The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 22, 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 Kevin J. Doyle, Mamie J. Perkins, and M. Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Roberta E. Dillow was absent.

Chair Coale welcomed Courtney Watson, new board member, who is completing Mary Esmond’s term followed by a full term.

I. Introduction of New Employees

Anne Johnson, director of resource development, introduced Kari Ebeling, special events manager.

Lynn Coleman, vice president of administration and finance, introduced Donna Kelly, mail room supervisor.

II. Introduction of Alternative Break Participants

Sharon Pierce introduced Brittany Budden, director of service learning, who gave an overview of the alternative break trips to Denver, Colorado to volunteer with the Denver Rescue Mission during winter break, and to Nashville, Tennessee to volunteer with the Nashville Humane Association during spring break. Faculty and student participants shared defining moments from the trips.

III. Information Session: Engineering Program

Sharon Pierce introduced Zoe Irvin, executive director of planning, research, and organizational development, who introduced Patti Turner, division chair, science, engineering and technology division and professor of anatomy/physiology, who gave an overview of the engineering program. She introduced presenters Mark Edelen, assistant professor, engineering and physical sciences; and Scott Foerster, associate professor, engineering. Students Sarah Aryee, David Eidelman, and Brianna Friedman discussed their stiff-to-slack pinned truss bridge project.

The work session adjourned at 7:08 p.m.

The above constitutes the official minutes of the April 22, 2015, work session of the Howard Community College Board of Trustees as approved on May 27, 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, April 22, 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 7:15 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Mamie J. Perkins, and M. Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Roberta E. Dillow was absent.

A. Approval of April 22, 2015, Agenda

A recommendation to approve the April 22, 2015, agenda, was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

B. Board Priority Items

1. Board Core End: Leadership

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 March 31, 2015.

3. Cultural Diversity Plan Report

President Hetherington introduced diversity team co-chairs, Crystal French, network specialist, and Parul Shah, learning assistance center tutor coordinator, who briefly reviewed the diversity plan report.

A recommendation to approve the cultural diversity plan report, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

4. Fiscal Year 2016 Capital Budget Reallocation and Approval

Lynn Coleman reviewed the proposed FY16 capital budget and reallocation adjustments in response to the funding proposed by the County Executive.

A recommendation to approve the revised FY16 capital budget, was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.
5. Fiscal Year 2016 Operating Budget

President Hetherington mentioned that the county executive’s budget has flat-funded the college. The administration followed the board’s priority when making changes to the college’s proposed budget to keep an employee merit increase in the budget. She gave an overview of the state budget and noted that HCC received the highest funding because of increased enrollments in previous years.

Lynn Coleman reviewed the FY16 operating budget noting that the college had to cut $2,790,027 from the budget request due to the flat-funding. She shared details of where the cuts were made. A $5 per credit hour tuition increase is proposed. The board discussed the proportion of increase for out-of-county and out-of-state tuition. President Hetherington suggested doing an analysis of the impact of the increase including comparative tuition and program data from other Maryland community colleges for next year’s budget development.

A recommendation to approve the revised FY16 operating budget as presented at the meeting, was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved.

Trustee Watson abstained since this was her first meeting and she felt she was not fully informed on how the budget was developed.

C. President’s Report

President Hetherington welcomed Trustee Watson and congratulated Trustee Perkins on her recognition as one of Maryland’s 2015 Top 100 Women. She showed an award that Cindy Peterka, vice president of student services, had accepted on behalf of HCC at the American Association of Community Colleges (AACC) conference for Excellence in College Safety Planning and Leadership. President Hetherington informed the board that the Accreditation Educational Services (AES) conducted an accreditation site visit of the business and computer systems division of the college. HCC will be the first community college in the country to receive this accreditation, if approved. Next week, the National Association of the Schools of Music will conduct a re-accreditation site visit of the music program. President Hetherington mentioned that she chaired a Middle States accreditation visit at another college and thanked Linda Emmerich, executive associate to the president, for her help and support. She also mentioned that she will be giving the 2015 commencement address at her alma mater, Community College of Philadelphia, and will receive an honorary degree.

D. Board Member Comments

Trustee Perkins noted that she really likes it when students come to board meetings and share their perspective. She was impressed that the engineering professors are equally passionate about their subject. She welcomed Trustee Watson.
Trustee Watson noted she is happy to be part of the board and would like to do more for HCC. She reminisced about her freshman year at HCC.

Trustee Doyle was impressed by the students’ presentations and their commitment in serving others. He was impressed by the engineering program presentation.

Vice Chair Schrader welcomed Trustee Watson. He noted that the engineering program validates the college’s investment in science, technology, engineering, and math (STEM) programs and the growing interest in engineering as a major. He commended the administration on their responsiveness to issues raised by the board.

Chair Coale was impressed by the alternative break students and the engineering students. He expressed his appreciation of the administration’s willingness to tackle tough issues.

E. Approval of Board Meeting Minutes

A recommendation to approve the March 25, 2015, work session and regular session minutes was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

F. Consent Items

- Proposed New Hires
- Candidates for Commencement
- Faculty Promotions for Fiscal Year 2016
- Office Supplies Contract
- General Contracting Services Contract
- IDEA Evaluation System

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

G. Information Items

1. Board Calendar

Linda Emmerich highlighted upcoming calendar items including the current and former board social on April 28, 2015, the student awards banquet on March 30, 2015, nursing recognition and commencement on May 19, 2015, and the board meeting on May 27, 2015. She drew the board’s attention to information on the Jacobsen-Fleisher Duo performance on May 27, 2015. She also mentioned the president’s year-end evaluation, which the board will conduct at its retreat.
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 Watson, seconded by Trustee Perkins, and unanimously approved.

The regular session was adjourned at 8:48 p.m.

The above constitutes the official minutes of the April 22, 2015, regular meeting of the Howard Community College Board of Trustees as approved on May 27, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer