The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, January 29, 2014, 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 6:08 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Mary S. Esmond, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow, Mamie J. Perkins, and Dennis R. Schrader were absent.

Chair Doyle asked for a moment of silence in memory of the loss of lives at the Mall in Columbia last Saturday.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Sarah Simon, office associate IV in teaching and learning services.

Lynn Coleman, vice president of administration and finance, introduced Tiffany Chea, environmental services technician; and Derek Thompson, floor care technician.

Cindy Peterka, vice president of student services, introduced Jessica Ortiz Torres, assistant director of advising (transfer); and Debra Radcliffe-Borsch, interpreter coordinator.

The work session adjourned at 6:15 p.m.

The above constitutes the official minutes of the January 29, 2014, work session of the Howard Community College Board of Trustees as approved on February 26, 2014, 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, January 29, 2014, 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 6:15 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Mary S. Esmond, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Roberta E. Dillow, Mamie J. Perkins, and Dennis R. Schrader were absent.

A. Approval of January 29, 2014, Agenda

   A recommendation to approve the January 29, 2014, agenda, was moved by Trustee Coale, seconded by Trustee Esmond, and unanimously approved.

B. Board Priority Items

   1. Financial Statements

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

   2. Fiscal Year 2015 Integrated Operating Budget and Strategic Plan

      President Hetherington gave a brief overview of the budget development process. Lynn Coleman reported on the 8.7 percent increase from the State and presented two scenarios for revising the budget proposal to reflect the increase. The board supported scenario two, which includes 2015 reclassifications, adjunct faculty rate increase from $25 to $28, and the addition of five new faculty positions for a total increase of $432,294 to the budget proposal.

      A recommendation to approve the FY15 integrated operating and strategic plan, as revised utilizing scenario two, was moved by Trustee Rensin, seconded by Trustee Esmond, and unanimously approved.

C. President’s Report

      President Hetherington thanked the student services staff who were working on Saturday, January 25, 2014, during the tragic events at the Mall in Columbia and the HCC emergency response team who worked together to put out a message to reassure the college community that the campus was safe and secure and the counseling staff for being available to students, faculty, and staff.

      President Hetherington acknowledged trustees for their support at college events including the entrepreneurial celebration, nursing graduation ceremony, and Chair Doyle for testifying at the county executive’s budget hearing in December and offering welcome remarks at the winter convocation.
President Hetherington reported that she testified at the Maryland Higher Education Commission meeting in December and led the Maryland delegation in a meeting with Secretary of Labor Perez in Washington, DC. She noted that she was invited to present to the Leadership Howard County class on doing business in Howard County with a focus on training students to work in cybersecurity. She pointed out that the board take-home packets included a Maryland community colleges enrollment growth chart that the trustees may like to review prior to the Maryland Association of Community Colleges trustee conference on Monday. She added that HCC hosted a visit from Fort Meade Garrison Commander Colonel Brian Foley who met with veteran’s affairs students and staff.

D. Board Member Comments

Trustee Esmond thanked the finance team for developing the two budget scenarios, commented on HCC “growing by a college,” and the tragedy at the mall and the college’s role in the community.

Trustee Rensin also thanked the staff for the budget scenarios and commended faculty and staff on HCC’s selection as a finalist for the 2014 American Association of Community Colleges (AACC) Awards of Excellence in Emerging Leadership. She encouraged board members to attend the Hunan Manor fundraiser for the Silas Craft Collegians Program on March 10, 2014, and to purchase student tickets.

Vice Chair Coale hoped that the budget proposal is fully funded so employees can get the compensation they deserve. He noted that the board should thank George and Marilyn Doetsch for hosting the Grand Prix appreciation event at their home.

Chair Doyle commented on winter convocation, the keynote speaker’s presentation, and the marimba musical recital at convocation.

E. Approval of Minutes

A recommendation to approve the December 12, 2013, regular session, and closed session minutes, and the January 15, 2014, budget work session minutes, was moved by Trustee Esmond, seconded by Trustee Coale, and unanimously approved.

F. Consent Items

1. Proposed New Hires
2. Additional Consulting Services for Institutional Reporting
3. Information Technology Assessment
4. Amendment to the Board of Trustees Bylaws

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

G. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted calendar items, noting the February 3, 2014, trustee conference, February 10, 2014, legislative and community relations committee meeting, the February 13, 2014, student
advocacy day, and the February 26, 2014, board meeting to be preceded by a 5:00 pm dinner with the foundation board of directors.

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.

Adjournment

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

The regular session was adjourned at 7:04 p.m.

The above constitutes the official minutes of the January 29, 2014, regular meeting of the Howard Community College Board of Trustees as approved on February 26, 2014, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer