The Board of Trustees of Howard Community College (HCC) met in regular session on Tuesday, December 13, 2016, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins brought the regular session to order at 6:03 p.m. Other board members present included trustees Kevin J. Doyle, Steven A. Joss, Kevin F. Schmidt, and Courtney Watson. Vice chair Dennis Schrader and trustee Felicita Solá-Carter were absent. Kathleen B. Hetherington, secretary/treasurer, was also present.

1. **Approval of December 13, 2016, Agenda**

   A recommendation to approve the December 13, 2016, agenda, was moved by Trustee Watson, seconded by Trustee Joss, and unanimously approved.

2. **Financial Statements**

   The board will be provided the November 2016 financials at its January 11, 2017, budget work session. This was an information item and required no board action.

3. **Approval of Board Meeting Minutes**

   A recommendation to approve the November 30, 2016, work session and regular session minutes was moved by Trustee Joss, seconded by Trustee Schmidt, and unanimously approved.

4. **Consent Items**

   1. **Proposed New Hires**

      A recommendation to approve the consent item was moved by Trustee Schmidt, seconded by Trustee Watson, and unanimously approved.

Closed Session

The board chair read the following 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 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 December 13, 2016, at the conclusion of the regular meeting in 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 as it relates to the
president’s mid-year evaluation, as permitted under the Maryland Open Meetings Act,
Title 3 of General Provisions Article § 3-305 (b) 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 Trustee Schmidt, and unanimously approved.

The regular session was adjourned at 6:06 p.m.

The above constitutes the official minutes of the December 13, 2016, regular meeting of
the Howard Community College Board of Trustees as approved on January 25, 2017,
and is a true and correct copy of the same.

[Signature]

Kathleen B. Hetherington, secretary/treasurer
The Board of Trustees met in closed session on Tuesday, December 13, 2016, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Mamie J. Perkins read the resolution below to enter into closed session at approximately 6:06 p.m.; the closed session commenced at approximately 6:08 p.m. Other board members present included trustees Kevin J. Doyle, Steven A. Joss, Kevin F. Schmidt, and Courtney Watson. Vice chair Dennis Schrader and trustee Felicita Solá-Carter were absent. Kathleen B. Hetherington, 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 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 December 13, 2016, at the conclusion of the regular meeting in 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 as it relates to the president’s mid-year evaluation, as permitted under the Maryland Open Meetings Act, Title 3 of General Provisions Article § 3-305 (b) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed the president’s mid-year evaluation.

The closed session was adjourned at 7:15 p.m.

The above constitutes the written statement of the December 13, 2016, closed session of the Howard Community College Board of Trustees.

Kathleen B. Hetherington, secretary/treasurer