The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, August 24, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins brought the work session to order at 6:00 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin F. Schmidt was absent.

Chair Perkins introduced and welcomed new board member, Steven A. Joss.

I. Introduction of New Employees

Elizabeth Homan, executive director of public relations and marketing, introduced Heather Stone, public relations manager.

Jean Svacina, interim vice president of academic affairs, introduced Diane Johnston, continuing education office associate; and Carla Lawson, instructor, health promotion and human performance.

Cindy Peterka, vice president of student services, introduced Michael Foehrkolb, assistant registrar, veterans' affairs and reporting; Naseem Skaarenborg, international student admissions and academic advisor; and Valerie Vidal, associate director of advising and transfer.

II. Information Session: Policy Governance and Key Performance Indicators

Dr. Hetherington introduced Dr. Patrick Huddie, former board of trustees member, who continued the discussion on policy governance that the board began at its June 1, 2016, retreat. Dr. Huddie provided an overview of the principles of policy governance, and then focused more fully on the role of key performance indicators or board core ends in governance.

The work session adjourned at 6:59 p.m.

The above constitutes the official minutes of the August 24, 2016, work session of the Howard Community College Board of Trustees as approved on September 28, 2016, 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 regular session on Wednesday, August 24, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins brought the regular session to order at 7:13 p.m. Other board members present included vice chair Dennis R. Schrader, and trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Trustee Kevin F. Schmidt was absent.

A. Approval of August 24, 2016, Agenda

A recommendation to approve the August 24, 2016, agenda, was moved by Vice Chair Schrader, seconded by Trustee Doyle, and unanimously approved.

B. President’s Report

President Hetherington extended a welcome to Trustee Joss and thanked Chair Perkins for her availability during the summer for approval items. She thanked trustees for supporting college events, including fall convocation earlier in the week that included the presentation of Trustee Awards to former trustees Bobbie Dillow and Kathy Rensin.

President Hetherington extended congratulations to Trustee Doyle on his selection as the ACCT (Association of Community College Trustees) Northeast Regional Trustee Leadership finalist and Linda Emmerich, executive associate to the president, for the Northeast Regional Finalist for Professional Board Staff. She applauded Chair Perkins on her selection by The Women’s Giving Circle of Howard County as a 2016 Journey Camp Awardee. She commended faculty and staff on HCC’s selection for eight consecutive years as A Great College to Work For.

President Hetherington noted the memorandum of understanding signing with the Naju, South Korea, city delegation, for the college and the county; the lunch hosted by the college; and the dinner hosted by Maryland Governor Hogan and Mrs. Hogan. Naju is First Lady Yumi Hogan’s hometown. She noted that next summer, high school students from Korea will come to HCC to learn English.

President Hetherington reported that the search for the vice president of academic affairs has begun; she briefly reviewed the process. She noted the college’s involvement in Ellicott City’s relief efforts through the Helping Hands fund; at least two faculty members were affected.

President Hetherington gave an enrollment update, noting that enrollment is declining throughout the state and nation. Key strategies to increase enrollment include social
media efforts, announcements on Canvas Learning Management System and myHCC, increased visibility at the mall, and targeting specific student groups.

B. Board Member Comments

Chair Perkins asked board members to indicate if they feel the policy governance and key performance indicators work session, along with the earlier session at the board retreat, meets the trustees’ needs, or if a further session is needed.

Trustee Joss asked what has been done to increase enrollment and market share. President Hetherington explained the role of the college’s enrollment management team, which looks at various ways to increase enrollment.

Trustee Solá-Carter appreciated the policy governance presentation and suggested that a crosswalk between the Carver and Baldrige approaches may help. She noted staff commitment and leadership that resulted in the Great Colleges to Work For distinction for eight years.

Trustee Doyle, being the longest serving board member, commented that the board has made progress on policy governance. He gave the example of the completion agenda where the board set a goal and numbers increased. He commented on the amazing credentials of new employees introduced at fall convocation.

Vice Chair Schrader thanked Chair Perkins for taking the lead on the board. He welcomed Trustee Joss. He commented on the policy governance presentation and said he is excited about increasing his understanding of it. He explained his understanding is that the end is the organizational (perpetual) purpose and the core ends are how you measure it. He added that words (definitions) matter because we all need to be on the same page to govern; and the importance of having an internal process for board renewal.

Trustee Watson congratulated Trustee Doyle and Linda Emmerich on their awards. She reported that she has been working with the Ellicott City recovery and that it would make a great case study for business students. Related to the policy governance presentation, she said the board should look at the six categories in yellow and flesh out the definition of leadership. She recommended staff work on it and bring recommendations to the legislative committee and then to the full board.

Chair Perkins agreed that the work session was an important continuation of the policy governance discussion and that the board is on the right track.

President Hetherington summarized the discussion stating that the administration will look at core ends and bring more ideas about governance to the legislative committee for discussion.
C. Board Priority Items

1. Fiscal Year 2016 Board Accomplishments

Chair Perkins noted this item was for information only and commented on the board’s active and successful FY16, listing some highlights.

2. Fiscal Year 2016 Core Work Highlights and Strategic Plan Evaluation

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

3. Financial Statements and Disclosure Schedule

Lynn Coleman, vice president of administration and finance, gave an overview of the financial statements for the period ending June 30, 2016. She reviewed the disclosure schedule for the year.

D. Approval of Board Meeting Minutes

A recommendation to approve the June 1, 2016, regular session minutes, retreat notes, and closed session minutes was moved by Trustee Watson, seconded by Vice Chair Schrader, and was unanimously approved.

E. Consent Items

1. Proposed New Hires
2. Grants and Scholarships
3. Maryland Correctional Enterprises Furniture and equipment for the Science, Engineering, and Technology (SET) building
4. Furniture and equipment for the SET building
5. Scientific furniture and equipment for the SET building
6. Service desk software system
7. Procurement cards
8. Ratification and confirmation of summer approvals

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

F. Information Items

1. Board Calendar

Linda Emmerich, executive associate to the president, noted the audit and finance committee meeting on September 22, 2016, and the board meeting on September 28, 2016.

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

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

3. **Personnel Summary**

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

### Closed Session

Chair Perkins read the following resolution for the board of trustees to meet in closed session on August 24, 2016.

**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 August 24, 2016, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and to consult with staff, consultants, or other individuals about pending or potential litigation 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 Watson, seconded by Vice Chair Schrader, and unanimously approved.*

The regular session was adjourned at 8:01 p.m.

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The above constitutes the official minutes of the August 24, 2016, regular meeting of the Howard Community College Board of Trustees as approved on September 28, 2016, 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, August 24, 2016, in The Rouse Company Foundation Student Services Hall (room 400) at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins read the resolution below to enter into closed session at approximately 8:01 p.m.; the closed session commenced at approximately 8:08 p.m. Other board members present included vice chair Dennis R. Schrader and trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, and Courtney Watson. Trustee Kevin F. Schmidt was absent. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of academic affairs, also were present.

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, General Provisions Article § 3-305 (b).

Now, therefore, let it be resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on August 24, 2016, at the conclusion of the regular meeting in The Rouse Company Foundation Student Services Hall, room 400 “to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and to consult with staff, consultants, or other individuals about pending or potential litigation and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed: potential litigation related to a contract; potential litigation related to the award of a bid; and resignation of a specific employee and the impact on a college-supported service moving forward; as well as received an update on potential legislation and its impact on employment-related issues for college employees.

The closed session was adjourned at 8:36 p.m.

The above constitutes the written statement of the August 24, 2016, closed session of the Howard Community College Board of Trustees.

Kathleen Hetherington, secretary/treasurer