

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
February 25, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 25, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:01 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, Louis G. Hutt, Jr., and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

In the absence of Ron Roberson, vice president of academic affairs, Steve Horvath, associate vice president of academic affairs, introduced Grace Anastasiadis, student arts specialist, props and wardrobe manager.

Lynn Coleman, vice president of administration and finance, introduced Belinda Green, materials handling clerk.

Cindy Peterka, vice president of student services, introduced Martha Hunter, counselor, student support services, and Delores Kiser-Mbah, admissions and academic advisor (nursing and allied health).

II. United Way Contribution from Students

Ashleigh Pettus, student program board chair, gave an overview of how the money was raised. She introduced David Orellana, student program board member, and Schnell Garrett, student program board advisor and assistant director of student life. The students presented a check for \$541.27 to the board chair and president toward the college's contribution to the United Way.

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

Michael Nagle, chair of HCCEF, gave an overview of the foundation's annual report. He mentioned that in spite of the current economic situation, the foundation has raised over a million dollars since the start of the fiscal year. The foundation's investments are part of a group investment with the University System of Maryland Foundation that maximizes gains and minimizes losses. At its next board meeting, the HCCEF board will breakout into four groups for more focused and specific discussions on fundraising. The foundation board is working closely with the campaign council under the leadership of Kevin Kelehan and Del Karfonta. Upcoming fundraising events include the Hunan Manor event on March 9, Vino Scholastico on May 2, and the Grand Prix on September 20. Mr. Nagle reported that the State of Maryland still owes \$50,000 from the \$250,000 matching amount; it is expected to be received by FY10.

IV. Information Session and Tour: Television Studios

Margaret Kahlor, executive producer and television services director, gave a general overview of the television production process. Board members went on a guided tour of the new television studios where they saw the student studio and saw brief footage shot by a student; the multipurpose television studio set; and a new radio station studio run by Raymond Hoffman, senior producer/director. The HCC radio station will start broadcasting soon.

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

The above constitutes the official minutes of the February 25, 2009, work session of the Howard Community College Board of Trustees as approved on March 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
February 25, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, February 25, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the regular session to order at 7:08 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, Louis G. Hutt, Jr., and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of February 25, 2009, Agenda

A recommendation to approve the February 25, 2009, agenda with the addition of discussion item 1 – resolution to designate a resident agent for Howard Community College, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

B. Board Priority Items

1. Board End: Faculty and Staff Focus

Zoe Irvin, executive director of planning, research and organizational development, reviewed the highlights of the core end.

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

2. Fiscal Year 2008 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, gave a brief overview and acknowledged Dave Jordan, associate vice president of human resources, and Karlyn Young, director of human resources, who offered comments on the report.

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

3. Financial Statements

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

4. Fiscal Year 2009 Awards

Vice Chair Rensin gave a brief overview of the legislative and community relations committee's recommendations to award an honorary degree to Congressman Elijah Cummings and the Clark Medal to Mr. and Mrs. James Moxley, Jr.

A recommendation to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board

of trustees at its January 29, 2009, meeting, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

C. President's Report

President Hetherington mentioned that she would be interviewed on WYPR, the local national public radio station, along with Clay Whitlow, executive director of the Maryland Association of Community Colleges (MACC), and Dr. Stephen Pannill, president of Cecil College, to talk about the role of community colleges in the current economic times.

Dr. Hetherington also mentioned that HCC student, Shayna Wise, has been named to the All-USA First Team and is the top New Century Scholar in Maryland. Shayna will receive her awards at the American Association of Community Colleges (AACCC) convention in Phoenix next month; will be featured in the April 6 *USA Today* issue and will be recognized at the Phi Theta Kappa event at Turf Valley on May 6. The board asked that Shayna be invited to a future board meeting so they could recognize her accomplishments.

Dr. Hetherington reported that HCC hosted a U.S. Senate field hearing, which was presided over by U.S. Senator Barbara Mikulski, on February 17 at the Charles Ecker Business Training Center at Gateway. In her comments, Senator Mikulski mentioned HCC and the nursing program. Dr. Hetherington commended the public relations and continuing education staff for putting this event together with short notice; she also mentioned that County Executive Ken Ulman wrote to her commending HCC staff.

President Hetherington attended the Human Rights Commission event that posthumously honored former HCC trustee, Leola Dorsey, and Dr. Sydney Cousin, superintendent, Howard County Public Schools, with the Human Rights Award.

Student Advocacy Day on February 11 was a huge success; 400 students from around the state met in Annapolis to visit with their elected officials and advocate for community college issues. President Hetherington thanked Cindy Peterka, vice president of student services, and Nancy Gainer, executive director of public relations, and their staffs for coordinating the event.

D. Board Member Comments

Chair Truby said he hoped that the students who attended student advocacy day learn the importance of lifelong activism from their experience in Annapolis. He asked that the HCC students be invited to a future board meeting to be recognized by the board and receive a certificate for their participation in student advocacy day. He also commented on the math division's work with the Howard County Public School System (HCPSS) on the issue of developmental math. He said the board would like to hear about current initiatives that HCC is working on with HCPSS on college readiness in the high schools at the board retreat in June. Bernie Sandruck, math division chair, offered comments on HCC's work with HCPSS on curriculum design to align the high school math requirements with college level math. He informed board members about an upcoming dinner social with the board of Montgomery College on March 11 at 6:00 pm in RCF401. It was also suggested that the staff contact the Prince George's Community College board and the HCPSS board to see if they would be interested in a dinner social.

Trustee Dillow talked about concurrent enrollment whereby high school students take courses at HCC while still in high school; typically those students don't place in developmental math. She commended the faculty and students involved in the service learning projects that won HCC a place on the President's Higher Education Community Service Honor Roll three years in a row; she commented that this was a true expression of servant leadership. She also commended Michael Stebbins, producing artistic director Rep Stage, for the recent Helen Hayes tribute.

Trustee Huddie asked how high school graduates do in math placement at the University of Maryland; he was told they place in developmental math there, too. He said he was impressed by the television studio program and asked if enrollment is tracked in that area. He anticipates that it will grow in the future.

Trustee Rensin was also impressed by the quality of the television studio program. She said she had the opportunity to work with Margaret Kahlor, executive producer, television services director, on the galas on campus and was always impressed by her professionalism and talent. She thanked everyone for the plant and good wishes during her recent recovery from surgery.

Trustee Doyle talked about demonstrating how the college leverages the funding it receives by partnering with the county library and school systems. He was impressed by the television studio.

Trustee Tung seconded earlier remarks and added that she was impressed with the improved signage on campus and the modifications to make access ADA compliant.

E. Report of the Legislative and Community Relations Committee

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

F. Approval of Minutes

A recommendation to approve the January 28, 2009, work session, regular session and closed session minutes, was moved by Trustee Dillow, seconded by Trustee Huddie, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Grants and scholarships received in the amount of \$4,534,178 (non-competitive grants), \$1,945,279 (competitive grants), and \$187,310 (scholarships);
3. Authorization for board chair to act on behalf of board in mediation; and
4. Janitorial supply contract spending allowance increase in the amount of \$15,000 increase of original supply contract of \$55,000 for a total of \$70,000, to Fitch Co. Inc.

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

H. Discussion Item

1. Resolution to Designate a Resident Agent for Howard Community College

A recommendation to approve the resolution to appoint Kathleen Hetherington as the college's resident agent, was moved by Trustee Huddie, seconded by Trustee Rensin, and unanimously approved.

I. Information Items

1. Issue Bin

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

2. Board Calendar

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

March 9	Hunan Manor Silas Craft Collegians fundraiser
March 10	Audit and Finance Committee Meeting
March 19	Board Social
April 30	Ethics disclosures due

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

3. Agreements Signed by the Board Chair Disclosure

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

4. Personnel Summary

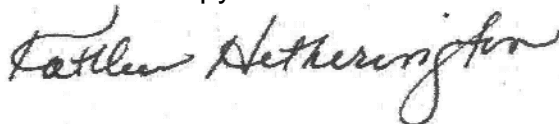
This item was for information only and required no board action.

Adjournment

A recommendation to adjourn the February 25, 2009, regular meeting was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

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

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



Kathleen B. Hetherington, secretary/treasurer