The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 24, 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 vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mamie J. Perkins was absent.

Chair Coale led a moment of silence in memory of Patty Keeton, executive director of workforce development, who passed away unexpectedly on February 16, 2016.

I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Mark Quinn, associate professor, cybersecurity; Greg Fleisher, associate professor, sociology; dean, social sciences and teacher education; Pamela Mitchell, instructor, cybersecurity; and Robert Muir, director of client solutions.

Tom Glaser, vice president of information technology, introduced Elise Arao, computer solutions technician II; and Bradley Coverdale, research associate.

Cindy Peterka, vice president of student services, introduced Geoffrey Colbert, assistant director, Howard P.R.I.D.E. program; and Lori Hartley, academic advisor, graduation and transfer.

II. Information Session: Learning Communities

Sharon Pierce invited Greg Fleisher to give an overview of the learning communities at HCC and the commonalities among them. YouTube videos of students from the Rouse Scholars Program; STEM (science, technology, engineering, and math) Scholars; and Schoenbrodt Scholars were shown. Students Reema Halboni, Rouse Scholar; Rami Halboni, STEM Scholar; and Patricia Anderson, Schoenbrodt Scholar, spoke about their experiences in their programs.

Pamela Cornell, professor of human development; director of the Silas Craft Collegians (SCC) Program, gave an overview of the SCC program. Collegian Freddy Ramirez and SCC alumni David Madon talked about their experiences in the program.

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

The above constitutes the official minutes of the February 24, 2016, work session of the Howard Community College Board of Trustees as approved on March 23, 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, February 24, 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 6:48 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Mamie J. Perkins was absent.

A. Approval of February 24, 2016, Agenda

A recommendation to approve the February 24, 2016, agenda, was moved by Trustee Doyle seconded by Vice Chair Schrader, and unanimously approved.

B. President’s Report

President Hetherington thanked trustees who attended winter convocation, especially Chair Coale for delivering remarks. She also thanked trustees who attended the Maryland Association of Community Colleges (MACC) trustee conference and legislative reception.

She noted that the Horowitz Visual and Performing Arts (HVPA) center celebrated its tenth anniversary with a donor event showcasing student and faculty talent. U.S. Senator Ben Cardin held an affordability roundtable at the college and heard students express their concerns about financial aid and paying for college.

President Hetherington gave a legislative update including weekly MACC legislative committee meetings, hearings and briefings, reviewing of bills and giving testimony, student advocacy day, and meeting with the County Executive and his budget team related to the college’s FY17 budget request.

She reported that she had presented to the Business Women’s Network about HCC and her pathway to the presidency. She attended the Community Colleges for International Development board meeting.

President Hetherington reported that the 3-D printer from the county will be delivered soon and an event will be held at the college with the County Executive in attendance. She announced that the college is one of five finalists for the American Association of Community Colleges (AACC) Community College Safety Planning and Leadership award, which is reflective of the work done by faculty and staff; she thanked Linda Emmerich, executive associate to the president, for writing this and many other award-winning applications.

She gave an enrollment update and commended Alison Buckley, associate vice president of enrollment services, and her team for their work in getting students
advised, enrolled, and paid up. She also mentioned that the Maryland Higher Education Commission (MHEC) had selected HCC for its inaugural grants audit and the college will need to return around $13,000. She noted that improved processes have been put in place to avoid problems in the future.

C. Board Member Comments

Chair Coale reflected on his student days at a community college and the variety of programs available at HCC today in comparison. He mentioned that in a recent meeting, the County Executive was complimentary of HCC and the realistic budget request.

Vice Chair Schrader suggested the college take advantage of the current national dialogue on college affordability to promote the value of a community college education. President Hetherington noted that Senator Guzzone has proposed a bill to establish a taskforce to look at college affordability and she will be testifying in support of his bill.

Trustee Doyle noted that elected officials understand the value of affordable college as reflected in conversations at the legislative reception earlier in the month. He remembered Patty Keeton for her enthusiasm and competence.

Trustee Schmidt noted the number of scholarships given through the foundation as noted in the president’s report. He commended faculty and staff for giving to the Pathways Scholarship.

D. Reports to the Board of Trustees

President Hetherington gave an update on the legislative and community relations committee meeting, and noted that the Howard Community College Educational Foundation (HCCEF) report is included in the president’s written report.

E. Board Priority Items

1. Board Core End: Workforce Focus

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

2. Fiscal Year 2015 Workforce Snapshot

   Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who reviewed the report and responded to questions. He thanked Karlyn Young, director of human resources, for her help in preparing the report, and the human resources staff for providing the data.

3. Fiscal Year 2016 Awards

   President Hetherington reviewed the following award recipient recommendations
from the legislative and community relations committee.

Trustees’ Awards: Roberta Dillow and Katherine Rensin

Honorary degrees: Bernadene Hallinan-Smith and Ronald Roberson

Clark Medal: Ed and Fern Hamel

A motion to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board of trustees was moved by Trustee Watson, seconded by Trustee Schmidt, and unanimously approved.

4. Financial Statements

Lynn Coleman briefly reviewed the financial statements for the period ending January 31, 2016.

F. Approval of Board Meeting Minutes

A recommendation to approve the January 28, 2016, regular session and closed session minutes, was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Grants (competitive and non-competitive) and Scholarships
3. Job Compensation and Classification Analysis
4. Hickory Ridge HVAC Project
5. Mechanical Services Contract

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

H. Discussion Items

1. Board Calendar

Linda Emmerich highlighted upcoming calendar items, noting the Silas Craft Collegians fundraiser at Hunan Manor on March 7, 2016; the Howard County Women’s Hall of Fame event on March 10, 2016, at which Trustee Perkins will be inducted; the County Executive’s public budget hearing on March 14, 2016; the audit and finance committee meeting on March 15, 2016; and the board meeting on March 23, 2016. Ms. Emmerich announced that the nursing recognition and commencement will be held on May 24, 2016, at the University of Maryland, Baltimore County (UMBC).

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

Chair Coale 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 February 24, 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 the Mount Airy College Center for Health Care Education, 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 Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

The regular session was adjourned at 7:49 p.m.

The above constitutes the official minutes of the February 24, 2016, regular meeting of the Howard Community College Board of Trustees as approved on March 23, 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 Wednesday, February 24, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III read the resolution below to enter into closed session at approximately 7:49 p.m.; the closed session commenced at approximately 7:53 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Kevin F. Schmidt, and Courtney Watson. Trustee Mamie J. Perkins 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 February 24, 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 to the Mount Airy College Center for Health Care Education, 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 8:06 p.m.

The above constitutes the official minutes of the February 24, 2016, closed session of the Howard Community College Board of Trustees as approved on March 23, 2016, and is a true and correct copy of same.

Kathleen Hetherington, secretary/treasurer