

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
January 28, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, January 28, 2009, in the Schoenbrodt Boardroom (A256) of McCuan Hall at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 5:36 p.m. Other board members present included Roberta E. Dillow, Patrick L. Huddle, and Mary B. Tung. Vice chair, Katherine K. Rensin, joined the meeting via speaker phone. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Louis G. Hutt, Jr., were absent.

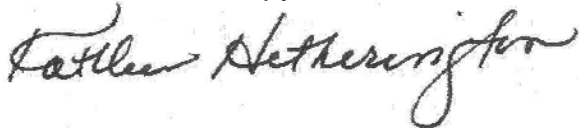
**I. Introduction of New Employees**

Cindy Peterka, vice president of student services, introduced Danielle Johnson, admissions and academic advisor (nursing and allied health), and Cynthia Schultz, financial aid counselor.

Lynn Coleman, vice president of administration and finance, introduced David Jordan, associate vice president of human resources.

The work session adjourned at 5:41 p.m. and the regular session started immediately after.

The above constitutes the official minutes of the January 28, 2009, work session of the Howard Community College Board of Trustees as approved on February 25, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
January 28, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, January 28, 2009, in the Schoenbrodt Boardroom (A256) of McCuan Hall at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 5:42 p.m. Other board members present included trustees Roberta E. Dillow, Patrick L. Huddie, and Mary B. Tung. Vice chair, Katherine K. Rensin, joined the meeting via speaker phone. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Kevin J. Doyle and Louis G. Hutt, Jr., were absent.

**A. Approval of January 28, 2009, Agenda**

*A recommendation to approve the January 28, 2009, agenda, was moved by Trustee Huddie, seconded by Trustee Tung, and unanimously approved.*

**B. Board Priority Items**

**1. Financial Statements**

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

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

**2. Fiscal Year 2010 Integrated Operating Budget and Strategic Plan**

*A recommendation to approve the changes made to the FY10 budget, which includes the \$118,277 adjustment, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.*

**C. President's Report**

President Hetherington thanked board members for attending several college events in the past month including the county executive's budget hearing, the nursing pinning ceremony, the legislative breakfast, the Maryland Association of Community Colleges (MACC) reception, winter convocation, and McCuan Hall dedication. She thanked Nancy Gainer, executive director of public relations, for working on the story of nursing student, Angelique Grant. President Hetherington also reported that she had met with Dr. Peter Beilenson, health officer for Howard County, to talk about providing access to healthcare for uninsured students and employees through the Healthy Howard initiative. HCC received a \$190,000 grant from MedStar Health for two positions in the health sciences area and another grant from the Maryland Higher Education Commission through the Base Realignment and Closure program for a regional higher education center; HCC received \$44,500 for a microbiology lab at the Laurel College Center. She also mentioned that the senior administration had its semi-annual meeting the Howard County Public School System; collaborative programs include college readiness and STEM initiatives. Cindy Peterka, vice president of student services, reported that FTE and headcount for spring 2009 is up 13 percent from last year.

## D. Board Member Comments

Chair Truby mentioned that these challenging times are a good opportunity to tell our story to legislators; the other board members, the president, and he, had the opportunity at the Maryland Association of Community Colleges (MACC) annual reception to talk to legislators. He said he enjoyed the McCuan Hall dedication and was pleased to see so many legislators, board members, and the county executive at the event. He also commended Dr. Janet Zadina's presentation on brain research and its relevance to teaching and learning.

Trustee Dillow reminded the board of the March 9 Hunan Manor fundraiser for the Silas Craft Collegians program. She mentioned that former board member, Roger Caplan, is now an adjunct faculty at HCC teaching American history. She thought the legislative breakfast was excellent and having parents speak resonates with legislators.

Trustee Tung congratulated faculty and staff who had received grants recently; she said it was testimony to their work that they are able to receive grants in these tough economic times. She echoed earlier comments on the McCuan Hall dedication and said the portrait of the McCuans by Yifei Gan is gorgeous.

Trustee Huddie mentioned that the recent grant from the Horizon Foundation makes a big impact because it allows HCC to serve an underserved part of the county.

## E. Approval of Minutes

*A recommendation to approve the November 19, 2008, work session, regular session, and closed session minutes, the December 10, 2008, work session, regular session, and closed session minutes, and the January 14, 2009, budget work session minutes, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.*

## F. Consent Items

1. Proposed new hires;
2. Shuttle services expenses for spring 2009 was awarded to Woodlawn Motor Coach, Inc. totaling a not-to-exceed amount of \$57,600;
3. Laurel College Center website redevelopment was awarded to CentreTEK Solutions, LLC in the amount of \$28,000;
4. Belmont construction phase change orders 4, 5, and 6 was awarded to Struever Bros. Eccles & Rouse, Inc. in the amount of \$16,733.25;
5. Amendment to Sodexo management agreement to reflect an annual CPI adjustment on the \$20,000 management fee in the amount of 5 percent or \$1,000; and
6. Waiver of three-month residency requirement for civilian employees and defense contractors relocated due to BRAC in an undetermined amount for the period January 28, 2009, to June 30, 2014.

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

## G. Information Items

### 1. Issue Bin

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

**2. Board Calendar**

Erin Yun, director of board relations and special projects, brought the board's attention to the following dates.

January 29 – Legislative and Community Relations Committee

February 11 – Student Advocacy Day

She asked the board to review the calendar closely as some dates have changed. For example, the board social has moved to March 19, 2009.

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

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

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

**4. 403(b) Plan Document**

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

**5. Personnel Summary**

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

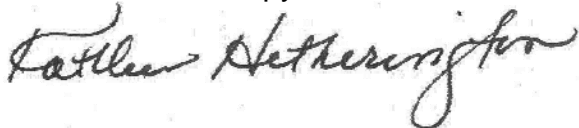
**Adjournment**

Chair Truby read the resolution to meet in closed session.

*A recommendation to adjourn the January 28, 2009, regular meeting and move into closed session was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.*

The regular meeting was adjourned at 6:08 p.m.

The above constitutes the official minutes of the January 28, 2009, regular meeting of the Howard Community College Board of Trustees as approved on February 25, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
CLOSED SESSION MINUTES  
January 28, 2009**

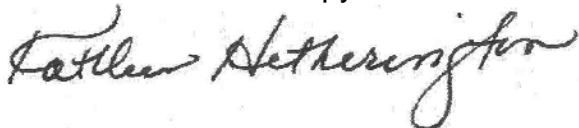
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, January 28, 2009, in the Schoenbrodt Boardroom in McCuan Hall at Howard Community College, Columbia, Maryland. At approximately 6:08 p.m., Chair Truby read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included trustees Roberta E. Dillow, Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Katherine K. Rensin, Louis G. Hutt, Jr., and Kevin J. Doyle were absent. Additionally, Lynn Coleman, vice president of administration and finance was in attendance.

**WHEREAS**, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

**NOW, THEREFORE, BE IT RESOLVED**, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on January 28, 2009, at the conclusion of the regular meeting in the Schoenbrodt Boardroom in McCuan Hall to consult with staff, consultants, or other individuals about pending or potential litigation as permitted under Section 10-508(a)(8) and that such meeting shall continue in closed session until the completion of business.

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

The above constitutes the official minutes of the January 28, 2009, closed session of the Howard Community College Board of Trustees as approved February 25, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer