The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 18, 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 Cherie Stevenson, nursing instructor.

Cindy Peterka, vice president of student services, introduced Detra Hooper, associate director of financial aid services.

II. Howard Community College Educational Foundation (HCCEF) Annual Report

President Hetherington introduced Michael Drummond, HCCEF chair, who provided an update of current activities.

III. Information Session: Science, Engineering, and Technology Building Construction Update

Lynn Coleman, vice president of administration and finance introduced the project team from Ayers Saint Gross and Gilbane Construction, who gave a construction update. Ms. Coleman also acknowledged the HCC team working on the project.

The work session adjourned at 6:45 p.m.

The above constitutes the official minutes of the November 18, 2015, work session of the Howard Community College Board of Trustees as approved on December 9, 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, November 18, 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 6:50 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 November 18, 2015, Agenda

A recommendation to approve the November 18, 2015, agenda, was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Key Performance Indicator (Board Core End): Measurement, Analysis, and Knowledge Management

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

2. Financial Statements

   Lynn Coleman, vice president of administration and finance, noted that there are no financial statements since the board meeting is earlier this month. The board will review October financials at its December meeting.

C. President’s Report

President Hetherington thanked trustees for their participation in college-related events over the last month including the student donor lunch, audit and finance committee, and the legislative breakfast. She noted events and meetings she attended during the past month including the tabletop exercise on civil protests and uprisings with HCC’s emergency response team members and county law enforcement tactical operations staff; Veterans Day event at HCC; American Association of Community Colleges (AACC) commission meeting; and the keynote presentation at the Maryland Community College Student Affairs Best Practice Showcase.

D. Board Member Comments

Chair Coale mentioned that Trustee Schmidt requested that board agenda items be reordered to have the most important items first and to simplify the financial statement presentation. Chair Coale and Trustee Schmidt will discuss these ideas further and
bring them to the full board at a future time.

Trustee Doyle commended the science, engineering, and technology (SET) building presentation at the work session. He also noted that the student donor luncheon and legislative breakfast were very effective, strategic events for the college.

Trustee Watson commended the staff on the organization of the legislative breakfast and commented that the elected officials were very impressed.

Chair Coale commented that elected officials were very complimentary of HCC at the Chamber legislative breakfast earlier in the day.

E. Reports to the Board of Trustees

Chair Coale gave an update on the November 10, 2015, audit and finance committee meeting. Trustee Doyle added his comments on the meeting.

F. Approval of Board Meeting Minutes

A recommendation to approve the October 28, 2015, work session and regular session minutes was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2017 Sabbatical Leave Recommendations
3. Candidates for Commencement
4. Hickory Ridge Network Infrastructure
5. Course Fees for Arts and Humanities Programs
6. Course Fees for Health Sciences Programs
7. Course Fees for Science, Engineering, and Technology Programs
8. Course Fees for the Social Sciences and Teacher Education Programs
9. Frederick K. Schoenbrodt Scholars Application Fee
10. Proposed Child Care Tuition Increase at the Children’s Learning Center

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 December 2, 2015, county executive budget hearing and entrepreneurial celebration, and the December 9, 2015, abbreviated board meeting and holiday dinner.

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. Full-time/Part-time Enrollment Ratios by Division

Sharon Pierce, vice president of academic affairs, gave an update.

4. Personnel Summary

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

Closed Session

The board chair read the resolution to go into closed session.

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, let it be resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on November 18, 2015, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a consultant’s report as it relates to the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and the acquisition of real property for a public purpose and matters directly related thereto under Sections 10-508 (1)(i) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

Adjournment

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

The regular session was adjourned at 7:14 p.m.

The above constitutes the official minutes of the November 18, 2015, regular meeting of the Howard Community College Board of Trustees as approved on December 9, 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, November 18, 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 7:14 p.m.; the closed session commenced at approximately 7:18 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, and Lynn Coleman, vice president of administration and finance were 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 conduct its meeting in closed session beginning on November 18, 2015, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a consultant’s report as it relates to the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and the acquisition of real property for a public purpose and matters directly related thereto under Sections 10-508 (1)(i) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

As noted above, during the meeting the board of trustees discussed a consultant’s report and related items regarding the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and the acquisition of real property for a public purpose.

The closed session was adjourned at 7:55 p.m.

The above constitutes the official minutes of the November 18, 2015, closed session of the Howard Community College Board of Trustees as approved on December 9, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer