I. Introduction of New Employees

Jean Svacina, interim vice president of academic affairs, introduced Karen Bridges, assistant professor, earth sciences/physical sciences; Laurie Collins, assistant professor, chair, teacher education; Tylen Darling, biological sciences laboratory manager; Beth Hendler-Friedman, diagnostic medical sonography clinical coordinator; Shawn Lamb, assistant director of Silas Craft Collegians program; Bahman Nasseri, electronics/technology laboratory manager; Nana Owusu, director, library and learning commons; Leo Perrong, broadcast engineer; Angela Phillips, Silas Craft Collegians program coordinator; Zethene Spinner, basic skills instructional specialist; and Mathew Van Hoose, senior director, academic enrichment and integrated learning.

Lynn Coleman, vice president of administration and finance, introduced Domonic Cusimano, procurement coordinator.

Zoe Irvin, executive director of planning, research, and organizational development, introduced Varada Vaidya, research analyst; and Brad Beachum, database administrator.

Cindy Peterka, vice president of student services, introduced Eileen Diggs, case manager, Career Links; Llatetra Esters, director of student conduct and executive associate to the vice president of students services; and Marilu Garcia-Yellin, test center coordinator.

III. Introduction of Constituency Group and Cross-Functional Team Leaders

Kate Hetherington and members of president’s team introduced the leaders of the college’s constituency groups and cross-functional teams. The leadership of these groups is reflected in the board materials.

III. Information Session: Arts and Humanities at Howard Community College

Jean Svacina introduced Valerie Lash, professor, theatre; dean, arts and
humanities, who gave an overview of the arts and humanities area, including a video of student testimonials. She noted that arts and humanities faculty are also working professionals in their craft.

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

The above constitutes the official minutes of the September 28, 2016, work session of the Howard Community College Board of Trustees as approved on October 26, 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, September 28, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Mamie J. Perkins, chair, brought the work session to order at 6:49 p.m. Other board members present included Dennis R. Schrader, vice chair, and Steven A. Joss, Kevin F. Schmidt, Felícita Solá-Carter, and Courtney Watson, trustees. Kathleen B. Hetherington, secretary-treasurer, was also present. Kevin J. Doyle, trustee, was absent.

A. Approval of September 28, 2016, Agenda

A recommendation to approve the September 28, 2016, agenda, was moved by Vice Chair Schrader, seconded by Trustee Joss, and unanimously approved.

B. President’s Report

President Hetherington thanked board members for attending the audit and finance committee meeting. She reported on the recent visit of the Senate Education, Health, and Environmental Affairs Committee to HCC to see the 3D Innovation Hub, initiated by Senator Gail Bates and attending the department of budget management hearing on capital projects with HCC staff. President Hetherington mentioned the Middle States Commission on Higher Education required training she attended earlier in the week, focusing on the revised accreditation standards, in preparation for the site visit team she will chair in the spring.

She asked Jean Svacina, interim vice president of academic affairs, to give a brief verbal report on open education resources (OER). Trustee Watson asked how the college plans to participate. Dr. Svacina said the faculty is exploring a variety of options; the board will receive an update at a future date.

President Hetherington noted that the enrollment report is included in her written report. She also gave the Howard Community College Educational Foundation report.

C. Board Member Comments

Trustee Solá-Carter congratulated the president and the college for recent recognitions and awards.

Trustee Joss seconded her comments.

Trustee Watson agreed with earlier comments and commended everyone.

Trustee Schmidt welcomed Trustee Joss to the board and congratulated Trustee Doyle and Linda Emmerich, executive associate to the president, on winning the northeast regional Association of Community College Trustees (ACCT) awards.
National awards will be announced at the ACCT congress next week. He also commented on the many ways that student success is demonstrated at HCC, and the Pathways matching grant and the movement toward the $500,000 goal by June 30, 2017. He commended the entrepreneurial center and the general education development (GED) program as two “gems” at the college.

D. Board Priority Items

1. **Key Performance Indicator (Board Core End): Strategic Planning**

   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview.

2. **Proposed Fiscal Year 2018 Capital Budget**

   Lynn Coleman, vice president of administration and finance, thanked Shelly Bilello, capital projects administrator, and gave an overview of the 2018 proposed capital budget. Based on the board’s input, adjustments will be made for approval at the October board meeting.

3. **Financial Statements**

   Lynn Coleman gave an overview of the financial statements for the period ending August 31, 2016.

E. Approval of Board Meeting Minutes

   *A recommendation to approve the August 24, 2016, work session, regular session, and closed session minutes was moved by Trustee Watson, seconded by Trustee Schmidt, and unanimously approved.*

F. Consent Items

1. Proposed New Hires
3. Security Services Extension
4. Security Services Contract
5. East Parking Garage Expansion Project Contingency

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

G. Information Items

1. **Board Calendar**

   Linda Emmerich noted the ACCT annual leadership congress next week, the legislative and community relations committee meeting on October 12, 2016, and the board meeting on October 26, 2016. She drew the board’s attention to the
student donor luncheon on November 4, 2016, and the annual legislative breakfast on November 10, 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 Vice Chair Schrader, seconded by Trustee Schmidt, and unanimously approved.

The regular session was adjourned at 8:19 p.m.

The above constitutes the official minutes of the September 28, 2016, regular meeting of the Howard Community College Board of Trustees as approved on October 26, 2016, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer