



You Can Get There From Here.

***Board of Trustees'
Work Session
and
Board Meeting
Materials***

March 20, 2024

5:00 p.m.

The Rouse Company Foundation Student Services Hall
RCF-400

Code of Conduct

Board members will:

- practice respectful dialogue that serves the best interests of the college.
- work to integrate servant-leadership into the board culture.
- have the opportunity to speak uninterrupted.
- come prepared; the board chair needs to understand what is required and set time and material appropriately.
- refer any inquiries from the media to the board chair.
- 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.
- limit email among a quorum of the board to administrative and informational items and not policy discussions in order to remain in compliance with the Maryland Open Meetings Act.
- follow best practices when using social media, as outlined in the bylaws.
- uphold the standards for code of conduct, ethics, and confidentiality as stated in the board's bylaws.

The board chair will:

- act as caretaker for the board.
- act as filter with the college president.
- evaluate agendas for time well spent.
- act as the sole spokesperson for the board. Any inquiries of individual trustees from the press shall be referred to the chair.

The administration will:

- make consent materials available 10 days in advance.
- make remaining board materials available seven days in advance.



You Can Get There From Here.

Mission: Providing pathways to success

Vision: A place to discover greatness in yourself and others

Values: **INSPIRED**
Innovation
Nurturing
Service and Sustainability
Partnerships
Integrity
Respect
Excellence
Diversity, Equity, and Inclusion

Strategic Goals:

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

Core Competencies:

- Provide an exceptional educational experience
- Facilitate student success
- Partner with external stakeholders to achieve excellence



You Can Get There From Here.

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:

**Respect students, employees, the community,
and our fellow board members.**



You Can Get There From Here.

Agenda
Board of Trustees
Regular Meeting
March 20, 2024
5:00 p.m.
The Rouse Company Foundation Student Services Hall
Room: RCF-400

Work Session 5:00 p.m. (A light dinner will be available at 4:00 p.m.)

- I. Introduction of New Employees
- II. Accelerated Pathways Update

Regular Meeting, immediately following the work session.

- A. Approval of March 20, 2024, Agenda
- B. President's Report
- C. Trustee Comments
- D. Reports to the Board of Trustees
 - 1. Audit and Finance Committee
 - 2. Legislative and Community Relations Committee
- E. Board Priority Items
 - 1. End: Operations Focus - Key Performance Indicator Report
 - 2. Financial Statements
 - 3. Fiscal Year 2024 Awards
- F. Approval of Board Meeting Minutes
 - 1. February 28, 2024, Work Session
 - 2. February 28, 2024, Regular Meeting
 - 3. February 28, 2024, Closed Session
- G. Consent Items
 - 1. Proposed New Hires
 - 2. Network Operations Center Electrical Redundancy Project
 - 3. Technology Assessment and System Utilization
 - 4. Audit Services
- H. Information Items
 - 1. Board Calendar
 - 2. Agreements Signed by the Board Chair Disclosure
 - 3. Personnel Summary

Closed Session

I – Introduction of New Employees

For the trustees' information, newly hired employees approved by the board at its February 28, 2024, meeting will be introduced to the trustees by members of the president's team.

II – Information Session: Accelerated Pathways Update

Background: Howard Community College (HCC) engaged with Swim Digital Group in February 2022 to outline gaps in the enrollment funnel that are creating barriers in the student experience and outline recommendations to fill those gaps. The board was provided an update to that engagement at its June 10, 2022, retreat and again at the January 25, 2023, regular meeting.

Following that initial engagement, Trimeka Benjamin, Dr. Caroline Day, and their associates from Swim Digital Group were contracted to guide the implementation of HCC Forward, to include the reorganization of the Student Success and Teaching and Learning divisions as well as the development of an information technology enterprise system.

Swim Digital Group will provide an update on the progress of HCC Forward, specifically an update on the Accelerated Pathways thus far and identify next steps and potential barriers.

A – Approval of March 20, 2024, Agenda

Regular Meeting, immediately following the work session.

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B – President’s Report

Dragon Country Achieves the Dream

A delegation of faculty, staff and senior leaders traveled to the national Achieving the Dream (ATD) conference in Orlando in February. We collectively learned so much about how to expand diversity awareness, innovate in workforce development programming, and create stronger ties with the communities that surround our campuses. I am very grateful for the work this group did in representing Howard Community College (HCC) on a national stage, and for setting the foundation of the college being recognized as one of the top institutions in the country in the ATD network.

Cheryl Campo Named Exemplary Phi Theta Kappa Advisor

Earlier this month, I received a letter from Dr. Lynn Tincher-Ladner, president and CEO of Phi Theta Kappa Honor Society, the international honor society of two-year colleges. As a past member of the Phi Theta Kappa Presidential Advisory Board, I was excited to learn that Cheryl Campo, Director of Honors and Undergraduate Research, completed the society’s Five Star Advisor Plan and will be recognized at the next annual convention. Dr. Campo serves as the advisor for HCC’s Alpha Alpha Sigma chapter. In 2023, the Alpha Alpha Sigma chapter achieved five-star chapter status for the first time since 2016. The star designation system is used to track the success of local chapters in campus and community engagement activities throughout the course of a calendar year, with five stars being the highest level.

Congratulations Center for Civic and Community Engagement

The HCC Center for Civic and Community Engagement (CCCE) has a Transform Mid-Atlantic AmeriCorps VISTA grant to support our family closet initiative. This initiative will provide the college with an excellent avenue for the placement-based opportunities we are bringing to scale in teaching and learning while also serving as a wonderful addition to the services offered to student parents on our campus.

Wiona Porath Named to National Board

Please join me in extending a big congratulations to Wiona Porath, Director of Academic Advising, who was elected to the NACADA Board of Directors during its national conference last October. NACADA: The Global Community for Academic Advising is the leading association globally for the advancement of student success through excellence in advising in higher education and provides its members with exemplary and innovative opportunities for professional development and personal growth. Wiona has been a member of NACADA since 2011 and has served in many leadership roles, including Administrative Division (Elected) Representative to Council, Advising Communities Cluster Representative, Emerging Leader Program Mentor and

Mentee, Finance Chair, and Small Colleges and Universities and Community Chair, among others. In addition, Wiona received the Outstanding Advisor Certificate of Merit for Region 2 (2021), the Best of Region Presentation Award (2021); the Service to the NACADA Advising Communities Division Award (2020), and the NACADA Global Outstanding Advisor Primary Role Award (2012).

Meeting with Lieutenant Governor Aruna Miller

I was pleased to join Maryland Lieutenant Governor Aruna Miller for her recent presentation at the World Trade Center Institute board meeting. The Moore-Miller Administration is committed to Maryland's success as a national hub for industry, especially in cybersecurity and healthcare. HCC enjoys a strong relationship with our legislative partners in Annapolis and takes pride in being a significant talent pipeline for these industries. I look forward to even more opportunities to share space and insights on all that Dragon Country has to offer our state and our country.

Dr. Shantay Grays Featured by *Diverse: Issues in Higher Education*

I am honored to share that Dr. Shantay Grays, Provost and Executive Vice President, was recognized as one of 40 Outstanding Women in Higher Education by *Diverse: Issues in Higher Education*. Each year, the publication features a group of women in a special report in celebration of Women's History Month. The 2024 class highlights extraordinary women who exhibit visionary leadership and make a positive impact in their communities.

Advocacy in Annapolis

I spent time in Annapolis this week to advocate for continued state investment in HCC and Maryland's community colleges. I had the pleasure of running into members of the Howard County Delegation including Senator Katie Fry Hester, Senator Clarence Lam, Delegate Jessica Feldmark and former HCC trustee, Delegate Natalie Ziegler. Later in the week, I attended the public hearing for the Appropriations Committee to provide testimony in opposition to HB352 - Budget Reconciliation and Financing Act of 2024. The bill also known as 'the BRFA' would reduce the state's investment in community colleges not just in the next fiscal year, but in perpetuity, to just 26.5% of the funding given to Maryland's four-year public institutions. We know that these are difficult financial times, and we all have to do our best to adjust. I am proud of the work you have done to grow enrollment, service provision and economic mobility for residents of Howard County and beyond - and continuing investment from the state will help us to continue meeting the goal.

Dragons Men's Basketball Wins Regular Season Championship

On February 28, 2024, the Howard Community College men and women basketball teams competed in the regular season finale at CCBC Catonsville. The women lost 49-39, but had already secured their place in the playoffs where they will be the #5 seed in the tournament. The men's team won their game against the CCBC Catonsville Cardinals 83-81 thanks to a dramatic buzzer beating shot to win the game. With that win, the men have won the regular season title and earned the #1 seed in the NJCAA Region 20 tournament. Congratulations to women's basketball head coach Eryn Barnes

and men's basketball head coach Mike Smelkinson for their fantastic accomplishments during two outstanding winning seasons! The quarterfinals for the men's and women's tournaments will take place on Tuesday, March 5. The women will play at 6 pm at Montgomery College, while the men will play at Cecil College at 7 pm. Cecil College will host both tournaments' semifinals and finals on March 8-9. Let's go Dragons!

Dragon Connection Fair

The Office of Student Life sponsored the Dragon Connection Fair on February 13, 2024, in the Burrill Galleria. Student clubs, campus resources, and community organizations were on-hand to help students connect with resources, learn about upcoming meetings and events, and find out about ways to get involved in their organizations. Over 200 students participated in the fair.

Silas Craft Fundraiser a Success

The Virtual Silas Craft Collegians (SCC) Dinner event was held on Monday, March 4, 2024. The inspirational virtual program began at 6:30 p.m., and included my remarks, as well as remarks by student Valeria Monterroza, Silas Craft Collegians Program Founder Dr. Pam Cornell, Silas Craft Collegians Alumnus Kenneth Apana-Korley, and reflections by current Collegians. Valeria was also announced as the recipient of the Dorothea Craft Compassionate Leader Award.

This year's event was the 25th anniversary of our partnership with Hunan Manor Restaurant. Guests received a delicious Craft Bento Box Dinner to enjoy as they viewed the program. Approximately 529 dinners were delivered via curbside pick-up. We are excited that preliminary numbers show net proceeds from this year's dinner at over \$50,000!

Capital Update – March 2024

Kahlert Foundation Complex

During the month of February and March, the focus continued to be the exterior of the building with the exterior brick being installed on the east and west facades of the building. As we mentioned last month, the rest of the building consists of precast panels which are pre-engineered concrete sections that are manufactured in a controlled environment. These panels are not only durable and environmentally friendly, they are also energy efficient and cost effective. During the exterior brick installation, the caulking contractor was also on-site to caulk between the precast panels.

The steel contractor returned to the construction site this month to erect the steel at the balcony on the south end of the building by the main gym and at the west entry vestibule. Meanwhile, the glazing contractor worked throughout the month installing the glass, windows and doors on all levels of the building. The drywall contractor is also working diligently in preparation for the roofing contractor. With this project, the contractor will deliver selected roof construction and design configuration. This building includes an inverted roof which is a type of roof construction where waterproofing layers

are used beneath the insulation. This is done to accommodate the roofing designs selected which includes a parapet and a gable roof. A parapet roof is where the side walls of the building extend above the level of the main roof, while a gable roof design is where two sections meet with a horizontal edge to form a ridge.

In addition to the exterior work, the interior construction is progressing nicely with framing for the walls to allow for the mechanical, electrical, and plumbing lines to be fitted within the walls and overhead ceilings. The mechanical equipment was placed in the mechanical room on the lower level and the sprinkler contractor installed the main sprinkler lines.

The project remains on schedule and within budget. It is being funded over five years with anticipated substantial completion during the fall of 2024 in FY25.

Workforce Development and Trades Center

The architects are working diligently on the design phase of the project. As the schematic drawings are being finalized, the project will move to the design development phase. With the construction contractor on board during the preconstruction phase, the project team can effectively resolve issues and move the project forward in preparation for construction to begin in fall 2024. Excitement is building with the development of this much needed trades building.

Facility Renewal and Renovation Projects

Renovations and facility renewals are prioritized and scheduled as documented in the facilities condition assessment, facilities master plan and identified by senior leadership.

Ongoing projects consist of:

- HVPA Roof Replacement – work is being completed and the final punchlist prepared;
- HVPA lobby floor replacement – carpet was selected and is ready for installation; and
- Howard Hub – design services are in progress.

The projects forthcoming include the following:

- Dental Lab – a study is underway for the redesign of the dental suite; and
- a Lactation room – work has been initiated for an additional room in the HR building

C – Trustee Comments

Purpose: This agenda item provides members of the board of trustees an opportunity to share comments and reflections on topics of importance to the college.

D – Reports to the Board of Trustees

- Audit and Finance Committee: March 13, 2024, Meeting Notes
- Legislative and Community Relations Committee: March 6, 2024, Meeting Notes



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**Board of Trustees
Audit and Finance Committee
Meeting Notes
March 13, 2024**

The audit and finance committee of the Board of Trustees of Howard Community College (HCC) met on Wednesday, March 13, 2024, via Zoom. Chair Keller brought the committee meeting to order at 8:30 a.m.

Chair Keller noted that due to the remote nature of the meeting for any item requiring committee approval, he would call for the committee members' votes individually. Chair Keller then took roll to confirm committee member attendance and

Present: Sean P. Keller, committee chair, and chair, board of trustees; Trustee Christopher G. Marasco; Trustee Dr. Carl Perkins; and Daria J. Willis, president. Chair Keller noted that Trustee Vivian Moore Lawyer was also present as a non-committee member.

Staff: Verna Bernoi, director of budget and finance; Beckie Gotsch, assistant director of procurement; Molly Hong, executive assistant to the president; Dr. Ty Stone, interim vice president of campus services and CFO; Stephanie Wall, chief of staff; Delisle Warden, vice president of policy and general counsel; Joe Whalen, executive vice president campus culture and chief human resources officer, and Minah Woo, vice president of workforce, innovation, and strategic partnerships.

1. Audit Services

The Audit and Finance Committee heard two presentations from local audit firms, Clifton Larsen Allen and SB and Company. After the presentations, the committee recommended the award contract for Clifton Larsen and Allen to go to the full board for approval. Trustee Marasco made the motion, Trustee Dr. Perkins seconded, all were in favor.

2. Audit Areas for Review

Based on the schedule of areas for the auditors to review, the administration recommended that the areas of cash controls, procurement, Laurel College Center, procurement cards, and information technology be given an in-depth review in the fiscal year (FY) 2024 audit.

The committee's recommendation for an in-depth review of these areas will be given final consideration at the May 8, 2024, audit and finance committee meeting, and will be taken to the full board of trustees for approval at its May 22, 2024, meeting.

3. Outstanding College Debt

Dr. Ty Stone reviewed the college's outstanding long-term debt report. She noted the college does not have the authority to issue debt, and therefore the debt is issued and held by Howard County. The college repays the debt to the county based on the annual bond schedule prepared by the county. The debt is associated with the college's parking garages, which the state does not pay for, as well as a portion of the Horowitz Center. This was an information item and required no committee action.

4. Bad Debt Expense Report

Verna Bernoi reviewed the college's bad debt report for fiscal year (FY) 2023.

She noted that there were no bad debt expenses for FY20-22 due Higher Education Emergency Relief Funds (HEERF) to pay off outstanding balances. Without HEERF funds, the bad debt for FY 23 was 1.6 percent (\$39,469,151). This item was for information only and no committee action was needed.

5. Fiscal Year (FY) 2023 Single Audit

Ms. Bernoi reported on the single audit. The single audit examines the accuracy of financial statements, compliance with regulations, and financial aid awarding. Ms. Bernoi stated that the largest component of the audit is the student financial assistance cluster, which is Pell and direct lending, approximately \$15 million. Ms. Bernoi stated that the college received an unmodified opinion on the single audit from the audit firm of SB & Company. This item was for information only and no committee action was needed.

6. Modification of Purchases Report

Mr. Delisle Warden reviewed the modification of purchases report for the period of October 1, 2023, through December 31, 2023. This item was for information only and no committee action was needed.

7. Semi-Annual Non-Purchasing Agreement Disclosure

Chair Keller reported that the administration has reviewed semi-annual non-purchasing agreements for the period of July 1, 2023, through December 31, 2023, and has determined that there were no major or unusual non-purchasing agreements to report for this period. This item was for information only and no committee action was needed.

8. Other

There were no other items that required discussion.

The audit and finance committee meeting adjourned at 9:31 a.m.



You Can Get There From Here.

**Board of Trustees
Legislative and Community Relations Committee
Meeting Notes
March 6, 2024**

The Legislative and Community Relations Committee of the Board of Trustees of Howard Community College (HCC) met on March 6, 2024, via Zoom.

Present: Sean P. Keller, board chair, filled in for committee chair; Dr. Ahmed, other committee members Vivian Moore Lawyer, Felícita Solá-Carter, trustee; Frank S. Turner, trustee; and Daria J. Willis, president.

Staff: Stephanie Wall, chief of staff.

Chair Keller brought the committee meeting to order at 8:31 a.m. For any vote taken by the committee, each committee member will be asked to state their vote individually. Chair Keller then called roll to confirm which committee members were present.

1. Award Nominations

The committee discussed its recommendation to the full board on the fiscal year (FY) 2024 nominees for Honorary Degrees, the Trustees' Award for Outstanding Service to Howard Community College, and the Senator James Clark, Jr. Medal.

The recommendations of the committee are reflected below. The recommendations on award recipients will be brought to the board of trustees for approval at the February 20, 2024, regular board meeting.

Honorary Degrees: Rev. Dr. Robert Turner & Ms. Cathy Bell

Trustees' Award for Outstanding Service to Howard Community College: Ms. Zoe Irvin & Mrs. Julie Knox-Brown

The Senator James Clark, Jr. Medal: None this year

2. Update on the Legislative Session of the Maryland General Assembly

In addition to the written report provided in the committee's meeting materials, President Willis updated the board on Governor Moore's budget that was released on January 17, 2024. It is anticipated that HCC will receive a four percent decrease from the state.

President Willis also discussed advocacy to not reduce the percentage of the Case formula.

3. Budget Development Dates

The committee was provided with and reviewed a list of key county budget development dates. President Willis encouraged attendance at the county's public budget meeting on April 16 and April 22, 2024.

The legislative and community relations committee meeting adjourned at 9:13 a.m.

E-1 End: Operations Focus Key Performance Indicator Report

Purpose: Report on the progress of the institution

Timeline: Annual

Background: This report addresses the board end, Operations Focus. Monitoring measures were selected by the board and include the required Maryland Higher Education Commission (MHEC) indicators.

Green ■ – signals that HCC is operating above the benchmark, yellow ■ – indicates performance is at the benchmark, and red ■ – shows that the operating level is still below the benchmark. Detail pages follow the dashboard. Any updates are indicated in [blue](#). Information concerning benchmarks is in [purple](#).

At its May 26, 2021, meeting, the trustees reset and approved the five-year benchmarks for the most recent list of required Maryland Higher Education Commission (MHEC) indicators. For non-MHEC indicators, the trustees also approved the targets, as needed. Hence, a number of the dashboard indicators are red.

Once reviewed by the board, this report will be posted on the [college's website](#) so that members of the college community can become familiar with the measures that are part of the key performance indicator (board end) system.

The administration and relevant staff review the details of all the reports that contribute to these measures. Plans for innovation and continuous quality improvement are developed and included in the next integrated strategic planning and budget development cycles.

◆———— Recommendation —————◆

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

Compliance: This report is in compliance with board of trustees' bylaws, Article VII, Board Execution and Evaluation of Policy: Suggested Timeline for Important Tasks. KPI Report

Key Performance Indicator Dashboard: Operations Focus

This category examines the college's management of key learning-centered processes for HCC's educational programs, offerings, and support services that create student, stakeholder, and organizational value.

Source	Item	Current		Benchmark FY25
MHEC	1. Licensure exam passing rate NCLEX RN	82%		90%
	Licensure exam passing rate NCLEX PN	86%		97%
	2. Emergency Medical Technician (EMT-B)	65%		87%
	3. Associate degrees and certificates awarded			
	a. Total	1,243		1,400
	b. Career	324		No Benchmark Requested
	c. Transfer	823		No Benchmark Requested
	d. Certificates	96		No Benchmark Requested
	e. Unduplicated graduates	1,123		No Benchmark Requested
	4. Adult education student achievement of:			
Internal Measures	a. At least one ABE educational functioning level	34%		39%
	b. At least one ESL educational functioning level	39%		41%
	1. Paramedic	33%		93%
	2. Cardiovascular Technology (CVT) Not required for employment at this time.	60%		90%
	3. Radiologic Technology (RADT)	65%		95%
	4. Dental Hygiene (DHYG)	85%		92%
	5. Certified Nursing Assistant (CNA)	94%		93%

End: Operations Focus Key Performance Indicator Report

These are four measures mandated by the Maryland Higher Education Commission (MHEC). Peer colleges (*based on campus enrollment*) are the College of Southern Maryland, Harford Community College, and Frederick Community College.

<i>Percentage of graduates who on their first try passed licensing and certification examinations in each academic field offered for which such tests are conducted and mandatory for employment in the field. Data reported in the next year MHEC Performance Accountability report.</i>						
1. Licensure exams passing rate NCLEX RN	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
	94%	82%	83%	78%	82%	90%
	n=125/ 133	n=145/ 177	n=124/ 150	n=127/ 163	n=116/ 141	
	Peer AVG:	90%	88%	89%	82%	
	State AVG:	89%	88%	89%	85%	
	Nat'l AVG:	91%	88%	84%	81%	
	NCLEX PN	100%	93%	76.5%	100%	86%
	n=11/1 1	n=25/27	n=13/17	n=10/10	n=18/21	
Peer AVG:	100%	100%	100%	*	*	
State AVG:	98%	96%	91%	89%	90%	
Nat'l AVG:	85%	87%	81%	80%	82%	
*None of HCC's peers had PN program test-takers in FY22.						
<i>Percentage of graduates who by their third attempt passed licensing and certification examinations in each academic field offered for which such tests are conducted.</i>						
2. Emergency Medical Technician (EMT-B)	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
	70%	50%	71%	66%	65%	87%
	n=14/21	n=4/8** *	n=5/7	n=21/32	n=13/20	
	State AVG*:	76%	78%	82%	80%	Not Available
	Nat'l AVG:	73%	76%	**	**	**
*There are no peer averages available.						
**National average is not available.						
***There are very few students taking these tests, so one student not passing the exam results in a large change in the percentage. The health sciences faculty is working with students to increase their success with licensing and certification examinations.						

Number of career and transfer associate degrees and credit certificates awarded per fiscal year (FY).

	FY18	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
3. Associate degrees and credit certificates awarded							
a. Total awards	1,386	1,427	1,438	1,436	1,344	1,243	1,400
Peer AVG:	1,472	1,272	1,142	1,336	1,207	*	
State AVG:	1,168	1,148	1,101	1,186	1,116	*	
b. Career degrees	344	352	372	351	345	324	No Benchmark Requested
Peer AVG:	250	248	254	271	271	*	
State AVG:	324	319	317	325	325	*	
c. Transfer degrees	946	979	983	990	928	823	No Benchmark Requested
Peer AVG:	759	712	613	646	616	*	
State AVG:	587	586	561	591	548	*	
d. Certificates	96	96	83	95	71	96	No Benchmark Requested
Peer AVG:	463	313	276	419	278	*	
State AVG:	252	243	224	269	235	*	
e. Unduplicated graduates	1,300	1,294	1,326	1,275	1,239	1,123	No Benchmark Requested
Peer AVG:	1,158	1,037	960	1,117	998	*	
State AVG:	1,037	1,035	993	1,069	994	*	

*Peer and state data not available at this time.

Adult education student achievement of certain skill levels.						
4. Adult education student achievement of: a. At least one ABE educational functioning level b. At least one ESL educational functioning level	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
	41.1%	31.0%	46%	29%	34%	39.0%
	n=138/336	n=58/189	n=11/24	n=45/155	n=56/164	
	Peer AVG: 17.1%	24.0%	20.8%	26.0%	*	
	State AVG: 26.9%	20.0%	25.1%	27.5%	*	
	40.0%	23.0%	52%	32.3%	39%	41.0%
	n=315/787	n=176/777	n=13/25	n=212/657	n=319/819	
	Peer AVG: 30.8%	28.4%	31.3%	36.3%	*	
	State AVG: 33.9%	26.8%	29.1%	37.0%	*	

*State and peer data are not available at this time.

Internal Measures

The college voluntarily tracks additional licensure exam pass rates for paramedic, cardiovascular technology, radiologic technology, dental hygiene, and certified nursing assistant completers. Please note that there are very few students taking these tests, so one student not passing the exam results in a large change in the percentage. The health sciences faculty is working with students to increase their success with licensing and certification examinations.

Percentage of graduates who by their third attempt passed licensing and certification examinations in each academic field offered for which such tests are conducted.						
1. Paramedic	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
	33%	73%	80%	45%	33%	93%
	n=1/3	n=8/11	n=8/10	n=5/11	n=11/33	
	State AVG: 81%	89%	85%	83%	81%	
	Nat'l AVG: 79%	76%	*	*	*	
*There are no peer averages to report. Students have two years to complete the process. No national average is available at this time for the indicated years.						

*Percentage of graduates who on their first try passed licensing and certification exam.**

	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
2. Cardiovascular Technology (CVT)	57%	42%	89%	33%	60%	90%
	n=4/7	n=3/7	n=8/9	n=2/6	n=6/10	

*Students are not required to take the certification exam for employment. State and national averages are not available.

Percentage of graduates who on their first try passed licensing and certification exam.

	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
3. Radiologic Technology (RADT)	100%	94%	94%	94%	65%	95%
	n=17/17	n=17/18	n=15/16	n=16/17	n=13/20	
State AVG:	89.5%	89.8%	90.7%	86.9%	Not Available	
Nat'l AVG:	89.0%	88.2%	83.8%	83.5%	Not Available	

Percentage of graduates who on their first try passed licensing and written certification exam.

	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
4. Dental Hygiene (DHYG)	83%	83%	90%	77%	85%	92%
	n=10/12	n=10/12	n=10/12	n=7/9	n=11/13	

Percentage of continuing education students that complete the coursework. There is no licensure exam; successful students go right to work.

	FY19	FY20	FY21	FY22	FY23	Benchmark FY25
5. Certified Nursing Assistant (CNA)	96%	95%	98%	94%	94%	93%
	n=238/247	n=223/234	n=252/257	n=165/176	n=133/141	

Below is an overview of the many projects that faculty and staff executed during the last year to study the effectiveness of HCC's instruction and support services. This work is mandated by the Middle States Commission on Higher Education (MSCHE) via its requirements for accreditation (Standard V: [Educational Effectiveness Assessment](#)).

Assessment of Student Learning Outcomes within the Classroom

The assistant director of learning outcomes assessment, a research associate, and a research analyst work closely with faculty in collaboration with the provost and her associate vice presidents to assess student learning within the classroom including, but not limited to, general education goal reviews, assessment of high impact practices within the office of academic engagement, program and course reviews, as well as consult on faculty promotion projects and grants. The Learning Outcomes Assessment office (LOA) administrates the general education subcommittee, which conducts discussions about business, curriculum, and assessment processes related to general education; manages the general education dashboard; reviews assessment results; creates recommendations for student learning and process improvements; and oversees curriculum changes to the general education core.

Listed next is an overview of the general education reports, general education subcommittee work, academic engagement projects, program reviews, course reviews, and other projects/initiatives underway during fiscal year (FY) 2024. Shading is provided to ease the reading transition from one goal, academic division, or person to the next.

General Education Goal Reviews

The second cycle of general education assessment ended in June of 2023. FY2024 is the designated year of reflection where goal teams submit comprehensive cycle 2 summary reports, and the general education subcommittee conducts an audit of general education processes.

General Education Subcommittee of Curriculum Committee

Ongoing Work	Members	Division
Review of business, curriculum, and assessment processes related to general education; review of assessment results; recommendations for in-classroom student learning and overall process improvements; oversight of curriculum changes to general education core; training for and oversight of new goal teams.	Melinda Moore (co-chair)	Teaching & Learning
	Deborah Greenberg (co-chair)	LOA
	Uzzie Cannon	Foundational Learning (FL)
	Laura Yoo	FL
	Yang Yu	Liberal Studies (LS)
	Sandra Lee	LS
	Sepideh Abdollahzadeh	Health Science and Technology (HST)
	TBD	HST
	Jamie Bourne	Center for Teaching Excellence
	Princess King	Dual Enrollment
	Toni Muhammad	Teaching & Learning
	Danielle Johnson	Student Success
	Kristin Pavlovsky	Curriculum Services
	Candace dePass	Learning Engagement
	Lombuso Khoza	Learning Engagement

Academic Engagement Projects

Project/Initiative	Description	Lead Staff/Faculty
Step UP	Program outcomes	Eileen Kaplan
International Education	Surveys/outcome assessment	Lombuso Khoza
Phi Theta Kappa	Student data/outcomes/eligibility	Cheryl Campo
Center for Civic and Community Engagement	Program data/surveys	Jacqueline Regales
Silas Craft Collegians	Program review/student data/outcomes/surveys	Angela Phillips
Rouse Scholars	Student data/outcomes/surveys/preparation for program review	Cheryl Campo
Schoenbrodt Scholars	Student data/outcomes/eligibility/preparation for program review	Cheryl Campo

Program Reviews

Division		Programs Title	Lead Faculty
FL	349	CPA Candidacy Certificate	Michelle Sotka
LS	339	General Studies - Health Sciences	Carla Lawson
LS	340	General Studies - Liberal Arts	Sandra Lee
HST	337	APP Development	Mark Quinn
HST	345	Baking and Pastry Arts	David Milburn
HST	344	Baking and Pastry Arts Management	David Milburn
HST	151	CISCO Certified Networking Certificate	Mengistu Ayane
HST	307	CISCO Networking	Mengistu Ayane
HST	351	Cloud Operations and Security	Joel Offenberg
HST	348	Culinary Arts	Eric McCoy
HST	347	Culinary Arts Management	Eric McCoy
HST	352	Data Business Analytics	Kathy Kelly/Linda Mercurio
HST	280	Dental Hygiene	Susan Seibel
HST	214	Entrepreneurship Certificate	Helen Rose
HST	336	Game and Simulation Development	Dave Hinton/Craig Murray
HST	322	General Studies - business, leadership, technology emphasis	Adriano Lima e Silva
HST	338	General Studies - STEM	Karen Bridges
HST	328	Hotel, Restaurant, and Event Management	Hal Kenny
HST	353	Integrated Workplace Technologies	Cindy Garnsey
HST	346	Restaurant Management	Hal Kenny

Course Reviews

Division	Course Name	Title	Faculty Lead
FL	ACCT-233	Advanced Accounting	Michelle Sotka
FL	ACCT-234	Government and Not-For-Profit Accounting	Michelle Sotka
FL	ACCT-235	Federal Taxation of Individuals	Michelle Sotka
FL	ACCT-237	Federal Taxation of Corporations, Partnerships, Estates, and Trusts	Michelle Sotka
FL	MATH-145	Business Calculus	Rehana Yusaf
FL	MATH-153	Precalculus II	Andrew Brown / Christel J. Wohlfacka
FL	MATH-220	Discrete Structures	Howald
FL	PSYC-101	General Psychology	Maureen Schuler
LS	AGNG-160	The Aging Process: Gerontology	Carla Lawson
LS	AGNG-250	The Psychological Aspects of Aging	Carla Lawson
LS	AMSL-101	Elementary Sign Language I	Amelia Yongue
LS	AMSL-102	Elementary Sign Language II	Amelia Yongue
LS	AMSL-201	Intermediate Sign Language I	Amelia Yongue
LS	AMSL-202	Intermediate Sign Language II	Amelia Yongue
LS	ANTH-120	Comparative World Cultures	Alejandro Muzzio
LS	ARAB-101	Elementary Arabic I	Abdelrahim Salih
LS	ARAB-102	Elementary Arabic II	Abdelrahim Salih
LS	ARAB-201	Intermediate Arabic I	Abdelrahim Salih
LS	ARAB-202	Intermediate Arabic II	Abdelrahim Salih
LS	ARTS-103	Drawing I: Observation and Invention	Steven Silberg
LS	ARTS-104	Digital Fundamentals	Dave Beaudoin
LS	ARTS-110	Art Appreciation	Steven Silberg
LS	ARTS-121	Introduction to Digital Photography	Donna Jones
LS	ARTS-202	Painting Studio: Watercolor	Steven Silberg
LS	ARTS-221	Photography: Digital II	Donna Jones
LS	ARTS-231	Printmaking Studio	Juliette Ludeker
LS	ARTS-240	Ceramics I	Rebecca Bafford
LS	ARTS-241	Ceramics Studio: Sculptural Form	Rebecca Bafford
LS	CHNS-101	Foundational Mandarin Chinese I	Yulan Liu
LS	CHNS-102	Elementary Mandarin Chinese II	Yulan Liu
LS	CHNS-201	Intermediate Mandarin Chinese I	Yulan Liu
LS	CHNS-202	Intermediate Mandarin Chinese II	Yulan Liu
LS	CHNS-222	Cultures of China	Yulan Liu
LS	CRIM-106	Street Law	Evelyn Del Rosario
LS	CRIM-210	Evidence and Procedure	Evelyn Del Rosario
LS	DANC-104	Hip-Hop Dance	Darion Smith
LS	DANC-150	Dance Improvisation	Liz Higgins

LS	DANC-204	Intermediate Hip-Hop Dance	Liz Higgins/Darion Smith
LS	EDUC-113	Working With Infants and Toddlers	Laurie Collins
LS	EDUC-140	Child Health, Safety, Nutrition	Laurie Collins
LS	EDUC-265	Educational Assessment	Laurie Collins
LS	EDUC-293	Special Education Assessment Part I Birth-12th Grade	Katie McDonald
LS	EDUC-294	Special Education Assessment Part II Birth-12th Grade	Katie McDonald
LS	EXSC-150	Sport and Society	Carla Lawson
LS	FREN-101	Elementary French I	Keith Phillips
LS	FREN-102	Elementary French II	Keith Phillips
LS	FREN-201	Intermediate French I	Keith Phillips
LS	FREN-202	Intermediate French II	Keith Phillips
LS	GERM-101	Elementary German I	Abdelrahim Salih
LS	GERM-102	Elementary German II	Abdelrahim Salih
LS	GERM-201	Intermediate German I	Abdelrahim Salih
LS	GERM-202	Intermediate German II	Abdelrahim Salih
LS	HIST-216	History of India	Hanael Bianchi
LS	HIST-231	History of Modern Africa	Terrell Bratcher
LS	HUMN-102	Happiness: A Humanities Approach	Tara Hart
LS	ITAL-101	Elementary Italian I	Abdelrahim Salih
LS	ITAL-102	Elementary Italian II	Abdelrahim Salih
LS	ITAL-201	Intermediate Italian I	Abdelrahim Salih
LS	ITAL-202	Intermediate Italian II	Abdelrahim Salih
LS	JPNS-101	Elementary Japanese I	Yulan Liu
LS	JPNS-102	Elementary Japanese II	Yulan Liu
LS	JPNS-201	Intermediate Japanese I	Yulan Liu
LS	JPNS-202	Intermediate Japanese II	Yulan Liu
LS	KORE-101	Elementary Korean I	Yulan Liu
LS	KORE-102	Elementary Korean II	Yulan Liu
LS	KORE-201	Intermediate Korean I	Yulan Liu
LS	KORE-202	Intermediate Korean II	Yulan Liu
LS	LFIT-126	Yoga I	Carla Lawson
LS	LFIT-127	Tai Chi	Carla Lawson
LS	MUSA-101	Music Appreciation	Lisa Rehwoldt
LS	MUSA-103	American Popular Music	Benjamin Myers
LS	MUSA-150	Class Voice I	Ben Myers
LS	MUSA-151	Class Voice II	Ben Myers
LS	MUSA-152	Class Piano I	Wei-Der Huang
LS	MUSA-153	Class Piano II	Wei-Der Huang
LS	MUSA-154	Class Guitar I	Kyle Coughlin
LS	MUSA-155	Class Guitar II	Kyle Coughlin
LS	PERS-101	Foundational Persian I	Abdelrahim Salih
LS	PERS-102	Foundational Persian II	Abdelrahim Salih

LS	PERS-201	Intermediate Persian I	Abdelrahim Salih
LS	POLI-102	State and Local Government	Michael Heffren
LS	POLI-104	The US Constitution	Michael Heffren
LS	POLI-201	Comparative Government	Michael Heffren
LS	RUSS-101	Elementary Russian I	Abdelrahim Salih
LS	RUSS-102	Elementary Russian II	Abdelrahim Salih
LS	RUSS-201	Intermediate Russian I	Abdelrahim Salih
LS	RUSS-202	Intermediate Russian II	Abdelrahim Salih
LS	SOCI-203	Sociology of Sport	Greg Fleisher
LS	SOWK-200	Introduction to Social Work	Philip Vilaro
LS	SPAN-101	Elementary Spanish I	Keith Phillips
LS	SPAN-102	Elementary Spanish II	Keith Phillips
LS	SPAN-201	Intermediate Spanish I	Keith Phillips
LS	SPAN-202	Intermediate Spanish II	Keith Phillips
LS	SPAN-203	Advanced Intermediate Spanish I	Keith Phillips
LS	SPAN-204	Advanced Intermediate Spanish II	Keith Phillips
LS	THET-105	Improvisational Acting	Bill Gillett
LS	THET-138	Basic Stage/Media Make-Up	Bill Gillett
LS	THET-216	Contemporary Drama	Lisa Wilde
LS	THET-224	Musical Theatre Performance	Jenny Male
LS	THET-250	Shakespeare From Page to Stage	Lisa Wilde
LS	THET-271	Theatre Juried Audition Tech	Jenny Male
LS	THET-291	Theatre History I	Lisa Wilde
LS	THET-292	Theatre History II	Jenny Male
HST	AVMP-260	Video Production II	Patrick Pagano
HST	AVMP-290	Media Career Development	Patrick Pagano
HST	AVMP-291	Audio and Video Media Internship I	Patrick Pagano
HST	AVMP-292	Audio and Video Media Internship II	Patrick Pagano
HST	BIOL-109	Plants, People, and Ecosystems	Shannon Dahl
HST	BMGT-145	Principles of Management	Adriano Lima e Silva
HST	CADD-108	Introduction to Geographical Information Systems (GIS)	Dave Hinton
HST	CADD-109	Introduction to Building Information Modeling (BIM)	Dave Hinton
HST	CADD-124	Gaming and Simulation Portfolio Seminar	Kelly Scible
HST	CADD-208	Intermediate Geographical Information Systems (GIS) - GIS Analyst	Dave Hinton
HST	CADD-209	Advanced Building Information Modeling	Dave Hinton
HST	CADD-210	Advanced Geographical Information Systems (GIS) - GIS Programmer	Dave Hinton

HST	CARD-123	Hemodynamics	Bill Fisher
HST	CARD-124	X-Ray Theory for Cardiovascular Technology	Kelly Scible
HST	CARD-201	Cardiovascular Pharmacology	Bill Fisher
HST	CARD-220	Cardiovascular Procedures	Kelly Scible
HST	CFOR-210	Computer Forensics III	Charles Edwards
HST	CFOR-250	Computer Network Forensic Technology	Charles Edwards
HST	CMGT-265	Garde' Manger	Unknown
HST	CMSY-107	Cloud Storage Fundamentals	Cindy Garnsey
HST	CMSY-120	Introduction to Computer Systems	William Lieberman
HST	CMSY-141	Computer Science I	William Lieberman
HST	CMSY-163	Introduction to Firewalls and Network Security	Joel Offenber
HST	CMSY-169	Mobile Design & Development	Mark Quinn
HST	CMSY-182	Google Suite: Applications and Integration	Cindy Garnsey
HST	CMSY-183	Virtual Workplace Communications	Cindy Garnsey
HST	CMSY-255	Introduction to Unix	Mark Quinn
HST	CMSY-262	Encryption and Secure Communications	Joel Offenber
HST	CMSY-263	Ethical Hacking and Cyber Defense	Joel Offenber
HST	CNST-100	Introduction to Construction Management	Gazan Bozai
HST	CNST-101	Building Construction Materials and Methods	Gazan Bozai
HST	CNST-200	Construction Surveying	Gazan Bozai
HST	CNST-205	Building Construction Contract Documents	Gazan Bozai
HST	CNST-208	Structural Building Systems	Gazan Bozai
HST	DHYG-104	General and Oral Pathology	Susan Seibel
HST	DHYG-200	Dental Hygiene Theory and Clinic III	Susan Seibel
HST	DMSU-101	Introduction to Sonography	Chante Robertson
HST	DMSU-112	Sectional Anatomy for Imaging Professionals	Chante Robertson
HST	DMSU-132	Pediatrics and Small Parts Ultrasound	Chante Robertson
HST	DMSU-133	Pediatrics and Small Parts Ultrasound Lab	Chante Robertson
HST	DMSU-140	Ultrasound OB/GYN I	Raminder Singh
HST	DMSU-141	Ultrasound OB/GYN I Lab	Raminder Singh
HST	DMSU-142	Ultrasound OB/GYN II	Raminder Singh
HST	DMSU-143	Ultrasound OB/GYN II Lab	Raminder Singh

HST	DMSU-182	Ultrasound Vascular I	Chante Robertson
HST	DMSU-183	Ultrasound Vascular I Lab	Beth Hendler-Friedman
HST	DMSU-204	Echocardiography II	Chante Robertson
HST	DMSU-206	Echocardiography II	Chante Robertson
HST	DMSU-207	Echocardiography II Lab	Chante Robertson
HST	DMSU-256	Clinical Practicum III	Raminder Singh
HST	DMSU-283	Physiologic Testing for Vascular Sonographers	Chante Robertson
HST	DMSU-284	Ultrasound Vascular II	Raminder Singh
HST	DMSU-285	Ultrasound Vascular II Lab	Raminder Singh
HST	EMSP-215	Medical Emergencies III	Raminder Singh
HST	EMSP-290	Emerging Issues in Paramedicine	Chante Robertson
HST	ENES-200	Engineering Design with CAD	Craig Murray
HST	ENES-202	Computing Fundamentals for Engineers	Craig Murray
HST	ENTE-200	Entertainment Technology Drafting	Patrick Pagano
HST	ENTE-215	Entertainment Technology Troubleshooting	Patrick Pagano
HST	ENTR-120	Entrepreneurship in Practice	Candice Miles
HST	NURS-124	LPN Transition Concepts	Archiena Beaver
HST	NURS-125	Paramedic Transition Nursing Concepts	Cindy Cosgrove
HST	NURS-126	Military Corpsman Transition Nursing Concepts	Ellen Nichols
HST	NURS-143	Concepts of Nursing I	Rachael Farrell
HST	OFFI-260	Medical Terminology	Stephanie Quintero
HST	OFFI-270	Medical Transcription Techniques	Cindy Garnsey
HST	PMGT-250	Cake Decorating	David Milburn
HST	PMGT-260	Candies, Confections, and Showpieces	David Milburn
HST	PTAP-240	Therapeutic Exercise	Cristina Fontanez Garrison
HST	PTAP-250	Clinical Neuroscience	Cristina Fontanez Garrison
HST	PTAP-265	Professional Issues in Physical Therapy	Cristina Fontanez Garrison
HST	PTAP-270	Clinical Education III	Coleen Hanger
HST	PTAP-275	Clinical Education IV	Coleen Hager
HST	RADT-238	Clinical Radiography III	Assefa Fisseha
HST	RADT-245	Advanced Imaging Modalities, Image Analysis, and Pathology	Assefa Fisseha
HST	RADT-247	Radiation Biology and Protection	Assefa Fisseha
HST	RADT-248	Clinical Radiography IV	Assefa Fisseha

Other projects and initiatives:

Project	Description	Lead Staff/Faculty
Composition and Learning Center Analysis	An examination of the students who use the tutoring services offered in the Composition and Literature Center.	Laura Yoo
Foundational Learning Demographics	Provided a report on the characteristics of students enrolled in courses in the division of foundational learning.	Sylvia Lee
ACEN/MBON Report	Provide data to the Nursing program for their external accreditors.	Archiena Beaver
AGPHA Report	Provided data to the Hospitality programs for their external accreditors.	Tim Banks
OER Report	Provide a report on the financial impact of zero textbook cost course sections.	Nana Owusu-Nkwantabisa
Data Requests	Requests for student, course, and program data that is used by faculty for promotion projects, program accreditations, annual plans, course reviews, and other projects.	HCC Faculty and Staff
Surveys	Creation and administration of surveys for division leadership, faculty, programs, and cohorts.	HCC Faculty and Staff

Assessment of Student Learning Outcomes Outside the Classroom

During FY2024 there was a substantial reorganization of the student services areas. With the leadership and the new units now in place, they will begin the process of identifying expected student learning outcomes for each of their areas using national best practice standards. Collaborating with the provost, her associate vice presidents, and the planning, research, and organizational development staff, they will examine trend data and set benchmarks for performance levels. A new student service support program review cycle will be identified and launched in FY2025.

Talking Points for the Board of Trustees
The college continues to support students in attaining over 1,243 degrees each year.
The college continues to work to support allied health students in their preparation for certification exams.
HCC supports a broad range of student learning outcomes research to determine the effectiveness of its general education, courses, and programs in and out of the classroom, as compared to external best practices. This work verifies the college's commitment to providing an exceptional educational experience for its students and ensures HCC's compliance with accreditation standards.

E-2 Financial Statements

Purpose: Disclosure to the board of trustees

Background: In May 2009, the college agreed to distribute the monthly financial statements to the county within four to six weeks of the end of the month. To ensure the board has an opportunity to review the statements prior to submission to the county, the February statements will be posted and available for board review on March 18, 2024.

◆———— Recommendation ———◆

This item is for information only and requires no board action. Dr. Ty Stone, Interim Vice President of Campus Services and CFO, will briefly review the financial statements with the board.

Compliance: The financial statements are submitted in support of board of trustees' bylaws, Article II: The Board of Trustees Responsibilities and Powers.



You Can Get There From Here.

**Howard Community College
Financial Results
for the period ending February 29, 2024**

HOWARD COMMUNITY COLLEGE
FY24 Operating Fund Results
As of February 29, 2024

Revenue	FY22	FY23				FY24				Comparisons	
	Actual 06-30-22	Annual Budget	Actual 06-30-23	Actual 02-28-23	% Received of Budget	Annual Budget	Actual 02-29-24	Actual to Budget	% Received of Budget	Actual to Prior Year	% Rec'd to Prior Year
Summer II	\$ 1,209,421	\$ 1,173,139	\$ 1,302,219	\$ 1,302,219	111%	\$ 1,269,664	\$ 1,257,910	\$ (11,754)	99%	\$ (44,309)	(3)%
Fall	11,712,184	11,595,322	11,923,143	11,936,019	103%	11,823,383	12,443,769	620,386	105%	507,750	4%
Winter	1,092,711	1,083,674	1,098,302	1,098,363	101%	1,087,439	1,187,439	100,000	109%	89,076	
Spring	10,918,171	10,810,531	11,116,128	11,157,274	103%	11,046,825	12,055,631	1,008,806	109%	898,357	8%
Summer I	1,713,277	1,505,983	1,901,574	(39,728)	(3)%	1,778,669	(13,868)	(1,792,537)	(1)%	25,860	(65)%
Total Student Tuition	26,645,764	26,168,649	27,341,365	25,454,148	97%	27,005,980	26,930,881	(75,099)	100%	1,476,734	6%
Student Fees	3,433,589	3,262,376	2,756,670	2,574,352	79%	2,996,537	2,652,236	(344,301)	89%	77,884	3%
Howard County	37,510,616	40,361,000	40,361,000	26,907,336	67%	42,400,000	28,266,664	(14,133,336)	67%	1,359,328	5%
State of Maryland	20,770,719	26,310,267	26,310,268	17,540,178	67%	29,971,332	19,980,888	(9,990,444)	67%	2,440,710	14%
Other	282,143	161,300	3,172,558	1,670,562	1,036%	2,029,000	3,219,269	1,190,269	159%	1,548,707	93%
Transfers	993,763	-	(3,678,269)	267,551		-	29,486	29,486		(238,065)	(89)%
Barnes & Noble contribution	134,400	134,400	134,400	89,600	67%	-	-	-		(89,600)	(100)%
Continuing education contribution	1,000,000	1,010,000	1,010,000	673,333	67%	1,020,100	680,067	(340,033)	67%	6,733	1%
SGA contribution	-	369,655	369,655	-	0%	260,684	173,789	(86,895)	67%	173,789	
Unrestricted Appropriations	-	77,966	-	-	0%	-	-	-		-	
Total Revenue	\$ 90,770,994	\$ 97,855,613	\$ 97,777,647	\$ 75,177,060	77%	\$ 105,683,633	\$ 81,933,280	\$ (23,750,353)	78%	\$ 6,756,219	9%

Uses by Function	FY22	FY23				FY24				Comparisons	
	Actual 06-30-22	Annual Budget	Actual 06-30-23	Actual & Enc 02-28-23	% Spent of Budget	Annual Budget	Actual & Enc 02-29-24	Actual to Budget	% Spent of Budget	Actual to Prior Year	% Spent to Prior Year
Instruction	\$ 38,902,539	\$ 40,096,988	\$ 40,096,988	\$ 32,412,362	81%	\$ 42,509,940	\$ 33,869,169	\$ (8,640,771)	80%	\$ 1,456,807	4%
Public service	785,664	800,360	800,360	563,211	70%	927,965	637,194	(290,771)	69%	73,983	13%
Academic support	11,617,146	12,172,491	12,172,491	9,783,318	80%	13,189,159	10,219,953	(2,969,206)	77%	436,635	4%
Student services	8,665,492	9,059,918	9,059,918	7,178,726	79%	9,849,566	7,439,356	(2,410,210)	76%	260,630	4%
Institutional support	16,072,223	18,276,523	18,276,523	14,434,171	79%	20,075,587	15,034,372	(5,041,215)	75%	600,201	4%
Facilities	13,699,204	14,134,637	14,134,637	11,853,338	84%	15,416,070	13,237,016	(2,179,054)	86%	1,383,678	12%
Scholarships/waivers/discounts	3,293,042	3,314,696	3,314,696	2,319,506	70%	3,715,346	3,135,524	(579,822)	84%	816,019	35%
Total Uses by Function	\$ 93,035,310	\$ 97,855,613	\$ 97,855,613	\$ 78,544,631	80%	\$ 105,683,633	\$ 83,572,584	\$ (22,111,049)	79%	\$ 5,027,953	6%

Net Profit/(Loss)	\$ (2,264,316)	\$ -	\$ (77,966)	\$ (3,367,571)		\$ -	\$ (1,639,304)	\$ (1,639,304)		\$ 1,728,266	(51)%
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Revenue Highlights

Summer II (Census July 16, 2023)

Revenue down 1% from budget
FTE down 4.2% from the prior year
Headcount down 6.5%

Fall (Census September 15, 2023)

Revenue up 5% from budget
FTE is up 2.6%
Headcount is up 4.6%

Winter (Census January 7, 2024)

Revenue up 9% from budget
FTE is up 6.9%
Headcount is up 4.8%

Spring (Census February 18, 2024)

Revenue up 9% from budget
FTE is up 6.4%
Headcount is up 8%

Future Terms

Negative revenue is due to prior year refunds processed in the current year

Government appropriations, Continuing Education, and SGA contributions

Received as budgeted

Other revenue

Up due to interest income increases on institutional cash balances

Total percentage of revenues to budget

Revenue is up one percent compared to the prior year budget to actuals

Expense Highlights

Year to Year Functional Comparison

The Public service expense is up due to an increase in personnel costs.

The Facilities expense is up due to an increase in utilities and the public safety contract.

Scholarships, waivers and discounts are up 35% over the prior year, primarily due to dual enrollment waivers which are up \$594K, or 46%.

Overall Highlights

Revenue up 9% compared to prior year actual revenue

Expenses up 6% to the prior year actual expenses

HOWARD COMMUNITY COLLEGE
FY24 Workforce, Career, & Community Education Fund Results
As of February 29, 2024

Revenue	FY22 Actual 06-30-22	FY23				FY24				Comparisons	
		Annual Budget	Actual 06-30-23	Actual 02-28-23	% Received of Budget	Annual Budget	Actual 02-29-24	Actual to Budget	% Received of Budget	Actual to Prior Year	% Rec'd to Prior Year
Summer II	\$ -	\$ -	\$ 1,136	\$ 1,136		\$ -	\$ 426	\$ 426		\$ (710)	
Fall	39,476	294,250	43,866	39,180	13%	73,750	80,037	6,287	109%	40,857	104%
Winter/Spring	42,600	364,250	99,606	71,583	20%	73,750	59,369	(14,381)	81%	(12,214)	
Summer I	3,834	-	14,445	-		-	771	771		771	
Total Credit Tuition	85,910	658,500	159,053	111,899	17%	147,500	140,603	(6,897)	95%	28,704	26%
Summer II	460,275	553,456	646,378	646,378	117%	766,888	659,885	(107,003)	86%	13,508	2%
Fall	841,479	1,121,271	833,909	789,781	70%	1,176,108	920,709	(255,399)	78%	130,928	17%
Winter/Spring	984,382	1,448,223	980,208	801,091	55%	1,444,970	912,584	(532,386)	63%	111,494	14%
Summer I	227,706	272,597	195,453	29,406	11%	83,450	35,674	(47,776)	43%	6,268	21%
Total Noncredit Tuition	2,513,842	3,395,547	2,655,947	2,266,655		3,471,416	2,528,853	(942,563)	73%	262,198	12%
Total Student Tuition	2,599,752	4,054,047	2,815,000	2,378,554	59%	3,618,916	2,669,456	(949,460)	74%	290,902	12%
Student Fees	1,557,712	1,968,557	1,763,417	1,524,511	77%	2,224,663	1,628,635	(596,028)	73%	104,125	7%
State of Maryland	2,583,190	2,583,189	2,583,190	1,722,127	67%	3,057,345	2,038,230	(1,019,115)	67%	316,103	18%
Other	154,965	23,016	168,128	85,825	373%	277,446	74,950	(202,496)	27%	(10,875)	(13)%
Transfers	25,342	42,000	2,572	(581)	(1)%	42,000	6,541	(35,459)	16%	7,122	(1,227)%
Contribution to Operating	(1,000,000)	(1,010,000)	(1,010,000)	(673,333)	67%	(1,020,100)	(680,067)	340,033	67%	(6,733)	1%
Unrestricted Appropriations	-	118,153	-	-	0%	106,154	-	(106,154)	0%	-	
Total Revenue	\$ 5,920,962	\$ 7,778,962	\$ 6,322,308	\$ 5,037,102	65%	\$ 8,306,424	\$ 5,737,746	\$ (2,568,678)	69%	\$ 700,644	14%
Reserves	\$ -	\$ 1,277,880	\$ -	\$ -	0%	\$ 1,273,880	\$ -	\$ (1,273,880)	0%	\$ -	

Uses by Function	FY22 Actual 06-30-22	FY23				FY24				Comparisons	
		Annual Budget	Actual 06-30-23	Actual & Enc 02-28-23	% Spent of Budget	Annual Budget	Actual & Enc 02-29-24	Actual to Budget	% Spent of Budget	Actual to Prior Year	% Spent to Prior Year
Instruction	\$ 4,559,280	\$ 7,049,702	\$ 5,347,615	\$ 4,711,811	67%	\$ 7,714,686	\$ 5,509,334	\$ (2,205,352)	71%	\$ 797,523	17%
Scholarships/waivers/discounts	438,891	729,260	518,244	444,052	61%	591,760	497,838	(93,922)	84%	53,785	12%
Total Uses by Function	\$ 4,998,171	\$ 7,778,962	\$ 5,865,858	\$ 5,155,864	66%	\$ 8,306,446	\$ 6,007,172	\$ (2,299,274)	72%	\$ 851,308	17%
Reserves	\$ -	\$ 1,277,880	\$ -	\$ -	0%	\$ 1,273,858	\$ -	\$ (1,273,858)	0%	\$ -	
Net Profit/(Loss)	\$ 922,791	\$ -	\$ 456,449	\$ (118,762)		\$ -	\$ (269,426)	\$ (269,426)		\$ (150,664)	127%

Revenue Highlights

Credit Revenue

Earned primarily from apprenticeship programs

Noncredit Revenue

Summer II (July and August 2023)

FTEs down 6.3%

Revenue is up 2% over prior year

Fall (September through December with registration continual throughout the term)

FTEs up .6%

Revenue is up 17% over prior year

Winter/Spring (January through May with registration continual throughout the term)

FTEs up 1.4%

Revenue is up 14% over prior year

Summer I (May and June 2023 with registration continual throughout the term)

FTEs will be reported later in the year

Revenue will be reported later in the year

State funding

Based on prior year FTEs

Received as budgeted.

Total Percentage of Revenues to Budget

4% higher as compared to prior year budget

Expense Highlights

Tracking as budgeted

Includes year long encumbrances

Overall Revenue and Expenses

Revenue up 14% over prior year

Expenses up 17% over prior year

Overall Net Profit/(Loss)

The net loss in comparison to FY23 at this same time has increased primarily due to filling vacant positions and increased contracted services.

Note: \$4.3M of the fund balance was transferred to our plant fund for the Workforce Development Trade Center. This transfer is not reflected in the above statement.

E-3 Fiscal Year 2024 Awards

Background: On March 6, 2024, the legislative and community relations committee discussed the various awards presented by the board to members of the Howard County community. These awards include Honorary Degrees, the Trustees' Award for Outstanding Service to Howard Community College, and the Senator James Clark, Jr. Medal. The criteria for each award and the recipients recommended for FY24 by the legislative and community relations committee are listed below.

Honorary Degrees

- Recognizes an exceptional scholarly, intellectual, or artistic achievement;
- Recognizes extraordinary service to the institution; and/or
- Recognizes outstanding contributions to the community
- To be presented at commencement; limited to two per year
- Recommended Recipients: Rev. Dr. Robert Turner and Ms. Cathy Bell

Trustees' Award for Outstanding Service to Howard Community College

- Recognizes accomplishment or contribution to the college that year
- To be presented at fall convocation
- Recommended Recipients: Ms. Zoe Irvin and Mrs. Julie Knox-Brown

Clark Medal

- Recognizes a lifetime of achievement and service to HCC and the community
- The medal does not have to be awarded annually – only on the occasions when a particularly special person comes along who has earned it
- To be presented at fall convocation
- Recommended Recipients: No recipient for FY24

Included on the pages following this item are a list of all previous award recipients and information on each of the nominees.

◆———— Recommendation —————◆

The administration requests that the board of trustees approve the aforementioned award nominees as recommended by the legislative and community relations committee of the board of trustees at its March 6, 2024, meeting.

Honorary Degree Recipients

2001 - Leola M. Dorsey Celonia 8. Walden	2011 - Steven W. Sachs Richard W. Story
2002 - Dorothy B.M. Craft Dr. Delroy L. Cornick (posthumous)	2012 - Daniel Friedman Dr. Charles 8. Leonard, Jr.
2003 - Peter Horowitz H. Elizabeth Horowitz Frederick A. Schoenbrodt, D.D.S Frederick K. Schoenbrodt (posthumous)	2013 - Vladimir G. Marinich Mary Ann Scully
2004 - Patricia T. Rouse Senator James Clark, Jr. Jon M. Files	2014 - Robert I. Jeffrey Edward L. Waddell
2005 - Gertrude H. Crist Dr. Edward L. Cochran Raymond S. Wacks	2015 - Ronald H. Carlson Martha A. Matlick, Ed.D.
2006 - Joan I. Athen James R. Moxley, Jr. Richard B. Talkin, Esq. Scott E. Caplan (posthumous)	2016 - Bernadene Hallinan-Smith Ronald X. Roberson
2007 - Joanne T. Davis Michael W. Davis, Esq. Senator Barbara A. Mikulski	2017 - Dr. Emily Slunt Barbara Van Winkle
2008 - Jill P. McCuan (approved 2007, awarded 2008) W. Patrick McCuan (approved 2007, awarded 2008)	2018 - Dr. Mary Ellen Duncan Greg Kahlert Elizabeth Rendon-Sherman
2009 - Congressman Elijah E. Cummings	2019 - Dr. Ralph Semmel
2010 - P. Michael Nagle	2020 - Peter Mangione (approved 2019, to be awarded 2020)
	2021 - Dr. Lillian H. Bauder George L. Doetsch, Jr.
	2022 - Patti Turner Susan Kramer
	2023 - Dorothy Planz Judy L. Smith

Clark Medal Recipients

2007 - Padraic M. Kennedy	2016 - Ed and Fern Hamel
2008 - Leola M. Dorsey (posthumous)	2017 - George L. Doetsch, Jr.
2009 - James R. & Dessie M. Moxley	2018 - Vivian "Millie" Bailey
2010 - Dr. Edward L. Cochran	2019 - Dr. Bach-Tuyet Tran-Jeffrey and Robert Jeffrey
2011 - No recipient	2020 - Ken and Elizabeth Lundeen
2012 - Victor A. Broccolino	2021 - Barbara E. Van Winkle
2013 - Dr. Sydney L. Cousin	2022 - No recipient
2014 - Richard B. Talkin, Esq.	2023 - Vivian Moore Lawyer
2015 - Senator James N. Robey	

Trustees' Award for Outstanding Service to Howard Community College Recipients

2003 - Anthony W. Deering (awarded 1/29/04)	2015 - Christopher G. Marasco
2004 - (no recipient)	2016 - Roberta E. Dillow Katherine K. Rensin
2005 - Edward L. Waddell	2017 - Edmund S. Coale, III
2006 - (no recipient)	2018 - COF Task Force Chairs: Elizabeth Edsall Kromm Erik Johnson Larry Letow Milton Matthews Judy Smith Larry Twele
2007 - Mary T. Armiger (awarded in 2008) Abigail L. Glassberg (awarded in 2008) Barbara E. Van Winkle (awarded in 2008)	2019 - Sean Keller Kenneth Solow
2008 - Mary Ann Scully	2020 - Marie and the late Ken Kittelberger
2009 - (no recipient)	2021 - Kevin J. Doyle Mamie J. Perkins
2010 - The Doetsch Family	2022 - Steven A. Joss (posthumous)
2011 - Robert I. Jeffrey Eric R. Stein	2023 - Lilian Bauder Se Ung Kim
2012 - Del D. Karfonta Kevin J. Kelehan	
2013 - Michael M. Drummond Dr. Patrick L. Huddie T. James Truby	
2014 - Kenneth C. & Elizabeth M. Lundeen Sigma Alumni Chapter of Phi Beta Sigma Fraternity, Inc. - Roger Barnes, president	

Prior to the establishment of the "Trustees' Award for Outstanding Service to Howard Community College," a community member was given a **"Gay C. Heitlinger Award."** These people are the recipients of that award:

1978 - Fred K. Schoenbrodt
1979 - C. Gloria Herrera
1980 - William Staewen
1981 - (no recipient)
1982 - Andrew N. Adams, Jr.
1983 - John C. (Jack) Whiteside
1984 - Senator James Clark, Jr.
1985 - (no recipient)
1986 - John M. Hamilton
1987 - John W. Sundstrom

1988 - Leola Dorsey
1989 - Ruth Keeton and
Celonia B. Walden
1990 - Dorothy A. Baker
1991 - (no recipient)
1992 - (no recipient)
1993 - James W. Rouse
1994 - William Manning (posthumous)
1995 - Evelyn T. Bolduc
1996 - (none awarded)

1997 - (no recipient)
1998 - Jon M. Files
1999 - Ginni Dreier and Charles I. Ecker
2000 - Peter Horowitz
2001 - Richard G. McCauley
2002 - Hunan Manor Restaurant

Bold names = BOT members/former members

Cathy Bell

Cathy Bell is a Howard County entrepreneur who co-owns and operates several successful McDonald's franchises. She is retiring this year after decades of successful entrepreneurship.

Cathy has received top honors from McDonald's, including the coveted Ronald Award which recognizes successful operational performance and engagement in the community, and the Golden Arches award, the highest honor for a franchise owner. Fewer than 1% of all McDonald's franchise owners worldwide receive the honor, which celebrates customer service, community involvement and contributions to the success of the entire company.

During her time with McDonald's Cathy developed the idea for a commercial featuring "She Works Hard for the Money." The idea turned into a \$1 million television and radio campaign across ten U.S. markets, with Donna Summer re-recording her classic hit song for the advertisements.

An active philanthropist in the Baltimore-Washington Metropolitan Area, Cathy is a member of the Women's Giving Circle of Howard County. Her past community involvement includes serving on the Howard County Superintendent's Advisory Council for Business/Education Partnerships and the Economic Development committee for County Executive Calvin Ball's transition team.

Rev. Dr. Robert Turner

Since 1993, Rev. Dr. Robert Turner has served as pastor of St. John Baptist Church in Columbia, Maryland. Under his leadership, the church has grown to a congregation of over 1,900 members. A well-known religious and community leader, Rev. Turner was named Clergy of the Year in 2012 by Howard County Magazine. He is a certified professional relationship and executive life coach and nationally recognized speaker.

Rev. Turner serves and provides leadership on many local boards and commissions, including the Human Rights Commission, PATH, Columbia Downtown Housing Corporation, Community Action Council of Howard County and the African American Community Roundtable of Howard County. As the Director of Continuing Education, he helped launch the Howard University School of Divinity Distance Learning Program for clergy and laypersons across the country.

In addition to his engagement with the Howard County Community, Rev. Turner has been instrumental in building a continued partnership with St. John Baptist Church and Howard Community College to benefit students. The church contributes to various student support programs including Ambiciones, the Silas Craft Collegians program and Howard P.R.I.D.E.

The church recently launched a free monthly grab-and-go breakfast program for students, supporting the college's ongoing initiatives to address food insecurity. The program creates anew model for engagement with community partners and the college to better serve the need of students. On top of their financial support, the SHBC congregation serves as mentors to HCC students, offering personal and professional support.

Zoe Irvin

Zoe Irvin has been a member of the Howard Community College (HCC) faculty and staff since 1981. After coming to HCC as an adjunct math instructor, Zoe has served the students and employees of HCC as professor of mathematics, the founding chair of the mathematics division, director of faculty development, and chief information technology officer.

In Ms. Irvin's current position of executive director of planning, research, and organizational development, she is responsible for providing research design, evaluation, and planning services, as well as exploring new opportunities to bring best practices to HCC. Additionally, she leads the college's strategic action committee and serves as the college accreditation liaison officer to the Middle States Commission on Higher Education (MSCHE). Ms. Irvin is a key facilitator for the development of the Board of Trustees Key Performance Indicator reports, MSCHE self-study, and major process improvement work, such as the HCC Forward Implementation Steering Committee, as well as the Commission on the Future.

Zoe had a leading role in many of the college's strategic initiatives as the college moves HCC Forward. She serves as the co-chair of the Strategic Planning Committee, leading the college in the development of the next strategic plan. She was co-leader for HCC's inaugural datasummit held in January 2024, and was a key liaison with faculty on the implementation of accelerated pathways to success (7-week courses).

Zoe holds a Bachelor of Arts in mathematics from the University of Maryland Baltimore County and a Master of Science degree in numerical sciences from The Johns Hopkins University.

Julie Knox-Brown

Julie Knox-Brown joined Howard Community College in 1987 and currently serves as the assistant director of advising.

Through her 37-year career at the college, Julie has provided successful guidance for generations of students to transfer and be successful in their studies at Maryland-area four-year institutions. She is an enthusiastic voice of advocacy for students and ambassadorship for the institution.

Julie holds a Bachelor of Science in elementary education from Morgan State University, and a Master of Education in guidance and counseling from the University of Cincinnati.

F – Approval of Minutes

Purpose: To obtain board approval of board meeting minutes

Background: The minutes of the following meetings are provided to the board of trustees' for approval:

1. February 28, 2024, Work Session
2. February 28, 2024, Regular Meeting
3. February 28, 2024, Closed Session

◆———— Recommendation ———◆

The administration requests that the board of trustees approve the board meeting minutes listed above.

Compliance: This request is in compliance with the Annotated Code of Maryland, Education, Division III. Higher Education, Title 16. Community Colleges, §16-103 Powers of board of trustees.



You Can Get There From Here.

**Board of Trustees
Work Session Minutes
February 28, 2024**

The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, February 28, 2024, via Zoom. Chair Sean P. Keller brought the work session to order at 5:00 p.m. Other board members present included Vice Chair Dr. M. Shafeeq Ahmed, and trustees Christopher G. Marasco, Vivian Moore Lawyer, Felícita Solá-Carter, Carl S. Perkins, and Frank S. Turner. Daria J. Willis, secretary/treasurer, was also present.

I. Introduction of New Employees

Dr. Shantay Grays, Provost and Executive Vice President, introduced Heather Boswell, Academic Advisor; Tamika Bybee, Associate Vice President for Enrollment Services; Danielle Johnson, Assistant Director of Disability Support Services; Paula Mascendaro, Instructor of Nursing; Zakia Reaves-Johnson, Associate Vice President for Student Development and Social Support; Movie Smith, Assistant Registrar; and Tricia Zadjura, Fueling Dragons Coordinator.

Tabitha Herry, Interim Chief Information Officer, introduced Benjamin Fan, Audio Visual Systems Engineer; Cara Figuearoa, Student Computer Support; and Matthew Palewicz, Enterprise Server Engineer II.

Dr. Ty Stone, Interim Vice President of Campus Services and CFO, introduced Thomas Johnson, Second Shift Supervisor; Sany Ngeth, Environmental Services Supervisor; and Tiffany Ricks, Finance and Campus Operations Project Manager.

Joe Whalen, Executive Vice President of Campus Culture and Chief Human Resources Officer, introduced Dr. Shermaine Walker, Associate Vice President of Human Resources

Jarrett Carter, Vice President for External Affairs, Communications, and Advancement, introduced Susan Clemmons, Scholarship and Donor Relations Associate; and Charalyn Rogers-Nado, Assistant Director of Resource Development.

II. Introduction of Student Advocacy Day Participants

Dr. Shantay Grays introduced the students who participated in Student Advocacy Day and shared a brief overview of Student Advocacy Day events. Student Participants

shared their experience with the board.

The work session was adjourned at 5:35 p.m.

The above constitutes the official minutes of the February 28, 2024, work session of the Howard Community College Board of Trustees as approved on March 24, 2024, and is a true and correct copy of the same.

Daria J. Willis, Ph.D., secretary/treasurer



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**Board of Trustees
Regular Meeting Minutes
February 28, 2024**

The Board of Trustees of Howard Community College (HCC) met for regular meeting on Wednesday, February 28, 2024, via Zoom. Chair Sean P. Keller brought the regular meeting to order at 5:35 p.m. Other board members present included Vice Chair Dr. M. Shafeeq Ahmed, and trustees Christopher G. Marasco, Vivian Moore Lawyer, Felícita Solá-Carter, Carl S. Perkins, and Frank S. Turner. Daria J. Willis, secretary/treasurer, was also present.

A. Approval of February 28, 2024, Agenda

A recommendation to approve the February 28, 2024, agenda, was moved by Trustee Moore Lawyer, seconded by Trustee Turner, and unanimously approved.

B. President's Report

President Willis provided an update to the board of trustees of the events over the past month. Highlights included American Community Colleges Trustees (ACCT) National Legislative Summit, FamilyU HOPE 2024, Achieving the Dream conference, World Trade Center Institute Board of Director's Meeting, testimony in Annapolis, Steelcase Foundation Panel, and Greater Baltimore Committee's Day in Annapolis.

C. Trustee Comments

Trustee Moore Lawyer shared her experience at the ACCT National Legislative Summit.

Trustee Marasco thanked the Student Advocacy Day participants for their time and talents to advocate for college funding.

Trustee Perkins congratulated and thanked everyone for their efforts at the college.

Trustee Solá-Carter shared a story about the impact that Howard Community College has in the community and with legislators. She also shared the importance of students advocating for the college.

Trustee Turner stated that the presentation from Dr. Wheelan at the training was excellent.

Vice Chair Dr. Ahmed thanked the Student Advocacy Day participants.

D. Reports to the Board of Trustees

1. Howard Community College Educational Foundation Board of Directors

Trustee Moore Lawyer provided an update on the Howard Community College Educational Foundation (HCCEF), highlights include fundraising goals for the Silas Craft Collegians Dinner, the Workforce Development and Trades Center capital campaign, and the breakfast for students from St John Baptist Church.

Trustee Moore Lawyer also shared upcoming fundraising events, including the Silas Craft Collegians fundraiser on March 4, 2024, and Vino Scholastico on April 26, 2024.

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.

2. Financial Statements

Dr. Ty Stone, Interim Vice President of Campus Services and CFO, reviewed the financial statements ending January 31, 2024.

F. Approval of Board Meeting Minutes

A recommendation to approve the January 24, 2024, regular meeting and closed session minutes was moved by Trustee Turner, seconded by Trustee Perkins, Trustee Marasco abstained, motion approved.

G. Consent Items

1. Proposed New Hires
2. Adobe Reseller Contract Renewal
3. Legal Services

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

H. Discussion Items

1. HCC Forward Implementation and Change Management Support

President Willis presented to the board the recommendation to continue HCC's contract with SWIM Digital Group for the HCC Forward initiatives.

A recommendation to approve HCC Forward Implementation and Change Management Support was moved by Trustee Marasco, seconded by Trustee Turner, and unanimously approved.

I. Information Items

1. Board Calendar

Stephanie Wall, Chief of Staff, reviewed the board calendar. 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 period of January 18, 2024, through February 21, 2024.

3. Grants and Scholarships

The grants and scholarships were an information item and required no board action.

4. Personnel Summary

The personnel summary was an information item and required no board action.

Closed Session

Resolution for the Board of Trustees to Meet in Closed Session on February 28, 2024

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 a closed session on February 28, 2024, at the conclusion of the regular meeting via Zoom, (1) “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; or any other personnel matter that affects one or more specific individuals” and that such meeting shall continue in closed session until the completion of business.

Adjournment

A recommendation to adjourn the regular meeting and move into closed session was moved by Trustee Marasco, seconded by Trustee Solá-Carter, and unanimously approved.

The regular meeting was adjourned at 6:16 p.m.

The above constitutes the official minutes of the February 28, 2024, regular meeting of the Howard Community College Board of Trustees as approved on March 20, 2024, and is a true and correct copy of the same.

Daria J. Willis, Ph.D., secretary/treasurer

**HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
CLOSED SESSION STATEMENT
February 28, 2024**

The Board of Trustees of Howard Community College (HCC) will meet in closed session on February 28, 2024, via Zoom. Chair Keller read a resolution to enter into closed session at approximately 6:16 p.m.; the closed session commenced at approximately 6:20 p.m. Other board members present included Vice Chair Dr. M. Shafeeq Ahmed, and trustees Vivian Moore Lawyer, Christopher Marasco, Dr. Carl S. Perkins, Felícita Solá-Carter, and Frank S. Turner. Dr. Daria J. Willis, secretary/treasurer, was also present.

Whereas, the board of trustees of Howard Community College is authorized by Section 10-508 of the State Government Article of the Annotated Code of Maryland to conduct certain portions of its meetings in closed session.

Now, therefore be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on February 28, 2024, at the conclusion of the regular meeting via Zoom Zoom (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals" and that such meeting shall continue in closed session until the completion of business."

The meeting was adjourned at 7:00 p.m.

The above constitutes the written statement of the February 28, 2024, closed session of the Howard Community College Board of Trustees.

Sean P. Keller, Chair

G – Consent Items

Purpose: To obtain board approval of all consent items

Background: Consent items are presented to members of the board of trustees 10 days in advance of the regular board meeting. Consent items are presented to the board for approval in a single vote.

◆———— Recommendation ———◆

The administration requests that the board of trustees approve the consent items.

Compliance: This request is in compliance with board of trustees' Ground Rule 7 and board of trustees' bylaws, Article V, Board Meetings and Procedures, Item J: Board Agenda Items. Each consent item lists individual compliance statements.



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Board of Trustees' Consent Materials

March 20, 2024

5:00 p.m.

The Rouse Company Foundation Student Services Hall
RCF-400

Code of Conduct

Board members will:

- practice respectful dialogue that serves the best interests of the college.
- work to integrate servant-leadership into the board culture.
- have the opportunity to speak uninterrupted.
- come prepared; the board chair needs to understand what is required and set time and material appropriately.
- refer any inquiries from the media to the board chair.
- 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.
- limit email among a quorum of the board to administrative and informational items and not policy discussions in order to remain in compliance with the Maryland Open Meetings Act.
- follow best practices when using social media, as outlined in the bylaws.
- uphold the standards for code of conduct, ethics, and confidentiality as stated in the board's bylaws.

The board chair will:

- act as caretaker for the board.
- act as filter with the college president.
- evaluate agendas for time well spent.
- act as the sole spokesperson for the board. Any inquiries of individual trustees from the press shall be referred to the chair.

The administration will:

- make consent materials available 10 days in advance.
- make remaining board materials available seven days in advance.



You Can Get There From Here.

Mission: Providing pathways to success

Vision: A place to discover greatness in yourself and others

Values: **INSPIRED**
Innovation
Nurturing
Service and Sustainability
Partnerships
Integrity
Respect
Excellence
Diversity, Equity, and Inclusion

Strategic Goals:

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

Core Competencies:

- Provide an exceptional educational experience
- Facilitate student success
- Partner with external stakeholders to achieve excellence



You Can Get There From Here.

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:

Govern with Integrity.



You Can Get There From Here.

**Consent Agenda
Board of Trustees
February 28, 2024
5:00 p.m.**

**The Rouse Company Foundation Student Services Hall
Room: RCF-400**

1. Proposed New Hires
2. Network Operations Center Redundancy Project
3. Technology Assessment and System Utilization
4. Audit Services

1 – Proposed New Hires

Purpose: To obtain board approval of new hires

Source of funds: The position and the funds are in the fiscal year (FY) 2024 budget as approved by the board at its April 26, 2023, meeting

Timeline: February 2024 – March 2024

Background: The following item is a summary of the proposed new hires for Howard Community College. Each employee's salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

◆ Recommendation ◆

The administration requests that the board of trustees approve the list of new hires.

Compliance: This request is in compliance with college procedure 63.02.03, Selection of Faculty and Staff, and is within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.

BUDGETED HIRES (Position Control Positions)¹

February 2024

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Accounts Receivable Manager	Finance	Existing Position Replacement	15	\$65,449 - \$114,536	\$ 65,449.00	Marisa Strickland	2/19/2024
Energy Manager System Operator	Facilities	Existing Position Replacement	11	\$51,782 - \$84,293	\$ 51,798.00	Anthony Ballantyne	2/26/2024
Assistant Director of Honors & Undergraduate Research	Learning Engagement	Existing Position Replacement	16	\$70,358 - \$130,161	\$ 75,000.00	Lindsay Chudzik	2/26/2024
Foundation Associate	Development & Alumni	Existing Position Replacement	9	\$41,628 - \$67,749	\$ 43,000.00	Kevin Shin	2/26/2024
Computer Solutions Technician III	User and Network Services	Existing Position Replacement	11	\$48,555 - \$79,023	\$ 53,410.00	Robinson Tlai	2/26/2024

March 2024

Title	Department	Position Control Status	Grade	Range for Grade ³	Compensation ²	Name	Effective Date
Executive Assistant to VPHR	Human Resources	Existing Position Replacement	13	\$56,635 - \$92,172	\$ 56,635.00	Kayla Mitcham	3/4/2024
Assistant Director, Student Life	Student Life	Existing Position Replacement	15	\$65,449 - \$114,536	\$ 70,000.00	Thelma Bush	3/11/2024
Hospitality Management Apprenticeship Program Manager	Workforce, Career, and Community Education	New Position	14	\$60,883 - \$101,065	\$ 75,000.00	Michelle Dillon	3/11/2024
Special Police Officer	Public Safety	Existing Position Replacement	11	\$48,555 - \$79,023	\$ 52,480.00	Bertrand Moore	3/11/2024
Continuing Education Program Manager	Workforce, Career, and Community Education	Existing Position Replacement	15	\$65,449 - \$114,536	\$ 66,218.00	Tim Parker	3/11/2024
Gift Processing Associate	Development & Alumni	Existing Position Replacement	10	\$44,959 - \$73,169	\$ 64,597.00	Rachel Smith	3/11/2024
Human Resources Employment Generalist	Human Resources	Existing Position Replacement	13	\$56,635 - \$92,172	\$ 61,000.00	Valerie Lee	3/18/2024

April 2024

Title	Department	Position Control Status	Grade	Range for Grade³	Compensation²	Name	Effective Date
Chief Development Officer for Capital Facilities	Facilities	Existing Position Replacement	22	\$112,675 - \$208,449	\$ 120,000.00	Layton Childress	4/1/2024
AVP, Faculty Development and Learning Innovation	Disability Support Services Faculty Development & Learning Innovation	Existing Position Replacement	22	\$112,675 - \$208,449	\$ 140,000.00	Jonathan Iuzzini	4/1/2024
Director of Procurement	Procurement	Existing Position Replacement	20	\$94,836 - \$175,447	\$ 125,000.00	Memory Hewlett	4/8/2024

2 – Network Operations Center Electrical Redundancy Project

Purpose: To obtain board approval to award the bid for the network operations center electrical redundancy project.

Bids: Bids were opened on February 29, 2024. The firms submitted bids as follows:

Firm Name	Bid Price
Electrico, Inc.	\$567,729

Total: Approximately \$568,000

Source of funds: Systemic funds

Timeline: Fiscal Year 2025 (FY25)

Background: Due to the age of the existing UPS unit located in the Network Operations Center (NOC) the college has determined that there is a need to replace the unit. Also, to bolster the resiliency of the NOC, a second UPS fed from a separate back-up power system will be included in this project. The electrical contractor will provide electrical services for the installation of the Owner supplied UPS equipment in the NOC and supporting infrastructure.

An invitation to bid for the network operations center electrical redundancy project was issued on February 6, 2024. One (1) response was received on February 29, 2024, bid response information is provided above. Electrico, Inc.'s bid was reviewed and determined to be responsive and responsible. As a result, the administration recommends awarding the bid for the network operations center electrical redundancy project to Electrico, Inc.

Bid Title/Number: 24-005 – Network Operations Center Electrical Redundancy Project

Location: Network Operations Center

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Method: The award of the network operations center electrical redundancy project bid to Electrico, Inc.

Compliance: This request is in compliance with college policy 62.05A, Bids and procedure 62.05A.01, Invitation to Bid.

3 – Technology Assessment and System Utilization

Purpose: To obtain board approval for the Maryland Education Enterprise Consortium (MEEC) contract to purchase IT professional consulting services from Campus Works.

Total: Approximately \$334,000

Timeline: Fiscal Year 2024-2025 (FY24 – FY25)

Background: The college's technology ecosystem and departmental utilization of systems needs to be assessed to determine if the institutional strategic goals will continue to be met by our current software solutions. Campus Works will provide a technology assessment and system utilization analysis to determine gaps with our Enterprise Resource Planning system as it relates to overall system usage and software functionality.

As a member of the Maryland Educational Enterprise Consortium (MEEC), the college is able to utilize the MEEC contract with Campus Works for IT Professional Consulting Services that was publicly solicited. It is anticipated that approximately \$47,000 will be spent in FY24 for the technology assessment and roadmap, and approximately \$287,000 will be spent in FY25 for process reimagination and system utilization analysis.

Location: Main Campus

◆———— Recommendation —————◆

The administration requests that the board of trustees approve.

Method: The use of the MEEC contract for the purchase IT professional consulting services from Campus Works.

Source of funds: FY24 Information Technology Operating Budget and FY25 Fund Balance

Compliance: This request is in compliance with the college policy 62.05F, Cooperative Purchasing, and procedure 62.05F.01, Cooperative Procurement.

4 – Audit Services

Purpose: To obtain board approval to award the contract for audit services, as recommended by the audit and finance committee.

Price proposals: Price proposals were received on January 3, 2024.

Firm name	Price proposal
Clifton Larsen Allen	\$102,585
SB and Company	\$67,800

Total: Approximately \$103,000

Source of funds: College operating funds and foundation operating funds

Timeline: The contract term is for one year with the option to renew for four additional one-year terms.

Background: In compliance with the Annotated Code of Maryland, Education, Division III. Higher Education, Title 16. Community Colleges §16-315 Audits, the college retains a certified public accountancy firm as an external auditor. College policy provides that the firm may be retained for a maximum period of five years, after which time the administration is required to issue a solicitation for audit services. The selected firm audits the financial statements for the college and the Howard Community College Educational Foundation.

Proposals for audit services were solicited on December 7, 2023. The technical and price proposal submission was required on January 3, 2024, followed by oral presentations on February 13, 2024. Three firms responded to the solicitation and submitted technical and price proposals.

Similar to the process the college has adopted for other types of solicitations, the evaluation of the proposals was based on a cumulative score over three phases. Each phase required a minimum score based on a percentage of total available points to proceed to the next phase. The points for each phase were totaled and weighted yielding a maximum value.

The three phases and weightings are listed below. The first two phases make up 70 percent of the total score with the price proposal at 30 percent.

Phase 1 – Technical proposal consists of 100 maximum available points at 50 percent.

Phase 2 – Oral presentation consists of 100 maximum available points at 20 percent.

Phase 3 – Price proposal consists of 100 maximum available points at 30 percent.

The technical phase was evaluated using a point system for each of the following categories:

- 1) Experience and qualifications of firm;
- 2) Staffing;
- 3) Audit process and plan;
- 4) Additional services provided; and
- 5) Additional requirements.

Price proposals were evaluated based solely on price. The lowest price received the most points, and all other firms received the percentage of points based on the difference between the proposed price and the lowest price.

After compiling the technical proposal score and the price proposal score, the top two firms were asked to participate in the next phase, the oral presentations. The oral presentations were evaluated on the following criteria:

- 1) Experience auditing educational institutions;
- 2) Experience with higher education foundation audits;
- 3) Team experience and work relationships;
- 4) Methodology to evaluate security and controls of HCC's IT systems;
- 5) Staffing levels of the engagement team;
- 6) Approach to assessing control risk in community colleges and quality controls to ensure accuracy and completeness of reports;
- 7) Other Maryland community college experience and meeting deadlines;
- 8) Challenges with audit services and unique challenges to higher educations and how they are addressed;
- 9) How to handle disagreements/conflicts during the audit process;
- 10) Process for communicating findings throughout the audit;
- 11) Timing of the single audit to the financial audit;
- 12) Timing of the 990 to the financial audit for the foundation; and
- 13) Unique qualifications.

The maximum points possible for all three phases totaled 100.

The administration requested that Clifton Larsen Allen and SB and Company provide oral presentations to the audit and finance committee at its March 13, 2024, meeting. The audit and finance committee discussed the audit services firms and decided to recommend the audit firm Clifton Larson Allen to the full board for approval.

RFP Title/Number: 24P-004 Audit Services

Location: Main campus

◆———— Recommendation ———◆

The administration requests that the board of trustees approve:

Method: The award of the contract for audit services to Clifton Larsen Allen

Compliance: This request is in compliance with college policy and procedure 62.05B/62.05B.01, Request for Proposals.

Board of Trustees
March 20, 2024
Regular Meeting Item H-1

Instructions:

- Additional audit and finance and legislative and community relations committee meetings may be necessary during the course of the year.
- In addition to the tentative agenda items noted above, the following routine agenda items will be addressed at each work session/regular meeting of the board of trustees: introduction of new employees (work session); agenda; minutes; new hires; non-purchasing agreements signed by the board chair; monthly financial statement, and monthly personnel summary.
- Special work sessions will be scheduled as necessary should the occasion arise.
- **NEW!** denotes item not listed on the last calendar.
- *A **"Required"** event is one in which trustees play an integral part (i.e., board meetings, commencement, etc.) and which all trustees should make every effort to attend.
- Shaded areas represent board meetings, committee meetings, and other activities that trustees are highly encouraged to attend, most of which are counted in the governor's yearly attendance report.

H-1 Fiscal Year 2024 Board Calendar

Date/Time	Event/Location	Tentative Agenda Items/Information
March 2024		
March 20, 2024 Wednesday 5:00 pm	Work Session / Regular Meeting RCF-400	• Trustee Attendance Required* • New Employees • Info Session: See Board Materials • Key Performance Indicator Report on End: Operations Focus • Approval of Audit Services
March 25-31, 2024	HCC Spring Break	• College Closed

April 2024		
April 3, 2024 Wednesday 12:00 pm- 2:00 pm	Student/Donor Luncheon Dragon's Fire	• Trustee Attendance: Encouraged
April 16 & 22, 2024 7:00 pm	County Council Budget Hearing	• Trustee Attendance: Strongly Encouraged
April 24, 2024 Wednesday 5:00 pm	Work Session / Regular Meeting RCF-400	• Trustee Attendance Required* • Information Session: See Board Materials • Key Performance Indicator Report on End: Leadership • Plan for Diversity, Equity, and Inclusion Report • FY25 Budget Approvals • Candidates for Graduation • FY25 Faculty Promotions • Work Session Topics for Next Year
April 26, 2024 Friday 6:30-9:30 pm	Vino Scholastico RCF-400/Galleria	• Trustee Attendance Encouraged • Fundraiser for Student Scholarships • 6:30 pm – 7:30 pm VIP Featured Winery Reception-RCF-400 • 7:30 – 9:30 pm – General Tasting-Burrill Galleria

May 2024		
May 8, 2024 5:00-7:00 pm	Dragon Athlete Awards Banquet Smith Theatre /Lobby	• Trustee Attendance: Encouraged
May 9, 2024 5:00-7:00 pm	Student Awards Banquet Smith Theatre/Lobby	• Trustee Attendance: Encouraged
May 8, 2024 Wednesday 8:30 am	Audit and Finance Committee Virtual	• Committee Member Attendance Required* • Meeting with Auditors
May 20, 2024 Monday 9:30 a.m.	Spring Convocation Smith Theatre	• Trustee Attendance: Encouraged
May 22, 2024 Wednesday 5:00 pm	Work Session / Regular Meeting RCF-400	• Trustee Attendance Required* • Recognition of All-USA Academic Team • Election of FY25 Board Officers • Mission, Vision, Values, and Strategic Goals • Identity Theft Prevention – Red Flags and Payment Card Industry Compliance • New Academic Programs • Authorization for Board Chair to Approve on Behalf of Board until next Regular Meeting • Full-time/Part-time Faculty Ratios • Anticipated Summer Approvals • Sustainability Update • Presidential Year-end Evaluation
May 24, 2024 Friday 8:30 a.m.	Platform Party Reception and Pre-Commencement UMBC Chesapeake Arena	• Trustee Attendance Required* • Email with specific details will be sent prior to commencement
May 24, 2024 Friday 10 a.m.	Commencement UMBC Chesapeake Arena	• Trustee Attendance Required* • Board Members Confer Degrees
June 2023		
June 7, 2024 Friday 6:00-8:00 pm	Board Retreat RCF 400	• Trustee Attendance Required* • Agenda – Dr. Willis’s presentation • Board Self-Evaluation

H-2 Agreements Signed by the Board Chair Disclosure

Purpose: To disclose to the board the list of non-purchasing agreements and pass through contracts that have been signed by the board chair since the last board meeting

Timeline: February 21, 2024, through March 11, 2024

Background: The agreements included in this disclosure are non-purchasing agreements and pass through contracts of \$100,000 or more signed by the board chair in compliance with signature limits established at the May 2010 board meeting.

◆———— Disclosure —————◆

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

H-3 Personnel Summary

Purpose: Disclosure to the board

Timeline: February 2024

Background: The following document contains personnel summaries.

◆———— Recommendation ———◆

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

Section I – Change in Status

SPECIAL ASSIGNMENTS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation¹	Name	Effective Date	End Date
Interim Music Institute Program Manager	Continuing Education Office	Existing Temporary with Benefits Position (Interim)	11	\$48,555 - \$79,023	\$51,696	Rehwoldt, Lisa	08/08/22	Undetermined
Interim CE Apprenticeship & Occupations Coordinator	Continuing Education Office	Existing Temporary with Benefits Position (Interim)	15	\$65,449 - \$114,536	\$69,703	Anna, Jacqueline	10/31/22	Undetermined
Acting Senior Academic Office Supervisor	Arts & Humanities	Existing Budgeted Position (Interim)	13	\$56,635 - \$92,172	\$63,444	Lee, Valerie	12/08/22	Undetermined
Acting Associate Professor, Nursing	Health Sciences	Existing Budgeted Position (Interim)	N/A	\$73,931 - \$110,897	\$94,388	Scott, Doris	12/12/22	Undetermined
Interim Instructor, Hospitality	Business and Computers	New Temporary with Benefits Position (Interim)	N/A	\$61,100 - \$85,540	\$64,850	Kenny, Hal	01/30/23	Undetermined
Interim Director, Career Services	Career Services	Existing Budgeted Position (Interim)	17	\$75,634 - \$139,924	\$87,822	Crawford, Amy	08/02/23	Undetermined
Interim Chief Information Officer	Information Technology	Existing Budgeted Position (Interim)	N/A	N/A	\$185,000	Herry, Tabitha	10/23/23	Undetermined
Interim Associate Vice President of Finance	Campus Services	Existing Budgeted Position (Interim)	22	\$112,675 - \$208,449	\$170,000	Bernoi, Verna	11/09/23	Undetermined
Interim Administrator, Campus Services, Auxiliary and Capital Programs	Finance	Existing Budgeted Position (Interim)	22	\$112,675 - \$208,449	\$170,000	Bilello, Michele	11/09/23	Undetermined
Interim Vice President of Campus Services and CFO	Campus Services	Existing Budgeted Position (Interim)	N/A	N/A	\$240,000	Stone, Tyria	12/01/23	Undetermined

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date	End Date
Interim Director of Enrollment Services, Technology	Enrollment Services	Existing Budgeted Position (Interim)	19	\$87,812 - \$162,451	\$91,177	Figgs, Melissa	01/16/24	Undetermined

¹Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensations are an hourly amount (not shown).

SEPARATIONS

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
Accounts Payable Coordinator	Finance	N/A	N/A	N/A	N/A	Corona, Katherine	02/02/24
Director of Equity and Community Engagement	Social Justice & Equity Center	N/A	N/A	N/A	N/A	Cos, Sandy	02/02/24
Groundskeeper	Facilities	N/A	N/A	N/A	N/A	Anderson, Jake	02/20/24
Interpreter Coordinator	Disability Support Services	N/A	N/A	N/A	N/A	Radcliffe-Borsch, Debra	02/29/24
Environmental Services Technician	Facilities	N/A	N/A	N/A	N/A	Yeboah, Ama	02/29/24

POSITION TRANSFER

Old Title	New Title	Department	Old Grade	New Grade	Range for Grade	Compensation ¹	Name	Effective Date
None								

CHANGE IN POSITION STATUS ONLY

Title	Department	Position Control Status	Grade	Range for Grade	Compensation ¹	Name	Effective Date
None							

RECLASSIFICATION

Old Title	New Title	Department	Old Grade	New Grade	Range for New Grade	Compensation ¹	Name	Effective Date
None								

REORGANIZATION

Old Title	New Title	Department	Old Grade	New Grade	Range for New Grade	Compensation	Name	Effective Date
None								

Section II – Leaves**LEAVE WITHOUT PAY**

Name	Position	Beginning Date of Leave	Ending Date of Leave
None			

SABBATICAL LEAVE

Name	Position	Beginning Date of Leave	Ending Date of Leave
Bridges, Karen	Associate Professor, Earth Sci/Physical Sci; Chair, Phys Sciences	01/01/24	06/07/24
O'Roark, Jeremy	Professor, English	01/01/24	06/07/24
Wohlafka, Christel	Associate Professor, Mathematics	01/01/24	06/07/24

Resolution for Board of Trustees to Meet in Closed Session on March 20, 2024

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 March 20, 2024, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 (1) "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals" and that such meeting shall continue in closed session until the completion of business.