

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
September 23, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, September 23, 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 6:04 p.m. Other board members present included vice chair Katherine K. Rensin, and trustees Roberta E. Dillow, Kevin J. Doyle, and Mary S. Esmond. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Patrick Huddie and Louis G. Hutt, Jr. were absent.

**I. Introduction of New Employees**

Ron Roberson, vice president of academic affairs, introduced Jacqueline Dzubak, interim instructor, English, and Assefa Fisseha, instructor, radiologic technology.

Lynn Coleman, vice president of administration and finance, introduced Elizabeth Moss, interim director, purchasing, inventory, and contract administration, and Phil Riggins, environmental services manager.

Cindy Peterka, vice president of student services, introduced Kevin Maffey, admissions and advising information specialist (intake).

**II. Introduction of Constituency Group and Cross-Functional Team Leaders**

Kate Hetherington, president, introduced diversity committee co-chair Julie Jones, audience services manager and website designer, and salary and benefits committee vice chair, Anna Hamilton, technical support analyst, student computer support.

Ron Roberson introduced faculty forum president, Ann Repka, assistant professor, biology. He also introduced curriculum and instruction committee chair, Sharon Lyon, professor, physical science.

Lynn Coleman introduced support group chair, Judy Darling, office associate V, welcome center; Yvonne Beachum, office associate IV, math and distance/alternative learning office; and Jennifer Lepore, front desk information specialist in the continuing education office. She also introduced facilities and sustainability team co-chair, Shelly Bilello, capital programs administrator.

Tom Glaser, vice president of information technology, introduced professional/technical group chair Margaret Wedde, office supervisor, health sciences/social sciences/teacher education division office; and representatives, Jodi Allaire, president's office technology manager; Schnell Garrett, assistant director, student life; Lisa Ragland, admissions and academic advisor; and Valerie Smith, senior network administrator.

Cindy Peterka, vice president of student services, introduced student government association president, Giancarlo Simpson, and vice president, Janet Lubov. She also introduced enrollment management team co-chairs, Randy Bengfort, director,

marketing and communications, and Barbara Greenfeld, associate vice president for enrollment services.

Erin Yun, director of board relations and special projects, introduced administrators' group chair, Linda Wu, director, administrative information systems, and vice chair, Missy Matthey, director of development. She also introduced college council president, Valerie Smith.

Zoe Irvin, executive director, planning, research, and organizational development, introduced professional development team co-chair, Karlyn Young, director, human resources.

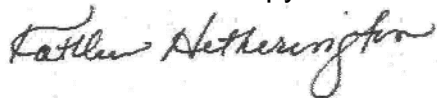
### **III. Information Session: Facilities Master Plan Progress Report #1**

Lynn Coleman gave an outline of the facilities master plan, which is updated every five years. Ayers Saint Gross representatives Ed Kohls and Amelle Schultz presented the progress to date on the plan, which is expected to be complete by the spring of 2010. Focus groups included members of the college community, and the surrounding community. An environmental scan, space utilization study, and facilities condition assessment are also being conducted. Natural and built areas were studied including space needs, parking/traffic circulation, landscape/grounds and handicap accessibility, and expanded food services. The steering committee identified three planning principles: one identity, collegiate atmosphere, and sustainability.

Chair Truby asked for a copy of the draft report to share with the board.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the September 23, 2009, work session of the Howard Community College Board of Trustees as approved on October 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  
September 23, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, September 23, 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 7:06 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, and Mary S. Esmond. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Patrick Huddie and Louis G. Hutt, Jr. were absent.

**A. Approval of September 23, 2009, Agenda**

*A recommendation to approve the September 23, 2009, agenda, was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.*

**B. Board Priority Items**

**1. Board End: Strategic Planning**

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. Fiscal Year 2010 Capital Budget**

Lynn Coleman, vice president of administration and finance, gave an overview. She discussed the proposed projects in the FY11 capital budget, including the project priorities recommended by the audit and finance committee. Chair Truby and Trustee Doyle gave an overview of the audit and finance committee's deliberations. The board discussed upcoming capital projects, specifically the health sciences building and parking. The board will vote on the final version of the capital budget in October.

**3. Maryland Higher Education Commission (MHEC) Performance Accountability Report**

Zoe Irvin reviewed highlights of the MHEC performance accountability report.

*A recommendation to approve this report, was moved by Trustee Doyle, seconded by Trustee Rensin, and unanimously approved.*

**4. Financial Statements Disclosure Schedule and Financial Statements**

Lynn Coleman reviewed highlights of the financial statements and the disclosure schedule.

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

### **C. President's Report**

Dr. Hetherington acknowledged the work of Missy Mattey, director of development, her team, and all of the volunteers for the Grand Prix; Missy Mattey reported a tentative figure of \$60,000, which will probably change after all the money is counted. Based on the economy and the new location, it was felt this was a good number. She reported that fewer raffle tickets were sold this year and most sponsors supported at a lower level including Coca-Cola. Vice Chair Rensin talked about the cost of putting on this event in a year when in-kind contributions were down. Missy Mattey recognized plant operations, security, information technology, all the volunteers, and the Grand Prix chairs. She said that Marama Farm has many opportunities for future growth. Trustee Esmond cautioned against publicizing the "expectation" of the winner giving the car back because that might discourage people from purchasing raffle tickets. Trustee Esmond also mentioned that it was a public show of support for the college that members of the community offered to have the event on their farm. Vice Chair Rensin suggested generating excitement for next year's event on Saturday, September 25, 2010, with a countdown calendar on the front lawn of the campus.

Dr. Hetherington mentioned several events and meetings in the past month. Dick Talkin's art salon on September 17 was attended by 140 people and raised \$40,000 in pledges that evening and more funds are expected. The Department of Budget and Management's capital budget hearing was held on September 23 and HCC was asked about the status of Belmont, the Clark Library Hall renovation, and the allied health building. Dr. Hetherington, Lynn Coleman, and Ron Roberson, vice president of academic affairs, met with their counterparts from Carroll and Frederick community colleges to discuss the Mid-Maryland Allied Health Consortium located in Mt. Airy. Betty Noble, business faculty, and Dr. Hetherington taped an episode of the *Down to Business* television show with Michael Mobley that will air next month. She reminded board members of the major donor party on Friday, September 25 at 6:00 p.m. at Apple Ford.

### **D. Board Member Comments**

Chair Truby commented about the energy level at this year's Grand Prix. He said if one would have imagined the ideal setting and layout, Marama Farm was it. He commended fellow trustees for being there and supporting the event.

Trustee Esmond commented that she is continually impressed with the detailed information presented in the board materials and by the people who work at HCC. She feels privileged to be a board member. She also commented that having the Grand Prix at Marama Farm took the event out to the western part of the county and brought awareness of the college to that part of the county.

Trustee Dillow reiterated trustee Esmond's comment about taking the Grand Prix out to the western part of the county. She also commented on the Rouse Scholars reception and on HCC being the only U.S. institution invited to participate in the archeological dig in France. Nancy Gainer, executive director of public relations, talked about pitching the story to the local and national media. The *Baltimore Sun* will run the story on Sunday.

Trustee Doyle commented that the Grand Prix was a great event.

Vice Chair Rensin echoed comments about the Grand Prix. She commended Missy Matthey and commented that the early drawings for the raffle were a good idea.

**E. Report of the Legislative and Community Relations Committee and the Audit and Finance Committee**

Vice Chair Rensin asked board members to think of ways to advance HCC's legislative agenda and emphasized that it is very important that each board member talk to legislators. President Hetherington has been meeting with all of the legislators. Trustee Esmond recommended routinely marketing the college to our legislators. Ideas included student involvement and building on the work of Dr. Hetherington as she leads the Maryland Association of Community Colleges (MACC) advocacy group.

Chair Truby gave a brief overview of the audit and finance committee meeting and mentioned that the auditors were impressed by HCC's accounting system and financial controls and will issue a clean audit letter.

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

**F. Approval of Minutes**

*A recommendation to approve the August 26, 2009, work session, regular session, and closed session, minutes was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.*

**G. Consent Items**

1. Proposed new hires;
2. Spending allowance increase for the athletic and fitness center fire alarm upgrade in the amount of \$216,753 awarded to Siemens Building Technologies, Landis Division;
3. Athletic fields phase V change orders 2 (\$4,809.96) and 3 (\$31,734.74) in the total amount of \$844,717.61 awarded to Atlas Track and Tennis, Inc.;
4. Health care insurance agreement estimated at \$5,122,000 with Howard County currently having the right to select carriers;
5. Website technology services in the amount of \$43,500 awarded to Systems Alliance, Inc.;
6. Office copiers in the amount of \$60,480 awarded to Enoch Office Equipment; and
7. Architectural/engineering services for the health sciences building in the amount of \$4,002,656 awarded to Ayers Saint Gross.

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

**H. Discussion Item**

**1. Sodexo Agreement**

Lynn Coleman gave an overview of the amendment.

*A motion to approve the amendment as submitted was moved by Trustee Dillow,*

*seconded by Trustee Doyle, and unanimously approved.*

**I. 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/special projects, reminded board members of the major donor party on September 25, the chamber's signature event on October 2, and the diploma recognition ceremony on November 8 with Tom Perez, former secretary of labor, licensing, and regulation, as the keynote speaker.

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**

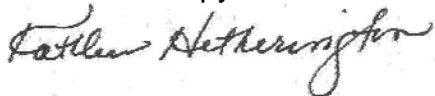
This item was for information only and required no board action.

**Adjournment**

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

The regular meeting was adjourned at 8:37 p.m.

The above constitutes the official minutes of the September 23, 2009, regular meeting of the Howard Community College Board of Trustees as approved on October 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  
September 23, 2009**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, September 23, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:37 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, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present. Additionally, Lynn Coleman, vice president of administration and finance was 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 September 23, 2009, at the conclusion of the regular meeting in room 400 of the Rouse Company Foundation Student Services Hall 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; and consult with staff, consultants, or other individuals about pending or potential litigation as permitted under Section 10-508(a)(1)(i) and (8) respectively and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 9:05 p.m.

The above constitutes the official minutes of the September 23, 2009, closed session of the Howard Community College Board of Trustees as approved October 28, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer