The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 29, 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, Kevin J. Doyle, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Coale recognized President Hetherington, who was recently recognized as the recipient of the Association of Community College Trustees (ACCT) 2014 Northeast Region CEO Award and the national Marie Y. Martin Chief Executive Officer Award at the 2014 ACCT Congress earlier this month.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Andrew Fitzgibbon, energy management system operator; and Jessica Deutch, cashiering manager.

II. Recognition of Grand Prix Chair and Hosts

Missy Mattey, director of development, introduced Grand Prix chair Jahantab Siddiqui, and venue hosts George and Marilyn Doetsch (in absentia) of Marama Farm. Mr. Siddiqui and Mr. Doetsch made brief remarks. The event raised $55,000 for student scholarships. Chair Coale thanked the guests and presented them with gifts.

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

Lynn Coleman introduced the project team of Edward C. Kohls and Corey N. Chang from Ayers Saint Gross who gave an update on the project’s progress.

The work session adjourned at 6:41 p.m.

The above constitutes the official minutes of the October 29, 2014, work session of the Howard Community College Board of Trustees as approved on November 19, 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, October 29, 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 6:50 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Roberta E. Dillow, Kevin J. Doyle, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of October 29, 2014, Agenda

A recommendation to approve the October 29, 2014, agenda, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2014 Audit Report and Meeting with Auditors

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

2. Financial Statements

Lynn Coleman thanked the finance office staff and gave an overview of the financial statistics.

3. Board Core End: Student and Stakeholder Focus

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board core end.

4. Fiscal Year 2016 Legislative Agenda

Kathleen Hetherington gave an overview of the FY16 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 FY16 legislative agenda as recommended by the legislative and community relations committee at its October 2, 2014, meeting, was moved by Trustee Rensin, seconded by Vice Chair Schrader, and unanimously approved.
C. President’s Report

President Hetherington thanked Trustee Doyle for attending the Rep Stage season launch event, Trustees Coale, Doyle, and Schrader for attending the Association of Community College Trustees (ACCT) Congress and presenting on *Entrepreneurship: Turning Ideas into Opportunities for Students, the College, and the Community.* She thanked Chair Coale for attending the Maryland Association of Community Colleges (MACC) board of directors meeting earlier in the day.

President Hetherington reviewed some of the meetings and events she attended since the last board meeting, including the capital budget hearing; White House announcement of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant to Maryland’s community colleges, including $1 million for HCC; the Middle States workshop for chairs and evaluators in preparation for chairing the Middle States team at Jefferson Community College; taping a segment on being a smoke-free campus for Legacy for Health; the second annual Paul Willging Endowment lecture; participating in a panel on higher education with Chancellor Brit Kirwin of University System of Maryland and President Jay Perman of University of Maryland at Greater Baltimore Committee; the medical laboratory technician program site visit; and authoring an article on *The Path to the Presidency – You Too Can be a College President,* for the National Association of Student Personnel Administrators (NASPA). President Hetherington gave an update on the college’s response to Ebola, based on guidelines from the state and the Centers for Disease Control (CDC).

D. Board Member Comments

Trustee Perkins congratulated President Hetherington on the ACCT awards mentioned at the work session earlier.

Trustee Rensin also congratulated President Hetherington and commented on the technology-driven science, engineering, and technology building presentation at the work session.

Trustee Doyle congratulated the president, commented on the entrepreneurial presentation at ACCT, and how impressed the audience was by HCC’s community involvement and partnership building.

Vice Chair Schrader congratulated the president, commented on the high quality of the ACCT Congress presentations, and commended the HCC presenters.

Chair Coale added his congratulations to the president, commented on the conference and breakout sessions, and commended the HCC presentation.
E. **Reports to the Board of Trustees**

Trustee Doyle gave an update on the facilities master plan steering committee. Vice Chair Schrader 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 23, 2014, work session and regular session minutes was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.

G. **Consent Items**

1. Proposed New Hires
2. Fiscal Year 2016 Capital Budget
3. Campus Utility Project Phase III – Interior Lighting
4. Time and Material Contract for Mechanical Services

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

H. **Discussion Items**

1. **Expanding Honorary Degree Criteria**

Chair Coale briefly reviewed the history of the honorary degree criteria and recommended restoring the 2002 version.

A recommendation to restore the 2002 version of the honorary degree criteria was moved by Vice Chair Schrader, seconded by Trustee Rensin, and unanimously approved.

The discussion included ensuring that it should be a meaningful honor for the recipient.

A recommendation to add a preamble to the 2002 version to read “for someone who the college believes this will be a meaningful honor or may be interested in entering or extending a long term relationship with the college” was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.

A recommendation to accept the amended motion was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.
I. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted upcoming
   calendar items, noting the November 3, 2014, Wes Moore presentation; the
   November 7, 2014, student donor lunch; the November 8, 2014, annual
   diploma recognition ceremony; the November 11, audit and finance
   committee meeting; the November 13, 2014 facilities master plan community
   breakfast; the November 14 legislative breakfast followed by the science,
   engineering, and technology building groundbreaking; and the November 19,
   2014, board meeting, which is early due to the Thanksgiving holiday.

   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 8:07 p.m.

The above constitutes the official minutes of the October 29, 2014, regular meeting of
the Howard Community College Board of Trustees as approved on November 19, 2014,
and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer