The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 25, 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 Roberta E. Dillow, Kevin J. Doyle, and Mamie J. Perkins. Kathleen B. Hetherington, secretary-treasurer, was also present.

I. Introduction of New Employees

Elizabeth Homan, executive director of public relations and marketing, introduced Brittany Bruno, social media coordinator.

Sharon Pierce, vice president of academic affairs, introduced Heather Dellinger, English Institute admissions specialist, and Karen Doster, user experience librarian.

Lynn Coleman, vice president of administration and finance, introduced Winfred Butler, environmental utility technician; Charles Dunning, public safety officer; Lawrence Loy, public safety officer; and Charisse White, assistant bursar.

Tom Glaser, vice president of information technology, introduced Chandra Bowden, research associate for learning outcomes assessment; Tyrone Boyd, senior network engineer; Benjamin Crews, senior student computer and network support technician; and Marcia Holpuch, senior programmer/analyst.

Cindy Peterka, vice president of student services, introduced Jay Gonzales, military services and reporting specialist.

II. Information Session and Tour: Dental Hygiene Program

Sharon Pierce, vice president of academic affairs, introduced Georgene Butler, dean of the health sciences division, who gave an overview of the dental hygiene and medical lab technician programs. Students in the dental hygiene lab demonstrated teeth cleaning.

III. Information Session and Tour: Medical Lab Technician Program

Nancy Calder, program director, gave an overview. Students talked about their experiences in the program.

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

The above constitutes the official minutes of the February 25, 2015, work session of the Howard Community College Board of Trustees as approved on March 25, 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, February 25, 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 6:58 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Roberta E. Dillow, Kevin J. Doyle, and Mamie J. Perkins. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of February 25, 2015, Agenda

A recommendation to approve the February 25, 2015, agenda, was moved by Trustee Perkins, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Board Core End: Workforce Focus

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

2. Fiscal Year 2014 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who reviewed the report and responded to questions. He thanked Karlyn Young, director of human resources, for her help in preparing the report, and the human resources staff for their work.

3. Fiscal Year 2015 Awards

Vice Chair Schrader reviewed the following award recipient recommendations from the legislative and community relations committee.

- Honorary degrees: Ronald Carlson and Martha Matlick
- Trustees’ Awards: Christopher Marasco
- Clark Medal: James Robey

A motion to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board of trustees was moved by Trustee Doyle, seconded by Trustee Dillow, and unanimously approved.

4. Financial Statements

Lynn Coleman briefly reviewed the financial statements for the period ending January 31, 2015.
C. President’s Report

President Hetherington updated the board on the flooding at the Mount Airy College Center for Health Care Education. She commended HCC staff for working with colleagues at the center to address the issue. President Hetherington notified the board of the enrollment update in her written report and noted that the Pathway Scholarship Program has made a difference. She gave a legislative update including the weekly Maryland Association of Community Colleges (MACC) legislative committee meetings, bill hearings, and briefings. She reported on County Executive Kittleman’s state of the county address, student advocacy day, meeting with the Governor’s Chief of Staff and Cabinet Secretary for Legislative Affairs, and MACC executive committee meeting with Interim Secretary Hunter-Cevera. President Hetherington mentioned that Lieutenant Governor Boyd Rutherford spoke to the state and local government class at HCC. She noted that Senator Bates is nominating Kevin Schmidt to replace former trustee Kathy Rensin on the board.

D. Board Member Comments

Trustee Dillow commended Sharon Pierce and Georgene Butler on the health sciences informational tours.

Trustee Perkins echoed Trustee Dillow’s comments.

Trustee Doyle expressed how impressed he was with the credentials of the new employees that were introduced at the work session. He commended Trustee Dillow on her thoughtful recommendations for the trustee awards.

Vice Chair Schrader also commended the health science programs that were toured earlier.

Chair Coale added that when visiting classrooms he is always impressed by the superior learning facilities and faculty at HCC.

E. Reports to the Board of Trustees

Vice Chair Schrader gave an update on the legislative and community relations committee meeting, and Trustee Doyle gave an update on the Howard Community College Educational Foundation, Inc. meeting.

F. Approval of Board Meeting Minutes

A recommendation to approve the January 28, 2015, regular session minutes was moved by Trustee Dillow, seconded by Trustee Perkins, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Grants and Scholarships
3. Approval of Executive Summary and Endorsement of Facilities Master Plan

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

1. Retreat Agenda

The board of trustees discussed possible topics for its annual retreat to be held on June 3, 2015. A list of past retreat topics was provided to assist in the discussion. Considering the impending appointment of several new board members, Chair Coale suggested a review of the basics and fundamentals of serving on the board. Vice Chair Schrader suggested discussing how board orientation is done and getting the board more actively involved to explain board actions to new members and inculcate the board operating culture. He added that if new members have not been appointed by the retreat date, the retreat could perhaps be rescheduled. Trustee Dillow added that the board working as a team with the administration is what this board is known for. Trustee Perkins added that servant leadership should be infused in whatever topic is confirmed.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items including the Silas Craft Collegians fundraiser at Hunan Manor on March 9, 2015, the County Executive's budget hearing on March 10, 2015, audit and finance committee meeting on March 17, 2015, and the board meeting on March 25, 2015. She also noted that HCC will be closed for spring break from March 30 – April 5, 2015.

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 Doyle, seconded by Vice Chair Schrader, and unanimously approved.

The regular session was adjourned at 8:16 p.m.

The above constitutes the official minutes of the February 25, 2015, regular meeting of the Howard Community College Board of Trustees as approved on March 25, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer