The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 22, 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, Mary S. Esmond, Mamie J. Perkins, Katherine K. Rensin and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Doyle called for a moment of silence in memory of former staff member, Marge Cangiano, life-long learning coordinator in the continuing education department, who died this week after a 2-year illness.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Soshanna Allaire, auxiliary services housekeeper I.

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

This item was removed from the agenda since students Katie Dunklee and Seth Eyring were unable to attend.

III. Information Session: Overview of e-Learning Opportunities

Sharon Pierce introduced David Buck, director of eLearning, who gave a presentation on online and hybrid courses, along with online students, Denise Kelehan (in person) and Deborah Stempien (digitally through Canvas.)

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

The above constitutes the official minutes of the May 22, 2013, work session of the Howard Community College Board of Trustees as approved on August 28, 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, May 22, 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 6:45 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 22, 2013, Agenda

A recommendation to approve the May 22, 2013, agenda, was moved by Trustee Esmond, seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Election of Fiscal Year 2014 Board Officers

   Trustee Rensin nominated Chair Doyle for a second term as board chair and Trustee Coale for a second term as vice chair for FY14.

   A recommendation to approve the election of Kevin Doyle as chair and Edmund S. Coale, III as vice chair for a second term in FY14 was moved by Trustee Rensin, seconded by Trustee Schrader, and unanimously approved.

2. Financial Statements

   Lynn Coleman, vice president of administration and finance, reviewed the financial statements for the period ending April 30, 2013.

3. Cultural Diversity Plan Report

   President Hetherington introduced diversity committee co-chairs, Schnell Garrett, associate director of student life, and Cherisse Carlin, associate director of financial aid services, who introduced members of the committee, and briefly reviewed the diversity plan report.


   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 and presented to the board for information only.
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.

C. President's Report

President Hetherington thanked trustees who attended Vino Scholastico, the student awards banquet, the entrepreneurial celebration, the athletic awards banquet, commencement, and in advance, for spring convocation. She acknowledged Chair Doyle for his testimony at the County Council budget hearing. Dr. Hetherington reported on the semi-annual meeting with the Howard County Public School System, and the induction of trustee Bobbie Dillow into the Circle of Excellence as a three-time honoree of Maryland’s Top 100 Women. She commended HCC’s track and field team and their coaches on their recent win and recognition at the nationals. Dr. Hetherington was pleased to report HCC’s designation as a Center of Academic Excellence 2-year (CAE2Y) in Information Assurance; HCC is one of only twenty colleges nationwide to have this prestigious designation. She noted that the next Pathways publication will focus on cyber security. She also commended Tom Glaser for his key role in organizing Howard County Chamber of Commerce’s Cyber 4.01 - Private Sector Crossovers: Protecting People, Property, and Information on May 29, 2013. She thanked Sharon Pierce and Tom Glaser for their leadership on the CAE2Y designation and she also thanked Cindy Peterka for her leadership on the graduation ceremony. Dr. Hetherington noted that all faculty and staff involved in commencement would be acknowledged in her weekly update.

D. Board Member Comments

Trustee Esmond congratulated staff members for various events and recognitions. She noted what a great event commencement was. She commended David Buck on his e-learning presentation. She noted a positive comment from a high school student that HCC is considered a great place to go by many high school students.

Trustee Rensin congratulated Trustee Perkins for being named to the workers compensation board of Howard County. She noted President Hetherington’s awards and recognitions. She noted how moving the nursing recognition ceremony was and commended faculty and staff for supporting the nursing student who emceed the ceremony. She noted Dan Schrider’s comments in his commencement speech as being especially meaningful and tied to HCC.

Vice Chair Coale commended the president and vice presidents on the cohesive community created on campus as apparent at graduation events. He noted the board’s responsibility to support “the gem” that HCC is.

Chair Doyle commented on commencement and noted the satisfaction he gets from serving on the board and HCC as a second chance for so many students. He recalled moving stories of students mentioned at the nursing pinning and commencement. He noted comments from elected officials on how organized
the HCC commencement is and the excitement of seeing the graduates enjoying their special moment. On behalf of the board, he commended and thanked faculty and staff for their work on commencement and events and initiatives throughout the year.

Trustee Perkins agreed with earlier comments and mentioned that she enjoyed her first HCC commencement.

Trustee Schrader recalled that he was unable to attend last year’s commencement and was glad he could attend this year’s event. He noted that he was glad to see Chris Marasco and the honorary degree recipients recognized.

Trustee Dillow agreed with earlier comments and commended the student awards banquet and commencement.

E. Reports to the Board of Trustees

Chair Doyle gave a report on the May 8, 2013, audit and finance committee meeting. Trustee Rensin gave a report on the Howard Community College Educational Foundation (HCCEF).

F. Approval of Minutes

A recommendation to approve the April 10, 2013, joint meeting notes, the April 24, 2013, work session and regular session minutes, and the May 8, 2013, special meeting notes, was moved by Trustee Rensin, seconded by Trustee Dillow, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Audit Areas for Review
3. Fiscal Year 2014 New Academic Programs
4. Summer Graduates
5. Computer Hardware Purchases
6. Telecommunications Services
7. Administrative Software Service Agreement
9. Salary Schedules
10. Street Sweeper Equipment
11. NOELLE Patient Simulator
12. Rep Stage Paymaster Agreement
13. Mechanical Services
14. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

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

1. Work Session Information Session Topics for Fiscal Year 2014

President Hetherington reviewed work session topics for FY14 suggested by the president’s team including entrepreneurship, Howard PRIDE, learning outcomes assessment, science, engineering and technology building update, and study abroad programs. Board members suggested updates on student mentoring programs including outcomes data; review of curriculum and instruction development process; the link between cultural diversity and board core ends; adapting to changing technology; and how HCC identifies and addresses challenges and opportunities.

2. Request to Reduce Tuition for Dually Enrolled Howard County Public School System Hospitality and Restaurant Management Career Program Students

Cindy Peterka, vice president of student services, gave a brief overview.

A motion to approve a 50 percent tuition waiver for students dually enrolled in the Howard County Public School System hotel and restaurant management career program and HCC’s culinary and hospitality management courses taught by HCPSS faculty at the school system’s Applications and Research Lab was moved by Vice Chair Coale, seconded by Trustee Perkins, and unanimously approved.

3. Adjustment to the Architectural/Engineering (A/E) Fee for the Science, Engineering, and Technology (SET) Building

Lynn Coleman gave a brief update.

A recommendation to approve the adjustment to the A/E fee for the SET building was moved by Trustee Rensin, seconded by Trustee Schrader, and unanimously approved.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted calendar items, noting spring convocation on May 23, 2013, and the board retreat on June 3, 2013. She called the trustees’ attention to the FY14 calendar in their take-home packets.

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

   Sharon Pierce, vice president of academic affairs, gave an update.
   
   This item was for information only and required no board action.

4. **Anticipated Summer Approvals**

   Lynn Coleman reviewed anticipated bids during the summer.
   
   This item was for information only and required no board action.

5. **Sodexo Report**

   Lynn Coleman gave a brief update.
   
   This item was for information only and required no board action.

6. **Sustainability Update**

   Lynn Coleman gave a brief update.
   
   This item was for information only and required no board action.

7. **Personnel Summary**

   This item is for information only and requires 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 8:31 p.m.

The above constitutes the official minutes of the May 22, 2013, regular meeting of the Howard Community College Board of Trustees as approved on August 28, 2013, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer