The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 25, 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 Felicita Solá-Carter. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustee Kevin J. Doyle was absent.

I. Introduction of New Employees

      Lynn Coleman, vice president of administration and finance, introduced Bill Davis, director of public safety.

The work session adjourned at 6:02 p.m.

The above constitutes the official minutes of the October 25, 2017, work session of the Howard Community College Board of Trustees as approved on November 29, 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, October 25, 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 6:02 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 October 25, 2017, Agenda

A recommendation to approve the October 25, 2017, agenda, was moved by Vice Chair Watson, seconded by Trustee Marasco, and unanimously approved.

B. President’s Report

Dr. Hetherington recognized trustees for their participation in college-related events over the last month including the Baldrige site visit; Commission on the Future task force meetings; Senator Cardin’s Deferred Action for Childhood Arrivals (DACA) Roundtable; and the Maryland Association of Community Colleges’ Board of Directors meeting.

Dr. Hetherington noted that the Baldrige site visit was a very affirming experience for the 800-1,000 faculty and staff who participated in meetings with the Baldrige examiners.

The college is working with the Howard County Public School System (HCPSS) to broaden opportunities for dually enrolled students through the Jump Start program. Staff from the college and school system are working on the details of this expanded partnership. Dr. Hetherington will keep the board informed as the details become available.

Dr. Hetherington completed orientation as a Howard County Economic Development Authority (HCEDA) board member, and has begun her service on the HCEDA board. In addition, she will be honored as the 2017 Good Scout on November 3, 2017.

Dr. Hetherington signed the American Association of Community Colleges’ letter to the United States Congress urging the nation’s law makers to pass legislation that would protect DACA recipients. On October 18, 2017, Dr. Hetherington met with DACA students currently enrolled at HCC to hear their concerns; a follow-up meeting will take place on November 28, 2017. The college was pleased to host Senator Cardin’s DACA Roundtable on October 20, 2017. The college’s DACA students were eloquent in telling their stories about the impact of the uncertainty of DACA.
The star of the recent Community Action Council Holland Awards Dinner was an HCC student. Bernice Agyare-Tanor told attendees at the awards dinner of her family’s journey from poverty to prosperity with the support via the Community Action Council. Bernice concluded her rousing speech by announcing that she was an HCC nursing student, scheduled to graduate in December 2017.

Dr. Hetherington congratulated Elizabeth Homan, executive director of public relations and marketing, and her team on recent Medallion Awards from the National Council for Marketing and Public Relations (NCMRP) District 1. The spring 2017 Pathways Magazine and the SET Building PR/marketing campaign won Gold Medallions, and the 2017 Diversity Week logo won a Bronze Medallion.

C. Board Member Comments

Vice Chair Watson commented on the Baldrige visit. She, Chair Perkins, and Trustee Doyle had met with the site examiners, and had a positive experience. She noted the Tanor family who were spotlighted at the Holland Awards Dinner, adding that it was incredible to see the continuum of services that gave the family support. Vice Chair Watson noted that she had heard positive feedback in the community on Senator Cardin’s DACA Roundtable.

Trustee Schmidt congratulated the college on the Baldrige visit and thanked Dr. Hetherington and her team on working with the school system to expand dual enrollment opportunities through the JumpStart program. Cynthia Peterka, vice president of student services, and Jean Svacina, vice president of academic affairs, spoke about the Jump Start program. Vice Chair Watson asked if the initiative was cost neutral. Drs. Peterka and Svacina indicated that the program is cost neutral as it increases the college’s FTEs and bolsters future enrollment.

Trustee Joss congratulated Dr. Hetherington and the faculty and staff on the Baldrige site visit. Trustee Joss remarked that he was moved by the stories the DACA students shared at Senator Cardin’s DACA Roundtable, and he applauded the college for supporting DACA and all students.

Trustee Solá-Carter noted that at a recent community event she had attended, Dr. Martirano, interim superintendent of the HCPSS, spoke very highly of the college and the impact that community colleges have on students as they strive to complete their journeys. Trustee Solá-Carter commended Dr. Hetherington and the college for their work to support DACA students.

Trustee Marasco commented that he and Kevin Doyle had begun the trustee mentor-mentee program, and they plan to meet monthly.

Chair Perkins noted that she was a guest at Trustee Joss’ table for the Holland Awards Dinner, and that she was proud of the Tanor family for navigating their incredible journey so well. She noted that the trustees meeting with the site visitors had been a positive and validating experience.
D. Reports to the Board of Trustees

1. Audit and Finance

Chair Perkins provided a verbal report on the September 19, 2017, meeting of the audit and finance committee at the September 19, 2017, board meeting. She said that recorded notes of that meeting were included in the board materials.

2. Howard Community College Educational Foundation Board of Directors

Trustee Marasco provided an update on the foundation, noting that there are five-six open seats on the foundation board.

3. Legislative and Community Relations Committee

Vice Chair Watson provided an update on the October 12, 2017, meeting of the Legislative and Community Relations Committee. The annual legislative breakfast will take place on November 3, 2017, and trustees are asked to attend. During the breakfast, legislators will be asked to introduce themselves and speak briefly about what the college means to them.

4. Maryland Association of Community Colleges (MACC) Board of Directors

Chair Perkins gave an update on the MACC board of directors’ meeting. The keynote speaker for the meeting was Senator Thomas V. “Mike” Miller, president of the Maryland Senate. She added that Senator Miller spoke very highly of community colleges.

E. Board Priority Items

1. Fiscal Year 2017 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, introduced Graylin (Gray) Smith, engagement partner from the college’s audit firm, SB & Company, LLC, who gave an overview and answered questions from board members. Mr. Smith reported that the college has received an unqualified audit. Dr. Hetherington recognized Lynn Coleman, vice president of administration and finance, and the finance team for their work on the audit. Ms. Coleman also gave a brief presentation on the financial results for the fiscal year ended June 30, 2017.

2. Key Performance Indicator (Board Core End): Student and Stakeholder Focus

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the Student and Stakeholder Focus Key Performance Indicator.

3. Fiscal Year 2019 Legislative Agenda

Dr. Hetherington gave an overview of the FY19 legislative agenda for both the college and for the Maryland Association of Community Colleges, which were previously
reviewed by the legislative and community relations committee, and asked for the board’s approval of the college’s legislative agenda.

A motion to approve the proposed FY19 legislative agenda for Howard Community College as recommended by the legislative and community relations committee at its October 12, 2017, meeting, was moved by Trustee Solá-Carter, seconded by Trustee Schmidt, and unanimously approved.

4. Financial Statements

Ms. Coleman gave an overview of the financial statements for the period ending September 30, 2017.

F. Approval of Board Meeting Minutes

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

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2019 Capital Budget
3. Health Insurance Cooperative Purchase Agreement with the Howard County Government
4. Colleague Database Cloud Hosting Services

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

H. Discussion Items

1. Proposed Board Bylaws Amendments

Vice Chair Watson reviewed the following amendments to the bylaws as recommended by the legislative and community relations committee.

- Amend Article II, The BOARD OF TRUSTEES RESPONSIBILITIES AND POWERS, H. ADVICE, which currently reads: “The board shall retain legal advisors, auditors, and consultants to the board.” to include the following new language regarding the process for seeking legal counsel, including the opinion of the Attorney General. “Trustees asking the board of trustees to seek legal counsel on an issue should make that request in writing to the board chair and secretary/treasurer for consideration and appropriate action. If it is determined that the opinion of the Attorney General is necessary on an issue, an opinion must first be rendered by the board’s counsel. The opinion of the board’s counsel must then be forwarded to the Attorney General with the sponsorship of a state elected official.”

- Amend Article V: BOARD MEETINGS AND PROCEDURES, M. AMENDMENT TO THE BYLAWS, which currently reads: “The bylaws may be amended at any
meeting of the board, provided the proposed amendment was mailed, faxed, or sent electronically to all members of the board at least one week prior to the board meeting and provided it was presented for review and discussion at a prior meeting. Amendment of the bylaws requires approval by a majority of the appointed members of the board.” to include the following language: “Every five years, the legislative and community relations committee of the board of trustees will examine and recommend to the full board whether a comprehensive review of the bylaws is needed.”

These amendments will be returned to the board for approval as a consent item at the November 29, 2017, meeting.

2. Discussion Item: Board and College Policy/Procedure Updates Related to Modification of Small Procurement Threshold Amount and Preference for Competitive Sealed Proposal Process

Senate Bill 311 (SB311) has been passed into law, which raised the limit for small procurements form $25,000 to $50,000, as well as established the competitive sealed proposal as the preferred method of solicitation solely for educational or consultant services and eliminates redundant language that establishes a procurement officer’s discretionary ability to utilize competitive sealed proposals for other purchases where an invitation to bid would not be in the best interest of an entity.

At its September 19, 2017, meeting the audit and finance committee endorsed the administration’s recommendation to revise college purchasing policies and procedures to align with SB311, with the understanding that this recommendation would be taken to the full board for approval at its October 25, 2017, meeting. Additionally, board Policy Title – Fiscal Condition would need to be revised to reflect the change in threshold limits as it applies to the handling and disclosure of sole source contracts.

A recommendation to approve the revision of college purchasing policies and procedures to raise the limit for small procurements from $25,000 to $50,000 and to establish the competitive sealed proposal as the preferred method of solicitation for educational or consultant services, as well as the revision of board Policy Title – Fiscal Condition to reflect the change in threshold limits as it applies to the handling and disclosure of sole source contracts was moved by Trustee Joss, seconded by Vice Chair Watson, and unanimously approved.

I. Information Items

1. Board Calendar

Linda Emmerich highlighted upcoming calendar items, noting the November 3 student/donor luncheon; the November 8 annual legislative breakfast; the November 13 audit and finance committee meeting; and the November 29 board meeting. She noted December events including the December 2, 2017, President’s Gala and the board meeting and holiday dinner on December 14, 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 and move into closed session was moved by Vice Chair Watson, seconded by Trustee Marasco, and unanimously approved.

Chair Perkins read the resolution for the 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 October 25, 2017, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consult with counsel to obtain legal advice, as permitted under § 3-305 (b)(7) and that such meeting shall continue in closed session until the completion of business.

The regular session was adjourned at 7:20 p.m.

The above constitutes the official minutes of the October 25, 2017, regular meeting of the Howard Community College Board of Trustees as approved on November 29, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
Howard Community College
Board of Trustees
Closed Session Minutes
October 25, 2017

The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, October 25, 2017, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie Perkins read the resolution below to enter into closed session at approximately 7:20 p.m.; the closed session commenced at approximately 7:25 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.

Also in attendance were Lynn Coleman, vice president of administration and finance; Linda Emmerich, executive associate to the president; Thomas Glaser, vice president of information technology; Elizabeth Homan, executive director of public relations and marketing; Zoe Irvin, executive director of planning, research, and organizational development; David Jordan, associate vice president of human resources; Cynthia Peterka, vice president of student services; Peter Saucier, Kollman & Saucier, P.A.; and Jean Svacina, vice president of academic affairs.

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

Now, therefore be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on October 25, 2017, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to consult with counsel to obtain legal advice, as permitted under § 3-305 (b)(7) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees consulted with legal counsel regarding the impact of potential state legislation on the college.

The meeting was adjourned at 8:15 p.m.

The above constitutes the official minutes of the October 25, 2017, closed session of the Howard Community College Board of Trustees as approved on November 29, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer