby, and unanimously approved.

C. President’s Report

Dr. Duncan mentioned that the Laurel College Center and other higher education centers had received $100,000 from the state. She also mentioned that the governor had allocated $150,000 for transfer scholarship funds. The Maryland Higher Education Commission (MHEC) is looking into the reporting of USM enrollment figures that are used for the Cade formula; HCC supports MHEC in making sure the accounting is accurate and correcting the resulting funds.

Erin Marek, director of board relations and special projects, reviewed the board take-home packets.

D. Board Member Comments

- Chair Dillow welcomed Dr. Duncan back from her sabbatical and commended Kate Hetherington, executive vice president, and the vice presidents for running the college during Dr. Duncan’s absence. Chair Dillow commended Tom Glaser, vice president of information technology, Cheryl Berman, associate professor world languages, and Tara Hart, division chair world languages for hosting the interagency language conference at HCC which was very well attended and well received by participants. Chair Dillow asked fellow board members to be sure to attend the spring convocation next year
when the trustee award is presented. She also reminded board members of upcoming events – the last Belmont summer concert, the major donor party, and Grand Prix.

Chair Dillow announced that trustee Mary Beth Tung, in keeping with board policy, will be taking a leave of absence from the board to run for public office in the 2006 election. This policy will be taken to the legislative committee for review. Dr. Duncan commended trustee Tung for always reminding the board to consider students who are mothers when deciding policy and for her service on the Baldrige team.

- Vice Chair Hutt wished all the best to trustee Tung, acknowledge the work of Kate Hetherington and the president’s team and was impressed by how strong the organization was to carry on in Dr. Duncan’s absence. Vice Chair Hutt acknowledged basketball star, David Dupree serving as the keynote speaker at the Town Center Rotary’s sports luncheon to raise money for athletic scholarships for HCC students.

- Trustee Tung said it was an honor serving on the board and learning from other board members. She thanked Zoe Irvin, executive director of planning, research and organizational development for the Baldrige initiative. She also thanked Kate Hetherington on the successful completion of several summer projects.

- Trustee Truby commended Zoe Irvin and the Baldrige team on HCC moving up to the next level in the award process.

- Trustee Caplan commended the president’s team for taking over in Dr. Duncan’s absence and commended Dr. Duncan on developing strong leaders.

- Trustee Rensin echoed fellow board members comments and commended Dr. Duncan and the president’s team on their great leadership now and looking to the future.

- Trustee Huddie commended the master plan and said it was testimony to Dr. Duncan’s vision and foresight.

**E. Consent Items**

1. Ratify and Confirm Guaranteed Maximum Price for the Student Services Building awarded to Riparius Construction, Inc. for $24,650,000.00.
2. Ratify and Confirm Portable Back-up Power Generator awarded to Penn Power Systems for $34,888.000 and an estimated installation charge to Bell Electric of $15,000 for a total of $49,888.
4. Ratify and Confirm Gas Utility for Belmont awarded to Amerigas for $26,400.00.
5. Ratify and Confirm Laurel College Center Lab Supplies awarded to Carolina Biological Supply Company for $37,361.26.
6. Ratify and Confirm OCE Copier Contract awarded to OCE for $114,000.
7. Ratify and Confirm Pianos for Horowitz Center awarded to Piano Craft for
9. Ratify and Confirm Change Order for Black Box Theatre and Recital Hall awarded to Design Collective/Mueller Associates/Shen Misom Wilke for $32,703.00.
10. Ratify and Confirm Belmont Landscaping Contract awarded to the Brickman Group for $27,290.00.
11. Ratify and Confirm Belmont Rental Equipment Bid awarded to Absolute Party Rental for $50,400.00.
12. 2005 Institutional Mission and Goals Statement for Maryland Higher Education Commission
13. Proposed New Hires
14. Summer II and III Graduates
15. Paper for Print Shop awarded to XPEDX Corporation for $50,000.
16. Grants and Scholarships receipt approved for $209,243 (grants) and $152,015 (scholarships).
17. Revised President’s Evaluation Form
18. President’s Succession Plan

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

F. Discussion Items

1. Issue Bin

A draft of the board practice for conferences and trips was distributed. Trustee Rensin suggested that board members who attend meetings present a written report to other board members.

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

2. Board Calendar

Missy Mattey, director of development, announced that a poker tournament at $250 per person by invitation only will be held in the sponsor tent after the Grand Prix with a goal of raising $25,000.

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

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 for June 2005

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

Dave Buonora, director of government affairs and development, was asked to work on getting directional signage to Laurel College Center.

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

3. FY05 Board Accomplishments

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

4. FY05 Strategic Plan Evaluation and Core Work Highlights

Zoe Irvin provided an update.

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

5. Revised FY06 Integrated Strategic Plan and Budget

A recommendation to approve the revised FY06 integrated strategic plan and budget, was moved by Trustee Caplan seconded by Trustee Hutt, and unanimously approved.


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

Adjournment

The meeting adjourned at 7:45 p.m. and the board went into closed session.

The above constitutes the official minutes of the August 24, 2005, meeting of the Howard Community College Board of Trustees as approved on September 28, 2005, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
Present: Roberta E. Dillow, chair, Louis G. Hutt, Jr., vice chair, and trustees Roger Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, Lynn Coleman, vice president of administration and finance, and Erin Marek, director of board relations/special projects.

At approximately 7:46 p.m., Chair Dillow 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 24, 2005, at the conclusion of the regular meeting in the Schoenbrodt Boardroom to “discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:

(i) the deployment of fire and police services and staff; and
(ii) the development and implementation of emergency plans;”

as permitted under Section 10-508 (a10) and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 7:48 p.m.

During the closed session, the trustees discussed the development and implementation of emergency plans. The closed session was adjourned at approximately 7:53 p.m.

The above constitutes the official minutes of the August 24, 2005, closed meeting of the Howard Community College Board of Trustees as approved on September 28, 2005, 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 regular session on Wednesday, September 28, 2005, in the Kittleman Room (ILB100) of the instructional laboratory building (ILB) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:03 p.m. Other board members present included trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Louis G. Hutt, Jr., vice chair, was absent.

A. Introduction of New Employees

Steve Horvath, vice president of academic affairs, introduced the following employees:

George Barlos, director of international education
Fred Campbell, instructor of history
Greg Fleisher, instructor of sociology and the assistant director of the Rouse Scholars program
Judith Kizzie, assistant professor of business/entrepreneurial studies
Barbara Maestas, assistant professor of education
Vinnie Rege, assistant professor and director of the hospitality management program
Ann Repka, instructor of biology
William Straube, instructor of biology
Mark Tacyn, assistant professor of history
Loretta Tokoly, instructor of mathematics

Kate Hetherington, executive vice president, introduced the following employees:

Barbara Greenfeld, associate vice president of enrollment services
Janice Marks, associate vice president of student development
Nicole Baird, director, test center
Laura Cannon, admissions recruitment counselor
Carla Cipolari, office associate III
Jennifer Gray, transcript evaluator
Kathy McSweeney, disability counselor
Tracie Palm, coordinator of co-curricular programs

Lynn Coleman, vice president of administration and finance, introduced David Bryant, chief of housekeeping.

Tom Glaser, vice president of information technology, introduced Anna Hamilton, senior computer/network support technician.
B. Introduction of Constituency Group Leaders

President’s team liaisons introduced constituency group leaders.

Erin Marek, director of board relations/special projects, introduced the College Council president, Nanette Douglas, executive assistant to the vice president of administration and finance.

Steve Horvath introduced Faculty Forum president, Mike Heffren, associate professor, social sciences.

Kate Hetherington introduced Student Government Association president, Dan Pretz, and vice president, Eva Simonton.

Erin Marek introduced the chair of the administrators group, Mike Heinmuller, director, user and network services, and vice chair, Missy Mattey, director of development.

Tom Glaser introduced Professional/Technical Group representatives, Melissa Cahill, recruitment and employment specialist, and Nanette Douglas, executive assistant to the vice president of administration and finance.

Lynn Coleman, vice president of administration and finance, introduced Support Group chair, Arnette Haywood, lifelong learning assistant, continuing education, in absentia.

C. Howard County Poetry and Literature Society (HoCoPoLitSo)

Dr. Tara Hart, the new managing director of HoCoPoLitSo, and chair of HCC’s English/world languages division, gave an overview of the society, its role in the community and as a resource to students.

Adjournment

The work session adjourned at 6:32 p.m.

The above constitutes the official minutes of the September 28, 2005 work session of the Howard Community College Board of Trustees as approved on October 26, 2005, 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 regular session on Wednesday, September 28, 2005, in the Kittleman Room (ILB100) of the instructional laboratory building (ILB) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:45 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of September 28, 2005, Agenda

A recommendation to approve the September 28, 2005, agenda was moved by Trustee Huddie, seconded by Trustee Caplan, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the August 22, 2005, retreat notes and retreat closed session minutes, and the August 24, work session, regular session and closed session minutes, was moved by Trustee Huddie, seconded by Trustee Truby, and unanimously approved.

C. Report of the Audit and Finance Committee

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

D. Report of the Legislative Committee

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

E. President’s Report

Dr. Duncan mentioned that the Belmont master plan has been discussed with various groups and is currently being revised and will be presented at a community meeting in late November or early December.

Kate Hetherington, executive vice president, reported that fall 2005 enrollment has increased over last year, with headcount up by 2 percent and full-time equivalent enrollment (FTEs) up by 4 percent.

Missy Mattey, director of development, gave an overview of the major donor party, Grand Prix, and Jane Seymour salon. She thanked volunteers, plant operations staff, Grand Prix board, and the development staff for their help with the Grand Prix.
F. Board Member Comments

- Chair Dillow shared highlights of the ACCT convention in Seattle, including the Commission on the Future presentation Patrick Huddie, Erin Marek and she, co-presented; tour of the proposed Chinese garden and arboretum at the South Seattle Community College for which the Seattle Chinese Garden Society is raising $30 million; the changing demographics session sponsored by the American Association of Retired Persons (AARP) and Kelly services; the session on open meetings and public records; and the presentation by a college in North Carolina on its partnership with Thailand.

Ms. Dillow also mentioned that the board’s legislative committee will be attending the national legislative summit in Washington DC in February; if other board members would like to attend, they should inform Erin Marek.

- Trustee Truby was impressed by the high quality of the new faculty and staff introduced earlier and is honored to be associated with such a great institution.

- Trustee Rensin echoed earlier comments, thanked Grand Prix volunteers, and congratulated everyone on the success of the Grand Prix.

- Trustee Huddie affirmed earlier comments on the Grand Prix and the ACCT conference in Seattle. He attended a session on the transition from high school to college and one on the Department of Energy working with a middle school in New Mexico to get students interested in a career in engineering.

- Trustee Caplan mentioned that he had met a hospitality program student at a local restaurant and she was very pleased with the program.

- Vice chair Hutt commended the college administration on providing tuition support to students from the hurricane-affected areas.

G. Consent Items

1. Proposed New Hires
2. Web Development Project awarded to CentreTEK Solutions, LLC for $188,300.
4. Workplace Innovations Partnership awarded to Workplace Innovations, Inc. for $25,075.
5. Scholarships for Hurricane Katrina Victims in the amount of $3,268.24.
6. Access Control System Upgrade awarded to SimplexGrinnel for $46,800.

A recommendation to approve the consent items was moved by Trustee Huddie, seconded by Trustee Caplan, and unanimously approved.
H. Discussion Items

1. Issue Bin

Vice chair Hutt gave an update on the entrepreneurial center project.

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

2. Board Calendar

The board retreat date is June 14, 2006.

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

3. Proposed Fiscal Year 2007 Capital Budget

Lynn Coleman, vice president of administration and finance, gave an overview. Board members were asked to email their questions to Dr. Duncan.

4. Architect Selection for Smith Theatre/Administration Building Renovations

*A recommendation to grant permission to the board chair to sign a proposal when it becomes available, was moved by Trustee Huddie, seconded by Trustee Caplan, 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

No financials were available this month.

3. Laurel College Center Year End Statements

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


Zoe Irvin provided an overview.

This item was for information only and required no board action.
5. Phased Retirement/Knowledge Transfer

Dr. Duncan explained that this item was a follow-up to a policy initiated in 2002 on a recommendation from the salary and benefits committee. The phased retirement program has been working as expected.

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

6. Personnel Summaries

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

Adjournment

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

The meeting was adjourned at 7:37 p.m.

The above constitutes the official minutes of the September 28, 2005, meeting of the Howard Community College Board of Trustees as approved on October 26, 2005, 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, October 26, 2005, in the Kittleman Room (ILB100) of the instructional laboratory building (ILB) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:10 p.m. Other board members present included vice chair Louis G. Hutt, Jr., trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Michael Driscoll, associate director of records and registration; Emily Owen, admissions counselor (nursing and allied health); and Lisa Ragland, part time admissions counselor (nursing and allied health).

Ron Roberson, vice president of academic affairs, introduced Catherine LaFerriere, learning assistance center math specialist; and Christele Cain, international education program assistant.

Tom Glaser, vice president of information technology, introduced Jason Harris, computer/network support technician.

Anne Johnson, general manager Belmont Conference Center, introduced Marisa Vivalda, sales manager Belmont Conference Center.

B. Recognition of Grand Prix Board Chair

Mr. C. Alan Jefferson was recognized for his service as chairperson of the 18th Annual Columbia Classic Grand Prix, which raised $155,000 for student scholarships and presented a gift as a token of the college’s appreciation.

C. Project Access Program / Merritt Scholars

Dr. Linda Schnapp, assistant director of Project Access, gave an overview of the program and introduced students, Kristin Freije, Joshua Skillington, and James DiPietro, who talked about their experiences participating in the program and mentoring other students. Since the program started in 1997, 308 students have been enrolled in the program.
Adjournment

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

The above constitutes the official minutes of the October 26, 2005, work session of the Howard Community College Board of Trustees as approved on November 30, 2005, 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 regular session on Wednesday, October 26, 2005, in the Kittleman Room (ILB100) of the instructional laboratory building (ILB) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:55 p.m. Other board members present included vice chair Louis G. Hutt, Jr., trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Approval of October 26, 2005, Agenda

Chair Dillow asked for the FY07 capital budget item to be moved from consent to discussion item.

A recommendation to approve the October 26, 2005, agenda as amended was moved by Trustee Caplan, seconded by Vice Chair Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the September 28, 2005, work session and regular session minutes, was moved by Trustee Caplan, seconded by Vice Chair Hutt, and unanimously approved.

C. President’s Report

Dr. Duncan mentioned that Senator Sandy Schrader had written a letter to the Maryland Higher Education Commission (MHEC) in support of equitable funding for both the lower division and upper division students attending regional higher education centers. This letter helped impact MHEC policy on this topic. Dave Buonora, director of government affairs and grants management, will draft a thank you from the board.

Dr. Duncan informed the board of the Halloween seventies-style costume contest to be judged by alumni from the seventies; the Mars Skywatch event at Belmont on November 5 from 5-8 p.m.; and the servant leadership presentation by John Izzo on April 7, 2006.

The Baldrige feedback report is available if board members would like to read it and will be posted on the board portal. Board members were invited to nominate a book for next year’s community book project.
D. Board Member Comments

- Chair Dillow said she enjoyed the 35th anniversary picnic, especially the performance by the continuing education department and the surprise appearance of Trustee Patrick Huddie. She commended the college’s involvement in the county’s community readiness week with the Safety 8 guidelines. Randy Bengfort, director of public relations and marketing, was commended for his participation on behalf of the college.

- Vice Chair Hutt announced his resignation from the position of vice chair due to work commitments. Trustee Huddie was nominated to take his place.

  A recommendation to approve Trustee Huddie’s nomination as vice chair was moved by Trustee Caplan, seconded by Trustee Truby, and unanimously approved.

- Trustee Huddie mentioned that he had attended Tech Night with administrators from Howard Community College, Community Colleges of Baltimore County, and Anne Arundel Community College. He complimented continuing education on their performance at the 35th anniversary picnic. He thanked board members for selecting him to be vice chair.

- Trustee Rensin thanked Trustee Hutt for his service as vice chair and Trustee Huddie for taking over the position. She also enjoyed the 35th anniversary picnic and was surprised by the number of people who attended. She commended Project Access and urged fellow trustees to attend the awards ceremony in the summer.

- Trustee Truby thanked outgoing vice chair Hutt and incoming vice chair Huddie for serving. He also commended the Project Access program.

E. Consent Items

1. Proposed New Hires
2. Horowitz Visual and Performing Arts Center Change Order #4 awarded to Design Collective for $14,260.
3. Temporary Parking around the Athletic Fields awarded to Riparius Construction, Inc. for $107,319.
4. Learning Resource Center Gale/Thomson expenditures not to exceed $90,000.

  A recommendation to approve the consent items was moved by Trustee Rensin, 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

The board was reminded of the April 7, 2006, servant leadership presentation and of the holiday dinner on December 14, 2005, to which spouses are invited and the tradition of gift exchange will continue.

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

3. Ratify and Confirm Architect Selection for Smith Theatre/Administration Building

A recommendation to ratify and confirm Murphy & Dittenhafer, Inc. for the amount of $757,000, was moved by Trustee Huddie, seconded by Trustee Caplan, and unanimously approved.

4. FY07 Capital Budget

Lynn Coleman, vice president of administration and finance, reviewed the changes.

A recommendation to approve the FY07 capital budget with changes recommended by Lynn Coleman, was moved by Trustee Truby, seconded by Trustee Huddie, 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 Department

Ron Roberson, vice president of academic affairs, gave an overview. The board asked the college administration to consider alternative methods of presenting the college’s need for additional faculty in order to strengthen and clarify the argument.

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, provided an overview and answered board questions.

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

5. Personnel Summaries

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

Adjournment

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

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

The above constitutes the official minutes of the October 26, 2005, meeting of the Howard Community College Board of Trustees as approved on November 30, 2005, 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, November 30, 2005, in the Kittleman Room (ILB100) of the instructional laboratory building (ILB) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent. Trustee Mary B. Tung was on a leave of absence.

A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Sarah Angerer, grants coordinator/writer, and Susan Lorentz, assistant director, learning outcomes assessment.

Ron Roberson, vice president of academic affairs, introduced Deborah Robinson, assistant director of the library.

Lynn Coleman, vice president of administration and finance, introduced Deborah Gubisch, payroll manager, and Jay Weinrich, electronic maintenance technician.

Tom Glaser, vice president of information technology, introduced Brad Beachum, computer/network support technician.

B. Recognition of Howard Community College’s Fall Athletic Teams

Diane Schumacher, director of athletics, introduced the athletes and coaches of the men’s cross country team, women’s soccer team, women’s volleyball team, and the All-Region performers. The athletes were recognized by the board and pictures of each team were taken with Chair Dillow and President Duncan.

C. Annual Foundation Report to the Board

Barb Van Winkle, chair of the Howard Community College Educational Foundation (HCCEF), reviewed highlights of the report and Ed Waddell, treasurer, gave a financial overview.

Dr. Duncan informed the board that the scholarship money raised by HCCEF has increased from $128,294 in 1998 to $251,603 in 2005.
D. Meeting with Auditors

Lynn Coleman introduced the auditors from Clifton Gunderson and reviewed the audit report. There was no management letter with the audit.

Adjournment

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

The above constitutes the official minutes of the November 30, 2005, work session of the Howard Community College Board of Trustees as approved on January 25, 2006, 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 regular session on Wednesday, November 30, 2005, in the Kittleman Room (ILB100) of the instructional laboratory building (ILB) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:50 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Approval of November 30, 2005, Agenda

A recommendation to approve the November 30, 2005, agenda was moved by Trustee Truby, seconded by Vice Chair Huddie, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the October 26, 2005, work session and regular session minutes, was moved by Trustee Caplan, seconded by Trustee Truby, and unanimously approved.

C. Report of the Audit and Finance Committee

Chair Dillow gave an overview of the report.

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

D. Report of the Legislative Committee

Vice Chair Huddie gave an overview of the report.

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

E. President’s Report

Dr. Duncan mentioned that Kate Seagroves, women’s soccer head coach, wanted the board to know that HCC had the best fields in the state and the team enjoyed playing on them.

Dr. Duncan informed the board of follow-up activities to the Community Colleges for International Development (CCID) trip to Thailand. These include CCID and HCC developing community college promotional materials for the 450 worldwide advisory centers of the State Department’s educational and cultural division;
HCC hospitality students learning the Thai art of food presentation; and hosting Thai instructors and administrators. Dr. Duncan mentioned that HCC hosted a group of college presidents from Turkey who stayed at Belmont and are interested in having a professional development retreat at Belmont. Dr. Duncan and Trustee Truby will be visiting Turkey in the spring. Other CCID initiatives include hospitality and ESL programs in Macedonia.

F. Board Member Comments

- Chair Dillow commented that she enjoyed and learned a lot about Thailand during the CCID trip. She commended the continuing education department on another successful year. She noted the success of the student/donor lunch. Chair Dillow attended Maryland Association of Community Colleges’ (MACC) meeting for board and foundation chairs where she heard presentations on the Cade formula and alumni association’s role in interacting with foundation and college boards. She reminded board members of the January 23 trustee workshop and reception. She asked trustees to send in their trustee contact with legislators forms to MACC.
- Vice Chair Huddie asked that board members and administrators facilitate the interaction of students and legislators at the legislative breakfast on December 6. He commended the athletic department on their great work and commended the finance area on the clean audit.
- Trustee Caplan commended college staff on their work for the student/donor lunch.
- Trustee Rensin was impressed by the athletic teams and asked if it would be possible to find out what attracts athletes to HCC, especially the ones from other states and countries. She also commented on the need to recognize former trustee Joan Athen, as she departs from her position of special assistant for community colleges, U.S. Department of Education.
- Trustee Truby thanked Dr. Duncan for sharing the email from the parent of a Project Access student, which mentioned the transformative effect the program had on the student. He also talked about attending the Turkish presidents’ dinner and how enthusiastic they were about an educational partnership with HCC.

G. Consent Items

1. Proposed new hires
2. Fiscal year 2007 sabbatical leave recommendations
3. December 2005 graduates
5. Shuttle service expenses to Woodlawn Motor Coach for fall 2005 totaled $34,200.
6. Architectural and engineering contract additional services for ‘A’ building instructional space and Smith Theatre renovations awarded to Murphy and Dittenhafer, Inc. for $23,000.

7. Horowitz Center construction budget add alternate #1 and contingency increase awarded to Riparius Construction for $453,000 for contingency and $141,881 for stage rigging and draperies for a total increase of $594,881.

8. Instructional laboratory building phase II change order numbers 3 and 4 awarded to Riparius Construction for $6,000 for change order number 3 and $15,260 for change order 4.

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

H. Discussion Items

1. Issue Bin

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

2. Board Calendar

Erin Marek, director of board relations and special projects, reminded the board to respond for their spouse/significant other for the holiday party on December 14. Margaret Wheatley will be presenting at the January convocation on January 26. Her books will be available at the event and there will be a book signing. John Izzo will do a presentation on servant leadership on April 7.

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

3. Fiscal Year 2005 Audit Reports

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

4. Fiscal Year 2007 Legislative Agenda

Vice Chair Huddie gave an overview of the legislative agenda.

A recommendation to approve the FY07 legislative agenda, was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.

5. Revision of Board Policy: The Political Process and the Board of Trustees

Vice Chair Huddie gave an overview of the proposed changes. It was noted that this revision does not affect the nature of Trustee Tung’s leave of absence.
A recommendation to approve the additions to the board policy: The Political Process and the Board of Trustees, was moved by Trustee Hutt seconded by Trustee Rensin, 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 for September 2005

   Lynn Coleman gave an overview.

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

3. Report on Board End: Information and Analysis

   Zoe Irvin, executive director of planning, research and organizational development, gave an overview. The board and staff members discussed ways that Howard Community College continually strives to improve results.

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

4. Personnel Summary for October 2005

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

Adjournment

Chair Dillow read a resolution for the board of trustees to meet in closed session.

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

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

The above constitutes the official minutes of the November 30, 2005, meeting of the Howard Community College Board of Trustees as approved on January 25, 2006, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
Present: Roberta E. Dillow, chair, Patrick L. Huddie, vice chair, and trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, Lynn Coleman, vice president of administration and finance, Thomas Glaser, vice president of information technology; Kathleen Hetherington, executive vice president; Zoe Irvin, executive director, planning, research, and organizational development; and Ronald Roberson, vice president of academic affairs were also present.

At approximately 8:01 p.m., Chair Dillow 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 30, 2005, at the conclusion of the regular meeting in the Kittleman Room to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 8:02 p.m.

During the closed session, the trustees considered the acquisition of real property for a public purpose. The closed session was adjourned at approximately 9:15 p.m.

The above constitutes the official minutes of the November 30, 2005, closed meeting of the Howard Community College Board of Trustees as approved on January 25, 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 regular session on Wednesday, December 14, 2005, in the boardroom of the Belmont Conference Center in Elkridge, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:30 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

Trustee Caplan made a motion to approve the agenda with a revision to move the item “Commencement of the Garage Construction” from the consent agenda to item 2 under “Discussion.” Trustee Truby seconded the motion and the board unanimously approved the revised agenda.

A. Consent Items

1. Proposed new hires
2. Garden pavers for the Belmont Conference Center awarded to Long Fence Company for $57,687
3. Internet service awarded to Comcast Commercial Services, Inc. for $47,400

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

B. Discussion Items

1. Proposed Planning and Design Objectives

Dr. Duncan explained that objectives 1 through 11 emerged from the college master facilities planning process but that objective number 12, which concerns sustainable design, would be an addition. Trustee Huddie made a motion to approve the proposed planning and design objectives. The motion was seconded by Trustee Truby, and the board unanimously approved the objectives.

Dr. Duncan said that the administration would bring further details and information about sustainability and environmental stewardship to the board retreat in June 2006.

2. Commencement of the Garage Construction

Dr. Duncan and Lynn Coleman, vice president of administration and finance, gave an overview on the current status of the garage construction
The board approved up to $935,000 for Riparius Construction, Inc. to begin work, subject to the submission of the guaranteed maximum price (GMP) to the college by December 29, 2005. Additionally, the board authorized the board chair or vice chair to approve the guaranteed maximum price (not to exceed $7.2 million) in the interim between the December 2005 and January 2006 regular board meetings. The item will then be brought to the full board at its January 25, 2006, meeting to be ratified and confirmed.

Adjournment

Chair Dillow read a resolution for the board of trustees to meet in closed session.

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

The meeting was adjourned at 6:45 p.m.

The above constitutes the official minutes of the December 14, 2005, meeting of the Howard Community College Board of Trustees as approved on January 25, 2006, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer

At approximately 6:45 p.m., Chair Dillow 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 14, 2005, at the conclusion of the regular meeting at the Belmont Conference Center to discuss a personnel matter that affects one or more specific individuals and to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 6:46 p.m.

During the closed session, the trustees discussed the president’s mid-year review and discussed the acquisition of real property for a public purpose. The closed session was adjourned at approximately 7:25 p.m.

The above constitutes the official minutes of the December 14, 2005, closed meeting of the Howard Community College Board of Trustees as approved on January 25, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
Present: Roberta E. Dillow, chair, Patrick L. Huddie, vice chair, and trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Also present were: Mary Ellen Duncan, secretary/treasurer; Kathleen Hetherington, executive vice president; Lynn Coleman, vice president of administration and finance; Ron Roberson, vice president of academic affairs; Zoe Irvin, executive director of planning, research, and organizational development; and Erin Marek, director of board relations/special projects.

At approximately 6:15 p.m., Chair Dillow 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 5, 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 and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 6:16 p.m.

During the closed session, the trustees discussed the acquisition of real property for a public purpose. The closed session was adjourned at approximately 7:57 p.m.

The above constitutes the official minutes of the January 5, 2006, closed meeting of the Howard Community College Board of Trustees as approved on January 25, 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, January 25, 2006, in the Schoenbrodt Boardroom (A225) of the administration building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 5:13 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent. Trustee Mary B. Tung was on a leave of absence.

Budget Work Session
Lynn Coleman, vice president of administration and finance, outlined the agenda and Zoe Irvin, executive director of planning, research, and organizational development, reviewed the strategic master planning process, emphasizing the input received from the college community and the feedback from the board of trustees on the college’s mission, vision, and values. She presented the FY07 strategic plan, discussing major initiatives and associated costs. Most of the funds associated with the FY07 strategic plan reflect the need for additional faculty and staff to keep pace with growth.

Lynn Coleman then reviewed anticipated sources of funding, including state and local support as well as tuition and fees. She showed several charts showing the tuition and fees paid by HCC students for a full course load in comparison with students at other Maryland community colleges as well as contribution per FTE by the state and county for all Maryland community colleges. HCC has the third highest tuition for a full course load; only Montgomery and Prince George’s are higher. However, it has the least contribution per FTE from the state of any of the community colleges and ranks sixth in county funding per FTE.

A chart comparing HCC’s employees’ merit increases over the past five years with those received by Howard County public school employees and Howard County government employees showed that HCC’s merit increases have not kept pace with those received by the other employee groups.

Lynn Coleman commented that of HCC’s total county request, ten percent (or about half of the increase requested) is just to account for the additional utilities and staff necessary to open the two new buildings and the parking garage. The board asked that the administration examine various ways that heating/cooling costs could be reduced campus wide, especially in some of the older buildings.

The budget for continuing education/workforce development, special funds, and auxiliary funds, including the Belmont Conference Center, were also reviewed.
The board also discussed information presented by Lynn Coleman that showed how much adding additional faculty or merit to the county request would enlarge the percentage increase requested. The options were discussed and board members felt that the request should include 10 new faculty positions and the merit request should be increased to 8 percent.

The board expressed a need to make a strong statement with the budget request to the county about the most important needs of the college: merit to retain skilled faculty and staff and additional full-time faculty to instruct students. A white paper will be drafted by staff to further outline these needs.

**Adjournment**

The work session adjourned at 6:28 p.m.

The above constitutes the official minutes of the January 25, 2006, budget work session of the Howard Community College Board of Trustees as approved on February 22, 2006, 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 regular session on Wednesday, January 25, 2006, in the Schoenbrodt Boardroom (A225) of the administration building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:40 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent. Trustee Mary B. Tung was on a leave of absence.

A. Approval of January 25, 2006, Agenda

Chair Dillow asked for a discussion item to be added - #4 Expansion of Maryland Educational Enterprise Consortium (MEEC) Services.

A recommendation to approve the January 25, 2006, agenda as amended, was moved by Vice Chair Huddie, seconded by Trustee Truby, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the November 30, 2005, work session, regular session and closed session minutes; the December 14, 2005, regular session and closed session minutes; and the January 5, 2006, closed session minutes, was moved by Vice Chair Huddie, seconded by Trustee Truby, and unanimously approved.

C. President’s Report

Dr. Duncan reminded board members of two upcoming presentations by Margaret Wheatley on January 26 and John Izzo on April 7.

D. Board Member Comments

- Chair Dillow commended the world languages faculty and Rep Stage on their recent awards. She also commented on the recent trip to Ghana by Dr. Sharon Pierce, health sciences division chair and director of nursing, and Georgene Butler, professor, nursing, to visit a nursing school in Kumasi that Howard Community College supplied books and equipment to so it could receive accreditation. She mentioned that the health retreat for women at Belmont, which Kaiser Permanente helped organize, was a success. She also mentioned the Maryland Association of Community Colleges (MACC) trustee workshop that she attended along with trustees Kathy Rensin and Jim Truby and staff members. Chair Dillow attended a session on best practices that highlighted Chesapeake College practice of distributing board materials
to board members on CD’s, which they can view on laptops provided by the college.

- Vice Chair Huddie mentioned that surplus equipment stored in warehouses in the area could be shipped from the Port of Baltimore to countries needing it if shipping companies would cover the freight charges. He also commended the finance office staff for their work in preparing the budget materials.

- Trustee Caplan thanked everyone for their love and support on the death of his son, Scott Caplan, and said that it was a great source of comfort to him and his family.

- Trustee Rensin commended student Eric Hall’s presentation at the MACC workshop; it was a great story and well articulated. She attended the federal practices session, which explained the Cade formula.

- Trustee Truby also commented on the MACC trustee workshop and the importance of trustee advocacy.

E. Consent Items

1. Proposed new hires
2. College Phone Service contract awarded to Verizon Maryland Inc. for $69,600.
3. Telephone Switch Maintenance Contract awarded to Verizon Network Integration for $33,723.04.
4. Audit Contract awarded to Clifton Gunderson for $43,475 for the college audit. Note: $5,350 for the foundation audit will be approved by the foundation board.
5. Motorcycles for Motorcycle Safety Foundation Courses awarded to Ellicott City Motorsports for $90,104 from continuing education funds.

A recommendation to approve the consent items was moved by Trustee Truby, seconded by Vice Chair Huddie, 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. Fiscal Year 2007 Integrated Operational and Strategic Plan and Budget

Vice Chair Huddie proposed two amendments: increasing the number of new full-time faculty from 8 to 10 and merit pay from 6 to 8 percent.
A recommendation to approve the FY07 integrated operational and strategic plan and budget, as amended, was moved by Trustee Truby, seconded by Vice Chair Huddie, and unanimously approved.

4. Expansion of Maryland Educational Enterprise Consortium (MEEC) Services

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

A recommendation to approve the purchase of computer hardware from participating MEEC vendors, such as Dell Computers, was moved by Vice Chair Huddie, seconded by Trustee Caplan, 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 for October-November 2005

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

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

3. Personnel Summary for December 2005

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

Adjournment

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

The meeting was adjourned at 7:00 p.m.

The above constitutes the official minutes of the January 25, 2006, meeting of the Howard Community College Board of Trustees as approved on February 22, 2006, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
Present: Roberta E. Dillow, chair, Patrick L. Huddie, vice chair, and trustees Roger N. Caplan, Katherine K. Rensin, and T. James Truby. Louis G. Hutt, Jr., trustee, was absent and Mary Beth Tung, trustee, was on a leave of absence from the board. Also present were: Mary Ellen Duncan, secretary/treasurer; Kathleen Hetherington, executive vice president; Tom Glaser, vice president of information technology; Lynn Coleman, vice president of administration and finance; Steve Horvath, associate vice president of academic affairs; and Erin Marek, director of board relations/special projects.

At approximately 7:02 p.m., Chair Dillow 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 25, 2006, at the conclusion of the regular meeting in the Schoenbrodt board room (A225) to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 7:03 p.m.

During the closed session, the trustees discussed the acquisition of real property for a public purpose. The closed session was adjourned at approximately 8:01 p.m.

The above constitutes the official minutes of the January 25, 2006, closed meeting of the Howard Community College Board of Trustees as approved on February 22, 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, February 22, 2006, in the Kittleman Room (ILB100) of the instructional laboratory building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, and Louis G. Hutt, Jr. Trustee T. James Truby was absent. Katherine K. Rensin joined via speakerphone. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Introduction of New Employees

Kate Hetherington, executive vice president, introduced Anita Blake, coordinator, career links; Shirin Nazma, research associate; Elaine Ott, test center specialist; and Kimberly Ryan, acting admissions and advising information specialist.

Ron Roberson, vice president of academic affairs, introduced Michael Stebbins, artistic director/producer.

Lynn Coleman, vice president of administration and finance, introduced Kim Chambers, Sodexho foodservice manager at Howard Community College; Regina Roberts, accounting assistant; Joe Vargas, housekeeper; and Marshall Woods, housekeeper.

In the absence of Tom Glaser, vice president of information technology, Erin Marek, director of board relations and special projects, introduced Dae Yi, help desk technician.

B. United Way Contributions from Students

The board recognized students who planned activities to raise $358.34 for the United Way. Sandra Clausen, chair, student programming board, gave a brief overview and introduced the students who worked on the fundraising activities.

C. EXCEL Leadership Forum

Lynn Coleman introduced Todd Allen, director of human resources, who gave a brief overview of the EXCEL leadership program, now in its fourth year.

D. Facilities Master Plan

Lynn Coleman gave an overview of the 15-year master plan for the main campus
and the Belmont Conference Center plan. The board commended the administration on involving the community in the plan development.

**Adjournment**

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

The above constitutes the official minutes of the February 22, 2006, work session of the Howard Community College Board of Trustees as approved on March 22, 2006, 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 regular session on Wednesday, February 22, 2006, in the Kittleman Room (ILB100) of the instructional laboratory building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 7:05 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., and T. James Truby. Katherine K. Rensin joined via speakerphone. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Approval of February 22, 2006, Agenda

A recommendation to approve the February 22, 2006, agenda was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the January 25, 2006, work session, regular session, and closed session minutes, was moved by Vice Chair Huddie, seconded by Trustee Caplan, and unanimously approved.

C. President’s Report

Dr. Duncan talked about the meeting between the University of Maryland Baltimore County (UMBC) president and staff and Howard Community College (HCC) staff to discuss transfer issues. Three HCC students now at UMBC spoke enthusiastically of the education they received at HCC.

Dr. Duncan also mentioned the $600,000 National Science Foundation (NSF) grant recently received by the college; Zoe Irvin, director of planning, research and organizational development, was commended.

Kate Hetherington, executive vice president, and Dave Buonora, director of government affairs and grants management, were commended for organizing student advocacy day, now in its 5th year. Four hundred students met with state delegates and the lieutenant governor; it made the front page of The Gazette.

Dr. Duncan mentioned that representatives from the World Bank would be making a presentation on Working in a Multicultural World at HCC on February 23.

D. Board Member Comments

- Chair Dillow talked about the Lieutenant Governor’s visit to HCC; he visited the nursing lab, CAD classroom and the ILB and talked about community
colleges' involvement in teacher education and barriers to career changers. Chair Dillow met with Raquel Sanudo, the county’s chief administrative officer, and Chair Dillow and Vice Chair Huddie met with County Executive James Robey regarding the college’s budget request.

Chair Dillow attended the Association of Community College Trustees (ACCT) legislative seminar in Washington D.C. and gave a brief overview of the sessions she attended on federal legislative priorities, community college trends, and building a global community.

- Vice Chair Huddie congratulated Zoe Irvin and her team for getting the NSF grant and the human resources team for the EXCEL program.
- Trustee Caplan thanked everyone for their support, cards, and notes on the passing of his son, Scott Caplan.
- Trustee Hutt commended the discussions with UMBC, commended Kate Hetherington and Dave Buonora on advocacy day, and the EXCEL program. He said many parents have mentioned to him how their children have benefited from their educational experience at HCC.

E. Consent Items

1. Proposed new hires
2. Grants in the amount of $4,988,317 and scholarships in the amount of $107,329 received.
3. Schedule of credit classes printing awarded to Engle Printing Company for $69,235.
4. Professor Emeritus recommendations for Dr. Robert Levene and Ms. Carolyn B. Lovell.
5. Master plan change order awarded to Design Collective, Inc. for $25,000 (increase contract to $244,400).
6. Horowitz Center Construction budget add alternate #2 – card access system awarded to Riparius Construction, Inc. for $89,953.
7. Baltimore Regional Cooperative Purchasing Committee energy procurement awarded to PEPCO Energy Services, Inc. for $.0045 - $.005 per kwh (the current rate is $.056 per kwh and the annual budgeted amount for FY06 is $812,609).

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

F. Discussion Items

1. Issue Bin

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

2. Board Calendar

Trustee Rensin said that the Hunan Manor event was a good opportunity
to introduce people to Howard Community College.

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

3. **Honorary Degree Recipients**

   A recommendation to approve Joan I. Athen, James R. Moxley III and Richard B. Talkin to receive honorary degrees, was moved by Trustee Huddie, seconded by Trustee Caplan, and unanimously approved.

4. **Academic Freedom and Proposed Board Policy**

   Chair Dillow gave an overview of the policy and it was agreed that no change was needed.

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

5. **Columbia Campus Facilities Master Plan**

   A recommendation to approve and adopt the final facilities master plan document for the Columbia Campus including the Charles I. Ecker Business Training Center at Gateway and the Laurel College Center, 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 for December 2005**

      Lynn Coleman, vice president of administration and finance, 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.

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

   4. **The Howard Community College Fiscal Year 2005 Workforce Snapshot**

      Lynn Coleman, vice president of administration and finance, gave an overview. It was suggested to use Monster.com and Careerbuilder.com to advertise jobs and cut down on newspaper advertising.
This item was for information only and required no board action.

5. **Board of Trustees’ Memorandum to County Executive**

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

6. **Personnel Summary for January 2006**

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

**Adjournment**

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

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

The above constitutes the official minutes of the February 22, 2006, meeting of the Howard Community College Board of Trustees as approved on March 22, 2006, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
Present: Roberta E. Dillow, chair, Patrick L. Huddie, vice chair, and trustees Roger N. Caplan, Louis G. Hutt, Jr., and T. James Truby. Trustee Katherine K. Rensin joined via speakerphone. Mary Beth Tung, trustee, was on a leave of absence from the board. Mary Ellen Duncan, secretary/treasurer; was also present.

At approximately 7:45 p.m., Chair Dillow 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 February 22, 2006, at the conclusion of the regular meeting in the Kittleman Room (ILB 100) to discuss any other personnel matter that affects one or more specific individuals as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 7:46 p.m.

During the closed session, the trustees discussed a personnel matter that affects one or more specific individuals. The closed session was adjourned at approximately 8:45 p.m.

The above constitutes the official minutes of the February 22, 2006, closed meeting of the Howard Community College Board of Trustees as approved on March 22, 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, March 22, 2006, in the Kittleman Room (ILB100) of the instructional laboratory building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Katherine K. Rensin and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent. Trustee Mary B. Tung was on a leave of absence.

Chair Dillow welcomed students from the Morgan State doctoral program who were there to observe the board meeting proceedings.

A. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Gina Lyon, continuing education assistant.

B. Introduction of Dan Pretz

Dan Pretz, president of the Student Government Association (SGA) was recognized on his selection as a New Century Scholar, which is an extension of the All-USA Academic Team. Dan was the highest-scoring student in Maryland and will receive a $2,000 scholarship funded by the Coca-Cola Foundation. Dan will be honored at the American Association of Community Colleges (AACC) convention in Long Beach, California, in April. The board gave Dan a gift certificate to a show at the Hippodrome Theatre in Baltimore.

C. Web Development Project Update

Rick Pollard, director of information technology services, gave a presentation on the web development project. He recognized members of the steering committee and the web development team. They are working with CentreTEK Solutions, a Howard County company that has experience working with higher education institutions in the area, to improve HCC’s web presence and enhance the online experience for all stakeholders. The project is expected to be completed in November 2006. In order to streamline the website, one of the goals of the project is to reduce approximately 75 percent of the existing content.
Adjournment

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

The above constitutes the official minutes of the March 22, 2006, work session of the Howard Community College Board of Trustees as approved on April 26, 2006, 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 regular session on Wednesday, March 22, 2006, in the Kittleman Room (ILB100) of the instructional laboratory building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:45 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Approval of March 22, 2006, Agenda

A recommendation to approve the March 22, 2006, revised agenda was moved by Vice Chair Huddie, seconded by Trustee Rensin, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the February 22, 2006, work session, regular session, and closed session minutes, was moved by Trustee Caplan, seconded by Vice Chair Huddie, and unanimously approved.

C. Report of the Audit and Finance Committee

Chair Dillow gave an overview of the committee’s recommendations.

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

D. President’s Report

Dave Buonora, director of government affairs and grants management, gave an overview of legislative actions in Annapolis. Dr. Duncan asked the board to contact senators regarding the Cade Funding Formula Bill under consideration in both the Senate and House; the email campaign last week did make a difference. Missy Mattey, director of development, announced that proceeds from the Hunan Manor fundraiser are currently at $23,000 and this figure is expected to go up.

E. Board Member Comments

- Chair Dillow encouraged board members to attend John Izzo’s servant leadership luncheon on April 7, the breakfast session at Belmont earlier that day, and the seminar following the luncheon.
- Trustee Rensin congratulated Chair Dillow on her induction into the Howard County Women’s Hall of Fame and Maryland’s Top 100 Women.
• Trustee Caplan also commended Chair Dillow.
• Trustee Truby commended HCC for “pushing the envelope” and being at the forefront of community colleges.

F. Consent Items

1. Proposed new hires
2. Audit areas for review
3. Web redevelopment project awarded to CentreTEK Solutions, LLC for total revised cost of $261,188.
4. Horowitz Center construction budget changes awarded to Riparius Construction, Inc. for $569,449.
5. Digital fiber security camera network contract was awarded to Johnson Controls for $200,546.57 now in Phase I. Phase II to be awarded for $242,932.48 when the FY07 capital budget is approved by the county.
6. Software service agreement awarded to Datatel Incorporated for $203,670.
7. Furniture and equipment for the Peter and Elizabeth Horowitz Visual and Performing Arts Center awarded to:
   a. Arts equipment to A.R.T. Supply, Inc. not to exceed $103,430
   b. Appliances to Ropper, Inc. not to exceed $4,280
   c. Music equipment and theatre stage equipment to Wenger not to exceed $283,710
   d. Photography equipment to Service Photo, Inc. not to exceed $81,570
   e. Remaining theatre equipment to Singer not to exceed $4,650
   f. Tables, chairs and standard office equipment to Maryland Correctional Enterprises not to exceed $602,880
   g. AV and IT equipment to Dell and Theatre Service not to exceed $1,190,985.
8. Increase in consolidated fee to 16.75 percent starting in FY07 and continue until debt service on the parking deck is retired.
10. Shuttle service for the spring semester awarded to Woodlawn Motor Coach, Inc. in the amount of $27,000.
11. Trailer mounted work platform awarded to ABC Rental in the amount of $23,095.
12. Painting services contract awarded to Polizos Painting, Inc. in the amount of $20.00/hour supervisor, $15.00/hour journeyman, and $12.50/hour apprentice, 15 percent material markup, not to exceed $30,000.
13. Plumbing services contract awarded to Emjay Engineering & Construction Company, Inc. in the amount of $44.75/hour supervisor, $42.78/hour journeyman, $29.05/hour apprentice, 11.5 percent material markup, not to exceed $25,000.
14. HVAC services contract awarded to Emjay Engineering & Construction Company, Inc. in the amount of $44.75/hour supervisor, $42.78/hour...
journeyman, $29.05/hour apprentice, 11.5 percent material markup, not to exceed $25,000.
15. Carpentry services contract awarded to Colossal Contractors, Inc. awarded to Colossal Contractors, Inc. in the amount of $25.00/hour supervisor, $25.00/hour journeyman, $15.00/hour apprentice, 10 percent material markup, not to exceed $40,000.
16. Change order for Murphy and Dittenhafer in the amount of $21,500.

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

G. Discussion Items

1. Issue Bin

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

2. Board Calendar

The student services building topping out ceremony is on March 31 at 1:30 p.m. in the quad area and the beam signing will take place on March 27 and 28. The April board meeting will be held in the Children’s Learning Center. The ACCT annual convention is in Orlando, Florida, October 11-14.

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

3. Fiscal Year 2007 Operating Budget

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

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, vice president of administration and finance, gave an overview. The college received a 17.9 percent operating budget increase from the county. Trustee Caplan asked that the new scholarship person give the board a report on how scholarship funds were distributed. Trustee Rensin suggested asking donors to replenish monies used so the funds can be maintained at the original amount of the gift. Dr. Duncan reported that she has challenged the development and grants staff to raise $100,000 in
grants to offset costs for the nursing program. Chair Dillow and Vice Chair Huddie were thanked for meeting with County Executive Jim Robey to discuss HCC’s budget request.

A recommendation to approve the proposed changes to the FY07 operating budget was moved by Trustee Hutt, seconded by Trustee Truby, and unanimously approved.


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

4. Personnel Summaries

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

Adjournment

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

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

The above constitutes the official minutes of the March 22, 2006, meeting of the Howard Community College Board of Trustees as approved on April 26, 2006, and are a true and correct copy of same.

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

At approximately 7:25 p.m., Chair Dillow 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 March 22, 2006, at the conclusion of the regular meeting in the Kittleman Room (ILB 100) to discuss a personnel matter that affects one or more specific individuals and to consider the acquisition of real property for a public purpose and matters directly related thereto and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 7:26 p.m.

During the closed session, the trustees discussed a personnel matter that affects one or more specific individuals and considered the acquisition of real property for a public purpose. The closed session was adjourned at approximately 8:45 p.m.

The above constitutes the official minutes of the March 22, 2006, closed meeting of the Howard Community College Board of Trustees as approved on April 26, 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, April 26, 2006, in the Children’s Learning Center at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:10 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent. Trustee Mary B. Tung was on a leave of absence.

A. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Meredith Lowman, basic skills intake/assessment specialist (ESL).

B. All-USA Academic Team Awards

Dan Pretz, president of the student government association (SGA) and Susan Kane, who previously served as assistant editor of the *HCC Times*, were recognized as nominees for the All-USA Academic Team and presented certificates.

C. Recognition of Alternative Spring Break Participants

Carol Parreco, coordinator of service learning, gave a brief overview of the alternative spring break to Selma, Alabama, McLain, Mississippi, and New Orleans, Louisiana where the HCC group helped Hurricane Katrina survivors rebuild their communities. Participants present at the board meeting introduced themselves and talked about their experiences and how the trip affected them. Jeannette Jeffrey, assistant professor, health/life fitness, and advisor to the group, mentioned how impressed she was with the students and their willingness to help others.

Cross-Cultural and International Health Course

Jeanette Jeffrey also mentioned that during the spring semester she co-taught HEED 127: Introduction to Cross-Cultural and International Health at Howard Community College with Dr. James Tielsch, professor of international health from the Johns Hopkins Bloomberg School of Public Health. HEED 127 has been selected to serve as a global model of an undergraduate international health course and as an extension of the WGBH Boston public television series "Rx for Survival." Upon completion of the spring semester course, Professors Jeffrey and Tielsch will further collaborate to post the course on the Massachusetts Institute of Technology/Johns Hopkins University (MIT/JHU) open course website, making its content globally available to anyone with internet access.
D. Informational Tour: Children’s Learning Center

Kate Hetherington, executive vice president, gave a brief history of the Children’s Learning Center. Kim Pins, director of the Children’s Learning Center (CLC), gave a brief overview. She mentioned that the CLC had received the Preschool Award during the Celebration Successes for Children awards ceremony from the Maryland General Assembly and Howard County Government. Fifty one percent of the students at the center are children of HCC students. One of the students, Marcie Young, talked about her experience as a nursing student and the benefit and convenience of having her daughter, Morgan, at the CLC.

Board members went on a tour of the CLC.

Adjournment

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

The above constitutes the official minutes of the April 26, 2006, work session of the Howard Community College Board of Trustees as approved on May 24, 2006, 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 26, 2006, in the Children's Learning Center at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 7:00 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent. Trustee Mary B. Tung was on a leave of absence.

A. Approval of April 26, 2006, Agenda

A recommendation to approve the April 26, 2006, agenda was moved by Vice Chair Huddie, seconded by Trustee Rensin, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the March 22, 2006, work session, regular session, and closed session minutes, was moved by Trustee Truby, seconded by Vice Chair Huddie, and unanimously approved.

C. President's Report

Thanks to Tom Akins, foundation board member, the Rodin exhibit will be coming to HCC December 8, 2007, to February 17, 2008. The need for added security and the possibility of charging for tickets was discussed. Dr. Duncan also mentioned that Peter Horowitz has given two paintings to the college for the visual and performing arts center, and will be giving a talk in Minneapolis on his art collection.

Dr. Duncan mentioned her recent trip to Turkey and said there were great opportunities over the long term for faculty and student exchanges and eventually the 1+1 program where students study English in Turkey for a year, then come to the US for their second year. Turkey is building up its educational infrastructure for this initiative under the leadership for Dr. Balci, principal, Ankara University, Cankiri College of Arts and Technology.

Continuing education now offers AdVantage, free arts lectures at Vantage House that are open to the public.

Dave Buonora, director of government affairs and grants management, gave an overview of the legislative session.
D. Board Member Comments

- Chair Dillow talked about the student services building steel topping on March 31. Chair Dillow thanked everyone for a great legislative year. This year’s Association of Community College Trustees (ACCT) convention is in Orlando from October 11 – 14. Dr. Duncan and Joan Athen, former trustee, will be nominated for an ACCT regional award.

- Trustee Rensin has asked a group of HCC nursing faculty and students to accompany her on the USS Comfort. Others are welcome to join; details will be forthcoming. Trustee Rensin said she was proud to listen to the alternative spring break students’ account of their experiences and their commitment to community service. She said the CLC was a wonderful lab school.

- Trustee Truby commended the service learning experience of the alternative spring break group. He also mentioned the Turkey trip and the commitment HCC has made to international education. He felt he was privileged to go at a time when the US-Turkey relationship has reached an important milestone. They visited the universities of Istanbul and Ankara, met the presidents and rectors, and went on tours of the colleges. These organizations are working with limited resources and facing the challenge of under-prepared students. The group also visited the US embassy cultural attaché in Ankara where Community Colleges for International Development (CCID) presented a $500,000 grant request for support of the US-Turkey program. They visited schools that are funded by private individuals and stayed in an old hotel run by a hospitality school. Trustee Truby said he learned a lot being outside his own environment and realized how essential it is for our students to be global citizens. He hopes HCC keeps working to support these initiatives and that more board members, faculty, and staff can have this experience and get a deeper understanding of the culture and people of Turkey. Dr. Duncan is considering HCC organizing a trip to Turkey for community members with Tony Digenakis.

- Trustee Caplan said the CLC was a great facility. He also thought nominating Dr. Duncan for an ACCT regional award was a great idea.

- Vice Chair Huddie found it interesting that visiting “Tommy the Plumber” (Tommy Neser, chief plumber,) and the mailroom were the favorite HCC “field trips” for the CLC children.

E. Consent Items

1. Proposed new hires
2. FY07 faculty promotions
3. Candidates for commencement / honorary degree (Scott Caplan)
4. Housekeeping supplies contract awarded to Daycon Products Company for estimated expenditures of $65,000 a year.
5. Music modular buildings contract awarded to Vanguard Modular Systems for $30,480 a year.
6. Landscaping management services contract awarded to The Brickman Group, Ltd. for $57,631 and miscellaneous items not to exceed $25,000.
7. Elevator maintenance services contract awarded to Schindler Elevator for $11,112.
8. Electrical services contract awarded to Bell Electrical Systems, Inc. for estimated amount of $30,000.
9. Athletic fields’ management service contract awarded to The Brickman Group, Ltd. for $61,010.
10. Project Access bus service contract awarded to Jubb’s Bus Service for $20,000.
12. Trash compactor lease agreement awarded to Waste Management of Maryland for $35,000.
13. Datatel (Colleague) additional licensing awarded to Datatel Incorporated for $28,800.
14. FY07 tuition rates per credit hour: in-county $110.00; out-of-county $193.00; out-of-state $238.00
15. File servers consulting and technical support awarded to Convergence Technology Consulting for $30,000.

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

F. Discussion Items

1. Issue Bin

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

2. Board Calendar

The FY07 board calendar is included in the board’s take-home packet.

The pre-commencement reception is at 2:45 pm on May 19 at Merriweather Post Pavilion, followed by commencement at 4 pm. The Nursing Recognition ceremony is at 12 noon.

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

3. Fiscal Year 2007 Capital Budget

Lynn Coleman, vice president of administration and finance, gave an overview of the FY07 proposed capital budget. She also mentioned that the county council budget hearing is scheduled for Thursday, April 27,
A recommendation to approve the FY07 capital budget for $18,550,000, was moved by Vice Chair Huddie, seconded by Trustee Caplan, and unanimously approved.

4. Fiscal Year 2007 Operating Budget

Lynn Coleman, vice president of administration and finance, gave an overview of the FY07 proposed operating budget.

A recommendation to approve the FY07 operating budget for $68,258,529 for the unrestricted budget and $11,135,000 for the restricted budget, was moved by Trustee Caplan, seconded by Vice Chair Huddie, 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. Fiscal Year 2006 Rep Stage Restructuring

Ron Roberson, vice president of academic affairs, gave an overview of the Rep Stage restructuring including the addition of a fifth show for the 2006-2007 season.

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

4. Report of Board End: Leadership

Zoe Irvin, executive director of planning, research and organizational development, gave an overview and commended the trustees, president and vice president, on being great leadership role models.

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

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

**Adjournment**

Chair Dillow read the resolution to go into closed session.

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

The meeting was adjourned at 7:55 p.m.

The above constitutes the official minutes of the April 26, 2006, meeting of the Howard Community College Board of Trustees as approved on May 24, 2006, and are a true and correct copy of same.

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

At approximately 7:55 p.m., Chair Dillow 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 April 26, 2006, at the conclusion of the regular meeting in the Children’s Learning Center to consider the acquisition of real property for a public purpose and matters directly related thereto and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 7:56 p.m.

During the closed session, the trustees considered the acquisition of real property for a public purpose. The closed session was adjourned at approximately 9:05 p.m.

The above constitutes the official minutes of the April 26, 2006, closed meeting of the Howard Community College Board of Trustees as approved on May 24, 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, April 26, 2006, in the Kittleman Room of the English, Language, and Business building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:05 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Eldridge, office associate II in plant operations; and Theodore Davis, lead housekeeper.

Kate Hetherington, executive vice president, introduced Schnell Garrett, assistant director of student life.

B. Recognition of Howard Community College Lacrosse Team

Diane Schumacher, director of athletics, gave a brief overview of the lacrosse team and asked team members to introduce themselves and mention their college major and transfer plans.

C. Thank You to Modular Building Participants

Arts and humanities division faculty members who have taught classes in the trailers were thanked. Present at the meeting were Dr. Deborah Kent, Dr. Benjamin Myers, and Dr. Kristina Suter.

D. Tour of the Peter and Elizabeth Horowitz Visual and Performing Arts Center

Board members were taken on a tour of the new building by Valerie Lash, professor, theatre; division chair, arts and humanities; founding director, Rep Stage.

E. Informational Tour: Public Relations

Randy Bengfort, director of public relations and marketing, introduced the department staff that was present: Carla Cipolari, office associate; Margie Dunklee, graphic artist; and Jane Sharp, marketing assistant. He gave a PowerPoint presentation about the work of the department including TV and print
advertising, media relations and 35th anniversary events. A number of suggestions for enhancing the college’s marketing efforts were made, including: an 800 call source number, advertising on myspace.com to get to younger audiences, banners on light poles in Columbia, and promotional items.

**Adjournment**

The work session adjourned at 7:42 p.m.

The above constitutes the official minutes of the May 24, 2006, work session of the Howard Community College Board of Trustees as approved on August 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, May 24, 2006, in the Kittleman Room of the English, Language, and Business building at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 7:43 p.m. Other board members present included vice chair Patrick L. Huddie, trustees Roger N. Caplan, Louis G. Hutt, Jr., Katherine K. Rensin, and T. James Truby. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Mary B. Tung was on a leave of absence.

A. Approval of May 24, 2006, Agenda

A recommendation to approve the May 24, 2006, agenda was moved by Trustee Rensin, seconded by Vice Chair Huddie, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the April 26, 2006, work session, regular session, and closed session minutes, was moved by Trustee Caplan, seconded by Trustee Truby, and unanimously approved.

C. Report of the Audit and Finance Committee

Lynn Coleman, vice president of administration and finance, gave an overview of the new procurement cards and distributed a list of employees who would receive them to make authorized purchases.

D. President’s Report

Dr. Duncan mentioned the alumni reunion held on May 20; she pointed out that several couples present met at Howard Community College. Student services won an award from the National Council on Student Development. President’s team underwent disaster planning.

E. Board Member Comments

- Chair Dillow congratulated Ron Roberson, vice president of academic affairs, on his recent marriage. She also commented on commencement and the nursing pinning ceremony. She reminded board members of the retreat on June 14; she asked board members to return the board self-evaluation and president’s evaluation before the 14th. The campaign council has decided to end the campaign at the end of June with a final push to original pledge makers to raise their contributions. She urged the trustees to consider raising their contributions.
• Trustee Rensin echoed Chair Dillow’s comments.
• Trustee Hutt’s comments were read by Chair Dillow due to his case of laryngitis. He congratulated faculty and staff for numerous outstanding accomplishments this fiscal year.
• Vice Chair Huddie commended the highly qualified HCC music faculty and praised the music students who win full scholarships to prestigious schools.
• Trustee Truby commended faculty members Sharon Pierce and Mike Heffren for their testimony at the county budget hearing.

F. Consent Items

1. Capital budget items
   a. Change order #1 parking deck elevated pedestrian walkway design awarded to Desman Associates for $11,500.

2. Service Contracts
   b. Fiscal year 2007 credit and non-credit schedule of classes printing awarded to AFL Web Printing (credit schedules) for $106,381.81 plus up to $30,000 in additional funds to accommodate the printing of additional pages and Engle Printing (non-credit schedules) for $91,750.00 plus up to $15,000 in additional funds to accommodate the printing of additional pages.
   c. Electricity supply cost increase awarded to Baltimore Gas & Electric for $150,000 to the original purchase order for $812,609.
   d. Gas delivery cost increase awarded to Baltimore Gas & Electric for $6,000.
   e. Fiscal year 2007 library expenditures awarded to OCLC/CAPCON for $30,000.
   f. Maryland Educational Enterprise Consortium (MEEC) awarded to MEEC University of Maryland for $1.2 million.

3. Contract Renewals
   a. Sodexho food service management agreement awarded an increase of $50,000 for FY06 and $200,000 for FY07.
   b. Enoch awarded $43,728 to continue the existing lease for office copiers.
   c. Allied Security awarded approximately $802,800 which includes additional guards to cover the new garage, the Horowitz Visual and Performing Arts Center and the student services building when these facilities open.
   d. Office Depot awarded $345,000 to extend the existing term of the office supplies contract for one year.
   e. Washington Gas and Energy Services awarded approximately $496,000 for renewal of natural gas services.
   f. Baltimore Gas and Electric awarded approximately $30,500 for renewal of the natural gas delivery service contract.
g. Siemens Technologies, Landis division awarded $46,828 for renewal of the sole source contract.

h. OCE awarded $147,410.60 to continue the existing lease for high speed copying equipment.

i. Gale/Thomson awarded $116,000 to continue purchasing library reference materials, database subscriptions and electronic reference books.

4. Other
   a. Proposed new hires
   b. Fiscal year 2007 new academic programs
   c. Summer I graduates
   d. Belmont Conference Center– increase in the lease payments to the HCCEF to $215,000.
   e. Authorization for board chair to approve on behalf of board until next regular meeting.
   f. Hartford Computer Group, Inc. awarded $65,500 for a new Colleague enterprise server.
   g. Procurement card contract – establishment of a $1,000,000 college-wide credit limit.
   h. Elan Credit Card Services - credit limit increase to $100,000.
   i. Salary schedule change

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

G. Discussion Items

1. Issue Bin

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

2. Board Calendar

   Calendar item addition: August 9 at 11:30 am in the Kittleman Room – Rotary Sports Luncheon with Terry McCaulay, Super Bowl referee.

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

3. Fiscal Year 2008 Vision, Mission, Values and Beliefs, and Strategic Initiatives and Goals.

   A recommendation to reaffirm the continuing elements of the Strategic Plan (mission, vision, values and beliefs, previously affirmed at the May 25, 2005 board meeting) and approve the revised strategic initiatives and goals, was moved by Vice Chair Huddie, seconded by Trustee Caplan, and unanimously approved.

4. Draft Agenda – Board Retreat
5. **Election of Fiscal Year 2007 Board Officers**

Patrick Huddie was nominated for the board chair and Jim Truby for vice chair.

*A recommendation to approve the election of the board chair and vice chair as nominated, was moved by Trustee Caplan, 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, vice president of administration and finance, gave an overview.

3. **Anticipated Summer Approvals**

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

4. **Sodexho Report**

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

5. **Personnel Summaries**

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 Vice Chair Huddie, and unanimously approved.*

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

The above constitutes the official minutes of the May 24, 2006, meeting of the Howard Community College Board of Trustees as approved on August 23, 2006, and is a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
Sustainability and Environmental Stewardship
Chair Dillow welcomed trustees and staff to the retreat and asked vice chair Huddie to introduce the first item on the agenda. Vice chair Huddie introduced Ms. Wrobel and Ms. McGuire and thanked them to coming to the retreat. He discussed their backgrounds and work done at Harford Community College to bring green building and sustainability to that campus.

Ms. Wrobel and Ms. McGuire discussed the beginnings of sustainable design at Harford Community College, emphasizing that the support of the president and board of trustees were critical to the success of the effort. The concept was introduced the college by inviting interested individuals to join site visits to sustainable buildings in the region in order to learn about sustainable designs and construction. Once green construction started, grants were sought in order to cover the additional costs of some of the factors associated with green building (i.e., green roofs, etc.).

Several buildings and renovations at Harford have been constructed using green technology; however, not all projects have been constructed using this technology. Some buildings are more suitable for this technology than others. The presenters emphasized the need to assess costs and determine the best use of money.
All sustainability efforts at Harford are highly publicized to emphasize the college’s stewardship of the environment in the community. There has been tremendous positive press on these efforts in the surrounding region. Students are also educated and involved in sustainability efforts.

Housekeeping, maintenance, and purchasing practices also follow green practices and the college has several highly visible recycling efforts. The college has a website that promotes their sustainability efforts, conducts a radio show on environmental issues affecting the Chesapeake Bay, and has several other educational programs that discuss on these topics. There are also international and academic programs that focus on sustainability and green building.

Air conditioning systems in their green buildings use rain water collected from the roof into cisterns. Grant funding was secured in order to build this system. The college also has waterless urinals and dual-flush toilets. Water run-off is also captured in bio-retention ponds that will clean the water also. There are rain gardens. All these tools are in highly visible areas and have educational components so that students, staff, faculty, and visitors know their purpose and how they help sustain the environment. Classes play a role in gathering data from these projects.

The sustainable design efforts undertaken by Harford Community College have saved significant energy by increasing the efficiency of air handlers, chillers, boilers, water heaters, and lighting. Reflective roof coatings are also used to save energy costs. Green roofs in some areas help filter water run-off, provide an extra layer of insulation, and decreases erosion. In Joppa Hall, there has been a 30 percent decrease in energy bill since the green renovation.

Inside buildings the college attempts to maximize natural lighting, the use of recycled products, and reflective lights.

Not every construction or renovation project uses all green features. Each project is examined to determine which green features will be the most appropriate for that project. By prioritizing the green features that are desired, it is possible to value engineer effectively while retaining green features in each project.

Ms. McGuire and Ms. Wrobel both stressed the need to have a commissioning agent from the beginning of the project to ensure that all the systems installed work as they are intended and work well together. Additionally, it is vital to have an energy modeler to help you design an efficient building from the beginning rather than trying to retro-fit something that is either partially or already completed.

Trustee Hutt asked what the bottom line impact of the green building and sustainability has been. Although Harford has seen a significant decrease in
energy bills, it does not yet have significant trend data to assess. Additionally, there are environmental benefits on which it is difficult to put a dollar amount.

Trustee Truby asked to what extent the county and state have supported these efforts. To date, Harford County, the college, and grant-funding have been the primary supporters of these efforts. However, there is increasing interest at the state level and there has been a lot of support from the Governor and the Department of the Environment for sustainability and green design.

In conclusion, the team from Harford said that it is essential to constantly assess and improve your process. Although Harford may not do more LEED buildings, LEED principles will be integrated into all projects. Additionally, faculty at Harford constantly seeks to integrate these new technologies into their curricula. Even college giveaways are made from recycled materials.

The board was enthusiastic about the sustainability efforts going on at Harford Community College and introducing sustainability efforts at Howard Community College. Ms. Wrobel and Ms. McGuire departed the retreat at the conclusion of their presentation on sustainability and environmental stewardship.

Howard Community College Priorities for Candidates to Public Office
Dave Buonora, director of government affairs and grants management, joined the retreat at this time. Trustees reviewed the draft document concerning college priorities that would be distributed to candidates for public office. Several trustees felt that the document should be revised to be more candidate friendly, issuing a call to action for them with clearer priorities. Additionally, it was also felt that the section on student housing needed to be removed at this point since the details of that endeavor are not yet developed.

Once the document is finalized, trustees and administration will meet with candidates to educate them on the scope of the college and the services it offers. Involving and educating students on the issues of importance to the college will also be critical.

After the primaries, the college will bring candidates for county council and county executive on campus to answer questions pertinent to the college faculty, staff, and students. The board discussed the importance of educating individuals and the candidates about the importance of the college to social, cultural, and economic development in the county. Dave Buonora departed the retreat at this time.
Retention and Cohort Tracking
Zoe Irvin gave a brief overview of the data collected on retention and cohort tracking and discussed how the plethora of data can be used by groups around the college. She also discussed student success in relationship to retention.

Some observations made include the fact that males tend to initially take more credits than women but are not able to complete them successfully at the same rate as women.

Ms. Irvin also distributed financial aid information and retention rates on Fall 2003 and 2004 cohorts of first-time HCC students.

Trustee Truby asked if there had been any trends that might indicate a need for a re-distribution of resources. Ms. Irvin said that at this time no such trends have been observed.

Trustee Hutt asked about comparable data from other community colleges. Currently, data from other institutions is not available. However, new Maryland Higher Education Commission (MHEC) reporting requirements will require more detailed information in this area.

The group discussed the value of collecting the data since comparable information is not available from other colleges. Despite the absence of this data, having this detail is important for HCC because internal trends can be examined and decisions can be made based on tangible results.

Fiscal Year 2007 Board Work Sessions
The board asked for seven work sessions to be conducted in FY 2007, including: 1) arts and humanities information session and tour of the Horowitz Center; 2) Ecker Business Training Center tour and information session; 3) Student Services Building tour with information session on finance; 4) Laurel College Center tour and information session; 5) teacher education information session; 6) Belmont tour and information session; and 7) athletics tour and information session. A separate trip will be taken to Harford Community College to tour their green facilities.

International Trips and Projects
The board directed the college administration to focus on comprehensive international in these three countries: Mexico, Turkey, Denmark, and Macedonia. This directive is consistent with the U.S. Department of State agenda and the goals of Community Colleges for International Development (CCID). Board involvement in solidifying these efforts is crucial and trustees will play an active role in moving these relationships forward, visiting the countries as necessary and working with the college administration to advance the agenda. Other
focused initiatives such as study abroad and faculty exchanges occur in many countries.

The importance of international education was discussed as well as the gathering of data on the numbers of students and faculty who have traveled abroad and the number who have participated in the college’s exchange programs.

Adjournment
At 3:52 p.m., the board chair read a resolution to go into closed session, which was supported unanimously by the trustees present.

The open section of the board retreat adjourned at 4:00 p.m.
HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
CLOSED SESSION MINUTES  
June 14, 2006  

Carriage House  
Belmont Conference Center  
Elkridge, Maryland

Board members present: Roberta E. Dillow, chair; Patrick L. Huddie, vice chair; T. James Truby, trustee; Louis G. Hutt, Jr., trustee; and Roger N. Caplan, trustee. Trustee Katherine K. Rensin was absent. Trustee Mary B. Tung was on a leave of absent.

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 Marek, director of board relations/special projects.

At approximately 3:52 p.m., Chair Dillow read the following resolution:

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 June 14, 2006, at the conclusion of the retreat at the Belmont Conference Center to consider the acquisition of real property for a public purpose and matters directly related thereto as well as to discuss a personnel matter that affects one or more specific individuals and that such meeting shall continue in closed session until the completion of business.

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 3:54 p.m.

The trustees discussed the acquisition of real property for a public purpose and matters directly related thereto. At the conclusion of this discussion all staff left with the exception of Mary Ellen Duncan for the discussion of a personnel matter.

The closed session was adjourned at approximately 5:30 p.m.

The above constitutes the official minutes of the June 14, 2006, closed meeting of the Howard Community College Board of Trustees as approved on August 23, 2006, and are a true and correct copy of the same.

Mary Ellen Duncan, secretary/treasurer