Board of Trustees’ Retreat Materials

June 8, 2017  
The Rouse Company Foundation Student Services Hall  
RCF-401  
8:30 a.m.
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 questions or requests for additional information to the board chair or the president at least two business days prior to the board meeting.

9. Email among a quorum of the board must be limited to administrative and informational items and not policy discussions in order to remain in compliance with the Open Meetings Act.
Board of Trustees’ Retreat Agenda
June 8, 2017
The Rouse Company Foundation Student Services Hall
RCF 401
8:30 a.m. – 3:00 p.m.

8:30-8:50  Continental Breakfast Available
8:50-8:55  Brief Work Session
A. Recognition of Outgoing Board Member

8:55-9:00  Brief Regular Session
B. Approval of the Agenda
C. Approval of May 31, 2017, Minutes

9:00-10:30  Retreat
D. Cultural Proficiency: CampbellJones & Associates
  Brenda CampbellJones, Ph.D.
  Franklin CampbellJones, Ed.D.

10:30-10:45  Break

10:45-12:00  E. Mental Health Services
  Joy Stephens, Ph.D.
  Jay Coughlin, Psy.D.

12:00-12:15  F. Work Session Topic Discussion

12:15-12:45  Lunch

12:45-3:00  G. Resolution for the Board of Trustees to Meet in Closed Session

Closed Session
H. President’s Evaluation
I. Board Self-Evaluation
A – Recognition of Outgoing Board Member
Dennis R. Schrader

Dennis R. Schrader was appointed to the Howard Community College (HCC) board of trustees in 2011 for a six-year term. Mr. Schrader has served as the board’s vice chair and chair of the board’s legislative and community relations committee for the past three years.

Throughout his tenure on the board, Mr. Schrader has been a dedicated proponent of governance, always seeking to fulfill his role as trustee in the most thorough manner possible. He consistently asked thought-provoking questions about matters before the board. The board benefited from the robust discussion that Mr. Schrader’s inquisitiveness would initiate.

This past year, Mr. Schrader skillfully led the legislative and community relations committee in the review and revision of the board’s bylaws and policies. This comprehensive review resulted in improvements, such as citing the state law that individual policies and elements of the bylaws align with. He recommended a preamble that shows the alignment of Carver’s Policy Governance© model and Servant Leadership with the board’s culture and approach to governance.

Mr. Schrader has been a devoted trustee and active member of the college community. Over his six-year term, he has attended many campus events and has supported fundraising events. Mr. Schrader was a critical member of the college’s 2012-2013 Commission on the Future, serving on the sustainability task force. He has also introduced the college to influential members of the community who have become members of the college foundation, or have connected with the college in other meaningful ways.

Mr. Schrader’s term as a trustee and as vice chairperson of the board will end June 30, 2017. The college community and members of the board would like to take this time to celebrate Mr. Schrader’s contributions during his many years of board service.
B – Approval of Agenda

8:55-9:00  **Brief Regular Session**  
   B. Approval of the Agenda  
   C. Approval of May 31, 2017, Minutes  

9:00-10:30  **Retreat**  
   D. Cultural Proficiency: CampbellJones & Associates  
      Brenda CampbellJones, Ph.D.  
      Franklin CampbellJones, Ed.D.  

10:30-10:45  **Break**  

10:45-12:00  **E. Mental Health Services**  
      Joy Stephens, Ph.D.  
      Jay Coughlin, Psy.D.  

12:00-12:15  **F. Work Session Topic Discussion**  

12:15-12:45  **Lunch**  

12:45-3:00  **G. Resolution for the Board of Trustees to Meet in Closed Session**  

**Closed Session**  
   H. President’s Evaluation  
   I. Board Self-Evaluation
C – Approval of Board Meeting Minutes

1. May 31, 2017, Work Session
2. May 31, 2017, Regular Session
3. May 31, 2017, Closed Session
The Board of Trustees of Howard Community College (HCC) met in work session on Wednesday, May 31, 2017, 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 trustees Kevin J. Doyle, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice Chair Dennis R. Schrader and Trustee Kevin F. Schmidt were absent.

I. Introduction of New Employees

Jean Svacina, vice president of academic affairs, introduced Stefany Hemmer, nursing instructor, and Cynthia Paige Desi, director of service learning.

Lynn Coleman, vice president of administration and finance, introduced Verna Bernoi, director of student finance and accounting, and while he was absent, shared introductory information on Carl Winder, preventative maintenance mechanic.

Tom Glaser, vice president of information technology, introduced Virada Vaidya, research associate.

II. Recognition of Howard Community College’s All-USA Academic Team

Jean Svacina introduced Megan Myers, Phi Theta Kappa advisor, and Matthew Van Hoose senior director, academic enrichment and integrative learning, who introduced HCC’s All-USA academic team of students Karina Aquiahuatl Villagran and Ghazal Ramezanifoukolaei.

III. Information Session: Sustainability at Howard Community College

Lynn Coleman introduced Shelly Bilello, capital programs administrator; Bob Marietta, facilities renovations, sustainability, and safety manager; and Dr. Abdelrahim Salih, professor, world languages, who gave an update on the college’s current sustainability efforts, and future initiatives. President Hetherington applauded Mr. Marietta, Ms. Bilello, and Dr. Salih for championing sustainability on campus. The trustees also recognized the robust sustainability program at the college.

The work session adjourned at 6:42 p.m.

The above constitutes the official minutes of the May 31, 2017, work session of the Howard Community College Board of Trustees as approved on June 8, 2017, 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, May 31, 2017, in the 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 6:50 p.m. Other board members present included trustees Kevin J. Doyle, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, was also present. Vice Chair Dennis R. Schrader and Trustee Kevin F. Schmidt were absent.

A. Approval of May 31, 2017, Agenda

Chair Perkins noted an additional priority item, Revised Fiscal Year 2018 Operating Budget Approval, that was added to the agenda.

A recommendation to approve the May 31, 2017, agenda, as amended, was moved by Trustee Doyle, seconded by Trustee Solá-Carter, and unanimously approved.

B. President’s Report

President Hetherington thanked the trustees for their attendance at college events and meetings in the past month. President Hetherington noted the student awards banquet; spring convocation and innovation fair; commencement with the highest number of graduates in the college’s history; the County Council work session; Vino Scholastico with over $78,000 raised; and the entrepreneurial celebration. She added that the first and second place winners from both the fall and spring entrepreneurial celebrations pitched their ideas at the Howard County Chamber’s annual luncheon on May 18, 2017. HCC was pleased to host the Rouse Founder’s Day event, which included a poster presentation by Rouse Scholars. HCC also hosted the first fire science graduation on May 12, 2017, and the first Early College cybersecurity graduation on May 17, 2017. Long Reach Village Center is being developed by Orchard Development and HCC provided a letter of support of the initiative. She informed the board that its presentation proposal on governance was accepted for the Association of Community College Trustees 2017 Congress.

President Hetherington applauded Dr. Cindy Peterka, vice president of student services, and her team, especially Catherine Mund, registrar, for producing a wonderful commencement event. Trustee Watson asked if commencement would continue at the University of Maryland, Baltimore County or return to Merriweather Post Pavilion. President Hetherington indicated that the decision will rest largely on the availability of adequate parking at Merriweather. President Hetherington also commended Dr. Peterka, Dr. Jean Svacina, vice president of academic affairs, and Sharon Schmickley, professor, computer systems, and dean, business and computer systems, for the successful Early College cybersecurity program.

C. Board Member Comments

Chair Perkins cited that ground rule #8 will be revised to read “Board members should
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.” This edit is being made to align with the guidance given to new trustees at orientations.

Trustee Doyle commended the commencement, athletic awards including men’s lacrosse, and the innovation fair.

Trustee Watson was impressed with commencement, especially the student speaker. She thanked Linda Emmerich, executive associate to the president, for all her support.

Trustee Solá-Carter also commended Linda Emmerich, and praised HCC’s commencement. She appreciated the opportunity to meet graduates and their parents.

Trustee Joss reflected on his first year as a trustee, noting that the quality of HCC students and employees is impressive.

D. Report to the Board of Trustees

1. Audit and Finance Committee

Trustee Doyle gave an update on the May 16, 2017, audit and finance committee meeting.

E. Board Priority Items

1. Election of Fiscal Year 2018 Board Officers

A recommendation to nominate Mamie Perkins as chair and Courtney Watson as vice chair for FY18, was moved by Trustee Doyle, seconded by Trustee Joss, and unanimously approved.

2. Financial Statements

Lynn Coleman, vice president of administration and finance, reviewed the April 2017 financial statements.

3. Fiscal Years 2016-2020 Mission, Vision, Values, and Strategic Goals

Zoe Irvin, executive director of planning, research, and organizational development, gave an overview of the mission, vision, values, and strategic goals, which were reviewed by the planning council.

A motion to approve the changes to the strategic goals for the FY16-FY20 strategic plan and to reaffirm the HCC mission, vision, and values, was moved by Trustee Watson, seconded by Trustee Doyle, and unanimously approved.

4. Identity Theft Prevention – Red Flags and Payment Card Industry Compliance
The federal government requires the college to provide the board with an annual update on HCC’s identity theft prevention procedures. Tom Glaser, vice president of information technology, provided an update, noting the college is in compliance. This item was for information only and required no board action.

5. Revised Fiscal Year 2018 Operating Budget Approval

Lynn Coleman gave an update on the revised budget. The Howard County Council adopted the college’s budget with a $10,778 increase in the Building and Agency fund. The administration asked the board to approve the college’s revised budget with this increase as passed by the Howard County Council.

A motion to approve the revised FY18 operating budget, was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

F. Approval of Board Meeting Minutes

A recommendation to approve the minutes of the April 26, 2017, work session and regular session was moved by Trustee Watson, seconded by Trustee Doyle and unanimously approved.

G. Consent Items

Chair Perkins noted that this month the consent agenda contains a large number of items. She explained that this is typical for the May meeting as the college is getting the board’s approval on a number of contracts that will begin with the new fiscal year, as well as other items including authorization for the board chair to approve items on the board’s behalf over the summer months. As noted in the ground rules, the consent materials are made available for trustee review 10 days prior to the board meeting. As always, a trustee may request that a consent item be moved to the regular agenda for discussion. The regular agenda and board materials are made available seven days prior to the board meeting.

1. Proposed New Hires
2. Audit Areas for Review
3. Sodexo Management Agreement
4. Mechanical Services Contract Renewal
5. General Contracting Services Contract
6. Office Supplies Contract
7. Environmental Services Supplies
8. Administrative Software Service Agreement
9. Computer Hardware Purchases
10. Printer and Computer Hardware Purchases for Fiscal Year 2017
11. Printer and Computer Hardware Purchases for Fiscal Year 2018
12. Network Maintenance Support Services Contract
13. Citrix Remote Access Products
14. Howard County Fleet Services
15. Institutional Reporting
16. Ad Astra Scheduling Software
17. Fiscal Year 2018 New Academic Programs
18. Learning Management System
19. 2017 Compensation Study
20. Request to Reduce Tuition for Dually Enrolled High School Students Residing in Howard County
21. Authorization for Board Chair to Approve on Behalf of Board until Next Regular Meeting

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

H. Discussion Items

1. Work Session Topics for Fiscal Year 2018

The board discussed potential work session topics for the FY18 board year. Possible topics for future work sessions included:

- Culinary and hospitality programs
- Continuing Education and Workforce Development
- Student Self-Services
- Cybersecurity programs
- Undergraduate research

The board would like an opportunity to discuss this list again at its June 8, 2018, retreat. Trustee Watson commented that the board may want to leave a few slots open and identify topics at a later time. She also noted that the board may not always want to have a work session presentation.

The board also discussed having a joint meeting with the Howard County Public Schools Board of Education around the topic of dual enrollment. President Hetherington will consider the best timing for this meeting, perhaps next May connected with the Early College graduation.

I. Information Items

1. Board Calendar

Linda Emmerich noted that the board retreat is on June 8, 2017, and the board social on June 14, 2017.

2. Agreements Signed by the Board Chair Disclosure

This item disclosed 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, and was for information only.

3. Full-Time/Part-Time Faculty Ratios

Jean Svacina, vice president of academic affairs, provided an update. The college gained ground on the full-time/part-time faculty ratio in fiscal year 2017.
4. Anticipated Summer Approvals

Lynn Coleman reviewed the items that may come up for board approval during the summer.

5. Sodexo Report

Lynn Coleman gave an annual update.

6. Barnes and Noble Report

Lynn Coleman gave an update on recent initiatives.

7. Personnel Summary

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

A recommendation to adjourn the regular session was moved by Trustee Watson, seconded by Trustee Doyle, and unanimously approved.

Chair Perkins read the following motion to enter into closed session:

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 May 31, 2017, 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.

A motion to enter into closed session was moved by Trustee Watson, seconded by Trustee Joss and unanimously approved.

The regular session was adjourned at 7:46 p.m.

The above constitutes the official minutes of the May 31, 2017, regular meeting of the Howard Community College Board of Trustees as approved on June 8, 2017, 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, May 31, 2017, 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 7:46 p.m.; the closed session commenced at approximately 7:56 p.m. Trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, and Courtney Watson were present. Vice Chair Dennis R. Schrader and Trustee Kevin Schmidt were absent. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of academic affairs, were also 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 May 31, 2017, 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 received an update on potential litigation related to a contract, a personnel issue that would impact one or more specific college employees, and a personnel issue related to a former employee.

The closed session was adjourned at 8:15 p.m.

The above constitutes the written statement of the May 31, 2017, closed session of the Howard Community College Board of Trustees.

Kathleen B. Hetherington, secretary/treasurer
D – Cultural Proficiency: CampbellJones & Associates

**Background:** At its February 22, 2017, meeting, the board of trustees discussed potential topics for its June 8, 2017, retreat. The board expressed an interest in exploring the concept of cultural proficiency. CampbellJones & Associates was recommended to the administration by Trustee Watson, as the firm had worked previously with the Howard County Public School System regarding cultural proficiency.

CampbellJones & Associates provides professional learning seminars on cultural proficiency for school systems and organizations. The firm facilitates professional learning communities by bringing a wealth of experience and expertise in engaging audiences in profound learning leading to personal and organization change.

Brenda CampbellJones, Ph.D., CEO, and Franklin CampbellJones, Ed.D., vice president, will join the board as its facilitators.
E – Mental Health Services

Background: Mental health services have been a part of Howard Community College (HCC) since it was founded. The present form of these services began to take shape in 2001, when the center hired an assistant director of mental health services as part of a $132,000 grant from the Horizon Foundation that helped to further expand and develop mental health services. The two-year grant allowed the center to do more outreach on campus, trainings with faculty, and hire new staff. The grant also enabled the center to develop a “Best Practices in College Counseling” survey in which responses were obtained from 125 college counseling centers. In addition, site visits were made to four local colleges (three four-year schools and one community college). These studies and visits helped develop the structure and needs of mental health services at HCC. As a result of this two-year grant, a five-year plan was developed that produced additional staffing, expanded services, enhanced use of technology and record keeping, and changed the physical location of mental health services. The expansion of mental health services equipped HCC to address the aftermath of the tragic events that occurred on September 11, 2001, which made more students and staff aware of the increasing need for mental health services. In 2004, counseling and career services (CCS) began an internship/externship program that allowed the center to invite up to four doctoral and masters-level counseling students to begin part-time supervised training in the center. Over the past 13 years, this has become a much sought-after placement site due to the diverse population of students and the quality of supervision experiences. In 2005, CCS moved into The Rouse Company Foundation Student Services Hall and was positioned in the same suite as disability support services (DSS) and student support service programs. Now, programs such as Career Links, the college’s program for single parents and displaced homemakers, Howard P.R.I.D.E., the Black male success initiative, and Ambiciones, the success program for Hispanic and Latino students, are also housed in the same suite.

Profile of Staff – Personal Counseling Team
CCS is a blended office that includes the career center and the personal counseling center. Most of the counseling staff listed below provide career counseling and personal counseling. Terry Bates and Jay Coughlin see clients for only personal counseling.

- Dr. Jay Coughlin, psychologist, director of CCS, personal counselor
- Dr. Joy Stephens, psychologist, assistant director of mental health services, personal counselor
- Kassy Hargadon-Zester, part-time personal counselor
- Terry Bates, part-time personal counselor
- Kristy Haller, evening personal counselor
- Barbara Kass, evening personal counselor
• Ashley Luster, evening personal counselor
• Four interns/externs, personal counselors

Other staff who help with crisis hours:

• Dr. Dave Tirpak, psychologist, assistant director of career and employment counseling
• Paul Martin, career counselor
• Eileen Diggs, career links case manager

Core Work Mission
The mission of CCS is to provide personal counseling, crisis intervention counseling, referral assistance to appropriate community services and agencies, and preventive mental health information to HCC students and staff and to help with the evaluation and intervention of ASSIST Team and Concern, Assessment, and Response for Employees (CARE) Team referrals.

Profile of Students/People Served
Most of the students who seek personal counseling services are women (68 percent) versus men (28 percent), with four percent not responding, although the center provides outreach specifically designed to challenge the masculine myth that seeking therapy is a sign of weakness. In terms of racial make-up, most students are Black (39 percent), followed by White students (28 percent), then Asian students (10 percent) and Hispanic/Latino students (eight percent), with the remaining percentage being non-responses. These first two numbers are the inverse of the student body at large (Black 29 percent and White 37 percent) and highlights the efforts made by the center to make students of all races and ethnicities feel welcome at CCS. Approximately five percent of the students report they are international students, representing 53 different countries.

Most students are single (50 percent), with 26 percent being in a committed relationship, 10 percent being married, and the remaining percent not responding. About 23 percent of the students report being the first in their family to attend college. Although only 15 percent report being registered with DSS, the center often refers students who seem to qualify for accommodations to DSS. About one third of those who seek counseling (31.7 percent) have had some previous experience with mental health services. A little over 10 percent of the students in counseling have reported being hospitalized for mental health issues in the past. About 25 percent of the students receiving personal counseling report that they currently take or have taken medication for mental health issues, which matches the increasing national trend among college counseling centers.

Personal Counseling
Personal counseling services allow students who are enrolled in credited classes to receive confidential individual counseling services (not to exceed 12 sessions per year). Students can also participate in support groups that are offered where there are no session limits. Personal counseling also deals with crisis interventions, which are
reported through the Assessment and Intervention for Students Team (ASSIST), faculty/staff referrals, student referrals, conduct reports, public safety incident reports, and walk-in crisis appointments. Although crises can take place at any time of the day, the center has set aside four hours per day for walk-in crisis appointments. Personal counseling staff has an active presence in the campus community and will often host a variety of outreach events that includes a number of different wellness-based presentations in the classroom, for faculty and staff, and the larger HCC community.

**Group Counseling**
Each semester, the center offers group therapy services. This is a vital part of the clinical services because it gives students an opportunity to practice social skills in a safe environment. It also allows students to give and receive feedback from other students about their presenting issues and helps students who are going through difficult times.

**Crisis Intervention**
The center offers emergency counseling services for students during the hours of operation. Although specific hours are set aside in the morning and afternoon for a counselor to be available, schedules are adjusted to accommodate any emergency situation. The two programs outlined below are used to help train individuals on campus who have the most frequent (and sometimes personal) contact with possible students of concern. When the center is closed, students who need counseling services are referred to the Grassroots Crisis Hotline for emergency phone or in-person counseling.

**Kognito Trainings (At-Risk Program, LGBTQ Students on Campus Program, Veterans on Campus Program)** - These web-based training programs help prepare students, faculty, and staff to intervene on behalf of students at-risk of mental health issues, lesbian, gay, bisexual, transgender, and questioning (LGBTQ) students, and veterans on campus. The programs involve interacting with avatars in a virtual campus setting. The objective of the training is to identify students who need a referral for counseling. People who complete the training are given a certificate of completion and, for faculty and staff, the training counts as one professional development credit. The LGBTQ and veterans programs also provide psychoeducation about these unique groups and the challenges they may experience in college.

The five-year grant and free usage of the Kognito programs have made a significant impact on reaching students in need of counseling services. CCS has seen more referrals from faculty and staff because they have taken these trainings online. An increase has also been seen in students with suicidal thoughts, which means that these students are getting help sooner before those thoughts turn into action.

**QPR (Question, Persuade, and Refer)** - This suicide prevention presentation is aimed at training non-mental health professionals (administrators/faculty/staff) in
helping them identify potential suicidal students and getting the students the proper care they need.

**Internship/Externship Program**

Counseling and career services offers a comprehensive training program for graduate students enrolled in masters and doctoral programs in counseling psychology, clinical psychology, or related fields. Trainees have the opportunity to provide both personal and career counseling on an individual or group basis, to engage in outreach and consultation with the campus community, and to develop knowledge of CCS operations by participating in center activities such as job fairs, First-Year Experience (FYEX) class career workshops, or freshman focus workshops. To enhance the development of their clinical skills, trainees receive intensive weekly individual and group supervision, and participate in case conferences and training seminars.

The program accommodates trainees who invest in a 10- to 20-hour per week training experience. Interested applicants commit one academic year to the training program, which includes a two-day orientation during the month of August. The intern cohort typically includes three to four students per year. The 2016-2017 cohort included two doctoral students from the University of Maryland, one doctoral student from Howard University, and one master's student from Towson University.

**Partnerships**

Personal counseling staff collaborate with other HCC programs on campus. One close partnership is with the wellness center, where the personal counseling staff partnered on several mental health screenings, particularly with stress reduction programs. The Safe Zone training and outreach is done in collaboration with the wellness center. Staff also works closely with DSS regarding students of concern and referrals. CCS clinicians will often refer students in need of DSS services and personal counseling. Clinicians will also consult with DSS counselors when there is a need to follow up with a DSS student who has been reported as a student of concern.

Partnerships with outside entities include the Howard County Mental Health Authority, Maryland’s Suicide Prevention and Early Intervention Network (MD-SPIN), HopeWorks, Grassroots, and Howard County Department of Health.

**Outreach Programs:**

The personal counseling program offers a variety of outreach programming throughout the year that provides students with information and resources. These programs often lead to students seeking personal counseling. These programs include, but are not limited to, mental health screenings, suicide prevention day, a “Food for Thought” series, faculty and staff trainings, classroom workshops, the Women of Color series, and the Safe Zone initiatives.

**Special Recognitions (Program):** In May 2013, CCS received the Students Choice Award for Excellent Service by HCC’s Student Government Association.
Evaluation of Services

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Trends

CCS provides short-term service. Many of the students seen in CCS need much more intensive services than can be provided. Much time is expended helping students find outside resources.

CCS has made great strides in recent years in outreach programs that let students know about mental health services on campus. This outreach has resulted in a steady increase in students seeking counseling in the past few years. Last year, CCS’s outreach efforts connected with over 2,600 students.

More students with mental health concerns are now attending college. Much of this is due to advances in the medical field that provides more effective psychotropic medication. In a recent college counseling centers directors survey (2012), it was reported that 24 percent of college students using counseling services were on some type of psychotropic medication. This number also matched the percentage of CCS clients using medication (25 percent). When compared to previous surveys, one can see this student trend increasing dramatically (in 1994, nine percent; in 2000, 17 percent; and in 2003, 20 percent).
F – Work Session Topic Discussion

**Background:** At the board’s May 31, 2017, meeting, the trustees discussed possible topics for seven of their work sessions in fiscal year 2018. The potential list of topics included:

- Continuing Education and Workforce Development
- Culinary and Hospitality
- Cybersecurity
- Student Self-Services
- Undergraduate Research
- Workforce Development

The board expressed interest in discussing this item further at its retreat. This retreat item provides the trustees with the opportunity to identify any additional topics of interest for the upcoming fiscal year. In order to help facilitate this discussion, a list of the work sessions for the past five years follows this cover sheet.
Howard Community College Board of Trustees
Work Session Information Sessions (FY13-17)

FY17
- Policy Governance and Key Performance Indicators (Board Core Ends)
- Arts and Humanities at Howard Community College
- Enrollment Analysis and Projections and Update on the Early College Program
- Science, Engineering, and Technology Building Tour
- Program and Course Development and Review
- Learning Outcomes Assessment
- Update on the NST Building Renovation
- Sustainability at Howard Community College

FY16
- Title IX/Clery Act
- Strategic Marketing, Social Media and Website
- Commission on the Future Update and Internships
- SET Building
- Honors Programs/Learning Communities
- Learning Outcomes Assessment
- East Garage Expansion
- Fitness Center Tour

FY15
- Facilities Master Plan Concepts and Progress Report
- English and World Languages
- Science, Engineering & Technology Building Design Update
- Facilities Master Plan
- Dental Hygiene Program/Medical Laboratory Technician Program
- Learning Outcomes Assessment
- Engineering Program and Club/LOA
- Cyber Security

FY14
- SET Building Update
- Curriculum and instruction development process
- Entrepreneurship
- Study Abroad/Exchange Programs and Travel Faculty Grants
- Programs for At-Risk Students
- Learning Outcomes Assessment

FY13
- Television and Radio Station Studio Tour
- The Center for Hospitality and Culinary Studies
- Learning Studio Research Program
- Bookstore Textbooks/e-Textbooks
- Supporting, Monitoring, and Tracking HCC Students as They Transition from HCC to Four-Year Institutions
- Learning Outcomes Assessment
- Overview of E-learning Opportunities
- SET Building Update (Moved to FY14)
Resolution for Board of Trustees to Meet in Closed Session on June 8, 2017

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 June 8, 2017, at the conclusion of the retreat 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 it has jurisdiction and that such meeting shall continue in closed session until the completion of business.