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

I. Introduction of New Employees

There were no new employees to introduce.

II. United Way Contributions from Students

Cindy Peterka, vice president of student services, asked Llatetra Esters, director of student life, to introduce the student program board (SPB). Aleksander Petrov, SPB chair, gave an overview of the SPB’s United Way fundraising events, and along with Nahot Gebremariam, SPB co-chair, presented a check for $679.39, the proceeds from the students’ fundraising efforts for United Way.

III. Recognition of Howard Community College’s Fall and Winter Athletic Teams

Cindy Peterka introduced Steve Musselman, assistant director of facility and athletic operations, who introduced the coaches who gave an overview of their teams and their accomplishments. Student athletes introduced themselves and mentioned their majors.

IV. Information Session: Learning Outcomes Assessment (LOA)

Zoe Irvin, executive director of planning, research, and organizational development, gave a brief overview of the LOA process and introduced the LOA staff. Danielle Brown, associate director of learning outcomes assessment, introduced presenters Elisa Roberson, associate professor, English and world languages, and David Kaus, instructional designer, teaching and learning services, who gave a presentation on information literacy. Students Brianna Bianco and Joshua Jones talked about their experiences at HCC.

The work session adjourned at 6:46 p.m.

The above constitutes the official minutes of the March 25, 2015, work session of the Howard Community College Board of Trustees as approved on April 22, 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, March 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 6:53 p.m. Other board members present included vice chair Dennis R. Schrader, and trustee Mamie J. Perkins. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Kevin J. Doyle were absent.

A. Approval of March 25, 2015, Agenda

A recommendation to approve the March 25, 2015, agenda, was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Board Core End: Operations 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, briefly reviewed the financial statements for the period ending February 28, 2015.

C. President’s Report

President Hetherington thanked the trustees for attending the Silas Craft Collegians fundraiser at Hunan Manor, which generated about $23,000 in scholarship funds. President Hetherington asked the trustees to support the Pathway matching fund program. She thanked Chair Coale for offering testimony at the County Executive’s budget hearing and attending the budget meeting with the County Executive. She gave a legislative update including hearings attended and testified at. President Hetherington thanked the Maryland Association of Community Colleges staff. She gave a media update including her segment on State Circle, and upcoming interview with the Community College Journal. President Hetherington mentioned she attended the County Executive’s CEO breakfast that morning. She met with all the constituency groups in early March to give a budget update and respond to questions. President Hetherington mentioned that the feasibility study for a possible fundraising campaign will be presented to the foundation board and shared with the board at a future meeting. She noted that she is serving as chair of a Middle States evaluation team in April.
D. Board Member Comments

Trustee Perkins congratulated President Hetherington on her Maryland senatorial citation.

Vice Chair Schrader commented on the Hunan Manor event and commended the learning outcomes assessment (LOA) at the work session.

Chair Coale also commended the LOA presentation and information literacy as a valued skill. He noted that it is always nice to have athletes at a board meeting and commended them for representing HCC at athletic competitions. He said it will be a challenging budget year.

E. Reports to the Board of Trustees

Chair Coale gave an update on the March 17, 2015, audit and finance committee meeting.

F. Approval of Board Meeting Minutes

A recommendation to approve the February 25, 2015, work session and regular session minutes was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.

G. Consent Items

- Proposed New Hires
- Audit Services
- Simulation Capture Software
- High Definition Automation Broadcast System
- Construction of the Stream Channel Restoration Project
- Time and Materials Service Contracts
- Kaplan Review Course

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

H. Discussion Item

1. Notice to Provide In-State Tuition to Eligible Veterans and Dependents

Cindy Peterka, vice president of student services, gave an overview on the requirement and compliance.

A recommendation to approve providing either the in-county or out-of-county tuition rate for eligible active-duty, veterans, National Guard, and dependents using the Post 9/11 (Chapter 33) and Montgomery GI Bills (Chapter 30), pending clarification on tuition rate from MHEC, was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.
2. Construction Management At-Risk Services for Renovations

Lynn Coleman gave an overview of the issues.

A recommendation approve the award of the contract for construction management at-risk services for the renovation of the nursing and ST buildings to J. Vinton Schafer, was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted that the college will be closed from March 30 – April 5, 2015, for spring break. She highlighted upcoming calendar items including the board meeting on April 22, 2015, Vino Scholastico on April 24, 2015, the current and former board social on April 28, 2015, and the student awards banquet on Thursday, April 30, 2015.

She called the board’s attention to the commencement invitation and the FY16 list of important meeting dates in their take-home packets.

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 Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.

The regular session was adjourned at 7:40 p.m.

The above constitutes the official minutes of the March 25, 2015, regular meeting of the Howard Community College Board of Trustees as approved on April 22, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer