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 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