

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
November 19, 2008**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 19, 2008, in the Children's Learning Center (CLC) 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 Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Kevin J. Doyle were absent.

I. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Patricia Quinn, continuing education/BTC program assistant.

II. Information Session: Children's Learning Center

Cindy Peterka, vice president of student services, introduced Kim Pins, director of the Children's Learning Center (CLC). Ms. Pins introduced three users of the center who talked about their experiences at the CLC. Michele Bilello, capital programs administrator, and her son, Joshua, a CLC student, talked about how the CLC helped Joshua advance academically compared to his sister Katie who had in-home care when she was the same age. HCC student, Kerry Smith, talked about the financial and moral support she received from the CLC staff when she relocated to Maryland with her daughter, Georgia, while her husband is serving in Iraq. Octavia Busby, an early childhood education student who uses the CLC as a lab school and is a work-study student at the CLC, talked about the real-life experiences she receives at the center that have confirmed her passion for working with young children.

Ms. Pins gave a brief overview of the funding and enrollment at the CLC.

The work session adjourned at 6:31 p.m.

The above constitutes the official minutes of the November 19, 2008, work session of the Howard Community College Board of Trustees as approved on January 28, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
November 19, 2008**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 19, 2008, in the Children's Learning Center (CLC) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the work session to order at 6:42 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Kevin J. Doyle were absent.

A. Approval of November 19, 2008, Agenda

A recommendation to approve the November 19, 2008, agenda with the addition of discussion item 1 – virtual set production, was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.

B. Board Priority Items

1. Core End: Information and Analysis

Zoe Irvin, executive director of planning, research and organizational development, reviewed the highlights of the core end and clarified the definitions for developmental completer and persistor.

Ron Roberson, vice president of academic affairs, reported on initiatives that address the needs of developmental repeaters.

The board asked for information on how peer institutions are addressing developmental education at a future board meeting.

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

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave a brief overview. Cindy Peterka, vice president of student services, reported that enrollment for the winter and spring semesters is up; more accurate figures will be available after Thanksgiving.

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

3. Fiscal Year 2010 Legislative Agenda

A recommendation to approve the FY10 legislative agenda as presented was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

4. Board of Trustees' Bylaws and Policies

Vice Chair Rensin gave a brief overview of the legislative and community relations committee's deliberations on the proposed revisions to the board's bylaws and policies. The committee recommended that the following language

be added to both the bylaws and policies: “In the event a board member pursues political office, s/he must resign from the board at the time s/he files for candidacy.” The recommended change applies to Bylaws – Article III, Ethics Policy, number 4 and Policies – Governance Process: The Political Process and the Board of Trustees number 8.

A recommendation to approve adding the aforementioned language to both the board of trustees’ bylaws and policies as recommended by the legislative and community relations committee, was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

C. President’s Report

President Hetherington thanked faculty, staff, and board members for their role in the Baldrige site visit. She also thanked trustees Truby and Doyle for attending the GED ceremony and trustees Hutt and Rensin for attending the student-donor luncheon. She reported that the Belmont transfer to HCC from the Howard Community College Educational Foundation, Inc. was completed on November 18. She also mentioned making presentations at the American Association of University Women (AAUW), the Clarksville Rotary Club, and the A+ partnership with the Howard County Library. She also participated in the Howard County Economic Development Authority’s strategic planning meeting and did an interview for the *Down to Business* television program. She reported that the REPartee event on Saturday was a success.

D. Board Member Comments

Chair Truby echoed the president’s remarks. He also gave a brief overview of the Maryland Association of Community Colleges (MACC) board chair meeting that he attended that morning. He commended the public relations and marketing department for winning silver and bronze awards for promotions and communications.

Trustee Hutt commended trustees Truby and Rensin and President Hetherington for the outstanding delivery of their presentation at the recent Association of Community College Trustees (ACCT) convention; he thought it was the best presentation at the convention! He thanked all the staff involved in developing the presentation.

Trustee Huddie talked about “resilient fundraising in tough economic times” that was discussed at the board chair meeting that morning. He said alumni and seniors could be possible prospects for planned giving.

Trustee Tung thanked the staff and users of the Children’s Learning Center for their presentations at the work session earlier. She mentioned she knows one of the students in the Students Arts Collective’s upcoming performance of *A Funny Thing Happened on the Way to the Forum* and encouraged board members to attend a performance.

Trustee Rensin echoed comments made by other board members and commended Trustee Hutt on winning the Leadership in Law award.

E. Report of the Audit and Finance Committee

Trustee Truby gave a brief overview.

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

F. Report of the Legislative and Community Relations Committee

Trustee Rensin mentioned that trustees and staff will be given talking points for the legislative breakfast in January and that legislators will be seated with students and parents. A parent will be asked to speak since that was well-received at the last legislative breakfast.

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

G. Approval of Minutes

A recommendation to approve the October 22, 2008, work session and regular session minutes, was moved by Trustee Hutt, seconded by Trustee Rensin, and unanimously approved.

H. Consent Items

1. Proposed new hires;
2. Fiscal year 2010 sabbatical leave recommendations;
3. December 2008 graduates;
4. Fiscal year 2010 proposed fee change;
5. Standard application fee waiver for veterans of the armed forces and the dependents of disabled or deceased veterans;
6. Year-end items approval process;
7. Nursing lab instructional supplies was awarded to Physician's Sales and Services in an amount not to exceed \$30,000 per year;
8. Legal fees was awarded to Gordon, Feinblatt, Rothman, Hoffberger & Hollander, LLC and Carney, Kelehan, Bresler, Bennett, & Scherr, LLP in an amount not to exceed \$150,000;
9. Imaging expenses for scanning and storing documents was awarded to Perceptive Software in the amount of \$125,000;
10. Belmont fire pump and tank engineering design was awarded to Ayers Saint Gross in the amount of \$18,975; and
11. Nursing building fire alarm system upgrade was awarded to Siemens Building Technologies, Inc. in the amount of \$68,240.

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

Discussion Item 1 – Virtual Set Production

Ron Roberson and Margaret Kahlor, executive producer, technical services director, explained the need for this purchase.

A recommendation to approve the purchase of a virtual set production system from sole source vendor, ORAD Hi-Tech Systems, 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 and special projects, brought the board's attention to the following dates.

November 21	Leadership in Law luncheon
December 3	Entrepreneurial Celebration
December 5	Hold for "Capital for a Day"
December 10	Board closed session – Chair Truby would like to start at 5:30 pm to allow time to discuss the budget and talking points for the January legislative breakfast.
December 11	Chamber holiday party
December 16	Nursing Pinning ceremony
January 26	McCuan Hall Dedication – Chair Truby asked board members to attend to honor the McCuans.

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.

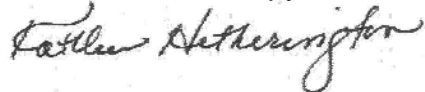
Adjournment

Chair Truby read the resolution to meet in closed session.

A recommendation to adjourn the November 19, 2008, regular meeting and move into closed session was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 7:51 p.m.

The above constitutes the official minutes of the November 19, 2008, regular meeting of the Howard Community College Board of Trustees as approved on January 28, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
November 19, 2008**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, November 19, 2008, in Children's Learning Center at Howard Community College, Columbia, Maryland. At approximately 7:51 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 vice chair, Katherine K. Rensin, trustees Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Kevin J. Doyle were absent.

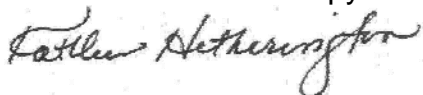
Additional attendees included: Lynn Coleman, vice president of administration and finance; Jerrold Thrope and Valerie Albrecht from the law firm of Gordon, Feinblatt, Rothman, Hoffberger and Hollander, LCC; and Angela Grau from the law firm of Davis, Agnor, Rapaport & Skalny, LLC.

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

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on November 19, 2008, at the conclusion of the regular meeting in Children's Learning Center 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 p.m.

The above constitutes the official minutes of the November 19, 2008, closed session of the Howard Community College Board of Trustees as approved January 28, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer