The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, September 25, 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 6:02 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Mary S. Esmond and Mamie J. Perkins were absent.

Chair Doyle introduced the excerpt from the American Association of Community Colleges (AACC) 2013 Exemplary CEO/Board award video showing the HCC board being recognized as a finalist at the AACC annual convention earlier this year.

I. Introduction of New Employees

Jane Sharp, acting executive director of public relations and marketing, introduced Mike Scrivener, communications manager.

Sharon Pierce, vice president of academic affairs, introduced Nancy Frank, assistant professor, health education; Harolda Hed-Kanu, instructor, nursing; Yulan Liu, assistant professor, Chinese; Michael Long, associate professor, mathematics; Angel Marshall, basic skills student success specialist; David Milburn, instructor, baking and pastries; Adebayo Olokodana, instructor, radiologic technology; Vijaya Ramakrishnan, associate professor, nursing; Kelly Scible, instructor, cardiovascular technology; Sara Suiter, learning services librarian; Lana Thomas, nursing and allied health simulation lab clinical coordinator; and Rosemary Williams, instructor, history.

Lynn Coleman, vice president of administration and finance, introduced Katherine Corona, accounts payable clerk.

Tom Glaser, vice president of information technology, introduced Tony Romero, research associate.

Cindy Peterka, vice president of student services, introduced Candace dePass, assistant director, co-curricular programs; Steven Freeman, assistant director, Howard PRIDE program; David Tirpak, assistant director, career and employment counseling; and Christi Ewing, associate director of testing.

II. Introduction of Constituency Group and Cross-Functional Team Leaders

Sharon Pierce introduced faculty forum president, Bhuvana Chandran, and vice president, Judith Kizzie. She also introduced curriculum and instruction committee chair, Hanael Bianchi.
Lynn Coleman introduced support group chair, Terry Howard, vice chair, Yvonne Beachum, and secretary, Jennifer LePore. She also introduced facilities and sustainability team co-chairs, Shelly Bilello and Bob Marietta.

Tom Glaser introduced professional/technical group chair, Gina Lyon, and vice chair, Tara Rupp. He also introduced technology team co-chairs, John Bouman and Anna Hamilton, in absentia.

Cindy Peterka introduced student government president, Faraz Gohar. She also introduced enrollment management team co-chairs, Alison Buckley and Jane Sharp.

Linda Emmerich, executive associate to the president, introduced administrators group chair, Missy Mattey, and vice chair, Kim McNair. She also introduced college council vice chair, Elizabeth Moss.

Kate Hetherington introduced college completion cross-functional team co-chairs, Cindy Peterka and Sharon Pierce; diversity team co-chairs, Crystal French and Parul Shah; and salary and benefits committee chair, Mark Edelen.

Zoe Irvin, executive director of planning, research, and organizational development, introduced professional development team co-chairs, Jackie Jenkins and Mark Tacyn, in absentia.

III. Information Session: Curriculum and Instruction Development Process: Physical Therapist Assistant Program

Sharon Pierce talked briefly about the process for identifying and developing programs. Georgene Butler, chair of the health sciences division, introduced Ken Crivelli, assistant professor, physical therapy; director, physical therapy assistant program, who introduced Dr. Loraine Frey, clinical coordinator, and gave an overview of the physical therapist assistant program. Dr. Frey introduced two students, Sam Byrd and Joe Pettus, from the inaugural physical therapist assistant program, who talked about why they chose this program and future plans. The students demonstrated some physical therapy exercises.

The work session adjourned at 7:02 p.m.

The above constitutes the official minutes of the September 25, 2013, work session of the Howard Community College Board of Trustees as approved on October 23, 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 regular session on Wednesday, September 25, 2013, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the regular session to order at 7:12 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Mary S. Esmond and Mamie J. Perkins were absent.

A. Approval of September 25, 2013, Agenda

A recommendation to approve the September 25, 2013, agenda, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

B. Board Priority Items

1. Board Core End: Strategic Planning

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

2. Proposed Fiscal Year 2015 Capital Budget

Lynn Coleman, vice president of administration and finance, gave an overview.

3. Financial Statements and Schedule Disclosure

Lynn Coleman gave an overview of the financial results for the period ending August 31, 2013.

C. President's Report

President Hetherington thanked trustees for their support at recent committee meetings, for attending the Grand Prix, and Chair Doyle for attending the County Council’s tribute to HCC for its fifth year of recognition as a “Great College To Work For.” She noted that the theme of the latest Pathways magazine is the socioeconomic impact of a college education. She thanked Jane Sharp, acting executive director of public relations and marketing, and Missy Mattey, director of development, and their teams, for their work on the magazine.

Dr. Hetherington updated the board on her annual summer meetings with elected officials. She reported on the Howard PRIDE and Phi Beta Sigma event held earlier this month, and the Third Annual President’s Interfaith and Community Service Campus Challenge National Gathering that she attended at the White
House and Georgetown University earlier; she noted the emphasis on being more intentional in service learning projects to include students of all faiths. She mentioned that she will be at Prince George’s Community College tomorrow for a presentation by President Obama on the Affordable Care Act. She was pleased to report that The Women’s Giving Circle had honored two HCC faculty, Maura Dunnigan and Helen Mitchell, at an event earlier this month. She spoke about the Startup Maryland bus tour that stopped at HCC and gave entrepreneurial students an opportunity to make their business pitch. She thanked Shelly Billelo for preparing the materials for the meeting with the Department of Budget and Management.

Dr. Hetherington thanked all the vice presidents and their staffs for their work to support HCC’s enrollment growth.

D. **Board Member Comments**

Trustee Rensin reported that her grandchildren enjoyed the Kids on Campus program and will be back next year. She commended faculty and staff on the research and development of new programs, and for volunteering at the Grand Prix.

Vice Chair Coale agreed that the Grand Prix was a great event. He commented on the chart in the president’s report on the diversity and country of origin of HCC students, and commended staff for making HCC a welcoming place for all.

Trustee Schrader also commented on staff and faculty volunteers at the Grand Prix.

Trustee Dillow congratulated faculty and staff volunteers at the Grand Prix and regretted she was unable to attend.

Chair Doyle also commented on the Grand Prix, HCC’s five straight years of being named a “Great College to Work For,” HCC’s increased enrollment as compared to other colleges, and HCC’s strategic curriculum and workforce development that attracts students to HCC.

E. **Reports to the Board of Trustees**

Trustee Dillow gave an update on the legislative and community relations committee. Chair Doyle provided an update on the audit and finance committee. Trustee Rensin gave an update from the HCC educational foundation board of directors. She reminded board members of upcoming events: the President’s Gala, Silas Craft Collegians fundraiser, and Vino Scholastico, and asked them to support and promote the events. Missy Mattey thanked everyone for wishing for good weather for the Grand Prix and for attending the event, which currently shows a profit of $63,000. She noted that the raffle did very well this year due to lowered prices.
F. Approval of Minutes

A recommendation to approve the August 28, 2013, work session, regular session, and closed session minutes, was moved by Trustee Schrader, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed New Hires

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

H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted calendar items, noting the October 23, 2013, board meeting, the November 1, 2013, student donor lunch, the November 2, 2013, diploma ceremony, and the MACC trustee conference on February 3, 2014.

   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.

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

The regular session was adjourned at 8:26 p.m.

The above constitutes the official minutes of the September 25, 2013, regular meeting of the Howard Community College Board of Trustees as approved on October 23, 2013, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer