

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
December 10, 2008**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, December 10, 2008, in the boardroom at the Belmont Conference Center in ElkrIDGE, Maryland. Chair T. James Truby brought the work session to order at 5:47 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Fiscal Year 2010 Budget Outlook and Discussion

Lynn Coleman, vice president of administration and finance, gave an overview of the budget outlook for FY10. The state and county are both facing a significant recession and this situation will dramatically impact the college's revenue. The college administration has been developing a budget proposal for next year that focuses primarily on fixed cost increases. The board will review this budget proposal at its January work session and it will be approved at the January regular session. The approved budget will be submitted to the county in February 2009.

After receiving the latest figures, the county revenue is showing a slight surplus for FY09; however, concern still exists about the remainder of this year. The county's revenue figures for personal income tax are prepared by the state and these figures are always several months behind. Hence, the county may not see the projections from the September/October occurrences until early 2009. The county has taken several cost cutting moves such as selective hiring freezes and borrowing from special funds. All department heads at the county have been asked to review discretionary spending.

The board of trustees discussed the importance of preserving the high quality of services provided to students by HCC employees by safeguarding jobs at the college as well as keeping tuition affordable for HCC students.

II. Talking Points for the Fiscal Year 2010 Legislative Session

Nancy Gainer, executive director of public relations, gave an overview of the talking points for the FY10 legislative session. These talking points will serve as background for the board members, parents, and students for the January legislative breakfast. The trustees asked that information be added about the health sciences shortage, the waiting list for the nursing program, and the number of nursing students who stay in the area after leaving HCC.

The trustees requested that, if possible, a radiologic technology student speak at the January legislative breakfast.

They also requested that the talking points include a mention of the parking shuttle being run and additional information on the Laurel College Center.

The work session adjourned at 6:18 p.m.

The above constitutes the official minutes of the December 10, 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
December 10, 2008**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, December 10, 2008, Chair T. James Truby brought the regular session to order 6:18 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Louis G. Hutt, Jr., Patrick L. Huddie, and Mary B. Tung. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Consent Items

1. Proposed new hires;
2. Wayfinding Signage Master Plan awarded to Ayers Saint Gross not to exceed \$99,000; and
3. Commencement and Nursing Pinning Expenses to Party Plus for \$82,026

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

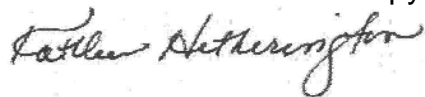
B. Adjournment

Chair Truby read the resolution to meet in closed session.

A recommendation to adjourn the December 10, 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 6:20 p.m.

The above constitutes the official minutes of the December 10, 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
December 10, 2008**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, December 10, 2008, in the boardroom of Belmont Conference Center, Elkridge, Maryland. T. James Truby, chair, brought the closed session to order at 6:20 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.

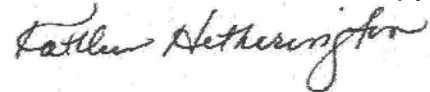
Whereas, the board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

Now, therefore, be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session on December 10, 2008, at the conclusion of its regular meeting in the boardroom of the Belmont Conference Center, Elkridge, Maryland 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 under Section 10-508 (1i).

During the closed session, the board discussed personnel matters and matters directly related thereto.

The meeting was adjourned at 7:25 p.m.

The above constitutes the official minutes of the December 10, 2008, closed 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