The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 23, 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 6:01 p.m. Other board members present included vice chair Courtney Watson, and trustees Kevin J. Doyle, Steven A. Joss, and Christopher G. Marasco. Trustees Kevin F. Schmidt and Felícita Solá-Carter connected remotely. Kathleen B. Hetherington, secretary-treasurer, was also present.

Chair Perkins welcomed the board and audience members and said, “In compliance with open meetings regulations, I am announcing that Trustees Felícita Solá-Carter and Kevin Schmidt are connecting to the meeting remotely. During this evening’s meetings, with any vote of the board, I will ask Trustees Schmidt and Solá-Carter to state their votes.” Chair Perkins then introduced and welcomed new board member, Christopher G. Marasco.

I. Introduction of New Employees

Elizabeth Homan, executive director of public relations and marketing, introduced Tiana Flores, public relations and marketing associate.

Jean Svacina, vice president of academic affairs, introduced Erin Nunnally, assistant professor, English; Jeffrey Moore, assistant professor, English; Nicholas Learned, assistant professor, English; and Eric Clark, instructor, criminal justice.

Lynn Coleman, vice president of administration and finance, introduced Tory Blackmon, auxiliary services housekeeper, bookstore.

Tom Glaser, vice president of information technology, introduced Benjamin Crews, enterprise system administrator.

II. Information Session: Undergraduate Research

Patricia Turner, dean of science, engineering and technology, introduced Alex Barr, associate professor, physics; Kathy Lilly, associate professor of chemistry; and William Straube, associate professor of biology who gave a presentation on the college’s undergraduate research program.

The work session adjourned at 6:23 p.m.

The above constitutes the official minutes of the August 23, 2017, work session of the Howard Community College Board of Trustees as approved on September 19, 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, August 23, 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 6:29 p.m. Other board members present included vice chair Courtney Watson, and trustees Kevin J. Doyle, Steven A. Joss, and Christopher G. Marasco. Trustees Kevin F. Schmidt and Felícita Solá-Carter connected remotely. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of August 23, 2017, Agenda

A recommendation to approve the August 23, 2017, agenda, was moved by Vice Chair Watson, seconded by Trustee Doyle, and unanimously approved, including approvals by Trustees Schmidt and Solá-Carter.

B. President’s Report

President Hetherington led a moment of silence to honor the memory of Jean Straka, nursing faculty, and Pat McCuan, friend, supporter, and donor of the college. She briefly recounted their many contributions to the college.

President Hetherington extended a welcome to new board member Christopher Marasco, who served on the Howard Community College Educational Foundation, Inc. board of directors for many years. Dr. Hetherington thanked Mamie Perkins for her availability during the summer to continue her duties as chair to approve items on behalf of the board of trustees and thanked all trustees for supporting college events, which most recently included the science, engineering, and technology (SET) building ribbon-cutting ceremony and fall convocation, including the trustees’ award presentation to former trustee, Skip Coale. She showed trustees the citation from Governor Hogan acknowledging the SET building ribbon-cutting. She noted that many employees viewed the solar eclipse through certified HCC glasses given out at the ribbon-cutting event.

President Hetherington acknowledged the college’s recognition as a Great College to Work For, for the ninth time. She noted that board members’ take-home packets included congratulatory letters from Senator Cardin and Congressman Cummings. She talked about some of the meetings she participated in over the summer including the bi-annual meeting with the Howard County Public School System (HCPSS) senior leadership and quarterly meetings scheduled with Interim School Superintendent Michael Martirano.

President Hetherington reported that she attended the American Association of Community College’s annual board retreat; Gateway visioning meeting (for HCC’s business training center) with Larry Twele and Patrick Wynn from the Howard County Economic Development Authority; the Education Commission of the States National Forum on Education Policy conference; the Maryland Council of Community College Presidents annual retreat; the Continuous Quality Improvement Network summer institute; the Naju City English summer
camp graduation; and the Commission on the Future kick-off meeting with task force chairs. President Hetherington reported she had annual summer meetings with county and state elected officials. She continues to meet with prospects and donors.

President Hetherington gave an enrollment update noting that enrollment was up for summer, summer, but trending down for fall. She reported that the HCPSS had fewer graduating students overall, especially from HCC’s draw schools. Additionally, decreasing community college enrollments is a national trend especially in the northeast and mid-Atlantic regions.

President Hetherington informed the board that County Executive Allan Kittleman invited her to join him on the Chesapeake Connect experience to Cleveland through the Baltimore Metropolitan Council. This inaugural program will bring together a select group of 50 government, business, and non-profit leaders from the Greater Baltimore Region to explore and learn from a peer metropolitan area. She also reported that the college is engaging faculty and staff and a consultant (Whitman, Requardt & Associates, LLP) in looking at a multi-purpose facility that would house mathematics and athletics. President Hetherington asked Cindy Peterka, vice president of student services, to give an update on the opioid policy.

C. Board Member Comments

Vice Chair Watson commented on Pat McCuan’s major gift to the college. President Hetherington mentioned that the family has asked for donations to be directed to the college foundation. Trustee Watson commended the science, engineering, and technology ribbon-cutting and the distribution of the solar eclipse glasses.

Trustee Doyle also commented on the SET ribbon-cutting and the eclipse glasses. He noted Skip Coale’s pride and excitement at getting the trustee award at convocation.

Trustee Marasco recognized the president and the development office on meeting the Pathway match goal.

Trustee Joss congratulated the president’s team on an excellent fiscal year 2017. He looks forward to the new year.

Trustee Schmidt welcomed Trustee Marasco to the board and echoed his comments on the Pathway match.

Trustee Solá-Carter also welcomed Trustee Marasco and looks forward to working with him on the board. She commended the faculty and staff on receiving the Great Colleges to Work For recognition.

D. Reports to the Board of Trustees

1. Howard Community College Educational Foundation Board of Directors

   Trustee Doyle gave a report noting that the Pathway match was met and mentioning that naming opportunities are still available in the SET building.
2. Maryland Association of Community Colleges (MACC) Board of Directors

President Hetherington reported on the June 20, 2017, MACC board meeting.

E. Board Priority Items

1. Fiscal Year 2017 Board Accomplishments

Chair Perkins noted this item was for information only and commented on the board’s active and successful FY17, listing some highlights.

2. Fiscal Year 2017 Core Work Highlights and Strategic Plan Evaluation

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

3. Financial Statements and Disclosure Schedule

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending June 30, 2017. She reviewed the disclosure schedule for the upcoming year.

4. Commission on the Future Task Forces

President Hetherington gave an overview of the Commission on the Future process. Board members selected the following task forces to serve on:

Building Global Competence – Felícita Solá-Carter;
Health Care – Courtney Watson, Kevin Schmidt;
STEM – Kevin Schmidt;
Sustainability – Kevin Doyle;
Technology – Chris Marasco; and
Workforce Development – Steve Joss.

F. Approval of Board Meeting Minutes

A recommendation to approve the June 8, 2017, work session, and regular session minutes, retreat notes, and closed session minutes was moved by Vice Chair Watson, seconded by Trustee Doyle, and was approved by all board members, including approval by Trustees Schmidt and Solá-Carter, with the exception of Trustee Marasco, who abstained since he was not in attendance at the meetings in question.
G. Consent Items

1. Proposed New Hires
2. Grants and Scholarships
3. Library System Maintenance Plan
4. Ratification and Confirmation of Summer Approvals

A recommendation to approve the consent items was moved by Vice Chair Watson, seconded by Trustee Marasco, and unanimously approved, including approval by Trustees Schmidt and Solá-Carter.

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the September 19, 2017, audit and finance committee meeting at 4:00 p.m., followed by the board meeting at 6:00 p.m.

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. Grants and Scholarships

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

4. Personnel Summary

This item is for information only and requires no board action.

Adjournment

A recommendation to adjourn the regular session was moved by Trustee Doyle, seconded by Trustee Marasco and unanimously approved, including approval by Trustees Schmidt Solá-Carter.

The regular session was adjourned at 7:53 p.m.

The above constitutes the official minutes of the August 23, 2017, regular meeting of the Howard Community College Board of Trustees as approved on September 19, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer