The Board of Trustees of Howard Community College (HCC) met in work session on Tuesday, April 30, 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 Christopher G. Marasco, Frank S. Turner and Kevin F. Schmidt. Trustee Steven A. Joss connected to the meeting remotely. Kathleen B. Hetherington, secretary/treasurer, was also present.

I. Introduction of New Employees

Lynn Coleman, vice president of administration and finance, introduced Birgit Von Koll, payroll and position control assistant manager.

Tom Glaser, vice president of information technology, introduced John Garnsey, executive director of information technology.

II. Information Session: Overview of Service Learning at Howard Community College and Introduction of Service Learning Students and Faculty

Jean Svacina, vice president of academic affairs, introduced Matthew Van Hoose, senior director of academic engagement, who gave an introduction of the service learning center and the alternative break trips. Dr. Van Hoose then introduced Rick Leith, assistant professor of English, who gave an overview of the trip and introduced the faculty and student participants. The alternative winter break group traveled to Los Santos, Costa Rica, January 12-19, 2019, to volunteer with Green Communities, a non-profit organization working to empower and support the Providencia community in Costa Rica’s Los Santos region. Mr. Leith and student participants shared defining moments from the trip.

Dr. Van Hoose then introduced Cynthia Paige Desi, director of service learning, who discussed course integrations and a new partnership between the college’s center for service learning and the human services program. Carla Lawson, instructor of health promotion and human performance, gave an in-depth background on course integration. Student Ryan Corsillo spoke about his experience from the student perspective with course integration.
A brief discussion among Trustee Schmidt, the students, and Mr. Leith took place regarding traditional versus sustainable and organic farming.

Chair Doyle, Vice Chair Solá-Carter, and President Hetherington thanked the students, faculty, and staff; and expressed how impressed they were with the students' involvement and success with the program.

III. Information Session: Accreditation and Middle States Commission on Higher Education

Dr. Hetherington introduced the Middle States Accreditation co-chairs, Hanael Bianchi, associate professor of history, chair of historical sciences, and Sylvia Lee, associate professor of English, co-chair of the English department, who gave a presentation on the accreditation process.

The work session adjourned at 6:50 p.m.

The above constitutes the official minutes of the April 30, 2019, work session of the Howard Community College Board of Trustees as approved on May 29, 2019, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
Board of Trustees  
Regular Meeting Minutes  
April 30, 2019

The Board of Trustees of Howard Community College (HCC) met for a regular meeting on Tuesday, April 30, 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 7:00 p.m. Other board members present included vice chair Felícita Solá-Carter and trustees Christopher G. Marasco, Kevin F. Schmidt, and Frank S. Turner. Kathleen B. Hetherington, secretary/treasurer, was also present.

A. Approval of April 30, 2019, Agenda

A recommendation to approve the April 30, 2019, agenda, was moved by Vice Chair Solá-Carter, seconded by Trustee Marasco, and unanimously approved.

B. President’s Report

President Hetherington welcomed Trustee Frank Turner to the board and thanked him for participating in the new trustee orientation on April 23, 2019. She also thanked him for his long standing commitment to Maryland’s community colleges. He was acknowledged for his service at the Maryland Council of Community College Presidents’ retreat on August 2-3, 2018, and was recognized for his legislation on the Maryland Promise program.

President Hetherington thanked the trustees for their support by attending events over the last month, including the trustees who attended the Howard County Council hearing on April 24, 2019. She thanked Chair Doyle and Vice Chair Solá-Carter for attending the pre-board meeting and retreat planning session with Dr. Norma Goldstein from the Association of Community College Trustees (ACCT). A draft agenda was compiled for the upcoming board retreat. President Hetherington also thanked Chair Doyle for attending the annual American Association of Community Colleges (AACC) conference on April 12-15, 2019, where Howard Community College (HCC) received the CEO/Board Relationship award, and for accepting the award on behalf of the board of trustees and HCC.

President Hetherington mentioned that Chair Doyle and Vice Chair Solá-Carter will be talking with Dr. Steve Pugliese, vice president of the Middle States Commission on Higher Education, at the May pre-board meeting regarding the college’s accreditation process. She remarked that she was honored to give a presentation at the annual Quest for Excellence Conference on HCC’s Baldrige journey and the college’s receiving the best practice award in leadership.

President Hetherington mentioned the Howard County Council budget hearing and the student who testified about the impact that HCC had on her life. She mentioned the Vino
Scholastico event, which occurred on April 26, 2019, and remarked that it was one of the best-attended events. President Hetherington noted that the Howard County Council budget work session took place on April 29, 2019.

President Hetherington acknowledged that HCC is on the Cyber FastTrack Leaderboard of U.S. colleges identifying students with a natural aptitude to excel in cybersecurity. This is a national initiative launched by Governor Hogan and 24 other governors to close the elite cyber skills gap with China and Russia. HCC is number 20 in Maryland and number 580 in the nation out of 5,200 U.S. colleges and universities, including four-year colleges.

President Hetherington announced that HCC submitted a 2019 Baldrige application. She thanked Tom Glaser, Zoe Irvin, and the entire college community for their efforts. President Hetherington noted that GreenFest took place at HCC on April 13, 2019. It was a huge success, with approximately 1,500 people in attendance.

President Hetherington discussed a plan for HCC to have gender-neutral bathrooms. She also said the college will accommodate students who wish to use their chosen names rather than their formal names. She thanked the trustees for supporting this initiative.

C. Board Member Comments

All trustees gave a warm welcome to Frank Turner and noted that they look forward to working with him. Trustee Schmidt wished the college continued success on the Middle States review. He felt that GreenFest was outstanding, and praised Chef Milburn for his efforts and success with the beehives.

Vice Chair Solá-Carter also had the opportunity to attend GreenFest. She appreciated the energy and the support for the bee initiative and the integration of services that HCC fosters. Vice Chair Solá-Carter, Trustee Marasco, and Chair Doyle congratulated the board for its recent AACC award.

Trustee Marasco thanked President Hetherington and Chair Doyle for their presentation at the Howard County Council budget hearing.

Trustee Turner thanked everyone for their warm welcome and comments. He believes that HCC has so much to offer and he looks forward to working with the board.

Chair Doyle spoke passionately about the AACC award. He remarked that the award is about the trustees and HCC working together seamlessly and being transparent; the success of students; the work of the president and incredible job that she does; and the proper exercise of governance and leadership.

D. Reports to the Board of Trustees

1. Howard Community College Educational Foundation Board of Directors

   Trustee Schmidt gave a report noting that investments for the educational fund have been successfully transferred to managers at Wilmington Trust. For FY20, the board approved endowment spending at seven percent, providing over a million dollars for students. As
of March 31, 2019, the foundation has raised over a $1,084,350, which is 77 percent of its $1.4 million goal.

The foundation is also actively recruiting new board members. He mentioned the foundation’s recent fundraising efforts, including Vino Scholastico, where over 500 guests attended and the event raised over $92,000. Over 400 people attended the Silas Craft Collegians dinner, where $37,000 was raised. He mentioned the upcoming REPartee celebration on Saturday, May 18, 2019. Profits will support Rep Stage.

E. Board Priority Items

1. End: Leadership - Key Performance Indicator Report

   Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the board end: leadership.

2. Financial Statements and Disclosure Schedule

   Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending March 31, 2019. She reviewed the disclosure schedule for the upcoming year.

3. Plan for Diversity, Inclusion, and Equity Report

   President Hetherington introduced Brandon Bellamy, assistant director, transfer and graduation counselor, and Cindy Nicodemus, instructor of psychology, who presented highlights of the cultural diversity report. President Hetherington thanked Mr. Bellamy and Dr. Nicodemus for their leadership and tremendous efforts during diversity week and throughout the year.

   Chair Doyle and Vice Chair Solá-Carter commented that the programs and the number of people who attended diversity week is outstanding. Trustee Turner remarked that the report was one of the best he had ever read.

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

4. Fiscal Year 2020 Capital Budget Reallocation and Approval

   Lynn Coleman reviewed the reallocations.

   A recommendation to approve the revised FY20 capital budget, was moved by Vice Chair Solá-Carter, seconded by Trustee Schmidt, and unanimously approved.

5. Fiscal Year 2020 Operating Budget Approval

   Lynn Coleman reviewed the revised FY20 operating budget.

   A recommendation to approve the revised FY20 operating budget, was moved by Trustee Marasco, seconded by Vice Chair Solá-Carter, and unanimously approved.
F. Approval of Board Meeting Minutes

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

Consent Items

1. Proposed New Hires
2. Plan for Diversity, Inclusion, and Equity
3. Fiscal Year 2020 Capital Budget Reallocation
4. Fiscal Year 2020 Operating Budget
5. Candidates for Graduation
6. Faculty Promotions for Fiscal Year 2020
7. Office Supplies Contract
8. Risk Management Program for Insurance Protection
9. Mechanical Services Contract
10. Facilities Condition Assessment
11. Markforged X7 3D Printer
12. Construction Management At-Risk Services for the Horowitz Visual and Performing Arts Center Photo Suite

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

G. Discussion Items

1. Work Session Topics for Fiscal Year 2020

The board identified possible topics for fiscal year 2020 work sessions. Those topics include: N/ST Tour of Academic Commons and Howard Hall; financial aid; technology security infrastructure and procedures; update on the mathematics and athletics center; and business programs.

Vice Chair Solá-Carter stated that she is looking forward to the financial aid session. Chair Doyle is looking forward to the update on the mathematics and athletic center session. This item was for discussion only and required no board action.

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, announced that during May, there will be many opportunities to celebrate students’ accomplishments, such as the student awards banquet, which would occur later that week. She also announced that the audit and finance committee meeting will be May 13, 2019; the REPartee celebration will be May 18, 2019; convocation will be on May 22, 2019, with the nursing and allied health pinning and recognition ceremony in the evening; commencement will be on May 24, 2019; and the regular board meeting is scheduled for May 29, 2019. She stated that the
calendar for fiscal year 2020 was included in take-home packets.

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 8:05 p.m.

The above constitutes the official minutes of the April 30, 2019, regular meeting of the Howard Community College Board of Trustees as approved on May 29, 2019, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer