The Board of Trustees of Howard Community College (HCC) met in work session on Tuesday, September 23, 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 6:00 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Roberta E. Dillow, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin J. Doyle was absent.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Jon Bielski, assistant professor, computer science; Jeremy Bomberg, instructor, digital media and design; Leigh Giles-Brown, assistant professor, diagnostic medical sonography; Michelle Franz, assistant professor, business and computers; director of eLearning; Cliff Galloway, multimedia program manager; Judi Green, diagnostic medical sonography clinical coordinator; Michael Harvey, assistant professor, television and radio; Elizabeth Higgins, assistant professor, dance; Heather Lemko, instructor, anatomy and physiology; Brian Martin, instructor, English; and Jane Wenstrom, associate professor, mathematics.

Lynn Coleman, vice president of administration and finance, introduced Rebecca Gotsch, purchasing assistant; and Ana Silva, accounting clerk/cashier evening lead.

Tom Glaser, vice president of information technology, introduced Danielle Brown, associate director of learning outcomes assessment.

Cindy Peterka, vice president of student services, introduced Victoria Cardoni, assistant registrar, veteran affairs and reporting.

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

Sharon Pierce introduced faculty forum president Judith Kizzie, and curriculum and instruction committee chair Hanael Bianchi, in absentia.

Lynn Coleman introduced support group chair Terry Howard, vice chair Yvonne Beachum, treasurer Dianna Heaney-Reynolds, and representatives Shoshanna Allaire and Eric Sanchez. She also introduced facilities and sustainability team co-chairs Shelly Bilello and Bob Marietta; and health and safety chair Bill Davis.

Tom Glaser introduced professional/technical group chair Tara Rupp, vice chair Greg Bowers, and representative Jessica Klug. He also introduced technology team chair, Anna Hamilton.

Cindy Peterka introduced student government president Mofoluwaso Ogunley and vice president Raz Tzameret. She also introduced enrollment management team co-chair Alison Buckley.
Linda Emmerich, executive associate to the president, introduced administrators group chair Llatetra Brown, and vice chair Janet Lombard-Cullison. She also introduced college council vice chair, Elizabeth Moss.

Kate Hetherington introduced college completion cross-functional team co-chairs Cindy Peterka and Sharon Pierce, diversity team co-chair Parul Shah, and salary and benefits committee chair Jessica Klug.

III. Information Session: English and World Languages

Sharon Pierce introduced Claudia Dugan, department chair, division of English and world languages, who gave an overview of the program and introduced students who talked about their experiences in the program.

The work session adjourned at 6:39 p.m.

The above constitutes the official minutes of the September 23, 2014, work session of the Howard Community College Board of Trustees as approved on October 29, 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 Tuesday, September 23, 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 6:45 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Roberta E. Dillow, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin J. Doyle was absent.

A. Approval of September 23, 2014, Agenda

A recommendation to approve the September 23, 2014, agenda, was moved by Trustee Dillow, seconded by Vice Chair Schrader, and unanimously approved.

B. Board Priority Items

1. Board Core End: Strategic Planning

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

2. Proposed Fiscal Year 2016 Capital Budget

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

3. Financial Statements

Lynn Coleman gave an overview of the financial results for the period ending August 31, 2014.

4. Bylaws Amendment – Remote Participation in Meetings

Chair Coale gave a brief update on the recommendation from the college attorney on remote participation and opened it up for discussion. Trustee Rensin suggested developing guidelines for remote participation rather than putting limits on how many and how often trustees may call in. She mentioned that she reviewed the Maryland law on remote participation and the attorney general’s guidelines, which does not preclude remote participation. Vice chair Schrader noted that he has participated remotely in many business meetings. He noted that trustees who call in demonstrate their commitment to participate in meetings even when they cannot physically be present. He noted the importance of having protocols rather than limiting remote participation. Trustee Dillow agreed that a bylaw amendment was not needed but noted that remote participation is not the most effective means of participation. Trustee Perkins agreed with trustee Dillow and noted the lack of full engagement with remote participation. She agreed the usefulness of remote participation for emergency situations rather than making it the norm.
Chair Coale agreed that a bylaw amendment may not be needed but rather looking at developing guidelines and protocols, see how they work, and then revise as needed. Tom Glaser, vice president of information technology, explained the complexity of using video participation, with different technology at the caller's end, and needing multiple cameras so callers could see all meeting participants. Chair Coale summarized the trustees' agreement that a bylaw amendment is not needed, but rather have guidelines for remote participation. Guidelines will be shared at the next board meeting.

C. President’s Report

President Hetherington thanked board members for attending committee meetings, and Chair Coale for attending the County Council tribute to HCC for receiving the Great Colleges to Work For recognition for the sixth year. She also thanked chair Coale, vice chair Schrader, and trustees Dillow, Doyle, and Rensin, for attending the Grand Prix. She gave an update on her summer meetings with elected officials, which will continue after the elections. President Hetherington reported that enrollment is up 1.5 percent and thanked all those involved in making it happen. She gave an update on the Pathway Scholarship Program and the many students who are benefiting from it. She gave an update on the Patient Protection and Affordable Care Act (PPACA) changes following a one-year study cycle. She commended the people involved in working on it.

D. Board Member Comments

Based on the information session at the work session, Trustee Dillow commented that several nursing students are taking a foreign language to enhance their education and better serve patients.

Trustee Rensin commented that the weather at this year's Grand Prix was the best ever. She commended the EMT technicians on their prompt response to a medical emergency.

Vice chair Schrader also commented on the Grand Prix and its sustainability for 27 years. He commended HCC staff for its work on the event and noted that it speaks to the culture of the organization that employees volunteer every year.

Chair Coale noted how honored he was to attend the County Council recognition of HCC as a Great College to Work For. He also commented on the Grand Prix, the variety of guests, and volunteers’ commitment to providing an exemplary experience for all.

E. Reports to the Board of Trustees

Chair Coale gave an update on the September 16, 2014, audit and finance committee meeting and commended the finance staff on a clean audit. President Hetherington asked Missy Mattey, director of development, to give an update on the Grand Prix and Challenge Race. Ms. Mattey noted that Grand Prix sponsorships were up this year, raffle sales slightly down, and that it’s still early to give a final number on net revenues. President Hetherington thanked Missy Mattey and the development staff for a successful Grand Prix. Missy Mattey gave an update on the upcoming challenge race on campus on October 12, 2014, where company teams will compete against each
other. She also talked about the Pathway Scholarship matching program, which is currently targeting employees and will be followed by soliciting external donors.

F. Approval of Board Meeting Minutes

A recommendation to approve the August 27, 2014, work session and regular session minutes was moved by Trustee Dillow, seconded by Trustee Perkins, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Insurance: Life, Accidental Death and Dismemberment, and Long-Term Disability

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

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting the October 2, 2014, legislative and community relations meeting, and the October board meeting, which is a week later on Wednesday, October 29, 2014.

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.

Adjournment

A recommendation to adjourn the regular session was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

The regular session was adjourned at 8:00 p.m.

The above constitutes the official minutes of the September 23, 2014, regular meeting of the Howard Community College Board of Trustees as approved on October 29, 2014, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer