The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 28, 2019, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Felícita Solá-Carter brought the work session to order at 6:00 p.m. Other board members present included Vice Chair Christopher G. Marasco and trustees Kevin J. Doyle, Steven A. Joss, and Frank S. Turner. Kathleen B. Hetherington, secretary/treasurer, was also present.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Katrina Bowers, academic coordinator of dual enrollment; Jennie Charlton-Jackson, assistant professor, English; and Edward Orlando, associate professor, anatomy and physiology.

Lynn Coleman, vice president of administration and finance, introduced Brian Garnett, energy management system operator, and Jessica Wexler, event services and asset relocation leader.

Cindy Peterka, vice president of student services, introduced Lorianna Mapps, associate vice president of enrollment services.

II. Information Session: Howard Hall and Academic Commons Tour

Ms. Coleman opened the information session by acknowledging Chuck Nightingale, executive director of capital projects and facilities, and Travis Hopkins, facilities planner, for their leadership and management of the renovation project. Mr. Hopkins introduced the team that worked on the project including architect John Morrel, principal, Marshall Craft Associates and Tom Gnau, president, and Chris Gnau, project manager, of the construction management firm of J. Vinton Schafer & Sons, Inc., a Quandel Enterprises Company. Mr. Hopkins then gave a brief background on the 107,000-square-foot renovation project, and led a tour of the newly renovated Howard Hall and Academic Commons.

The work session was adjourned at 6:45 p.m.

The above constitutes the official minutes of the August 28, 2019, work session of the Howard Community College Board of Trustees as approved on September 25, 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, August 28, 2019, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Felícita Solá-Carter brought the regular meeting to order at 6:49 p.m. Other board members present included Vice Chair Christopher G. Marasco and trustees Kevin J. Doyle, Steven A. Joss, and Frank S. Turner. Kathleen B. Hetherington, secretary/treasurer, was also present.

A. Approval of August 28, 2019, Agenda

A recommendation to approve the August 28, 2019, agenda, was moved by Vice Chair Marasco, seconded by Trustee Doyle, and unanimously approved.

B. President’s Report

President Hetherington thanked Kevin Doyle, past chair, and Felícita Solá-Carter, current chair, for making themselves available throughout the summer to approve items. She also thanked the trustees who supported the board social in June; Trustee Doyle for joining her to meet the president of Jackson College for a discussion on governance; and Vice Chair Marasco and Trustee Turner for representing the board at convocation, where the Trustees’ Awards were presented, and at the ribbon-cutting event for Academic Commons and Howard Hall.

President Hetherington informed the board that Kevin Schmidt’s term had ended on June 30, 2019, and he is not able to continue attending board meetings until his replacement is appointed. Kevin Doyle’s term also ended on June 30, 2019, and Trustee Doyle will continue to serve on the board until a replacement is appointed. The seat vacated by Courtney Watson is also open, making a total of three trustee appointments pending.

President Hetherington also gave an update on meetings, retreats, events, and conferences that occurred over the summer, including summer meetings with elected officials, the Maryland Council of Community College Presidents’ (MCCC) retreat, and the summer nursing recognition ceremony where the largest summer class in the college’s history was celebrated. She noted that key staff from the college and the Howard County Public School System (HCPSS) met in June at their semi-annual joint meeting. The annual review of the dual enrollment memorandum of understanding (MOU) with HCPSS is underway, and President Hetherington expects to sign the fiscal year (FY) 2020 MOU in the near future.

President Hetherington noted that she has been newly appointed to the executive committee of the Alliance for Innovation and Transformation (AFIT, formerly Continuous Quality Improvement Network – CQIN). She and a team of faculty and staff from the college attended
the AFIT Summer Institute and Dr. Hetherington and Zoe Irvin gave a presentation on Baldrige. The college will receive its third consecutive visit by Baldrige examiners, September 23-27, 2019.

President Hetherington reported on a new college strategic planning initiative that took place on August 20, 2019. All members of the college community were invited to a campus visioning event where faculty and staff were asked to give feedback and recommendations on the college’s three strategic goals, as well as the college mission, vision, and values.

Howard Community College has been named one of the Best Colleges for Adult Learners by Washington Monthly. HCC was among the top 30 colleges of the over 1,100 community colleges considered. This is the fourth consecutive year for this honor.

President Hetherington announced that the college is getting ready to celebrate its 50th anniversary, which will kick off at the May 20, 2020 convocation, and feature many activities including the President’s Gala on October 10, 2020. Mr. and Mrs. Zach Shariff have agreed to chair the gala event. President Hetherington also provided a foundation update, noting that the HCC 5K challenge, scheduled for October 13, 2019, has already raised $117,000.

She gave a brief update on enrollment and noted that while enrollment is down, the college is still registering students for the fall semester. The full enrollment report will be included in the October 23, 2019, board meeting materials in the president’s report to the board.

C. Board Member Comments

Chair Solá-Carter thanked her fellow board members for their support and their commitment to serving the college. She is looking forward to an excellent year ahead.

Vice Chair Marasco noted that he is also looking forward to a productive year. The ribbon-cutting event was especially meaningful to him because as a student he took classes in the original buildings, and is now experiencing them as improved facilities for serving students in the future.

Trustee Doyle noted that he knows of a college student who is in a construction internship through the college. He remarked that it is great to see ideas like apprenticeships emerge through the Commission on the Future, be woven into the college’s strategic plan, and have a tangible, positive result on a student’s life.

Trustee Joss thanked the trustees for their support through his health challenges. He enjoyed the tour of Howard Hall and Academic Commons.

Trustee Turner congratulated the college on its recognition from Washington Monthly, noting that it is a great honor to be in the top 30 of over 1,100 community colleges considered. He enjoyed convocation and hearing the backgrounds of the new faculty and staff. Trustee Turner congratulated the college on receiving the Baldrige site visit.

D. Reports to the Board of Trustees

1. Maryland Association of Community Colleges (MACC) Board of Directors

Trustee Doyle reported on the June 12, 2019, MACC board meeting. Some agenda items
included a discussion with Senator William Ferguson, vice chair of the Senate Budget and Taxation Committee and chair of the Subcommittee on Education and Business Administration, the MACC annual report, the MCCCP strategic plan report, and the MACC FY20 budget and slate of officers.

E. Board Priority Items

1. Fiscal Year 2019 Board Accomplishments

Chair Solá-Carter congratulated the board on a successful fiscal year 2019. She noted the Baldrige site visit in 2019 and earning an honorable mention in the leadership category; being honored by the Association of Community College Trustees with the Charles Kennedy Equity Award; and being the recipient of the American Association of Community Colleges’ National CEO/Board Relations Award. Chair Solá-Carter also commented that the board advocated for operating budget funding that resulted in a 2.45 percent increase from the county and a 6.2 percent increase from the state in support of a 4.1 percent merit increase for budgeted employees and an increase in the adjunct faculty pay schedule, while holding the in-county tuition increase to $2 per credit hour.

2. Fiscal Year 2019 Core Work Highlights and Strategic Plan Evaluation

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the college’s FY19 core work highlights and results from the fourth year of the five-year strategic plan.

3. Financial Statements and Disclosure Schedule

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending June 30, 2019, as well as reviewed the disclosure schedule for the upcoming year.

F. Approval of Board Meeting Minutes

A recommendation to approve the June 7, 2019, regular meeting minutes, retreat notes, and closed session minutes was moved by Trustee Doyle, seconded by Trustee Turner, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Ratification and Confirmation of Summer Approvals

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

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the audit and finance meeting on September 18, 2019, followed immediately by the Baldrige preparation
session for trustees, and the next board meeting on September 25, 2019, which will be held in McCuan Hall, rooms 201 and 202.

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 the time period of May 16, 2019, through August 14, 2019.

3. Grants and Scholarships

This item was for information only and required no board action.

4. Personnel Summary

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

Adjournment

A recommendation to adjourn the regular meeting was moved by Trustee Doyle, seconded by Vice Chair Marasco and unanimously approved.

The regular meeting was adjourned at 7:32 p.m.

The above constitutes the official minutes of the August 28, 2019, regular meeting of the Howard Community College Board of Trustees as approved on September 25, 2019, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer