

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
May 26, 2010**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 26, 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 6:06 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow and Mary S. Esmond. Trustees Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

There were no new employees present to introduce.

II. 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 HCC students Sundus Nada and Jaimie Wilder, who were nominated from HCC for the All-USA Academic Team Competition sponsored by *USA TODAY*, Phi Theta Kappa Honor Society, and the American Association of Community Colleges. Sundus and Jaimie were honored at the All-Maryland Academic Team reception sponsored by the Maryland Council of Community College Presidents and the Maryland Association of Community Colleges at the Turf Valley Country Club on Wednesday, May 5, 2010. The board acknowledged the students' accomplishments.

III. Recognition of Board Chair, T. James Truby

Vice chair Rensin recognized Chair T. James "Jim" Truby for his service and wished him well as he completes his term on the board and moves on to other pursuits. Chair Truby served as a board member since 2002, as vice chair for FY07 and FY08 and chair for FY09 and FY10. He was commended for his valuable insight on numerous issues, his promotion of quality instruction and services, and his advocacy on behalf of HCC and Maryland's community colleges. Trustee Esmond talked about Jim's leadership and how much he will be missed. Trustee Dillow talked about missing his expertise on the master plan. President Hetherington thanked Jim on behalf of the faculty and staff, commended the value of his sage advice on the budget, and thanked him for his service to the college.

Chair Truby reflected on his tenure as a board member and mentioned that HCC is one of the greatest institutions with which he has had the good fortune to be associated. He cited the unanimity of everyone at the college to move the institution forward and emphasized that he shares the values of the faculty and staff at HCC. He said he has learned about community colleges, education, and has fostered relationships that he hopes will extend beyond his tenure. He thanked everyone for their support and said he leaves with a great sense of confidence that those on the board and administration will carry the institution to greater heights. He felt he has gained more than he has given. Vice chair Rensin presented the resolution to Chair Truby and a group picture was taken.

The work session adjourned at 6:25 p.m.

The above constitutes the official minutes of the May 26, 2010, work session of the Howard Community College Board of Trustees as approved on August 25, 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
May 26, 2010**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, May 26, 2010, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair T. James Truby brought the regular session to order at 6:26 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow and Mary S. Esmond. Trustees Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. were absent. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of May 26, 2010, Agenda

A recommendation to approve the May 26, 2010, agenda, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

B. Board Priority Items

1. Financial Statements

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

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

2. Fiscal Years 2010-2015 Vision, Mission, Values, and Strategic Goals

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

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

3. Identity Theft Prevention / Red Flags Annual Report

Tom Glaser, vice president of information technology, gave an overview.

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

4. Community College Call to Action

President Hetherington gave an overview. The call to action is a commitment to increase student completion rates by 50 percent over the next decade. National organizations representing the nation's 1,200 community colleges, their governing boards, and their 11.8 million students have signed the statement of commitment.

A recommendation to approve to support the Call to Action was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

5. Election of Fiscal Year 2011 Board Officers

Chair Truby nominated Vice Chair Rensin as board chair and Trustee Dillow as vice chair for FY11.

A recommendation to approve the election of Kathy Rensin as Chair and Roberta

Dillow as Vice Chair for FY11, was moved by Chair Truby, seconded by Trustee Esmond, and unanimously approved.

C. President's Report

President Hetherington thanked the trustees that attended convocation and showed a short clip of the design for the new health sciences building. She thanked the board for their efforts on behalf of the college as the County Council considered the County Executive's proposed operating and capital budgets for the college, which were recently approved. She also talked about events in the past month including the press conference with Senators Mikulski and Cardin and Congressmen Cummings and Sarbanes on May 10; spring convocation and Ron Roberson's retirement celebration on May 21; and the radiologic technology pinning on May 25. She thanked board members for taking the time to attend these events.

D. Board Member Comments

Chair Truby said he would limit his comments to commending Ron Roberson, vice president of academic affairs. He said Ron is a remarkable artist and leader and will be greatly missed at the college.

Trustee Dillow talked about the success of Vino Schlastico, spring convocation, and especially the tribute to Ron Roberson. She wished him the best.

Trustee Esmond discussed the importance of emphasizing the college's funding needs to external constituents.

Vice chair Rensin thanked the board for the honor of selecting her as chair and having Trustee Dillow as vice chair. She wished Chair Truby and Ron Roberson the best.

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 April 28, 2010, work session and regular session minutes, was moved by Vice Chair Rensin, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed new hires;
2. Contract Renewals
 - a. Security services in the amount of \$1,112,125 awarded to Allied Security;
 - b. Electricity for Belmont Conference Center in the amount of \$40,000 awarded to PEPCO;
 - c. Sodexo management agreement in the amount of \$300,000;
 - d. Laurel College Center lease in the amount of \$385,148 (HCC share only) awarded to 312 Marshall Avenue Limited Partnership;
 - e. Facilities operations supplies and services in the amount of \$50,000 awarded to W. W. Grainger;

- f. Print shop copiers in the amount of \$96,300 awarded to Canon Business Solutions;
 - g. Office copiers in the amount of \$65,000 awarded to Enoch Office Equipment;
 - h. Administrative software service agreement in the amount of \$387,418 awarded to Datatel Inc.;
 - i. Computer hardware purchases in the amount of \$1,530,000 awarded to Dell Inc. (\$1,300,000), Apple Computers (\$65,000), Hartford Computers for Hewlett Packard computers and printers (\$65,000), DISYS (\$100,000);
 - j. Consulting and training services in an amount not to exceed \$50,000 awarded to Choice Consulting and Training Services, Inc.; and
 - k. Telecommunication services in the amount of \$181,360 awarded to Verizon Maryland, Inc.
3. Landscaping management services in the amount of \$68,496 awarded to Brickman;
 4. Elevator maintenance services in the amount of \$24,700 awarded to ThyssenKrupp;
 5. Athletic fields management services in the amount of \$81,656 awarded to Chapel Valley;
 6. Fiscal year 2011 new academic programs: associate of science in engineering computer engineering; associate of science in engineering – electrical engineering; associate of arts in arts & sciences – digital arts; associate of arts in arts & sciences – film and video pre-production; associate of arts in arts & sciences – television and radio; associate of arts in arts & sciences – graphic design; associate of arts in arts & sciences – photography; associate of arts in arts & sciences – music technology; associate of arts in teaching – early childhood education/early childhood special education; and associate of arts in teaching – elementary education/elementary special education.
 7. Environmental services supplies and equipment in the amount of \$150,000 spending allowance for FY11 and \$80,000 for FY10 awarded to Daycon, Inc.;
 8. Fiscal year 2011 credit and noncredit schedule of classes printing in an amount not to exceed \$256,605 awarded to AFL Web Printing;
 9. Network maintenance support services in the amount of \$118,020 awarded to Network Concepts, Inc.;
 10. Year-end purchases list;
 11. Professor Emeritus status awarded to Patty English, Virginia Kirk, Ron Roberson, and Linda Wiley;
 12. Howard County Director of Finance, fleet services, and water and sewer cost in the amount of \$70,000 for FY11 and \$44,999 for FY10;
 13. Cooling tower preventive maintenance services in the amount of \$34,235 awarded to CTHX, LLC;
 14. Chiller preventive maintenance services in the amount of \$29,000 awarded to Johnson Controls;
 15. Hickory Ridge parking deck design change order 2 in the amount of \$767,849.20 awarded to Ayers Saint Gross;
 16. Spending allowance increase requests in the amount of \$285,313;
 17. Security video and control system in the amount of \$61,074 awarded to Facility Engineering;
 18. Summer I graduates;
 19. Renewal of agreement between Howard Community College and the Howard Community College Educational Foundation, Inc.;
 20. Fiscal year 2011 operating budget revision in the amount of \$131,266,801; and
 21. Authorization for board chair to approve on behalf of board until next regular meeting.

A recommendation to approve the consent items was moved by Trustee Dillow, seconded by Trustee Esmond, 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. Anticipated Summer Approvals

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

5. Sodexo Report

Lynn Coleman gave an overview.

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

6. Personnel Summary

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

Closed Session

Chair Truby read the resolution to go into closed session.

The regular meeting was adjourned at 7:03 p.m.

The above constitutes the official minutes of the May 26, 2010, regular meeting of the Howard Community College Board of Trustees as approved on August 25, 2010, and is a true and correct copy of the same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
May 26, 2010**

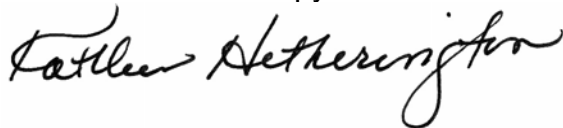
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, May 26, 2010, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 7:03 p.m., Chair Truby read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included vice chair Katherine K. Rensin and trustees Roberta E. Dillow and Mary S. Esmond. Kathleen B. Hetherington, secretary-treasurer, was also present. Additionally, Lynn Coleman, vice president of administration and finance and Nancy Gainer, executive director, public relations, were in attendance.

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 May 26, 2010, at the conclusion of the regular meeting in room 400 of the Rouse Company Foundation Student Services Hall to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; and (ii) any other personnel matter that affects one or more specific individuals; as permitted in Section 10-508(a)(1) 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 May 26, 2010, closed session of the Howard Community College Board of Trustees as approved on August 25, 2010, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer