Board of Trustees’ Meeting Materials

December 9, 2015
6:00 pm
The Rouse Company Foundation Student Services Hall
RCF-401
1. Board members practice respectful dialogue that serves the best interests of the college.

2. Each board member works to integrate servant-leadership into the board culture.

3. Each board member has the opportunity to speak uninterrupted.

4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.

5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.

6. Board chair speaks for the board to the media.

7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.

8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.

9. Board members may utilize email to communicate individually; however, email communications among a quorum of the board or the full board such as “reply all” responses are restricted in compliance with Maryland’s Open Meetings Law.
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...

Encourage and Practice
Sustainability
1 – Approval of Agenda

Meeting Items
1. Approval of Agenda
2. Financials
3. Approval of Minutes
   a. November 18, 2015, Work Session
   b. November 18, 2015, Regular Session
   c. November 18, 2015, Closed Session
4. Personnel Summary

Consent Items
1. Proposed New Hires

Closed Session
2 – Financial Statements

**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. Since it normally takes two weeks to close out the books for the month, the board has typically received the financial statements two months in arrears due to the timing of the distribution of the board materials.

In order to ensure that the board receives the statements prior to the distribution to the county, the financial statements are now sent electronically to the board with a paper copy of the statements distributed at the meeting. The October statements will be posted and available for board review on December 7, 2015.

**Purpose:** Disclosure to the board of trustees

**Recommendation**

This item is for information only and requires no board action. At the meeting, Lynn Coleman, vice president of administration and finance, will briefly review this information with the board.
3 – Approval of Minutes

1. November 18, 2015, Work Session
2. November 18, 2015, Regular Session
3. November 18, 2015, Closed Session
I. Introduction of New Employees

Sharon Pierce, vice president of academic affairs, introduced Cherie Stevenson, nursing instructor.

Cindy Peterka, vice president of student services, introduced Detra Hooper, associate director of financial aid services.

II. Howard Community College Educational Foundation (HCCEF) Annual Report

President Hetherington introduced Michael Drummond, HCCEF chair, who provided an update of current activities.

III. Information Session: Science, Engineering, and Technology Building Construction Update

Lynn Coleman, vice president of administration and finance introduced the project team from Ayers Saint Gross and Gilbane Construction, who gave a construction update. Ms. Coleman also acknowledged the HCC team working on the project.

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

The above constitutes the official minutes of the November 18, 2015, work session of the Howard Community College Board of Trustees as approved on December 9, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
A. Approval of November 18, 2015, Agenda

A recommendation to approve the November 18, 2015, agenda, was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.

B. Board Priority Items

1. Key Performance Indicator (Board Core End): Measurement, Analysis, and Knowledge Management

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, noted that there are no financial statements since the board meeting is earlier this month. The board will review October financials at its December meeting.

C. President’s Report

President Hetherington thanked trustees for their participation in college-related events over the last month including the student donor lunch, audit and finance committee, and the legislative breakfast. She noted events and meetings she attended during the past month including the tabletop exercise on civil protests and uprisings with HCC’s emergency response team members and county law enforcement tactical operations staff; Veterans Day event at HCC; American Association of Community Colleges (AACC) commission meeting; and the keynote presentation at the Maryland Community College Student Affairs Best Practice Showcase.

D. Board Member Comments

Chair Coale mentioned that Trustee Schmidt requested that board agenda items be reordered to have the most important items first and to simplify the financial statement presentation. Chair Coale and Trustee Schmidt will discuss these ideas further and
bring them to the full board at a future time.

Trustee Doyle commended the science, engineering, and technology (SET) building presentation at the work session. He also noted that the student donor luncheon and legislative breakfast were very effective, strategic events for the college.

Trustee Watson commended the staff on the organization of the legislative breakfast and commented that the elected officials were very impressed.

Chair Coale commented that elected officials were very complimentary of HCC at the Chamber legislative breakfast earlier in the day.

E. Reports to the Board of Trustees

Chair Coale gave an update on the November 10, 2015, audit and finance committee meeting. Trustee Doyle added his comments on the meeting.

F. Approval of Board Meeting Minutes

A recommendation to approve the October 28, 2015, work session and regular session minutes was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

G. Consent Items

1. Proposed New Hires
2. Fiscal Year 2017 Sabbatical Leave Recommendations
3. Candidates for Commencement
4. Hickory Ridge Network Infrastructure
5. Course Fees for Arts and Humanities Programs
6. Course Fees for Health Sciences Programs
7. Course Fees for Science, Engineering, and Technology Programs
8. Course Fees for the Social Sciences and Teacher Education Programs
9. Frederick K. Schoenbrodt Scholars Application Fee
10. Proposed Child Care Tuition Increase at the Children’s Learning Center

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

H. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, highlighted upcoming calendar items, noting the December 2, 2015, county executive budget hearing and entrepreneurial celebration, and the December 9, 2015, abbreviated board meeting and holiday dinner.

This item was for information only and required no board action.
2. Agreements Signed by the Board Chair Disclosure

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

3. Full-time/Part-time Enrollment Ratios by Division

Sharon Pierce, vice president of academic affairs, gave an update.

4. Personnel Summary

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

Closed Session

The board chair read the resolution to go into closed session.

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, let it be resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on November 18, 2015, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a consultant’s report as it relates to the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and the acquisition of real property for a public purpose and matters directly related thereto under Sections 10-508 (1)(i) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

Adjournment

A recommendation to adjourn the regular session and go into closed session was moved by Trustee Doyle, seconded by Vice Chair Schrader, and unanimously approved.

The regular session was adjourned at 7:14 p.m.

The above constitutes the official minutes of the November 18, 2015, regular meeting of the Howard Community College Board of Trustees as approved on December 9, 2015, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, November 18, 2015, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Edmund S. Coale, III read the resolution below to enter into closed session at approximately 7:14 p.m.; the closed session commenced at approximately 7:18 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Mamie J. Perkins, Kevin F. Schmidt, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance were 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 November 18, 2015, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss a consultant’s report as it relates to the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and the acquisition of real property for a public purpose and matters directly related thereto under Sections 10-508 (1)(i) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.

As noted above, during the meeting the board of trustees discussed a consultant’s report and related items regarding the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and the acquisition of real property for a public purpose.

The closed session was adjourned at 7:55 p.m.

The above constitutes the official minutes of the November 18, 2015, closed session of the Howard Community College Board of Trustees.

Kathleen B. Hetherington, secretary/treasurer
4 – Personnel Summary

**Background:** The following document contains personnel summaries.

**Purpose:** Disclosure to the board

**Timeline:** November 2015

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**Recommendation**

This item is for information only and requires no board action.
### Section 1 – Change in Status

#### ASSOCIATE DEAN APPOINTMENTS (3-YEAR TERM)

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation¹</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, Digital Arts; Associate Dean, Arts and Humanities; Chair, Communications and Digital Arts</td>
<td>Arts and Humanities</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$91,367</td>
<td>Beaudoin, David</td>
<td>07/01/12</td>
<td>12/31/15</td>
<td></td>
</tr>
<tr>
<td>Associate Professor, Sociology; Associate Dean, Social Sciences/Teacher Education</td>
<td>Social Sciences/Teacher Education</td>
<td>Appointment</td>
<td>Associate Dean (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$81,749</td>
<td>Fleisher, Greg</td>
<td>07/01/12</td>
<td>6/30/16</td>
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</tr>
<tr>
<td>Associate Professor, English; Associate Dean, English/World Languages</td>
<td>English/World Languages</td>
<td>Appointment</td>
<td>Associate Dean (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$81,252</td>
<td>Yoo, Laura</td>
<td>07/01/13</td>
<td>06/30/16</td>
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</tr>
<tr>
<td>Professor, Medical Laboratory Technology/Director, Medical Laboratory Technician Program; Associate Dean, Health Sciences; Chair, Medical Laboratory Technician</td>
<td>Health Sciences</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$94,627</td>
<td>Calder, Nancy</td>
<td>04/01/14</td>
<td>06/30/17</td>
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<tr>
<td>Professor, Mathematics; Associate Dean, Mathematics</td>
<td>Mathematics</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$100,970</td>
<td>Bunyard, Guy</td>
<td>07/01/14</td>
<td>06/30/17</td>
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<tr>
<td>Associate Professor, Entrepreneurship and Coaching; Associate Dean and Chair, Business and Computer Systems</td>
<td>Business and Computer Systems</td>
<td>Reappointment</td>
<td>Associate Dean (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$92,298</td>
<td>Noble, Elizabeth</td>
<td>07/01/14</td>
<td>06/30/17</td>
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<tr>
<td>Associate Professor, Biology; Associate Dean, Science, Engineering and Technology</td>
<td>Science, Engineering, and Technology</td>
<td>Appointment</td>
<td>Associate Dean (12-Month)</td>
<td>$76,008-$123,701</td>
<td>$80,811</td>
<td>Chandran, Bhuvana</td>
<td>07/01/15</td>
<td>06/30/18</td>
<td></td>
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</tbody>
</table>

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).
## SPECIAL ASSIGNMENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Interim Senior Producer/Director</td>
<td>Arts and Humanities</td>
<td>Grant Funded Existing Position Replacement (Temporary with Benefits)</td>
<td>13</td>
<td>$54,644-$88,931</td>
<td>$58,730</td>
<td>Garcia, Louis</td>
<td>05/21/12</td>
<td>Undetermined</td>
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<tr>
<td>Interim Special Populations Lead Instructor</td>
<td>Continuing Education and Workforce Development</td>
<td>New Position (Temporary with Benefits)</td>
<td>12</td>
<td>$50,317-$81,888</td>
<td>$54,471</td>
<td>Gold, Sheryl</td>
<td>07/01/13</td>
<td>Undetermined</td>
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<tr>
<td>Acting Office Associate IV</td>
<td>English/World Languages</td>
<td>New Position</td>
<td>7</td>
<td>$33,297-$54,209</td>
<td>$33,856</td>
<td>Baltz, Diane</td>
<td>07/01/15</td>
<td>11/01/15</td>
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<tr>
<td>Acting HCC Concert Coordinator</td>
<td>Arts and Humanities</td>
<td>New Position</td>
<td>13</td>
<td>$54,644-$88,931</td>
<td>$54,644</td>
<td>Huang, Wei-Der</td>
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<td>Undetermined</td>
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<td>Acting Arts Collective Office Manager</td>
<td>Arts and Humanities</td>
<td>New Position</td>
<td>10</td>
<td>$42,674-$69,433</td>
<td>$42,674</td>
<td>McKeiver, Darius</td>
<td>07/01/14</td>
<td>Undetermined</td>
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<tr>
<td>Acting Television Production Assistant</td>
<td>Arts and Humanities</td>
<td>New Position</td>
<td>8</td>
<td>$36,175-$58,871</td>
<td>$36,175</td>
<td>Stovall, Matthew</td>
<td>07/01/14</td>
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<td>Interim Youth Services Specialist</td>
<td>Continuing Education and Workforce Development</td>
<td>Existing Position Replacement (Temporary with Benefits)</td>
<td>12</td>
<td>$50,317-$81,888</td>
<td>$50,317</td>
<td>Cohen, Brenda</td>
<td>11/10/14</td>
<td>Undetermined</td>
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<tr>
<td>Interim Instructional Technician</td>
<td>Teaching and Learning Services</td>
<td>Grant Funded Existing Position Replacement (Temporary with Benefits)</td>
<td>10</td>
<td>$42,674-$69,433</td>
<td>$42,674</td>
<td>Fan, Benjamin</td>
<td>02/02/15</td>
<td>Undetermined</td>
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<tr>
<td>Acting Director of Student Conduct and Executive Associate to the VPSS</td>
<td>Student Services</td>
<td>Existing Position Replacement</td>
<td>16</td>
<td>$69,989-$113,905</td>
<td>$87,568</td>
<td>Esters, Llatetra</td>
<td>06/22/15</td>
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<tr>
<td>Acting Director of Student Life</td>
<td>Student Life</td>
<td>Existing Position Replacement</td>
<td>16</td>
<td>$69,989-$113,905</td>
<td>$72,911</td>
<td>Garrett, Schnell</td>
<td>06/22/15</td>
<td>Undetermined</td>
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<tr>
<td>Acting Instructional Designer</td>
<td>Teaching and Learning Services</td>
<td>Existing Position Replacement</td>
<td>13</td>
<td>$54,644-$88,931</td>
<td>$54,644</td>
<td>Phillips, Angela</td>
<td>07/01/15</td>
<td>Undetermined</td>
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<tr>
<td>Acting Office Associate V, IDEA Specialist</td>
<td>Teaching and Learning Services</td>
<td>Existing Position Replacement</td>
<td>8</td>
<td>$36,175-$58,871</td>
<td>$36,175</td>
<td>Simon, Sarah</td>
<td>07/01/15</td>
<td>Undetermined</td>
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</tbody>
</table>
Howard Community College

SUMMARY OF PERSONNEL ACTIVITY

November 1 – November 30, 2015

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Instructor, Cyber Security</td>
<td>Business and Computers</td>
<td>Existing Position</td>
<td></td>
<td></td>
<td>$48,923-$67,132</td>
<td>Mitchell, Pamela</td>
<td>08/10/15</td>
</tr>
<tr>
<td>Interim Office Associate IV</td>
<td>Bookstore</td>
<td>New Position</td>
<td>7</td>
<td>$33,297-$54,209</td>
<td>$33,297</td>
<td>Velazquez, Awilda</td>
<td>09/01/15</td>
</tr>
<tr>
<td>Interim Assistant Project Manager,</td>
<td>Business and Computers</td>
<td>New Position</td>
<td>10</td>
<td>$42,674-$69,433</td>
<td>$44,000</td>
<td>Goins, Tiffany</td>
<td>09/01/15</td>
</tr>
<tr>
<td>TAACCT Grant</td>
<td></td>
<td>Grant Funded</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interim Project Manager, TAACCT Grant</td>
<td>Business and Computers</td>
<td>Existing Position</td>
<td>15</td>
<td>$64,448-$104,885</td>
<td>$75,000</td>
<td>Danzig, Joyce</td>
<td>09/16/15</td>
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<tr>
<td>Interim ELC Grant Program Coordinator/Instructor</td>
<td>Continuing Education and Workforce Development</td>
<td>New Position</td>
<td>13</td>
<td>$54,644-$88,931</td>
<td>$57,296</td>
<td>Verratti, Naomi</td>
<td>11/02/15</td>
</tr>
</tbody>
</table>

**CHANGE IN TITLE ONLY**

<table>
<thead>
<tr>
<th>Old Title</th>
<th>New Title</th>
<th>Department</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Instructional Media</td>
<td>Director, Faculty Development and Instructional Media</td>
<td>Teaching and Learning Services</td>
<td>Martin, Amy</td>
<td>11/03/15</td>
</tr>
</tbody>
</table>

**SEPARATIONS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Textbook Manager</td>
<td>Bookstore</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Grim, L. Dewey</td>
<td>10/30/15**</td>
</tr>
<tr>
<td>Development Associate</td>
<td>Development and Alumni</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Manu, Ama</td>
<td>11/03/15</td>
</tr>
</tbody>
</table>

**Notification received after November 2015 Board Meeting**

**PHASED RETIREMENT**

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade</th>
<th>Compensation</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, Art</td>
<td>Arts and Humanities</td>
<td>F/T to P/T (50%)</td>
<td>Professor (10-Month)</td>
<td>$61,216-$99,035</td>
<td>$41,680</td>
<td>Adkins, James</td>
<td>01/27/14</td>
</tr>
</tbody>
</table>
### Section II – Leaves

#### SABBATICAL LEAVE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Beginning Date of Leave</th>
<th>Ending Date of Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bianchi, Hanael</td>
<td>Associate Professor, History</td>
<td>08/10/15</td>
<td>12/31/15</td>
</tr>
<tr>
<td>Fisher, William</td>
<td>Associate Professor, Cardiovascular Technology</td>
<td>07/01/15</td>
<td>12/31/15</td>
</tr>
<tr>
<td>Salih, Abdelrahim</td>
<td>Associate Professor, Arabic</td>
<td>08/10/15</td>
<td>12/31/15</td>
</tr>
<tr>
<td>Sessions, Laura</td>
<td>Professor, Nursing</td>
<td>08/10/15</td>
<td>06/10/16</td>
</tr>
<tr>
<td>Wood, Angela</td>
<td>Associate Professor, English</td>
<td>08/10/15</td>
<td>12/31/15</td>
</tr>
</tbody>
</table>
1 – Proposed New Hires

**Background:** The following 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.

**Purpose:** To obtain board approval for new hires

**Timeline:** October 28, 2015 – November 10, 2015

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**Recommendation**

The administration requests that the board of trustees approve:

- **Item:** List of new hires

- **Source of funds:** The position and/or the funds are in the FY16 budget as approved by the board at its April 22, 2015, meeting.

- **Compliance:** This request is in compliance with college procedure, 63.02.03 – Selection of Faculty and Staff, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
BUDGETED HIRES (Position Control Positions)¹

November 2015

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control</th>
<th>Grade</th>
<th>Range for Grade³</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Associate IV</td>
<td>Business and Computers/ English and World Languages</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$33,297-$54,209</td>
<td>$34,449</td>
<td>Baltz, Diane⁴</td>
<td>11/02/15</td>
</tr>
<tr>
<td>Database Associate</td>
<td>Development and Alumni</td>
<td>Existing Position Replacement</td>
<td>10</td>
<td>$42,674-$69,433</td>
<td>$42,674</td>
<td>Dalrymple, Jessica</td>
<td>11/16/15</td>
</tr>
</tbody>
</table>

¹Position control position hires are those employees hired who are budgeted employees of the core workforce.
²Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee’s salary may reflect part-time or ten-month employment.
³Ranges shown are taken from the published salary schedules, which include only 12-month salaries for full-time staff. Faculty ranges may be 10- or 12-month as applicable.
⁴Current employee with benefits.
Resolution for Board of Trustees to Meet in Closed Session on December 9, 2015

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 on December 9, 2015, at The Rouse Company Foundation Student Services Hall, room 401, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and the acquisition of real property for a public purpose and matters directly related thereto under Sections 10-508 (1)(i) and (3) of the Annotated Code of Maryland and that such meeting shall continue in closed session until the completion of business.