

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
November 18, 2009**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 18, 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 6:12 p.m. Other board members present included vice chair Katherine K. Rensin, and 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. Huddie was absent.

Chair Truby briefly reviewed selected items in the board take-home packets.

**I. Introduction of New Employees**

Ron Roberson, vice president of academic affairs, introduced Debby Paul, instructor, nursing.

**II. Howard Community College Educational Foundation (HCCFEF), Inc. Annual Report**

Michael Nagle, HCCFEF chair, provided an update of current activities and highlights from FY2009, which included \$2.88 million in overall support to the college from the foundation in comparison to \$1.5 million the previous year. He mentioned that 100 percent of the board of directors had contributed. Mr. Nagle announced that the 2010 Grand Prix will be chaired by George and Marilyn Doetsch at Marama Farm; the Doetsches have graciously offered to have the event at their farm next year. Mr. Nagle briefly reviewed the foundation's goals for FY11.

**III. Capital Campaign Video**

The capital campaign video was shown. Margaret Kahlor, executive producer and director of television services, and the TV studio staff; Nancy Gainer, executive director of public relations and marketing, and the public relations staff; Missy Matthey, director of development and executive director of HCCFEF, and the development staff; and Tom Glaser, vice president of information technology and capital campaign manager, were recognized for their role in developing the video.

**IV. Information "Participatory" Session: Facilities Master Plan (FMP) Concepts**

Lynn Coleman, vice president of administration and finance, introduced Ayers Saint Gross representative, Amelle Schultz, who presented the progress to date on the FMP, including two concepts for the board's consideration. The steering team and the board of trustees preferred concept A, which allows for the expansion of the north campus and provides connectivity for pedestrians to the south campus. Chair Truby thanked Trustee Dillow for serving on the steering committee.

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

The work session adjourned at 7:10 p.m.

The above constitutes the official minutes of the November 18, 2009, work session of the Howard Community College Board of Trustees as approved on January 27, 2010, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer

**HOWARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR SESSION MINUTES  
November 18, 2009**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, November 18, 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 7:20 p.m. Other board members present included vice chair Katherine K. Rensin, and 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.

**A. Approval of November 18, 2009, Agenda**

Chair Truby asked for the closed session to be removed from the agenda.

*A recommendation to approve the November 18, 2009, agenda, as amended, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.*

**B. Board Priority Items**

**1. Board End: Information and Analysis**

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview. Ron Roberson, vice president of academic affairs, and Cindy Peterka, vice president of student services, provided information on HCC's collaboration with the Howard County Public School System (HCPSS) related to college readiness and expanded placement testing for English and math in the high schools.

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

**2. Financial Statements**

There are no financial statements this month since the board meeting is earlier than usual due to the Thanksgiving break.

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

**3. Fiscal Year 2011 Legislative Agenda**

Nancy Gainer, executive director of public relations and marketing, provided an overview of the revisions of the Maryland Association of Community Colleges (MACC) legislative agenda and their impact on HCC's legislative agenda. She mentioned that there are no additional cuts to community colleges at the Board of Public Works meeting earlier in the day and that no more cuts are expected prior to the January legislative session.

Instead of requesting full funding of the Cade formula, MACC will instead request FY11 operating funding per FTE at the same level received in FY10. The total requested increase for Maryland community colleges will be approximately \$11 million. The legislative agenda is expected to evolve as the session approaches.

Vice chair Rensin gave an overview of the November 16 legislative and community relations committee meeting and said it is essential to have board members attend the January 12, 2010, legislative breakfast to meet with the legislators.

*A motion to approve the legislative agenda, based on the legislative and community relations committee approval at its November 16 meeting, was moved by Trustee Hutt, seconded by Trustee Dillow, and unanimously approved.*

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

President Hetherington remarked on the diploma recognition ceremony, which recognizes graduates that range in age from 16 to 60; Assistant Attorney General Tom Perez was the keynote speaker. She thanked board members for attending the student donor lunch and commended the three student speakers who told their stories. On November 13, the Howard County Center for African American Culture reopened its renovated space near the HCC library; she commended Wylene Burch who runs the center. She also talked about the Base Realignment and Closure (BRAC) business initiative meeting earlier in the week and commented on HCC's involvement in providing training in response to the needs of businesses for BRAC. She mentioned that Lieutenant Governor Brown will be attending the Maryland Council of Community College Presidents (MCCCP) meeting at HCC on November 20.

Dr. Hetherington stated that thank you letters will be sent to the legislators and members of the Board of Public Works in appreciation of their efforts to support the community colleges by not cutting our budgets further.

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

Chair Truby gave an overview of the annual board chairs' meeting he attended at Harford Community College; he commented that Harford has taken the lead on greening the campus. He mentioned that he left the meeting feeling energized that other community colleges share HCC's commitment to providing the best educational experience for students. He commended President Hetherington for making a presentation on the Maryland Council of Community College Presidents advocacy goal.

Trustee Esmond commented on the foundation report, emphasizing the success of the Grand Prix. She was impressed by the campaign video, which told the stories of HCC students. She commended the facilities master plan concepts and the work HCC does in the high schools.

Trustee Hutt echoed earlier comments about the campaign video and the partnerships with the school system. He suggested continuing to reach out to high school students and parents to inform them of the resources available at HCC.

Trustee Doyle also commended the programs at the high schools and commented that even high school students with high SAT scores seem to struggle with college math. He said he was intrigued with the facilities master plan and looked forward to the legislative breakfast in January as an opportunity to make the case for community colleges.

Trustee Dillow mentioned that the video footage of the Grand Prix seen at the HCCEF board meeting could be a valuable tool to market the event to potential sponsors. She said she is impressed with the work HCC does in the high schools. Dr. Hetherington discussed the semi-annual meetings that the HCC administration has with the HCPSS administration and how effective they have been with collaborating in a number of initiatives.

Vice Chair Rensin was impressed with the collaboration with the school system. She quoted data from the Maryland Association of Community Colleges (MACC) that indicated that 94 percent of Maryland community college students stay in Maryland. She reaffirmed that HCC provides excellent educational value.

**E. Report of the Audit and Finance Committee**

Chair Truby gave an overview of the committee meeting and the report that the trustees received from the college’s salary and benefits committee. The committee recommended a 6.5 percent average salary increase; an increase to \$2,700 (from \$2,400) for tuition reimbursement; and an unlimited tuition waiver at HCC for dependents, spouses, and domestic partners for credit and noncredit classes. Chair Truby commented that employees did not receive a salary increase in FY10 and that student tuition has not increased for the past two years in recognition of the challenging economy and its impact on students. However, he also emphasized that in order to retain and attract quality faculty and staff, the board should consider a possible salary increase for FY11 and examine the possibility of increasing tuition reimbursements/waivers. The board discussed the economic challenges that the college will be facing in FY11. In January 2010, the administration will submit a draft budget to the board.

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

**F. Report of the Legislative and Community Relations Committee**

Vice Chair Rensin gave an overview of the committee meeting.

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

**G. Approval of Minutes**

*A recommendation to approve the October 28, 2009, work session, regular session, and closed session, minutes was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.*

**H. Consent Items**

1. Proposed new hires;
2. Fiscal year 2011 sabbatical leave recommendations for Yifei Gan, professor of art, and Dr. Pamela Cornell, professor, psychology and human development;
3. December 2009 graduates;
4. Fiscal Year 2011 proposed fee changes for courses; these are pass-through fees;

Course	Proposed Fee
Ceramics Courses ARTT-151, 152, 153, 154	\$50
Drawing II ARTT-110	\$15
Chinese Brush Painting ARTT-229	\$15
Art Museum Fieldtrips ARTT-221	\$150
Intro to Religious Studies PHIL-104	\$10
Religions of the World PHIL-201	\$10

5. Nursing supplies in the amount of \$30,000 awarded to Physician's Sale and Services.

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

## **I. Discussion Item**

### **1. Sale of Belmont Conference Center and Request for Proposal**

Lynn Coleman gave an update; two firms were finalists. Based on scores, CB Richard Ellis is recommended as the commercial real estate brokerage firm.

*A motion to reaffirm the earlier decision of the board of trustees to sell the Belmont Conference Center and approve the awarding of a contract to CB Richard Ellis (CBRE) to provide commercial real estate brokerage services for the sale of the Belmont Conference Center, was moved by Trustee Dillow, seconded by Trustee Esmond, and unanimously approved.*

## **J. 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 events and asked them to RSVP to her.

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

### **3. Agreements Signed by the Board Chair Disclosure**

There were no items for the board chair to approve during this time period.

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

### **4. Full-time/Part-time Enrollment Ratios by Division**

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

### **5. Personnel Summary**

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

## **Adjournment**

The regular meeting was adjourned at 8:40 p.m.

The above constitutes the official minutes of the November 18, 2009, regular meeting of the Howard Community College Board of Trustees as approved on January 27, 2010, and is a true and correct copy of same.



Kathleen B. Hetherington, secretary/treasurer