

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORK SESSION MINUTES
August 26, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 26, 2009, 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 6:10 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Mary S. Esmond, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Patrick L. Huddle was absent.

Chair Truby reviewed items in the board's take-home packet, which included two letters from Senator Mikulski about the status of funding for the Mt. Airy project, an article from the *Chronicle of Higher Education* on HCC's selection as a Great College to Work For, and invitations to the Rouse Scholars reception on September 3 and the major donor party on September 25 (note: this is after the Grand Prix).

I. Information Session: Leadership Initiatives

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who gave a brief background of the leadership initiatives offered as part of the employee professional development program.

Cindy Durham, program manager, professional development and training, gave an overview of the *Encouraging eXcellence through Coaching, Empowerment, and Leadership (EXCEL)* forum, which has had 171 participants since its inception in 2003 and *Leading Edge*, established in 2008 to provide new and experienced supervisors with the opportunity to further develop skills leading to high performance supervision.

Tara Hart, professor, English, division chair, English and world languages, talked about the servant leadership model introduced college-wide in 2005; over the years Dr. Hart has conducted 30 workshops for more than 200 faculty and staff and has also conducted the DISC personality assessment tests for various college departments.

Testimonials on the various programs were given by Dave Beaudoin, associate professor, mass media, associate division chair, arts and humanities; Andre Wright, facilities services manager; Ted Davis, environmental services supervisor; and Debra Greene, director, academic support services. They commented that the programs had helped them acquire skills, modify behaviors to adjust to different work styles, meet people from across constituencies, learn the various functions of the college, create a bond with co-participants, and provide them with an ongoing resource for support and information.

Ron Roberson, vice president of academic affairs, added that Dr. Hart's involvement with servant leadership has had an impact on her division by causing behavior modification among faculty and encouraging them to be leaders, resulting in programs like Step Up, First Year Experience (FYE), and globalization across the curriculum.

Trustee Dillow asked if HCC could help other areas of the community to get involved with servant leadership, perhaps through the countywide Choose Civility initiative or Leadership Howard County. In the past, the community has been invited to speaker series on campus, such as Margaret Wheatley's presentation. Future opportunities for collaboration will be explored.

President Hetherington commended and thanked Ms. Durham for initiating and developing the EXCEL and Leading Edge programs.

The work session adjourned at 6:55 p.m.

The above constitutes the official minutes of the August 26, 2009, work session of the Howard Community College Board of Trustees as approved on September 23, 2009, and is a true and correct copy of same.

A handwritten signature in black ink, appearing to read "Kathleen Hetherington". The signature is written in a cursive, flowing style.

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
August 26, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, August 26, 2009, 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 7:10 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Mary S. Esmond, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of August 26, 2009, Agenda

A recommendation to approve the August 26, 2009, agenda as amended, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2009 Board Accomplishments

Chair Jim Truby mentioned the significant role the board plays in making critical decisions and approving actions that involve working closely with the leadership of the college; he said the president's team sitting at the board table is an endorsement of the collaborative relationship between the board and the leadership. He said the board works to support employee efforts to provide a higher level of service to students.

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

2. Fiscal Year 2009 Strategic Plan Evaluation and Core Work Highlights

Zoe Irvin, executive director of planning, research, and organizational development gave an overview. Strategic initiative V, goal D, objective 1 was clarified to indicate that the county is currently focusing on improving the transportation infrastructure to prepare for BRAC.

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

3. Financial Statements

Lynn Coleman, vice president of administration and finance, reviewed highlights.

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

C. President's Report

Dr. Hetherington welcomed new board member Mary Esmond. She also thanked board members for attending events at the college during the summer. Dr. Hetherington mentioned that state's Board of Public Works has approved cuts to community colleges. HCC received a cut of \$653,174 for FY10. This amount represents almost all of the

\$693,510 increase that HCC received from the state for FY10. This year is the third in a row that college funds were cut by the state. This fiscal year's cut is the largest decrease to date. The college leadership has already taken various cost containment steps this year and will do an assessment of what more needs to be done. She reminded the board that they had not increased tuition in the past two years but may have to consider a tuition increase at mid-year for the spring semester pending a review of final fall enrollment figures and other data. Dr. Hetherington noted the *Chronicle's* recognition of HCC as one of the Great Colleges to Work For. She mentioned that HCC was the only community college in Maryland to receive recognition and one of only nine community colleges nationwide to be placed on the honor roll.

President Hetherington announced that Chair Truby has been appointed to the executive committee of the Maryland Association of Community Colleges (MACC) as trustee-at-large. She said that the Maryland community college presidents have submitted the FY11 state funding request, which includes the design funds for HCC's health sciences building with \$9 million split funded over two years. She concluded with news on the great press the college has been receiving and hoped that board members had a chance to view the links that were forwarded to them.

D. Board Member Comments

Chair Truby welcomed Mary Esmond. He observed that the budget news from Annapolis was not good but he had faith in the college's ability to come up with creative ways to serve students. He welcomed the opportunity to serve on the MACC executive committee to tell the community college story and bring back information to the board to keep them involved and engaged.

Vice Chair Rensin also welcomed Mary Esmond and was glad she would be joining the legislative committee. Ms. Rensin talked about the summer events she had attended at the college including the largest ever class at nursing graduation. She said she continues to receive positive feedback from the community about the college.

Trustee Dillow welcomed Mary Esmond and wondered if she would teach the board how to dance based on her performance at Howard County Tourism's event. Trustee Dillow talked about the Clark Medal ceremony, which was very touching for the Moxleys. She also talked about positive feedback she had received from Project Access parents.

Trustee Doyle welcomed Mary Esmond to the board. He reflected on his first year as a board member and said that the longer you stay the greater your commitment grows. He also mentioned that his son is a student at HCC so he now has a new perspective as a parent. He regretted the fact that the economic impact of the budget cuts comes at a time when the college needs funding most to address increased enrollment and increased need for financial aid.

Trustee Hutt welcomed Mary Esmond. He talked about the phenomenal commencement ceremony, especially the inspirational stories of the two student speakers and the part HCC had played in their development. He was impressed with the presentations on the leadership development programs at HCC and thanked everyone who played a role in their development and implementation. Regarding the budget, he said the board members are good shepherds and make the appropriate adjustments. It is critical we have strong people in financial positions and we have the best in Lynn

Coleman, vice president of administration and finance, and Janet Cullison, associate vice president of finance. He commended Chair Truby for his committee appointment at MACC so he could now champion the cause for community colleges at the state level.

Trustee Esmond thanked the board members for their warm greetings. She was impressed by the years of hard work that went into the development of the EXCEL leadership program and she feels it is so crucial to “spread the wealth” and build the next generation of leaders.

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 May 27, 2009, work session, regular session, and closed session, and the June 8, 2009 retreat and retreat closed session, was moved by Trustee Rensin, seconded by Trustee Hutt, and unanimously approved.

G. Consent Items

1. Ratify and confirm purchase of sustainable floor-cleaning machines and ice melt in the amount of \$57,759 from Daycon;
2. Ratify and confirm purchase of moving truck with a lift gate in the amount of \$43,363.39 from Bob Bell Pontiac GMC;
3. Ratify and confirm purchase of John Deere electric gators in the amount of \$25,000 from Finch Services, Inc.;
4. Ratify and confirm spending allowance increases (Washington Gas, PEPCO, Fitch, W.W. Grainger, Siemens, and Brickman);
5. Ratify and confirm vehicle purchase for the security department in the amount of \$28,721 from Apple Ford;
6. Ratify and confirm professional research services for continuity of operations planning in the amount of \$48,833 from the University of Maryland Center for Health and Homeland Security;
7. Ratify and confirm network closet switch replacements in the amount of \$71,952 from Digital Intelligence Systems Corporation;
8. Ratify and confirm Hickory Ridge network upgrade in the amount of \$65,633.25 from Digital Intelligence Systems Corporation;
9. Ratify and confirm Websense in the amount of \$39,364 from Patriot Technologies, Inc.;
10. Ratify and confirm increase of MEEC agreement purchases for technology expenditures in the amount of an additional \$492,631 for a total of \$2,342,631 awarded to Dell Computers;
11. Ratify and confirm purchase of work truck in the amount of \$34,175 from Apple Ford;
12. Ratify and confirm parking lot F construction contract in the amount of \$417,236 awarded to Dixie Construction, Inc.;
13. Ratify and confirm purchase of Starcraft Allstar commercial bus in the amount of \$53,766 from Colonial Equipment Company;
14. Ratify and confirm print shop copiers – request for additional funding in the amount of \$18,816 in addition to the \$77,484 approved in May for a total of \$96,300 awarded to Canon Business Solutions;

15. Ratify and confirm increase for Allied Security Services in the amount of \$38,000 awarded to Allied Security;
16. Ratify and confirm summer II and III graduates;
17. Ratify and confirm spending allowance increase (Supreme Maintenance) in the amount of \$30,000;
18. Ratify and confirm dues for MACC in the amount of \$35,579;
19. Ratify and confirm Project Access bus service bid in the amount of an additional \$500 for a total of \$27,800 awarded to Jubb's Bus Service;
20. Ratify and confirm consulting and training services in an amount not to exceed \$60,000 awarded to Choice Consulting & Training Services, Inc.;
21. Ratify and confirm nursing building HVAC renovation change order for abatement of hazardous materials in the amount of \$30,658 for abatement and \$13,602 for sprinkler piping removal and replacement for a total increase of \$44,260 and a grand total of \$592,860 for this project;
22. Ratify and confirm Sodexo management fees for FY2009 for an increase of \$14,307.68 for a total of \$264,307.68;
23. Ratify and confirm report to the Maryland Higher Education Commission on improvement of diversity plan;
24. Ratify and confirm James Clark, Jr. Library building furniture and equipment in the amounts of \$1,050,000 for general furniture for offices, classrooms, labs, and study areas; \$240,000 for specialized furniture for science and technology labs; \$790,000 for information technology and audio visual equipment; for a total amount not to exceed \$2,080,000;
25. Ratify and confirm Children's Learning Center mortgage in the amount of \$85,595 to be paid out on a monthly basis for FY10 to the Howard Community College Educational Foundation, Inc.;
26. Ratify and confirm network load balancer in the amount of \$49,000 awarded to Convergence Technology Consulting;
27. Ratify and confirm amendment to the Laurel College Center (LCC) lease – rent would be abated until December 31, 2010 and the cost for the additional rent from January through August 2011 would be \$26,500 and the annual cost is \$39,750; LCC would be responsible for electricity usage and common area charges; these costs would be split with PGCC – the vendor is 312 Marshall Limited Partnership;
28. Ratify and confirm online course software license renewal in the amount of \$35,600 awarded to Blackboard, Inc.;
29. Ratify and confirm placement tests advance purchase in an amount not to exceed \$80,000 award to the College Board;
30. Ratify and confirm shuttle services for fall 2009 semester in the amount of \$37,440 with a not-to-exceed amount of \$56,640 awarded to Woodlawn Motor Coach, Inc.;
31. Ratify and confirm athletic fields phase V change order 1 in the amount of \$8,190.66 for change order 1 and \$799,982.25 original contract amount for a total of \$808,172.91 awarded to Atlas Track & Tennis, Inc.;
32. Proposed new hires;
33. Grants and scholarships in the amount of \$723,299 for competitive grants and \$205,699.54 for scholarships;
34. Print shop equipment rental charges in the amount of \$30,118 awarded to OCE North America; and
35. Continuing education advertising in the amount of \$30,400 awarded to Patuxent Publishing.

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

H. Discussion Item

1. Belmont Capital Project Update

Lynn Coleman stated that with the economic downturn and flat funding from the county along with continuing state cuts, the board of trustees had previously requested that the administration scrutinize areas of the college for the most effective use of college resources. The administration believes the operations at the Belmont Conference Center need to be reviewed by the board. Currently, additional funds are needed for the barn completion and a decision about financing this project with additional debt to be repaid by student fees or operating funds was requested. The board expressed concern that the debt incurred by borrowing an additional \$2.8 million to complete or downsize the Belmont barn project would potentially affect students with a tuition increase at a time when the need for financial aid is at 37 percent for the fall semester. The board discussed if Belmont is an asset that HCC should continue to hold onto, knowing that even when the economy comes out of the current recession, public funding will probably not go back to past levels. When planning for the future and considering whether or not to take on additional financial obligations, the board felt that holding on to Belmont would threaten the financial viability of the main campus. They concluded that the board needed to decide whether or not to make a commitment to move forward, taking into considerations the obstacles to the financial viability of Belmont. The board discussed the potential negative impact of increasing students' financial burden and the many capital needs on the main campus that competed with the capital needs at Belmont. In addition, questions were raised about the operations at Belmont and the fact that the center needs to breakeven in FY10 since the college had not budgeted a subsidy. Expense reductions to operations may need to occur in order for the center to meet budget.

Chair Truby asked Ron Roberson, vice president of academic affairs, his thoughts about the hospitality and culinary management programs. Mr. Roberson responded that Belmont is not the college's only option for the programs and the discussion for alternative facilities could be undertaken as part of the ongoing master planning process. He said that there is no waiting list for the culinary program, which has about 100 majors and 50-75 other students. Trustee Hutt reiterated that even though it sounds draconian, the board should be looking into a suitable buyer unless there is a reasonable expectation of making Belmont viable; the college needs to adjust to the economic environment. Trustee Doyle agreed it was a pragmatic decision considering the fact that the capital campaign is focused on raising money for student scholarships.

Trustee Hutt put forth the resolution "that we explore the feasibility of selling the property barring any feasible alternative to making it economically viable."

A motion to adopt the resolution put forth by Trustee Hutt was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

The ensuing discussion talked about the current budget cuts as well as potential future cuts and the need to examine the college's debt limit, explore options to continue the culinary and hospitality programs elsewhere, examine the most efficient use of resources, and ways to effect savings, where possible,

In keeping with previous requests, the board would like the president to continuously review operations for additional budget adjustments, as needed.

I. Information Items

1. Issue Bin

As the trustee liaison on the foundation board, Trustee Dillow mentioned the upcoming Grand Prix, the two early drawings for the raffle, encouraged everyone to sell raffle tickets, and reported that there are 23 tables left to sell out and 77 tables have been committed, which is ahead of the number at the same time last year. Trustee Rensin mentioned that one doesn't have to buy a table but could get a group together to purchase a table.

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

2. Board Calendar

Erin Yun, director of special projects and board relations, reminded board members that the invitations for the Rouse Scholars reception on September 3 and the major donor party on September 25 (after the Grand Prix this year) are included in the take-home packet. The legislative and community relations committee meeting is scheduled for September 14 and trustees Rensin, Dillow and Esmond will serve on that committee. Trustees Truby, Hutt and Doyle will serve on the audit and finance committee.

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

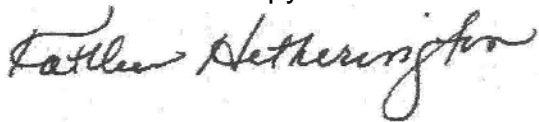
This item was for information only and required no board action.

Adjournment

Chair Truby read the resolution to adjourn the regular session and move into closed session.

The regular meeting was adjourned at 8:16 p.m.

The above constitutes the official minutes of the August 26, 2009, regular meeting of the Howard Community College Board of Trustees as approved on September 23, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
August 26, 2009**

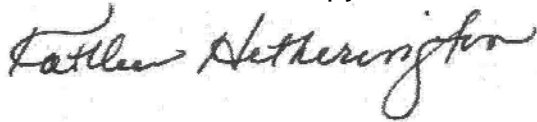
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, August 26, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:16 p.m., Chair Truby read a resolution to enter into closed 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, Kevin J. Doyle, Mary S. Esmond, Patrick L. Huddie, and Louis G. Hutt, Jr. 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 August 26, 2009, at the conclusion of the regular meeting in room 400 of the Rouse Company Foundation Student Services Hall to consult with staff, consultants, or other individuals about pending or potential litigation as permitted under Section 10-508(a)(8) and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 8:50 p.m.

The above constitutes the official minutes of the August 26, 2009, closed session of the Howard Community College Board of Trustees as approved September 23, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer