The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 28, 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 6:06 p.m. Other board members present included vice chair Edmund S. Coale, III, and 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.

I. Introduction of New Employees

President Hetherington introduced Elizabeth Homan, executive director of public relations and marketing.

Sharon Pierce, vice president of academic affairs, introduced Kelly Brukiewa, clinical coordinator, physical therapist assistant program.

Cindy Peterka, vice president of student services, introduced Christine Palmer, assistant director of admissions (outreach).

II. Recognition of Howard Community College’s All-USA Academic Team

Sharon Pierce introduced Phi Theta Kappa (PTK) advisors Brittany Budden, director of service learning, and Laura Cripps, assistant professor of anthropology/geography. Student Hannah Patarini, who represented HCC on the All-USA academic team, was introduced. In addition, Hannah Patarini was recognized as the top scoring Phi Theta Kappa student from the state of Maryland, making her the 2014 New Century Scholar. Student Laura Edwards, who wasn’t in attendance, was also introduced.

III. Recognition of Outgoing Board Chair

President Hetherington recognized Chair Kevin Doyle’s service on the board and thanked him for his outstanding leadership. Chair Doyle reflected on his chairmanship and thanked board members for their support.

The work session adjourned at 6:19 p.m.

The above constitutes the official minutes of the May 28, 2014, work session of the Howard Community College Board of Trustees as approved on August 27, 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, May 28, 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 6:22 p.m. Other board members present included vice chair Edmund S. Coale, III, and 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.

A. Approval of May 28, 2014, Agenda

A recommendation to approve the May 28, 2014, agenda, was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

B. Board Priority Items

1. Election of Fiscal Year 2015 Board Officers

Chair Doyle nominated Vice Chair Coale as board chair and Trustee Schrader as vice chair for FY15.

A recommendation to approve the election of Edmund Coale as chair and Dennis Schrader, as vice chair for FY15, was moved by Trustee Dillow, seconded by Trustee Rensin, and unanimously approved.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial results for the period ending April 30, 2014.

3. Fiscal Year 2016 - 2020 Mission, Vision, Values, and Strategic Goals

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the mission, vision, values, and strategic goals, which were reviewed by the planning council.

A motion to approve the changes to the strategic goals for the FY16-FY20 strategic plan and to reaffirm the HCC mission, vision, and values, was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.


Zoe Irvin gave an overview of the report to be submitted to MHEC by June 30, 2014.

A motion to approve the report, was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved.
5. **Identity Theft Prevention – Red Flags and Payment Card Industry**

The federal government requires the college to provide the board with an annual update on HCC’s identity theft prevention procedures. Tom Glaser, vice president of information technology, provided an update.

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

C. **President’s Report**

President Hetherington congratulated the newly elected chair and vice chair. She thanked trustees who attended the student awards banquet, the Top 100 Women recognition, the entrepreneurial event, the county media event announcing the $2.5 million Pathways Scholarship Program, the dragon athletic awards banquet, the nursing pinning ceremony, commencement, and spring convocation.

President Hetherington reported on the Mount Airy Coordinating Council’s recognition of the presidents of Carroll Community College and Frederick Community College on their retirements; two classrooms at the Mount Airy College Center for Health Care Education were dedicated to them. She noted that 1,196 students were candidates for the May commencement; 1,280 degrees and certificates were earned this year; and about 500 students participated in graduation ceremonies. She also mentioned that 13 Howard PRIDE students graduated, two of whom earned their associate’s degree through the reverse transfer process.

President Hetherington reported on the Pathways to Completion Summit held on campus last week. She also mentioned the county council work session and the FY15 budget adoption.

D. **Board Member Comments**

Trustee Esmond commended the outgoing board chair on his service. She was happy to read about the recognition by the restaurant association of Vinnie Rege, director of the hospitality and culinary management program. She noted the nine percent increase in graduates as a reflection of HCC’s excellent reputation in the community.

Trustee Rensin congratulated the outgoing chair and the incoming chair and vice chair. She commented on commencement and keynote speaker Danette Howard’s speech. She spoke of a student from Montgomery County attending HCC because of its stellar reputation.

Trustee Coale congratulated Chair Doyle on his service and setting the bar high and being a role model for excellence in chairmanship. He appreciates the board’s support in electing him.

Trustee Dillow also commended Chair Doyle and congratulated incoming Chair Coale and Vice Chair Schrader. She also commented on commencement, her niece graduating, and her conversation with commencement speaker Danette Howard.

Trustee Schrader also congratulated Chair Doyle and commended him for his service. He thanked the board for its confidence in electing him vice chair and looks forward to working with the trustees.
Trustee Perkins also congratulated Chair Doyle and the incoming chair and vice chair. She thanked staff members on a well-organized commencement ceremony.

Chair Doyle remarked on his service as board chair. He advised the incoming board chair and vice chair to “listen” to the president and her team. He thanked Linda Emmerich, executive associate to the president, on her assistance throughout his tenure as chair. He also commented on the well-run commencement ceremony. He extended the board’s thanks to Catherine Mund, registrar. He also commented on spring convocation, where he was able to tell faculty and staff that the budget had passed.

E. **Reports to the Board of Trustees**

Chair Doyle gave an update on the audit and finance committee.

F. **Approval of Board Meeting Minutes**

_A recommendation to approve the April 30, 2014, work session, regular session, and closed session minutes was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved._

G. **Consent Items**

1. Proposed New Hires
2. Audit Areas for Review
3. Fiscal Year 2015 New Academic Programs
4. Computer Hardware Purchases
5. Administrative Software Purchase Agreement
6. Network Maintenance Support Services
7. Document Imaging Software
8. Website Redesign Services
9. Laurel College Center – Subordination Non-Disturbance Attornment and Estoppel Agreement
10. Platinum Analytics Software
11. Citrix Remote Access Products
12. Health Insurance Cooperative Purchase with the Howard County Government
13. Authorization for Board Chair to Approve

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

H. **Discussion Items**

1. **Work Session Topics for the Next Fiscal Year**

President Hetherington reviewed the list of past topics and suggested topics for FY15. An update on the new science, engineering, and technology building, world languages, public safety (as part of the president’s report), the engineering program and the connection between mechanical engineering and the healthcare field were added to the list.
I. Information Items

1. Board Calendar

Linda Emmerich highlighted upcoming calendar items, noting the board retreat on June 3, 2014. She noted that board members have the FY15 board calendar at their place setting and pointed out that the September, October, November, and December board meetings are not on the usual fourth Wednesday of the month.

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

2. Agreements Signed by the Board Chair Disclosure

The board chair approved two items during this time period.

3. Full-time/Part-time Enrollment Ratios by Division

Sharon Pierce, vice president of academic affairs, provided an update. She noted that an additional 24 new faculty positions would be needed to reach the 50/50 benchmark.

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

4. Anticipated Summer Approvals Full-time/Part-time Enrollment Ratios by Division

Lynn Coleman reviewed the items that may come up for approval during the summer.

5. Sodexo Report

Lynn Coleman gave an annual update.

6. Sustainability Update

Lynn Coleman gave an update on recent initiatives.

7. 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 May 28, 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 May 28, 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 trustees will receive an update on the college’s parking garage and access to the Howard County property that the college will need to access the garage.

Adjournment

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

The regular session was adjourned at 7:22 p.m.

The above constitutes the official minutes of the May 28, 2014, regular meeting of the Howard Community College Board of Trustees as approved on August 27, 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 closed session on Wednesday, May 28, 2014, in The Rouse Company Foundation Student Services Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle read a resolution to enter into closed session at approximately 7:22 p.m.; the closed session commenced at approximately 7:33 p.m. Other board members present included vice chair Edmund S. Coale, III and trustees Robert E. Dillow, Mary S. Esmond, Mamie J. Perkins, Katherine K. Rensin, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, were also present.

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 May 28, 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 7:51 p.m.

The above constitutes the written statement of the May 28, 2014, closed session of the Howard Community College Board of Trustees.

Kathleen B. Hetherington, Secretary-Treasurer