Board of Trustees’ Retreat Materials

June 4, 2018
The Rouse Company Foundation Student Services Hall
RCF-401
8:30 a.m.
1. Board members practice respectful dialogue that serves the best interests of the college.

2. Each board member works to integrate servant-leadership into the board culture.

3. Each board member has the opportunity to speak uninterrupted.

4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.

5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.

6. Board chair speaks for the board to the media.

7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.

8. Board members should route any questions or requests for additional information to the board chair or the president at least two business days prior to the board meeting.

9. Email among a quorum of the board must be limited to administrative and informational items and not policy discussions in order to remain in compliance with the Open Meetings Act.
A – Approval of Agenda

Board of Trustees’ Retreat Agenda
June 4, 2018
The Rouse Company Foundation Student Services Hall
RCF 401
8:30 a.m. – 2:00 p.m.

8:30-8:50  Continental Breakfast Available
8:50-8:55  **Brief Regular Session**

A. Approval of the June 4, 2018, Agenda
B. Approval of the May 30, 2018, Minutes

8:55-10:30  **Retreat**

C. Cultural Proficiency: CampbellJJones & Associates
   Brenda CampbellJJones, Ph.D.
   Franklin CampbellJJones, Ed.D.

10:30-10:45  Break
10:45-12:15  Continuation of Cultural Proficiency

12:15-1:00  Lunch
1:00-1:05  D. Resolution for the Board of Trustees to Meet in Closed Session

**Closed Session**

1:05-2:00  E. Board Self-Evaluation
B – Approval of Board Meeting Minutes

1. May 30, 2018, Work Session
2. May 30, 2018, Regular Meeting
3. May 30, 2018, Closed Session
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 30, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Marnie J. Perkins brought the work session to order at 6:00 p.m. Other board members present included trustees Kevin J. Doyle, Steven A Joss, and Christopher G. Marasco. Kathleen B. Hetherington, secretary/treasurer, was also present. Vice Chair Courtney Watson and trustees Kevin F. Schmidt and Felícita Solá-Carter were absent.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Bradley Knieriem, English Language Center (ELC) academic support coordinator; and Chris Morphew, ELC academic support coordinator.

Lynn Coleman, vice president of administration and finance, introduced Anthony Ballantyne, general maintenance mechanic.

Cindy Peterka, vice president of student services, introduced Steven Asah, information specialist, technology; Michael Foehrkolb, associate registrar; Jennifer Parrott, assistant director of the Children’s Learning Center (CLC); and Joyce Rodrigo, CLC administrative office associate.

II. Recognition of Howard Community College’s All-USA Academic Team

Jean Svacina introduced Megan Myers, Phi Theta Kappa advisor, who introduced two members of the HCC’s All-USA academic team of students Ye Hie (Joy) Cho and Addison Haynie. The third team member, Greg Howard, was unable to attend the meeting, but was acknowledged for being named the first Maryland New Century Workforce Scholarship Recipient, an award that will be made at the 2018 Association of Community College Trustees Congress. Dr. Hetherington applauded the faculty and staff who support Howard Community College students along their “pathways to success.”

III. Recognition of Outgoing Board Chair

Dr. Hetherington and the trustees recognized Ms. Perkins for her service to the board as chair during fiscal years 2017 and 2018. Ms. Perkins was acknowledged for her dedication and vision, and for being an effective advocate for Howard Community College faculty, staff, and students.

The work session adjourned at 6:21 p.m.

The above constitutes the official minutes of the May 30, 2018, work session of the Howard Community College Board of Trustees as approved on June 4, 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, May 30, 2018, in the 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 6:26 p.m. Other board members present included vice chair Courtney Watson and trustees Kevin J. Doyle, Steven A. Joss, and Christopher G. Marasco. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Kevin F. Schmidt and Felícita Solá-Carter were absent.

A. Approval of May 30, 2018, Agenda

A recommendation to approve the May 30, 2018, agenda was moved by Trustee Doyle, seconded by Trustee Marasco, and unanimously approved.

B. President’s Report

Kathleen Hetherington thanked the trustees for their attendance at college events and meetings in the past month, noting the student awards banquet; commencement; spring convocation and innovation fair; the County Council budget hearing; Vino Scholastico; and the entrepreneurial celebration.

Dr. Hetherington applauded Cindy Peterka, vice president of student services, and her team for producing a wonderful commencement event, with 1,365 candidates for graduation, the largest number in the college’s history. She also noted that Vino Scholastico had raised $84,000, the second highest amount in its history, and commended Missy Mattey, director of development and executive director of the foundation, the Vino Scholastico committee, and the Howard Community College Educational Foundation on this successful event.

Dr. Hetherington reported that she attended the American Association of Community Colleges conference in April. She will complete her term on the American Association of Community Colleges board of directors on June 30, 2018. As a member of the board of directors, she chaired the marketing and communications commission, and served on the public policy and government relations committee. Dr. Hetherington will continue to serve AACC as a member of one of its commissions.

The college was honored to host Governor Larry Hogan, and members of his cabinet including Secretary of Commerce Michael Gill, Secretary of Higher Education James Fielder, and Adjutant General of Maryland Linda Singh on May 10, 2018. County Executive Allan Kittleman, Senator Gail Bates, and Delegate Frank Turner were also in attendance. Dr. Hetherington noted that the Governor and the distinguished guests had the opportunity to tour the science, engineering, and technology and/or health sciences building, and met students and faculty and staff. On May 30, 2018, the
college hosted the Governor's Office of Small, Minority and Women Business Affairs' 2018 Procurement Connections Workshop where Dr. Hetherington gave opening remarks. She met with Special Secretary James Rhee and invited him to come back to the college as a guest speaker for students, and to participate in the Entrepreneurial Celebration.

Dr. Hetherington hosted Dr. Harsh Trivedi, CEO of Sheppard Pratt Health System, and Tyler Tate of Lewis Construction, the firm that built the health sciences building. Sheppard Pratt is opening a new 85-bed facility in Elkridge. The new facility may provide clinical opportunities for HCC students and employment opportunities for the college’s graduates.

Finally, Dr. Hetherington noted the many wonderful end-of-the-year celebrations. The college held its first Military Cording Ceremony, planned by Michael Foehrkolb, associate registrar. Howard P.R.I.D.E. celebrated its largest number of graduates at its year-end celebration. The Early College Cyber Program Graduation Celebration took place, and some of the students who graduated from the program last year, graduated from HCC with an associate’s degree this year. Students had the opportunity to wear stoles this year to celebrate their individuality and accomplishments. Dr. Hetherington remarked that the board may have seen the Kente cloth and First Generation stoles.

Dr. Hetherington again thanked the trustees for supporting students, faculty, and staff throughout the year, and participating in their year-end celebrations.

C. Board Member Comments

Trustee Doyle remarked that commencement is a fantastic celebration. The increased number of candidates for graduation is evidence that the college’s completion efforts are successful. Trustee Doyle acknowledged Cheryl Cudzilo, registrar, for her wonderful work on producing a great celebration. Dr. Hetherington noted the nice coverage that the college had received from The Baltimore Sun on commencement.

Vice Chair Watson thanked Chair Perkins for her leadership as board chair. She remarked on Chair Perkins’ distinguished career in education. Vice Chair Watson also remarked that members of the college community who are interested in helping Ellicott City in the wake of the May 27, 2018, flooding should contact Saint Peter’s Episcopal Church to sign-up for volunteer opportunities. Dr. Hetherington acknowledged Katrina Bowers, research support assistant, in the planning, research, and organizational development office, who was in the audience and who had volunteered to support Ellicott City in the aftermath of the 2016 flood.

Trustees Joss and Marasco echoed Trustee Doyle’s comments regarding commencement. Trustee Joss thanked Dr. Hetherington for sending a letter to the college community about ways to assist the Ellicott City flood victims. Trustee Marasco also acknowledged the beauty and cleanliness of the college’s grounds and
facilities, and applauded the staff responsible for the upkeep of HCC. Dr. Hetherington recognized the good work of the staff in facilities, grounds, and environmental technology, noting that those areas are under Lynn Coleman’s, vice president of administration and finance, leadership.

D. Report to the Board of Trustees

1. Audit and Finance Committee

Chair Perkins gave an overview of the May 15, 2018, audit and finance committee meeting.

E. Board Priority Items

1. Election of Fiscal Year 2019 Board Officers

   A recommendation to nominate Kevin J. Doyle as chair and Felícita Solá-Carter as vice chair for FY19, was moved by Trustee Joss, seconded by Vice Chair Watson, and unanimously approved.

2. Financial Statements

   Lynn Coleman, vice president of administration and finance, reviewed the April 2018 financial statements.

3. Fiscal Years 2016-2020 Mission, Vision, Values, and Strategic Goals

   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the mission, vision, values, and strategic goals, which were reviewed by the planning council. Ms. Irvin noted that the college core competencies have been added to the college’s mission, vision, values and strategic goals statement based on feedback received from the Baldrige visit in October 2017.

   A motion to reaffirm the HCC strategic goals, mission, vision, and values, with the addition of the core competencies, was moved by Trustee Doyle, seconded by Vice Chair Watson, and unanimously approved.

4. Identity Theft Prevention – Red Flags and Payment Card Industry Compliance

   The federal government requires the college to provide the board with an annual update on HCC’s identity theft prevention procedures. Tom Glaser, vice president of information technology, provided an update, noting the college is in compliance. There have been no Red Flag violations to report. Payment Card Industry compliance has been maintained. Mr. Glaser reminded the board of an incident previously reported to the board when a student’s account had been linked to
another student’s identification number. As a result, the student whose information was exposed has been given two years of identity theft protection, and the college is now conducting a daily scan to prevent an incident like this from reoccurring. This item was for information only and required no board action.

5. Memorandum of Understanding with the Howard County Public School System

Cindy Peterka, vice president of student services, provided an update to the board of trustees on the status of the memorandum of understanding (MOU) with the Howard County Public School System related to dual enrollment, which included an outline of the terms and conditions of the MOU. The MOU will be assessed and renewed on an annual basis to allow for necessary revisions that may emerge.

F. Approval of Board Meeting Minutes

A recommendation to approve the minutes of the April 24, 2018, work session and regular session was moved by Trustee Joss, seconded by Trustee Marasco, and unanimously approved.

G. Consent Items

Chair Perkins noted that this month the consent agenda contains a large number of items. She explained that this is typical for the May meeting as the college is getting the board’s approval on a number of contracts that will begin with the new fiscal year, as well as other items including authorization for the board chair to approve items on the board’s behalf over the summer months.

1. Proposed New Hires
2. Audit Areas for Review
3. Sodexo Management Agreement
4. General Contracting Services Contract
5. Network Maintenance Support Services Contract
6. Administrative Software Service Agreement
7. Computer Hardware Purchases
8. Printer and Computer Hardware Purchases
9. Fiscal Year 2019 New Academic Programs
10. Learning Management System
12. Security Video Storage Upgrade
13. Temperature Control and Fire Alarm Systems
14. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

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

1. Board Calendar

Linda Emmerich noted that the board retreat on June 4, 2018, and the board social on June 13, 2018. The board calendar for FY19 was distributed in the trustees' take-home packets.

2. Agreements Signed by the Board Chair Disclosure

This item, disclosure to the board the list of non-purchasing agreements and pass through contracts that have been signed by the board chair since the last board meeting, and was for information only.

3. Full-Time/Part-Time Faculty Ratios

Jean Svacina, vice president of academic affairs, provided an update. The college gained ground on the full-time/part-time faculty ratio in fiscal year 2018, which stands at 45 percent full-time/55 percent part-time. Dr. Hetherington and Trustee Doyle noted that this ratio is the closest to the Maryland Higher Education Commission guideline of 50/50 than it has been in years.

4. Anticipated Summer Approvals

Ms. Coleman reviewed the items that may come up for board approval during the summer.

5. Sodexo Report

Ms. Coleman provided highlights of the Sodexo Report.

6. Barnes and Noble Report

Ms. Coleman provided highlights of the Barnes and Noble Report. Ms. Coleman noted significant cost savings of $440,000 to students as a result of Barnes and Noble’s efforts to provide books in digital, rental, and used format options.

7. Sustainability Report

Ms. Coleman provided highlights of the Sustainability Report. Trustee Joss acknowledge the college’s successes with sustainability efforts.

8. Personnel Summary

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

A recommendation to adjourn the regular session was moved by Vice Chair Watson, seconded by Trustee Doyle, and unanimously approved.
Chair Perkins read the following motion to enter into closed session:

Whereas, the board of trustees of Howard Community College is authorized to conduct certain portions of its meetings in closed session under the Maryland Open Meetings Act, Title 3 of the General Provisions Article § 3-305 (b).

Now, therefore, be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on May 30, 2018, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction and that such meeting shall continue in closed session until the completion of business. The topic of the closed session will be the annual president’s appraisal.

A motion to enter into closed session was moved by Trustee Marasco, seconded by Trustee Doyle and unanimously approved.

The regular session was adjourned at 7:12 p.m.

The above constitutes the official minutes of the May 30, 2018, regular meeting of the Howard Community College Board of Trustees as approved on June 4, 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 closed session on Wednesday, May 30, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie Perkins read the resolution below to enter into closed session at approximately 7:21 p.m.; the closed session commenced at approximately 7:29 p.m. Other board members present included vice chair Courtney Watson, and trustees, Kevin J. Doyle, Steven A. Joss, and Christopher G. Marasco. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Kevin F. Schmidt and Felícita Solá-Carter were absent.

Whereas, the board of trustees of Howard Community College is authorized under the Maryland Open Meetings Act, Title 3 of the General Provisions Article § 3-305 (b) to conduct certain portions of its meetings in closed session.

Now, therefore be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on May 30, 2018, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees conducted the president’s annual appraisal and discussed related matters.

The meeting was adjourned at 8:30 p.m.

The above constitutes the official minutes of the May 30, 2018, closed session of the Howard Community College Board of Trustees as approved on June 4, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
C – Cultural Proficiency

**Background:** CampbellJones & Associates provides professional learning seminars on cultural proficiency for school systems and organizations. The firm facilitates professional learning communities by bringing a wealth of experience and expertise in engaging audiences in profound learning leading to personal and organization change.

At its June 8, 2017, retreat, Franklin CampbellJones of CampbellJones & Associates facilitated an introductory session on cultural proficiency with the board of trustees. During its spring 2018 discussions of retreat topics, the board of trustees requested to continue its work with CampbellJones & Associates on the topic of cultural proficiency at a two-part retreat on June 4, 2018, and on September 26, 2018. Brenda CampbellJones, Ph.D., CEO, and Franklin CampbellJones, Ed.D., vice president, of CampbellJones & Associates, will join the board to facilitate its two-part retreat session.
D – Resolution for Board of Trustees to Meet in Closed Session on June 4, 2018

WHEREAS, The board of trustees of Howard Community College is authorized to conduct certain portions of its meetings in closed session under the Maryland Open Meetings Act, Title 3 of the General Provisions Article § 3-305 (b).

NOW, THEREFORE, BE IT RESOLVED, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on June 4, 2018, at the conclusion of the retreat in The Rouse Company Foundation Student Services Hall, room 401 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction and that such meeting shall continue in closed session until the completion of business.