The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 19, 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 board member Kathy Rensin, who will be resigning from the board following the January board meeting. On behalf of the board of trustees, Chair Coale noted Ms. Rensin’s many accomplishments as a member of the HCC Educational Foundation board of directors, chair of the Grand Prix committee, chair of three gala committees, chair of the board of trustees, and coach to several Step UP students.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Evonee Flag-Webster, director of academic scheduling.

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: Facilities Master Plan

Lynn Coleman, vice president of administration and finance introduced the project team from Cannon Design who gave an update on the facilities master plan.

The work session adjourned at 6:43 p.m.

The above constitutes the official minutes of the November 19, 2014, work session of the Howard Community College Board of Trustees as approved on December 10, 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, November 19, 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 November 19, 2014, Agenda

A recommendation to approve the November 19, 2014, agenda, was moved by Trustee Schrader, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. 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.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending October 31, 2014.

3. Facilities Master Plan

Based on the presentation at the work session earlier, Lynn Coleman asked for the board's approval.

A motion to approve and adopt the plan recommendations that will be used to complete the facilities master plan for submission to the state, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

C. President's Report

President Hetherington thanked Trustee Rensin for her tenure on the board. She thanked the trustees for their involvement over the last month, including their attendance at the student/donor lunch, the GED diploma ceremony, audit and finance committee, the facilities master plan community breakfast, the legislative
breakfast, and the science, engineering, and technology building groundbreaking.

President Hetherington gave an overview of activities over the past month including giving a welcome at a national cybersecurity event, the Middle States preliminary visit to Jefferson Community College, meetings with constituency groups, the 2014 Maryland-DC Campus Compact Presidents’ Institute where she moderated a workshop panel and Brittany Budden, director of service learning, was awarded the Institutional Leadership Award; served on the USM-MACC Joint Leadership Meeting; the Community Foundation of Howard County Annual Dinner where she introduced Fern and Ed Hamel who were recognized as Philanthropists of the Year; the bi-annual meeting with the Howard County Public School System; and a visit by a delegation from Columbia Association’s sister city of Tema, Ghana. President Hetherington asked Sharon Pierce, vice president of academic affairs, to give an update on HCC’s nursing test scores and the division’s plans to improve them.

D. Board Member Comments

Trustee Dillow mentioned that it has been a pleasure serving on the board with Trustee Rensin and wished her the best for the future.

Trustee Perkins thanked Trustee Rensin for her service on the board.

Vice Chair Schrader also thanked Trustee Rensin for serving as a mentor and role model when he joined the board. He commended the facilities master plan and Cannon Design.

Trustee Doyle also commended the facilities master plan and Cannon Design. He noted the general education development (GED) diploma ceremony as his favorite HCC event. He commended Trustee Rensin for her service on the board.

Trustee Rensin commented that it has been a pleasure serving on the board. She noted that this year’s legislative breakfast was very well organized. She observed that planning for the Grand Prix is a year-round project. She promised to stay in touch with HCC and continue to support it.

Chair Coale noted that Trustee Rensin is a true servant leader and has served as a model for an exemplary board chair.

E. Reports to the Board of Trustees

Chair Coale gave an update on the audit and finance committee meeting.
F. Approval of Board Meeting Minutes

A recommendation to approve the October 29, 2014, work session and regular session minutes was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2016 Sabbatical Leave Recommendations
3. Candidates for Commencement
4. Construction Management At-Risk for the East Garage Expansion
5. Science, Engineering, and Technology Building Guaranteed Maximum Price
6. Howard Community College Performance Accountability Report for the Maryland Higher Education Commission
7. Ultrasound Imaging System
8. Intravenous Infusion Pumps
9. Course Fees for the Health Sciences Division
10. Course Fees for the Business and Computer Systems Division
11. Course Fees for the Social Sciences and Teacher Education Division
12. Course Fees for the Arts and Humanities Division
13. Request to Increase Reduction of Tuition for Dually Enrolled Howard County Public School System Students
14. Debt Policy and Procedure

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

H. Discussion Items

1. Acquisition of the Howard Hughes Property

Lynn Coleman gave an update on the east garage expansion that requires acquisition of the Howard Hughes property to provide access to the new garage.

A recommendation to approve the acquisition of the Howard Hughes property, and to authorize the chair to sign the Certificate of Incumbency and the Deed (for settlement of the property) and execute the Deed of Easement for the pathway and any documents necessary to effect the closing, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.
I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted December 2014 calendar items, noting the December 2 entrepreneurial celebration, the December 10 abbreviated board meeting followed by the board holiday dinner at Aida Bistro, December 15 nursing recognition, and the December 16 county executive budget hearing.

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 provided an update.

4. 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 Perkins, seconded by Trustee Schrader, and unanimously approved.

The regular session was adjourned at 8:10 p.m.

The above constitutes the official minutes of the November 19, 2014, regular meeting of the Howard Community College Board of Trustees as approved on December 10, 2014, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer