Present: Katherine K. Rensin, chair; Roberta E. Dillow, vice chair; trustees Edmund S. Coale, III; Kevin J Doyle; Mary S. Esmond; Patrick L. Huddie, Ph.D.; and Dennis W. Miller. Kathleen B. Hetherington, secretary-treasurer, was also present.

President’s Team: Lynn Coleman, vice president of administration and finance; Thomas Glaser, vice president of information technology; Cynthia Peterka, Ph.D., vice president of student services; Sharon Pierce, Ed.D., vice president of academic affairs; Nancy Santos Gainer, executive director of marketing and public relations; Zoe Irvin, executive director of planning, research, and organizational development; and Erin Yun, director of board relations/special projects.

Chair Rensin welcomed everyone to the retreat. Dr. Hetherington introduced Dr. Stuart Bounds, former president of Chesapeake College and a current consultant with the Association of Community College Trustees (ACCT).

Dr. Stuart Bounds, Facilitator
Dr. Bounds discussed the role of a community college board of trustees in Maryland, giving a brief history of the development of the community colleges and their boards in the state. The board and Dr. Bounds had a discussion about the governance role of the board and its responsibility to the community. The board and Dr. Bounds also discussed the difference between governance and management and the importance of delegation of authority to manage the institution within a policy framework to the president. Dr. Bounds discussed the responsibility that the federal and state governments have given to the board of trustees through regional accrediting commissions (in HCC’s case, the Middle States Commission on Higher Education). He emphasized that the board’s primary role is to represent the common good; set policy direction; employ, evaluate, and support the CEO; create a positive climate; monitor performance; support and be advocates for the college; and define policy standards for college operations.

Two scenarios involving governance issues were distributed to the trustees. The first scenario involved a trustee who was an expert in a particular area who communicated concerns and questions to college staff after the board had taken a vote without going through the president or board chair. The second scenario involved academic freedom and a trustee who had specific opinions about a particular faculty member’s teaching methodology. The trustees discussed the scenarios, the governance issues involved, and how they might approach the scenarios at HCC.
Garage #2 Opening
The trustees and president’s team members adjourned from 10:30 a.m. until 11:45 a.m. to attend the opening of parking garage #2.

Issue Bin
The board discussed the current status of the issue bin and its necessity. The foundation report and the Maryland Association of Community Colleges (MACC) will be grouped with legislative and community relations and audit and finance as “Committee Reports.” Erin will contact her peers at other community colleges to see how they address issue bins and bring ideas back to the board.

Sustainability
Lynn Coleman introduced Shelly Bilello, capital programs administrator and co-chair of the facilities and sustainability team (FAST), to discuss HCC’s current sustainability initiatives. She discussed the development of FAST and how the team has worked to embed sustainability into the college culture. She discussed the team adoption of a definition for sustainability and the triple bottom line (environmental stewardship, social responsibility, and economic prosperity). Ms. Bilello highlighted several initiatives ongoing throughout campus, including: GreenFest, minicans, green cleaning, Recyclemania, the Dumpster Dive, rain gardens, the introduction of non-invasive, native species to landscaping, rain barrels, the nature trail, ride sharing, the lunch and learn series, and the sustainable garden.

Ms. Coleman presented the vital signs on sustainability. Measures included the QUEST survey ratings (benchmark exceeded), carbon footprint per FTE (getting there), waste removal and recycling (met), natural gas usage per FTE (getting there), electricity usage per FTE (exceeded), reduction in printing (met), and computer hours and kilowatts saved (exceeded).

Ms. Bilello concluded the presentation by discussing next steps in HCC’s sustainability journey, including partnerships with the county, working with an energy service company (ESCO), the charging station for the electric bus from Central Maryland Transit that will be located on campus, and working with Central Maryland Transit to develop a transportation resource center and encourage students, faculty and staff to use public transportation.

Trustees asked about the availability of bicycle racks on campus and how to encourage individuals to use them. This initiative will be helped by the bike paths proposed in the downtown area redevelopment, which will help make the college more easily accessible. The college has also installed motion sensors in new buildings or buildings that are renovated that control the lighting.

Work Sessions
Dr. Hetherington asked the board for their input on the development of the work session agenda items for the coming year. The board had previously requested in their feedback report the ability to give more input on the board agendas. A possible list of
work sessions was included in the board retreat materials based on suggestions from the board made during the past year as well as a review of work sessions done in the past.

The trustees discussed FY12 work sessions and agreed on the following items:

- Continuing education
- Learning outcomes assessment (projects from mathematics and arts and humanities)
- Children’s Learning Center combined with student leadership
- Laurel College Center (either a visit there or have Nancy Grinberg come to a board meeting)
- College completion
- Retention in learning communities (including Silas Craft and Project Access among others)
- SimMan demonstration
- English Language Institute and Globalizing the Curriculum

When appropriate, work sessions will highlight how the topics feed into college completion.

**Closed Session**

At 1:40 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” as permitted under Section 10-508 (a7) and (a1i) respectively 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(a)(14). This resolution was supported unanimously by the board.
The Board of Trustees of Howard Community College (HCC) met in closed session on Monday, June 6, 2011, in room 401 of the Rouse Company Foundation Student Services Hall at Howard Community College, Columbia, Maryland. At approximately 1:40 p.m., Chair Rensin read a resolution to enter into closed session at the conclusion of the public meeting, which was supported unanimously by the board. Other board members present included trustees Edmund S. Coale, III, Roberta E. Dillow, Kevin J. Doyle, Mary S. Esmond, Patrick L. Huddie, and Dennis W. Miller. 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 6, 2011, at the conclusion of the board’s annual 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 (a7) and (a1i) respectively 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(a)(14).

During the meeting, the board of trustees discussed the performance evaluation of the president and a negotiation strategy related to the contents of a proposal.

The meeting was adjourned at 2:40 p.m.

The above constitutes the official minutes of the June 6, 2011, closed session of the Howard Community College Board of Trustees as approved on August 24, 2011, and is a true and correct copy of same.

Kathleen B. Hetherington, secretary/treasurer