The Board of Trustees of Howard Community College (HCC) met in special session on Thursday, April 14, 2016, in McCuan Hall (room MH-256) in the Frederick K. Schoenbrodt Boardroom at Howard Community College, Columbia, Maryland. Vice chair Dennis R. Schrader brought the special session to order at 5:23 p.m. Other board members present included trustees Kevin J. Doyle, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Chair Edmund S. Coale, III and trustee Mamie J. Perkins, were absent.

A. Approval of Agenda

A recommendation to approve the April 14, 2016, special meeting agenda was moved by Trustee Watson seconded by Trustee Doyle, and unanimously approved.

B. Special Fiscal Year 2017 Budget Meeting

Trustee Doyle commented that in the past the board's role has been to give general strategic guidance on reducing the budget and empower the administration to present the proposed budget based on that guidance, rather than get involved in more detailed budget cutting. He noted that this year's more detailed involvement is a slightly different tact for the board, and that the board can determine moving forward which process works best for the trustees and the college.

Trustee Watson commented that with two new board members, it is important to go through the process in more detail to gain a better understanding of the process to make a well-informed decision.

President Hetherington reported that the county executive has included a four percent increase to the college's operating budget in his budget compared to the college's requested 9.15 percent increase. The president's team reviewed the budget to see where decreases could be made, with merit increase and tuition in mind. She noted that Lynn Coleman, vice president of administration and finance, will present the team's best thinking on the proposed revised budget.

Ms. Coleman reviewed the list of proposed cuts. Maintaining the focus on employees and students, the revised proposed budget includes a three percent merit increase at mid-year and a $2 tuition increase. Start dates for new positions will be staggered to keep costs down.

Board members discussed the board's fiduciary responsibility to consider future funding scenarios when making current budget decisions, keeping in mind the possibility of decreased funding from the county and state in subsequent years.
Additionally, trustees discussed the importance of maintaining affordability for students and supporting faculty and staff in difficult times. Trustee Watson suggested continuing this discussion at a future board retreat, and other members were in general agreement.

A recommendation to approve the proposed budget as revised was moved by Trustee Watson seconded by Trustee Doyle, and unanimously approved.

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 6:13 p.m.

The above constitutes the official minutes of the April 14, 2016, special 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