The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 28, 2013, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the work session to order at 6:04 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mamie J. Perkins, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Mary S. Esmond and Katherine K. Rensin were absent.

I. Introduction of New Employees

Kate Hetherington introduced Jane Sharp, acting executive director of public relations and marketing. Jane Sharp introduced Katie Turner, marketing manager.

II. Information Session: Science, Engineering, and Technology (SET) Building Design Update

Lynn Coleman, vice president of administration and finance, introduced Ed Kohls and Corey Chang from Ayers Saint Gross, who presented a progress report on the design of the SET building.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the August 28, 2013, work session of the Howard Community College Board of Trustees as approved on September 25, 2013, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
A. Approval of August 28, 2013, Agenda

A recommendation to approve the August 28, 2013, agenda, was moved by Trustee Coale, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Board Accomplishments

Chair Doyle commended board members on their FY13 accomplishments and invited board members to comment.

2. Strategic Plan Evaluation & Core Work Highlights

Zoe Irvin, executive director of planning, research, and organizational development, gave a brief overview.

3. Financial Statements and Schedule Disclosure

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending June 30, 2013.

C. President’s Report

President Hetherington thanked Chair Doyle for his availability throughout the summer for approval items and for attending the nursing recognition ceremony along with Trustee Dillow. She thanked Chair Doyle and Trustee Schrader for attending fall convocation. President Hetherington showed the award the college received for its recognition as a Great College to Work For for the fifth consecutive year and thanked faculty and staff for making it possible.

President Hetherington mentioned that her article on “From Helicopter to Helpful – A Systematic Approach to Managing Parent Relationships” was published in National Association of Student Personnel Administrator’s (NASPA) summer 2013 issue of Leadership Exchange. She thanked Cindy Peterka, vice president of student services, and Janice Marks, associate vice president for student development, for providing background information for the article. President Hetherington informed the trustees that she has been meeting with elected
officials as part of her annual summer update, and that County Council Chair Jen Terrasa has invited college representatives to the council’s September 16 meeting to accept a resolution/citation for HCC’s recognition as a great college to work for. Chair Doyle, the president’s team, and constituency group leaders will attend the ceremony with the president.

President Hetherington reported that she had attended the Education Commission of the States and the National Forum in St. Louis in June and that the winter meeting will be in Denver in December. She reported that Sharon Pierce, vice president of academic affairs, and she met with Chief William Goddard to discuss developing a fire science program at HCC. She also reported that the president’s team and she had attended the Continuous Quality Improvement Network (CQIN) Institute in Boston in August at which Peter Senge spoke about systems thinking.

Cindy Peterka, vice president of student services, gave an enrollment update.

D. Board Member Comments

Trustee Dillow observed that the nursing pinning ceremony is a rewarding event and she highly recommends attending it. She noted that a community member and parent of a nursing student praised the nursing program, but noted that a student who is waitlisted cannot work in the field without the credentials. She was told that some nursing students take the noncredit certified nursing assistant (CNA) course so they can work in the interim.

Trustee Schrader is said he is looking forward to the new school year and Trustee Perkins agreed.

Vice Chair Coale noted that the science, engineering, and technology building presentation at the work session was exciting, particularly with the focus on the interior designed to invite interest in the sciences. He noted the increase in out-of-county enrollments.

Chair Doyle is looking forward to attending and presenting at the Association of Community College Trustees Congress in Seattle in October with the president, where they will accept the regional equity award for the Howard PRIDE program and hope to win the national award. He commented on the complementary symbiotic relationship between board and the administration that keeps the college moving forward.

E. Reports to the Board of Trustees

Trustee Dillow gave a report on the Maryland Association of Community Colleges board of directors meeting held on June 26, 2013, where Dr. Hetherington was elected to be vice chair of the MACC Board of Directors and president of the Maryland Council of Community College Presidents.
F. Approval of Minutes

A recommendation to approve the May 22, 2013, work session and regular session minutes, and the June 3, 2013, retreat notes and retreat closed session minutes, was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Grants (competitive) and scholarships
3. Ratify and confirm summer approval items
   a. Firewall environment upgrade
   b. Cultural diversity plan report
   c. Pelco Endura equipment
   d. Online catalog and curriculum management system
   e. Institutional reporting
   f. Broadcast video server for HCC-TV
   g. Network maintenance support
   h. Summer graduates
   i. Library system maintenance plan

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

H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted calendar items, noting the September 16, 2013, legislative and community relations committee meeting, the September 17, 2013, audit and finance committee meeting, and the Grand Prix on September 21, 2013.

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

2. Agreements Signed by the Board Chair Disclosure

   Chair Doyle mentioned the two items he approved during this time period.

3. Personnel Summary

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

Closed Session

Chair Doyle read the following resolution to go into closed session.
WHEREAS, The board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on August 28, 2013, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss matters the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, as permitted under Section 10-508 (a1) and to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 (a3) and that such meeting shall continue in closed session until the completion of business.

A recommendation to adjourn the regular session and go into closed session was moved by Trustee Schrader, seconded by Trustee Dillow, and unanimously approved.

The regular session was adjourned at 8:23 p.m.

The above constitutes the official minutes of the August 28, 2013, regular meeting of the Howard Community College Board of Trustees as approved on September 25, 2013, 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 closed session on Wednesday, August 28, 2013, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle read a resolution to enter into closed session at approximately 8:23 p.m. Other board members present included vice chair Edmund S. Coale, III and trustees Roberta E. Dillow, Mamie J. Perkins, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, were also present. Trustees Mary S. Esmond and Katherine K. Rensin were not present.

Whereas, the board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

Now, therefore be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on August 28, 2013, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, as permitted under Section 10-508 (a1) and to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 (a3) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed the aforementioned items.

The meeting was adjourned at 9:05 p.m.

The above constitutes the official minutes of the August 28, 2013, closed session of the Howard Community College Board of Trustees as approved on September 25, 2013, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer