The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 30, 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 6:09 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 Issac Annan, medical laboratory technician clinical coordinator; Eve Princler, instructor, medical laboratory technician; and Brandon Yerrid, instructional media senior audio visual technician.

II. Introduction of Alternative Break Participants

Sharon Pierce introduced Brittany Budden, director of service learning, who gave an overview of the alternative break trips to the Dominican Republic to teach English to local school children, and New Jersey to volunteer with Habitat for Humanity on Superstorm Sandy recovery. Faculty and student participants shared their favorite moments from the trips.

III. Recognition of Howard Community College’s Basketball Teams

Cindy Peterka, vice president of student services, introduced Diane Schumacher, director of athletics. Coaches introduced themselves and their teams. Athletes mentioned their high school and future educational plans.

The work session adjourned at 6:40 p.m.

The above constitutes the official minutes of the April 30, 2014, work session of the Howard Community College Board of Trustees as approved on May 28, 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, April 30, 2014, 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 7:25 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 April 30, 2014, Agenda

Due to the inclement weather, Chair Doyle recommended moving the cultural diversity plan report up on the agenda.

A recommendation to approve the April 30, 2014, agenda, as amended, was moved by Trustee Rensin, seconded by Trustee Schrader, and unanimously approved.

B. Board Priority Items

1. Cultural Diversity Plan Report

President Hetherington introduced diversity team co-chairs, Crystal French, network specialist, and Parul Shah, learning assistance center tutor coordinator, who introduced members of the committee, and briefly reviewed the diversity plan report.

A recommendation to approve the cultural diversity plan report, was moved by Trustee Rensin, seconded by Trustee Esmond, and unanimously approved.

2. Board Core End: Leadership

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

3. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending March 31, 2014.

4. Fiscal Year 2015 Capital Budget Reallocation and Approval

Lynn Coleman reviewed the proposed FY15 capital budget and reallocation adjustments in response to the funding proposed by the County Executive.

A recommendation to approve the revised FY15 capital budget, was moved by Trustee Coale, seconded by Trustee Rensin, and unanimously approved.

5. Fiscal Year 2015 Operating Budget
Lynn Coleman reviewed the County Executive’s proposed FY15 operating budget. The County Executive is recommending a 6.4 percent increase to the college’s FY15 operating budget. Based on this amount, the college needs to reduce its original budget proposal by $1 million. The trustees reviewed recommended reductions that would keep the tuition increase to $2.00, include a three percent merit increase, a $28 per credit hour increase in the part-time faculty rate, 5.5 staff positions, and 9.5 faculty positions. The County Executive has also appropriated a one-time allocation of $2.5 million for student scholarships.

A recommendation to approve the revised FY15 operating budget as presented at the meeting, was moved by Trustee Coale, seconded by Trustee Schrader, and unanimously approved.

C. President’s Report

President Hetherington mentioned the $2.5 million scholarship fund proposed by the County Executive. She noted that she and her senior management team met with county representatives to review plans for using the funds; the county would like every Howard County high school student who would like to attend college to have the financial ability to do so. On Friday, May 9, 2014, at 12 noon, the County Executive will announce the $2.5 million at a media event on campus.

President Hetherington thanked trustees who attended the former and current board social, Vino Scholastico, and Chair Doyle for offering testimony at the County Council budget hearing earlier in the week. She thanked Trustee Dennis Schrader for being a guest speaker at the HCC engineering seminar and talking to students about his background as an engineer and his career journey.

President Hetherington mentioned that HCC won the emerging leadership award at the American Association of Community Colleges (AACC) Annual Convention in early April. Also at the convention, HCC student, Hannah Patarini was recognized at the Phi Theta Kappa Presidents’ Breakfast for her selection as the New Century Scholar for Maryland. Hannah will give the keynote address at the 20th Annual All-Maryland Community College Academic Team Recognition Program on May 7, 2014, where she and fellow student, Laura Edwards will represent HCC.

President Hetherington was pleased to report that the health sciences building was awarded LEED gold status. She also reported that the radiologic technology program was accredited for eight years.

D. Board Member Comments

Trustee Schrader mentioned that he was incredibly impressed by the engineering students and their innovative projects. He credited the professors on their teaching excellence.

Trustee Esmond congratulated the administration on the emerging leadership award. She noted her appreciation for HCC addressing security issues, as discussed at the last board meeting.
Trustee Rensin commended everyone on recent awards and recognition. She was impressed that HCC athletes are also scholars.

Trustee Coale agreed with Trustee Rensin’s accolades on recent awards and recognition. He was impressed by the various jurisdictions that HCC athletes come from and commended the alternative break students for their dedication to help others and the leadership of their faculty leaders. He noted the high esteem that HCC is held in the community.

Chair Doyle remarked that he is thrilled with the emerging leadership award and the strong leadership and programs that resulted in the award.

E. Reports to the Board of Trustees

Trustee Rensin gave an update on the Howard Community College Educational Foundation board of directors noting that over 300 people attended Vino Scholastico last Friday and, based on preliminary reports, the net goal of $40,000 is expected to be exceeded.

Chair Doyle gave an update on the facilities master plan committee.

F. Approval of Board Meeting Minutes

A recommendation to approve the March 26, 2014, work session, regular session, closed session, and reconvened regular session minutes was moved by Trustee Esmond, seconded by Trustee Coale, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Candidates for Commencement
3. Faculty Promotions for Fiscal Year 2015
4. Board Bylaws and Policies Update
5. Office Supplies Contract
6. Pouring Rights and Beverage Vending Services
7. Snack Food Vending Services
8. Time and Material Service Contracts
9. Building Supplies and Equipment

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

H. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting the May 9, 2014, media event.

   This item was for information only and required no board action.
2. Agreements Signed by the Board Chair Disclosure

The board chair approved one item during this time period.

3. Personnel Summary

This item is for information only and requires no board action.

Closed Session

Chair Doyle read the resolution for the board of trustees to meet in closed session on April 30, 2014.

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 April 30, 2014, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 (a3) and that such meeting shall continue in closed session until the completion of business.

During the closed session, the board of trustees will receive an update on the college’s parking garage and access to the Howard County property that the college will need in order to access the garage.

Adjournment

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

The regular session was adjourned at 7:40 p.m.

The above constitutes the official minutes of the April 30, 2014, regular meeting of the Howard Community College Board of Trustees as approved on May 28, 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) will meet in closed session on Wednesday, April 30, 2014, 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 7:40 p.m.; the closed session commenced at approximately 7:53 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 April 30, 2014, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under Section 10-508 (a3).

During the meeting, the board of trustees received an update and discussed the college’s parking garage and access to the Howard County property that the college will need to access to the garage.

The meeting was adjourned at 7:58 p.m.

The above constitutes the written statement of the April 30, 2014, closed session of the Howard Community College Board of Trustees.

Kate Hetherington, secretary/treasurer