The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 30, 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, Kevin J. Doyle, Steven A. Joss, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Felícita Solá-Carter was absent.

I. Introduction of New Employees

Cindy Peterka, vice president of student services, introduced Catrina Diggs, admissions and academic advisor and Cari Godin, tutoring completion specialist.

II. Howard Community College Educational Foundation (HCCEF) Annual Report

President Hetherington introduced Sean Keller, HCCEF chair, who provided an update of current activities. The trustees applauded the foundation on its work to support the college, and its students, faculty, and staff.

III. Information Session: Science, Engineering, and Technology Building Tour

Lynn Coleman, vice president of administration and finance introduced the team giving the tour.

The work session adjourned at 6:55 p.m.

The above constitutes the official minutes of the November 30, 2016, work session of the Howard Community College Board of Trustees as approved on December 13, 2016, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
A. Approval of November 30, 2016, Agenda

A recommendation to approve the November 30, 2016, agenda, was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

B. President’s Report

Dr. Hetherington thanked the trustees for their support of college events in November including the student/donor luncheon, the special legislative and community relations committee meeting, the legislative breakfast, and the GED ceremony. She noted that over the past month, she had met with all the college constituency groups to share information on the budget and respond to employee questions, and had completed her one-on-one meetings with elected officials. Dr. Hetherington noted that the culinary program accreditation visit had taken place in November, and that the college held a time capsule celebration for the science, engineering, and technology building. Dr. Hetherington announced that the college’s Middle States Periodic Review Report was accepted by the commission, HCC’s accreditation was reaffirmed, and the college was commended for the quality of its report. She thanked Tom Glaser and Zoe Irvin for their leadership on the Middle States Periodic Review Report and the faculty and staff for their work. Dr. Hetherington also noted that the college has been informed that it is the recipient of the Howard County Arts Council Legacy in the Arts Award. She recognized Valerie Lash, dean of the arts and humanities division, and the arts and humanities faculty and staff for their work. Dr. Hetherington noted that HCC has been selected as the host site of the Howard County Chamber 2017 Cyber Conference and acknowledged Tom Glaser for his efforts in having the college selected as a host site. Dr. Hetherington responded to a question raised at last month’s board meeting by Vice Chair Schrader regarding the average educational loan debt that community college students carry. A 2015 article in Research in Education suggests that three years after initial enrollment, the median debt level for students who had earned their associate degree (or a certificate) was approximately $5,500; students who were still enrolled in community college six years after enrollment, and had not transferred or earned an associate degree or certificate had a median level debt of $7,500. Dr. Hetherington closed her comments by noting that she and about 30 members of the HCC faculty and staff would attend the annual Maryland Association of Community College’s Completion Summit on December 2, 2016.
C. Board Member Comments

Trustee Joss inquired about the college’s measures to respond to emergencies and ensure campus safety. Dr. Hetherington gave a brief overview and indicated that the staff would share a copy of the presentation on campus safety given at the Association of Community College Trustees (ACCT) Congress this fall. Dr. Hetherington also noted that the college has received the national award from the American Association of Community College for its campus safety and leadership initiatives.

Trustee Doyle commented that when he attended the ACCT Congress, he was moved by how well the college is respected among its peers. Trustee Doyle also noted the great press coverage the college has been receiving. Dr. Hetherington commented on the work of Elizabeth Homan, executive director of public relations and marketing, and her team, particularly in social media.

Trustee Watson acknowledged the good work of the audit and finance committee on reviewing the many requests for fee changes.

Trustee Schrader congratulated the foundation and staff on the success of the Challenge Race, noting that he had attended the event and was impressed.

D. Reports to the Board of Trustees

Vice Chair Schrader gave an update on the legislative and community relations committee, noting the committee’s work on the bylaws. The content of the bylaws is largely in good shape, with some formatting work needed. Additionally, the committee is seeking legal guidance on the political activities section. Vice Chair invited comments on the board’s bylaws and policies from all trustees. Chair Perkins gave an update on the audit and finance committee meeting, noting the excellent presentation by the salary and benefits committee.

E. Board Priority Items

1. Key Performance Indicator (Board Core End): Measurement, Analysis, and Knowledge Management

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview. Jean Svacina, interim vice president of academic affairs, spoke about the multiple measures that are now being utilized to place students in the appropriate level of mathematics. Bernadette Sandruck, dean of mathematics, was asked to update the board on Statways, an alternative pathway to college-level mathematics that is statistics-based rather than algebra-based. The trustees also noted that maturity plays a large role in mathematics readiness.
2. **Financial Statements**

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending October 31, 2016. Trustee Doyle applauded the efforts that resulted in two consecutive months of revenue increases in the Café on the Quad.

F. **Approval of Board Meeting Minutes**

A recommendation to approve the October 28, 2016, work session and regular session minutes was moved by Trustee Watson, seconded by Vice Chair Schrader, and unanimously approved.

G. **Consent Items**

1. Proposed New Hires
2. Fiscal Year 2018 Sabbatical Leave Recommendations
3. December Candidates for Commencement
4. Proposed Fee Changes for the Arts and Humanities Division
5. Proposed Fee Changes for the Business and Computer Systems Division
6. Proposed Fee Changes for the Health Sciences Division
7. Proposed Removal of Transcript Evaluation Fee
8. Proposed Athletic and Fitness Center Fee Increases
9. Proposed Child Care Tuition Increases

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

H. **Discussion Items**

1. **Work Session Topics for the Remainder of the Year**

The board of trustees reviewed the remaining work session topics. Trustee Watson stressed the importance of the trustees’ understanding the process for adding items to the board agenda. It was clarified that trustees can request information and shape the board agenda through a number of avenues. The work session topics are discussed by the board twice annually. Trustees can utilize the Board Member Comments segment to ask questions and for points of clarification. Additionally, trustees can direct requests for agenda items to the board chair and the secretary-treasurer for handling. It was noted that trustees should always feel free to raise questions and dialogue with the board at board meetings.

Interest in future sessions on how the college supports students and employees with mental health challenges and how the college addresses the needs of the business community was expressed. The staff will follow up with Trustee Solá - Carter on the interest she had expressed previously in learning more about the college’s work with service learning.
I. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting the December 6, 2016, entrepreneurial celebration, December 13, 2016, abbreviated board meeting and holiday dinner, the December 14, 2016, county executive budget hearing at which Chair Perkins will testify along with the president and a student, and the December 19, 2016, nursing recognition ceremony. Ms. Emmerich also noted changes in the dates for convocation, commencement, and the board retreat. Convocation will fall on May 23, 2017, commencement will be on May 25, 2017, and the board retreat will fall on June 8, 2017.

   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. Full-time/Part-time Faculty Ratios by Division

   Jean Svacina, interim vice president of academic affairs, gave an update.

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 Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

The regular session was adjourned at 8:11 p.m.

The above constitutes the official minutes of the November 30, 2016, regular meeting of the Howard Community College Board of Trustees as approved on December 13, 2016, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer