Present: Katherine K. Rensin, chair; Kevin J. Doyle, vice chair; trustees Edmund S. Coale, III; Roberta E. Dillow; Mary S. Esmond; Dennis W. Miller; 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; Nancy Santos Gainer, executive director of marketing and public relations; Thomas Glaser, vice president of information technology; Zoe Irvin, executive director of planning, research, and organizational development; Cynthia Peterka, Ph.D., vice president of student services; and, Sharon Pierce, Ed.D., vice president of academic affairs were present.

Chair Rensin welcomed everyone to the retreat. Dr. Hetherington offered greetings and general comments including the news that the college will receive the Supporter Award at the Howard County Technology Council ceremony on June 19, 2012.

Economic Outlook - Dr. Richard Clinch, Director of Economic Research, The Jacob France Institute, University of Baltimore

Dr. Clinch provided an economic outlook on the national, state, and local levels, including an analysis of the job outlook and the demand for community college programs.

Dr. Clinch remarked that community colleges play a vital role in workforce development, are a gateway for higher education, and provide a source of skilled workers. Associate’s degrees are becoming more important in the labor market. The more highly educated you are, the less likely you are to be unemployed.

The Role of the Board in Supporting the Community College Mission in Challenging Economic Times – Dr. Narcisa A. Polonio, Vice President, Education, Research & Board Leadership Services, Association of Community College Trustees

Dr. Polonio presented a three-pronged agenda: What is going on in community college governance across the country?; What we’ve learned about the “relationship thing” – the intergroup work of the board and the president?; and What are some of the major initiatives related to the board’s role in student success and completion?

She noted that part of the job of the board is to be a futurist and leader, while reflecting the needs of the distinct community it serves. Good boards are engaged beyond the board meeting and invest in the college and community. Trustees take on the role of leader and advocate among the different groups that they are serving.
Dr. Polonio asked each trustee and staff participant to introduce themselves and share an area of interest. The following interest areas were the focus of Dr. Polonio's conversation with the group: student completion, informed risk taking, interest in data, maintaining a culture of trust during challenging economic times, fostering educational attainment at the highest possible level, and strategic planning.

She shared the following reflections. Data is valuable; it does not define the solution, just the problem. The board’s role is to differentiate the data to determine where we lose students and ask how our system addresses the needs of those students. Part of the board’s role is to help break down the big picture and focus the strategic direction. She further commented that the HCC board of trustees understands its governance role; its focus is to help clarify the future direction of the college.

**Financial Projections**

Lynn Coleman reviewed the college’s five-year budget projections, including revenue assumptions, revenue projections, expense assumptions, and expense projections for the period of FY13-17. Discussion regarding the college’s borrowing capacity and funding for ongoing replacement of technology as a result of the general five-year amortization practice followed.

**Closed Session**

At approximately 1:00 p.m., the board chair read a resolution to go into closed session “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;” “to consider the acquisition of real property for a public purpose and matters directly related thereto;” and “to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process” as permitted under Section 10-508 (a1i), (a3), and (a14) respectively and that such meeting shall continue in closed session until the completion of business.
The Board of Trustees of Howard Community College (HCC) met in closed session on Wednesday, May 30, 2012, in The Rouse Company Foundation Student Services Hall (room 401) at Howard Community College, Columbia, Maryland. Chair Katherine K. Rensin read a resolution to enter into closed session at approximately 1:00 p.m. Other board members present included vice chair Kevin J. Doyle and trustees Edmund S. Coale, III, Roberta E. Dillow, Mary S. Esmond, Dennis W. Miller, and Dennis R. Schrader. Kathleen B. Hetherington, secretary-treasurer, and Lynn Coleman, vice president of administration and finance, were 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 May 30, 2012, 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;” “to consider the acquisition of real property for a public purpose and matters directly related thereto;” and “to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process” as permitted under Section 10-508 (a1i), (a3), and (a14) respectively and that such meeting shall continue in closed session until the completion of business.

During the meeting, the board of trustees discussed the aforementioned item.

The meeting was adjourned at approximately 3:00 p.m.

The above constitutes the official minutes of the May 30, 2012, closed session of the Howard Community College Board of Trustees as approved on August 22, 2012, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer