The Board of Trustees of Howard Community College (HCC) met in work session on
Wednesday, October 26, 2016, in The Rouse Company Foundation Student Services
Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie J.
Perkins brought the work session to order at 6:00 p.m. Other board members present
included vice chair Dennis R. Schrader, and trustees, Steven A. Joss, Kevin F. Schmidt,
Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-
treasurer, was also present. Trustee Kevin J. Doyle was absent.

I. Introduction of New Employees

Jean Svacina, interim vice president of academic affairs, introduced Lewanna
Bazemore, basic skills student success specialist; Mirlina Hilaire, supervising
dentist; and Craig Murray, assistant professor, engineering.

Tom Glaser, vice president of information technology, introduced Rebecca Bell,
assistant director for institutional research; Christi Ewing, assistant director for
research and planning; and Dustin Miller, computer solution technician II.

II. Information Session: Enrollment Analysis and Projections and Update on the
Early College Program

Cindy Peterka, vice president of student services, and Alison Buckley, associate vice
president for enrollment services, presented on this topic.

The work session adjourned at 6:48 p.m.

The above constitutes the official minutes of the October 26, 2016, work session of the
Howard Community College Board of Trustees as approved on November 30, 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, October 26, 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 6:55 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 October 26, 2016, Agenda

Trustee Watson asked for consent item 5, Adjustment to the Architectural and Engineering Fee for the Science, Engineering, and Technology Building, to be moved from consent to discussion.

A recommendation to approve the October 26, 2016, agenda as amended, was moved by Vice Chair Schrader, seconded by Trustee Schmidt, and unanimously approved.

B. President’s Report

President Hetherington thanked board members for attending the Association of Community College Trustees (ACCT) annual congress in New Orleans; she noted that Trustee Doyle and Linda Emmerich, executive associate to the president, received regional awards in the trustee and board professional staff categories. She also noted that HCC’s presentation on "Fostering Campus Security: A College-Wide Model for Public Safety" was well-attended and well-received. She thanked Chair Perkins for attending the Maryland Association of Community Colleges board of directors meeting earlier in the day.

President Hetherington reported on community events she attended in the past month with students including the inaugural United Negro College Fund leaders luncheon hosted by County Council Chair Dr. Calvin Ball; the Network 2000 Women of Excellence luncheon featuring Donna Brazile and Mary Matalin; and the Paul Willging Endowment Lecture featuring Dr. Sarah Szanton who studies health disparities in older adults. She thanked Trustee Joss for his sponsorship of the Dancing for Divas fundraiser. She reported on her Middle States preliminary site visit to Union County College whose accreditation team she is chairing. She noted the recent site visit of The National Association of Schools of Art and Design (NASAD) accreditation team to HCC; and the meeting with board members from the Howard County Center of African American Culture about future plans for the research library located outside the Clark Library.
C. Board Member Comments

Trustee Watson mentioned the mental health presentation she attended at the ACCT congress and her amazement at the high numbers of college students with mental health challenges. She also mentioned the Horizon Foundation event she attended related to the same topic.

Trustee Schmidt thanked Trustee Watson and Vice Chair Schrader for the frank discussion on trustee bylaws at the legislative and community relations committee meeting. He thanked all who work behind the scenes to support the board meeting every month including facilities, audiovisual, catering and the president’s office staff.

Vice Chair Schrader noted that he was pleased with the work session presentation.

Trustee Joss agreed with Vice Chair Schrader’s comments and added how impressed he is by the many ways high school students can enroll for college courses.

Trustee Solá-Carter remarked on the work session presentation and appreciated attending the ACCT conference.

Chair Perkins reminded trustees that the legislative and community relations committee is working on the review and update of the board’s bylaws and policies this year. Trustees should forward any feedback or concerns they have on the bylaws and policies to the committee, which is chaired by Vice Chair Schrader and includes committee members Kevin Schmidt and Courtney Watson. She added that a primary purpose of the review is to have meaningful and user friendly bylaws and policies. The committee will review the bylaws first at its November 4, 2016, meeting.

Chair Perkins also noted that at the November board meeting, the trustees will have the opportunity to review the work session topics remaining for FY17. This will provide trustees with the opportunity to adjust or reaffirm the work session topics and schedule. She reminded trustees to direct board-related questions to the chair for processing. She also reminded board members that there is a wealth of information on the college website that is available to the trustees. Lastly, she reminded trustees that it is their responsibility to review all board materials prior to board meetings. Consent materials are sent to the board 10 days prior to the meeting so that adjustments can be made to the meeting agenda, if necessary.

D. Reports to the Board of Trustees

Chair Perkins gave an update on the audit and finance committee and the Maryland Association of Community Colleges (MACC) board of directors’ meeting. Vice Chair Schrader reported on the October 12, 2016, legislative and community relations committee meeting.
E. Board Priority Items

1. Fiscal Year 2016 Audit Report and Meeting with Auditors

   Lynn Coleman, vice president of administration and finance, introduced Graylin (Gray) Smith, engagement partner, and Sisilia Mo, audit partner from the college’s audit firm, SB & Company, LLC, who gave an overview and answered questions from board members. Mr. Smith reported that the college has received an unqualified audit. Lynn Coleman recognized Janet Cullison, associate vice president of finance, for her work on the audit. She also gave a brief presentation on the financial results for the fiscal year ended June 30, 2016.

2. Key Performance Indicator (Board Core End): Student and Stakeholder Focus

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

3. Fiscal Year 2018 Legislative Agenda and Talking Points

   Kathleen Hetherington gave an overview of the FY18 legislative agenda, which was previously reviewed by the legislative and community relations committee, and asked for the board’s approval. She noted the county’s support of systemic renovations in the amount of $4.9 million, that should have been included in the written report.

   A motion to approve the proposed FY18 legislative agenda as recommended by the legislative and community relations committee at its October 12, 2016, meeting, was moved by Trustee Joss, seconded by Trustee Watson, and unanimously approved.

4. Financial Statements

   Lynn Coleman gave an overview of the financial statements for the period ending September 30, 2016.

5. Fiscal Year 2018 Capital Budget

   Lynn Coleman gave an overview.

   A motion to approve the FY18 capital budget was moved by Trustee Watson, seconded by Trustee Solá-Carter, and unanimously approved.

F. Approval of Board Meeting Minutes

   A recommendation to approve the September 28, 2016, work session and regular session minutes was moved by Vice Chair Schrader, seconded by Trustee Schmidt, and unanimously approved.
G. Consent Items

1. Proposed New Hires
2. Health Insurance Cooperative Purchase Agreement with the Howard County Government
3. Hickory Ridge Elevator Modernization

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

H. Discussion Items

1. Adjustment to the Architectural and Engineering (A/E) Fee for the Science, Engineering, and Technology Building

   Lynn Coleman gave an overview.

   A recommendation to approve the increase to the A/E fee was moved by Trustee Joss, seconded by Vice Chair Schrader, and unanimously approved.

I. Information Items

1. Board Calendar

   Linda Emmerich highlighted upcoming calendar items, noting the October 30 HCC 5K Challenge Race; November 4 student/donor luncheon; the November 4 legislative and community relations committee bylaws and policies work session; the November 5 annual diploma recognition ceremony; the November 8 audit and finance committee meeting; the November 10 legislative breakfast; and the November 30 board meeting. She noted December events – the board meeting and holiday dinner on December 13 and County Executive’s budget hearing on December 14.

   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. Payment to Howard County Government on Capital Project M-0542

   Lynn Coleman gave an update to notify the board of this transaction.

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

4. 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 Watson, and unanimously approved.

The regular session was adjourned at 8:09 p.m.

The above constitutes the official minutes of the October 26, 2016, regular meeting of the Howard Community College Board of Trustees as approved on November 30, 2016, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer