

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
December 9, 2009
Belmont Conference Center
Elkridge, MD**

The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, December 9, 2009, Chair T. James Truby brought the regular session to order at 6:03 p.m. Other board members present included vice chair, Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Mary S. Esmond, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr. was absent.

A. Consent Items

1. Proposed new hires;
2. Proposed fee changes for nursing pre-admission exam increase to \$35 as of February 16, 2010 and increase to \$55 as of June 30, 2010;
3. Parking lot F construction change order number 1 in the amount of \$55,500 for a total of \$472,736; and
4. ~~Ratify and confirm payment to the Belmont Woods Conservation Organization, LLC in the amount of \$54,850.~~

Trustee Dillow made a motion to move item #4 from the consent agenda to a discussion item. This recommendation was seconded by Trustee Rensin and unanimously approved. Trustee Rensin made a motion to approve the remaining consent items, which was seconded by Trustee Doyle, and unanimously approved.

B. Discussion Item – Ratify and Confirm Payment to Belmont Woods Conservation Organization, LCC

Trustee Truby explained that the payment of \$54,850 to the Belmont Woods Conservation Organization, LLC is for trip fees on Belmont Woods Road and is part of the settlement of the lawsuit concerning the Belmont Conference Center.

Trustee Dillow made a recommendation to approve this payment, which was seconded by Trustee Huddie, and unanimously approved.

C. Information Items

1. Fiscal 2010 Unemployment Insurance Costs

Lynn Coleman gave an overview of the expected increase in FY10 unemployment insurance costs from a budgeted amount of \$49,753 to a projected amount of \$150,000. This projection is based on the recently received first quarter unemployment bill from the State of Maryland. These costs were primarily a result of a higher number of separations from the college and the difficulty that separated employees are having in finding new

employment. The administration will cover the additional amount from the college reserve.

2. Financial Statements

Lynn Coleman gave an overview of the October financial statements. This item was for information only and did not require board approval.

C. Adjournment

Chair Truby read the resolution to meet in closed session.

A recommendation to adjourn the December 9, 2009, regular meeting and move into closed session was moved by Trustee Huddie, seconded by Trustee Hutt, and unanimously approved.

The regular meeting was adjourned at 6:30 p.m.

The above constitutes the official minutes of the December 9, 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

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION MINUTES
December 9, 2009
Belmont Conference Center
Elkridge, MD**

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, December 9, 2009, in the carriage house of Belmont Conference Center, Elkridge, Maryland. T. James Truby, chair, brought the closed session to order at 6:30 p.m. Other board members present included vice chair Katherine K. Rensin, trustees Roberta E. Dillow, Kevin J. Doyle, Mary S. Esmond, and Patrick L. Huddie. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Louis G. Hutt, Jr 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 on December 9, 2009, at the conclusion of its regular meeting in the carriage house of the Belmont Conference Center, Elkridge, Maryland 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 under Section 10-508 (1i).

During the closed session, the board discussed personnel matters and matters directly related thereto.

The meeting was adjourned at 7:25 p.m.

The above constitutes the official minutes of the December 9, 2009, closed 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