The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 27, 2016, in The Rouse Company Foundation Student Services 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 vice chair Dennis R. Schrader, trustees Kevin J. Doyle, Mamie J. Perkins, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin F. Schmidt was absent.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Terry Brukiewa, grant accountant and compliance officer.

Missy Mattey, director of development/executive director, Howard Community College Educational Foundation, introduced Charalyn Rogers-Nado, foundation associate.

II. Introduction of Alternative Break Participants

Sharon Pierce, vice president of academic affairs, introduced Brittany Budden, director of service learning, who gave an overview of the alternative break trips to San Francisco to volunteer with a variety of hunger-relief and poverty support organizations, and Bowling Green, Kentucky to support children with autism and other special needs during winter break. The alternative spring break participants traveled to Nashville to volunteer with the Nashville Humane Association (NHA), assisting with a variety of animal care, animal training, community outreach, and event development tasks in support of several NHA programs. Faculty advisors and student participants shared defining moments from the trips.

III. Information Session: East Parking Garage Expansion Construction Update

Lynn Coleman introduced representatives from Desman Associates and Donley’s, Inc. who gave an update on the progress of the project.

The work session adjourned at 6:41 p.m.

The above constitutes the official minutes of the April 27, 2016, work session of the Howard Community College Board of Trustees as approved on May 18, 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, April 27, 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 6:51 p.m. Other board members present included vice chair Dennis R. Schrader, trustees Kevin J. Doyle, Mamie J. Perkins, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin F. Schmidt was absent.

Chair Coale introduced new board member, Felícita Solá-Carter.

A. Approval of April 27, 2016, Agenda

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

_A recommendation to approve the revised April 27, 2016, agenda, was moved by Trustee Watson, seconded by Trustee Doyle, and unanimously approved._

B. President’s Report

President Hetherington welcomed new board member Felícita Solá-Carter and acknowledged Lynn Coleman, vice president of administration and finance, on her selection as one of Maryland’s Top 100 Women. She introduced Jean Svacina, dean of the division of English and world languages and professor of English as a second language, who will be interim vice president of academic affairs starting June 2016.

President Hetherington mentioned that she presented to the Sunrise Rotary Club. She displayed the regional and national awards for Safety Planning and Leadership that the college received at the American Association of Community Colleges annual convention. She thanked Lynn Coleman and Cindy Peterka and their staff for the work they do for the Safe Campus Initiative. She mentioned that the dental hygiene accreditation site visit took place earlier this month. Members of the president’s team participated in math jeopardy, one of the events during math awareness week. Shakespeare’s birthday was celebrated with the reading of sonnets and monologues, and excerpts from the Bard’s plays performed by students. President Hetherington thanked Chair Coale for testifying at the County Council budget hearing earlier in the week and noted the great faculty and staff turnout.

C. Board Member Comments

Trustee Doyle welcomed Trustee Solá-Carter and recalled her servant leadership when they worked together at the Social Security Administration.

Vice Chair Schrader welcomed Trustee Solá-Carter and noted her human services background would be an asset on the board.

Trustees Watson and Perkins also welcomed Trustee Solá-Carter and recalled working with her on the school board.

Trustee Solá-Carter thanked everyone for their warm welcome and looks forward to making an impact as a board member.
Chair Coale also welcomed the new board member and looks forward to working with her. He noted how rewarding it is to see that the alternative break students made the choice to spend their break helping others and that the college makes a variety of opportunities available to students.

D. Board Priority Items

1. Board Core End: Leadership
   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 March 31, 2016.

3. Cultural Diversity Plan
   President Hetherington introduced diversity committee co-chairs, Brandon Bellamy, assistant director, transfer and graduation counselor, student support services; and Zakia Johnson, director of the test center. Mr. Bellamy and Ms. Johnson presented highlights of the diversity plan.

   A recommendation to approve the diversity plan, was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

4. Fiscal Year 2017 Capital Budget Reallocation and Approval
   Lynn Coleman reviewed the reallocations.

   A recommendation to approve the capital budget reallocation, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

E. Approval of Board Meeting Minutes

A recommendation to approve the minutes of the March 23, 2016, work session and regular session and the April 14, 2016, special budget meeting was moved by Vice Chair Schrader, seconded by Trustee Perkins and approved by five of the six trustees present. Trustee Solá-Carter abstained since she was not present at the meetings.

F. Consent Items

1. Proposed New Hires
2. Candidates for Commencement
3. Faculty Promotions for Fiscal Year 2017
4. Office Supplies Contract
5. Electricity and Natural Gas Delivery Services
6. Subcontracted Audio/Visual Services for the Science, Engineering, and Technology Building

A recommendation to approve the consent items was moved by Trustee Watson, seconded by Trustee Doyle, and unanimously approved.
G. Information Items

1. Audit Services

Lynn Coleman gave an update on the need to hire a new firm.

_A recommendation to approve the purchase of audit services from SB & Company, LLC as an emergency procurement, was moved by Vice Chair Schrader, seconded by Trustee Perkins, and unanimously approved._

2. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting Comptroller Franchot’s visit to HCC on May 4, 2016. Trustee Watson asked President Hetherington to mention at the County Council budget work session that the board was reluctant to raise tuition, but needed to due to the decrease in the budget request.

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

3. Agreements Signed by the Board Chair Disclosure

This item is to disclose to the board the list of non-purchasing agreements and pass through contracts that have been signed by the board chair since the last board meeting, and is for information only.

4. Personnel Summary

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

_A recommendation to adjourn the regular session was moved by Trustee Watson, seconded by Vice Chair Schrader, and unanimously approved._

The regular session was adjourned at 7:51 p.m.

The above constitutes the official minutes of the April 27, 2016, regular meeting of the Howard Community College Board of Trustees as approved on May 18, 2016, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer