The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 31, 2017, 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 trustees Kevin J. Doyle, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice Chair Dennis R. Schrader and Trustee Kevin F. Schmidt were absent.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Stefany Hemmer, nursing instructor, and Cynthia Paige Desi, director of service learning.

Lynn Coleman, vice president of administration and finance, introduced Verna Bernoi, director of student finance and accounting, and while he was absent, shared introductory information on Carl Winder, preventative maintenance mechanic.

Tom Glaser, vice president of information technology, introduced Virada Vaidya, research associate.

II. Recognition of Howard Community College’s All-USA Academic Team

Jean Svacina introduced Megan Myers, Phi Theta Kappa advisor, and Matthew Van Hoose senior director, academic enrichment and integrative learning, who introduced HCC’s All-USA academic team of students Karina Aquiahuatl Villagran and Ghazal Ramezanifoukolaei.

III. Information Session: Sustainability at Howard Community College

Lynn Coleman introduced Shelly Bilello, capital programs administrator; Bob Marietta, facilities renovations, sustainability, and safety manager; and Dr. Abdelrahim Salih, professor, world languages, who gave an update on the college’s current sustainability efforts, and future initiatives. President Hetherington applauded Mr. Marietta, Ms. Bilello, and Dr. Salih for championing sustainability on campus. The trustees also recognized the robust sustainability program at the college.

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

The above constitutes the official minutes of the May 31, 2017, work session of the Howard Community College Board of Trustees as approved on June 8, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
A. Approval of May 31, 2017, Agenda

Chair Perkins noted an additional priority item, Revised Fiscal Year 2018 Operating Budget Approval, that was added to the agenda.

A recommendation to approve the May 31, 2017, agenda, as amended, was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

B. President’s Report

President Hetherington thanked the trustees for their attendance at college events and meetings in the past month. President Hetherington noted the student awards banquet; spring convocation and innovation fair; commencement with the highest number of graduates in the college’s history; the County Council work session; Vino Scholastico with over $78,000 raised; and the entrepreneurial celebration. She added that the first and second place winners from both the fall and spring entrepreneurial celebrations pitched their ideas at the Howard County Chamber’s annual luncheon on May 18, 2017. HCC was pleased to host the Rouse Founder’s Day event, which included a poster presentation by Rouse Scholars. HCC also hosted the first fire science graduation on May 12, 2017, and the first Early College cybersecurity graduation on May 17, 2017. Long Reach Village Center is being developed by Orchard Development and HCC provided a letter of support of the initiative. She informed the board that its presentation proposal on governance was accepted for the Association of Community College Trustees 2017 Congress.

President Hetherington applauded Dr. Cindy Peterka, vice president of student services, and her team, especially Catherine Mund, registrar, for producing a wonderful commencement event. Trustee Watson asked if commencement would continue at the University of Maryland, Baltimore County or return to Merriweather Post Pavilion. President Hetherington indicated that the decision will rest largely on the availability of adequate parking at Merriweather. President Hetherington also commended Dr. Peterka, Dr. Jean Svacina, vice president of academic affairs, and Sharon Schmickley, professor, computer systems, and dean, business and computer systems, for the successful Early College cybersecurity program.

C. Board Member Comments

Chair Perkins cited that ground rule #8 will be revised to read “Board members should
route any questions or requests for additional information to the board chair or the
president at least two business days prior to the board meeting.” This edit is being
made to align with the guidance given to new trustees at orientations.

Trustee Doyle commended the commencement, athletic awards including men’s
lacrosse, and the innovation fair.

Trustee Watson was impressed with commencement, especially the student speaker.
She thanked Linda Emmerich, executive associate to the president, for all her
support.

Trustee Solá-Carter also commended Linda Emmerich, and praised HCC’s
commencement. She appreciated the opportunity to meet graduates and their
parents.

Trustee Joss reflected on his first year as a trustee, noting that the quality of HCC
students and employees is impressive.

D. Report to the Board of Trustees

1. Audit and Finance Committee

   Trustee Doyle gave an update on the May 16, 2017, audit and finance committee
   meeting.

E. Board Priority Items

1. Election of Fiscal Year 2018 Board Officers

   A recommendation to nominate Mamie Perkins as chair and Courtney Watson as
   vice chair for FY18, was moved by Trustee Doyle, seconded by Trustee Joss, and
   unanimously approved.

2. Financial Statements

   Lynn Coleman, vice president of administration and finance, reviewed the April
   2017 financial statements.

3. Fiscal Years 2016-2020 Mission, Vision, Values, and Strategic Goals

   Zoe Irvin, executive director of planning, research, and organizational
development, gave an overview of the mission, vision, values, and strategic goals,
which were reviewed by the planning council.

   A motion to approve the changes to the strategic goals for the FY16-FY20
strategic plan and to reaffirm the HCC mission, vision, and values, was moved by
Trustee Watson, seconded by Trustee Doyle, and unanimously approved.

4. Identity Theft Prevention – Red Flags and Payment Card Industry
Compliance
The federal government requires the college to provide the board with an annual update on HCC’s identity theft prevention procedures. Tom Glaser, vice president of information technology, provided an update, noting the college is in compliance. This item was for information only and required no board action.

5. Revised Fiscal Year 2018 Operating Budget Approval

Lynn Coleman gave an update on the revised budget. The Howard County Council adopted the college’s budget with a $10,778 increase in the Building and Agency fund. The administration asked the board to approve the college’s revised budget with this increase as passed by the Howard County Council.

A motion to approve the revised FY18 operating budget, was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

F. Approval of Board Meeting Minutes

A recommendation to approve the minutes of the April 26, 2017, work session and regular session was moved by Trustee Watson, seconded by Trustee Doyle and unanimously approved.

G. Consent Items

Chair Perkins noted that this month the consent agenda contains a large number of items. She explained that this is typical for the May meeting as the college is getting the board’s approval on a number of contracts that will begin with the new fiscal year, as well as other items including authorization for the board chair to approve items on the board’s behalf over the summer months. As noted in the ground rules, the consent materials are made available for trustee review 10 days prior to the board meeting. As always, a trustee may request that a consent item be moved to the regular agenda for discussion. The regular agenda and board materials are made available seven days prior to the board meeting.

1. Proposed New Hires
2. Audit Areas for Review
3. Sodexo Management Agreement
4. Mechanical Services Contract Renewal
5. General Contracting Services Contract
6. Office Supplies Contract
7. Environmental Services Supplies
8. Administrative Software Service Agreement
9. Computer Hardware Purchases
10. Printer and Computer Hardware Purchases for Fiscal Year 2017
11. Printer and Computer Hardware Purchases for Fiscal Year 2018
12. Network Maintenance Support Services Contract
13. Citrix Remote Access Products
14. Howard County Fleet Services
15. Institutional Reporting
16. Ad Astra Scheduling Software
17. Fiscal Year 2018 New Academic Programs
18. Learning Management System
19. 2017 Compensation Study
20. Request to Reduce Tuition for Dually Enrolled High School Students Residing in Howard County
21. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

A recommendation to approve the consent items was moved by Trustee Doyle, seconded by Trustee Sola-Carter, and unanimously approved.

H. Discussion Items

1. Work Session Topics for Fiscal Year 2018

The board discussed potential work session topics for the FY18 board year. Possible topics for future work sessions included:

- Culinary and hospitality programs
- Continuing Education and Workforce Development
- Student Self-Services
- Cybersecurity programs
- Undergraduate research

The board would like an opportunity to discuss this list again at its June 8, 2018, retreat. Trustee Watson commented that the board may want to leave a few slots open and identify topics at a later time. She also noted that the board may not always want to have a work session presentation.

The board also discussed having a joint meeting with the Howard County Public Schools Board of Education around the topic of dual enrollment. President Hetherington will consider the best timing for this meeting, perhaps next May connected with the Early College graduation.

I. Information Items

1. Board Calendar

Linda Emmerich noted that the board retreat is on June 8, 2017, and the board social on June 14, 2017.

2. Agreements Signed by the Board Chair Disclosure

This item disclosed to the board the list of non-purchasing agreements and pass through contracts that have been signed by the board chair since the last board meeting, and was for information only.

3. Full-Time/Part-Time Faculty Ratios

Jean Svacina, vice president of academic affairs, provided an update. The college gained ground on the full-time/part-time faculty ratio in fiscal year 2017.
4. **Anticipated Summer Approvals**

Lynn Coleman reviewed the items that may come up for board approval during the summer.

5. **Sodexo Report**

Lynn Coleman gave an annual update.

6. **Barnes and Noble Report**

Lynn Coleman gave an update on recent initiatives.

7. **Personnel Summary**

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

A recommendation to adjourn the regular session was moved by Trustee Watson, seconded by Trustee Doyle, and unanimously approved.

Chair Perkins read the following motion to enter into closed session:

Whereas, the board of trustees of Howard Community College is authorized to conduct certain portions of its meetings in closed session under the Maryland Open Meetings Act, Title 3 of the General Provisions Article § 3-305 (b).

Now, therefore, be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on May 31, 2017, 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 this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and to consult with staff, consultants, or other individuals about pending or potential litigation and that such meeting shall continue in closed session until the completion of business.

A motion to enter into closed session was moved by Trustee Watson, seconded by Trustee Joss and unanimously approved.

The regular session was adjourned at 7:46 p.m.

The above constitutes the official minutes of the May 31, 2017, regular meeting of the Howard Community College Board of Trustees as approved on June 8, 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 closed session on Wednesday, May 31, 2017, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins read the resolution below to enter into closed session at approximately 7:46 p.m.; the closed session commenced at approximately 7:56 p.m. Trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, and Courtney Watson were present. Vice Chair Dennis R. Schrader and Trustee Kevin Schmidt were absent. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of academic affairs, were also present.

Whereas, the board of trustees of Howard Community College is authorized to conduct certain portions of its meetings in closed session under the Maryland Open Meetings Act, General Provisions Article § 3-305 (b).

Now, therefore, let it be resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on May 31, 2017, 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 this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and to consult with staff, consultants, or other individuals about pending or potential litigation and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees received an update on potential litigation related to a contract, a personnel issue that would impact one or more specific college employees, and a personnel issue related to a former employee.

The closed session was adjourned at 8:15 p.m.

The above constitutes the written statement of the May 31, 2017, closed session of the Howard Community College Board of Trustees.

Kathleen B. Hetherington, secretary/treasurer