The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 22, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the work session to order at 6:00 p.m. Other board members present included trustees Steven A. Joss, Christopher G. Marasco, Mamie J. Perkins, and Courtney Watson. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Kevin F. Schmidt and Felícita Solá-Carter were absent.

Chair Doyle turned the meeting over to President Hetherington who led a moment of silence to honor the memory of Dennis Collier, facilities operations manager and friend to so many at the college. Dennis began his career at the college in July 1978 and worked for HCC for 40 years. During his tenure at the college, he participated in every major construction project on the campus.

I. Introduction of New Employees

Linda Emmerich, executive associate to the president, introduced Maha Salamah, executive assistant to the president.

Melissa Mattey, director of development/executive director, educational foundation introduced Natasha Boston, special events manager.

Cindy Peterka, vice president of student services, introduced Denelle Alton, academic adviser, graduation and transfer.

II. Information Session: Health Sciences

Jean Svacina, vice president of academic affairs, introduced Georgene Butler, professor of nursing and dean of health sciences; Nancy Calder, professor of medical laboratory technology, associate dean of health sciences and chair of the medical laboratory technician program; Kenneth Crivelli, associate professor of physical therapy and chair of the physical therapist assistant program; James Hwang, associate professor, medical sonography and chair of the diagnostic medical sonography program; and Susan Seibel, associate professor of dental hygiene and chair of the dental hygiene program, who gave a presentation on the college’s health sciences programs, focusing on diagnostic medical sonography, medical laboratory technician, physical therapy assistant, and dental hygiene.
The work session was adjourned at 6:25 p.m.

The above constitutes the official minutes of the August 22, 2018, work session of the Howard Community College Board of Trustees as approved on September 26, 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 for a regular meeting on Wednesday, August 22, 2018, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the regular meeting to order at 6:33 p.m. Other board members present included trustees Steven A. Joss, Christopher G. Marasco, Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustee Felícita Solá-Carter was absent.

A. Approval of August 22, 2018, Agenda

A recommendation to approve the August 22, 2018, agenda, was moved by Trustee Watson, seconded by Trustee Perkins, and unanimously approved.

B. President’s Report

President Hetherington announced that HCC has been selected by the Baldrige National Quality Award Program to receive a site visit for the second year in a row. HCC was one of five educational institutions selected. The college’s visit will take place October 1-5, 2018. HCC is expected to learn of its award status on November 12, 2018.

President Hetherington acknowledged the college’s recognition as a Great College to Work for 10 years in a row. She noted that board members’ take-home packets included congratulatory letters from Senator Benjamin Cardin and Congressman Elijah Cummings. She also reported that The Association of Community College Trustees (ACCT) has selected HCC to receive its 2018 ACCT Northeast Region Equity Award, which will be received formally at the ACCT conference on October 26, 2018. The college is a candidate to receive the ACCT National Equity Award. A copy of the award application was included in the trustees’ take-home folders so the board can see the details of the application and why HCC was selected for the award. Chair Doyle commented on the board’s and college’s focus on cultural proficiency, noting that the application shows a good description of the efforts of HCC.

President Hetherington informed the board that HCC received a $250,000 National Science Foundation grant for the project, “Collaborative Research: Institutional and Community Transformation for Teaching and Learning Quantitative Reasoning in Biological Sciences,” to build and use evidence-based practices to improve science,
technology, engineering, and mathematics (STEM) instructional practices and to promote collaboration between STEM disciplinary experts, educational researchers, and STEM education practitioners. Dr. Hetherington thanked Patti Turner, dean of science, engineering, and technology and professor of anatomy, as well as the rest of her team, for their efforts.

President Hetherington thanked Chair Doyle and Past Chair Perkins for their availability during the summer for approval items, and all trustees for supporting college events, which most recently included fall convocation and the Trustees’ Award for Outstanding Service presentation to the Commission on the Future task force chairs.

President Hetherington briefly discussed summer meetings with elected officials. She thanked Tom Glaser, vice president of information technology, for his work with the Howard County Chamber GovConnects Committee on the GovConnects Conference, where she served as the facilitator of the opening panel. President Hetherington mentioned that she also serves on Dr. Martirano’s Howard County Public School System Superintendent’s Program Innovation Advisory Board. President Hetherington reported that the college is close to finalizing and signing the dual enrollment memorandum of understanding (MOU), which will be considered by the Howard County Public School System Board of Education at its September meeting. She commended Cindy Peterka, vice president of student services, on her work as the college’s point person for the dual enrollment MOU.

President Hetherington reported that HCC hosted the Maryland Council of Community College Presidents August 2-3, 2018. She also noted that the Maryland Association of Community Colleges (MACC) board of director’s meeting was held on June 20, 2018. A copy of the MACC Annual Report was included in the trustees’ take-home packets. President Hetherington mentioned that HCC is a sponsor of the Undesign the Redline exhibit at the Howard County Library Central Branch. She encouraged the trustees to view this exhibit on structural racism, which will be on display until December 31, 2018.

President Hetherington reported that enrollment was up in FTE for the second session of summer, but is down for fall. While enrollment is down among Maryland community colleges, HCC is doing well compared to other Maryland community colleges as staff continues to work hard to bolster enrollment. Chair Doyle pointed out that there is a cyclical relationship between enrollment numbers and the state of the economy. President Hetherington agreed and also mentioned that competition from four-year colleges and universities has played a role in the decreased enrollment.

President Hetherington announced that the trustees had received an invitation from the Howard County General Hospital board to meet. President Hetherington suggested that the HCC board could host a dinner meeting, from 5:00 to 6:00 p.m. on November 27, 2018, prior to the board’s work session and regular meeting. Chair Doyle asked the trustees if they were in favor of the proposal and they agreed.
C. Board Member Comments

Trustee Watson noted the recent passing of Dr. Sydney Cousin, who served for eight years as the Howard County Public School System superintendent. She remarked that he was a very strong leader who set the school system on a course at a time when it was in chaos. Dr. Cousin introduced the modern day cultural proficiency program in the schools.

Trustee Joss commented how the college’s financial statement looked positive. He commented that after reviewing the financials, the college may want to study ways to increase food service revenues.

Trustee Marasco remarked that after his review of the health sciences program he noted that there was such a disparity between the number of seats available in each discipline compared to the number of applicants, and hoped that there could be a solution. He also commented that he was impressed by the number of events that took place over the summer.

Chair Doyle noted that if the college had not expanded to include a health sciences building, it would not have been able to offer all of the current programs. He recognized the Commission on the Future for recommending the health sciences building and the expansion of health sciences programs.

Chair Doyle called on President Hetherington to present the Howard Community College Educational Foundation Board of Directors report. She first thanked Trustee Marasco for his past work as foundation liaison, and noted that Trustee Schmidt will serve as the new liaison for the board. She reported that the board selected new officers for the two-year term. Mary Cannon of Mary Cannon & Associates, LLC is the new chair. Allen Stott of Chesapeake Corporate Advisors, LLC is the vice chair. Sean Keller, of Freedom Consulting Group is the new treasurer. Ken Solow of Pinnacle Advisory Group, Inc. is the assistant treasurer.

President Hetherington reported that the auditors are issuing an unmodified opinion of the foundation’s financial statements for fiscal year 2018. The foundation board of directors will hold its annual meeting on September 17, 2018. She mentioned the HCC 5K Challenge Race that will take place on October 14, 2018, and spoke about the wonderful turnout at the kickoff event held on August 14, 2018. To date, the fundraising goal for the event is $110,000 and the current total raised is $105,000. She thanked Missy Mattey, director of development/executive director, educational foundation, the development team, and the committee for their incredible work.

D. Board Priority Items

1. Fiscal Year 2018 Board Accomplishments

Chair Doyle noted this item was for information only and commented on the board’s many accomplishments in FY18, including the Commission on the Future initiative.
E. Reports to the Board of Trustees

1. Core Work Highlights and Strategic Plan and Evaluation

Zoe Irvin, executive director of planning, research, and organizational development, provided an overview of the core work highlights and strategic plan and evaluation.

2. Financials

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending June 30, 2018, and reviewed the disclosure schedule for the upcoming year.

The issue regarding increasing food service revenues raised earlier in the meeting by Trustee Joss, was discussed further. Chair Doyle commented that the increased availability of parking may encourage students to leave campus to eat. Trustee Marasco suggested that even with increased parking, he does not think students would want to lose their parking space by leaving campus to dine elsewhere. Vice President Coleman commented that there is not enough dining space to accommodate the number of students on campus. President Hetherington and Vice President Coleman also pointed out that raising food prices is not the solution, since the college wants to make the cafe affordable to students.

Trustee Schmidt asked if the culinary program thought about food trucks as a teaching venue. Trustee Joss commented that food trucks may make food more accessible.

F. Approval of Board Meeting Minutes

A recommendation to approve the June 4, 2018, work session and regular meeting minutes, retreat notes, and closed session minutes was moved by Trustee Marasco, seconded by Trustee Perkins, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Ratification and Confirmation of Summer Approvals

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

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the September 18,
2018, audit and finance committee meeting at 8:30 a.m. and the board meeting September 26, 2018, at 6:00 p.m. Linda reminded the board that part two of the retreat will start at 2:00 p.m. on September 26, 2018.

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 meeting was moved by Trustee Watson, seconded by Trustee Schmidt, and unanimously approved.

The regular meeting was adjourned at 7:17 p.m.

The above constitutes the official minutes of the August 22, 2018, regular meeting of the Howard Community College Board of Trustees as approved on September 26, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer