Board of Trustees’ Meeting Materials

December 11, 2018

5:00 p.m.

The Rouse Company Foundation Student Services Hall

RCF-401
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.
Mission: Providing pathways to success
Vision: A place to discover greatness in yourself and others
Values: INSPIRES
- Innovation
- Nurturing
- Sustainability
- Partnerships
- Integrity
- Respect
- Excellence
- Service

Strategic Goals:
- Student success, completion, and lifelong learning
- Organizational excellence
- Building and sustaining partnerships

Core Competencies:
- Provide an exceptional educational experience
- Use innovative instructional techniques
- Facilitate student success
Howard Community College’s
*Dragon Principles*

We promise to help our students, employees, and community members “get there from here.”

We pledge to...

Be friendly
Be helpful to our students and community
Be considerate of each other

And we pledge to…

*Encourage and Practice Sustainability*
A – Approval of Agenda

Agenda
Board of Trustees
Abbreviated Regular Meeting

December 11, 2018
5:00 pm
The Rouse Company Foundation Student Services Hall
Room: RCF-401

Regular Meeting Items

A. Approval of December 11, 2018, Agenda
B. Approval of Board Meeting Minutes
   1. November 27, 2018, Work Session
   2. November 27, 2018, Regular Meeting
C. Discussion Item: Steinway Pianos

Closed Session
B – Approval of Minutes

1. November 27, 2018, Work Session
2. November 27, 2018, Regular Meeting
The Board of Trustees of Howard Community College (HCC) met in work session on Tuesday, November 27, 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 Mamie J. Perkins and Kevin F. Schmidt were absent.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Christopher Heston, associate vice president of finance.

Cindy Peterka, vice president of student services, introduced Marie Vital-Ombolo, teacher, Children’s Learning Center.

Jean Svacina vice president of academic affairs, introduced Jaime Bourne, assistant director of e-learning; Mary Fry, laboratory instructional assistant; Kristin Navarro, senior director of workforce development; and Elizabeth Watson, senior director of continuing education and community development.

II. Howard Community College Educational Foundation Annual Report

President Hetherington introduced Mary Cannon, chair of the Howard Community College Educational Foundation, Inc. (HCCEF) Board of Directors, who presented the foundation’s annual report, noting HCCEF highlights including:

- Raised $2,055,343 in fiscal year (FY) 2018, exceeding the $1.4 million goal, in comparison to $1,574,503, and a $1.4 million goal in FY17;
- Competitive grants generated revenue of $2,160,741 in FY18 in comparison to $2,371,264 in FY17;
- Overall support provided to Howard Community College for scholarships and programs equaled $1,770,218 in FY18 in comparison to $1,556,112 in FY17; and,
- Special events generated gross revenue of $531,967 in FY18 in comparison to $263,578 in FY17.
III. Information Session: Disability Support Services

Cindy Peterka introduced Kathleen McSweeney, director, disability support services (DSS), who gave a presentation on disability support services for students at Howard Community College. Ms. McSweeney shared data on retention, academic standing, number of degrees and certificates awarded, and student satisfaction among students whom the DSS office supports. The board expressed that the statistics were impressive.

The work session was adjourned at 6:32 p.m.

The above constitutes the official minutes of the November 27, 2018, work session of the Howard Community College Board of Trustees as approved on December 11, 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 Tuesday, November 27, 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 6:38 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 November 27, 2018, Agenda

Chair Doyle made a motion to revise the November 27, 2018, board of trustees' agenda by moving item D-2, Reports to the Board of Trustees, Howard Community College Educational Foundation (HCCEF) Board of Directors to be included in item B, President’s Report.

A recommendation to approve the November 27, 2018, agenda as amended, was moved by Vice Chair Solá-Carter, seconded by Trustee Watson, and unanimously approved.

Before proceeding to the president’s report, Chair Doyle took a few moments to congratulate his colleague and friend of the college, Courtney Watson. Trustee Watson successfully ran for the Maryland House of Delegates District 9B seat in the recent general election. On behalf of the board of trustees, Chair Doyle extended heartfelt sentiments regarding her service to the college and board of trustees. He thanked Delegate-elect Watson for her service to Howard Community College as a member of the board of trustees. Trustee Watson has served on the board of trustees with distinction since April 2015. During her tenure, she was instrumental in the revision of the board’s bylaws and policies; she was a tireless advocate for the college’s legislative priorities; she was a champion for the board’s work in the area of cultural proficiency; and, she set the standard for servant leadership and policy governance. This meeting marked her last since she is stepping down from her seat as a member of the board of trustees.

Vice Chair Solá-Carter expressed her appreciation to Trustee Watson for warmly embracing her arrival to the board and noted that Trustee Watson was always well-prepared for meetings. Trustee Marasco echoed Vice Chair Solá-Carter’s comments and expressed how she also welcomed him to the board and was a mentor to him. Trustee Marasco remarked that when Trustee Watson had something to say, it was
very meaningful and made everyone think. Trustee Joss also expressed his appreciation for Trustee Watson’s work on the board, and for her friendship. Trustee Watson thanked everyone and expressed that she enjoyed her time on the board. She regrets having to leave the board, but knows that the college is in good hands with the leadership of the board of trustees and Dr. Hetherington.

B. President’s Report

Before beginning her report, President Hetherington echoed congratulations to Trustee Watson on her election success and remarked that she is the definition of leadership. She further expressed that HCC is fortunate to have advocates for community colleges and support for capital and operating budgets among Maryland elected officials. Dr. Hetherington noted that Trustee Watson attended HCC and she, her father Dr. Edward Cochran, and the Cochran family have a long history of supporting students.

President Hetherington then continued her report by thanking trustees for supporting events, including the student/donor luncheon; the General Education Development (GED) ceremony; the audit and finance committee meeting; and, the legislative breakfast, which she remarked had excellent attendance. President Hetherington mentioned that she will meet with newly elected officials over the next two months and will let trustees know her meeting schedule in case trustees want to join in on meetings with elected officials from their respective legislative districts, as recommended by the legislative and community relations committee.

President Hetherington noted that the fall employee constituency group meetings took place in November, provided employees with the opportunity to meet with the president for a budget update and a question and answer session. During these meetings, Dr. Hetherington reviewed the budget development process and the salary and benefits recommendations for the upcoming year. President Hetherington attended the American Association of Community Colleges (AACC) Fall Meeting; she serves on the AACC Commission on Public Relations Advocacy and Advancement and previously served on the board of directors.

President Hetherington mentioned that she held a presidential dialogue with the vice presidents and student veterans on November 15, 2018. President Hetherington also reported that she was traveling the next day to the Education Commission on the States’ Winter Commissioners meeting and serves as a commissioner for the state of Maryland. President Hetherington noted that 20-25 members from the HCC community will attend the Maryland Association of Community Colleges Statewide Completion Summit on December 7, 2018, held at the Community College of Baltimore County. President Hetherington spoke about the college’s Baldrige results and special recognition in the leadership category. She expressed the fact that the recognition is impressive since not all organizations that receive a site visit are recognized.

President Hetherington announced that HCC’s undergraduate research program has been selected as one of 10 Bellwether finalists in the Instructional Programs and
Services area. As a result, the college will compete for the prestigious 2019 Bellwether Award at the Community College Futures Assembly on Monday, February 4, 2019. Patti Turner and several faculty members will be giving presentations. President Hetherington mentioned the Howard Community College Educational Foundation (HCCEF) funding of the 2019 Lecture Series, which will be held in the Montesabaro Recital Hall in the Horowitz Visual and Performing Arts Center on February 12, March 12, and April 9, 2019. She stated that last year, the lectures focused on science, technology, engineering, and mathematics topics and were top-notch. This year’s presenters are faculty from the English/world languages division.

C. Board Member Comments

Vice Chair Solá-Carter thanked Elizabeth Homan, executive director of public relations and marketing, for providing support for the vice chair’s recent interview for Maryland Public Television. She also expressed that the college’s Baldrige recognition for leadership speaks volumes about the college’s leadership.

Trustee Marasco remarked that he had the pleasure of attending the HCC Challenge Race on October 14, 2018. He felt that it was a great, energetic event with many excited participants. The challenge race, now in its fifth year, has raised a total of over $400,000. He recognized former HCCEF board of directors’ member, Michael Drummond, who was instrumental in orchestrating the fundraiser. Trustee Marasco was thankful for the opportunity to attend the Association of Community College Trustees Congress. He also noted the college’s Baldrige recognition and stated that the leadership award is meaningful, especially after hearing some of the challenges that board members from other colleges face. It made him even more appreciative of the board members, faculty, staff, and college community.

Trustee Joss praised the HCCEF for its fundraising success and remarked that profits nearly doubled. He congratulated President Hetherington for her Good Scout recognition for 2018 and efforts with the Boy Scouts of America.

Trustee Watson remarked that the legislative breakfast is the best among the county’s agencies and organizations. She stated that HCC should continue hosting it because it is effective and fosters community.

Trustee Joss had the opportunity to interact with HCC students at the legislative breakfast and remarked that he learned so much and was touched by their stories of overcoming adversity.

Finally, Chair Doyle agreed with Trustee Marasco’s comments regarding Baldrige and that the organization is looking for continuity. The college demonstrates exceptional leadership at all levels of the institution. He closed the comments section by thanking the college for its outstanding efforts.
D. Reports to the Board of Trustees

Chair Doyle gave a report on the audit and finance committee’s November 13, 2018, meeting. He also remarked that the salary and benefits committee does a tremendous job on its annual report and recommendations.

E. Board Priority Items


   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the report.

2. Financial Statements

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

F. Approval of Board Meeting Minutes

A recommendation to approve the October 31, 2018, work session and regular meeting minutes was moved by Vice Chair Solá-Carter, seconded by Trustee Joss, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2020 Sabbatical Leave Recommendations
3. Candidates for Graduation
4. Proposed Fee Changes for the Arts and Humanities Division
5. Proposed Fee Changes for the Business and Computer Systems Division
6. Proposed Fee Changes for the English and World Languages Division
7. Proposed Fee Changes for the Health Sciences Division

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

H. Discussion Items

1. Work Session Topics for the Remainder of the Year

   The board of trustees reviewed the remaining work session topics. Vice Chair Solá-Carter remarked that financial aid should be a work session topic for next year. Dr. Hetherington noted that October or November would be the best time for that report. Chair Doyle noted that the course scheduling process would be a good work session topic in May 2019.
Trustee Joss said he would like opportunities for general conversation among trustees. Other board members replied that the board retreat and board breakfast with the president are great venues for a more informal discussion. President Hetherington remarked that she will set a time in March 2019 for an informal breakfast meeting and will invite board members who are available, noting that attendance for the breakfast meetings needs to be under the quorum threshold.

I. Information Items

1. Board Calendar

   Linda Emmerich, executive associate to the president, noted that the entrepreneurial celebration will occur on December 4, 2018. She noted two calendar event dates that were flipped: The county budget hearing will occur on December 12, 2018, and the board meeting will be held on December 11, 2018. The nursing recognition ceremony will occur on December 17, 2018. The board members are invited to attend these events. The college is closed for winter recess from December 24, 2018, to January 1, 2019. The board’s holiday dinner location was changed from Clyde’s to Seasons 52.

   Vice chair Solá-Carter encouraged members to attend the county budget hearing on December 12, 2018. She emphasized that it makes a difference when board members attend these events.

   Ms. Emmerich presented three books on cultural proficiency to the board members as recommended by Drs. Brenda and Franklin CampbellJones, the board’s retreat consultants for cultural proficiency. Trustees wanting copies of the books will let Ms. Emmerich know.

2. Agreements Signed by the Board Chair

   There were no items for the board chair to approve during this time period.

3. Full-time/Part-time Faculty Ratios

   Jean Svacina, vice president of academic affairs, reviewed the information on the full-time/part-time faculty ratios. Chair Doyle noted that the college has made incremental, steady progress over the years.

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 Vice Chair Solá-Carter, and unanimously approved.
The regular meeting was adjourned at 7:31 p.m.

The above constitutes the official minutes of the November 27, 2018, regular meeting of the Howard Community College Board of Trustees as approved on December 11, 2018, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
C – Discussion Item: Steinway Pianos

Background: In keeping with the college’s commitment to provide the best possible education, the college has launched an initiative to become an “All-Steinway School.” This initiative is an internationally recognized and unparalleled commitment to music excellence. Steinway pianos are the gold standard for performance and teaching. They improve with age, appreciate in value, and are recognized for their quality, beauty of tone, durability, and tradition. Steinway pianos also have a long life span and, if taken care of, require minimal repairs.

The “All-Steinway School” designation will reflect on the college’s music program as being of the highest quality and providing the best equipment for the college’s students. This distinction will make a powerful statement to prospective students, faculty, and to patrons who attend faculty and guest artists concerts. The initiative will also further position the college’s music department for excellence in teaching, performance, recruiting, and retention.

Pianos are the most essential physical components in any quality music program. They serve every area of the music department on a daily basis, as all music majors are required to study piano throughout their undergraduate program. The designation of “All-Steinway School” guarantees that students will play on Steinways in the practice room, in lessons in the studio, in rehearsals, and in performance. This will not only impact pianists, but will foster talent among all other music students who have the opportunity to perform in collaboration with a pianist playing on a Steinway.

The purchase of Steinway pianos will also benefit other community programs, including the Howard County Music Teachers Association, a partner group that holds recitals and competitions at HCC; the Howard County Public School System; Candlelight Concert Society, a partner that has been bringing world-class chamber groups and soloists to Howard County for many years; the Little Patuxent Opera Institute; and, the Gemini Piano Trio Summer Chamber Workshop.

The Steinway Piano Gallery, Washington, D.C. is the only authorized seller of new Steinway pianos in the Washington, D.C., Maryland, and Virginia region. As a result, the Steinway Piano Gallery, Washington, D.C. has extensive experience in working with other higher education institutions in the area. After trade-in of a college-owned Mason & Hamlin piano, it is anticipated that a new Steinway D Concert Grand Piano will cost approximately $113,000.

Purpose: To obtain board approval to designate Steinway Piano Gallery, Washington, D.C. as a sole source and to purchase a Steinway D Concert Grand Piano
Location: Monteabaro Recital Hall in the Horowitz Visual and Performing Arts Center

Timeline: FY19-23 for the sole source designation. The administration does not anticipate using a different Steinway piano vendor in the near future, but will continue to monitor options available in the marketplace. It is anticipated that the piano will be delivered in January 2019.

Total: Approximately $113,000

Recommendation

The administration requests that the board of trustees approve:

Method: The designation of the Steinway Piano Gallery, Washington, D.C. as a sole source and the purchase of a Steinway D Concert Grand Piano

Source of funds: HCCEF funds, specifically the Monteabaro Recital Hall Fund and Steinway Campaign Fund

Compliance: This request is in compliance with college policy and procedure 62.05C/62.05C.01, Sole Source and procedure 62.05.03, Purchasing Authority.
Resolution for Board of Trustees to Meet in Closed Session on December 11, 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 December 11, 2018, at the conclusion of the regular meeting 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.