The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 27, 2019, 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, Christopher G. Marasco, and Mamie J. Perkins. Trustee Kevin F. Schmidt was absent. Kathleen B. Hetherington, secretary/treasurer, was also present.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Siobhan Hayes, honors coordinator and Nancy Talbot, office associate IV for the mathematics department.

Lynn Coleman, vice president of administration and finance, introduced Dewey Grim, director of auxiliary services; Sany Ngeth, lead environmental services technician; Michael Popp, facilities operations manager; and Vannara Vichet, environmental services technician.

Cindy Peterka, vice president of student services, introduced Carmelita Brown, teacher team leader at the Children’s Learning Center; Geoffrey Colbert, acting senior director of athletics and student conduct; Sandy Cos, assistant director of Ambiciones and completion specialist; Cristina Finan, assistive technology/accommodated testing specialist; and Kate Mayer, teacher I at the Children’s Learning Center.

Tom Glaser, vice president of information technology, introduced Lorenze Lancaster, help desk services manager.

II. Information Session: Open Educational Resources Zero and Low-Cost Textbook Initiative

Jean Svacina introduced Nana Owusu-Nkwantabisa, director, library and learning commons, and Rehana Yusaf, associate professor, mathematics, who gave a presentation on the Open Educational Resources (OER) Zero and Low-Cost Textbook Initiative for students at Howard Community College. The presenters gave an overview on the basics of OER, a snapshot of total savings to students, students impacted, and ways to increase its awareness. Jean Svacina stated that faculty are interested in creating their own OER. She noted that the cost of textbooks is one of
the reasons student cite for taking time off from college. The initiative will also eventually support individuals with disabilities.

III. Information Session: Recognition of Outgoing Board Member

Chair Doyle recognized Mamie Perkins as an extraordinary board member whose attendance marked her last as a trustee. Mamie Johns Perkins was appointed to the Howard Community College (HCC) Board of Trustees in March 2013. During her tenure on the board, she has served in many leadership roles, as the board chair and chair of the board’s audit and finance committee, as well as the board of trustees’ liaison to the Maryland Association of Community Colleges Board of Directors.

Mamie is a visionary. She has persuasively advocated for HCC, always promoting the quality of its instruction and services throughout the community, in testimony to elected officials, and in presentations at the national congresses of the Association of Community College Trustees.

She has been a champion for closing the achievement gap and promoting student success and completion. Mamie was also an advocate for advancing cultural proficiency within the board. She understands education, community colleges, and what is important to our students and community.

Mamie has always been exceptionally generous with her time in service to the board and the college and participated in numerous college programs, events, and activities. In fact, her term on the board actually concluded on June 30, 2018; however, she continued to serve with dedication and distinction until her successor was recently approved by the governor.

Vice Chair Solá-Carter remarked that it was an honor and privilege to work with Ms. Perkins. She was a trailblazer for trustees and always provided extraordinary support. Trustees Marasco and Schmidt echoed those sentiments. Chair Doyle stated that he held Ms. Perkins in high esteem. President Hetherington thanked Ms. Perkins for her many contributions to the college and for her leadership.

Ms. Perkins thanked everyone for their comments. She also thanked the HCC staff for their support and the board members for cooperatively working together.

The work session was adjourned at 6:40 p.m.

The above constitutes the official minutes of the February 27, 2019, work session of the Howard Community College Board of Trustees as approved on March 27, 2019, 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, February 27, 2019, 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 6:48 p.m. Other board members present included Vice Chair Felícita Solá-Carter and trustees Steven A. Joss, Christopher G. Marasco, and Mamie J. Perkins. Trustee Kevin F. Schmidt was absent. Kathleen B. Hetherington, secretary/treasurer, was also present.

A. Approval of February 27, 2019, Agenda

A recommendation to approve the February 27, 2019, agenda, was moved by Vice Chair Solá-Carter, seconded by Trustee Perkins, and unanimously approved.

B. President’s Report

President Hetherington thanked Chair Doyle and the trustees for their participation in various college events including winter convocation, joining her to meet newly elected officials, and attending the Maryland Association of Community Colleges Trustee Leadership Conference and Legislative Reception. President Hetherington remarked that there was a great turnout of legislators at the conference and reception and it was an excellent opportunity for the trustees to become acquainted with the newly elected members.

President Hetherington stated that enrollment ended at .2 percent up in FTE and 1.8 percent up in headcount. A full enrollment report will be included in the president’s report to the board in the March 27, 2019, meeting materials. She remarked that Howard Community College is leading community colleges in enrollment growth. She thanked members of the president’s team for their hard work and efforts.

HCC has been named a finalist by the American Association of Community Colleges (AACC) in the Chief Executive Officer (CEO)/Board Relationship category. The finalist will be recognized and the winner announced at the annual AACC conference, April 13-16, 2019. Chair Doyle and President Hetherington will attend. President Hetherington circulated the Association of Community College Trustees’ booklet featuring the 2018 Equity Award write-up for HCC and remarked that the recognition is a testament to the work of the board of trustees and their strong relationship with the college community. The booklet featured a photo of Chair Doyle, Vice Chair Solá-Carter, and herself.
President Hetherington remarked that she attended County Executive Ball’s Transition Team wrap-up meeting, which Trustee Perkins also attended. President Hetherington remarked that County Executive Ball mentioned in the transition team report the college’s efforts in helping the county and state in workforce development. She mentioned that the college held the HCC/Howard County Public School System semi-annual breakfast meeting on January 24, 2019, and she has quarterly meetings with Dr. Michael Martirano, superintendent of the Howard County Public School System. President Hetherington remarked that she is appreciative of the college’s partnership with the public school system, and will continue to discuss important issues like JumpStart.

President Hetherington mentioned that HCC conducted a lockdown drill on February 22, 2019. HCC periodically schedules these drills to make sure the college is prepared in the event of an emergency.

The kick-off of the English and world languages lecture series began on February 12, 2019. President Hetherington acknowledged Stacy Korbelak, professor of English, who presented the talk “Argue Like an Ancient Greek.”

President Hetherington and the vice presidents participate in Presidential Dialogues, which occur every semester. She remarked that the sessions are very engaging. There are good suggestions and feedback received from students, which are incorporated into HCC processes, when possible. She mentioned an upcoming dialogue with Black male students who are not involved in learning communities such as Howard P.R.I.D.E. President Hetherington remarked that this is an opportunity to learn how the college can serve students better.

On Saturday, February 23, 2019, President Hetherington greeted 250 nursing students at the Maryland Association of Nursing Students annual convention held on the HCC campus. President Hetherington thanked the coordinators of the event, Georgene Butler, dean of health sciences and nursing professor, and Ellen Nichols, assistant professor of nursing.

President Hetherington announced Diversity Week, which is scheduled for March 4-8, 2019. The week will begin with keynote speaker, White House correspondent, April Ryan. She mentioned that Cindy Nicodemus, instructor of psychology, will be the new co-chair of the diversity committee.

President Hetherington mentioned that she is attending the Chief Executive Officer (CEO) Forum for the Alliance for Innovation and Transformation (AFIT, formerly CQIN) March 6-8, 2019, and that she placed an AFIT article in which she was interviewed about the college’s use of the Baldrige framework and its recent honorable mention award for leadership in the board’s take-home folders. President Hetherington plans to attend the forum with Zoe Irvin, executive director of planning, research, and organizational development. They will assess the AFIT Summer Institute planned for this year to determine if a team should participate.
President Hetherington presented a report for the Howard Community College Educational Foundation (HCCEF) on behalf of Trustee Schmidt. She announced to the board that the annual Silas Craft Collegians fundraiser at the Hunan Manor Restaurant will take place on March 11, 2019, and Vino Scholastico will be held on April 26, 2019. Lex Ruygrok will be the new vice chair of the HCCEF board of directors. As of January 31, 2019, the HCCEF is at 55 percent of its goal of $1.4 million. A subcommittee of the HCCEF board of directors is currently working on bylaw revisions. The board of directors is also in the process of moving funds from the University System of Maryland Foundation to Wilmington Trust, a subsidiary of M&T Bank.

President Hetherington mentioned that she provided oral and written testimonies on behalf of the Maryland Association of Community Colleges specifically on the Workforce Readiness Grant and the Students with Disabilities Grant. In addition, she submitted testimony regarding Gender Diversity in the Boardroom on behalf of the Executive Alliance on whose board she serves.

C. Board Member Comments

Chair Doyle began the comment session by discussing the governance retreat scheduled for June 7, 2019. He posed the question of whether the board should do one full-day or a half-day retreat. Vice Chair Solá-Carter and Trustee Perkins recommended a full-day retreat and it was unanimously agreed to by the trustees that it should be held for a full day. The board anticipates new board members in June and it would benefit them to have a full day of guidance. The board also unanimously agreed to eliminate the April 23, 2019, special budget meeting. Trustee Marasco commented that the board portal can be used to post any new information and President Hetherington promised to keep the board posted.

Vice Chair Solá-Carter thanked President Hetherington for including her in the meeting with Councilwoman Elizabeth Walsh. She feels that the time spent with the college’s elected officials is a good investment.

Trustee Marasco appreciated his time in Annapolis meeting new legislators at the MACC Legislative Reception. He remarked that it was an honor and pleasure to be there and felt that the legislators were appreciative of the board members’ presence.

He encouraged board members to go to the Silas Craft Collegians fundraiser event to hear the students speak or buy a ticket and donate. One hundred percent of proceeds go to scholarships. Lastly, he reminded board members that the Vino Scholastico event offers spirits as well as wine.

Trustee Joss commented that he thought the Open Education Resources (OER) presentation was good and that the college should look for more opportunities to save students money.

Chair Doyle echoed Trustee Marasco’s comments regarding the impression left on the new legislators at the MACC legislative reception. He also thought the OER presentation was terrific.
D. Reports to the Board of Trustees

1. Legislative and Community Relations Committee

Vice Chair Solá-Carter, chair of the Legislative and Community Relations Committee, reported that the committee meeting occurred on February 13, 2019. Trustees Marasco and Perkins, as well as President Hetherington, were present. Board award nominations were discussed, an update was given on the legislative session of the Maryland General Assembly and key budget development dates were given, as well as an update on Student Advocacy Day, scheduled for March 5, 2019. Vice Chair Solá-Carter encouraged members to attend the March 5, 2019, county executive budget hearing and reiterated that this is a great opportunity for the board to reacquaint itself with the new county council members. Finally, she thanked Ms. Homan for her update on Student Advocacy Day.

E. Board Priority Items

1. End: Workforce Focus - Key Performance Indicator Report

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the key performance indicator report on the board end, workforce focus. A highlight of the report included an increase in the overall score in HCC’s National Baldrige Performance Excellence Award Application. The trustees were impressed with the results of the site visit.

2. February 2019 Workforce Snapshot

Lynn Coleman, vice president of administration and finance, introduced Karlyn Young, acting associate vice president of human resources, who presented the report. Ms. Young thanked her team for their efforts in helping to compile the report.

Ms. Young reported that the total workforce is down due to a reduced number of credit adjunct faculty, which is directly related to lower enrollment numbers for the previous year. The core workforce by constituency showed growth in the administrative constituency group. This growth was a result of the compensation study that was completed on July 1, 2017. There was an increase in the full-time faculty minority applicants and hires for FY18. An equal number of minority and non-minority administrative and professional applicants were hired in FY18.

Ms. Young reported that an additional learning format was launched for professional development enrichment called Human Resource Development Quarterly (HRDQ). The programs are PowerPoint presentations that employees can view at their own pace. They are grouped into three categories: general, leadership, and supervisory.

Ms. Young noted that there was a 1.7 percent increase in the number of adjunct faculty who advanced to the master level of pay. Finally, Ms. Young reported that HCC exceeded the minority benchmark for faculty, as well as strategic administrative and professional positions.
Financial Statements

Lynn Coleman gave an overview of the financial statements for the period ending January 31, 2019.

3. Fiscal Year 2019 Awards

Vice Chair Solá-Carter reviewed the following award recipient recommendations from the Legislative and Community Relations Committee.

Trustees’ Awards: Sean Keller and Kenneth Solow
Honorary degrees: Peter Mangione and Ralph Semmel
Clark Medal: Bach Tuyet Tran-Jeffrey and Robert Jeffrey

A motion to approve the aforementioned award recipients as recommended by the legislative and community relations committee of the board of trustees was moved by Trustee Marasco, seconded by Trustee Perkins, and unanimously approved.

F. Approval of Board Meeting Minutes

A recommendation to approve the January 23, 2019, regular meeting minutes was moved by Vice Chair Solá-Carter, seconded by Trustee Marasco, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Design/Build Services for North Storage and Utility Building
3. Additional Services for Architectural Design Firm for the Academic Commons (ST) Annex

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

1. Board Calendar

Linda Emmerich, executive associate to the president, noted that in addition to the county executive’s budget hearing on March 5, 2019, the Audit and Finance Committee meeting and the Silas Craft Collegians Fundraiser will be on March 11, 2019. The next board meeting will be held on March 27, 2019.

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 requires no board action.

Adjournment

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

The regular meeting was adjourned at 7:35 p.m.

The above constitutes the official minutes of the February 27, 2019, regular meeting of the Howard Community College Board of Trustees as approved on March 27, 2019, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer