The Board of Trustees of Howard Community College (HCC) met in regular session on Wednesday, January 24, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins brought the regular 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, and Felícita Solá-Carter. Kathleen Hetherington, secretary-treasurer, was also present. Trustee Kevin F. Schmidt was absent.

A. Approval of January 24, 2018, Agenda

A recommendation to approve the January 24, 2018, agenda, was moved by Vice Chair Watson, seconded by Trustee Marasco, and unanimously approved.

B. President’s Report

President Hetherington thanked board members for their support over the past two months while attending college and related events, including Commission on the Future (COF) meetings, the President’s Gala, the entrepreneurial celebration, the trustee workshop and legislative session in Annapolis earlier in the week, and the upcoming winter convocation when the college will receive the final COF report. She thanked Trustee Marasco for meeting with her one-on-one as part of his onboarding activities.

President Hetherington gave an overview of meetings she attended recently including a meeting with Dr. James Fielder, secretary of higher education, Maryland Higher Education Commission and Dr. Sandra Kurtinitis, president of the Community College of Baltimore County to discuss community colleges’ offering applied baccalaureate programs when those programs are not available in state. In addition, a semi-annual meeting was hosted by Dr. Hetherington and her team with Dr. Michael Martirano, superintendent of the Howard County Public School System (HCPSS), and members of his administrative team. Dr. Hetherington was a plenary session panelist at the annual Middle States Commission on Higher Education conference, and she attended a memorandum of understanding signing with Prince George’s Community College and Bowie State University at the Laurel College Center. The Maryland Association of Community Colleges legislative committee, on which Dr. Hetherington serves, has begun its weekly meetings during the legislative session. Dr. Hetherington will testify on behalf of the College Promise Bill on January 25, 2018, and anticipates giving other testimony as the legislative session unfolds.

C. Board Member Comments

Vice Chair Watson attended the Howard County Muslim Council dinner where a former HCC Deferred Action for Childhood Arrivals (DACA) student told her story and spoke highly of the college. Vice Chair Watson also remarked that the presentation
on legal issues at the trustee conference was particularly good, as was the presentation by Dr. Ian Camera, Development Executive for Apple, Inc.

Trustee Marasco echoed Vice Chair Watson’s remarks noting that the trustee conference and legislative reception were engaging and informative. He also thanked Dr. Hetherington for the one-on-one meeting. Trustee Joss commented that it was interesting to hear from the gubernatorial candidates.

Trustee Doyle recalled Dr. John Landis, Development Executive for Apple, Inc., who spoke at a previous college convocation on technology and education. He also noted how highly the elected officials spoke of the college during the legislative reception. Chair Perkins echoed that elected officials are truly genuine in their praise of the college.

Trustee Solá-Carter applauded the college for its efforts to strengthen and grow the dual enrollment partnership with the HCPSS. She noted feedback she had received in the community regarding the college’s work with immigrant students, and applauded the knowledge and caring of HCC’s staff. Chair Perkins added how important it is to support students, especially during these uncertain times.

D. Board Priority Items

1. Financial Statements

Lynn Coleman, vice president of administration and finance, reviewed the financial statements ending December 31, 2017.

2. Fiscal Year 2019 Integrated Operating Budget and Strategic Plan

Dr. Hetherington explained that the initial budget proposal that was introduced at the budget work session was based on the college’s best estimate of state funding. Since that time, the college learned that it will receive more funding than originally expected based on the Cade formula. In addition, the state will supplement the budgets of those colleges that keep their tuition increases at two percent or lower. This supplement, shared among the colleges, was $4,000,000 in FY18; in FY19, the supplement to be shared is $2,000,000.

Ms. Coleman reviewed updated portions of the budget proposal based on the increase in anticipated state funding. Once the board of trustees approves this initial proposal, the proposed budget will be submitted to the County Executive and County Council for consideration. The college expects to make refinements to the budget as it advances through the review process at the county. Changes to the proposed budget will be brought to the board for review and approval.

Trustee Doyle noted that the college is getting more competitive with pay for adjunct faculty. Vice Chair Watson asked for projections for new dual enrollment students, which will be provided at the next board meeting.
A motion to approve the Fiscal Year 2019 Integrated Operating Budget and Strategic Plan was moved by Trustee Solá-Carter, seconded by Trustee Doyle, and unanimously approved.

E. Approval of Board Meeting Minutes

A recommendation to approve the December 14, 2017, regular session and closed session minutes, and the January 10, 2018, budget work session minutes, was moved by Trustee Doyle, seconded by Trustee Solá-Carter. The December 14, 2017, regular session and closed session were unanimously approved. Trustee Watson abstained from voting on the January 10, 2018, budget work session minutes as she had not attended the meeting. The other trustees present unanimously approved the January 10, 2018, budget work session minutes.

F. Consent Items

1. Proposed New Hires

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

G. Discussion Items

1. Retreat Agenda

The trustees discussed the content of their annual retreat and asked to continue last year’s retreat focus of cultural proficiency, facilitated by CampbellJones Associates. Trustee Joss asked if the date could be reconsidered. Dr. Hetherington will follow up on these recommendations and will report back to the board.

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting winter convocation on January 26, 2018; the legislative and community relations committee meeting on February 15, 2018; and the board meeting on February 28, 2018. Ms. Emmerich also noted that the April 25, 2018, board meeting has been rescheduled for April 24, 2018, due to a schedule conflict with the Howard County Council budget hearing. She also noted that commencement has been confirmed for May 22, 2018, at the University of Maryland, Baltimore County Retriever Activities Center.

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

2. Agreements Signed by the Board Chair Disclosure
There were no agreements signed by the board chair to disclose during the period of November 14, 2017, through January 8, 2018.

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 Trustee Doyle, seconded by Trustee Marasco, and unanimously approved.

The regular session was adjourned at 6:50 p.m.

The above constitutes the official minutes of the January 24, 2018, regular meeting of the Howard Community College Board of Trustees as approved on February 28, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer