The Board of Trustees of Howard Community College (HCC) met for a retreat on Wednesday, September 26, 2018, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the retreat to order at 2:00 p.m. Other board members present included vice chair Felícita Solá-Carter and trustees Steven A. Joss, Christopher G. Marasco, and Courtney Watson. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Mamie J. Perkins and Kevin F. Schmidt were absent.

A. Approval of September 26, 2018, Retreat Agenda

A recommendation to approve the September 26, 2018, retreat agenda, was moved by Vice Chair Solá-Carter, seconded by Trustee Marasco, and unanimously approved.

B. Cultural Proficiency

Brenda CampbellJones, Ph.D. and Franklin CampbellJones, Ed.D. of CampbellJones & Associates facilitated the second part of the trustees’ 2018 retreat focusing on cultural proficiency. The content of the retreat centered on a deeper understanding of cultural proficiency. The trustees engaged in continued exploration of behaviors and thought processes that lead to enhancing one’s cultural proficiency. The interactive session provided meaningful personal and professional development for the trustees and president’s team members who were also in attendance.

A recommendation to adjourn the retreat was moved by Trustee Watson, seconded by Trustee Joss, and unanimously approved.

The retreat was adjourned at 5:00 p.m.

The above constitutes the official notes of the September 26, 2018, retreat of the Howard Community College Board of Trustees as approved on October 31, 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 work session on Wednesday, September 26, 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 6:01 p.m. Other board members present included vice chair Felícita Solá-Carter and trustees Steven A. Joss, Christopher G. Marasco, and Courtney Watson. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Kevin F. Schmidt and Mamie J. Perkins were absent.

I. Introduction of New Employees

Minah Woo, executive associate to the president, introduced Jarrell Anderson, director of Silas Craft Collegians Program; Timothy Banks, assistant professor, hospitality/culinary; chair, hospitality/culinary; Michael Bouman, instructor, business/entrepreneurship; Cristina Fontanez Garrison, instructor, physical therapy assistant program; Candice Miles; assistant professor, business and entrepreneurship; Kathleen Norton, interim instructor, business; Patrick Pagano, assistant professor, audio video production; Hannah Pié, assistant professor, microbiology/cell biology; Viviana Simon, interim ELC student success; and Darion Smith, assistant professor, dance.

Lynn Coleman, vice president of administration and finance, introduced Michael Lee, assistant director of public safety; Chamreaun Man, environmental services technician; Davaadorj Puntsag, environmental services supervisor; Laureat Pich, environmental services technician; and Christina Sparacino, procurement coordinator.

Tom Glaser, vice president of information technology, introduced Karri Meldorf, programmer and analyst; and Melissa Paper-Garthoff, executive assistant to the vice president of information technology.

Cindy Peterka, vice president of student services introduced Whitney Hammond, admissions and academic advisor, early college/dual enrollment; Emily Mason, assistant registrar; and Rebecca Morrow, admissions and academic advisor (outreach).

II. Introduction of Constituency Group and Cross-Functional Team Leaders

President Hetherington and members of president’s team introduced the leaders of
the college's constituency groups and cross-functional teams. The leadership of these groups is reflected in the board materials.

The work session was adjourned at 6:22 p.m.

The above constitutes the official minutes of the September 26, 2018, work session of the Howard Community College Board of Trustees as approved on October 31, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
Board of Trustees
Regular Meeting Minutes
September 26, 2018

The Board of Trustees of Howard Community College (HCC) met in a regular meeting on Wednesday, September 26, 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 6:29 p.m. Other board members present included vice chair Felícita Solá-Carter and trustees Steven A. Joss, Christopher G. Marasco, and Courtney Watson. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Mamie J. Perkins and Kevin F. Schmidt were absent.

A. Approval of September 26, 2018, Agenda

A recommendation to approve the September 26, 2018, agenda, was moved by Trustee Watson, seconded by Trustee Marasco, and unanimously approved.

B. President’s Report

President Hetherington thanked the trustees for participating at the earlier scheduled board retreat and for their continuous support over the last month. She also thanked Chair Doyle and Vice Chair Solá-Carter for their attendance at the pre-board meeting and Chair Doyle and Trustee Joss for their attendance at the audit and finance committee meeting.

President Hetherington mentioned Dr. Ralph Semmel’s, the director of the Johns Hopkins Applied Physics Lab, visit to the campus. The topics she discussed with him included technology transfer, internships and placements, undergraduate research, and security clearances. President Hetherington remarked about her excitement to serve as a panelist on the Greater Baltimore College Newsmaker Breakfast, which focused on workforce development and the impact community colleges have on the economy. She then mentioned the Howard County Public School System Superintendent’s State of the Schools event that took place on September 12, 2018. President Hetherington gave brief comments on the connection between the public schools and HCC. Julian Jones, an HCC graduate and current student at the University of Maryland Baltimore County, joined President Hetherington to speak at the event. Julian did an excellent job of addressing the audience and received an outstanding ovation.

Howard Community College was pleased to host the Howard County Hispanic Leadership Awards Ceremony on September 20, 2018. Vice Chair Solá-Carter attended the event and President Hetherington thanked her for her participation.
President Hetherington also thanked Vice Chair Solá-Carter for making the connection for the college with the Excellence in Government Fellows Program. President Hetherington hosted a group of almost 30 fellows on September 13, 2018, and spoke about leading through change.

President Hetherington mentioned that she finished her summer meetings with elected officials. At those meetings, she thanked elected officials for their support in fiscal year (FY) 2018, and briefed them on the college’s needs for the future, including the mathematics and athletics complex.

President Hetherington stated that the college’s enrollment this semester was down by three percent in FTE and 2.7 percent down in headcount. There will be a detailed enrollment report for the board in the October president’s report.

President Hetherington reported that Dr. Robert Fischell will speak on “Technology of Humanity” on September 27, 2018. She thanked Linda Emmerich, Beth Homan, Mark Edelen, and Patti Turner for their efforts in planning the event.

President Hetherington provided an update on the Baldrige site visit scheduled for the week of October 1, 2018. She acknowledged Chair Doyle, Vice Chair Solá-Carter, Past Chair Perkins, and Trustee Marasco for being available to represent the board in a meeting with site examiners. President Hetherington remarked that this year’s Baldrige application is strong and the results that are tracked in the application are improved from last year. She thanked Zoe Irvin, Tom Glaser, and other members of the planning, research, and organizational development team, as well as the entire college community for their work that supports the application. President Hetherington provided an update on the Howard Community College Educational Foundation (HCCEF). She noted that four new board members have joined the HCCEF. The board of director’s annual meeting was held on September 17, 2018. During the annual meeting, the board of directors received information on JumpStart, virtual learning, arts and culture offerings, and athletic programs. Members completed circles of influence, established goals for the year, and discussed how to make the ask. These topics will be discussed further at the November meeting of the HCCEF.

President Hetherington mentioned the upcoming HCC 5K Challenge Race that will take place on October 14, 2018. The event has surpassed its fundraising goal of $100,000. President Hetherington thanked Melissa Mattey, director of development/executive director, educational foundation, and her team for their efforts in coordinating the race.

President Hetherington confirmed that the HCC board of trustees and the president’s team will host members of the Howard County General Hospital board and senior staff for dinner from 5:00 to 6:00 p.m. prior to the November 27, 2018, board of trustees' work session and regular meeting.
C. Board Member Comments

Trustee Watson noted that she was proud of board members and staff for the honest conversations they had during the board’s retreat earlier in the day. She thought it was a great step in further promoting cultural proficiency.

Trustee Joss commented that he enjoyed the board retreat and thought that the cultural proficiency training was enlightening. Chair Doyle noted that he is always impressed during the introduction of new employees with the high caliber of new employees who are being drawn to work at the college.

Vice Chair Solá-Carter thanked everyone involved with the cultural proficiency training. She wanted to highlight that County Executive Kittleman and community leaders at the recent Hispanic Leadership Awards Ceremony acknowledged HCC and the value it brings to the community. She noted that their comments were a great reflection of the work of the HCC staff.

D. Reports to the Board of Trustees

1. Audit and Finance Committee

Chair Doyle reported on the September 18, 2018, meeting of the Audit and Finance Committee. Agenda items included the interim meeting with auditors and review of the draft financial statements; discussion of proposed fiscal year 2020 capital budget; annual earnings and compensation report; modification of purchases report; and semi-annual non-purchasing agreement disclosure. Chair Doyle noted that the auditors plan to issue an unmodified report. There will be a slight technical adjustment to the audit report regarding retirement funding that will not affect the college’s budget. For its October 31, 2018, meeting, the full board can expect a presentation from the audit firm including the final management discussion and analysis document. In reviewing the fiscal year 2020 capital budget, the community endorsed the administration’s recommendation that the priority rating for the mathematics and athletics complex be elevated from medium to high. President Hetherington has received a letter of support for the mathematics and athletics complex from County Executive Kittleman.

The proposed budget with the change in the priority rating for the mathematics and athletics complex will be presented to the board of trustees for review at its September 26, 2018, meeting, and then will return to the board as an approval item at its October 31, 2018, meeting.

E. Board Priority Items

1. Key Performance Indicator (Board Core End): Strategic Planning

Zoe Irvin, executive director of planning, research, and organizational development, provided an overview of the strategic planning key performance indicator.
2. Proposed Fiscal Year 2020 Capital Budget

President Hetherington thanked Lynn Coleman, vice president of administration and finance, Shelly Bilello, capital programs administrator and Chuck Nightingale, executive director of capital projects and facilities, for accompanying her to the Department of Budget and Management capital budget hearing to request funding for the mathematics and athletics complex. President Hetherington noted that the meeting was positive and that she is hopeful that the state will provide funding for the design of the mathematics and athletics complex.

Ms. Coleman discussed the expansion plans for the mathematics and athletics complex. If funded, the project would be phased from fiscal year 2020 to 2024. Chair Doyle asked if the project would require a complete tear down of the old facilities and Ms. Coleman stated that it would. President Hetherington then asked Ms. Bilello what the cost was for the deferred maintenance and she reported that it was $52 million. Ms. Coleman explained that the funding would be five percent of what the state would give community colleges and every other year HCC would receive some funding to cover the costs. Chair Doyle noted that the proposed fiscal year 2020 capital budget will be brought to the board of trustees for approval at its October 31, 2018, meeting.

3. Financial Statements

Ms. Coleman gave an overview of the financial statements for the period ending August 31, 2018.

F. Approval of Board Meeting Minutes

A recommendation to approve the August 22, 2018, work session and regular meeting minutes was moved by Trustee Marasco, seconded by Trustee Joss, and unanimously approved.

G. Consent Items

1. Proposed New Hires
3. Virtual Set System
4. Science, Engineering, and Technology Building Furniture and Equipment
5. Additional Cloud Hosting Services

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

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the October 10, 2018,
legislative and community relations committee meeting at 8:30 a.m. and the regular board meeting on October 31, 2018, at 6:00 p.m. She also briefly noted the 2018 Association of Community Colleges Trustees Leadership Congress on October 24 to 27, 2018. Lastly, she called the board’s attention to two May events. Commencement will be on Friday, May 24, 2019, at 10:00 a.m. Spring convocation will be on May 22, 2019, and all trustees are invited to attend.

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 was for information only and required no board action.

Adjournment

A recommendation to adjourn the regular meeting was moved by Trustee Marasco, seconded by Vice Chair Solá-Carter, and unanimously approved.

The regular meeting was adjourned at 7:08 p.m.

The above constitutes the official minutes of the September 26, 2018, regular meeting of the Howard Community College Board of Trustees as approved on October 31, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer