The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 28, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Board Chair Mamie J. Perkins brought the regular session to order at 6:00 p.m. 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

Linda Emmerich introduced Gina Gulliford, president’s office associate.

Jean Svacina, vice president of academic affairs, introduced Bridget Holmes, instructor, dental hygiene; Kristin Pavlovsky, office associate IV; Laura Smith, dental hygiene program clinical coordinator; and Adrienne Summers, continuing professional education coordinator.

Lynn Coleman, vice president of administration and finance, introduced Domonic Cusimano, director of procurement; Kimberly Davis, environmental services manager; Rebecca Gotsch, procurement coordinator; and Victor White, grant accountant and compliance officer.

Cindy Peterka, vice president of student services, introduced Aaron Alder, assistant director of admissions, outreach; Amy Crawford, internship and co-op manager; Oswald David, admissions and academic advisor (outreach); Michael Griggs, military services and reporting specialist; Lori Hartley, associate director of admissions (international); and William Shaw, international student admissions and academic advisor.

II. Information Session: Cybersecurity at Howard Community College

Jean Svacina introduced Sharon Schmickley, associate vice president of academic affairs, and dean of business and computer systems, who provided an overview of the college’s cybersecurity program.

The work session adjourned at 6:44 p.m.

The above constitutes the official minutes of the February 28, 2018, work session of the Howard Community College Board of Trustees as approved on March 28, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
A. Approval of February 28, 2018, Agenda

A recommendation to approve the February 28, 2018, agenda, was moved by Trustee Joss seconded by Trustee Schmidt, and unanimously approved.

B. President’s Report

President Hetherington thanked Chair Perkins for giving comments at the winter convocation and attending the budget meeting with the County Executive and his team. The president announced that the science, engineering, and technology building received the Leadership in Energy and Environmental Design (LEED) Gold rating.

She mentioned that spring credit enrollment was up .6 percent in headcount, but down 2.3 percent in full-time equivalents (FTE). There has been a 37 percent increase in Howard County Public School System dually enrolled students. A detailed spring enrollment report will be included in the March president’s written report to the board.

Dr. Hetherington was interviewed by Nancy Jackson for the Baltimore Sun Education Supplement regarding the Commission on the Future. President’s team and the college’s planning council are in the process of reviewing the 22 recommendations of the Commission on the Future.

The president held a presidential dialogue with lesbian, gay, bisexual, transgender, queer, or questioning (LGBTQ) students on February 20, 2018, and will meet with allied health students on March 6, 2018, and Deferred Action for Childhood Arrivals (DACA) students on March 7, 2018.

Dr. Hetherington spoke about the kick-off of the science, engineering, and technology speaker series. The first of a three-lecture series was “Revealing the Secrets Hidden in Your DNA” with Lyudmila Bard, professor of biology, and Dr. Kathryn Jones, adjunct instructor of biology, and was sponsored by foundation board member Ken Solow and his wife, Linda.
The college held a lockdown drill on February 20, 2018; the drill was planned before the tragic high school shooting in Parkland, Florida. Dr. Hetherington and key staff met with Howard County Police Department Chief Gary Gardner to review the memorandum of understanding between the police department and the college. An issue that is being considered by both the police department and the college is addressing and managing the use of medical marijuana.

The president gave a legislative update. She noted that the college’s Diversity Week will take place March 5 through 9, 2018, and will kick-off with keynote speaker John Quiñones, Emmy award winning journalist and anchor of the news magazine, *What Would You Do?* She noted the excellent recent coverage the college has received on the Diversity Film Festival and the Rep Stage production of *All She Must Possess*.

C. Board Member Comments

Trustee Marasco provided an update on the foundation’s fundraising goal and invited board members to support upcoming fundraising events, the Silas Craft Collegians Dinner on March 5, 2018, and Vino Scholastico, on April 27, 2018.

Trustee Doyle commented on the many events taking place at the college, noting that the college serves as a cultural hub for Howard County. He also commented on the cybersecurity presentation, noting that the security clearance process may need to be re-examined as many young people are not passing the security clearance process.

Trustee Joss noted that he enjoyed the cybersecurity presentation, commenting that HCC is located in the hub of cybersecurity. He also praised the students who were survivors from Parkland, Florida for being so poised and articulate in speaking about the need to stop school violence.

Trustee Solá-Carter noted a connection she has with a national blog on bees and gardening. She would like to connect the college with this individual to promote the college beginning its bee keeping initiative.

Trustee Watson attended a recent Howard County Board of Education meeting at River Hill High School. Superintendent Martirano spoke about the Run, Hide, Fight curriculum that is being taught to public school students in the county.

Chair Perkins applauded Dr. Hetherington for being selected as a 2018 Influential Marylander by The Daily Record. Dr. Hetherington noted that the awards she receives are a reflection of the good work being done by everyone at the college.

D. Reports to the Board of Trustees

Vice Chair Watson gave an update on the legislative and community relations committee meeting, which included a legislative update and budget development dates. She noted that the nomination of recipients for honorary degrees, the Trustees’ Award for Outstanding Service to Howard Community College, and The Senator James Clark, Jr. Medal would be discussed later in the board meeting.
E. Board Priority Items

1. Board End: Workforce Focus / Key Performance Indicator Report

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end, workforce focus. Trustee Watson noted that scores for employee appraisal review are typically lower. Trustee Solá-Carter added that generally within three years, employee satisfaction of any appraisal process drops.

Trustee Doyle noted that employee satisfaction with the board of trustees is trending upwards, and wondered if it was related to the board’s continuing support of salary increases. Trustee Solá-Carter asked what the trustees can do to be better engaged with faculty and staff. Dr. Hetherington noted that the more visible trustees are, the more engaged employees are with the board.

2. Fiscal Year 2017 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Dave Jordan, associate vice president of human resources, who reviewed the report and responded to questions. He thanked Karlyn Young, director of human resources, for her help in preparing the report, and the human resources staff for providing the data. He also thanked president’s team and the board of trustees for their support.

Mr. Jordan reviewed key data from the snapshot, noting that the data inform the work of the human resources team and help the staff to determine if there are areas for improvement.

Trustee Watson noted that ethnicity of applicants is robust, while ethnicity of hires is lagging. Mr. Jordan commented that the human resources team is reviewing that data further to determine why ethnicity of the hires is not as strong as that of the candidate pools.

Mr. Jordan shared that the human resources office produces an affirmative action report. Dr. Hetherington requested that the data be shared with the board.

3. Fiscal Year 2018 Awards

Vice Chair Watson reviewed the following award recipient recommendations from the legislative and community relations committee.

Trustees’ Awards: Commission on the Future task force chairs (Elizabeth Edsall Kromm, Erik Johnson, Larry Letow, Milton Matthews, Judy Smith, and Larry Twele)

Honorary degrees: Mary Ellen Duncan, Greg Kahlert, and Elizabeth Rendón-Sherman

Clark Medal: Vivian Bailey
A motion to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board of trustees was moved by Trustee Doyle, seconded by Trustee Marasco, and unanimously approved.

4. Financial Statements

Lynn Coleman briefly reviewed the financial statements for the period ending January 31, 2018. She noted that implementation of the Maryland Health Working Families Act is expected to have a $300,000 impact on the fiscal year 2019 budget. She added that there will be some impact in fiscal year 2018, as well.

F. Approval of Board Meeting Minutes

A recommendation to approve the January 24, 2018, regular session minutes, was moved by Trustee Solá-Carter, seconded by Trustee Watson, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Grants and Scholarships
3. Professor Emeritus Recommendations

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

H. Discussion Items

1. Board Retreat Update
   Dr. Hetherington gave an update on the retreat including the rescheduled retreat date from June 7 to June 4 and confirmation of retreat facilitators, Brenda and Franklin Campbell-Jones. Chair Perkins led the discussion on the retreat content and timeline. Dr. Hetherington will speak with the facilitators about holding the retreat over two half days, including what would be covered at the June 4 retreat.

I. Information Items

1. Board Calendar

   Linda Emmerich highlighted upcoming calendar items, noting the March 5 Silas Craft Collegians fundraiser at Hunan Manor; March 8 County Executive budget hearing; March 13 audit and finance committee meeting; and the board meeting on March 28. Ms. Emmerich noted the place holder for the special budget meeting on April 12. She also reminded the trustees that the April board meeting was moved from April 25 to April 24 to accommodate the county council budget hearing.

   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. Grants and Scholarships

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

4. Personnel Summary

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

Adjournment

A recommendation to adjourn the regular session was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

The regular session was adjourned at 8:17 p.m.

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

Kathleen B. Hetherington, secretary/treasurer