The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 26, 2017, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Board Chair Mamie J. Perkins brought the regular session to order at 6:00 p.m. Board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Steven A. Joss, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Felícita Solá-Carter and Kevin F. Schmidt were absent.

I. Introduction of New Employees

Tom Glaser, vice president of information technology, introduced Anastasia Lyon, reprographics technician.

Cindy Peterka, vice president of student services, introduced Dian Tregoning, admissions and academic advisor, nursing and allied health.

II. Introduction of Alternative Break Participants

Jean Svacina, vice president of academic affairs, introduced Cynthia Page Desi, director of service learning, who gave an overview of the service learning center and the alternative break trip to Phoenix, Arizona, to volunteer with a variety of organizations supporting children and families in the Phoenix area. Faculty advisors and student participants shared defining moments from the trip.

III. Information Session: Update on the NST Building Renovation Project

Lynn Coleman introduced representatives from Marshall Craft Associates, who gave an update on the renovation project.

The work session adjourned at 6:49 p.m.

The above constitutes the official minutes of the April 26, 2017, work session of the Howard Community College Board of Trustees as approved on May 31, 2017, 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, April 26, 2017, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Board Chair Mamie J. Perkins brought the regular session to order at 7:00 p.m. Board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Steven A. Joss, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustees Felícita Solá-Carter and Kevin F. Schmidt were absent.

A. Approval of April 26, 2017, Agenda

A recommendation to approve the April 26, 2017, agenda, was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

B. President's Report

President Hetherington thanked trustees for their support over the last month, specifically Chair Perkins for staying late to testify at the County Council budget hearing earlier in the week; Vice Chair Schrader for chairing the special budget session; Trustees Doyle, Joss, Solá-Carter, and Watson for attending the special budget session; and trustees who attended the science, engineering, and technology building donor event. President Hetherington acknowledged the faculty and staff who waited for two and a half hours at the budget hearing until the college testified. She acknowledged Trustee Watson, on her selection as one of Maryland’s Top 100 Women, for the second time.

President Hetherington was pleased to announce that the college won the Howard County Arts Council’s legacy in the arts award, and Professor Yifei Gan won the outstanding artist award, at the celebration of the arts event last month. She gave an overview of the Baldrige Quest for Excellence and the American Association of Community Colleges conferences.

As a follow up to the March board meeting, she noted that the board’s take-home folders include a listing of the Commission on the Future task force descriptors and prompt questions. She asked board members to forward task force member recommendations to her. President Hetherington ended her report with a legislative update.

C. Board Member Comments

Chair Perkins commended Trustee Watson on the Top 100 recognition and she read comments from Trustee Solá-Carter that acknowledged HCC’s faculty, staff and students for the alternative break programs and other competitions and events in which the college participates so successfully.

Trustee Doyle talked about the Maryland Top 100 Women event, noting that sponsoring the event is money well spent. He commended the Howard Community College Educational Foundation directors on their dedication to the college and fundraising for students.
Trustee Watson complimented the development staff on the science, engineering, and technology building donor event. She mentioned attending the Chrysalis opening in downtown Columbia and suggested it as a possibility to hold commencement.

D. Reports to the Board of Trustees

Trustee Doyle gave an update from the Howard Community College Educational Foundation, noting upcoming fundraisers and closing in on the Pathway matching goal by the June 30, 2017, deadline.

E. Board Priority Items

1. End: Leadership – Key Performance Indicator Report
   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end.

2. Financial Statements
   Lynn Coleman, vice president of administration and finance, briefly reviewed the financial statements for the period ending March 31, 2017.

3. Cultural Diversity Plan
   President Hetherington introduced diversity committee co-chairs, Brandon Bellamy, assistant director, transfer and graduation counselor, student support services; and Zakia Johnson, director of the test center. She noted that Trustee Solá-Carter had requested additional information be added to the diversity report to amplify the Ambiciones program. The recommended additional verbiage was projected on the screen. Mr. Bellamy and Ms. Johnson presented highlights of the diversity plan.

   A recommendation to approve the diversity plan with the additional verbiage regarding the Ambiciones program, was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.

4. Fiscal Year 2018 Capital Budget Reallocation and Approval
   Lynn Coleman reviewed the reallocations.

   A recommendation to approve the revised FY18 capital budget, was moved by Trustee Joss, seconded by Vice Chair Schrader, and unanimously approved.

5. Fiscal Year 2018 Operating Budget Approval
   Lynn Coleman reviewed the reallocations. This item was for information only.

F. Approval of Board Meeting Minutes

A recommendation to approve the minutes of the March 22, 2017, work session and regular session and the April 17, 2017, special budget session was moved by Vice Chair Schrader, seconded by Trustee Joss and unanimously approved.
G. Consent Items

1. Proposed New Hires
2. Candidates for Commencement
3. Faculty Promotions for Fiscal Year 2017
4. On-Call Digital Marketing Firm
5. Cleaning Equipment and Supplies for the Science, Engineering, and Technology Building
6. ImageNow Software
7. Cisco Networking Academy Equipment

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

H. Discussion Items

1. Guaranteed Maximum Price (GMP) for the NST Building Renovation

Chair Perkins opened the floor for discussion by asking Trustee Watson if she had specific questions since she requested the item be moved from consent to discussion. Trustee Watson asked for an explanation of GMP, which was provided.

A recommendation to approve the change of the scope of work with J. Vinton Schafer to include construction services as originally procured through the RFP method, and to approve the approximate capital expenditures for the renovation of the NST building as estimated in the GMP for $36,400,000, was moved by Trustee Watson, seconded by Trustee Doyle, and unanimously approved.

2. Printing of the 2017-2018 Schedule of Classes

Chair Perkins opened the floor for discussion by asking Trustee Watson if she had specific questions since she requested the item be moved from consent to discussion. Trustee Watson asked if it is necessary to print a schedule in the current electronic environment. Cindy Peterka, vice president of student services, provided an explanation on the necessity for paper copies to ensure accessibility to all.

A recommendation to approve the award of the printing of the 2017-2018 credit and noncredit schedules of classes to Envision, was moved by Trustee Watson, seconded by Vice Chair Schrader, and unanimously approved.

3. Investment Policy Resolution

Chair Perkins opened the floor for discussion by asking Trustee Watson if she had specific questions since she requested the item be moved from consent to discussion. The approval process of the policy was reviewed.

A recommendation to approve by resolution the investment policy, as previously approved by the board of trustees at its March 23, 2016, meeting, was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.
4. Approval to Modify Semi-Annual Non-Purchasing Agreement Reports to the Audit and Finance Committee

Chair Perkins opened the floor for discussion by asking Trustee Watson if she had specific questions since she requested the item be moved from consent to discussion. It was confirmed that this recommendation was endorsed by the audit and finance committee at its March 17, 2017, meeting.

A recommendation to approve discontinuing the semi-annual non-purchasing agreement reports to the audit and finance committee, and that the audit and finance committee, on behalf of the board, be informed of major or unusual agreements on a case-by-case basis as recommended by the audit and finance committee at its March 17, 2017, meeting, was moved by Trustee Doyle, seconded by Trustee Joss, and unanimously approved.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting Vino Scholastico on April 28, 2017, the entrepreneurial celebration on May 2, 2017, and the student awards banquet on May 4, 2017. She reminded board members to complete their 2016 ethics disclosure, and noted that the board would receive its self-evaluation and president’s evaluation surveys in the next week.

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 Trustee Doyle, seconded by Trustee Joss, and unanimously approved.

The regular session was adjourned at 7:58 p.m.

The above constitutes the official minutes of the April 26, 2017, regular meeting of the Howard Community College Board of Trustees as approved on May 31, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer