The Board of Trustees of Howard Community College (HCC) met in work session on Tuesday, September 17, 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 vice chair Courtney Watson, and trustees Steven A. Joss, Christopher G. Marasco, Kevin F. Schmidt, and Felícita Solá-Carter. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustee Kevin J. Doyle was absent.

I. Introduction of New Employees

Linda Emmerich, executive associate to the president, introduced April Saba, president’s office associate.

Jean Svacina, vice president of academic affairs, introduced Rachel Adams, instructor, speech/communication; Tiffany Goins, interim project manager; David Kugler, video production engineer; Aundrea McNeil, associate professor, nursing; Brandon Meiklejohn, instructional technician of audiovisual services; Naomi Klimowicz, English Language Center instructor; Christopher Olsen, physical sciences laboratory manager; Seth Schwartz, interim production manager; and Patrick Valdivia, assistant project manager.

Lynn Coleman, vice president of administration and finance, introduced Charles Bury, event services/asset relocation assistant.

Beth Homan, executive director of public relations and marketing, introduced Katie Turner, director of public relations and marketing.

Tom Glaser, vice president of information technology, introduced Scott Goins help desk technician; Alexander Klimenkov, computer solutions technician; Julia Morrison, and student computer support Haley Smith, research analyst.

Cindy Peterka, vice president of student services, introduced Erin Foley, assistant director of athletics and facility operations; and Katelyn Piper, associate registrar.

III. Introduction of Constituency Group and Cross-Functional Team Leaders

President Hetherington and members of president’s team introduced the leaders of the college’s constituency groups and cross-functional teams. The leadership of these groups is reflected in the board materials.
III. Information Session: The Center for Hospitality and Culinary Studies

Jean Svacina introduced Sharon Schmickley, professor, computer systems; dean, business and computer systems who introduced the hospitality and culinary team, and gave an overview of the program.

The work session adjourned at 6:52 p.m.

The above constitutes the official minutes of the September 19, 2017, work session of the Howard Community College Board of Trustees as approved on October 25, 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 Tuesday, September 17, 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 7:02 p.m. Other board members present included vice chair Courtney Watson, and trustees, Steven A. Joss, Christopher G. Marasco, Kevin F. Schmidt, and Felícita Solá-Carter. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustee Kevin J. Doyle was absent.

A. Approval of September 19, 2017, Agenda

A recommendation to approve the September 19, 2017, agenda, was moved by Trustee Marasco, seconded by Vice Chair Watson, and unanimously approved.

B. President’s Report

President Hetherington thanked board members for their support over the past month including Chair Perkins and Vice Chair Watson for the pre-board meeting; and Chair Perkins and Trustee Joss for attending the audit and finance committee meeting earlier in the afternoon. She also noted individual meetings with Trustees Joss and Schmidt.

President Hetherington gave an overview of meetings and events over the last month, including the Gateway Innovation Center visioning exercise; the Baltimore Business Journal interview; the Maryland Council for Community College Presidents’ monthly meeting; and the Morgan State University memorandum of understanding signing ceremony at Laurel College Center in partnership with Prince George’s Community College. She noted the letters from Congressman Cummings in the trustees’ take-home folders thanking the college for its support of the Deferred Action for Childhood Arrivals (DACA) program and congratulating the college on being recognized as one of the nation’s top ten two-year colleges for adult learners. President Hetherington gave an enrollment summary. She also gave an overview of the Baldrige Performance Excellence Program, the college’s participation, and the upcoming site visit.

C. Board Member Comments

Vice Chair Watson noted that at the chamber lunch, Howard County Public School System Interim Superintendent Michael Martirano voiced his support of dual enrollment.

Trustee Solá-Carter met a recruiter on a business trip who wanted to recruit students from Howard Community College. She suggested exploring programs for the growing baby boomer population.
Trustee Joss expressed an interest in learning more about internships for HCC students. Chair Perkins responded that the staff could include the topic on the list that the trustees consider for future information sessions.

Trustee Marasco noted that donations to the Howard Community College Educational Foundation has gone up. The gala committee has raised $184,000 to date.

Trustee Schmidt thanked President Hetherington for meeting with him. President Hetherington thanked him for recommendations from the Asian community to serve on a Commission on the Future task force.

D. Reports to the Board of Trustees

1. Audit and Finance Committee

   Board Chair Perkins gave an update on the audit and finance committee meeting held earlier in the day.

E. Board Priority Items

1. Key Performance Indicator (Board Core End): Strategic Planning

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

2. Proposed Fiscal Year 2019 Capital Budget

   President Hetherington spoke briefly about how she asked the faculty and staff to explore the possibility of combining two capital projects, namely athletics and mathematics in order to create efficiencies and in light of limited capital and operating funds in the future. Lynn Coleman, vice president of administration and finance, introduced Shelly Bilello, capital projects administrator, who gave an overview of a “fusion facility” to include athletics and mathematics in the same building, sharing support facilities, making the project more affordable, saving 10 to 15 percent on costs, decreasing funding approval time, and increasing the likelihood of getting funding. The capital budget will be brought back to the board for approval at its October board meeting.

3. Financial Statements

   Lynn Coleman gave an overview of the financial statements for the period ending August 31, 2017. In response to a question from Trustee Schmidt, Ms. Coleman clarified how the pension liability for the college is funded on the county and state levels.

F. Approval of Board Meeting Minutes

   A recommendation to approve the August 23, 2017, work session and regular session was moved by Trustee Schmidt, seconded by Trustee Joss, and unanimously approved.
G. Consent Items

1. Proposed New Hires
3. Risk Management Program for Insurance Protection
4. Insurance: Life, Accidental Death and Dismemberment, and Long-Term Disability

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

H. Information Items

1. Board Calendar

Linda Emmerich noted the legislative and community relations committee meeting on October 12, 2017, and the board meeting on October 25, 2017. She drew the board’s attention to the student donor luncheon on November 3, 2017, and the annual legislative breakfast on November 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. 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 Watson, seconded by Trustee Marasco, and unanimously approved.

The regular session was adjourned at 8:16 p.m.

The above constitutes the official minutes of the September 19, 2017, regular meeting of the Howard Community College Board of Trustees as approved on October 25, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer