The Board of Trustees of Howard Community College (HCC) met in a work and regular session, followed by a retreat and closed session on Thursday, June 8, 2017, 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 8:50 a.m. Other board members present included Vice Chair Dennis R. Schrader and Trustees Kevin J. Doyle, Steven A. Joss, Kevin F. Schmidt, Felícita Solá-Carter, and Courtney Watson. Kathleen B. Hetherington, secretary-treasurer, also was present.

Work Session

The brief work session convened at 8:50 a.m.

A. Recognition of Outgoing Board Member

Chair Perkins recognized Vice Chair Dennis Schrader for his exceptional service to the board of trustees during his six-year term, July 2011 - June 2017. Individual trustees and Dr. Hetherington commended Vice Chair Schrader for his many contributions to the college. Vice Chair Schrader thanked the trustees for their kind words and reflected on his tenure with the board. He noted his respect for the governance culture that allows individual trustees to express their opinions in a constructive way.

Regular Session

The brief regular session convened immediately following the work session at 9:05 a.m.

B. Approval of June 8, 2017, Agenda

Chair Perkins asked for approval of the agenda.

A recommendation to approve the June 8, 2017, agenda was moved by Trustee Doyle, seconded by Trustee Watson, and unanimously approved.

C. Approval of Board Meeting Minutes

Chair Perkins asked for approval of the minutes of the May 31, 2017, work, regular, and closed sessions.

A recommendation to approve the minutes of the May 31, 2017, work, regular, and closed sessions was moved by Vice Chair Schrader, seconded by Trustee Solá-Carter, and unanimously approved.
Retreat

The retreat portion of the day began at approximately 9:10 a.m.

D. Cultural Proficiency

Franklin CampbellJones, Ed.D. of CampbellJones & Associates facilitated a work session focused on establishing an understanding of cultural proficiency and introducing behaviors and thought processes that lead to enhancing one’s cultural proficiency. The session was highly interactive and was positively received by all participants.

E. Mental Health Services

During the Association of Community College Trustees’ 2016 Congress, Trustees Solá-Carter and Watson attended a session on supporting students with mental health challenges. As a result, the board requested that a presentation be given during its retreat on the college’s mental health support services. Dr. Jay Coughlin, director of counseling and career services, and Dr. Joy Stephens, assistant director of mental health services, provided a comprehensive overview of the college’s mental health services. Trustees Solá-Carter and Watson noted that mental health is a priority of the Horizon Foundation, and encouraged president’s team to reach out to the Horizon Foundation regarding possible grant opportunities. Trustee Solá-Carter noted that the Howard County General Hospital strategic plan focuses on addressing mental health issues, especially for adolescents and young adults. Trustee Watson asked about current funding and future needs. The administration will provide the board with information on the mental health counseling budget.

F. Work Session Topic Discussion

At its May 31, 2017, meeting, the board discussed the work session topics for fiscal year 2018. The trustees asked to further discuss work session topics at its retreat. As a result of the retreat discussion, the trustees requested that at least one work session be left unscheduled and that work session presentations, including questions and answers, be 15 minutes or less. A request was made for an update on open educational resources, which the administration will provide as part of the student self-services presentation.

Other conversation among trustees included the process for requesting information and the opportunity for dialogue. A trustee wanting to request information on a topic may do so through a direct request to the board chair and college president, or may raise the question during the board member comments section of the regular board meeting. Board member comments also provides an opportunity for trustee dialogue.

Chair Perkins asked for a motion to adjourn the open portion of the retreat.

A recommendation to adjourn the open portion of the retreat was moved by Trustee Watson, seconded by Trustee Solá-Carter, and unanimously approved.
Closed Session

G. Resolution for the Board of Trustees to Meet in Closed Session

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

A recommendation to enter into closed session was moved by Trustee Schmidt, seconded by Vice Chair Schrader, and unanimously approved.

H. President’s Evaluation

The board conducted the president’s evaluation.

I. Board Self-Evaluation

The board conducted its self-evaluation.

The closed session was adjourned at 3:00 p.m.

The above constitutes the official minutes and notes of the June 8, 2017, work session, regular session, and retreat of the Howard Community College Board of Trustees as approved on August 23, 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 Thursday, June 8, 2017, 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 1:10 p.m.; the closed session commenced at approximately 1:15 p.m. Vice Chair Dennis R. Schrader and trustees Kevin J. Doyle, Steven A. Joss, Felícita Solá-Carter, Kevin Schmidt, and Courtney Watson were present. Kathleen B. Hetherington, secretary-treasurer, also was 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, 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 RCF-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 that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees conducted the president’s annual evaluation and conducted the board’s annual evaluation.

The closed session was adjourned at 3:00 p.m.

The above constitutes the written statement of the June 8, 2017, closed session of the Howard Community College Board of Trustees.

Kathleen B. Hetherington, secretary/treasurer