

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
March 24, 2010**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 24, 2010, 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 6:13 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow and Kevin J. Doyle. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Mary S. Esmond, Patrick L. Huddie, and Louis G. Hutt, Jr. were absent.

I. Introduction of New Employees

Ron Roberson, vice president of academic affairs, introduced Gail Doerr, continuing education nursing and allied health program director.

Tom Glaser, vice president of information technology, introduced Kelechi Okoronkwo, program analyst.

II. Learning Outcomes Assessment

Ron Roberson gave an overview of the learning outcomes assessment process followed by Zoe Irvin, executive director of planning, research, and organizational development, introducing research associates, Dr. Cheoleon Lee and Dr. Nassim Ebrahimi. HCC faculty member, Margaret Garroway, assistant professor of English, co-director of First-Year Experience (FYEX), presented an overview of her current student learning assessment project, Locus of Control and Brain Research – Compatible Instruction.

The work session adjourned at 6:41 p.m.

The above constitutes the official minutes of the March 24, 2010, work session of the Howard Community College Board of Trustees as approved on April 28, 2010, and is a true and correct copy of the same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
March 24, 2010**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, March 24, 2010, 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 6:51 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

A. Approval of March 24, 2010, Agenda

A recommendation to approve the March 24, 2010, agenda, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board Core End: Educational and Support Process Management

Zoe Irvin, executive director of planning, research, and organizational development, and Ron Roberson, vice president of academic affairs, reviewed the data and responded to questions from board members.

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

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview and responded to questions from board members.

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

3. Facilities Master Plan – Draft Final Plan

Ayers Saint Gross (ASG) representatives, Ed Kohls and Amelle Schultz presented the draft final plan for the board's discussion and approval. Issues addressed included a revised main entryway, a pedestrian bridge connecting the new south quad, revised entries and exits for vehicular circulation, proposed parking structures and surface parking, retaining and expanding upon existing handicapped accessible parking, proposed additional handicapped accessible parking, relocated bus stop, and proposed build-out through 2020. Upcoming projects include the health sciences building and a five-story Hickory Ridge parking garage. Parking loss and net gain at each phase was also reviewed. The first phase of future development includes the science, engineering, and technology building, open space improvements, removal of temporary buildings, Hickory Ridge road re-alignment, and a five-story Lot A parking structure. Phase 2 (2015-2020) includes the maintenance building, mathematics building, pedestrian bridge, improvements to the dell area, physical education building, Children's Learning

Center reconfigured parking, athletic field parking and entry, and addition to parking structure. Phase 3 (2020+) includes the continuing education building, south quad open spaces improvements, Hickory Ridge garage addition, English and world languages building, physical education quad, student life building, and potential intersection improvements. Funding for the various phases was also discussed.

A recommendation to approve the final master plan, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

C. President's Report

President Hetherington thanked members of the board and college community for attending the County Executive's budget hearing on March 17. The County Council budget hearing is scheduled on Saturday, May 1, at 8:30 am (earlier time due to financial literacy event later that morning); members of the college community will be invited to attend. President Hetherington thanked Tom Glaser, vice president of information technology, and his staff for working with the Howard County Chamber of Commerce on the cybersecurity summit held at HCC. Becky Lessey, director of basic skills and special populations programs, was commended on her induction into the Howard County Women's Hall of Fame. Missy Matthey, director of development, reported that the proceeds from the Hunan Manor event should be close to \$23,500. Dr. Hetherington reported that HCC's culinary students won the cake contest at the Chocolate Ball. She also showed the board the Baltimore/Washington Corridor Chamber (BWCC) Award of Excellence given to HCC.

D. Board Member Comments

Trustee Huddie noted that the snow removal costs were not as high as expected.

Trustee Hutt commended the facilities master plan.

Trustee Doyle agreed that the facilities master plan was great and that the architects had been responsive to the board's requests for changes. He regretted he would be unable to attend commencement.

Trustee Dillow mentioned that Chef Jennings from Belmont received an award for his entry in Baltimore's chocolate affair. She also commended the master planning team and noted that she has been following the progress since the beginning. Shelly Bilello, capital programs administrator, was commended. Ms. Dillow mentioned that the joint board session with the Prince George's Community College's board at the Laurel College Center (LCC) was worthwhile. She commended all for their efforts with advocacy.

Vice chair Rensin echoed earlier comments and added that the LCC work session was a great opportunity to see the state-of-the-art microbiology lab. She was touched to receive a thank you note from the Silas Craft Collegians after the Hunan Manor event. She mentioned it was an honor to attend the BWCC event. Nancy Gainer, executive director of public relations and marketing, was thanked for the legislative action alerts.

Chair Truby agreed with everything that was said and added that the master plan is very

well thought out and responsive to cogent comments from the board at earlier meetings. The response has been good with the advocacy action alerts. President Hetherington shared the action alert with other presidents; they have adapted it to use for their college communities. He commended President Hetherington for energizing others beyond the HCC campus to advocate on behalf of community colleges.

E. Report of the Audit and Finance Committee

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

F. Approval of Minutes

A recommendation to approve the February 17, 2010, retreat minutes, the February 24 work session and regular session minutes, and the March 15 joint work session minutes, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Audit areas for review (cash controls, online purchasing, and payroll);
3. Audit contract in the amount of \$35,043 awarded to SB & Company;
4. Construction management-at-risk for health sciences building in the amount of \$48,200 awarded to Lewis Contractors;
5. Computer hardware purchases increase in the amount of \$80,000 awarded to Apple Computers, Inc.,
6. Cache engine replacement in the amount of \$34,556 awarded to Digital Intelligence Systems Corporation;
7. Print shop equipment purchase increase in the amount of \$24,200 for additional printing equipment awarded to Canon Business Solutions, Inc.;
8. Energy metering contract in the amount of \$50,000 awarded to Siemens Industry, Inc.;
9. Children's Learning Center (CLC) annual registration fee – a \$75 non-refundable annual registration fee for each child age two and older at the CLC;
10. Ratify and confirm snow emergency contractor expenses in the amount of \$29,057.50 for Fogle's Septic Clean, Inc., and \$31,010.00 for Farm & Home Excavating, Inc.;
11. Nursing building classroom seating purchase in the amount of \$66,835.32 awarded to School Specialty Inc.;
12. Hickory Ridge parking deck design change order 1 in the amount of \$13,291.30 awarded to Ayers Saint Gross;
13. Wayfinding signage phase 1 in the amount of \$159,877.48 awarded to Adelpia Graphic Systems Inc.,
14. Network services in the amount of \$8,740 awarded to Network Concepts, Inc.;
15. Increase of spending allowance with Emjay Engineering in the amount of \$60,000;
16. Remote computer access in the amount of \$29,664 awarded to Citrix Online LLC, Inc.; and
17. Consulting services up to \$30,000 awarded to Clair Zamoiski Segal, LLC.

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

H. 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, gave a calendar update.

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. Sustainability Update

Lynn Coleman gave a brief overview.

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

5. Personnel Summary

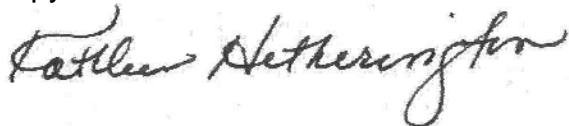
This item was for information only and required no board action.

Adjournment

A recommendation to adjourn the meeting was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 8:11 p.m.

The above constitutes the official minutes of the March 24, 2010, regular meeting of the Howard Community College Board of Trustees as approved on April 28, 2010, and is a true and correct copy of the same.



Kathleen B. Hetherington, secretary/treasurer