The Board of Trustees of Howard Community College (HCC) met in regular session on Thursday, January 28, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. In Chair Coale’s absence, Past Chair Kevin Doyle brought the regular session to order at 6:00 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair Edmund S. Coale, Ill was absent.

A. Approval of January 28, 2016, Agenda

A recommendation to approve the January 28, 2016, agenda, was moved by Trustee Kevin Schmidt seconded by Trustee Perkins, and unanimously approved.

B. Board Priority Items

1. Financial Statements

Lynn Coleman, vice president of administration and finance, reviewed the financial statements ending December 31, 2015.

2. Fiscal Year 2017 Integrated Operating Budget and Strategic Plan

Kate Hetherington gave an update on the funding picture from the state. Lynn Coleman reviewed changes to the HCC budget proposal based on the current funding picture and the board’s feedback at the January 13, 2016, budget work session. The board discussed various options and scenarios and agreed to move the merit increase to 4.0 percent and not to increase tuition.

A motion to approve the budget proposal with no increase to tuition and move merit increase to four percent, was moved by Trustee Watson, seconded by Trustee Perkins, and unanimously approved.

3. Order of the Regular Meeting Agenda

At the November 18, 2015, regular meeting of the board of trustees, the trustees indicated an interest in reviewing the order of the regular meeting agenda at a future meeting of the board. The order of the regular meeting agenda was reviewed to determine if any reordering should take place. The board agreed on the following changes: president’s report should be first on the agenda, followed by board member comments, reports from the board, and then board priority items. Ordering of all other agenda items remain the same.

A motion to approve the reordering of agenda items as agreed, was moved by Trustee Watson, seconded by Trustee Perkins, and unanimously approved.
C. President’s Report

President Hetherington noted that board members have been given the latest version of HCC quick facts in their take-home packets. She acknowledged that Trustee Perkins has been selected for induction into the Howard County Women’s Hall of Fame and that the event is scheduled for March 10, 2016, at 7:30 p.m. in the Banneker Room of the George Howard Building in the county office complex.

President Hetherington gave an update on meetings and events she attended in the past month including the Education Commission of the States conference; the Maryland Association of Community Colleges (MACC) Completion Summit; Fire Science and Leadership memorandum of understanding signing; community college presidents meeting with Maryland Department of Commerce Secretary R. Michael Gill; and the biannual joint meeting with the Howard County Public School System. She gave a legislative update including attending weekly MACC legislative committee meetings, and testifying at hearings. Dr. Hetherington testified in the House and Senate on “Maryland Invest.” She mentioned that Patty Keeton, executive director, workforce development, testified in support of SB 38, which is a bill to provide $2 million dollars in scholarship funds to the Maryland community colleges for use in their continuing education workforce training programs.

President Hetherington mentioned the MACC Trustee Conference and Legislative Reception coming up on February 1, 2016, and student advocacy day on February 10, 2016. She reported that HCC has been invited to submit a Baldrige application. She asked Lynn Coleman to give an update on Merriweather parking and Sharon Pierce, vice president of academic affairs, to give an update on additional information requested on the physical therapy program as part of the accreditation process.

D. Board Member Comments

Trustee Schmidt commended the food pantry program and the faculty and staff serving on the committee. He commended HCC for hosting guidance counselors and promoting the college to high school seniors. He noted the fire science program partnership and future training opportunities.

E. Approval of Board Meeting Minutes

A recommendation to approve the December 9, 2015, regular session and closed session minutes, and the January 13, 2016, budget work session and closed session minutes, was moved by Trustee Watson, seconded by Trustee Schmidt, and unanimously approved.

F. Consent Items

1. Proposed New Hires
2. Additional Services for Architectural Design Firm for the N and ST Buildings Renovation
3. Tuition for Howard County Department of Fire and Rescue Services Employees

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

G. Discussion Items

1. Retreat Agenda

President Hetherington gave an overview of past retreat agenda topics. Suggestions included a focus on the student population and how it has changed over time; how the college’s programs of study align with the current job market in the state; and tuition affordability and sustainability. Vocational education at community colleges was also suggested as a possible topic. Trustee Watson suggested having a full day retreat to get into the topics more completely.

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

H. Discussion Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting winter convocation on January 29, 2016; the Maryland Association of Community Colleges trustee leadership conference and legislative reception in Annapolis on February 1, 2016; the legislative and community relations committee meeting on February 11, 2016; and the board meeting on February 24, 2016.

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 required no board action.

Closed Session

Trustee Doyle read the resolution to go into closed session.

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
January 28, 2016, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and the acquisition of real property for a public purpose and matters directly related thereto, both related to a consultant’s report, as permitted under Sections 10-508(a)(1)(i) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

Adjournment

A recommendation to adjourn the regular session and move into closed session was moved by Vice Chair Schrader, seconded by Trustee Watson, and unanimously approved.

The regular session was adjourned at 7:15 p.m.

The above constitutes the official minutes of the January 28, 2016, regular meeting of the Howard Community College Board of Trustees as approved on February 24, 2016, 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 Thursday January 28, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Trustee Kevin J. Doyle, who chaired the meeting, read the resolution below to enter into closed session at approximately 7:15 p.m.; the closed session commenced at approximately 7:22 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Board chair Edmund S. Coale, III was absent. 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 January 28, 2016, at the conclusion of the budget work session in The Rouse Company Foundation Student Services Hall, room 400, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and the acquisition of real property for a public purpose and matters directly related thereto, both related to a consultant’s report, as permitted under Sections 10-508(a)(1)(i) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees received a briefing on the Mount Airy College Center for Health Care Education.

The closed session was adjourned at 7:31 p.m.

The above constitutes the official minutes of the January 28, 2016, closed session of the Howard Community College Board of Trustees as approved on February 24, 2016, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer