The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 23, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III brought the work session to order at 6:00 p.m. Other board members present included trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice chair Dennis R. Schrader was absent.

I. Introduction of New Employees

Elizabeth Homan, executive director of public relations and marketing, introduced Jason Hamilton, web content producer.

Sharon Pierce, vice president of academic affairs, introduced Justin Thomas, research and instruction librarian.

Cindy Peterka, vice president of student services, introduced Chelsea Durbin, admissions and academic advisor, nursing and allied health; and David Tiscione, associate director of student conduct and compliance, Title IX deputy.

II. United Way Contributions from Students

Cindy Peterka, vice president of student services, asked Schnell Garrett, acting director of student life and advisor to the student program board (SPB) and student government association, gave an overview of the SPB’s United Way fundraising events. Students Siavash Aarabi, Danielle Arkorful, Abdulmajid Arnous, Jose Egea, George Garzon, Ashleigh Johnson, Afsoon Kelarestaghi, Kathryn Latona, Ezimma Onwuka, and Mai-Phuong Trinh from the SPB presented a check for $469.30 to the board chair.

III. Recognition of Howard Community College’s Fall and Winter Athletic Teams

Cindy Peterka introduced Steve Musselman, assistant director of facility and athletic operations, who introduced the coaches. The coaches gave an overview of their teams and their accomplishments. Student athletes introduced themselves and mentioned their majors.

IV. Information Session: Learning Outcomes Assessment (LOA)

Zoe Irvin, executive director of planning, research, and organizational development, introduced the LOA staff and presenters. Dr. Alex Barr, assistant professor, physics; and Rehana Yusaf, assistant professor, mathematics, gave a presentation
on scientific and quantitative reasoning. Dr. Maureen Schuler, chair, behavioral sciences, associate professor, psychology, gave a presentation on PSYC-101 general psychology course review. Student Stephanie Carras talked about her experience at HCC.

The work session adjourned at 6:58 p.m.

The above constitutes the official minutes of the March 23, 2016, work session of the Howard Community College Board of Trustees as approved on April 27, 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 regular session on Wednesday, March 23, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III brought the regular session to order at 7:04 p.m. Other board members present included trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice chair Dennis R. Schrader was absent.

A. Approval of March 23, 2016, Agenda

A recommendation to approve the March 23, 2016, agenda, was moved by Trustee Watson seconded by Trustee Perkins, and unanimously approved.

Chair Coale noted that there was no need to have a closed session.

A recommendation to approve the March 23, 2016, agenda, with the closed session removed, was moved by Trustee Watson seconded by Trustee Doyle, and unanimously approved.

B. President’s Report

President Hetherington congratulated Sharon Pierce, vice president of academic affairs (VPAA), on her selection as the next president of Minneapolis Community and Technical College.

President Hetherington gave a legislative update including the weekly legislative meetings of the Maryland Association of Community Colleges, and testifying in support of various bills. She noted that the bill for collective bargaining at community colleges is still under review. She thanked Chair Coale for testifying at the County Executive’s budget hearing.

President Hetherington informed the board that she and School Superintendent Renee Foose visited the Middle College at Prince George’s Community College and a preliminary meeting between school system and college staff has been scheduled in April to explore the possibility of having a similar initiative in Howard County.

The emergency operations team held a tabletop exercise on power outages. By coincidence, the Hickory Ridge building experienced a power outage and staff responded appropriately.

President Hetherington noted that the Silas Craft Collegians (SCC) fundraiser at Hunan Manor raised almost $27,000 for the SCC program. She mentioned that she met with the constituency groups as she does every semester and gave a budget update and responded to questions. She noted that the spring enrollment overview
Spring break is March 28 – April 1, 2016. The following week she will co-present at the American Association of Community Colleges (AACC) with Dr. Dawn Lindsay, president, Anne Arundel Community College, on leadership development programs at the two schools.

C. Board Member Comments

Trustees Perkins and Doyle congratulated Sharon Pierce on her new presidency.

Chair Coale congratulated Sharon Pierce as well, and noted that he is happy for her and that she will be missed at HCC. He noted that the learning outcomes presentation showed the amount of work that goes into assessment and the willingness of faculty and staff to do it.

D. Reports to the Board of Trustees

Chair Coale gave an update on the audit and finance committee meeting.

E. Board Priority Items

1. Board Core End: Operating Focus

   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board core end.

2. Financial Statements

   Lynn Coleman briefly reviewed the financial statements for the period ending February 29, 2016.

3. Fiscal Year 2017 Budget Priorities

   President Hetherington gave an overview of the budget deliberations that occur prior to the presentation to the board of budget priorities.

   Lynn Coleman reviewed the three budget priorities. The board asked for a dollar figure for each priority and amounts for each item within the three priorities. The board agreed to hold a special meeting to review and approve the budget priorities.

F. Approval of Board Meeting Minutes

   A recommendation to approve the February 24, 2016, work session, regular session and closed session minutes, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Audit Services
3. Professor Emeritus Recommendations
4. Semi-Annual Non-Purchasing Agreements
5. Investment Policy
6. STARTALK Course Fees and Waiver of Program Application Fee
7. Purchasing Reports Modifications

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

H. Information Items

1. Board Calendar

Linda Emmerich highlighted upcoming calendar items, noting the County Council budget hearing on April 25, 2016, at 7:00 p.m.; the board meeting on April 27, 2016, and Vino Scholastico on Friday, April 29, 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.

Adjournment

A recommendation to adjourn the regular session was moved by Trustee Doyle, seconded by Trustee Schmidt, and unanimously approved.

The regular session was adjourned at 8:05 p.m.

The above constitutes the official minutes of the March 23, 2016, regular meeting of the Howard Community College Board of Trustees as approved on April 27, 2016, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer