The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 20, 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 Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mamie J. Perkins were absent.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Leslie Barr, youth services specialist; Loretta Farb, motorcycle safety training assistant; and Augusta Kelley, cardiovascular technology clinical coordinator.

Lynn Coleman, vice president of administration and finance, introduced Christopher Heston, budget manager.

Tom Glaser, vice president of information technology, introduced Shannon Lichtinger, associate director of research and planning.

Cindy Peterka, vice president of student services, introduced Aaron Alder, admissions and academic advisor (outreach); and Kevin Maffey, information specialist (outreach and enrollment).

II. Information Session: Study Abroad/Exchange Programs and Faculty Travel Grants

Sharon Pierce introduced Christele Cain, director of international education, who introduced students Yuridia Gonzalez, Lemuel Sun, and Daniel Woo, and faculty member Jennifer Kling, who gave testimonials on their study abroad experience.

The work session adjourned at 6:36 p.m.

The above constitutes the official minutes of the November 20, 2013, work session of the Howard Community College Board of Trustees as approved on December 12, 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, November 20, 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 6:45 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees, Mary S. Esmond, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow and Mamie J. Perkins were absent.

A. Approval of November 20, 2013, Agenda

A recommendation to approve the November 20, 2013, agenda, was moved by Trustee Rensin, seconded by Trustee Schrader, and unanimously approved.

B. Board Priority Items

1. Board Core End: Information and Analysis

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

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending October 31, 2013.

3. Fiscal Year 2015 Legislative Agenda

Kate Hetherington gave an overview of the FY15 legislative agenda.

A recommendation to approve the FY15 legislative agenda, was moved by Trustee Coale, seconded by Trustee Schrader, and unanimously approved.

C. President’s Report

President Hetherington thanked the trustees for their involvement over the last month at the student/donor luncheon; the GED diploma ceremony; the community and legislative relations and audit and finance committees; as well as liaison work with the HCC Educational Foundation and the Maryland Association of Community Colleges board of directors. She noted that the radiologic technology accreditation and the hospitality and culinary certification visits were successful. She reported that the Howard PRIDE program hosted Tuskegee Airman, Mr. Lemuel Arthur Lewie, Jr., and commended the staff who made it happen. President Hetherington mentioned that she will be presenting on a panel at the Howard County Chamber of Commerce’s GovConnects CEO Roundtable on Workforce Education at the University Level and Security Clearances later this week.
D. Board Member Comments

Trustee Esmond mentioned that she was touched by the study abroad presentation, especially how it combined sentiment and learning.

Trustee Rensin also enjoyed the study abroad presentation. She commented on the student donor luncheon and how donors impact student lives and futures.

Vice Chair Coale echoed comments about the student donor luncheon and how rewarding it is to meet students and hear about how scholarships change lives. He also commented on personal connections to the World War II presentation during the work session.

Trustee Schrader was also impressed by the study abroad program and noted the importance of students visiting China especially. He thanked the faculty and staff who presented the salary and benefits report to the audit and finance committee.

Chair Doyle shared personal reflections on the World War II presentation. He noted that he especially enjoys the GED graduation ceremony.

All the trustees welcomed back Trustee Esmond after her brief hiatus.

E. Reports to the Board of Trustees

Vice Chair Coale gave an update on the legislative and community relations committee. Chair Doyle gave an update on the audit and finance committee. Trustee Rensin gave an update on the Howard Community College Educational Foundation board of directors meeting and upcoming events. In the absence of Trustee Dillow, President Hetherington gave an update on the Maryland Association of Community Colleges Board of Directors meeting.

F. Approval of Minutes

A recommendation to approve the October 23, 2013, work session, regular session, and closed session minutes, was moved by Trustee Schrader, seconded by Trustee Coale, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2015 Sabbatical Leave Recommendation
3. December Graduate Candidates
4. Professional Services for Facilities Master Plan
5. Laurel College Center Lease and Additional Space
6. Proposed Fee for New Mathematics Course
7. Proposed Increases for Course Fees in Arts and Humanities Division
8. Proposed New and Increased Course Fees for Health Sciences Division
9. Request to Reduce Tuition for Dually Enrolled Howard County Public School System Students

A recommendation to approve the consent items was moved by Trustee Schrader, seconded by Trustee Esmond, and unanimously approved.
H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted calendar items, noting the board meeting and holiday dinner on December 12, 2013, the nursing recognition ceremony on December 16, 2013, and the County Executive’s budget hearing on December 18, 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. Full-time/Part-time Enrollment Ratios by Division

Sharon Pierce, vice president of academic affairs, gave an update.

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

4. 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 November 20, 2013, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss any other personnel matter that affects 1 or more specific individuals as permitted under Section 10-508(1)(ii) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board will receive information on a public information request that asked for information on specific employees.

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

The regular session was adjourned at 7:42 p.m.

The above constitutes the official minutes of the November 20, 2013, regular meeting of the Howard Community College Board of Trustees as approved on December 12, 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, November 20, 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 7:42 p.m.; the closed session commenced at approximately 7:55 p.m. Other board members present included vice chair Edmund S. Coale, III and trustees Mary S. Esmond, 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 Roberta E. Dillow 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 November 20, 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 received information on a public information request that asked information on specific employees. The college will comply with the public information request. The employees impacted will be notified of the request and the college’s compliance.

The meeting was adjourned at 8:07 p.m.

The above constitutes the official minutes of the November 20, 2013, closed session of the Howard Community College Board of Trustees as approved on December 12, 2013, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer