The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 23, 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 6:00 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.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Cheryl Campo, project manager – STEM; Eileen Kaplan, program support manager; and Matthew Palewicz, instructional technician.

Cindy Peterka, vice president of student services, introduced Sean Musgrove, student life associate; Deborah Stanley, director, financial aid; and Lynn Voyton, retention specialist.

II. Recognition of Grand Prix Chair and Hosts

Anne Johnson, director of resource development, introduced Grand Prix chair Jahantab Siddiqui, and venue hosts George and Marilyn Doetsch of Marama Farm. Chair Doyle thanked the guests and presented them with gifts. Kathleen Hetherington acknowledged Oliver Kennedy, show manager, for his role in producing a highly successful Grand Prix each year.

III. Information Session: Entrepreneurship

Sharon Pierce introduced Sharon Schmickley, professor, computer systems and division chair, business and computers, and Betty Noble, associate professor, entrepreneurship and coaching; associate division chair, business and computer systems, who gave an overview of the entrepreneurship program. Roger Weber, assistant professor of entrepreneurship, spoke about the business ideas in which students are engaged. Mr. Weber introduced students Cheria Blomme, Natalyia Eidelman, Max Fashola, Emily Kim, and Hanna Zepp, who talked about their experiences in the program and their entrepreneurial projects.

The work session adjourned at 6:43 p.m.

The above constitutes the official minutes of the October 23, 2013, work session of the Howard Community College Board of Trustees as approved on November 20, 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, October 23, 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 6:53 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 October 23, 2013, Agenda

A recommendation to approve the October 23, 2013, agenda, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

B. Board Priority Items

1. Fiscal Year 2013 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, introduced Laurie Rocha DeArmond, partner with the college’s audit firm, BDO USA, LLP. Ms. DeArmond reported that BDO has issued an unqualified opinion on the college’s financials, and also on the Howard Community College Educational Foundation financials. She noted that there were no significant deficiencies or materials weaknesses and that the board should have confidence in the college’s financial materials. Chair Doyle thanked Ms. DeArmond and BDO for their work on the audit.

Lynn Coleman then reviewed the college’s financial statistics for the period of June 1, 2012 through June 30, 2013.

2. Financial Statements

Lynn Coleman gave an overview of the financial results for the period ending September 30, 2013.

3. Board Core End: Student and Stakeholder Focus

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

C. President’s Report

President Hetherington thanked Chair Doyle for participating in the Association of Community College Trustees (ACCT) annual convention and for serving on the facilities master plan screening committee. She thanked Trustee Dillow for attending the Maryland Association of Community Colleges (MACC) board of directors meeting earlier in the day.
President Hetherington reported on her recent past activities. She noted that the bi-annual meeting between the senior administration from the college and the Howard County Public School System is tomorrow. President Hetherington also commented on HCC receiving the American Institute of Architects Client of the Year Award.

D. Board Member Comments

Chair Doyle shared reflections on the Association of Community College Trustees Congress. He presented the award the board and college received for being the Northeast Region Award recipient for the Equity Award. He also noted that he and President Hetherington co-presented with the president and board chair of Frederick Community College on the Mount Airy College Center for Health Care Education.

Trustee Doyle also congratulated the college on receiving the annual 3M innovation award for 2013 and showed the trustee the trophy that the college had been given.

Trustee Dillow congratulated the entrepreneurial students on their projects and presentations. She commented that the progress of the entrepreneurial program is especially gratifying as she served on the Commission on the Future task force that recommended the college enhance its focus on entrepreneurship.

Trustee Schrader commented that effective public speaking is a critical skill for students. He suggested that policy governance be a focus of board development materials and the annual board retreat. Trustee Schrader also noted the importance of anticipating the future and emerging trends.

Vice Chair Coale complimented the college and staff on the clean audit.

Trustee Rensin applauded the external recognition that the college receives through awards and honors, and congratulated the staff on the audit process.

E. Report to the Board of Trustees

Trustee Dillow gave an update on the MACC board of directors meeting that she attended earlier in the day. She noted that the community colleges have strengthened partnerships with elected officials over the years. Trustee Dillow also reminded the board of the annual MACC trustees’ workshop and legislative reception on February 3, 2014.

President Hetherington, who also attended the MACC board of directors meeting, commented that the board of directors was told that the federal shutdown had a great impact on the state, causing a budget deficit. The impact of a sequestration in January, if it occurs, could have a direct impact on the college, because it will affect the defense sector, upon which the county’s businesses are dependent.
Trustee Rensin gave an update on the Howard Community College Educational Foundation, Inc. and reminded trustees of upcoming events including the President’s Gala on December 7, 2013. She shared that over the past 14 years, the Hunan Manor Silas Craft event had raised over $280,000; and over a seven year period, Vino Scholastico had raised approximately $182,000.

F. Approval of Minutes

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

G. Consent Items

1. Proposed new hires
2. Fiscal Year 2015 capital budget
3. Health insurance cooperative purchase agreement with the Howard County Government
4. Campus utility project: metering and control devices

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

H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted calendar items, noting the student-donor luncheon on November 1, 2013; the annual diploma recognition ceremony on November 2, 2013, and committee and board meetings for November 2013.

   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.

I. Closed Session

Chair Doyle read the 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 October 23, 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(a)(1) and that such meeting shall continue in closed session until the completion of business.

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

The regular session was adjourned at 8:07 p.m.

The above constitutes the official minutes of the October 23, 2013, regular meeting of the Howard Community College Board of Trustees as approved on November 20, 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, October 23, 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 8:07 p.m.; the closed session commenced at approximately 8:14 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, and Lynn Coleman, vice president of administration and finance, were also present. Trustees Mary S. Esmond and Mamie J. Perkins were absent.

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 October 23, 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 that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed the removal of an employee.

The meeting was adjourned at 8:23 p.m.

The above constitutes the official minutes of the October 23, 2013, closed session of the Howard Community College Board of Trustees as approved on November 20, 2013, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer