The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, October 31, 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 vice chair Felícita Solá-Carter and trustees Steven A. Joss, and Christopher G. Marasco. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Mamie J. Perkins, Christopher G. Marasco, and Courtney Watson were absent.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Irina Popova, interim English as a Second Language program assistant.

Lynn Coleman, vice president of administration and finance, introduced Huy Han, environmental services technician, and Pheary Pich, environmental services technician.

The work session was adjourned at 6:05 p.m.

The above constitutes the official minutes of the October 31, 2018, work session of the Howard Community College Board of Trustees as approved on November 27, 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 a regular meeting on Wednesday, October 31, 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 6:05 p.m. Other board members present included Vice Chair Felícita Solá-Carter and Trustees Steven A. Joss, Kevin Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Mamie J. Perkins and Christopher G. Marasco were absent.

A. Approval of September 26, 2018, Agenda

A recommendation to approve the October 31, 2018, agenda, was moved by Vice Chair Solá-Carter, seconded by Trustee Schmidt, and unanimously approved.

B. President’s Report

President Hetherington recognized the trustees for their participation in college-related events over the last month. She thanked Chair Doyle, Vice Chair Solá-Carter, and Trustee Marasco for their participation in the Baldrige visit. President Hetherington stated that they did an excellent job and represented the board well. She also thanked Vice Chair Solá-Carter and Trustees Perkins and Marasco for their participation at the Legislative and Community Relations Committee meeting.

President Hetherington thanked Chair Doyle, Vice Chair Solá-Carter, and Trustee Marasco, for presenting “Pathway to Excellence: A Transformative Journey in Serving Students” at the Association of Community Colleges Trustees (ACCT) Congress. President Hetherington mentioned that during the presentation, the trustees discussed how the Baldrige framework has shaped the college’s quality journey. President Hetherington reported that Howard Community College was named the recipient of the Charles Kennedy National Equity Award at the ACCT Congress in New York City. Trophies for the regional and national equity awards were displayed at the table, as well as in the award booklet. President Hetherington thanked the trustees for their involvement with cultural proficiency during the last three retreats and felt that it showed their strong commitment to diversity, equity, and inclusion.

President Hetherington mentioned that the college was proud to host the Annual Meeting of the Maryland Regional Direct Services Collaborative (formerly Willging Summit). She noted that she attended the United Negro College Fund Howard County Leaders Luncheon with Howard P.R.I.D.E. and Silas Craft Collegians staff and
students. In addition, she also attended the Community Action Council Holland Awards Dinner where award-winning Chimamanda Ngozi Adichie was the guest speaker and Mrs. Vivian Bailey was honored.

President Hetherington and the vice presidents met with Deferred Action for Childhood Arrivals (DACA) students for the presidential dialogue. She mentioned that the dialogue provides a venue where senior leaders acknowledge what the students go through, remind them of the resources that are available to them on campus, and also ask them if they have any suggestions for improvement. The Maryland Association of Community Colleges (MACC) Board of Directors met on October 17, 2018, and vice president Svacina attended on behalf of President Hetherington.

President Hetherington announced that the college should get a Baldrige update by mid-November. She then asked the group to refer to the enrollment report highlights in the board materials that was included in the written president’s report.

President Hetherington mentioned that the college had a setback on the pass rate of nursing students who take the National Council Licensure (NCLEX) exam. Previously the pass rate was 89.9 percent (116 students) and it dipped to 84.5 percent (109 students). NCLEX are reported once a year. President Hetherington is confident that under the leadership of the dean of health sciences, Georgene Butler, the pass rates will once again increase.

President Hetherington provided an update on the JumpStart program with the Howard County Public School System (HCPSS), reporting that the HCPSS Board of Education (BOE) voted in favor of expanding the JumpStart program. The BOE voted in favor of transporting up to 160 high school seniors from Howard and Centennial High Schools to HCC starting the fall 2019 semester. The HCPSS BOE also voted in favor of adding additional structured programs focused on careers in health sciences and STEM at Marriotts Ridge High School.

The president’s team reviewed the requested options and is inclined to move forward with the option that brings up to 160 high school seniors from Howard and Centennial High Schools to campus to enroll full time and not move forward with expansion of programs in additional high schools. Delaying expansion of programs in the schools allows the college and the school system to work through a full cycle of program processes, to ensure academic rigor, quality, and service to students and families. The school system is committed to collaborating with the college regarding the development of a unified message regarding expansion. Vice President Svacina and Vice President Peterka are the points of contact for the JumpStart program. An update to the program expansion will be given to the audit and finance committee at its November 13, 2018, meeting.

C. Board Member Comments

Trustee Schmidt remarked that the college’s role in dual enrollment should be to ensure that all students in Howard County who are in need of the JumpStart program have equal access. He also commented on the pension liability report and said that
he hoped employees’ pensions would be protected long term. Finally, he mentioned the outstanding support that he witnessed at the Howard Community College 5K Challenge Race.

Chair Doyle commented that redistricting issues are not the college’s focus. President Hetherington commented that there will be an update on dual enrollment in November.

Chair Doyle, Vice Chair Solá-Carter, and Trustee Joss all shared their sentiments and congratulations on the college receiving the Charles Kennedy National Equity Award.

D. Reports to the Board of Trustees

1. Legislative and Community Relations Committee

Vice Chair Solá-Carter reported on the October 10, 2018, meeting of the Legislative and Community Relations Committee. The agenda items included: review of the draft 2019 Maryland Association of Community College’s Legislative agenda; review of the college’s proposed fiscal year 2020 legislative agenda, which the committee endorsed and is on the board’s agenda for approval; and planning for the HCC Legislative Breakfast, which has now been rescheduled from November 15, 2018, to November 19, 2018, due to a scheduling conflict with the newly elected County Council members.

At the meeting, the committee also discussed the board’s advocacy approach on behalf of the college. Committee members suggested the following advocacy strategies. Trustees should attend the annual Maryland Association of Community College legislative reception, which is scheduled the evening of February 4, 2019. Trustees should attend the County Executive’s and County Council’s budget hearings throughout the year. Vice Chair Solá-Carter believes that the trustees’ presence help to make a positive impact. The County Executive’s budget hearing is scheduled for 7:00 p.m. on December 11, 2018, as noted on the board calendar. Individual trustees may want to join Dr. Hetherington for her one-on-one meetings with newly elected officials, based on the trustees’ legislative districts. Finally, Dr. Hetherington will continue to ask for representatives from the board to attend key community events that the college sponsors.

E. Board Priority Items

1. Fiscal Year 2018 Audit Report and Meeting with Auditors

Lynn Coleman, vice president of administration and finance, introduced Graylin (Gray) Smith, engagement partner from the college’s audit firm, SB & Company, LLC, who gave an overview of the audit process. Mr. Smith reported that the college has received an unqualified audit. Chair Doyle commended Mr. Smith and his staff on a job well done. Ms. Coleman also gave a brief presentation on
the financial results for the fiscal year ended June 30, 2018. Ms. Coleman also recognized Janet Lombard-Cullison, senior associate vice president of finance, for her long-time service to the college as she will retire in January 2019.

2. End: Student and Stakeholder Focus Key Performance Indicator Report

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end, Student and Stakeholder Focus key performance indicator report.

3. Fiscal Year 2020 Legislative Agenda

Dr. Hetherington gave an overview of the fiscal year (FY) 2020 legislative agenda for both the college and for the Maryland Association of Community Colleges, which were previously reviewed by the legislative and community relations committee, and asked for the board’s approval of the college’s legislative agenda.

A motion to approve the proposed FY20 legislative agenda for Howard Community College as recommended by the legislative and community relations committee at its October 10, 2018, meeting, was moved by Vice Chair Solá-Carter, seconded by Trustee Watson, and unanimously approved.

4. Financial Statements

Ms. Coleman gave an overview of the financial statements for the period ending September 30, 2018.

F. Approval of Board Meeting Minutes

A recommendation to approve the September 26, 2018, work session and regular meeting minutes was moved by Trustee Joss and seconded by Vice Chair Solá-Carter and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2020 Capital Budget
3. Health Insurance Cooperative Purchase Agreement with the Howard County Government
4. Audiovisual Integration Services for Duncan Hall

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

1. Termination of License Agreement with Ten Acres Business Trust

President Hetherington gave background on the relationship between the college and Ten Acres Business Trust, as outlined in the board materials. A request to terminate the existing license agreement between the entities was presented for approval.

*A recommendation to approve the termination was moved by Vice Chair Solá-Carter, seconded by Trustee Joss, and unanimously approved.*

I. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the change in the legislative breakfast from November 15, 2018, to November 19, 2018. She mentioned that the county budget hearing will take place on December 11, 2018, at 7:00 p.m. Ms. Emmerich noted that the spring convocation and the nursing pinning will take place on May 22, 2019, and commencement will take place on May 24, 2019, at the University of Maryland Baltimore County.

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 Vice Chair Solá-Carter, seconded by Trustee Joss, and unanimously approved.*

The regular meeting was adjourned at 7:02 p.m.

The above constitutes the official minutes of the October 31, 2018, regular meeting of the Howard Community College Board of Trustees as approved on November 27, 2018, and is a true and correct copy of the same.

[Kathleen B. Hetherington, secretary/treasurer]