The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, April 24, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Courtney Watson brought the work session to order at 6:00 p.m. Board members present included 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. Chair Mamie J. Perkins was absent.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Darron Wheeler, public safety officer, and Jordan Irani, event setup/asset relocation assistant.

Tom Glaser, vice president of information technology, introduced Deborah Greenberg, research associate.

Cindy Peterka, vice president of student services, introduced Cheryl Cudzillo, registrar.

II. Introduction of Alternative Break Participants

Jean Svacina, vice president of academic affairs, introduced Cynthia Page Desi, director of service learning, who gave an overview of the service learning center and the alternative break trips. The alternative winter break group traveled to Immokalee, Florida January 14-20, 2018, to volunteer with a variety of organizations supporting the migrant farmworker community in the region. The alternative spring break participants traveled to Chicago, Illinois April 2-7, 2018, to volunteer with various non-profit organizations working to empower and engage youth and their families in the city. Faculty advisors and student participants shared defining moments from the trip.

Trustee Schmidt thanked students for dedicating themselves to helping others during their break.

III. Information Session: Division of Continuing Education and Workforce Development

Jean Svacina introduced Minah Woo, associate vice president of continuing education and workforce development (CEWD), who gave a presentation on the programs and services offered through the CEWD division.
Trustee Doyle applauded the CEWD faculty and staff for being nimble and flexible in providing programs and services and, in doing so, for bringing revenue to the college. Trustee Schmidt asked how the CEWD division prepares students to compete in an innovative economy with an often unknown future. Ms. Woo responded that the division focuses on the why and how of providing programs and services, and asks for feedback from its end users in order to plan for the future and improve offerings.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the April 24, 2018, work session of the Howard Community College Board of Trustees as approved on May 30, 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, April 24, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Vice Chair Courtney Watson brought the regular session to order at 7:00 p.m. Board members present included 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. Board Chair Mamie J. Perkins was absent.

A. Approval of April 24, 2018, Agenda

A recommendation to approve the April 24, 2018, agenda, was moved by Trustee Marasco, seconded by Trustee Joss, and unanimously approved.

B. President’s Report

President Hetherington thanked trustees for their support over the last month, including attending the special budget session. She also thanked Vice Chair Watson for chairing the evening’s meeting.

President Hetherington noted that she attended the Chair Academy over spring break. The Chair Academy is a national group focused on leadership in academia and Dr. Hetherington serves on the board of directors. Related to the Chair Academy is the Maryland Institute for Leadership in Higher Education (MILHE), which also promotes leadership development among faculty and staff. Dr. Svacina is the point person for the MILHE, which will host an academy at HCC in 2018. President Hetherington remarked that she and Zoe Irvin attended the Baldrige Quest for Excellence conference at which the college presented on its Baldrige success. President Hetherington will also attend the American Association of Community Colleges Board of Directors meetings, which coincide with the annual AACC conference. She noted that she will cycle off as a member of the board of directors, but will continue her service to AACC through work with a commission of AACC.

Over the past month, President Hetherington and Howard County Public School System (HCPSS) Superintendent Michael Martirano had a quarterly meeting to discuss issues of importance to both the HCPSS and the college. She has also been asked to participate on the Superintendent’s Program Innovation Advisory Board, which met earlier in the day. This is a partnership of representatives from education, business and industry, and government. President Hetherington was also the keynote speaker at the April 20, 2018, HCPSS Gifted and Talented Student Learning Conference, where she addressed 300 gifted and talented sophomores, juniors, and seniors, many of whom had worked on research projects.
Earlier in the month President Hetherington attended Dr. Aminta Breaux's inauguration as president of Bowie State University. Dr. Breaux will visit the HCC campus along with her provost in early May to discuss strengthening connections between Bowie State University and HCC.

President Hetherington ended her report with a legislative update. She commented that the community colleges are waiting to hear if Governor Hogan will sign House Bill 16, the Promise Scholarship Bill, sponsored by Delegate Frank Turner and a bill she supported through her testimony in Annapolis, into law on May 8, 2018.

C. Board Member Comments

Trustee Schmidt thanked Dr. Hetherington and Lynn Coleman for the information on the Cade funding. He also thanked staff in advance for their work on commencement activities.

Trustee Joss asked for an update on the Governor’s meeting at Miller Library. Dr. Hetherington responded that the Governor’s cabinet meeting is still expected to take place at the Miller Library on May 10, 2018. Members of his cabinet including Maryland Higher Education Secretary James Fielder and Major General Linda Singh are expected to visit the college in the afternoon after the cabinet meeting.

Trustee Doyle noted that it is the board’s role to set strategic guidance and it is very fulfilling to receive data and reports on college operations that flow from the trustees’ strategic guidance.

Trustee Marasco commented on the Baldrige Award, noting that the college has a great leadership and management team.

Trustee Solá-Carter commented that she would like to hear more on how locations for service learning trips are selected. She also reported that she attended GreenFest and offered kudos to staff on the event. Dr. Hetherington recognized Lynn Coleman and Bob Marietta for their support of the event.

Trustee Watson also attended GreenFest. She commented that students were gracious and the event was great and well attended.

D. Reports to the Board of Trustees

Trustee Marasco reported that the Silas Craft fundraiser netted over $30,000 in support of student scholarships. He recognized the owners and staff of Hunan Manor for all they do to support the college and students, and urged trustees, faculty, and staff to voice their appreciation to Hunan Manor. Vino Scholastico will take place on April 27, 2018, and 10 percent of any purchase that evening will go to the Howard Community College Educational Foundation. The foundation’s fundraising goal of
$1.4 million has been exceeded, and is currently at $1.8 million. The foundation board of directors has approved a seven percent spending from the endowment on student scholarships. Trustee Marasco reported that the foundation is seeking additional board members, and welcomes the board of trustees' support in identifying potential members. Foundation board chair Sean Keller and President Hetherington are holding a meeting on May 7, 2018, to identify potential foundation members from the community in order to provide more diversity to the foundation board membership.

E. Board Priority Items

1. End: Leadership – Key Performance Indicator Report

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end: leadership. She noted that the 2018 Baldrige application has been submitted.

Trustee Joss asked how the board could improve its leadership ratings. President Hetherington noted that the faculty and staff appreciate seeing trustees at college events, as well the trustees' involvement in advocacy. Trustee Joss noted that everyone at the college has been very kind to him, and he is pleased to be part of the college.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, briefly reviewed the financial statements for the period ending March 31, 2018.

3. Cultural Diversity Plan

President Hetherington introduced diversity committee co-chairs, Brandon Bellamy, assistant director, transfer and graduation counselor, student support services; and Zaki a Johnson, director of the test center, noting that they have been co-chairs for three years and have done a spectacular job of engaging students, faculty and staff, and the community in a variety of diversity and inclusion issues, especially during challenging times.

Mr. Bellamy and Ms. Johnson presented highlights of the diversity plan. Ms. Johnson serves as the college’s representative on the #OneHoward Steering Committee. During the past year, the college has hosted eight #USpeak Dialogues. Trustee Solá-Carter commented that she also serves on the #OneHoward Steering Committee, and that the college is well represented by Ms. Johnson. She further noted that diversity is not a standalone activity at the college, it is woven into HCC’s culture.

Trustee Solá-Carter asked about the college’s support to students with learning disabilities. HCC serves over 800 students with registered disabilities based on a diagnosis from a physician or mental health professional. Students with registered disabilities are served through student support services. Currently, the
college has an adaptive lab to serve students with disabilities.

Trustee Joss about what the college is doing to support students, faculty, and staff when opioid abuse is detected. The counseling center can support those needing help by providing referrals to community agencies. Additionally, the college has developed a training for students regarding opioid abuse.

A recommendation to approve the diversity plan was moved by Trustee Solá-Carter, seconded by Trustee Doyle, and unanimously approved.

4. Fiscal Year 2019 Capital Budget Reallocation and Approval

Lynn Coleman reviewed the reallocations.

A recommendation to approve the revised FY19 capital budget, was moved by Trustee Doyle, seconded by Trustee Joss, and unanimously approved.

5. Fiscal Year 2019 Operating Budget Approval

Lynn Coleman reviewed the revised FY19 operating budget.

A recommendation to approve the revised FY19 operating budget, was moved by Trustee Doyle, seconded by Trustee Marasco, and unanimously approved.

F. Approval of Board Meeting Minutes

A recommendation to approve the minutes of the March 28, 2018, work session and regular session and the April 12, 2018, special budget session was moved by Trustee Joss, seconded by Trustee Marasco, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Candidates for Commencement
3. Faculty Promotions for Fiscal Year 2019
4. Office Supplies Contract
5. Risk Management Program for Insurance Protection
6. Salary Schedules for Fiscal Year 2019
7. Institutional Reporting
8. Mechanical Services Contract
9. Environmental Services Supplies
10. Award of a Posthumous Associate of Arts Degree

A recommendation to approve the consent items was moved by Trustee Solá-Carter, seconded by Trustee Schmidt, and unanimously approved.
H. Discussion Items

1. Work Session Topics for Fiscal Year 2019

The board identified possible topics for fiscal year 2019 work sessions. Those topics include: health sciences, learning outcomes assessment, open educational resources, service learning, supporting students with disabilities, and update on the Commission on the Future. President Hetherington noted that the president’s team will schedule these work session topics for the upcoming year and the schedule will be reflected in the board calendar in the August board packet. There was also interest in a session on governance and Servant Leadership, which will be addressed in new trustee orientation.

2. Board Retreat Update

President Hetherington provided an update on the board’s June 4, 2018, retreat, which will be the first part of a two-part retreat experience. Brenda and Franklin CampbellJones will facilitate the June 4, 2018, retreat, which will be focused on cultural proficiency. After the cultural proficiency portion of the retreat, the board will conduct its annual self-evaluation discussion. The board also confirmed that the second part of the retreat experience will take place on September 26, 2018, prior to the regular board meeting. The retreat on September 26 will begin at approximately 2:00 p.m. and extend to 5:00 p.m. The board will have a brief break, then its regular dinner at 5:30 p.m., followed by the regular board meeting at 6:00 p.m. There will be no work session presentation scheduled for that evening.

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting Vino Scholastico on April 27, 2018, and the student awards banquet on May 3, 2018. She reminded board members to complete their 2017 ethics disclosure by April 30, 2018, and noted that the board would receive its self-evaluation and president’s evaluation surveys in the next weeks.

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 Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

The regular session was adjourned at 8:00 p.m.

The above constitutes the official minutes of the April 24, 2018, regular meeting of the Howard Community College Board of Trustees as approved on May 30, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer