

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
April 28, 2010**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 28, 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 6:15 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Mary S. Esmond, Patrick L. Huddie, and Louis G. Hutt, Jr. Trustee Kevin J. Doyle was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Truby drew the board's attention to invitations to upcoming events included in the board take-home packets.

I. Introduction of New Employees

There were no new employees present to introduce.

II. Introduction of Alternative Break Participants

Ron Roberson introduced Brittany Budden, interim service learning director, who introduced students and faculty advisors and gave an overview of the alternative break sessions. Students and faculty advisors talked about their meaningful experiences and perspectives.

III. Information Session: Enrollment Services

Cindy Peterka, vice president of student services, made brief comments and introduced Barbara Greenfeld, associate vice president of enrollment services. Ms. Greenfeld thanked the directors present and presented "One Stop Shop – The HCC Way," an overview of enrollment services highlighting the freshman focus program. Ms. Greenfeld led a tour of the enrollment services area including the test center, financial aid, records, registration and veteran affairs, and admissions, advising, and transfer center. Board members had the opportunity to meet staff and ask questions.

IV. Commendation of Trustee Louis G. Hutt, Jr., Esq., C.P.A.

Louis G. Hutt, Jr. has served as an invaluable member of the HCC board of trustees since 2003, serving as vice chair from 2004-2005. Chair Truby read the resolution commending Mr. Hutt, thanked him for his service, and wished him well in his future endeavors. Board members and the president shared personal reflections on Trustee Hutt. He talked about the sense of community at HCC, respect for everyone, faculty and staff recognition, excellence in education, students succeeding in spite of the odds against them, and superior leadership at all levels.

The work session adjourned at 7:50 p.m.

The above constitutes the official minutes of the April 28, 2010, work session of the Howard Community College Board of Trustees as approved on May 26, 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
April 28, 2010**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, April 28, 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 7:55 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Mary S. Esmond, Patrick L. Huddie, and Louis G. Hutt. Trustee Kevin J. Doyle was absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of April 28, 2010, Agenda

A recommendation to approve the April 28, 2010, agenda, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Board Core End: Leadership

Zoe Irvin, executive director of planning, research, and organizational development gave an overview.

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.

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

3. Cultural Diversity Plan Report

Lynn Coleman introduced diversity committee co-chair, Dave Jordan, associate vice president of human resources, who introduced co-chair, Julie Jones, audience services manager. Mr. Jordan gave an overview of the diversity program at HCC and responded to questions from board members.

A recommendation to approve the college's diversity plan, was moved by Trustee Huddie, seconded by Trustee Esmond, and unanimously approved.

4. Fiscal Year 2011 Capital Budget Reallocation

Lynn Coleman gave an overview and responded to questions from board members.

A recommendation to approve the revised FY11 capital budget, was moved by Trustee Huddie, seconded by Trustee Rensin, and unanimously approved.

5. Fiscal Year 2011 Operating Budget

Lynn Coleman gave an overview and responded to questions from board members.

A recommendation to approve the revised operating budget totaling \$131,266,801, was moved by Trustee Dillow, seconded by Trustee Hutt, and unanimously approved.

6. Fiscal Year 2010 Budget Amendment

Lynn Coleman gave an overview and responded to questions from board members.

A recommendation to approve the FY10 budget amendment, was moved by Trustee Huddie, seconded by Trustee Dillow, and unanimously approved.

7. Purchasing Policies and Procedures and Change of Presidential Signature Authority

Lynn Coleman introduced Janet Cullison, associate vice president of finance, and Elizabeth Moss, director, purchasing, inventory, and contract administration, and gave an overview of the proposed changes, which reflect streamlined processes and increased signature authority based on the type of purchase being made.

A recommendation to approve the revision of the college's purchasing policies and procedures and the increase in the president's signature authority was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

8. Revisions to Board Policies

Erin Yun, director of board relations and special projects, gave an overview, explaining that the proposed changes reflected the changes in purchasing approval procedures and signature limits.

A recommendation to approve the proposed changes to the board policies with an amendment to reflect the board meeting date the new purchasing limits were approved was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

C. President's Report

President Hetherington mentioned the upcoming Vino Scholastico event on April 30 and Missy Mattey, director of development, gave an update on ticket sales. She also mentioned the County Council budget hearing on May 1 and the financial wellness event later that morning. She talked about the turf field opening last Friday and the semi-annual meeting with the public school system earlier in the week. Lastly, she mentioned two U.S. Department of Labor grant applications, a cyber security grant with Anne Arundel Community College, and a workforce training grant with Howard County General Hospital.

D. Board Member Comments

Chair Truby mentioned the latest Maryland Association of Community Colleges (MACC) newsletter that notes an increased college completion rate in the next ten years.

Trustee Huddie built on Chair Truby's comment on the county's trust in the college and commended everyone on keeping up the high standards.

Trustee Esmond agreed with earlier remarks and commented on the customer focus of the student services area. She commended Trustee Hutt's service on the board.

Trustee Hutt also commented on the enrollment services area tour and gave kudos to all the staff.

Trustee Dillow seconded earlier comments and commended the vice president of academic affairs (VPAA) search team on their choice of Dr. Sharon Pierce as the next VPAA. She also mentioned Dr. Jerrold Casway, professor, history; division chair, social sciences/education; director, Rouse Scholars, who appeared on the History International Channel when they showed the film "Cromwell in Ireland" to lead a discussion on St. Patrick's Day.

Vice chair Rensin echoed earlier comments and added that she was impressed with the enrollment services area tour and commended the president's vision in proposing the idea of a one-stop shop facility when she was vice president of student services.

E. Approval of Minutes

A recommendation to approve the March 24, 2010, work session and regular session minutes, was moved by Trustee Rensin, seconded by Trustee Huddie, and unanimously approved.

F. Consent Items

1. Proposed new hires;
2. Contract Renewals
 - a. Project Access bus service in the amount of \$29,190 with Jubb's Bus Service;
 - b. Cellular phone contract in an amount not to exceed \$60,000 with Verizon Wireless;
 - c. Internet services contract in an amount not to exceed \$110,000 with Comcast Commercial Services;
 - d. Security camera installation services contract renewal in an amount not to exceed \$100,000 with Sirius Systems, Inc.;
 - e. Electricity delivery services in the amount of \$508,000 with BGE;
 - f. Electricity supply services in the amount of \$1,392,000 with PEPCO;
 - g. Natural gas delivery services in the amount of \$55,000 with BGE;
 - h. Natural gas supply services in the amount \$650,000 with Washington Gas and Utility Services;
 - i. Technical support service contract and fire alarm and life safety system maintenance and testing services contract renewal in the amount of \$110,733 with Siemens Technologies, Landis Division;
 - j. Plumbing and HVAC services contract renewal in the amount of \$100,000 with Emjay Engineering and Construction Inc.;
 - k. Procurement card contract in the amount of \$1,000,000 with US Bank;
 - l. Office supplies contract in the approximate amount of \$455,000 with Staples; and
 - m. Banking contract in the approximate amount of \$27,500 with Bank of America.
3. Sodexo agreement amendment;
4. Candidates for commencement;
5. Faculty promotions for fiscal year 2011;
6. Information technology security audit in the amount of \$40,000 to Applied Technology Services and Presidio Networked Solutions, Inc.;

7. Extended shuttle service for spring semester in a new not-to-exceed amount of \$72,960 with Woodlawn Motor Coach Inc.;
8. Network operations center switches in the amount of \$273,763.60 with Disys Corporation; and
9. The Rouse Company Foundation Student Services Hall cashiers' office furniture in the amount of \$74,550.29 with School Specialty, Inc.

A recommendation to approve the consent items was moved by Trustee Dillow, seconded by Trustee Rensin, 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, 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. Personnel Summary

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

Adjournment

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

The regular meeting was adjourned at 9:10 p.m.

The above constitutes the official minutes of the April 28, 2010, regular meeting of the Howard Community College Board of Trustees as approved on May 26, 2010, and is a true and correct copy of the same.



Kathleen B. Hetherington, secretary/treasurer