The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 24, 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 6:06 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Mary S. Esmond and Dennis R. Schrader were absent.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Rosemary Muir, continuing education coordinator (lifelong learning.)

Lynn Coleman, vice president of administration and finance, introduced William Davis, assistant director of security services, and Erick Sanchez, environmental services technician.

Tom Glaser, vice president of information technology, introduced Derrick Pendleton, student computer services computer/network support technician.

Cindy Peterka, vice president of student services, introduced Zakia Johnson, director of testing.

II. Introduction of Alternative Break Participants

Sharon Pierce introduced Brittany Budden, director of service learning, who gave an overview of the alternative break trips. Faculty advisors talked about the Kissimmee and New York City projects. Students introduced themselves and talked about their experiences.

III. Introduction of the HCC Men’s Basketball Team

Cindy Peterka introduced Coach Mike Smelkinson who asked the men’s basketball team to introduce themselves and mention their majors and transfer plans. Coach Smelkinson gave an overview of the basketball season, the trip to the nationals and athlete honors. He also introduced Steven Freeman, retention specialist, who leads the Howard PRIDE program, which provides academic support to many of the athletes.

The work session adjourned at 6:45 p.m.

The above constitutes the official minutes of the April 24, 2013, work session of the Howard Community College Board of Trustees as approved on May 22, 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, April 24, 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 6:53 p.m. Other board members present included vice chair Edmund S. Coale, III, and trustees Roberta E. Dillow, Mamie J. Perkins, and Katherine K. Rensin. Kathleen B. Hetherington, secretary-treasurer was also present. Trustees Mary S. Esmond and Dennis R. Schrader were absent.

A. Approval of April 24, 2013, Agenda

Chair Doyle recommended that since there was no business that warranted a closed session, it should be removed from the agenda.

A recommendation to approve the April 24, 2013, agenda, as amended, was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Board Core End: Leadership

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview. The board received very high marks on the college’s QuEST survey.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, reviewed the financial statements for the period ending March 31, 2013.

3. Fiscal Year 2014 Capital Budget Reallocation and Approval

Lynn Coleman reviewed the County Executive’s proposed FY14 capital budget and approved reallocation adjustments in response to the funding proposed by the County Executive.

A recommendation to approve the revised FY14 capital budget, was moved by Trustee Coale, seconded by Trustee Dillow, and unanimously approved.

4. Fiscal Year 2014 Operating Budget

Lynn Coleman reviewed the County Executive’s proposed FY14 operating budget. The County Executive is recommending a 7.52 percent increase to the college’s FY14 operating budget. Based on this amount, the college
needs to reduce its original budget proposal by $400,000. The trustees reviewed recommended reductions that would limit the tuition increase to $1.00 and include a four percent merit increase, an increase in adjunct salary pay and 14.53 positions.

A recommendation to approve the revised FY14 operating budget as presented at the meeting, was moved by Trustee Rensin, seconded by Trustee Perkins, and unanimously approved.

C. President’s Report

President Hetherington thanked the trustees for attending the joint meeting with the Prince George’s Community College board of trustees at the Laurel College Center (LCC) and the current and former board social. She reported that she attended the American Association of Community Colleges convention where she co-presented with Carroll and Frederick Community Colleges on the partnership at The Mount Airy College Center for Health Care Education. She mentioned that HCC student, Katherine Dunklee, was recognized as a member of the 2013 All-USA Community College Academic Team, and the top scorer from Maryland making her the 2013 Coca-Cola New Century Scholar for Maryland. She noted that HCC was a finalist for the exemplary CEO-board award. Dr. Hetherington informed the board that the semi-annual meeting with the Howard County Public School System, the County Executive’s budget presentation, and the County Council budget hearing are scheduled for April 29, 2013.

D. Board Member Comments

Trustee Perkins commented on the alternative break opportunity given to HCC students, and was impressed by how the basketball team conducted themselves at the nationals.

Trustee Dillow commented on the operating budget and hoped the County Council approved it as presented. She noted the many national and international awards faculty have received. She mentioned that she appreciated the students’ feedback at the joint meeting at Laurel College Center.

Trustee Rensin echoed earlier comments and commended trustee Dillow for receiving the Maryland Top 100 Women Circle of Excellence award. She commented on the MS walk held on campus last weekend. She remarked on the alternative break students’ comments and the lasting impact of their experiences.

Vice chair Coale also commented on the alternative break opportunity for students and the County Executive’s approval of the operating budget as a reaffirmation of HCC’s contribution to the community and commended the administration on their work in making sound reallocations.

Chair Doyle commented on the meeting at the LCC - the success of the center, and the different challenges of the LCC student population. He noted the CEO-
board award as a testament of the board’s focus on communication and transparency.

E. Approval of Minutes

A recommendation to approve the March 27, 2013, work session and regular session minutes, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

F. Consent Items

1. Proposed new hires
2. Candidates for commencement
3. Faculty promotions for fiscal year 2014
4. Office supplies
5. Campus utility projects
6. Increase of computer hardware purchases
7. Supplies for environmental services

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

G. Discussion Items

1. Patient Protection and Affordable Care Act (PPACA)

President Hetherington gave brief opening remarks followed by a presentation by Dave Jordan, associate vice president of human resources, on the impact of the PPACA on the college, and how the administration plans to respond.

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted calendar items, noting the County Council budget hearing on April 29, 2013, and the many celebratory events in May.

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

2. Agreements Signed by the Board Chair Disclosure

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

3. Personnel Summary

This item was for information only and required no board action.
A recommendation to adjourn the regular session, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

The regular session was adjourned at 8:07 p.m.

The above constitutes the official minutes of the April 24, 2013, regular meeting of the Howard Community College Board of Trustees as approved on May 22, 2013, and is a true and correct copy of the same.

[Signature]

Kathleen B. Hetherington, secretary/treasurer