The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 18, 2016, in the Athletic and Fitness Center (Gymnasium) 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, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Felicita Solá-Carter was absent.

I. Introduction of New Employees

Missy Mattey, director of development/executive director, Howard Community College Educational Foundation, introduced Verna Bernoi, foundation accounting manager.

Cindy Peterka, vice president of student services, introduced Kara Megan Davis, disability support services counselor.

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

Sharon Pierce, vice president of academic affairs, introduced Phi Theta Kappa (PTK) advisor Brittany Budden, director of service learning, who introduced students Andrea Padilla and Pooja Singh, in recognition of their selection to HCC's All-USA Academic Team.

III. Recognition of Outgoing Board Chair Edmund S. Coale, III

Vice Chair Schrader recognized Skip Coale's service as chair and thanked him for his outstanding leadership. He noted that Chair Coale will remain on the board until his replacement is appointed. Chair Coale reflected on his tenure on the board and thanked board members for their support. He especially noted the quality of the students and the institution. Board members and President Hetherington added their words of appreciation.

IV. Information Session and Tour: Athletics and Fitness Center

Cindy Peterka introduced Diane Schumacher, director of athletics, who gave an overview of the athletics program and conducted a tour of the center for the trustees.

The work session adjourned at 6:42 p.m.

The above constitutes the official minutes of the May 18, 2016, work session of the Howard Community College Board of Trustees as approved on June 1, 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, May 18, 2016, in the Athletic and Fitness Center (Gymnasium) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III brought the work session to order at 6:47 p.m. Other board members present included vice chair Dennis R. Schrader, trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Felícita Solá-Carter was absent.

A. Approval of May 18, 2016, Agenda

Chair Coale asked for the agenda to be amended to give Mr. Vincent Marando, community member, an opportunity to make comments.

A recommendation to approve the May 18, 2016, agenda, as amended was moved by Vice Chair Schrader, seconded by Trustee Schmidt, and unanimously approved.

Mr. Marando gave remarks on the condition of the aging facilities at the athletic and fitness center and thanked the board for considering renovations in the future.

B. President’s Report

President Hetherington thanked the trustees for their attendance at college events in the past month. She noted that Vino Scholastico raised an unprecedented $85,000 for student scholarships. She thanked Missy Mattey, director of development/ executive director, Howard Community College Educational Foundation, and her team. President Hetherington noted Comptroller Franchot’s visit to HCC; the student awards banquet; Carol Beatty, secretary of the Maryland Department of Disabilities, as the keynote speaker at the Project Access Conference; the County Council work session; and the entrepreneurial celebration; adding that the first and second place winners will pitch their ideas at the Howard County Chamber’s annual luncheon on May 19, 2016. President Hetherington announced that the Human Rights Commission named HCC’s Mediation and Conflict Resolution Center MCRC as the recipient of its 2016 Human Rights Award. She also noted that the state’s Education, Health, and Environmental Affairs Committee will visit the 3D innovation hub in the fall, thanks to Senator Gail Bates coordinating the visit. President Hetherington gave an update on the mold in the trailers that was handled promptly and safely.

C. Board Member Comments

Trustee Doyle noted his ongoing admiration of the incredible students and their stories every year at the student awards banquet, commencement, and other student recognition events. Trustee Doyle remarked that he attended the GreenFest and was impressed by the sustainability efforts around campus. He suggested that the board may be interested in learning more about sustainability at HCC.

Trustee Watson agreed with Trustee Doyle’s comments about students and noted the special student teacher relationship she saw at the awards banquet. She commented that walking to the athletic and fitness center gave her a different view of the college’s beautifully maintained grounds.
Vice Chair Schrader reflected that his focus has always been on academics, and that the information session and tour of the athletic and fitness center gave him a new appreciation of athletics and the role it plays in the overall college experience.

Trustee Schmidt also noted that the tour was informative and that the health and welfare of employees and students should be considered in planning and allocation of resources. He noted the opportunity to bring the community to the college, using the Chinese school as an example of community collaboration. Trustee Schmidt also thanked Chair Coale for his service.

Chair Coale added to earlier comments about the athletic and fitness center; noting that the student body has doubled since the facility was built, and the critical importance of improving the center to provide a well-rounded experience for students. He noted that many of the students recognized at the student awards banquet will be recognized at the dragon athletics awards event, demonstrating that many academic scholars also excel at athletics. He thanked the president and board members for the recognition of his service as chair.

D. Report to the Board of Trustees

1. Audit and Finance Committee

   Chair Coale gave an update on the May 10, 2016, audit and finance committee meeting.

E. Board Priority Items

1. Election of Fiscal Year 2017 Board Officers

   Vice Chair Schrader nominated Trustee Perkins as board chair for FY17.

   A recommendation to nominate Mamie Perkins as chair for FY17, was moved by Vice Chair Schrader, seconded by Trustee Watson, and unanimously approved.

   Trustee Doyle nominated Vice Chair Schrader as vice chair for a second term for FY17.

   A recommendation to nominate Dennis Schrader, as vice chair for FY17, was moved by Trustee Watson, seconded by Trustee Schmidt, and unanimously approved.

   A recommendation to approve Mamie Perkins as board chair, and Dennis Schrader as vice chair for FY17, was unanimously approved.

2. Financial Statements

   The April statements will be posted and available for board review on May 25, 2016, and will be presented briefly at the board’s retreat on June 1, 2016.

3. Fiscal Years 2016-2020 Mission, Vision, Values, and Strategic Goals

   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.
A motion to approve the changes to the strategic goals for the FY16-FY20 strategic plan and to reaffirm the HCC mission, vision, and values, was moved by Trustee Doyle, seconded by Trustee Perkins, and unanimously approved.

4. Benchmarks for Maryland Higher Education Commission (MHEC) Performance Indicators

Zoe Irvin gave an overview of the benchmarks.

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

5. Identity Theft Prevention – Red Flags and Payment Card Industry Compliance

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, noting the college is in compliance.

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

F. Approval of Board Meeting Minutes

A recommendation to approve the minutes of the April 27, 2016, work session and regular session was moved by Trustee Doyle, seconded by Trustee Perkins and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Audit Areas for Review
3. Fiscal Year 2017 New Academic Programs
4. Computer Hardware Purchases
5. Administrative Software Service Agreement
6. Supplies for Environmental Services
7. Legal Services
8. Mechanical Services Contract
9. Institutional Reporting
10. Laurel College Center Website Redevelopment
11. Security Services
12. General Contracting Services Contract
13. Rep Stage Paymaster Agreement
14. Award of a Posthumous Associate of Arts Degree
15. Authorization for Board Chair to Approve on Behalf of Board until Next Regular meeting

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

H. Discussion Items

1. Work Session Topics for Fiscal Year 2017
President Hetherington reviewed suggested work session topics for the FY17 board year. Board members added other topics for consideration for future work sessions, which are noted below. Trustee Watson recommended getting Trustee Felícita Solá-Carter’s input.

- Sustainability (broad/holistic)
- Aligning curriculum with county and state employment needs
- The process for determining course offering and scheduling demands
- How HCC balances the need for career oriented programs and transfer programs
- Understanding the far reaching impact of college decisions/actions
- HCC as a cultural hub for the community – review of the full array of arts offerings
- Enrollment analysis and projections

Trustee Schrader asked for an update in the president’s report on the change in fundraising now that the Grand Prix, which required year-round planning, is no longer there. Missy Mattey noted that the development office’s efforts have shifted to enhancing other fundraising programs and increasing donors.

I. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, noted that commencement information and parking permits are included in the board’s take-home packets. Spring convocation and innovation fair is on May 26, 2016, and the board retreat is on June 1, 2016.

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

2. 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.

3. Full-Time/Part-Time Enrollment Ratios by Division

   Sharon Pierce, vice president of academic affairs, provided an update. She reported that the spring 2016 ratio is currently 42 percent full-time to 58 percent part-time. The overall FY16 full-time/part-time ratio is 41 percent full-time to 59 percent part-time, compared to the FY15 full-time/part-time ratio of 39 percent full-time to 61 percent part-time. Progress is being made toward the 50/50 goal with more efficient class scheduling.

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

4. Anticipated Summer Approvals

   Lynn Coleman reviewed the items that may come up for approval during the summer.

5. Sodexo Report

   Lynn Coleman gave an annual update.
6. **Sustainability Update**

   Lynn Coleman gave an update on recent initiatives.

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 Watson, seconded by Vice Chair Schrader, and unanimously approved.*

Chair Coale read the following motion to enter 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 May 18, 2016, at the conclusion of the regular meeting in the Athletic and Fitness Center, Gymnasium to discuss the acquisition of real property for a public purpose and matters directly related to the Mount Airy College Center for Health Care Education, as permitted under Section 10-508(a)(3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

   *A motion to enter into closed session was moved by Trustee Watson, seconded by Trustee Perkins and unanimously approved.*

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

The above constitutes the official minutes of the May 18, 2016, regular meeting of the Howard Community College Board of Trustees as approved on June 1, 2016, and is a true and correct copy of the same.

\[Signature\]

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, May 18, 2016, in Athletic and Fitness Center Gymnasium at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III read the resolution below to enter into closed session at approximately 8:02 p.m.; the closed session commenced at approximately 8:05 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Trustee Felícita Solá-Carter 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 May 18, 2016, at the conclusion of the regular meeting in the Athletic and Fitness Center Gymnasium, to discuss the acquisition of real property for a public purpose and matters directly related to the Mount Airy College Center for Health Care Education, as permitted under Sections 10-508(a)(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 an update on the Mount Airy College Center for Health Care Education closing and lease agreement.

The closed session was adjourned at 8:08 p.m.

The above constitutes the official minutes of the May 18, 2016, closed session of the Howard Community College Board of Trustees as approved on June 1, 2016, and is a true and correct copy of the same.

Kathleen Hetherington, secretary/treasurer