

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
April 22, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 22, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Katherine K. Rensin brought the work session to order at 6:01 p.m. Other board members present included trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby and trustee Mary B. Tung were absent.

I. Recognition of Howard Community College's All-USA Academic Team

Steve Horvath, associate vice president of academic affairs and Phi Theta Kappa (PTK) advisor, introduced students Shayna Wise and Maria Jose Viera. Shayna Wise has been named to the All-USA First Team as well as a New Century Scholar – she was the top scorer in Maryland! Maria Jose Viera was selected as a 2009 Coca-Cola National Finalist. Shayna and Maria will be recognized at the All-Maryland Academic Team reception on May 6, 2009. Vice Chair Rensin presented them with certificates.

II. Introduction of International Exchange Students

Christele Cain, acting director of international education, introduced Natascha Tang, Cathrine Maarlev, and Nikolaj Kristoffersson, exchange students from Denmark, Jose Manuel Mendoza Campusano, exchange faculty from Universidad Internacional in Cuernavaca, Mexico, and HCC study abroad student, Anthony Elliott. Each student/faculty member talked about their study abroad experiences.

III. Introduction of Alternative Break Participants

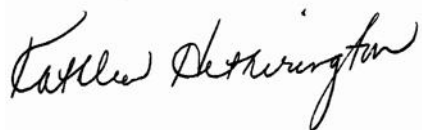
Carol Parreco, director of service learning, introduced the alternative break participants and their advisors who talked briefly about their experiences. One of the participants mentioned that this experience had provided a great opportunity to learn about the diversity of people and places.

IV. Information Session: Diversity Cross-Functional Team

Carol Parreco, co-chair of the diversity committee gave an overview of the committee, its history and future plans.

The work session adjourned at 6:53 p.m.

The above constitutes the official minutes of the April 22, 2009, work session of the Howard Community College Board of Trustees as approved on May 27, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
April 22, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, April 22, 2009, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Katherine K. Rensin brought the regular session to order at 6:54 p.m. Other board members present included, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby and trustee Mary B. Tung were absent.

A. Approval of April 22, 2009, Agenda

A recommendation to approve the April 22, 2009, agenda, was moved by Trustee Hutt, seconded by Trustee Huddie, and unanimously approved.

B. Board Priority Items

1. Cultural Diversity Plan Report

Dave Jordan, associate vice president of human resources, gave an overview of the new requirement for all institutions of higher education to submit a plan or improvements to an existing plan. The HCC diversity plan will be updated annually in February for submission in May in compliance with State Education Article 11-406 and a progress report will be submitted in August to the Maryland Higher Education Commission.

A recommendation to approve the cultural diversity plan was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

2. Board End: Leadership

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

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.

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

4. Fiscal Year 2010 Capital Budget

Lynn Coleman, vice president of administration and finance, gave a brief overview. She mentioned that HCC had received funding for the health sciences

building design money from the state and that the county said the college could reallocate capital funds from the safety, compliance, and facilities project to the health sciences building for the county match.

A recommendation to approve the reallocation of funds in the FY10 capital budget for the health sciences building and the final FY10 capital budget, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

5. Fiscal Year 2010 Operating Budget

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

A recommendation to approve the FY10 operating budget with the changes noted (FY10 unrestricted budget total \$87,225,800; FY10 restricted budget total \$21,155,367; grand total FY10 budget of \$108,381,167, was moved by Trustee Huddie, seconded by Trustee Doyle, and unanimously approved.

6. Board Retreat Agenda

Erin Yun, director of board relations/special projects, reviewed the revised agenda.

A recommendation to approve the board retreat agenda, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

C. President's Report

President Hetherington informed the board that an article on the Dickinson College memorandum of understanding signing was included in their take-home packet. A clip of the interview with WBAL education reporter, Tim Tooten, was shown. Dr. Hetherington thanked Nancy Gainer, executive director of public relations, for the media coverage. She also mentioned the Base Realignment and Closure (BRAC) event hosted by Congressman Cummings and County Executive Ken Ulman held on campus on April 17. She mentioned that she and two other community college presidents will be speaking at a legislative hearing coordinated by Senator Mikulski's office; board members are welcome to attend but need to RSVP.

D. Board Member Comments

Vice chair Rensin mentioned that she was proud of the wonderful work by students, faculty and staff.

Trustee Doyle was pleased by remarks made by Ron Roberson, vice president of academic affairs, in the WBAL interview where he said that HCC is not only affordable but offers the best education, too.

Trustee Dillow thanked everyone for their advocacy work with legislators and thanked faculty and staff for their work.

Trustee Hutt said he was impressed by the international education and alternative break

options as opportunities for learning outside the classroom. He said it would be interesting to follow these students five to ten years from now to see how these experiences influence their future choices.

E. Approval of Minutes

A recommendation to approve the March 25, 2009, work session, regular session, and closed session, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Contract renewals include athletic fields maintenance services contract to Brickman in the amount of \$77,666 for annual contract and not to exceed \$30,000 for miscellaneous items; electricity delivery and supply in the amount of \$508,000 for BGE and \$1,392,000 for PEPCO; elevator maintenance services to ThyssenKrupp Elevators in the amount of \$14,966; landscaping management services Brickman in the amount of \$65,519 for landscaping and not to exceed \$30,000 for miscellaneous items; natural gas delivery and supply charges to BGE and Washington Gas and Energy in the amount of \$55,000 estimated delivery charge (BGE), and \$650,000 estimated supply charge (WGE); third shift housekeeping chief to H&H Industries in the amount of \$59,400; technical support service contract renewal to Siemens Technologies, Landis Division in the amount of \$63,663; fire alarm and life safety system maintenance and testing to Siemens in the amount of \$36,828; Project Access bus service to Jubb's Bus Service in the amount of \$27,300;
3. Athletic fields phase V in the amount of \$799,983 awarded to Atlas Track & Tennis, Inc.;
4. Nursing building HVAC renovation and upgrade in the amount of \$548,600 awarded to Embay, Inc.;
5. Carpentry contract spending allowance increase in the amount of \$100,000 in addition to the original \$75,000 for a not-to-exceed total of \$175,000 awarded to Supreme Maintenance & Construction, Inc.;
6. Belmont change order in the amount of \$6,000 awarded to Struever Bros. Eccles & Rouse, Inc.;
7. Candidates for commencement;
8. Faculty promotions for FY10;
9. Internet service in the amount of \$59,400 awarded to Comcast Commercial Services, Inc.;
10. Network maintenance contract in the amount of \$82,524.48; and
11. Security equipment camera installation services in the amount of \$90,000 for FY10 increase of \$40,000 for a total of \$80,000 for FY09.

A recommendation to approve the consent items was moved by Trustee Doyle, seconded by Trustee Hutt, 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 asked the board to send her their RSVP's for the student awards banquet and said she would send them their scripts shortly. She reminded the board that the audit and finance meeting is at 8:30 am on Monday, May 18. She also needs RSVP's for the athletic banquet on May 20 and nursing recognition and commencement on May 22. An invitation to the solstice celebration on June 11 is included in the take-home packet.

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

Vice chair Rensin read the resolution to adjourn the regular session and move into closed session.

The regular meeting was adjourned at 7:41 p.m.

The above constitutes the official minutes of the April 22, 2009, regular meeting of the Howard Community College Board of Trustees as approved on May 27, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
April 22, 2009**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, April 22, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:41 p.m., Vice Chair Rensin 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, Kevin J. Doyle, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair T. James Truby as well as trustees Patrick L. Huddie and Mary B. Tung were absent.

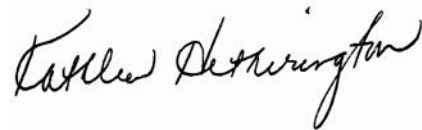
Additional attendees included: Lynn Coleman, vice president of administration and finance; Nancy Gainer, executive director of public relations; and Jerrold Thrope and Searle Mitnick from the law firm of Gordon, Feinblatt, Rothman, Hoffberger and Hollander, LCC.

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

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on April 22, 2009, at the conclusion of the regular meeting in room 400 of the Rouse Company Foundation Student Services Hall to consult with counsel to obtain legal advice as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 9:15 p.m.

The above constitutes the official minutes of the April 22, 2009, closed session of the Howard Community College Board of Trustees as approved May 27, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer