Board of Trustees’ Meeting Materials

December 14, 2017
5:00 pm
The Rouse Company Foundation Student Services Hall
RCF-401
1. Board members practice respectful dialogue that serves the best interests of the college.

2. Each board member works to integrate servant-leadership into the board culture.

3. Each board member has the opportunity to speak uninterrupted.

4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.

5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.

6. Board chair speaks for the board to the media.

7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.

8. 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.

9. Email among a quorum of the board must be limited to administrative and informational items and not policy discussions in order to remain in compliance with the Open Meetings Act.
Howard Community College’s
Dragon Principles

We promise to help our students, employees, and community members “get there from here.”

We pledge to...

Be friendly
Be helpful to our students and community
Be considerate of each other

And we pledge to...

Encourage and Practice
Sustainability
1 – Approval of Agenda

Board of Trustees
Agenda
December 14, 2017
The Rouse Company Foundation Student Services
Hall RCF-401

Meeting Items
1. Approval of Agenda
2. Approval of Minutes
   b. November 29, 2017, Regular Session
3. Personnel Summary

Consent Items
1. Proposed New Hires

Closed Session
2 – Approval of Minutes

1. November 29, 2017, Work Session
2. November 29, 2017, Regular Session
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, November 29, 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 Kevin J. Doyle, Steven A. Joss, Christopher G. Marasco, Kevin F. Schmidt, and Felícita Solá-Carter. Kathleen B. Hetherington, secretary/treasurer, was also present.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Thomas Logue, associate professor, business and computers; Nya-nyo Nfi, instructor, nursing; and Lauren Nitz, health sciences program assistant.

Cindy Peterka, vice president of student services, introduced Carrie Kvasnik, graduation and commencement specialist.

II. Howard Community College Educational Foundation (HCCEF) Annual Report

President Hetherington introduced Sean Keller, chair, HCCEF board of directors, who provided the annual foundation update. The trustees applauded the foundation on its work to support the college, and its students, faculty, and staff.

III. Information Session: Self-Service Online Enrollment Services for Credit Students

Cindy Peterka, vice president of student services, introduced Catherine Mund, registrar, who gave a demonstration of Self-Service online enrollment services for credit students that includes student planning, finance, and financial aid modules.

The work session adjourned at 6:30 p.m.

The above constitutes the official minutes of the November 29, 2017, work session of the Howard Community College Board of Trustees as approved on December 14, 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, November 29, 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 6:38 p.m. Other board members present included vice chair Courtney Watson, and trustees Kevin J. Doyle, Steven A. Joss, Christopher G. Marasco, Kevin F. Schmidt, and Felícita Solá-Carter. Kathleen B. Hetherington, secretary-treasurer, was also present.

A. Approval of November 29, 2017, Agenda

A recommendation to approve the November 29, 2017, agenda, was moved by Vice Chair Watson, seconded by Trustee Marasco, and unanimously approved.

B. President’s Report

President Hetherington thanked the trustees for supporting events including the student/donor luncheon and legislative breakfast. She congratulated Steve and Kathy Joss on the 40th anniversary of their business, Vertical Connections. She thanked Chair Perkins in advance for testifying at the County Executive’s budget hearing, and to all the trustees for their continuing service on the Commission on the Future, which will culminate on December 12, 2017, with a final meeting.

President Hetherington announced that the college was recognized by the Rotary Club with a “Making a Difference” award. She thanked the trustees for the flowers they sent to acknowledge her selection as the 2017 Good Scout by the Baltimore Area Council. She reported that she met with the constituency groups as she does every semester to provide an update on the budget and to answer their questions.

President Hetherington thanked the staff for their work on the Challenge Race. She mentioned she is chairing a Middle States visit and made a pre-visit in preparation for a site visit in the spring. She joined leaders from mid-Maryland on the Chesapeake Connect Regional Delegation trip to Cleveland with the Baltimore Metropolitan Council. She also attended the University of Maryland System/Maryland Association of Community College meeting; the Public School Superintendents Association of Maryland meeting; and the American Association of Community Colleges (AACC) fall meeting of the board of directors, including meetings of the AACC Commission on Marketing and Communications and the Committee on Government Relations and Policy. President Hetherington noted that she met again with the Deferred Action for Childhood Arrivals (DACA) students. HCC will host the bi-annual joint meeting with the Howard County Public School System next week. President Hetherington spoke about the college receiving recognition from Baldrige in two categories - customers and operations. She thanked the board for supporting the Baldrige process, and faculty and staff for their role before and during the site visit.
C. Board Member Comments

Chair Perkins thanked faculty and staff for their work on Baldrige.

Trustee Joss also thanked faculty and staff for their work on Baldrige. He noted that he enjoyed serving on the Commission on the Future.

Trustee Doyle also commended faculty and staff on their work on Baldrige. He reiterated how he is continually impressed by the qualifications of the new employees who are introduced at work sessions.

Trustee Marasco commended faculty and staff on their work on Baldrige, and Steve Joss on the 40th anniversary of Vertical Connections.

Vice Chair Watson also commended the work on Baldrige, and is impressed by the work of the Commission on the Future task forces.

Trustee Solá-Carter added her kudos to the work on Baldrige. She mentioned she was at a Horizon Foundation event where HCC was commended on its health care interpreter program.

Trustee Schmidt also commended the work on Baldrige.

D. Reports to the Board of Trustees

Board Chair Perkins gave a report on the audit and finance committee, and Trustee Marasco gave an update on the Howard Community College Educational Foundation.

E. Board Priority Items

1. **End: Measurement, Analysis, and Knowledge Management Key Performance Indicator Report**

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

2. **Financial Statements**

   Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending October 31, 2017.

3. **Amended Memorandum of Understanding with the Howard County Public School System for Dually Enrolled Students**

   Jean Svacina, vice president of academic affairs, Lynn Coleman, vice president of administration and finance, and Cindy Peterka, vice president of student services, gave a report on the work that is underway with the Howard County Public School System to update the memorandum of understanding for dually
enrolled students.

F. Approval of Board Meeting Minutes

A recommendation to approve the October 25, 2017, work session, regular session, and closed session minutes was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2019 Sabbatical Leave Recommendations
3. Candidates for Commencement
4. Proposed Board Bylaws Amendments
5. Proposed Fee Changes for the Health Sciences Division
6. Proposed Fee Changes for the Arts and Humanities Division
7. Funding the Recommendations of the 2017 Compensation Study
8. Children’s Learning Center Playground Restoration
9. Audiovisual Integration Services

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

H. Discussion Items

1. Work Session Topics for the Remainder of the Year

The board of trustees reviewed the remaining work session topics. No changes were recommended.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting the December 2, 2017, President’s Gala, optional events - the December 5, 2017, entrepreneurial celebration, and the December 18, 2017, nursing recognition ceremony; and the December 14, 2017, abbreviated board meeting and holiday dinner. She also noted that the college will be closed for winter recess from December 24, 2017, through January 1, 2018.

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. Full-time/Part-time Faculty Ratios by Division
Jean Svacina, vice president of academic affairs, gave an update.

4. 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 Solá-Carter, and unanimously approved.

The regular session was adjourned at 7:37 p.m.

The above constitutes the official minutes of the November 29, 2017, regular meeting of the Howard Community College Board of Trustees as approved on December 14, 2017, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
3 – Personnel Summary

**Background:** The following document contains personnel summaries.

**Purpose:** Disclosure to the board

**Timeline:** November 2017

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**Recommendation**

This item is for information only and requires no board action.
### ASSOCIATE DEAN APPOINTMENTS (3-YEAR TERM)

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, English; Associate Dean, English/World Languages</td>
<td>English/World Languages</td>
<td>Appointment</td>
<td>Associate Dean (12-Month)</td>
<td>$86,121-$133,488</td>
<td>$86,121</td>
<td>O'Roark, Jeremy</td>
<td>07/01/16</td>
<td>06/30/19</td>
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<tr>
<td>Associate Professor, Anthropology/Geography; Associate Dean, Social Sciences/Teacher Education</td>
<td>Social Sciences/Teacher Education</td>
<td>Appointment</td>
<td>Associate Dean (12-Month)</td>
<td>$86,121-$133,488</td>
<td>$87,629</td>
<td>Cripps, Laura</td>
<td>01/04/16</td>
<td>06/30/19</td>
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<tr>
<td>Professor, Digital Arts; Associate Dean, Arts and Humanities</td>
<td>Arts and Humanities</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
<td>$86,121-$133,488</td>
<td>$103,323</td>
<td>Beaudoin, David</td>
<td>07/01/15</td>
<td>06/30/18</td>
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<tr>
<td>Professor, Biology; Associate Dean, Science, Engineering Technology</td>
<td>Science, Engineering, Technology</td>
<td>Appointment</td>
<td>Associate Dean (12-Month)</td>
<td>$86,121-$133,488</td>
<td>$92,644</td>
<td>Chandran, Bhuvana</td>
<td>07/01/15</td>
<td>06/30/18</td>
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<tr>
<td>Professor, Medical Laboratory Technology/Director, Medical Laboratory Technician Program; Associate Dean, Health Sciences; Chair, Medical Laboratory Technician</td>
<td>Health Sciences</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
<td>$86,121-$133,488</td>
<td>$106,771</td>
<td>Calder, Nancy</td>
<td>07/01/17</td>
<td>06/30/20</td>
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<td>Professor, Mathematics; Associate Dean, Mathematics</td>
<td>Mathematics</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
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<td>$107,042</td>
<td>Bunyard, Guy</td>
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<tr>
<td>Professor, Entrepreneurship Coaching; Associate Dean Chair, Business Computer Systems</td>
<td>Business and Computer Systems</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
<td>$86,121-$133,488</td>
<td>$105,117</td>
<td>Noble, Elizabeth</td>
<td>07/01/17</td>
<td>06/30/20</td>
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</tbody>
</table>

¹Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensations are an hourly amount (not shown).
<table>
<thead>
<tr>
<th>Title</th>
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<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Senior Producer/Director</td>
<td>Arts and Humanities</td>
<td>Grant Funded Existing Position Replacement (Temporary with Benefits)</td>
<td>13</td>
<td>$55,191-$89,821</td>
<td>$62,833</td>
<td>Garcia, Louis</td>
<td>05/21/12</td>
<td>Undetermined</td>
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<tr>
<td>Acting HCC Concert Coordinator</td>
<td>Arts and Humanities</td>
<td>Budgeted Position</td>
<td>13</td>
<td>$55,191-$89,821</td>
<td>$58,470</td>
<td>Huang, Wei-Der</td>
<td>07/01/14</td>
<td>Undetermined</td>
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<tr>
<td>Acting Arts Collective Office Manager</td>
<td>Arts and Humanities</td>
<td>Budgeted Position</td>
<td>11</td>
<td>$46,796-$76,158</td>
<td>$47,155</td>
<td>McKeiver, Darius</td>
<td>07/01/14</td>
<td>Undetermined</td>
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<tr>
<td>Acting Television Production Assistant</td>
<td>Arts and Humanities</td>
<td>Budgeted Position</td>
<td>8</td>
<td>$36,540-$59,467</td>
<td>$38,897</td>
<td>Stovall, Matthew</td>
<td>07/01/14</td>
<td>Undetermined</td>
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<tr>
<td>Acting Associate Vice President, Continuing Education/Workforce Development</td>
<td>Continuing Education</td>
<td>Existing Position Replacement (Acting)</td>
<td>23</td>
<td>$93,091-$162,909</td>
<td>$96,999</td>
<td>Woo, Minah</td>
<td>02/13/17</td>
<td>11/15/17</td>
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<tr>
<td>Interim Project Manager, TAACCT Grant</td>
<td>Business and Computers</td>
<td>Existing Position Replacement (Temporary with Benefits)</td>
<td>17</td>
<td>$64,702-$105,298</td>
<td>$67,334</td>
<td>Goins, Tiffany</td>
<td>07/01/17</td>
<td>Undetermined</td>
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<tr>
<td>Acting Associate Director of Admissions (International)</td>
<td>Admissions &amp; Advising</td>
<td>Existing Position Replacement (Acting)</td>
<td>17</td>
<td>$64,702-$105,298</td>
<td>$76,529</td>
<td>Hartley, Lori</td>
<td>07/01/17</td>
<td>Undetermined</td>
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<tr>
<td>Acting Financial Aid Technical Analyst</td>
<td>Financial Aid Services</td>
<td>New Budgeted Position (Acting)</td>
<td>12</td>
<td>$50,820-$82,706</td>
<td>$51,668</td>
<td>Schultz, Cynthia</td>
<td>07/01/17</td>
<td>Undetermined</td>
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<tr>
<td>Interim Assistant Project Manager</td>
<td>Business and Computers</td>
<td>Existing Position Replacement Grant Funded (Temporary with Benefits)</td>
<td>11</td>
<td>$46,796 - $76,158</td>
<td>$55,400</td>
<td>Valdivia, Patrick</td>
<td>07/10/17</td>
<td>12/03/17</td>
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</table>

1. Compensation listed is after 7% was added to the range.
Howard Community College

SUMMARY OF PERSONNEL ACTIVITY
November 1 – November 30, 2017

SEPARATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Service/Asset Relocation Assistant</td>
<td>Facilities</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Burry, Charles</td>
<td>11/10/17</td>
</tr>
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</table>

Section II – Leaves

SABBATICAL LEAVE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Beginning Date of Leave</th>
<th>Ending Date of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farrell, Rachael</td>
<td>Associate Professor, Nursing</td>
<td>08/07/17</td>
<td>12/31/17</td>
</tr>
</tbody>
</table>
1 – Proposed New Hires

Background: The following item is a summary of the proposed new hires for Howard Community College. Each employee’s salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

Purpose: To obtain board approval of new hires

Timeline: November 6, 2017 – November 20, 2017

Recommendation

The administration requests that the board of trustees approve:

Item: List of new hires

Source of funds: The position and/or the funds are in the FY18 budget as approved by the board at its April 17, 2017, meeting

Compliance: This request is in compliance with college procedure 63.02.03, Selection of Faculty and Staff, and is within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
Howard Community College

PROPOSED NEW HIRES

For December 2017 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

### November 2017

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Procurement</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>20</td>
<td>$73,962-$122,038</td>
<td>$71,743</td>
<td>Cusimano, Domonic⁴,⁵</td>
<td>11/9/2017</td>
</tr>
<tr>
<td>Associate Vice President, Continuing Education and Workforce Development</td>
<td>Continuing Education &amp; Workforce Development</td>
<td>Existing Position Replacement</td>
<td>23</td>
<td>$93,091-$162,909</td>
<td>$107,000</td>
<td>Woo, Minah⁴</td>
<td>11/16/2017</td>
</tr>
</tbody>
</table>

### December 2017

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Academic Advisor (Outreach)</td>
<td>Admissions and Advising</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$55,191-$89,821</td>
<td>$55,151</td>
<td>David, Oswald</td>
<td>12/04/2017</td>
</tr>
<tr>
<td>President’s Office Associate</td>
<td>President’s Office</td>
<td>Existing Position Replacement</td>
<td>9</td>
<td>$39,68-$64,585</td>
<td>$43,833</td>
<td>Gulliford, Gina⁴</td>
<td>12/04/2017</td>
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<tr>
<td>Manager of Computer and Cyber Lab Services</td>
<td>Business and Computers</td>
<td>Existing Position Replacement</td>
<td>17</td>
<td>$64,702-$105,298</td>
<td>$71,500</td>
<td>Valdivia, Patrick</td>
<td>12/04/2017</td>
</tr>
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</table>

### January 2018

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Liaison</td>
<td>Health Sciences</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$55,191-$89,821</td>
<td>$30,356</td>
<td>Larson, Kristin</td>
<td>01/02/2018</td>
</tr>
</tbody>
</table>

¹Position control position hires are those employees hired who are budgeted employees of the core workforce.
²Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee’s salary may reflect part-time or 10-month employment.
³Ranges shown are taken from the published salary schedules, which include only 12-month salaries for full-time staff. Faculty ranges may be 10- or 12-month as applicable.
⁴Current HCC employee with benefits.
⁵Appointment below the minimum salary grade level; salary adjustment after meeting minimum qualifications.
Resolution for Board of Trustees to Meet in Closed Session on December 14, 2017

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 December 14, 2017, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 401 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction and that such meeting shall continue in closed session until the completion of business.