The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 28, 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, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin F. Schmidt was absent.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Bill Gillette, associate professor of theatre, chair, dance and theatre; Bridget Holmes, dental hygiene clinical coordinator; Lauren Nitz, office associate, health sciences; and Christina Pabon-Buck, user experience librarian.

Lynn Coleman, vice president of administration and finance, introduced Cassandra Irani, environmental services technician.

Tom Glaser, vice president of information technology, introduced Michael Altobelli, Enterprise systems administrator; and Katriona Bowers, office associate, planning, research, and organizational development.

Cindy Peterka, vice president of student services, introduced Marie Hughes, assistive technology/accommodated testing specialist; and Danielle Johnson, assistant director of admissions and advising, technology.

II. Information Session: Commission on the Future Update

Linda Emmerich, executive associate to the president, and Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the Commission on the Future process.

III. Information Session: Cooperative Education and Internships

Cindy Peterka introduced David Tirpak, assistant director, career and employment counseling, and Sherri Hawes, coo-op and internship manager. Dr. Tirpak and Ms. Hawes gave an update on cooperative education and internships, a program that was enhanced as a result of a recommendation from the Commission on the Future. Students Mohammad Yamani Sisi, Fidel Gonzalez, and Azadeh Erfani shared their experiences in the internship program at HCC.

The work session adjourned at 6:32 p.m.

The above constitutes the official minutes of the October 28, 2015, work session of the Howard Community College Board of Trustees as approved on November 18, 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, October 28, 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 6:37 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Mamie J. Perkins, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin F. Schmidt was absent.

A. Approval of October 28, 2015, Agenda

A recommendation to approve the October 28, 2015, agenda, was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2015 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, introduced Laurie Arena De Armond, engagement partner from the college's audit firm, BDO USA, LLP, who gave an overview and entertained questions from board members.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending September 30, 2015.

3. Key Performance Indicator (Board Core End): Student and Stakeholder Focus

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

4. Fiscal Year 2017 Legislative Agenda and Talking Points

Kathleen Hetherington gave an overview of the FY17 legislative agenda, which was previously reviewed by the legislative and community relations committee, and asked for the board's approval.

A motion to approve the proposed FY17 legislative agenda as recommended by the legislative and community relations committee at its October 8, 2015, meeting, was moved by Trustee Watson, seconded by Trustee Perkins, and unanimously approved.
C. President’s Report

President Hetherington recognized trustees for their participation in college-related events over the last month including the topping-out for the science, engineering, and technology building; the Clark Medal luncheon and 45th anniversary celebration; the Association for Community College Trustees (ACCT) Congress; and Chair Coale’s attendance at the Maryland Association of Community Colleges (MACC) board of directors meeting earlier in the day.

President Hetherington gave an update on the Willging Endowment lecture featuring Stephen C. Schimpff, acknowledging Vice Chair Schrader for making the connection; the internal student success/completion event; meeting with Holly Sun, Howard County budget director and new deputy director, and constituency group meetings earlier in the week.

She also gave an update on the east garage expansion and associated easements, noting that the garage expansion opening has been moved to February 2017. She mentioned the upcoming tabletop exercise on civil protests/uprisings with county law enforcement tactical operations personnel later in the week.

D. Board Member Comments

Chair Coale reported on a question brought up by a trustee about the vulnerability of using a personal email that could be subpoenaed under the freedom of information act. The administration suggests trustees who do not wish to use their personal or business email for college business may want to identify an email account dedicated to college business.

Trustee Watson noted sessions she attended at the ACCT Congress.

Trustee Doyle commended Beth Homan on the press the college received on the Clark Medal event. He commented on the presentation he and President Hetherington made at the ACCT Congress.

Vice Chair Schrader applauded the student engagement and activities on the quad that he noted on a recent visit.

In response to a question, Bernadette Sandruck, dean, math division, gave an update on the statewide developmental math task force on which she serves.

E. Reports to the Board of Trustees

President Hetherington gave an update on the legislative and community relations committee. Chair Coale gave an update on the Maryland Association of Community Colleges (MACC) board of directors meeting.

F. Approval of Board Meeting Minutes

A recommendation to approve the September 30, 2015, work session and regular
session minutes was moved by Trustee Watson, seconded by Vice Chair Schrader, and unanimously approved.

G. Consent Items

1. Proposed New Hires  
2. Fiscal Year 2017 Capital Budget  
3. Health Insurance Cooperative Purchase Agreement with the Howard County Government

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

H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting the November 1 challenge race; November 6 student donor lunch; the November 10 audit and finance committee meeting; the November 12 legislative breakfast; the November 14 annual diploma recognition ceremony (noting this year’s event is scaled down due to fewer graduates); and the November 18 pre-board meeting trustee workshop on key performance indicators.

   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 Doyle, seconded by Trustee Perkins, and unanimously approved.

The regular session was adjourned at 7:48 p.m.

The above constitutes the official minutes of the October 28, 2015, regular meeting of the Howard Community College Board of Trustees as approved on November 18, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer