Board of Trustees  
Regular Meeting Minutes and Retreat Notes  
June 7, 2019  

The Board of Trustees of Howard Community College (HCC) met for a retreat on Friday, June 7, 2019, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle brought the retreat to order at 2:00 p.m. Other board members present included Vice Chair Felícita Solá-Carter and trustees Steven A. Joss, Christopher G. Marasco, and Frank S. Turner. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustee Kevin F. Schmidt was absent.

Members of president’s team were also present for the regular meeting and retreat session, and included Lynn Coleman, vice president of administration and finance; Linda Emmerich, executive associate to the president; Thomas Glaser, vice president of information technology; Elizabeth Homan, executive director of marketing and public relations; Zoe Irvin, executive director of planning, research, and organizational development; Cynthia Peterka, vice president of student services; and Jean Svacina, vice president of academic affairs.

Regular Meeting

A. Approval of June 7, 2019, Retreat Agenda

A recommendation to approve the June 7, 2019, retreat agenda, was moved by Vice Chair Solá-Carter, seconded by Trustee Marasco, and unanimously approved.

B. Approval of the May 29, 2019, Work Session, Regular Meeting, and Closed Session Minutes

A recommendation to approve the May 29, 2019, work session, regular meeting, and closed session minutes, was moved by Trustee Marasco, seconded by Vice Chair Solá-Carter, and unanimously approved.

Retreat Session

C. Governance and Preparing for Transitions

Dr. Norma W. Goldstein is director of the Governance Institute for Student Success (GISS) and Special Projects for the Association of Community College Trustees (ACCT). Dr. Goldstein led the trustees and president’s team members in an interactive session that provided professional development in various components of effective governance.
Closed Session

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

Chair Doyle 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 7, 2019, 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 adjourn the retreat session was moved by Vice Chair Solá-Carter, seconded by Trustee Joss, and unanimously approved.

The retreat session concluded at 12:35 p.m. and was followed by lunch and the closed session, which commenced at 1:25 p.m.

The above constitutes the official notes of the June 7, 2019, retreat of the Howard Community College Board of Trustees as approved on August 28, 2019, 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 Friday, June 7, 2019, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle read the resolution below to enter into closed session at approximately 1:20 p.m. The closed session commenced at approximately 1:25 p.m. Other board members present included Vice Chair Felícita Solá-Carter and trustees Steven S. Joss and Frank S. Turner. Kathleen B. Hetherington, secretary/treasurer, was also present. Trustees Christopher G. Marasco and Kevin F. Schmidt were absent.

Whereas, the board of trustees of Howard Community College is authorized under the Maryland Open Meetings Act, Title 3 of the General Provisions Article § 3-305 (b) 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 June 7, 2019, 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 an appointee, employee, or official 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 board of trustees annual self-evaluation.

The closed session was adjourned at 3:05 p.m.

The above constitutes the official minutes of the June 7, 2019, closed session of the Howard Community College Board of Trustees as approved on August 28, 2019, and is a true and correct copy of the same.

Kathleen B. Hetherington, secretary/treasurer