The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 28, 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. Board members present included vice chair Courtney Watson, and trustees Kevin J. Doyle, Christopher G. Marasco, Steven A. Joss, Kevin F. Schmidt, and Felícita Solá-Carter. Kathleen B. Hetherington, secretary/treasurer, was also present.

Dr. Hetherington invited the board of trustees’ members, and faculty, staff, students, and guests present to join her in a moment of silence to honor the memories of HCC student athlete and nursing student, Kaitlyn McDaniel, and Howard Community College Educational Foundation board of directors’ member and donor to the college, Edward Waddell, who passed away earlier in the month.

I. **Introduction of New Employees**

Beth Homan, executive director of public relations and marketing, introduced Brianna Tumos, social media coordinator.

Jean Svacina, vice president of academic affairs, introduced Hannah Pie, interim assistant professor, chemistry.

Cindy Peterka, vice president of student services, introduced Emily Mason, acting completion specialist – academic standing, and Laurie Moran, director, Children’s Learning Center.

Tom Glaser, vice president of information technology, introduced Crocetta Argento, project coordinator.

II. **United Way Contributions from Students**

Cindy Peterka introduced Schnell Reed Garrett, director of student life and advisor to the student government association (SGA). Schnell introduced Sawyer Kennell, Student Program Board vice chair, representing the SGA members who participated in the college’s annual United Way Campaign and raised $560. The board recognized the students for their efforts in crafting a successful campaign.

III. **Recognition of Howard Community College’s Fall Athletic Teams**

Cindy Peterka introduced Diane Schumacher, director of athletics, who gave an overview of the teams and their accomplishments. The coaches introduced themselves and the student athletes introduced themselves, noting their majors and future plans.
IV. Information Session: Learning Outcomes Assessment (LOA)

Zoe Irvin, executive director of planning, research, and organizational development, gave a brief overview of the LOA, and introduced Bill Gillett, chair of dance and theatre for Howard Community College, who gave a presentation on the LOA project that focused on the Oral and Expressive Communication General Education goal.

The work session adjourned at 6:45 p.m.

The above constitutes the official minutes of the March 28, 2018, work session of the Howard Community College Board of Trustees as approved on April 24, 2018, 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, March 28, 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 6:52 p.m. Board members present included vice chair Courtney Watson, and trustees Kevin J. Doyle, Christopher G. Marasco, Steven A. Joss, Kevin F. Schmidt, and Felícita Solá-Carter. Kathleen B. Hetherington, secretary/treasurer, was also present.

A. Approval of March 28, 2018, Agenda

A recommendation to approve the March 28, 2018, agenda, was moved by Trustee Marasco, seconded by Vice Chair Watson, and unanimously approved.

B. President’s Report

President Hetherington acknowledged the board’s support over the last month, thanking Chair Perkins for testifying at the County Executive’s budget hearing and Trustee Solá-Carter for attending the budget work session, the trustees who attended the Silas Craft Collegians fundraiser at Hunan Manor, the Audit and Finance Committee members who were joined by Trustee Marasco at the March 13, 2018, committee meeting, and Chair Perkins and Vice Chair Watson for their participation in the pre-board meeting.

President Hetherington noted the success of Diversity Week, commending subcommittee co-chairs Cindy Nicodemus and Geoffrey Colbert. She also commented on the outstanding kickoff speaker, John Quiñones, host and creator of What Would You Do?, and well-known journalist at ABC News.

President Hetherington commented on recent events and meetings she attended and/or presented at including: hosting Presidential Dialogues for allied health students and DACA students; serving as a panelist at the Howard County Chamber Women’s Conference; presenting on leadership to members of the Excellence in Government Fellows Program; providing opening comments at the Annual Maryland Association of Nursing Students Conference, hosted by Howard Community College; meeting with members of the college’s four employee constituency groups, as well as governance group leaders at the monthly augmented team meeting; and chairing a recent Middle States evaluation visit. President Hetherington also noted that the college hosted and she participated in the FIRN International 5K Run. She commented that she is looking forward to presenting on the transformative influence of continuous quality improvement on March 30, 2018, at the Eastern Association of College and University Business Officers conference.
President Hetherington gave a legislative update, noting the weekly meetings of the Maryland Association of Community Colleges (MACC) legislative committee. She is providing written testimony that supports community colleges offering applied baccalaureate degrees for a small, select number of programs. Sine Die is on April 9, 2018. Governor Hogan may hold his cabinet meeting at HCC and have lunch with students on May 10, 2018.

President Hetherington noted that the spring enrollment overview is included in the president’s report write-up, and that enrollment is down .6 percent in headcount and 2.3 percent in FTE.

President Hetherington noted that the affirmative action report that will be made available to the board is being prepared for the current year, and will be provided to the board in late spring/early fall.

C. Board Member Comments

Trustee Solá-Carter applauded President Hetherington and Chair Perkins for the delivery of their testimony at the recent budget hearing. She thanked President Hetherington and the faculty and staff who hosted the Excellence in Government Program Fellows, and she noted that she received positive feedback in the community on the Ambiciones program and Sandy Cos.

Vice Chair Watson noted that the Silas Craft fundraiser was well done. Trustee Marasco noted that he enjoyed attending the audit and finance committee meeting, and congratulated President Hetherington on being named a 2018 Influential Marylander.

Trustee Joss also complimented the Silas Craft event, as well as recognized Lynn Coleman for her work on the budget and Linda Emmerich for her support of the board. Trustee Doyle recently spoke to a group of people in their thirties who are struggling with managing student debt; he noted that the struggle with student debt is a critical issue.

D. Reports to the Board of Trustees

Chair Perkins gave an update on the audit and finance committee meeting.

E. Board Priority Items

1. End: Operations Focus – Key Performance Indicator Report

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end. Trustee Doyle noted the marked improvement that has occurred with the NCLEX scores. President Hetherington acknowledged Dr. Georgene Butler, dean of the health sciences division, and her team for taking corrective actions to bolster student success on the NCLEX.
2. Fiscal Year 2019 Budget Priorities

President Hetherington gave an overview of the remaining phases of the budget development process before it is finalized by the Howard County Council in May. Lynn Coleman, vice president of administration and finance, reviewed the three tiers of priorities the administration recommends for managing future budget reductions.

The trustees had an extensive discussion about increasing tuition to help support the proposed budget. Trustee Schmidt suggested moving the tuition increase to priority three, and focusing on ways of covering the budget other than through a tuition increase.

Trustee Doyle suggested that sick leave be removed from the priorities since it is an unfunded mandate, and most be covered. He also voiced concern about the impact that increasing tuition will have on enrollment, but that smaller incremental increases are important to help students manage increasing tuition. Trustee Joss echoed the wisdom in increasing tuition incrementally.

Vice Chair Watson noted that while the proposed increase in tuition only yields $168,000, it helps to offset other cuts and expenses. She remarked that a tuition increase is one piece of the puzzle in covering the budget.

Trustee Solá-Carter spoke in favor of merit for faculty and staff, commenting that competitive pay is important in hiring and retaining high quality employees. She also commented that a tuition increase is not an unreasonable factor to consider in managing the budget.

Trustee Schmidt emphasized the importance of having the conversation regarding increasing tuition each year. The trustees concurred.

The board will hold a special budget session meeting on April 12, 2018, to review the revised FY19 proposed budget.

A motion to approve the budget priorities was moved by Trustee Doyle, seconded by Trustee Marasco, and was approved by Chair Perkins, Vice Chair Watson, and Trustees Doyle, Joss, Marasco, and Solá-Carter. Trustee Schmidt opposed the motion. The motion passed.

3. Financial Statements

Lynn Coleman briefly reviewed the financial statements for the period ending February 28, 2018.

F. Approval of Board Meeting Minutes

A recommendation to approve the February 28, 2018, work session and regular session minutes was moved by Trustee Doyle, seconded by Trustee Solá-Carter,
and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Audit Services
3. Professor Emeritus Recommendation
4. Telephone Systems Upgrade

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

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting the special budget session on April 12, 2018, the board meeting on April 24, 2018, the County Council budget hearing on April 25, 2018, at 7:00 p.m., and Vino Scholastico on Friday, April 27, 2018. She noted that May will be a busy month for the trustees.

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

The regular session was adjourned at 7:56 p.m.

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

Kathleen B. Hetherington, secretary/treasurer