The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, September 30, 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 6:02 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mamie J. Perkins was absent.

I. Recognition of Former Board Member

Board chair, Skip Coale, reviewed former board member Roberta “Bobbie” Dillow’s accomplishments during her two terms on the board of trustees. The trustees, President Hetherington, and the entire HCC college community thanked Ms. Dillow for her leadership and service and wished her the very best in her future endeavors.

II. Howard County Council Resolution

On behalf of the County Council, Howard County Councilmember Dr. Calvin Ball presented a resolution to the college in recognition of its selection by *The Chronicle of Higher Education* as one of the Great Colleges to Work For, for the seventh consecutive year.

III. Introduction of New Employees

Elizabeth Homan, executive director of public relations and marketing, introduced Patricia Veri, creative services production assistant.

Sharon Pierce, vice president of academic affairs, introduced Joseph Hearl, assistant professor, accounting; Sarah Johnson, assistant professor, English; Joanne Niewood, radiologic technology clinical coordinator; Donna Peterman, assistant professor, English; Edgar Swain, associate vice president, continuing education and workforce development; and Ahnica Truong, assistant professor, office technology.

Lynn Coleman, vice president of administration and finance, introduced Kevin Collins, director of auxiliary services; and Michael Gosnell, bursar.

Cindy Peterka, vice president of student services, introduced Dawn Mosisa Lowe, director of financial aid services.

III. Introduction of Constituency Group and Cross-Functional Team Leaders

Beth Homan introduced Janet Cullison, vice chair of the administrator constituency group.

Sharon Pierce introduced faculty forum president Judith Kizzie, and vice chair David Hinton, and council for curriculum integrity co-chairs Luda Bard and Steve Horvath.

Lynn Coleman introduced support group chair Terry Howard and secretary Shoshanna Allaire.
She also introduced facilities and sustainability team co-chairs Shelly Bilello and Bob Marietta; and health and safety co-chairs Bill Davis and Bob Marietta.

Zoe Irvin, executive director of planning, research, and organizational development, introduced professional/technical group chair Greg Bowers, vice chair Stephanie May, and representatives Jessica Klug, Neetika Sharma, and Lynn Voyton. She also introduced technology team chair, Anna Hamilton.

Cindy Peterka introduced student government president Aleksander Petrov and vice president Dannial Siddiqui. She also introduced enrollment management team co-chairs Alison Buckley, and Beth Homan.

Linda Emmerich, executive associate to the president, introduced college council chair, Greg Bowers.

Kate Hetherington introduced college completion cross-functional team co-chairs Cindy Peterka and Sharon Pierce; diversity team co-chairs Brandon Bellamy and Zakia Johnson; and salary and benefits committee chair Jessica Klug, and vice chair Stephanie May.

III. Information Session: The Changing Communications Landscape: Website and Social Media

Elizabeth Homan, executive director of public relations and marketing, introduced Rick Pollard, executive director of information technology services; and Roger Stott, web enterprise services manager. Rick Pollard reviewed the analytics of the web redevelopment project. Elizabeth Homan described the enhancements to make the site more user-friendly. Roger Stott reviewed the navigation of the web page, enhanced program pages, social media links, and data on number of visitors and clicks.

The work session adjourned at 7:00 p.m.

The above constitutes the official minutes of the September 30, 2015, work session of the Howard Community College Board of Trustees as approved on October 28, 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, September 30, 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 7:06 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mamie J. Perkins was absent.

A. Approval of September 30, 2015, Agenda

A recommendation to approve the September 30, 2015, agenda, was moved by Vice Chair Dennis Schrader, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Key Performance Indicator (Board Core End): Strategic Planning

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

2. Proposed Fiscal Year 2017 Capital Budget

   Lynn Coleman, vice president of administration and finance, gave an overview.

3. Financial Statements

   Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending August 31, 2015.

C. President’s Report

President Hetherington noted that HCC was thrilled and honored to host First Lady Michelle Obama’s visit to the campus. She thanked the staff that worked so hard on short notice to ensure the security and success of the event. The college received great press locally and nationally.

She thanked enrollment services staff for their work on recruiting and retaining students. She asked Sharon Pierce, vice president of academic affairs, to give an update on the increased pass rate for the NCLEX exam. She thanked faculty and staff that were instrumental in making this happen. She thanked trustees for their support over the last month, and their attendance at several college events. She gave an overview of meetings she attended in the past month including meeting with Governor Hogan’s executive council and deputy chief of staff, and the capital budget hearing with the department of budget management.
She thanked trustees for attending the Grand Prix that raised $45,000 this year. She announced that after thoughtful consideration, it was decided not to continue this event due to continued declining profits and low attendance. She thanked everyone that has been involved with and supported the Grand Prix during its 28-year run.

D. Board Member Comments

Trustee Doyle reminisced about the Grand Prix and agreed with the decision to discontinue it. He thanked the development staff for their great work on the event. He commented on the logistics of the First Lady’s visit, and was glad he was able to attend.

Trustee Schmidt commented on the college’s recent accomplishments including the First Lady’s visit and the new website.

Trustee Watson also commented on the Grand Prix and noted how impressed she was on how the college handled the First Lady’s visit.

Vice Chair Schrader acknowledged the leadership on the decision to discontinue the Grand Prix. He noted the new full-time faculty hires that came from the adjunct faculty ranks.

Chair Coale thanked Missy Mattey, director of development, on her leadership with the Grand Prix. He reviewed the 12-year service of former board member Roberta Dillow and was glad the college took the opportunity to show its appreciation. He commented on the County Council’s recognition of HCC as one of the Great Colleges to Work For and thanked the leadership team. He commented on the First Lady’s visit and thanked all involved on an extremely successful event.

E. Reports to the Board of Trustees

Chair Coale gave an update on the audit and finance committee. President Hetherington previously gave an update on the Howard Community College Educational Foundation in the president’s report.

F. Approval of Board Meeting Minutes

A recommendation to approve the August 26, 2015, work session, regular session, and closed session minutes was moved by Trustee Watson, seconded by Trustee Doyle, and was approved by all except Trustee Watson who abstained.

G. Consent Items

1. Proposed New Hires

A recommendation to approve the consent items was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.
H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the Clark Medal luncheon and 45th anniversary celebration on October 12, 2015, as well as a new item - the science, engineering, and technology topping out ceremony on October 9, 2015, at 9:30 a.m.

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 required no board action.

Adjournment

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

The regular session was adjourned at 8:15 p.m.

The above constitutes the official minutes of the September 30, 2015, regular meeting of the Howard Community College Board of Trustees as approved on October 28, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer