

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
October 28, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 28, 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, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

**I. Introduction of New Employees**

Steve Horvath, professor, English, and associate vice president of academic affairs, introduced Ashley Gavidia, ELI information specialist, continuing education.

**II. Introduction of Grand Prix Board Co-Chairs and Grand Prix Hosts**

Chair Truby acknowledged the work of Grand Prix co-chairs, Mike Drummond and Chris Marasco. They were thanked for leading the Grand Prix board and raising \$67,000 for student scholarships.

Marilyn and George Doetsch, this year's Grand Prix hosts, were thanked and recognized for making Marama Farm available for the Grand Prix. The Doetsches have also agreed to co-chair the 2010 Grand Prix.

**III. Service Learning and the President's Higher Education Community Service Honor Roll**

Steve Horvath recognized the service learning program at HCC. He emphasized the success of alternative break trips. This year is the third in a row that HCC's Service Learning Program has been named to the President's Honor Roll. Carol Parreco, former director of service learning, was recognized for her efforts in earning HCC this honor.

**IV. Information Session: Strategic Communications Plan/Public Relations and Marketing**

Nancy Gainer, executive director of public relations and marketing, led the presentation. She thanked the public relations and marketing team for their work and asked them to introduce themselves. She gave an overview of the department's operations. Ms. Gainer reviewed highlights of the strategic plan, which was included in the board materials. Jane Sharp, marketing manager, talked about the art and science of promoting HCC. Mike Scrivener, communications specialist, gave an overview of HCC's Facebook page. Trustees Dillow and Rensin commended the plan and thanked the staff. Trustee Huddie asked about getting feedback from the college's stakeholders through Facebook and through other venues. Trustee Dillow

mentioned the need to highlight alumni stories similar to the student stories and also talked about the importance of building relationships with local opinion leaders such as Commission on the Future members.

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

The above constitutes the official minutes of the October 28, 2009, work session of the Howard Community College Board of Trustees as approved on November 18, 2009, and is a true and correct copy of same.

A handwritten signature in cursive script, reading "Kathleen B. Hetherington".

Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
October 28, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, October 28, 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 7:01 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

**A. Approval of October 28, 2009, Agenda**

*A recommendation to approve the October 28, 2009, agenda, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.*

**B. Board Priority Items**

**1. Fiscal Year 2009 Audit Report and Meeting with Auditors**

Lynn Coleman, vice president of administration and finance, introduced Bill Seymour, auditor, who reported that the college had received an unqualified, clean audit with no significant material weaknesses. Chair Truby thanked Lynn Coleman and Janet Cullison, associate vice president of finance.

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

**2. Financial Statements**

Lynn Coleman provided highlights of the financial statements including auxiliary services, Children's Learning Center, Belmont Conference Center, and the Laurel College Center and the variance report for all cost centers.

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

**3. Board End: Student and Stakeholder Focus**

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

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

**C. President's Report**

Dr. Hetherington commended Patty Keeton, executive director, workforce development, on receiving the Howard County Chamber of Commerce's 2009 Base Realignment and Closure (BRAC) Advocate of the Year Award. She commended the human resources staff on HCC being awarded the silver designation for "Healthy Workplaces 2009" by the

Howard County Government. She mentioned that the next Maryland Council of Community College Presidents (MCCCCP) meeting will be held at HCC on November 20 and that Lieutenant Governor Brown will attend. She spoke about the next round of budget cuts from the state; hiring a new financial aid officer to handle the new direct lending program; and presenting at the Howard County Library's A+ partners in education celebration. She talked about the facilities master plan (FMP) and thanked trustee Dillow for her participation on the committee working with Ayers Saint Gross (ASG) who will provide an update at the November board meeting.

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

Chair Truby mentioned that ASG will present on the FMP at the November board meeting. He commented on the energized atmosphere at the Association of Community College Trustees (ACCT) convention and the increasing recognition of the importance of community colleges providing instruction in an affordable, efficient way. He mentioned that Martha Kanter, under-secretary of education, is a former chancellor of a community college district. Governor of California, Arnold Schwarzenegger, addressed the convention and mentioned that when he came to the United States he attended Santa Monica Community College to learn English and then went on to get a business degree. Chair Truby and President Hetherington made a presentation on the Step Up program and vital signs. President Hetherington also made a presentation on fundraising with Liz Murphy, vice president of professional services, Datatel, Inc. Chair Truby thanked Erin Yun, director of board relations and special projects, for preparing the presentation, and Margaret Kahlor, executive producer, television services director, and Geren Mortensen, crew chief/audio visual engineer, for providing clips of Step Up students and their coaches.

Trustee Huddle commented that HCC is now at the forefront of the digital mainstream with the introduction of HCC's Facebook.

Trustee Hutt commended the finance team on the comprehensive audit; he also commended the audit and finance committee.

Trustee Doyle commented on the terrific job of coming into the digital age but cautioned that some constituents may still prefer direct mail contact. He said he was impressed by the growth at LCC as a result of targeted advertising and increased course offerings.

Trustee Dillow seconded earlier comments and also commended the finance team.

Vice Chair Rensin echoed earlier comments and commended everyone on doing a great job during tough times.

#### **E. Report of the Legislative and Community Relations Committee**

Vice Chair Rensin gave an overview. She said the board needs to think outside the box on positively connecting with legislators. She mentioned that the president already meets with the legislators; board members need to tell legislators what their support means to individual students. The goal should be to make sure that when cuts are made, HCC's budget is not cut. She asked fellow board members to think about whom they can contact and ideas on how to do it and email them to her. She recommended

that trustees attend the community college legislative summit in February. She said that she had suggested to Cathy Yost of the *Business Monthly* that the newspaper feature monthly articles on HCC in the publication.

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

#### **F. Approval of Minutes**

*A recommendation to approve the September 23, 2009, work session, regular session, and closed session, minutes was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.*

#### **G. Consent Items**

1. Proposed new hires;
2. Fiscal year 2011 capital budget;
3. Administrative reporting project consulting services in the amount of \$98,400 for the installation and implementation business objects reporting tools awarded to ASR Analytics;
4. Administrative software consulting services in the amount of \$90,000 additional plus \$336,885 (previously approved) for a total of \$426,885 awarded to Datatel Incorporated;
5. Professional services to write the Part I/II facility program for the new science engineering and technology building in the amount of \$69,300 awarded to JMZ Architects and Planners, P.C.;
6. Rep Stage paymaster agreement in an amount not to exceed \$150,000 awarded to University/Resident Theatre Association;
7. Athletic fields phase V change order 4 from the original contract amount of \$799,982.25 to a total of \$856,261.53 awarded to Atlas Track & Tennis, Inc.;
8. Change order 1 for professional services for facilities master plan, in the amount of \$9,850 for change order 1 plus \$624,530 from the original contract amount totals \$634,380 for the new contract amount;
9. Commencement and nursing pinning expenses in the amount of \$86,777 awarded to Party Plus;
10. Comcast Enterprise services for an additional amount of \$34,458 and a previously approved amount of \$59,400 for a total of \$93,858 awarded to Comcast Commercial Services, Inc.;
11. Telephone system upgrade switches in the amount of \$177,522 awarded to Digital Intelligence Systems Corporation;
12. Lot F stream channel design fund increases exploration research for an increase request of \$12,000 and an original request of \$30,495 for a total amount of \$42,495; and
13. Technology purchases in the amount of \$68,000 awarded to Convergence Technical Consulting.

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

## H. Discussion Item

### 1. Howard Community College Debt Policy

Lynn Coleman gave an overview of the new state requirements and the development of a policy for HCC.

*A motion to approve the policy as submitted was moved by Trustee Hutt, seconded by Trustee Huddie, 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 rescheduled audit and finance meeting on November 11 and the student donor luncheon on the same day. She also mentioned the November 16 legislative and community relations committee meeting.

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

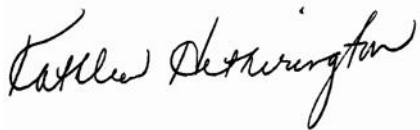
This item was for information only and required no board action.

## Adjournment

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

The regular meeting was adjourned at 8:05 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  
October 28, 2009**

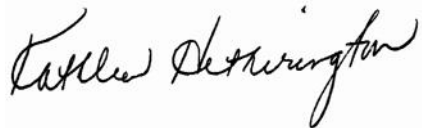
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, October 28, 2009, in room 400 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 8:05 p.m., Chair Truby read a resolution to enter into closed 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, trustees Roberta E. Dillow, Kevin J. Doyle, Patrick L. Huddie, and Louis G. Hutt, Jr. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

**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 October 28, 2009, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consult with staff, consultants, or other individuals about pending or potential litigation; as permitted under Section 10-508 and that such meeting shall continue in closed session until the completion of business.

The meeting was adjourned at 8:45 p.m.

The above constitutes the official minutes of the October 28, 2009, closed session of the Howard Community College Board of Trustees as approved November 18, 2009, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer