The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 27, 2014, 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 trustees Roberta E. Dillow, Kevin J. Doyle, Mamie J. Perkins, and Katherine K. Rensin. Vice chair Dennis R. Schrader participated in the meeting by remote connection via telephone. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

I. Introduction of New Employees

Tom Glaser, vice president of information technology, introduced Xuezhen (Susan) Tang, SQL database administrator.

II. Information Session: Facilities Master Plan

Lynn Coleman, vice president of administration and finance, introduced members of the Cannon Design team who provided a report on the facilities master plan concepts and progress report. Trustee Dillow asked if bringing the business training center on campus had been considered and combining that with the entrepreneurial center. Trustee Rensin asked if parking would keep pace with the increase in employees and students, and the movement of students across campus as it grows and spreads. Trustee Doyle voiced his concern that the north campus seems to be focused on academic buildings and suggested thinking of ways to draw students down to the south campus. Chair Coale noted that it seems like parking is being moved to south campus, which may affect vehicular and pedestrian patterns.

The work session adjourned at 6:37 p.m.

The above constitutes the official minutes of the August 27, 2014, work session of the Howard Community College Board of Trustees as approved on September 23, 2014, 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 27, 2014, 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 6:06 p.m. Other board members present included trustees Roberta E. Dillow, Kevin J. Doyle, Mamie J. Perkins, and Katherine K. Rensin. Vice chair Dennis R. Schrader participated in the meeting by remote connection via telephone. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mary S. Esmond was absent.

A. Approval of August 27, 2014, Agenda

A recommendation to approve the August 27, 2014, agenda, was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2014 Board Accomplishments

Chair Coale noted this item was for information only and commented on the board’s active FY14, listing some highlights.

2. Fiscal Year 2014 Strategic Plan Evaluation and Core Work Highlights

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

3. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending June 30, 2014.

4. Cultural Diversity Report

Zoe Irvin gave a brief update on the reason for a revised report.

A motion to approve the college’s cultural diversity plan revised report was moved by Trustee Dillow, seconded by Trustee Doyle, and unanimously approved.

C. President’s Report

President Hetherington thanked Past Chair Doyle and Chair Coale, for their availability during the summer for board approval items. She thanked Chair Coale for attending the Bridges to Freedom event in July, the Project Access Merritt Scholars event, and the Great Colleges to Work For celebration in August. She extended thanks to Trustee Rensin for attending the nursing recognition event, and Chair Coale, Vice Chair Schrader, and Trustee Doyle for attending fall convocation where the trustee
awards were presented. She thanked faculty and staff for working so hard to ensure that students are prepared for the semester. She gave an enrollment update and reported on the Pathway Scholarship program. She noted that the County Council has again invited HCC on September 2, 2014, at the start of its legislative session to present a citation in recognition of HCC’s sixth year of receiving the “Great Colleges to Work For” distinction. Chair Coale, president’s team, and constituency group leaders will attend.

President Hetherington informed the board that based on the recommendation from the salary and benefits committee and the board’s endorsement, the college will be closed on the Wednesday before Thanksgiving starting in 2014. She acknowledged the work of Tom Glaser, vice president of information technology, on the Howard County Chamber of Commerce’s cyber security conference. Dr. Hetherington reported on the Education Commission of the States conference she attended in July. She also mentioned that HCC hosted the Maryland Council of Community College Presidents (MCCCCP) annual retreat from August 4 – 6, 2014, where Senator Mikulski met with the presidents.

D. **Board Member Comments**

Chair Coale mentioned that President Hetherington has been recognized by the Association of Community College Trustees (ACCT) as the 2014 Northeast Region Chief Executive Officer of the Year. She will be acknowledged for this honor at the Regional Awards Luncheon during the October ACCT Congress. The national winner of the award will also be announced at the Congress during the Awards Gala. Chair Coale commented on the camaraderie and connectivity of the students at the Project Access awards event, and the dedication of the Sigmas, who were presented the trustee award at fall convocation.

Trustee Rensin seconded Chair Coale’s comments about President Hetherington. She commented on ads running in Korea on Howard County’s excellent school system.

Trustee Doyle commended continuing education and workforce development on always making a profit. He also commented on the Sigmas involvement with HCC.

Trustee Dillow commented on the Pathway Scholarship Program and the 1,200 students that have already benefited. She congratulated President Hetherington on her award.

Vice Chair Schrader thanked everyone for accommodating his call-in participation. He would like to look at the criteria for the “Great Colleges to Work For.”

E. **Reports to the Board of Trustees**

Trustee Doyle gave an update on the Howard Community College Educational Foundation board of directors. Trustee Dillow 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 28, 2014, work session, regular session, and_
closed session minutes, and the June 3, 2014, retreat notes and retreat closed session minutes was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items
1. Proposed New Hires
2. Grants and Scholarships
3. Temperature Control and Fire Alarm Systems
4. Environmental Services Supplies
5. Procurement Cards
6. Vimedix Echo Cardio and Ob/Gyn Ultrasound Simulators
7. Design and Development Services for Expansion of East Garage
8. Campus Wireless Network Upgrade Equipment
9. Ratification and Confirmation of Summer Approvals

A recommendation to approve the consent items was moved by Trustee Dillow, 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 September 16, 2014, audit and finance meeting which Pam Guzzone, who is job shadowing President Hetherington that day, will attend. She reminded board member about the Grand Prix on September 20, 2014, and the board meeting on Tuesday, September 23, 2014.

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

2. Agreements Signed by the Board Chair Disclosure
   The board chair approved one item during this time period.

3. Personnel Summary
   This item is for information only and requires 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 7:29 p.m.

The above constitutes the official minutes of the August 27, 2014, regular meeting of the Howard Community College Board of Trustees as approved on September 23, 2014, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer