The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, March 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 Kevin F. Schmidt. Kathleen B. Hetherington, secretary/treasurer, was also present.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Cynthia Cosgrove, instructor of nursing; and Philip Vilardo, professor of sociology and associate dean of social sciences/teacher education.

Lynn Coleman, vice president of administration and finance, introduced Penny DeYoung, accounting manager.

On behalf of Cindy Peterka, vice president of student services, Geoffrey Colbert, acting senior director of athletics, student conduct and compliance and title IX deputy, introduced Christy Koontz, associate director of student conduct and compliance and title IX deputy.

II. United Way Contributions from Students

Geoffrey Colbert introduced Schnell Reed Garrett, director of student life and advisor to the student government association (SGA). Schnell introduced Samuel Murrell, SGA president, as well as SGA members who participated in the college’s annual United Way Campaign. The campaign raised $1,100 in funds, which was the highest amount recorded. The board of trustees and Dr. Hetherington recognized the students for their efforts in crafting and executing a successful campaign.

III. Recognition of Howard Community College’s Fall and Winter Athletic Teams

Mr. Colbert introduced Erin Foley, director of athletics, who gave an overview of the fall and winter athletic teams and their accomplishments. The teams included men’s soccer, women’s soccer, men’s and women’s cross country, women’s volleyball, men’s basketball, and women’s basketball. The coaches introduced themselves and the student athletes introduced themselves, noting their majors and future plans.
IV. **Information Session: Learning Outcomes Assessment (LOA)**

Zoe Irvin, executive director of planning, research, and organizational development, gave a brief overview of the LOA and Jean Svacina introduced Sylvia Lee, associate professor of English and co-chair of the English department; and Laura Yoo, professor of English. Ms. Lee and Ms. Yoo both gave a presentation on the LOA project that focused on general education goal review.

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

The above constitutes the official minutes of the March 27, 2019, work session of the Howard Community College Board of Trustees as approved on April 30, 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, March 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 6:50 p.m. Other board members present included Vice Chair Felícita Solá-Carter and trustees Steven A. Joss, Christopher G. Marasco, and Kevin F. Schmidt. Kathleen B. Hetherington, secretary/treasurer, was also present.

A. Approval of March 27, 2019 Agenda

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

B. President’s Report

President Hetherington acknowledged the board’s support over the last month, thanking Chair Doyle for testifying at the county executive’s budget hearing and Vice Chair Solá-Carter for attending the hearing on March 5, 2019. She thanked Vice Chair Solá-Carter for chairing the audit and finance committee and Trustee Joss for serving as a committee member; the trustees who attended the Silas Craft Collegians fundraiser on March 11, 2019, which she noted was a huge success; and Chair Doyle and Vice Chair Solá-Carter for their participation in the pre-board meeting.

President Hetherington noted the success of Diversity Week, commending the diversity committee for their tremendous efforts. She also commented that over 400 people attended the kick-off event, which featured renowned White House correspondent, April Ryan.

President Hetherington commented on recent events and meetings she attended and/or presented at including: Student Advocacy Day where students were able to meet with elected officials; the Presidential Dialogue with Black male students; the Dean’s List Ceremony; the EXCEL Senior Leaders program; meetings with members of the college’s four employee constituency groups; and the American Council on Education Women’s Network Regional Conference in Pennsylvania, where she presented on leadership and the partnerships between two and four-year colleges.

President Hetherington mentioned that she attended the Chief Executive Officer Forum for the Alliance for Innovation and Transformation (AFIT) Summer Institute with Zoe Irvin, executive director of planning, research, organization and development.
After consulting with president’s team, President Hetherington plans to send a college team to the AFIT Summer Institute. She announced that there were accreditation visits for the health sciences division in the emergency medical services and the physical therapist assistant programs.

President Hetherington mentioned that Middle States Commission on Higher Education vice president, Dr. Steve Pugliese, will visit the college on March 29, 2019, and meet with the college president, the college’s Middle States co-chairs and steering committee regarding HCC’s self-study, and faculty, staff, and students. On April 8-9, 2019, she will attend the Quest for Excellence, Baldrige Conference where she will present on the college’s best practices in leadership. On April 11-16, 2019, President Hetherington will attend the American Association of Community Colleges annual conference. Howard Community College will be a finalist for the Exemplary CEO/Board Relationship Award. Chair Doyle will attend to represent the board of trustees.

President Hetherington noted that the spring enrollment overview is included in the president’s report write-up, and that enrollment is up 0.2 percent in FTE, which is the highest in state among Maryland community colleges.

President Hetherington gave a legislative update noting that a proposed cut of $1.7 million to state funding of community colleges will not occur. After collaboration among the Maryland Association Community Colleges, the individual community college presidents, and elected officials to prevent the cut, the capital budget will remain intact.

C. Board Member Comments

Chair Doyle announced that former state delegate, Frank Turner, has been appointed to the board to fill the seat previously held by Mamie Perkins. Mr. Turner’s appointment will extend through June 30, 2024. Trustee Turner is expected to attend the April 30, 2019, board meeting.

Vice Chair Solá-Carter applauded President Hetherington and the college staff for their efforts during the budget process. She also thanked her peers for attending the budget sessions.

Trustee Joss congratulated the students on the dean’s list and asked how many students are on the dean’s list. President Hetherington remarked that there were over 400 who earned a grade point average of 3.0 or better. Trustee Joss also commented that he enjoyed the student athlete presentation during the work session.

Trustee Marasco remarked that the quality of students who attend HCC is impressive. Chair Doyle echoed his sentiments and remarked that the level of respect and recognition that the college receives is evident.

D. Reports to the Board of Trustees

1. Audit and Finance Committee

Vice Chair Solá-Carter gave an update on the audit and finance committee.
E. Board Priority Items

1. End: Operations Focus - Key Performance Indicator

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end: operations focus and aligning key performance indicators. Trustee Schmidt asked for clarification on the dip in the licensure exam passing rate for the NCLEX Registered Nurse. Jean Svacina, vice president of academic affairs addressed his concern by stating that current interventions such as additional hours of tutoring with a focus on subjects that are difficult to pass are being used to increase the pass rate on the exam.

Trustee Schmidt asked how specific benchmarks are determined. Ms. Irvin and Dr. Svacina explained that a discussion with faculty regarding data trends and comparison of state programs helps establish a goal that makes sense for the student population.

2. Fiscal Year 2020 Budget Priorities Financial Statements and Disclosure Schedule

President Hetherington gave an overview of the remaining phases of the budget development process before it is finalized by the Howard County Council in May.

Lynn Coleman, vice president of administration and finance, reviewed the three tiers of priorities the administration recommends for managing future budget reductions. After discussion regarding the priority of health care employer contribution, the board recommended that it should be moved from priority three to priority two.

A motion to approve the budget priorities as amended was moved by Trustee Marasco, seconded by Vice Chair Solá-Carter, and unanimously approved.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending February 28, 2019. She reviewed the disclosure schedule for the upcoming year.

F. Approval of Board Meeting Minutes

A recommendation to approve the February 27, 2019, work session and regular meeting minutes was moved by Vice Chair Solá-Carter, seconded by Trustee Joss, and unanimously approved.

Consent Items

1. Proposed New Hires
2. Audit Services
3. Proposed Child Care Tuition Increases
4. Children’s Learning Center Initial Registration Fee Change
5. Professor Emeritus Recommendations
6. Elevator Equipment Modernization for Duncan Hall
7. Additional Landscape Management Services and Playground Enhancement at the Children’s Learning Center
8. Roofing Materials and Project Management Services for the Children’s Learning Center

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

G. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items by noting the county council budget hearing on April 24, 2019, the Vino Scholastico fundraiser on April 26, 2019, a Tuesday board meeting on April 30, 2019, and commencement on May 24, 2019.

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. Personnel Summary

This item is for information only and requires no board action.

Adjournment

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

The regular meeting was adjourned at 7:47 p.m.

The above constitutes the official minutes of the March 27, 2019, regular meeting of the Howard Community College Board of Trustees as approved on April 30, 2019, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer