The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 27, 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 Kevin F. Schmidt. Kathleen B. Hetherington, secretary-treasurer, was also present. M. Courtney Watson was absent.

I. Introduction of New Employees

Beth Homan, executive director of public relations and marketing, introduced Erica Koenig, office associate IV.

Sharon Pierce, vice president of academic affairs, introduced Elizabeth Kocevar-Weidinger, learning services librarian.

Lynn Coleman, vice president of administration and finance, introduced Andrew Detwiler, electronic maintenance technician, and Natasha Gray, employment manager.

II. Recognition of Howard Community College’s All-USA Academic Team

Sharon Pierce introduced Steve Horvath, associate vice president of academic affairs, who introduced students Eke Agbai and Chloe Swanson. The students were presented with certificate plaques in recognition of being members of HCC’s All-USA Academic Team.

III. Information Session: Cyber Security

Sharon Pierce introduced Sharon Schmickley, professor, computer systems and division chair, business and computers, gave an overview of cyber security, recent accreditations, internships, mentorships, job placements, and partnerships with four-year schools. Division faculty were introduced. Athar Rafiq, manager of computer and cyber lab services, introduced students and alums who spoke about their experiences at HCC. A drone demonstration was also presented.

The work session adjourned at 6:47 p.m.

The above constitutes the official minutes of the May 27, 2015, work session of the Howard Community College Board of Trustees as approved on August 26, 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, May 27, 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 6:55 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Mamie J. Perkins, and Kevin F. Schmidt. Kathleen B. Hetherington, secretary-treasurer, was also present. M. Courtney Watson was absent.

A. Approval of May 27, 2015, Agenda

A recommendation to approve the May 27, 2015, agenda, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Election of Fiscal Year 2016 Board Officers

Trustee Doyle nominated Chair Coale as board chair for a second term for FY16.

A recommendation to approve the election of Edmund Coale as chair for FY16, was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

Trustee Doyle nominated Vice Chair Schrader as vice chair for a second term for FY16.

A recommendation to approve the election of Dennis Schrader, as vice chair for FY16, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, briefly reviewed the financial statements for the period ending April 30, 2015.

3. Fiscal Years 2016-2020 Mission, Vision, Values, and Strategic Goals

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the mission, vision, values, and strategic goals, which were reviewed by the planning council.

A motion to approve the changes to the strategic goals for the FY16-FY20 strategic plan and to reaffirm the HCC mission, vision, and values, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.
4. Identity Theft Prevention – Red Flags and Payment Card Industry Compliance

The federal government requires the college to provide the board with an annual update on HCC's identity theft prevention procedures. Tom Glaser, vice president of information technology, provided an update.

This item was for information only and required no board action.

C. President’s Report

President Hetherington welcomed new trustee, Kevin Schmidt. She thanked trustees for attending the student awards banquet, dragon athlete awards, nursing recognition ceremony, commencement, and convocation. She informed the board that Trustee Dillow has resigned from the board due to family commitments. She noted that a total of 1,197 students were candidates for the May commencement; 1,270 degrees and certificates were earned this year; and 374 students participated in graduation exercises. Commencement received a lot of media attention including the WBAL piece on college completion and Darrell Peoples’ article, which is included in the take-home folders. She thanked Chair Coale for testifying at the County Council work session, and reported that the council had adopted the budget on May 22, 2015. The County Council approved the fiscal year 2016 operating budget for HCC with flat-funding. This operating budget will include a merit increase of 1.5 percent, effective in September; an increase of $10 per credit hour for adjunct faculty; and the addition of 1.5 positions. She gave a brief overview of the capital budget approval and the consultant’s contract for the Mount Airy Center for Health Care Education, a partnership with Carroll and Frederick Community Colleges. Finally, she noted that she received an honorary degree from her alma mater, Community College of Philadelphia, where she gave the 50th anniversary commencement address.

D. Board Member Comments

Trustee Perkins welcomed Trustee Schmidt.

Trustee Schmidt noted he is excited to be here and learn about HCC.

Trustee Doyle welcomed Trustee Schmidt. He apologized for missing commencement.

Vice Chair Schrader welcomed Trustee Schmidt. He commended Chair Coale for his leadership. He thanked the administration for the cyber security presentation at the work session.

E. Reports to the Board of Trustees

Chair Coale gave an update on the audit and finance committee and Trustee Doyle gave an update on the HCC educational foundation.
F. Approval of Board Meeting Minutes

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

G. Consent Items

1. Proposed New Hires
2. Audit Areas for Review
3. Fiscal Year 2016 New Academic Programs
4. Computer Hardware Purchases
5. Administrative Software Service Agreement
6. Network Maintenance Support Services
7. Supplies for Environmental Services
8. Rep Stage Paymaster Agreement
9. Off-site Hosting of College Website
10. Mechanical Services Contract
11. Change Order to Contract for Professional Services to Design and Develop the East Garage Expansion
12. Financial Aid Consulting Services
13. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

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

H. Discussion Items

1. Work Session Topics for the Next Fiscal Year

The following topics were selected by the board for fiscal year 2016:
- Science, engineering, and technology building update
- East garage update
- Internships
- Learning communities/honors programs
- Strategic marketing, including social media and the website
- Learning outcomes assessment project
- Title IX/Clery Act
- Commission on the Future update
- Visiting a department, e.g., athletic center

This item is for discussion only and requires no board action at this time.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted that the June 18, 2015, retreat will be rescheduled. She highlighted upcoming calendar items including the Project Access banquet and student awards ceremony on July 31,
2015, at 5:00 p.m.; nursing recognition on August 10, 2015, at 6:30 p.m.; fall convocation on August 17, 2015, and the board meeting on August 26, 2015. She noted that the May 2016 audit and finance and board meetings have been rescheduled to a week earlier. These revised dates are reflected in the FY16 calendar included in the 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. Full-Time/Part-Time Enrollment Ratios by Division

Sharon Pierce, vice president of academic affairs, provided an update. She noted that the FY15 overall ratio is 39 percent full-time and 61 percent part-time faculty. Progress is being made toward the 50/50 goal with more efficient class scheduling.

This item is for information only and requires no board action.

4. Anticipated Summer Approvals

Lynn Coleman reviewed the items that may come up for approval during the summer.

5. Sodexo Report

Lynn Coleman gave an annual update.

6. Sustainability Update

Lynn Coleman gave an update on recent initiatives.

7. 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 7:54 p.m.

The above constitutes the official minutes of the May 27, 2015, regular meeting of the Howard Community College Board of Trustees as approved on August 26, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer