Present: 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 Beth Tung. Mary Ellen Duncan, secretary-treasurer, and Erin Marek, executive associate to the president, were also present.

At approximately 9 a.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 10-501 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 July 30, 2004, at 9 a.m. in the Schoenbrodt Boardroom pursuant to State Government Article, Section 10-508 (a3) “to consider the acquisition of real property for a public purpose and matters directly related thereto.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 9:05 a.m.

During the closed session, the trustees discussed the acquisition of real property.

Trustee Huddie made a motion for the board to commit to the foundation to manage the Belmont facility for educational purposes. The motion was seconded by Trustee Hutt and was unanimously approved.

Trustee Huddie made a motion for the board to authorize college administration to enter into an interim contract with ACS to manage the Belmont facilities with good stewardship of college resources including but not limited to the recovery of capital outlays. The motion was seconded by Trustee Caplan and unanimously approved.

The board expressed their support for the Foundation purchase of the Belmont property.

The closed session was adjourned at approximately 10:50 a.m.

The above constitutes the official minutes of the July 30, 2004, closed meeting of the Howard Community College Board of Trustees as approved on August 25, 2004, 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 25, 2004, in the multipurpose room of the instructional laboratory building (ILB100) 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: trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Vice chair Louis G. Hutt, Jr. and T. James Truby, trustee, were absent.

A. Introduction of Employees

Kate Hetherington, vice president of student services, introduced Martha Zilvetty, teacher, Children's Learning Center.

Lynn Coleman, vice president of administration and finance, introduced Wendi Hairfield, accounting clerk/cashier, finance office.

Mary Ellen Duncan, president, introduced visiting faculty member from China, Qing Qing Li who will be teaching at HCC for the FY05 academic year.

B. Introduction of Men's Track Team and Coaches

Diane Schumacher, director of athletics, introduced coaches of the year, Steve Musselman and Erick Henlon (in absentia), selected by the National Junior College Athletic Association. Team members introduced themselves, mentioned the high school from which they graduated and their future plans.

C. Review of Public Accountability

Zoe Irvin, executive director of planning, research and organizational development, gave an overview of the internal process for report development and verification, and recognized the many individuals that annually contribute to these mandatory reports.

The work session adjourned at 6:39 p.m.

The above constitutes the official minutes of the August 25, 2004, work session of the Howard Community College Board of Trustees as approved on September 15, 2004, 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 25, 2004, in the multipurpose room of the instructional laboratory building (ILB100) 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: Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present. T. James Truby was absent.

A. Approval of August 25, 2004, Agenda

Consent item 2c was removed from consent items to be voted on separately. Discussion item G6 was added to the consent items.

A recommendation to approve the August 25, 2004, agenda as amended was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the May 26, 2004, work session minutes, the May 26, 2004, regular session minutes, the May 26, 2004, closed session minutes, the June 11, 2004, retreat minutes, and the July 30, 2004, closed session minutes was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

C. President’s Report

Kate Hetherington, vice president of student services, gave an enrollment update. Headcount is up to 6,022, an increase of 6 percent and FTEs are up by 8 percent over the same time last year.

Dr. Mary Ellen Duncan, president, highlighted items in the board members’ take home packets. Erin Marek, executive associate to the president, reviewed the agenda for the Association of Community Colleges Trustees (ACCT) convention in New Orleans in October and asked the trustees to inform her of their attendance plans. Trustees were asked to make their own flight arrangements and submit their receipts for reimbursement.

Dr. Duncan asked trustees to purchase Grand Prix car raffle tickets from her. She mentioned that she had met with Chris Foster from the Department of Business and Economic Development and Kaye Hill from the National Security Agency about the Belmont and Maple Lawn projects.
D. **Report of Audit and Finance Committee**

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

E. **Board Member Comments**

- Chair Dillow attended the nursing pinning ceremony and the Project Access event and commended everyone involved in these special student events. She also attended the ACCT summer conference in Baltimore where the Sarbanes-Oxley Act on community colleges was discussed; Lynn Coleman, vice president of administration and finance, will be presenting an update on HCC’s implementation of ACCT’s recommendation at the November Audit and Finance committee meeting. The state’s community colleges are moving to the next phase of using the CCBenefits data as a planning tool. Chair Dillow encouraged trustees to attend college events. She thanked Dr. Duncan, Lynn Coleman and Trustee Tung for their work in getting the necessary permits for the arts and humanities building. Kate Hetherington was commended on recent significant gifts from donors to the capital campaign.

- Vice-chair Hutt commended chair Dillow on getting the board off to a good start for FY05.

- Trustee Huddie announced that Dr. Clay Whitlow has accepted the position of executive director of the Maryland Association of Community Colleges (MACC) effective October 1, 2004. He also talked about the MACC executive committee’s consideration of creating opportunities for community college employees to take on interim president positions at other colleges to gain experience and prepare them to take on presidencies in the future.

- Trustee Tung commended the staff’s work with the Department of General Services and the information technology staff for fixing her email problem.

- Trustee Caplan commended Dr. Duncan and her team for taking on the Belmont project and working diligently over the summer on it.

- Trustee Rensin echoed trustee Caplan’s comments regarding Belmont.

F. **Consent Items**

1. **Proposed New Hires**
2. **Ratification of Summer Approval Items**
   a. Ratify and Confirm Copier Equipment Contract
   b. Ratify and Confirm Landscaping Management & Athletic Fields Management Service Contract
   c. Ratify and Confirm Exterior Lighting Replacement Construction Contract
d. Ratify and Confirm Change Order #1 Arts & Humanities Building Engineering Services for Single Air Handling Unit  

e. Ratify and Confirm Construction Manager at Risk for the Student Services Building  

f. Ratify and Confirm Installation of Fiber and Copper Cabling  

g. Ratify and Confirm Temporary Parking at the Grand Prix Field  

h. Ratify and Confirm Campus Signage  

i. Ratify and Confirm Summer II and III Graduates  

j. Ratify and Confirm Services for Third-Party Systems to Support the College’s Enterprise System (Colleague)  

k. Ratify and Confirm Partnership with MedStar for Athletic Trainer  

l. Ratify and Confirm Performance Accountability Report  

3. Grants and Scholarships  

4. Paper Procurement for Print Shop  

5. Microsoft Educational Enterprise Consortium Licensing  

A recommendation to approve the consent items, with the exception of item 2c, was moved by Trustee Huddie, seconded by Trustee Caplan, and unanimously approved.  

A recommendation to approve the ratification and confirmation of exterior lighting replacement construction contract, was moved by Trustee Caplan, seconded by Trustee Huddie, and approved by all voting members. Chair Dillow abstained.  

G. Discussion Items  

1. Issue Bin  

The issue bin items were reviewed. Trustee Tung will attend the information technology advisory board meetings. The Maple Lawn proposal should be ready by January. A staggered schedule to set up board members for access to the board portal will be implemented. Vice chair Hutt will meet with Dr. Duncan and Erin Marek to work on expanding board orientation. Trustee Rensin will work with Chair Dillow on determining a 2004 recipient for the trustee award.  

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

2. Board Calendar  

Changes to the board calendar include the September 15 board work session starting at 4:00 p.m. and meeting with students and the Prince George’s Community College board followed by the regular board meeting at the Laurel College Center on November 17.  

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

Ron Roberson, vice president of academic affairs, reported briefly that MHEC has made some modifications to its low productivity programs policy in response to the concerns of college administrators and trustees.

A recommendation for the board of trustees to re-confirm its intent, expressed in the June 2002 report to MHEC, that the biomedical engineering technology program be exempted from deletion because of its centrality to the HCC mission as a comprehensive community college, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

4. **Forward Funding of the Arts and Humanities Building**

A recommendation to ratify and confirm a maximum amount of $500,000 for site construction to Riparius Construction, Inc. from the FY04 capital budget, was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

5. **Emergency Procurement for the Nursing Re-flooring Project**

A recommendation to ratify and confirm an amount of $4,900 to B. W. Hovermill from systemic renovation funds, was moved by Trustee Hutt seconded by Trustee Caplan, 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 for June 2004**

Lynn Coleman reviewed the preliminary board financial statements prior to the final audit.

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

3. **Personnel Summary for May – July 2004**

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

4. **Fiscal Year 2004 Strategic Plan Evaluation and Core Work Highlights**

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

5. **Revised Fiscal Year 2005 Integrated Strategic Plan and Budget**

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 adjourned at 7:40 p.m.

The above constitutes the official minutes of the August 25, 2004, meeting of the Howard Community College Board of Trustees as approved on September 15, 2004, and are a true and correct copy of same.

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

September 9, 2004
Howard Community College
Instructional Laboratory Building
Room: ILB 100

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, Thomas Glaser, vice president of information technology, Kathleen Hetherington, vice president of student services, Ronald Roberson, vice president of academic affairs, Zoe Irvin, executive director of planning, research, and organizational development, Erin Marek, executive associate to the president, Harry “Chip” Lundy, Edward Waddell, and Michael Davis, were also present.

At approximately 4 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 10-501 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 September 9, 2004, at 4 p.m. pursuant to State Government Article, Section 10-508 (a) “to consider the acquisition of real property for a public purpose and matters directly related thereto.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 4:02 p.m.

During the closed session, the trustees discussed the acquisition of real property. The closed session was adjourned at approximately 5:00 p.m.

The above constitutes the official minutes of the September 9, 2004, closed meeting of the Howard Community College Board of Trustees as approved on October 27, 2004, 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, September 15, 2004, in the multipurpose room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 4:05 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 Employees

Ron Roberson, vice president of academic affairs, introduced the following new employees:

- Theresa Boon, office associate IV, math/distance learning division
- Alice Conn, coordinator, Silas Craft Collegians Program
- Donna Doughty, executive assistant to the vice president of academic affairs
- Karen Higgins, assistant director of the library, teaching and learning services
- David Karn, instructor, business and management
- Lisa McCray, continuing education assistant
- Jean Straka, associate professor, nursing

Tom Glaser, vice president of information technology, introduced

- Linda Wu, director, administrative information systems
- Sue Geckle, help desk technician

Kate Hetherington, vice president of student services, introduced

- Angela Bailey, teacher II, Children's Learning Center
- Jennifer Chase, admissions and recruitment counselor

Zoe Irvin, executive director of planning, research and organizational development introduced

- Susan Hellenbrand, office associate V

B. Introduction of Constituency Group Leaders

President’s team liaisons introduced constituency group officers.

- Erin Marek, executive associate to the president, introduced college council officers.

  President
  Sung Lee, director, student computer support
Vice President
Stephanie Lemghari, office associate IV, business and computers/English and world languages

Secretary
Dave Buonora, director of legislative relations and business development

- Ron Roberson, vice president of academic affairs, introduced faculty forum officers.

President
Peggy Walton, professor, English/world languages

- Kate Hetherington, vice president of student services, introduced the student government association president.

President
Alex Nowadazkij, student

- Erin Marek introduced administrators group officers.

Chair
Michael Heinmuller, director, user and network services

Vice Chair
Missy Mattey, director, development

- Tom Glaser, vice president of information technology, introduced professional/technical group representatives.

Constituent Group Representatives
Kim McNair, director, welcome and information center and executive associate to the vice president of student services

Nanette Douglas, executive assistant to the vice president of administration and finance

Karlyn Young, assistant director, human resources

- Lynn Coleman, vice president of administration and finance (VPAF), introduced support group officers.

Chair
Arnette Haywood, lifelong learning assistant, continuing education

Acting Vice Chair
Donna Kelly, lead materials handling clerk
Secretary
Yvonne Parker-Mansell, office associate IV, VPAF office

Committee Members
Loretta Rockwell, registration assistant, continuing education office
Patty Grim, reprographics technician

C. Informational Tour: Nursing and Allied Health

Emily Slunt, professor nursing and division chair, health sciences, and Sharon Pierce, professor, nursing and director of nursing, gave an overview of the nursing and allied health program after which the board of trustees was taken on a tour of the nursing labs. The board members met the nursing faculty who gave a brief description of each lab. The highlight of the tour was SimMan, which is used to give nursing students real life experience in patient care.

The work session adjourned at 5:15 p.m.

The above constitutes the official minutes of the September 15, 2004, work session of the Howard Community College Board of Trustees as approved on October 27, 2004, 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 15, 2004, in the multipurpose room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 5:20 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 September 15, 2004, Agenda

Consent item E2 Reassignment of Work for Athletic Fields was added to the agenda, and original discussion item F4 Relocation of Irrigation System and Grading at Field #1 was moved to consent.

A recommendation to approve the September 15, 2004, agenda as amended was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the August 25, 2004, work session and regular session minutes was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

C. President’s Report

Dr. Duncan mentioned that she attended the Department of Budget Management’s capital budget hearing. Employees are very positive about using the shuttle to ease the parking shortage on campus. Laurel College Center enrollment is up by 41 percent.

D. Board Member Comments

- Chair Dillow congratulated everyone on a wonderful Grand Prix and thanked volunteers. Missy Mattey, director of development, provided a preliminary figure of $86,000. Chair Dillow acknowledged the support of the Ruygroks for hosting the major donor dinner. She also commented on the excellence of the Rouse Scholars reception and the presence of Ted Rouse, son of James Rouse, after whom the program is named.
- Trustee Rensin commented on the Grand Prix and asked that parking volunteers be advised to direct sponsor tent guests to park in the parking lot closest to the sponsor tent. She also mentioned the recent death of Senator Robert Kittleman and suggested the college do something to memorialize him. The board’s legislative committee will recommend appropriate action.
• Trustee Rensin departed due to a prior engagement.
• Trustee Caplan also commented on the recent death of Senator Kittleman and recalled his fondness and support for Howard Community College.
• Vice-chair Hutt commented on the success of recent college events and commended the nursing program; the board had an informational tour during the work session earlier in the afternoon.
• Trustee Huddie echoed the earlier comments.
• Trustee Tung commented on the Grand Prix where she met an alumnus who commented on the high quality of the college's programs. She also commended the nursing program and recalled Senator Kittleman as a friend of HCC.
• Trustee Truby commented on the Grand Prix and extended special thanks to a nursing student volunteer who paid special attention to an elderly guest at his table.

E. Consent Items

1. Proposed New Hires
2. Reassignment of Work for Athletic Fields
3. Relocation of Irrigation System and Grading at Field #1

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

F. Discussion Items

1. Issue Bin

Vice chair Hutt will have a draft of the board orientation item for the board to review and comment on sometime in December/January. He has a tentative plan for the governance – bylaws and board policy item and will give a brief presentation to the board and have comment sheets to provide input, which will be compiled and consensus obtained.

Erin Marek, executive associate to the president, asked board members to hold all day on December 6 for a follow-up presentation from Jim Boyd. She also mentioned that all board members will be given access to the board portal but they will still get Monday reminders, which will remind them to check the board portal.

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

2. Board Calendar

Chair Dillow distributed revised board calendars and asked board members to commit to attend college events so that a couple of trustees are at every event.

This item was for information only and required no board action.
3. Proposed FY06 Capital Budget

Lynn Coleman, vice president of administration and finance, reviewed the capital project requests priorities and gave a brief report of discussions at the audit and finance committee meeting earlier that day.

In response to questions raised by board members, Dr. Duncan said that the board would need to review the master facilities plan as a whole before the end of the fiscal year.

4. Change Order #2 – Arts and Humanities Building

A recommendation to approve the amount not to exceed $14,000.00 with Design Collective as the vendor and using FY05 capital budget unallocated funds in systems renovations, was moved by Trustee Truby seconded by Trustee Hutt, and unanimously approved.

G. Information Items

1. Agreements Signed by the Board Chair Disclosure

There were no items for the board chair to approve during this time period.

2. Financial Statements

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

3. Personnel Summary for August 2004

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


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 adjourned at 6:10 p.m.

The above constitutes the official minutes of the September 15, 2004, meeting of the Howard Community College Board of Trustees as approved on October 27, 2004, 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, Thomas Glaser, vice president of information technology, Kathleen Hetherington, vice president of student services, Ronald Roberson, vice president of academic affairs, Zoe Irvin, executive director of planning, research, and organizational development, Erin Marek, executive associate to the president, were also present.

At approximately 9:15 a.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 10-501 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 October 20, 2004, at 9:15 a.m. pursuant to State Government Article, Section 10-508 (a) “to consider the acquisition of real property for a public purpose and matters directly related thereto.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 9:20 a.m.

During the closed session, the trustees discussed the acquisition of real property.

The board of trustees reviewed the financing proposal that the Howard Community College Educational Foundation (HCCEF), Inc. is negotiating for the Belmont Inn and Conference Center purchase. The board discussed and supported the agreement between the HCCEF, Inc. and the donor enabling the purchase of the Belmont property by the foundation. At this point, Trustee Huddie departed the meeting.

Finally, the lease and management agreements between the college and the HCCEF, Inc. for the Belmont Inn and Conference Center were reviewed. The documents will be revised based on board comments and forwarded to the trustees for further review. Additional feedback from the trustees will be due shortly thereafter. The trustees unanimously voted to support in principle the agreements reviewed with the suggested
changes. The agreements will be brought back for approval at a future meeting, the
date of which is to be determined.

The closed session was adjourned at approximately 10:30 a.m.

The above constitutes the official minutes of the October 20, 2004, closed meeting of
the Howard Community College Board of Trustees as approved on October 27, 2004,
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, October 27, 2004, in the multipurpose room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:00 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. Introduction of Employees

In the absence of Ron Roberson, vice president of academic affairs, Dan Friedman, division chair science and technology, introduced Tamara Jones, English Language Institute lead instructor.

Kate Hetherington, vice president of student services, introduced Wendy Buskey, personal counselor for the Career Links program, and Robin Becker-Cornblatt, assistant director of admissions (nursing and allied health).

B. Recognition of Human Resources

Lynn Coleman, vice president of administration and finance, introduced Todd Allen, director of human resources, who introduced Harsha Desai, senior programmer/analyst. Both were recognized for an award they received from the College and University Personnel Association (CUPA) for the total compensation statement, that is distributed to all HCC employees.

C. Introduction of Clay Whitlow, Executive Director of MACC

Clay Whitlow, the newly-appointed executive director of the Maryland Association of Community Colleges (MACC), was introduced to the board of trustees. Mr. Whitlow thanked the trustees and the president for their support of MACC.

D. Meeting with Auditors

Lynn Coleman gave an overview of the audit and reported that the issues mentioned in the management letter had been addressed.

E. Residents on Belmont Woods Road

Several neighbors from the community surrounding Belmont were given an opportunity to voice their opinions over the upcoming purchase of Belmont
Conference Center by the college’s educational foundation and the possibility of
development of some of the parcels of land. Neighbors expressed concern over the
possibility of development and requested to have input into college and foundation
plans for the property and its use. Dr. Duncan spoke to the group explaining the
rationale behind the educational foundation obtaining the property. She told them
that the construction of the new access road from Landing Road would be the first
priority. Dr. Duncan also let them know that there will be three public meetings
scheduled after Thanksgiving with area residents and then an open house in
January. Ms. Dillow reminded the group that the college has not purchased the
property yet and that no additional information can be offered to them at this time.

The work session adjourned at 6:39 p.m.

The above constitutes the official minutes of the October 27, 2004, work session of the
Howard Community College Board of Trustees as approved on November 17, 2004,
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 27, 2004, in the multipurpose room of the instructional laboratory building (ILB100) 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 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 October 27, 2004, Agenda

A recommendation to approve the October 27, 2004, agenda as amended was moved by Trustee Hutt, seconded by Trustee Truby, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the September 9, 2004, closed session minutes, the September 15, 2004, work session and regular session minutes, and the October 20, 2004, closed session minutes, was moved by Trustee Rensin, seconded by Trustee Truby, and unanimously approved.

C. President’s Report

Kate Hetherington, vice president of student services, gave an update on the women’s soccer team. Dr. Duncan mentioned that the Russian women’s delegation would be visiting from October 30 to November 7. Trustee Huddie stated that federal student financial aid was going unused. Students are made aware of available financial aid through a variety of means, including outreach by the financial aid staff.

D. Report of the Audit and Finance Committee

A recommendation to approve the audit and finance committee report was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

E. Report of the Legislative Committee

A recommendation to approve the legislative committee report was moved by Trustee Truby, seconded by Trustee Caplan, and unanimously approved.

F. Board Member Comments

• Chair Dillow commended Missy Mattey, director of development, on the
increased proceeds from the Grand Prix and thanked Blase Cook for donating the car he won in the raffle back to the foundation, which contributed to the increased proceeds. Blase Cook will be recognized at the donor lunch and presented with a model car. Chair Dillow thanked Peggy Mohler, director of grants and grants management, for the increase in grants secured by the college. She asked trustees to sign up to attend college events.

- Trustee Caplan thanked Chair Dillow and Dr. Duncan and her staff for taking on Belmont and thinking big on behalf of students.
- Vice-chair Hutt mentioned that he met with Ron Roberson and was impressed by the entrepreneurship and creativity course offered at the college. He said the board should think of ways to provide funding for this program through strategic partnerships.
- Trustee Huddie thanked Dave Buonora, director of legislative relations and business development, Zoe Irvin, executive director of planning, research and organizational development, and Dr. Duncan for their work statewide and Kate Hetherington for initiating student advocacy day. He also mentioned using community college foundation boards for fundraising.
- Trustee Tung mentioned the “big hole out there” and the excitement of the new building. She also mentioned meeting with Patty Keeton, executive director, workforce development, about the entrepreneurial program.
- Trustees Truby and Rensin agreed with earlier comments and commended HCC’s administration on planning for the future. Dr. Duncan thanked Trustee Rensin for chairing the foundation board at its last meeting, while excusing herself from votes on the Belmont project.

G. Consent Items

1. Proposed New Hires
2. FY06 Capital Budget
3. Banking Services Bid
   Awarded to: Bank of America
   For: approximately $15,147.15
4. Change Order for Fiber and Telecom Cable Installation to Hickory Ridge Building
   Awarded to: FiberPlus
   For: $8,300.00
5. Library Deck Waterproofing
   Awarded to: W.K. Contractors
   For: $179,300

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
The presentation on the board portal will be given at the trustee workshop. The board will be asked to review the revised bylaws and provide feedback. A workshop with Jim Boyd, Greenleaf Center facilitator, will be held on December 6.

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

2. Board Calendar

The November 11 Commission on the Future event is cancelled.

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

3. FY04 Audit Report and Response to Management Letter

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

4. FY06 Legislative Agenda

A recommendation to approve the legislative agenda with the understanding that details of some items will be further refined in the coming weeks and presented to the board in November, was moved by Trustee Hutt, 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 for August 2004

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 September 2004

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

4. Report on Board End: Student and Stakeholder Focus

Trustee Truby requested that the Student and Stakeholder Focus board end be carried over to next month’s agenda to allow more time for review and possible questions.
This item was for information only and required no board action.

Adjournment

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

The meeting adjourned at 7:30 p.m.

The above constitutes the official minutes of the October 27, 2004, meeting of the Howard Community College Board of Trustees as approved on November 17, 2004, 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 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, Thomas Glaser, vice president of information technology, Kathleen Hetherington, vice president of student services, Zoe Irvin, executive director of planning, research, and organizational development, David Buonora, director of legislative affairs and business development, and Erin Marek, executive associate to the president were also present.

Trustees discussed possible dates for a closed session meeting to meet with legal counsel. The executive session was adjourned at approximately 7:45 p.m.

The above constitutes the official minutes of the October 27, 2004, executive session meeting of the Howard Community College Board of Trustees as approved on November 17, 2004, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
Present: Roberta E. Dillow, chair, Louis G. Hutt, Jr., vice chair, and trustees 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, Thomas Glaser, vice president of information technology, Kathleen Hetherington, vice president of student services, Ronald Roberson, vice president of academic affairs, Zoe Irvin, executive director of planning, research, and organizational development, Randy Bengfort, director of marketing and public relations, David Buonora, director of legislative affairs and business development, Missy Mattey, director of development, Erin Marek, executive associate to the president, Mike Davis, legal counsel to the Howard Community College Educational Foundation, Inc., were also present.

At approximately 8:03 a.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 10-501 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 October 20, 2004, at 9:15 a.m. pursuant to State Government Article, Section 10-508 (a) “to consult with counsel to obtain legal advice on a legal matter.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 8:05 a.m.

Trustee Truby departed the meeting at 9:10 a.m. and Trustee Caplan joined it at the same time.

During the closed session, the trustees consulted with legal counsel concerning the timeline necessary to approve the management and lease agreements with the Foundation.

The closed session was adjourned at approximately 10:00 a.m.
The above constitutes the official minutes of the November 3, 2004, closed meeting of the Howard Community College Board of Trustees as approved on November 17, 2004, and are a true and correct copy of the same.

[Signature]

Mary Ellen Duncan, Secretary/Treasurer
Present: Roberta E. Dillow, chair, Louis G. Hutt, Jr., vice chair, and trustees Roger Caplan, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, 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, Erin Marek, executive associate to the president, David Buonora, director of legislative affairs and business development, and Missy Mattey, director of development were also present. Patrick L. Huddie, trustee, was absent.

At approximately 5:00 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 10-501 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 9, 2004, at 5:00 p.m. pursuant to State Government Article, Section 10-508 (a) “to consider the acquisition of real property for a public purpose and matters directly related thereto.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 5:02 p.m.

During the closed session, the trustees discussed the acquisition of real property. The closed session was adjourned at approximately 6:10 p.m.

The above constitutes the official minutes of the November 9, 2004, closed meeting of the Howard Community College Board of Trustees as approved on November 17, 2004, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 17, 2004, at the Laurel College Center in Laurel, Maryland. Roberta E. Dillow, chair, brought the work session to order at 4:30 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.

Guests: Board members and senior staff from Prince George’s Community College.

Howard Community College Students: Deborah Barrett, Joseph Cain, Alison Golwick, Suzanne Himmerich, Desiree Johnson
Prince George’s Community College Students: Rachel Black, Delcenia Georgie, Cassandra Morath, Ayesha Zia

A. Informational Tour: Laurel College Center

Nancy Grinberg, program supervisor at the Laurel College Center (LCC), gave tours of the Laurel College Center to board members and guests.

After the tours, the board members met with LCC students. Nancy Grinberg welcomed everyone to LCC. Ron Williams, president of Prince George’s Community College (PGCC), introduced his board members and senior staff. Dr. Duncan did the same for HCC. The students introduced themselves and briefly mentioned the courses they are taking, whether they are PGCC or HCC students, and their educational plans.

Comments students made included
- offering more classes at LCC so all courses required for an associate’s degree could be completed at LCC;
- offering more English as a second language classes;
- moving classes with low enrollment to HCC and PGCC campuses rather than canceling them entirely.;
- increasing marketing to promote LCC to a wider area including signage on Route 1;
- better lighting in the parking lot; and
- providing increased tutoring at LCC.

The work session adjourned at 5:30 p.m. followed by dinner and chatting with students.

The above constitutes the official minutes of the November 17, 2004, work session of the Howard Community College Board of Trustees as approved on January 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, November 17, 2004, at the Laurel College Center in Laurel, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:25 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 November 17, 2004, Agenda

A recommendation to approve the November 17, 2004, agenda as amended (with the addition of item F5, Emergency approval of Constellation Energy and Electricity Supply Contract) was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the October 27, 2004, work session, regular session and executive session minutes, the November 3, 2004, closed session and the November 9, 2004, closed session minutes, was moved by Trustee Hutt, seconded by Trustee Caplan, and unanimously approved.

C. President’s Report

Dr. Duncan thanked the Laurel College Center staff for organizing the joint session with the Prince George’s Community College board and staff and for the wonderful job they are doing serving students from the Laurel area.

Randy Bengfort, director of public relations and marketing, gave an overview of the Belmont communications plan which includes informing elected officials, donors, college community, advisory and governing boards; designating Chair Dillow, Dr. Duncan and Mike Davis, attorney, as the spokespersons; meetings with neighborhood groups; and an internal communications plan to introduce Belmont to the college community.

The board holiday dinner will be held at Belmont. Anne Johnson, general manager, will give a brief report.

D. Board Member Comments

- Chair Dillow commended the athletic teams on their recent achievements. She commented on the visual and performing arts building donor event on November 1, the GED graduation on November 7, the student donor luncheon on November 11, and the Governor’s Workforce Conference on
November 15. She passed around the State Board of Education’s publication on Maryland Career Clusters, which has no information on community colleges. A letter from the board will be sent to Nancy Grasmick, Maryland State Superintendent of Schools, with a suggested addendum to be included with the publication. Patrick Huddie, chair of the Maryland Association of Community Colleges (MACC), will share the document and the addendum with the other Maryland community college boards and Dr. Duncan will share with other presidents.

- Vice-chair Hutt commented on the student donor lunch and mentioned that he was very impressed with the Laurel College Center.
- Trustee Caplan commended the partnership between HCC and PGCC and recalled how LCC was initiated and implemented.
- Trustee Tung also attended the student donor lunch. She too was impressed with LCC and thanked Nancy Grinberg. A thank you note from the board will be sent to Nancy Grinberg.
- Trustee Truby talked about the importance of international student and faculty exchanges in enlightening people about world situations.
- Trustee Rensin also agreed with the importance of international travel. She commended the student donor lunch as an opportunity to personalize the connection between student and donor so each can appreciate the other.
- Trustee Huddie mentioned that the MACC board of trustee chairs and foundation board chairs will meet at Howard Community College on December 1. He suggested that once a year the board could set aside an hour to hear students’ ideas.

E. Consent Items

1. Proposed New Hires
2. Fiscal Year 2005 Sabbatical Leave Recommendations
3. December 2004 Graduates
4. Verizon Phone Service awarded to Verizon Maryland Inc. for $78,651
5. Northrop Grumman Technology Contract awarded to Northrop Grumman not to exceed $35,000.
6. Network Hardware for Belmont Conference Center awarded to Northrop Grumman for $37,516.
7. Legislative Agenda

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

F. Discussion Items

1. Issue Bin

   The board portal issue has been completed and will be removed from the list.
Vice-chair Hutt briefly reviewed the board bylaws revised draft and drew the board’s attention to the conflict of interest and ethical conduct items. It was suggested to check the state and county’s verbiage on ethics. Vice-chair Hutt also distributed a list of issues for discussion for board members to review. After much discussion, the board decided to discuss the bylaws further at the January board meeting and make the revised version effective July 1, 2005.

Chair Dillow informed the board that Jim Boyd from the Greenleaf Center would facilitate a session with the board on December 6 and another one with the president’s team and other invited guests on December 7. It was suggested to invite Aris Melissaratos, secretary, to join the board at lunch with Jim Boyd on December 6.

Trustee Rensin updated the board on the funding of the entrepreneurial program by the U.S. Department of Labor.

2. Board Calendar

Erin Marek, executive associate to the president, reminded the board that the holiday dinner would be held at Belmont with a meeting at 6 p.m. and dinner at 7:30 p.m. Spouses are invited; each person should bring a $25 gift.

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

3. Tuition Waivers for Contractors

Dr. Duncan gave a brief overview.

A recommendation to approve the extension of tuition waivers to full-time contractors on campus with an annual activity report to the board of trustees was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.

4. Resolution on Howard Community College Educational Foundation, Inc. Purchase of The Belmont Inn and Conference Center

A recommendation to approve the resolution was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

5. Emergency Approval of Constellation Energy & Electricity Supply Contract

A recommendation to approve the awarding of the bid for an estimated annual total amount of $606,609 to Constellation NewEnergy, Inc. was moved by Trustee Huddie, seconded by Trustee Rensin, and unanimously approved.
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 September 2004

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 October 2004

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

4. Report on Board End: Student and Stakeholder Focus

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

5. Report on Board End: Information and Analysis

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

H. Closed Session

No closed session was required.

Adjournment

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

The meeting adjourned at 8:35 p.m.

The above constitutes the official minutes of the November 17, 2004, meeting of the Howard Community College Board of Trustees as approved on January 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, December 15, 2004, at the Belmont Conference Center in Elkridge, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:12 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.

I. Approval of Agenda
The board voted unanimously to approve the agenda.

II. Belmont Report
Dr. Duncan introduced Ms. Anne Johnson, general manager of the Belmont Conference Center, and praised her for her leadership during the transition of Belmont’s ownership from the American Chemical Society to Howard Community College Educational Foundation, Inc. Anne gave a brief history of Belmont as well as an overview of major clients, 2005 earnings goals, the type of events hosted by Belmont, and possible future plans, including hospitality management, continuing education courses, and manager training among other ideas.

III. Consent Items
1. Proposed New Hires
2. Auditor Contract
3. Fiscal Year 2006 Fee Changes
4. Telephone Switch Service Contract
5. Board Bylaws
6. SimMan for Allied Health Department
7. Acceptance of American Express Cards
8. Banking CD Approval

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

IV. Discussion
Erin Marek, executive associate to the president, asked trustees to place the hang tags provided in their take-home packets in their windshields to help with the process of reserving spaces in Lot E. Additionally, she will get the makes/models and license tag numbers of all the trustees’ cars. Dr. Duncan gave a brief update on the search for a commencement speaker. Lynn Coleman, vice president of administration and finance, gave an update on the status of the
future parking deck to be located on the plant lot and several funding options that are being examined. The trustees discussed the challenge of securing state funds for a parking deck versus surface parking. The administration will keep the board abreast of the status of this process and it will be discussed by the legislative committee.

V. Closed Session

Chair Dillow read the resolution for board of trustees to meet in closed session to discuss the presidential mid-year review on December 15, 2004.

A recommendation to approve going into closed session was moved by Trustee Hutt, seconded by Trustee Dillow, and approved unanimously.

VI. Adjournment

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

The above constitutes the official minutes of the December 15, 2004, meeting of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of same.

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

December 15, 2004
Belmont Conference Center
Elkridge, Maryland

Present: 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 Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

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 10-501 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 15, 2004, at the conclusion of the regular public meeting at the Belmont Conference Center pursuant to State Government Article, Section 10-508 (a1i) “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.”

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. The closed session was adjourned at approximately 7:30 p.m.

The above constitutes the official minutes of the December 15, 2004, closed meeting of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
Present: 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 Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

Chair Dillow called the work session to order at 6:08 p.m.

Presentation of National Award to RENEW Program by Neil Gaffney
Neil Gaffney from the Howard County Department of Housing and Community Development presented the National Award of Excellence from the National Association of Housing and Redevelopment Officials.

FY06 Integrated Operating Budget and Strategic Plan
Lynn Coleman, vice president of administration and finance, gave an overview of the budget process, including the development of the FY06 strategic plan. She discussed both the restricted and unrestricted budgets, including operating, continuing education, special, and auxiliary (now including Belmont) funds.

She gave a detailed explanation of projected revenue sources for FY06. Enrollment growth, tuition and fee increases, and a potential parking fee were discussed. A total percentage increase of 12.9 has been requested from the county. State-funding, based on the Cade formula, is not established at this point.

Uses of new funds were also reviewed. An eight percent merit increase for budgeted faculty and staff has been included in this proposal. Health care and dental cost increases picked up by the college were reviewed as well as the salary scale adjustments approved by the board. Proposed new positions were explained as well as the various sources of funding for them. Breakouts of the continuing education budget as well as special and auxiliary funds were shared. The Laurel College Center budget may be revised at a later date as Prince George’s Community College has not yet completed its FY06 budget.

Adjusted cost per full-time equivalent students among all Maryland community colleges was examined and unmet needs were also discussed. The trustees explored the potential impact of the proposed tuition increase on students and emphasized the need to raise additional scholarship money.

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

The above constitutes the official minutes of the January 12, 2005, work session meeting of the Howard Community College Board of Trustees as approved on January 26, 2005, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
January 26, 2005

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, January 26, 2005, at the Laurel College Center in the multipurpose room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the regular session to order at 6:04 p.m. Other board members present included trustees Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Louis G. Hutt, Jr., vice chair, and Roger Caplan, trustee, were absent.

A. Introduction of New Employees

Kate Hetherington, vice president of student services, introduced Llatetra Brown, director of student life; Carol Egan, assistant director of records and registration; Parul Shah, learning assistance center tutor coordinator; and Katherine Sienkiewicz, director of financial aid.

Missy Mattey, director of development, introduced Karen Paris, foundation associate; Cynthia Sikorski, alumni coordinator; and Tamara Sciullo, associate director of development.

B. Recognition of Michael Nagle as Grand Prix Chair

Michael Nagle, chairperson of the 17th Annual Columbia Classic Grand Prix, was recognized for his role in raising approximately $150,000 for the event. Mr. Nagle was presented with a plaque and a gift certificate.

C. Recognition of Human Resources

Lynn Coleman, vice president of administration and finance, introduced the human resources team, which was recognized for receiving two Maryland awards - TOP’s – Maryland Employer of Distinction and “Excellent Places to Work” award from Maryland Work-Life Alliance. The office was also the number one office in the college on the QUEST survey.

Each team member introduced themselves and mentioned what they do in the human resources office. The TOP’s award and publication were passed around.

D. Informational Tour: Information Technology

Tom Glaser, vice president of information technology (IT), gave an overview of the area, introduced IT staff and took the board to the IT area where five
students presented the following.

Tanya Smith – technology intern; HCC network overview
Jack Roberts – multimedia; PSA announcement
Felipe Hall – HCC open labs
Dennis Peacock – multimedia; PSA announcement
Ryan Farrell – technology intern; HCC express

Dr. Duncan thanked the IT staff for their support and facilitating student success.

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

The above constitutes the official minutes of the January 26, 2005 work session of the Howard Community College Board of Trustees as approved on February 23, 2005, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
A. Approval of January 26, 2005, Agenda

A recommendation to approve the January 26, 2005, agenda, with the addition of a closed session, was moved by Trustee Truby, seconded by Trustee Huddie, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the November 17, 2004, work session and regular session minutes, the December 15, 2004, work session and closed session minutes, and the January 12, 2005, budget work session minutes, was moved by Trustee Truby, seconded by Trustee Huddie, 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

Kate Hetherington, vice president of student services, gave an enrollment update. For the winter intersession, FTE is up by 9 percent and headcount by 10 percent. For the spring semester, FTE is up by 9 percent and headcount by 8 percent. As of January 21, Laurel College Center enrollment is up by 221, a 55 percent increase.

F. Board Member Comments

- Chair Dillow mentioned that trustee Caplan was not present due to the recent loss of a family member and asked that contributions be made to the Caplan/Faye Miller endowment in memory of Michelle Miller. The bylaws will
be put on the February board meeting agenda. Board members were asked to help sell the ten tickets for the Hunan Manor fundraiser given to each of them. Board members who attended the ACCT annual convention in October will give a report at the February meeting. Chair Dillow mentioned that she and Zoe Irvin, executive director of planning, research and organizational development, presented the vital signs at the Maryland Association of Community Colleges (MACC) trustee workshop earlier in the week.

- Trustee Truby commented on the “Using English in the Community” in the president’s report, and how interacting with people from diverse backgrounds makes us all better global citizens. Trustee Truby extended his thanks to the ESL students and staff. He would also like to know of other such student projects in the community. Carol Parreco, coordinator of service learning, will give a presentation at the March board meeting.
- Trustees Rensin echoed trustee Truby’s comments. She commended the IT presentation earlier in the evening. She felt that the MACC trustee workshop reinforced Howard Community College’s leadership among the community colleges.
- Trustee Tung congratulated the IT department and mentioned that she had met with Zoe Irvin regarding the Baldrige application.
- Trustee Huddie also commented on the MACC workshop. He asked board members to view the marketing presentation and the CADE formula presentation to be located on the board portal. He asked for the board’s support and participation to replace paper copies of board materials with an electronic version which would be available for downloading from the board portal and would be projected on screen at board meetings.

G. Consent Item

Proposed New Hires

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

H. Discussion Items

1. Issue Bin

Chair Dillow reviewed the issue bin list. Trustee Rensin mentioned that the entrepreneurial proposal had been sent to the Department of Labor again since the original copy was damaged. Lynn Coleman, vice president of administration and finance, and Shelly Bilello, coordinator administration and finance, were commended for their outstanding work on capital projects and the master plan. Ed Waddell, treasurer of the Howard Community College Educational Foundation, was nominated and approved to receive the trustees’ award for outstanding service to HCC, which will be presented at the May convocation.
2. **Board Calendar**

Dr. Duncan added April 30 to the board calendar for a wellness center recognition event and a possible presentation by Deepak Chopra.

3. **FY06 Integrated Operational and Strategic Plan and Budget**

Lynn Coleman distributed and explained the revised budget document with the Governor's proposed funding.

*A recommendation to approve the proposed FY06 budget was moved by Trustee Huddie, seconded by Trustee Truby, 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 November 2004**

   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 2004**

   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 Huddie, seconded by Trustee Truby, and unanimously approved.*

The meeting adjourned at 7:55 p.m.

The above constitutes the official minutes of the January 26, 2005, meeting of the Howard Community College Board of Trustees as approved on February 23, 2005, and are a true and correct copy of same.

Mary Ellen Duncan, secretary/treasurer
January 26, 2005
Howard Community College
Instructional Laboratory Building 100
Columbia, Maryland

Present: Roberta E. Dillow, chair, and trustees Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, and Erin Marek, executive associate to the president, were also present.

At approximately 8:03 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 10-501 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 26, 2005, at the conclusion of the regular public meeting at Howard Community College’s Instructional Laboratory Building 100 pursuant to State Government Article, Section 10-508 (a1i) “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.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 8:04 p.m.

During the closed session, the trustees discussed a personnel matter. The closed session was adjourned at approximately 8:28 p.m.

The above constitutes the official minutes of the January 26, 2005, closed meeting of the Howard Community College Board of Trustees as approved on February 23, 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, February 23, 2005, in the multipurpose room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:00 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. Introduction of New Employees

In Ron Roberson’s absence, Steve Horvath, executive associate to the vice president of academic affairs, introduced Linda Dwyer, instructor, English as a Second Language, and Michael Brizek, interim assistant professor, hospitality management.

Lynn Coleman, vice president of administration and finance, introduced John Degen, painter.

Tom Glaser, vice president of information technology, introduced Tabitha Smith, programmer, Bobby Eldridge, computer/network support technician, and Eric Lane, programmer/analyst.

Kate Hetherington, vice president of student services, introduced Jon Wiley, admissions and advising information specialist.

Dr. Duncan introduced Anne Johnson, Belmont general manager, who introduced Christina Duck, Belmont sales director, and Maria D'Amato, Belmont sales manager.

Anne Johnson gave a Belmont update including recent bookings, summer concerts, Festa Italiana weekend, community survey and short term space priorities. (Trustee Caplan asked that Belmont be included as an information item in the president’s report every month.)

B. United Way Campaign Contribution from Students

Erin Marek, director of board relations/special projects, mentioned that students had raised $728.72 toward the Howard Community College United Way campaign total of $27,000. Students Katie Podson and Sandee Clausen presented a "giant" check to Chair Dillow.

C. Howard Community College Ethics Bowl Team

On November 19, 2004 Howard Community College won the Baltimore Regional Ethics Bowl. Team members Alison Gottschalk, Clay Alsop,
Melanie Kittleman, and Michael Schoenecker, and their coach Professor Helen Mitchell, were recognized.

D. Annual Foundation Report

Barb Van Winkle, chair, Howard Community College Educational Foundation (HCCEF) board of directors, delivered the annual foundation report, which included the recent acquisition of the Belmont Conference Center, the capital campaign current total at $8.6 million, Maple Lawn, student housing, investment club, and planned giving. She also reported that student Katie Podson and faculty member Peggy Walton have been added to the foundation board. She announced upcoming events including the Italian weekend and summer concerts at Belmont, the Hunan Manor fundraiser on March 7 and the Zonta Club fundraiser on April 8. She also announced that Beth and Pete Horowitz received the Benefactor of the Year award from the Council for Resource Development (CRD). A video clip of the award presentation was shown.

Ed Waddell, treasurer of HCCEF, reviewed the financial report.

E. Informational Tour: Science Department

Dan Friedman, chair of the science and technology division, provided an overview of the science and technology area. Board members visited three science labs and heard presentations by faculty members and students.

• Collaborative Learning Using Computer Probeware to take and analyze data to build higher order conceptual models in physics by Professor Russ Poch and students Chris Raabe and Foad Askari.
• Cell Biology and Genetics by Professors Sue Bard and Patty Turner and students Frances Chingcuanco and Parsa Hossein.
• Showcase of new networking technologies being developed at HCC by Professor Vinitha Nithianandam and Richard Chapman, electronics/technology lab manager, and student Clayten Gillis.

The work session adjourned at 7:40 p.m.

The above constitutes the official minutes of the February 23, 2005 work session of the Howard Community College Board of Trustees as approved on March 23, 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, February 23, 2005, in the multipurpose room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 7:45 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present.

A. Approval of February 23, 2005, Agenda

A recommendation to approve the February 23, 2005, agenda, was moved by Trustee Huddie, seconded by Trustee Tung, and unanimously approved.

B. Approval of Minutes

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

C. Report of the Legislative Committee

Trustee Huddie recommended naming the multipurpose room (ILB100) after Senator Robert Kittleman. The recommendation was unanimously approved. Trustee Huddie gave an overview of the national legislative seminar in Washington earlier in the month.

D. President’s Report

Dr. Duncan talked about the Community Colleges for International Development (CCID) international projects including the agreement between Turkey and HCC, Northampton Community College, and Delaware Technical and Community College. HCC will handle the ESL and computer information systems instruction. The expectation is for Turkish students to learn English in their home country then transfer to U.S. community colleges to finish their degrees. She asked board members to consider attending CCID meetings with her.

Dr. Duncan mentioned that the language in the Homeland Security appropriation bill had been changed to require every state to work with their community colleges for training. The honors program will be named after Fred K. Schoenbrodt. Dr. Duncan distributed copies of the academic net square foot inventory graph.
E. Board Member Comments

- Chair Dillow reminded board members of the upcoming Hunan Manor fundraiser on March 7 and the Wellness Center opening on March 16. She also mentioned the Portrait on Philanthropy in Howard County presentation on April 12. She commended students and staff for organizing advocacy day in Annapolis.
- Vice chair Hutt thanked the faculty and students for their science and technology presentations.
- Trustee Rensin was impressed by the breadth and depth of the science courses offered at the college and by the impressive qualifications and experience mentioned in new employee introductions. She supported the idea of doing the Kittleman room naming at the April board meeting.
- Trustee Tung commended the science and technology presentations and the Horowitz award presentation.
- Trustee Truby commended student successes regarding fundraising for United Way and winning the Ethics Bowl. He commended faculty and staff for showing leadership at various levels in the institution.

F. Consent Items

1. Proposed New Hires
2. Grants and Scholarships
3. Board Bylaws
4. Honoring Senator Kittleman
5. Professional Services for collegewide Facilities Condition Assessment awarded to EMG for $53,110 base contract plus $45,350 options totaling $98,460.
6. Parking Deck Design Services awarded to Desman Associates for $263,000.00

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

Trustee Rensin suggested that it would be a good idea for board members to write brief reports after they attend the Association of Community College Trustees (ACCT) convention. Chair Dillow mentioned that she had visited the EMS program at a community college during the ACCT convention where they had a prototype ambulance to teach students how to work in a moving vehicle.

This year's ACCT convention is in Seattle from September 8 – 10, 2005.
Patty Keeton, executive director workforce development, gave an overview of the entrepreneurial boot camp.

2. **Board Calendar**

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

3. **Honorary Degree Recipients**

   A recommendation to approve Joan I. Athen, Edward L. Cochran, Gertrude H. Crist, and Raymond S. Wacks to receive honorary degrees in 2005, was moved by Trustee Truby, seconded by Trustee Caplan, and unanimously approved.

4. **Sarbanes-Oxley Act**

   A recommendation to approve the recommendations on the Sarbanes-Oxley Act, was moved by Vice Chair Hutt, seconded by Trustee Rensin, and unanimously approved.

5. **Professional Services for Collegewide Facilities Master Plan**

   Revised copies of this item were distributed.

   A recommendation to approve the award for professional services for the collegewide facilities master plan for a not-to-exceed amount of $219,400, was moved by Trustee Caplan, seconded by Vice Chair Hutt, 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 for December 2004**

   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 January 2005**

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

4. **Report on Board End: Faculty and Staff Focus**
Zoe Irvin, executive director of planning, research, and organizational development, highlighted the latest effort of the organizational development cross-functional team to provide convenient, inexpensive basic professional training to every college employee.

5. The Howard Community College Fiscal Year 2004 Workforce Snapshot

This item was for information only and required no board action

Adjournment

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

The meeting adjourned at 8:50 p.m.

The above constitutes the official minutes of the February 23, 2005, meeting of the Howard Community College Board of Trustees as approved on March 23, 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, March 23, 2005, in the Kittleman Room in the instructional laboratory
building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E.
Dillow, chair, brought the work session to order at 6:00 p.m. Other board members
present included 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. Louis G. Hutt, Jr., vice chair, was absent.

A. **Introduction of New Employees**

Kate Hetherington, vice president of student services, introduced Crystal
Anderson, admissions and recruitment counselor.

B. **Recognition of Howard Community College’s Women’s Volleyball Team**

Diane Schumacher, director of athletics, introduced the coaches and the team
and asked each team member to introduce themselves and mention which
high school they graduated from and their future educational plans. The
board recognized the women’s volleyball team’s accomplishments and Chair
Dillow presented each of them with an HCC gift.

C. **Board Portal**

Erin Marek, director of board relations/special projects, and Jodi Allaire,
executive information specialist, demonstrated the functionality of the web
portal available to all board members. Board members asked questions and
suggested that the board portal be mentioned in the Baldridge application as
an example of making information accessible anytime and anywhere.
Additionally, a suggestion was made to incorporate a link to the board portal
in all emails to the trustees.

D. **Service Learning Information Session**

Ron Roberson, vice president of academic affairs, introduced Carol Parreco,
coordinator of service learning, who gave a brief overview of the program.
Ms. Parreco discussed ongoing projects, including alternative spring break in
Big Ugly, West Virginia, and work with the nursing club. Ms. Parreco
introduced Peter Watts, student, who discussed his experience with service
learning in conjunction with Conexiones. Peter worked with young Hispanic
children and described how the experience changed his viewpoint on
volunteerism. Peter was very enthusiastic and positive about the entire
experience, feeling that it positively impacted both him and the children with
whom he has worked.
Laura Gottschalk, student, has been working with Winter Growth, an organization that works with senior citizens, and the HCC Wellness Center. She discussed her experiences at these organizations and how she is looking forward to the alternative spring break trip to Big Ugly, West Virginia.

Robin Bauer, instructor of Spanish, discussed her past experiences with service learning and how Ms. Parreco and she integrated service learning into Spanish language courses and built relationships with the Howard County Public Schools.

Carol Parreco also discussed the service learning course that is currently under development.

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

The above constitutes the official minutes of the March 23, 2005, work session of the Howard Community College Board of Trustees as approved on April 27, 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, March 23, 2005, in the multipurpose room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 7:10 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 March 23, 2005, Agenda**

A recommendation to approve the March 23, 2005, agenda, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

**B. Approval of Minutes**

A recommendation to approve the February 23, 2005, work session, and regular session minutes, was moved by Trustee Truby, seconded by Trustee Huddie, and unanimously approved.

**C. Report of the Audit and Finance Committee**

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

**D. President's Report**

Dr. Duncan asked Dave Buonora, director of legislative relations and business development, to give an overview of the Annapolis legislative session. Mr. Buonora discussed the Maryland community colleges' state operating budget funding, capital budget funding, suggested changes in the calculation of four-year institutions’ enrollment that would impact the Cade formula, and regional higher education center (RHEC) issues, including authorizing legislation for independent RHEC funding. Mr. Buonora suggested that the board send letters to the governor and lieutenant governor asking for their support for funding for the Laurel College Center. Board members agreed to this suggestion. Letters will be sent by Chair Dillow on behalf of the board.

**E. Board Member Comments**

- Chair Dillow commented on the brochures for the Wellness Center included in the board packet. She congratulated Kate Hetherington on a great facility and for working with the Horizon Foundation to gain funding. She commented on the success of the Silas Craft Collegians fundraiser at Hunan Manor and thanked Tudy Adler for chairing the committee. She also mentioned the outstanding faculty members, various awards the college has received in recognition of its international efforts, the student employee of the year, and commended Dave Buonora for his work in Annapolis.
• Vice chair Hutt thanked the nursing program for hosting the reception for Congressman Cummings in appreciation of his support of the expansion of that program.
• Trustee Rensin commended the presentation on service learning and commented how exciting it was to hear from faculty and students on their positive experiences.
• Trustee Truby echoed Trustee Rensin’s comments.
• Trustee Tung commended the work on service learning and congratulated the women’s volleyball team on their success.
• Trustee Caplan commented on the success of the Hunan Manor fundraiser and thanked the owners’ of the restaurant for their years of support. It was suggested that the board write a letter of thanks to Tudy Adler. Trustee Caplan also commented on the success of Mr. Buonora’s legislative work.

F. Consent Items

1. Proposed New Hires
2. Audit Areas for Review

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

G. Discussion Items

1. Issue Bin

This item was for information only and required no board action. Chair Dillow mentioned that a committee will be put together to discuss potential names to forward for consideration for appointment to state boards and commissions. Chair Dillow passed around copies of the mission, vision, and values for trustees to review. She asked that the trustees consider how and if servant leadership concepts should be included. Feedback should be given prior to the April meeting so it can be discussed at that meeting and the final version can be approved in May in alignment with the strategic planning process.

2. Board Calendar

This item was for information only and required no board action. On April 19, Lou Hutt is being honored by the Waring-Mitchell Law Society. April 9th is Festa Italiana at Belmont. The Zonta Club fundraiser for HCC being held on Friday, April 8, 2005, was also discussed.

3. The Howard Center of African American Culture Research Library

A recommendation to approve the Memorandum of Understanding (MOU) between Howard Community College and the Howard County Center of African American Culture and determine a timeline for the MOU, was moved by Trustee Caplan, seconded by Trustee Truby, and unanimously
4. Instructional Lab Building Phase II – Quad Construction Change Order #1

A recommendation to approve the payment of $79,695 to Riparius Construction, Inc. from the ILB Phase II – Quad – Capital Budget to cover the cost of the proposed wood chip path, was moved by Trustee Caplan, seconded by Trustee Truby, 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 for January 2005

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

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


   Zoe Irvin, executive director of planning, research and organizational development, gave an overview and responded to trustees’ questions.

4. Personnel Summary for February 2005

   This item was for information only and required no board action

Adjournment

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

The meeting adjourned at 7:50 p.m.

The above constitutes the official minutes of the March 23, 2005, meeting of the Howard Community College Board of Trustees as approved on April 27, 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 Tuesday, April 26, 2005, in the Schoenbrodt Room in the administration building (A225) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 8:25 a.m. Other board members present included trustees 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. Roger N. Caplan, trustee, was absent.

### Student Housing

Dr. Kate Hetherington discussed evolution of the student housing issue over the past two years. She discussed the feasibility study conducted by Anderson Strickler, LCC, which concluded that HCC should build a facility with the capacity for at least 300 full-time single students. Dr. Hetherington explained that some of the reasons for pursuing student housing include connecting students to the college in a different, stronger, and more enduring way than is currently available, attracting additional students to HCC that might otherwise go elsewhere, and generating a revenue stream from the endeavor.

Some of the challenges with student housing include undesirable behavior in dormitories that might spillover into the surrounding community. Additionally, there will be an impact on staff far as the nature of their work and interaction with students. Dr. Hetherington stressed that student housing is not an all rewards-no risk project. There would be challenges that came with it; however, the benefits for students as well as the financial rewards could be significant.

Ed Kohls from Design Collective presented several options for student housing locations.

**Area 1 – Over Lot A.** The location would not destroy the parking lot as the housing could be built over a potential parking deck. Currently, this site looks practical but some zoning issues do need to be researched.

**Area 2 – Behind the current plant lot (where the future garage will be built).** This site would be nice because it is located close to parking. The site is tight but is close to the fields and the pond.

**Area 3 – Close to the Hickory Ridge building.** The housing could be built in conjunction with a new parking deck and is close to the new Horowitz Center and student services building. One drawback would be that it is close to the community housing on Hickory Ridge road. However, this could be resolved by the way the facility is placed on the site.
Area 4 – Along Hickory Ridge road behind the Children’s Learning Center. This site is also close to the Hickory Ridge community and lies immediately along Hickory Ridge road.

Although significant work and discussion needs to take place before a specific location could be decided upon, this overview shows that there are several viable sites on campus for student housing.

Trustees asked questions concerning proximity to academic buildings and the external community as well as the potential for expansion beyond the 300 beds in the future. Other questions concerned the cost of similar housing in the area as well as the revenue projections in the immediate future and long-term.

Dr. Hetherington discussed the role of student housing in student attraction and retention. The primary reason for doing student housing is to enhance the academics offered at HCC. Student housing could enhance the college environment for younger students and make HCC more competitive with the region’s four-year institutions. Various student learning communities and international students would also be incorporated into this plan; however, the primary service population would still be residents of Howard County.

A discussion was held on the financial aspect of the project. Dr. Duncan emphasized that it might be very possible that the project would be revenue neutral for approximately three years.

A discussion item on student housing will be drafted for introduction during the April 27, 2005, regular session of the meeting of the board of trustees. A vote on whether or not the college should pursue student housing will be taken at that time.

The work session adjourned at 9:45 a.m.

The above constitutes the official minutes of the April 26, 2005, work session of the Howard Community College Board of Trustees as approved on May 27, 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, February 23, 2005, 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 6:03 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

Kate Hetherington, vice president of student services, introduced Christele Cain, admissions and advising information specialist.

B. All-USA Academic Team Awards

Kate Hetherington introduced Jennifer Osing and Katie Podson who have been nominated from Howard Community College for the All-USA Academic Team Competition sponsored by USA Today, Phi Theta Kappa Honor Society, and the American Association of Community Colleges. The board commended both students for their accomplishments and presented them with a gift.

C. The Audrey Robbins Humanitarian Award

Patty Keeton, executive director workforce development, introduced Becky Lessey, director basic skills and foreign-born programs, who is this year’s Association of Community Services’ Audrey Robbins Humanitarian Award winner. This award was created to honor the work of human services organizations and those volunteers and staff who go above and beyond all expectations in their service to the community.

D. Internationalizing the Campus

Ron Roberson, vice president of academic affairs, gave a brief summary on the importance of international programs. Howard Community College has 830 international students and about 95 ESL students, and Continuing Education has several international contracts. The college is actively involved with international organizations like the American Council on International Intercultural Education (ACIIE) who recently awarded the college for its international programs, and Community Colleges for International Development (CCID) with whom the college is working on study abroad and student/faculty exchange programs.

Alex Nowadazkij and Manuel Rodriguez, students from Germany and Venezuela, talked briefly about their experiences as foreign students at HCC.
Rebecca Mihelcic-Chapman, Professor, Business & Coordinator of International Education, talked about the Commission on the Future’s recommendation for students to be globally competent. She talked about HCC’s study abroad program in Mexico (now in its 6th year) and 10 other study abroad programs which 300 students have participated in. Faculty are also internationalizing courses across the curriculum to include global understanding in all areas. Beckie would like all students, who would like to, to have an opportunity to have a study abroad experience.

Cheryl Berman, Associate Professor, World Languages, talked about the ten world languages that are taught at Howard Community College including the critical language program which is self instructed and tutor assisted and two new languages – Farsi and Portuguese. She mentioned that enrollment in the world languages program has grown by 114 percent in two years.

The following students talked about their experiences in the study abroad program.

- Debbie Butterworth spent three weeks in Mexico to get more fluent in Spanish and plans to go back.
- Kristy Herod went on the HCC-sponsored 2-week cruise through Russia and says the trip gave her a better world view.
- Madelene Pettersson, went to Costa Rica and learned about healthcare programs there.
- Alison and Laura Gottschalk traveled through Germany visiting places mentioned in their grandmother’s diary and met their German relatives. The trip gave them a new perspective on the world and world affairs.

The work session adjourned at 7:06 p.m.

The above constitutes the official minutes of the April 27, 2005 work session of the Howard Community College Board of Trustees as approved on May 25, 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, February 23, 2005, 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 7:15 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 April 27, 2005, Agenda

A recommendation to approve the April 27, 2005, agenda, was moved by Trustee Huddie, seconded by Trustee Tung, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the March 23, 2005, work session and regular session minutes, was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

C. President's Report

Janice Marks, director of academic support, counseling and career services, and Margaret Garroway, associate director, academic support services, were commended on receiving a 100 percent score on a federal grant to support student support services.

D. Board Member Comments

- Chair Dillow congratulated Vice Chair Lou Hutt on his recent honor from the Waring–Mitchell Law Society; commended staff for arranging the presentation by Robert Rosenberg, former CEO of Dunkin' Donuts; and talked about the athletic track and fields dedication. She asked Lou Hutt to chair the audit and finance committee meeting on May 11 since she will be out of town; reminded the board about the retreat on June 9; and asked which board members are interested in attending the ACCT convention in Seattle in September.
- Vice Chair Hutt commended the staff on the Kittleman Room naming.
- Trustee Tung commended students Katie Podson and Jennifer Osing on their nomination to the All-USA Academic Team Competition. She commended Beckie Lessey, director, basic skills and foreign-born programs, on being selected as the Audrey Robbins Humanitarian Award winner and Dave Buonora, director of legislative relations and business development, on the
legislative successes.

- Trustee Huddie commented on the informative student housing discussion, and commended Zoe Irvin, executive director of planning, research and organizational development, on her appointment to the 2005 Baldrige Board of Examiners. Lou Hutt was congratulated for his award and the college’s international programs were lauded.

- Trustee Caplan commended Zoe Irvin on her Baldrige appointment and the students who spoke about international programs.

- Trustee Truby talked about Dr. Duncan’s remarks on servant leadership at a recent event and Beckie Mihelcic-Chapman’s leadership on internationalizing the campus.

- Trustee Rensin echoed other board members’ comments. She asked that elected officials be invited to all college events.

**E. Consent Items**

1. Proposed New Hires
2. Fiscal Year 2006 Faculty Promotions
3. Candidates for Commencement
4. Acceptance of Discover Credit Cards
5. Programming for the Howard Community College Website
6. Housekeeping Supplies Contract awarded to Daycon Products Company for annual estimated expenditures of $35,000.
7. Music Modular Buildings Contract awarded to Vanguard Modular Systems for $30,480/year ($2,540/month/insurance inclusive)
8. Landscaping Management Services Contract awarded to The Brickman Group, Ltd. For $57,631.00
9. Elevator Services Contract awarded to Schindler Elevator for $10,584.00.
10. Electrical Services Contract awarded to Bell Electrical Systems, Inc. for an estimated amount of $30,000.

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

**F. 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/special projects, distributed the FY06 board calendar. The Rouse Scholars reception date in September will be changed since trustees will be attending the ACCT Convention in Seattle.
3. **Student Housing**

A recommendation to approve proceeding with student housing, including the hiring of a consultant was moved by Trustee Caplan, seconded by Trustee Tung, and unanimously approved.

4. **Board Policy – Facility Naming**

A recommendation to approve the addition of the Governance Process: Board’s Role - Policy on Naming Facilities, was moved by Trustee Rensin, seconded by Trustee Caplan, and unanimously approved.

5. **Board Bylaws – Implementation of Sarbanes-Oxley Act Recommendations**

A recommendation to approve the revision of the board bylaws as highlighted in Article VI: Committees of the Board, was moved by Trustee Caplan, seconded by Trustee Huddie, and unanimously approved.

6. **Fiscal Year 2006 Operating Budget**

A recommendation to approve the FY06 operating budget along with the FY06 tuition rates, was moved by Trustee Caplan, seconded by Trustee Truby, and unanimously approved.

7. **Fiscal Year 2006 Capital Budget**

A recommendation to approve the FY06 capital budget, was moved by Trustee Caplan, seconded by Trustee Rensin, and unanimously approved.

8. **Increase in Consolidated Fee**

A recommendation to approve the increase in the consolidated fee for FY06 to 14.4 percent of the in-county tuition rate, was moved by Trustee Caplan, 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 for February 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 - Leadership**
   This item was for information only and required no board action.

4. **Senior Adult Education**
   This item was for information only and required no board action.

5. **Personnel Summary for March 2005**
   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 Hutt, and unanimously approved.*

The meeting adjourned at 8:00 p.m.

The above constitutes the official minutes of the April 27, 2005, meeting of the Howard Community College Board of Trustees as approved on May 25, 2005, and are a true and correct copy of same.

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

April 27, 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 8:03 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 10-501 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 27, 2005, at the conclusion of the regular public meeting at Howard Community College’s Schoenbrodt boardroom pursuant to State Government Article, Section 10-508 (a1i) “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.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 8:04 p.m.

During the closed session, the trustees discussed a personnel matter. The closed session was adjourned at approximately 9:20 p.m.

The above constitutes the official minutes of the April 27, 2005, closed meeting of the Howard Community College Board of Trustees as approved on May 25, 2005, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer
Present: Roberta E. Dillow, chair, and trustees Roger N. Caplan, Patrick L. Huddie, Katherine K. Rensin, and T. James Truby. Kate Hetherington, vice president of student services, was also present.

At approximately 7:00 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 10-501 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Howard Community College hereby conduct its meeting in closed session beginning on May 2, 2005, at Howard Community College’s Schoenbrodt boardroom (A225) pursuant to State Government Article, Section 10-508 (a1i) “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.”

The resolution was approved unanimously by the trustees. The trustees entered into closed session at approximately 7:01 p.m.

During the closed session, the trustees discussed a personnel matter. The closed session was adjourned at approximately 8:00 p.m.

The above constitutes the official minutes of the May 2, 2005, closed meeting of the Howard Community College Board of Trustees as approved on May 25, 2005, and are a true and correct copy of the same.

Roberta E. Dillow, Chair
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 25, 2005, in the Kittleman Room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:01 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Katherine K. Rensin was absent.

A. Introduction of New Employees

Kate Hetherington, vice president of student services, introduced Cherisse Carlin, associate director of financial aid services.

B. Informational Tour: Mathematics Division

Bernie Sandruck, professor, mathematics and division chair, mathematics, gave a video tour of the mathematics division. The math faculty who were present introduced themselves and mentioned how long they had been at the college – Bruce Reid, Russ Baker, Jude Okpala, Gabriel Ayine, Consuelo Steward, Guy Bunyard, Jenny Penniman, and Betty Anderson. Students Jenny Burnham and Paul Kirkman talked about their positive experiences taking math classes at HCC. Students Jackie Hodge and Olinda Guerrero demonstrated how teachers handle math questions from students.

Adjournment

The work session adjourned at 6:25 p.m.

The above constitutes the official minutes of the May 25, 2005 work session of the Howard Community College Board of Trustees as approved on August 24, 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, May 25, 2005, in the Kittleman Room of the instructional laboratory building (ILB100) at Howard Community College, Columbia, Maryland. Roberta E. Dillow, chair, brought the work session to order at 6:25 p.m. Other board members present included Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Patrick L. Huddie, T. James Truby, and Mary Beth Tung. Mary Ellen Duncan, secretary-treasurer, was also present. Trustee Katherine K. Rensin was absent.

A. Approval of May 25, 2005, Agenda

Board Chair Dillow announced that Item H – Discussion Items had been moved up on the agenda right after Item D, and Item J – Closed Session was removed from the agenda.

A recommendation to approve the May 25, 2005, agenda with the change, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

B. Approval of Minutes

A recommendation to approve the April 26, 2005, work session, the April 27, 2005, work session, regular session and closed session minutes, and the May 2, 2005, closed session minutes, was moved by Trustee Truby, seconded by Trustee Hutt, and unanimously approved.

C. Report of the Audit and Finance Committee

Vice Chair Hutt gave an overview of the meeting.

D. Report of the Legislative Committee

Trustee Huddie mentioned that the Kittleman Room naming event on April 27 was well-attended and well-conducted.

Dave Buonora, director of legislative relations and business development, reported that there was no word yet on the Governor's re-allocation of funds for the regional higher education centers.

E. President's Report

Dr. Duncan shared children’s books written and published by adjunct faculty
member, Carleen Grossman’s English literature class, which were donated to the children’s oncology unit at Sinai Hospital.

F. Board Member Comments

- Chair Dillow commented on commencement and the importance of giving honorary degrees to “friends” of the college. It was decided to mention past honorary degree recipients in the commencement program. Chair Dillow reminded the board to return their completed self evaluation forms and the president’s evaluation to Erin Marek, director of board relations/special projects.
- Vice Chair Hutt commented on the commencement ceremony and the value of graduates becoming supportive alumni.
- Trustee Tung commented on the nursing pinning ceremony, the master plan meeting with the Commission on the Future and foundation board members and the different ideas that were generated, including senior housing. She was very impressed by the work of the math department and the accomplishments of faculty and staff.
- Trustee Truby commented on the impact of student Katie Podson’s speech at commencement.
- Trustee Caplan thanked and commended Dr. Duncan for her commitment, vision, patience, and diligence in acquiring Belmont and working to make it available for student programs. He thanked the senior staff and Trustee Truby for their work with Belmont and assured the community that Belmont will be a place that everyone will enjoy.

G. Consent Items

1. Capital Budget Items
   a. Instructional Laboratory Building Phase II Change Order #2 awarded to Riparius for $9,000.00.

2. Service Contracts
   a. Fiscal Year 2006 Credit and Non-Credit Schedule of Classes Printing awarded to Tapco, Inc. (credit schedules) for $94,960 and Engle Printing (non-credit schedules) for $86,111.
   b. Trash Compactor Lease Agreement awarded to Waste Management of Maryland for $11,244.00 (tonnage not included).
   d. Project Access Bus Service Bid awarded to Jubb’s Bus Service for $20,000 per year for three years.
   e. Athletic Fields Management Service Contract Extension awarded to the Brickman Group, Ltd. for $61,010.00.

3. Renewals
   a. Sodexho Contract renewed from May 2005 – May 2006. The college pays three percent of gross sales in general support services allowance, a management fee of $20,000, and expenses in excess of sales.
e. Washington Gas and Energy Services from July 1, 2005 – June 30, 2006 for $240,000 (approximately)
h. Maryland Educational Enterprise Consortium (MEEC) from August 1, 2005 – August 1, 2006 for an anticipated cost of $30,000.

4. Other
   a. Proposed New Hires
   b. New Fiscal Year 2006 Academic Programs
   c. Summer I Graduates
   d. Professor Emeritus Recommendations
   e. Maryland Energy Administration
   f. Authorization for Board Chair to Approve on Behalf of Board Until Next Regular Meeting

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

H. Discussion Items

1. Issue Bin

   Trustee Tung reported that the Baldrige application went out on Friday.

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

2. Board Calendar

   Chair Dillow reminded the board about the retreat on June 9, 2005, from 12 noon to 6:30 p.m. She also asked board members to come to convocation the next day when Ed Waddell would receive the trustee award.

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

3. Fiscal Year 2007 Vision, Mission, Values and Beliefs, Strategic Initiatives, and Goals

   A recommendation to reaffirm the continuing elements of the Strategic Plan (Mission, Vision, Values & Beliefs, and Strategic Initiatives) and approve the revised Goals, was moved by Trustee Caplan, seconded by Trustee Hutt, and unanimously approved.
4. **Construction Manager at Risk for the Parking Deck**

A recommendation to approve $0.00 for pre-construction services and 2.5 percent for the construction management fee for Riparius Construction from FY05 capital budget funds, was moved by Trustee Truby, seconded by Vice Chair Hutt, and unanimously approved.

5. **Track Equipment Bid**

A recommendation to approve the amount of $49,446.65 to Gill Athletics to cover the cost of the track equipment from student consolidated fees, was moved by Trustee Caplan, seconded by Vice Chair Hutt, and unanimously approved.

6. **Draft Agenda - Board Retreat**

Emerging Issues will be added back to the agenda.

7. **Agreement with Howard County and Howard Community College for the Horowitz Visual and Performing Arts Center**

A recommendation to approve the college’s obligation to pay $6,764,871 of which $2,607,871 has already been raised and $4,157,000 is a loan to the college from the Howard County Government, was moved by Trustee Caplan, seconded by Vice Chair Hutt, and unanimously approved.

8. **Election of Officers for Fiscal Year 2006**

Trustee Caplan nominated Chair Dillow and Vice Chair Hutt for chair and vice chair for FY06. Trustee Huddie seconded the nomination and Trustees Truby and Tung endorsed the nomination.

A recommendation to accept the nominations, was moved by Trustee Caplan, seconded by Trustee Truby, and unanimously approved.

Chair Dillow and Vice Chair Hutt accepted.

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 March 2005**
Lynn Coleman, vice president of administration and finance, gave an overview.

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

3. **Use of Adjunct Faculty**

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

4. **Anticipated Summer Approvals**

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

5. **Sodexho Management Agreement**

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

6. **Personnel Summary for April 2005**

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

**Adjournment**

The meeting adjourned at 7:10 p.m.

The above constitutes the official minutes of the May 25, 2005, meeting of the Howard Community College Board of Trustees as approved on August 24, 2005, and are a true and correct copy of same.

[Signature]

Mary Ellen Duncan, secretary/treasurer
The board of trustees of Howard Community College (HCC) held its annual trustees’ retreat on Thursday, June 9, 2005, at the Belmont Conference Center, Elkridge, Maryland. Board members present included: Roberta E. Dillow, chair; Louis G. Hutt, Jr., vice chair; and trustees Roger N. Caplan, 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. Patrick L. Huddie, trustee, was absent.

Introduction
Chair Dillow brought the retreat to order at 1:15 p.m. and welcomed the group to Belmont.

Key Measures to Improve

Baldrige Application
Zoe Irvin gave a brief overview of Baldrige, its history as a quality framework and educational institutions that have received Baldrige awards. To date, no community colleges have won a Baldrige award.

Ms. Irvin then gave a history of Baldrige at Howard Community College (HCC), describing the progression from submission of the Continuous Quality Improvement Network’s (CQIN’s) Pacesetter Award to the Maryland State Quality Award (twice) and finally the submission for the national Baldrige Award. She distributed copies of the HCC Baldrige application and explained that feedback from Baldrige examiners will be returned to HCC in December of 2005.

Dr. Duncan emphasized that the main interest of the college in submitting the Baldrige application was to receive feedback for self-improvement – not necessarily winning the award. If winning the award had been the main focus, it would have been better to focus on a small cross-section of the college. However, by having the whole college apply, there is a greater opportunity to learn more about the entire organization and identify areas for improvement. Additionally, she pointed out that the process of doing the application reinforced the college culture of participation and self-improvement.

Vital Signs
Ms. Irvin described the purpose of the Vital Signs for areas and departments at HCC and discussed how each area/department presents their vital signs to the president’s augmented team. Dr. Duncan explained that the vital signs are based on New York City’s and Baltimore’s Citistats program. HCC’s vital signs program is done in a
welcoming and non-judgmental environment and it is emphasized that it is acceptable to have benchmarks that are not met and to discuss with the group how measures can be improved. Budget requests can then be aligned with action plans to improve performance on these measures.

Lynn Coleman gave an abbreviated vital signs presentation for the administration and finance area discussing QUEST and YESS survey results, audit opinions and material weaknesses, cost per FTE, percentage of expenditures spent on instruction, bad debt expenses, and plant operations work order efficiency. The trustees expressed their appreciation and commended the college administration on this undertaking.

**Measures that need improvement**
Zoe Irvin went over those measures selected by the president’s team that need improvement, in particular transfer, retention, and graduation rates. She also discussed new data sources that have become available recently, including IPEDS and the National Student Loan Clearinghouse, as well as an internal HCC survey that asks students what their goal at the time of admission was.

Kate Hetherington and Ron Roberson spoke in more detail concerning transfer, retention, and graduation rates and the steps they are taking to improve these measures. Additionally, specific discussions were held on the retention, graduation, and transfer rates in ESL, Rouse Scholars, Silas Craft Collegians, student athletes, and the health sciences.

Additionally, the trustees discussed the various aspects of HCC’s work. The first Commission on the Future report referred to these as the “Six Businesses of HCC.” This item will be added to new board member orientation.

**Case Studies/What if this happened at HCC?**
This item was tabled due to time constraints. It will be discussed at an August board retreat that will be scheduled as soon as possible.

**List of Possible Emerging Initiatives**
Dr. Duncan emphasized that the list included in the board packet was not definitive but that she wanted to make the board aware of potential ideas emerging at the college. The list was briefly discussed and questions from board members were addressed.

The meeting adjourned at 3:30 p.m.

The above constitutes the official minutes of the June 9, 2005, retreat of the Howard Community College Board of Trustees as approved on August 24, 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 N. Caplan, Katherine K. Rensin, T. James Truby, and Mary Beth 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; Anne Johnson, general manager of Belmont; Erin Marek, director of board relations/special projects; and Ron Roberson, vice president of academic affairs. Patrick L. Huddie, trustee, was absent. Michael Davis, Esq., was also present.

At approximately 3:30 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 June 9, 2005, at the conclusion of the retreat at the Belmont Conference Center-Carriage House “to consult with counsel to obtain legal advice;” and “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;” as permitted under Section 10-508 (a7) and (a1i) respectively 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 3:32 p.m.

During the first part of the closed session, the trustees consulted with counsel to obtain legal advice concerning the Belmont Conference Center. After this discussion, at approximately 4:30 p.m., Mr. Davis and college staff departed. Roberta E. Dillow, chair, Louis G. Hutt, Jr., vice chair, and trustees Roger N. Caplan, Katherine K. Rensin, T. James Truby, and Mary Beth Tung, discussed the board self-evaluation and completed the year-end evaluation of the president. The closed session was adjourned at approximately 6:00 p.m.
The above constitutes the official minutes of the June 9, 2005, closed meeting of the Howard Community College Board of Trustees as approved on August 24, 2005, and are a true and correct copy of the same.

Mary Ellen Duncan, Secretary/Treasurer