Present: Kevin J. Doyle, chair; Edmund S. Coale, vice chair; trustees Roberta E. Dillow; Mary S. Esmond; Mamie J. Perkins; Katherine K. Rensin; and Dennis R. Schrader were present. Kathleen B. Hetherington, secretary-treasurer, was also present.

President’s Team: 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, Sharon Pierce, vice president of academic affairs were present.

Overview of Succession Planning
President Hetherington reviewed the succession plan for the president and members of president’s team, as well as the leadership under each president’s team member.

Review and Discussion of Board Core Ends
Zoe Irvin provided background on the development of the board’s core ends and reviewed the college’s current key performance indicator system. Trustee Schrader suggested ideas for further consideration including core ends that would measure innovation and risk assessment. It was also suggested that there be a clear alignment of core ends to the strategic plan. Dr. Hetherington and Ms. Irvin clarified that measuring innovation at Howard Community College against external benchmarks is difficult because the definition of innovation varies dramatically across institutions. It was also suggested that innovation is captured to a degree in the leadership core end.

The meeting of the board adjourned at approximately 12:20 p.m.
The Board of Trustees of Howard Community College (HCC) met in closed session on Tuesday, June 3, 2013, at 8:44 a.m. in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Kevin J. Doyle and board members including vice chair Edmund S. Coale and trustees Roberta E. Dillow; Mary S. Esmond; Mamie J. Perkins; Katherine K. Rensin; and Dennis R. Schrader were in attendance. 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.

Now, therefore, be it resolved, that the board of trustees of Howard Community College hereby conduct its meeting in closed session beginning on June 3, 2014, 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” as permitted under Section 10-508 (a)(1) and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees conducted the board’s annual self-evaluation and the president’s year-end evaluation.

The closed session concluded at approximately 11:00 a.m.

The above constitutes the official minutes of the June 3, 2014, closed session of the Howard Community College Board of Trustees as approved on August 27, 2014, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer