The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 26, 2015, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III brought the work session to order at 6:00 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Elizabeth Watson, continuing education specialist.

Zoe Irvin, executive director of planning, research, and organizational development, introduced Raymond Kang, helpdesk technician II.

II. Higher Education Community Service Honor Roll Recognition

Sharon Pierce introduced Brittany Budden, director of service learning, who gave an overview of the program and the President’s Higher Education Community Service Honor Roll. Ms. Budden accepted the award, which the college has been given for nine consecutive years, on behalf of the service learning program.

III. Information Session: Title IX/ Violence Against Women Act/Clery Act

Cynthia Peterka, vice president of student services, Dave Jordan, associate vice president of human resources, and Michelle Billelo, capital programs administrator, gave an overview of the requirements of the acts and Howard Community College’s compliance and implementation.

The work session adjourned at 6:56 p.m.

The above constitutes the official minutes of the August 26, 2015, work session of the Howard Community College Board of Trustees as approved on September 30, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, August 26, 2015, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III brought the regular session to order at 7:02 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of August 26, 2015, Agenda

A recommendation to approve the August 26, 2015, agenda, was moved by Trustee Watson, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2015 Board Accomplishments

Chair Coale noted this item was for information only and commented on the board’s active and successful FY15, listing some highlights.

2. Fiscal Year 2015 Strategic Plan Evaluation and Core Work Highlights

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

3. Financial Statements and Disclosure Schedule

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending June 30, 2015. She reviewed the disclosure schedule for the year.

C. President’s Report

President Hetherington thanked Chair Coale for his availability during summer for approval items and thanked trustees for supporting the college and events over the summer months including the Project Access celebration, nursing recognition ceremony, and fall convocation, which included the presentation of the trustee award.

She acknowledged Trustee Perkins on her selection as one of Maryland’s Top 100 Women and Trustee Watson for being honored by the NAACP Youth Council with a Special Recognition Award as part of the Annual Unsung Heroes of Howard County Award ceremony. President Hetherington commended faculty and staff on the college’s selection as a Great College to Work For for the seventh consecutive year.
President Hetherington provided highlights on some of her summer meetings and events she attended including meetings with county and state elected officials, legislators in Annapolis, donors, prospects, and the Maryland presidents’ retreat. She also gave an enrollment update and mentioned that the census enrollment report will be included in the September president's report. She noted that there will be workshops for the trustees periodically throughout the year, the first one being on financials, which is scheduled immediately following the September 22, 2015, audit and finance committee meeting.

D. Board Member Comments

Trustee Doyle thanked Chair Coale for being available during the summer for approvals, recalling his service as past chair. He commented on his son’s positive experiences as a student at HCC.

Vice Chair Schrader noted how the administration always comes through during a crisis and always sets high goals. He thanked everyone for their dedication.

Chair Coale announced that due to scheduling conflicts, there will be no make-up board retreat for FY15. The next retreat is scheduled for June 1, 2016. He agreed with Vice Chair Schrader on what an honor it is to serve on the board.

E. Reports to the Board of Trustees

Trustee Doyle gave an update on the HCC Educational Foundation and Chair Coale gave an update on the Maryland Association of Community Colleges board of directors.

F. Approval of Board Meeting Minutes

A recommendation to approve the May 27, 2015, work session and regular session minutes was moved by Vice Chair Schrader, seconded by Trustee Schmidt, and was approved by all except Trustee Watson who abstained.

G. Consent Items

1. Proposed New Hires
2. Grants and Scholarships
3. Cyber Security Virtual Training Equipment
4. Health Sciences Simulation Equipment
5. Ratification and Confirmation of Summer Approvals

A recommendation to approve the consent items was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.
H. Discussion Items

1. Merriweather Permanent Parking Solution Agreement

Lynn Coleman gave an overview of the agreement/joiner.

A recommendation to approve the college entering into a joiner to the memorandum of understanding for a Merriweather permanent parking solution, with a caveat that if Merriweather charges concertgoers for parking, the college should be compensated for reasonable wear and tear of campus property, was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the 28th Howard Community College Grand Prix on September 19, 2015, the audit and finance committee meeting on September 22, 2015, immediately followed by a workshop on financials. She also noted the board meeting on September 30, 2015, when the board will honor Bobbie Dillow for her service as a board member. She reminded board members that the college will be honoring Senator James Robey with the Clark Medal at a luncheon followed by a brief celebration of the college’s 45th anniversary, on October 12, 2015.

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

2. Agreements Signed by the Board Chair Disclosure

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

3. Personnel Summary

This item is for information only and requires no board action.

Closed Session

Chair Coale read the following resolution for the board of trustees to meet in closed session on August 26, 2015.

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 conducts its meeting in closed session beginning on August 26, 2015, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 “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” as permitted under Section 10-508(a)(1) and that such meeting shall continue in closed session until the completion of business. During the closed meeting the board of trustees will conduct its annual evaluation of the college president.

Adjournment

A recommendation to adjourn the regular session and go into closed session was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.

The regular session was adjourned at 8:12 p.m.

The above constitutes the official minutes of the August 26, 2015, regular meeting of the Howard Community College Board of Trustees as approved on September 30, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, August 26, 2015, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III read the resolution below to enter into closed session at approximately 8:10 p.m.; the closed session commenced at approximately 8:18 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present.

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 conducts its meeting in closed session beginning on August 26, 2015, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 “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” as permitted under Section 10-508(a)(1) and that such meeting shall continue in closed session until the completion of business.

During the closed meeting the board of trustees conducted its annual evaluation of the college president.

The closed session was adjourned at 9:07 p.m.

The above constitutes the written statement of the August 26, 2015, closed session of the Howard Community College Board of Trustees.

Kathleen B. Hetherington, secretary/treasurer