The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 26, 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. Board members present included trustees Roberta E. Dillow, Mary S. Esmond, Mamie J. Perkins, Katherine K. Rensin and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice chair Edmund S. Coale, III, was absent.

Chair Doyle announced that President Hetherington has been named to Maryland’s Top 100 Women for the third time and was chosen for the Circle of Excellence for 2014.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Loraine Frey, instructor, physical therapist assistant program.

Cindy Peterka, vice president of student services, introduced Philippa Smith, graduation and commencement specialist.

II. United Way Contributions from Students

Cindy Peterka introduced Llatetra Brown, director of student life. Students Gloria Leem, student program board (SPB) chair, Faraz Gohar, SPB events coordinator, and Sarah Pollock, SPB operations assistant, were introduced. Students presented a check for $503.91, the proceeds from the students’ fundraising efforts for United Way.

III. Recognition of Howard Community College’s Fall Athletic Teams

Cindy Peterka introduced Diane Schumacher, director of athletics, who thanked student services staff for their role in helping athletes succeed. She introduced the coaches Steve Musselman, Mike Katsampis, Stefan Draganov, and Kate Seagroves, who gave an overview of their teams. Student athletes introduced themselves, mentioning their high school and transfer institution.

IV. Howard Community College Educational Foundation (HCCEF) Annual Report

President Hetherington introduced Christopher Marasco, HCCEF chair, who provided an update of current activities.

V. Information Session: Programs for At-Risk Students

Sharon Pierce, vice president of academic affairs, gave a brief overview of programs for at-risk students. Cindy Peterka introduced Maureen Marshall, assistant director,
Career Links program, who gave an overview of the program. She “interviewed” students Stephanie Hoyte and Carol Watson, who are also peer mentors about their Career Links experience. Jacquie Dzubak, Step UP program coordinator, and other program leaders introduced themselves. Step UP student, Abby Ward, talked briefly about her experience in the program. Brandon Bellamy, assistant director, transfer & graduation counselor, gave an overview of the student support services program. He introduced students, Elizabeth Jaramillo Hurtado and Kwabena Amoateng who talked about their experience with the program.

The work session adjourned at 6:52 p.m.

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

A. Approval of February 26, 2014, Agenda

A recommendation to approve the February 26, 2014, agenda, was moved by Trustee Rensin, seconded by Trustee Esmond, and unanimously approved.

B. Board Priority Items

1. Board Core End: Faculty and Staff

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

2. Fiscal Year 2013 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who reviewed the report and responded to questions. He thanked Karlyn Young, director of human resources, for her help in preparing the report, and the human resources staff for their work.

3. Financial Statements

Lynn Coleman gave an overview of the financial results for the period ending January 31, 2014.

4. Fiscal Year 2014 Awards

Trustee Esmond reviewed the following award recipient recommendations from the legislative and community relations committee.

Honorary degrees: Robert Jeffrey and Edward Waddell

Trustees’ Awards: Kenneth and Elizabeth Lundeen and Zeta Alpha Sigma Alumni Chapter of the Phi Beta Sigma Fraternity, Inc., Roger Barnes, former president

Clark Medal: Richard Talkin
A motion to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board of trustees was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved.

C. President’s Report

President Hetherington thanked trustees who attended the Maryland Association of Community Colleges (MACC) trustee leadership conference and legislative reception on February 3, 2014. She thanked Chair Doyle for his work on the facilities master plan committee. President Hetherington shared the news that HCC student Hannah Patarini has been named Maryland’s 2014 New Century Scholar.

President Hetherington gave a legislative update reporting on the hearings and briefings she has been attending in Annapolis, and testifying along with the other presidents on behalf of Maryland’s community colleges. She talked about the CyberMaryland networking event she attended at the Aida Bistro where over hundred cyber companies were represented and the County Executive “promoted” HCC.

She noted that former HCC dean of students, Dr. Walter Bumphus, who is president and CEO of the American Association of Community Colleges (AACC), was on campus last week to speak to the men of Howard PRIDE. She reported that she attended the Community Colleges for International Development (CCID) conference and has been invited to participate on the presidents’ panel for the University of Maryland University College Doctor of Management in Community College Policy and Administration program. She reported that HCC will host the dental hygiene accreditation visit next week.

D. Board Member Comments

Trustee Dillow commended the hospitality program on earning its recent accreditation and complimented the Step UP program.

Trustee Schrader asked if the administration has considered developing a systems diagram that reflects the overall data on all the programs for at-risk students. President Hetherington reported that the president’s team is currently working on it.

Trustee Rensin congratulated President Hetherington on her nomination to the Circle of Excellence. She commented on the Step UP program and the opportunity students have to participate in it and other support programs.

Trustee Esmond commented on the time and commitment that student athletes put into their sport and their education. She asked if the foundation reviews fundraising events to see which should continue and which may be eliminated or replaced. She asked about the possibility of tapping into the 100+ cyber companies represented at the Aida Bistro event. President Hetherington responded that HCC works closely with the Howard County Economic Development Authority to make corporate connections for contract training, internships, etc.
Chair Doyle reported on the Maryland Association of Community College (MACC) trustee conference and noted the open communication that HCC trustees have with the administration.

E. Reports to the Board of Trustees

Trustee Esmond gave an update on the legislative and community relations committee. Trustee Rensin reminded everyone about the Hunan Manor fundraiser on March 10, 2014. Chair Doyle gave an update on the facilities master planning committee.

F. Approval of Board Meeting Minutes

A recommendation to approve the January 29, 2014, 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. Grants and Scholarships
3. Television Digital Shared Storage System
4. ACCUPLACER Tests
5. Campus Utility Project Change Order

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

H. Discussion Items

1. Retreat Agenda

Chair Doyle suggested review of board core ends and succession planning as possible agenda topics. Trustee Schrader noted that everything the board does is driven by core ends so they should be reviewed.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted calendar items, noting the Silas Craft Collegians fundraiser at Hunan Manor and the County Executive budget hearing on March 10, 2014, the audit and finance committee meeting on March 18, 2014, and the board meeting on March 26, 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.

Adjournment

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

The regular session was adjourned at 8:14 p.m.

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

Kathleen B. Hetherington, secretary/treasurer