Board of Trustees’ Retreat Materials

June 6, 2011
The Rouse Company Foundation Student Services Hall
RCF-401
8:00 a.m.
1. Board members practice respectful dialogue that serves the best interests of the college.

2. Each board member works to integrate servant-leadership into the board culture.

3. Each board member has the opportunity to speak uninterrupted.

4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.

5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.

6. Board chair speaks for the board to the media.

7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.

8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.
Board of Trustees’ Retreat Agenda
June 6, 2011
The Rouse Company Foundation Student Services Hall
RCF 401
8:30 am – 2:30 pm

Breakfast 8:00-8:30
A. Dr. Stuart Bounds, facilitator 8:30-10:30

Garage #2 Opening 11:00-11:30

Break 11:30-11:40
B. Issue Bin Assessment 11:40-12:10
C. Sustainability 12:10 – 12:40

Lunch 12:40-1:10
D. Work Sessions 1:10-1:30

Closed Session 1:30-2:30
E. President’s Evaluation and Contract Addendum
F. Board Self-Evaluation
A – Dr. Stuart Bounds, Facilitator

Background:

Dr. Bounds is currently the president and CEO of Mid-Shore Community Foundation. Prior to that, he was president of Chesapeake College, where he served in that role for 11 years. Dr. Bounds also served as executive vice president for academic services and vice president for academic and administrative services for Chesapeake College. In 2008, the Chesapeake College Board of Trustees awarded Dr. Bounds the title of president emeritus. He still serves as an adjunct professor of political science at the college. In addition, he serves as a consultant for the Association of Community College Trustees (ACCT).

Dr. Bounds was selected as a member of the 1997 Leadership Maryland class and served as chair of the Maryland Council of Community College Presidents for two years. He also served as co-chair of the Joint Committee of the University System of Maryland/Maryland Association of Community Colleges on Articulation and Transfer.

Dr. Bounds was a graduate of the University of Maryland, College Park, receiving his Bachelor's of Arts degree in government and politics in 1966, and a Master's of Arts in government and public administration in 1969. Dr. Bounds completed a Doctorate in Higher Education at the College of William and Mary in 1974.

In order to enhance preparedness for and response to unexpected situations that may occur on campus, Dr. Stuart Bounds will be leading the board through a variety of scenarios and case studies.
B – Issue Bin Assessment

**Background:** The board of trustees requested the administration to place a discussion of the issue bin on the June retreat agenda. The original purpose and intent of the issue bin was for the board to add topics brought up at board meetings or work sessions that may require action or discussion at a later date. These issues could then be reviewed at each board meeting until they were resolved/addressed.

The board liaison role was to represent the board of trustees in tracking various issues/projects, bringing any information of specific importance to the board’s attention.

An example of the current issue bin is below:

<table>
<thead>
<tr>
<th>Project</th>
<th>Liaison(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Board</td>
<td>Roberta E. Dillow</td>
</tr>
<tr>
<td>Sustainability</td>
<td>Patrick L. Huddie; Roberta E. Dillow</td>
</tr>
<tr>
<td>MACC Board of Directors</td>
<td>Roberta E. Dillow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit and Finance</td>
<td>Katherine K. Rensin, committee chair</td>
</tr>
<tr>
<td></td>
<td>Mary S. Esmond, Edmund S. Coale</td>
</tr>
<tr>
<td>Legislative and Community Relations</td>
<td>Roberta E. Dillow, committee chair</td>
</tr>
<tr>
<td></td>
<td>Patrick L. Huddie, Kevin Doyle</td>
</tr>
</tbody>
</table>

**Question:**

1. Is the issue bin in its current form fulfilling its purpose? If not, how can it be made more useful for the board of trustees?
C – Sustainability

Background: The college administration is updating the board on current sustainability initiatives at HCC. Since 2007, the college has embraced and cultivated several initiatives on its journey to becoming a model sustainable institution.

In April 2007, the board of trustees approved and the former and current presidents signed the American College and University President’s Climate Commitment (ACUPCC). The commitment is to minimize global warming emissions, provide knowledge and education, and ultimately achieve climate neutrality. As part of that commitment, the Facilities and Sustainability Team (FAST) was established to provide coordination in the advancement of sustainability through programs that are environmentally and socially responsible.

Following the formation of FAST, the college embarked on a multi-year process of indentifying its carbon footprint and then developing a climate action plan to address its gross emissions. In September 2008, the college completed its Greenhouse Gas Emissions Inventory followed by its Climate Action Plan in September 2009. In accordance with ACUPCC, the college regularly provides progress reports and updates to these documents, which is posted through the ACUPCC Reporting System in coordination with the Association for the Advancement of Sustainability in Higher Education (AASHE). The college continues to reduce its carbon footprint measured in metric tons of carbon dioxide emissions in reaching its goal of climate neutrality. The ongoing efforts of FAST include an emphasis on three areas: increased awareness, sustainability across the curriculum, and decreased HCC “dragon” footprint. Subcommittees continue to coordinate activities annually to promote these three areas.

Recent highlights include:

- Recycling program – Ranked in the top ten for Maryland in the Recyclemania competition with over 600 colleges and universities participating and composting over 84 million pounds of material during a ten-week period. The college also participated with the Howard County recycling program and increases awareness through such activities as the Dumpster Dive and tours of the county’s recycling center.

- Energy program – Began process for implemented energy metering program through the building automation system installation, implemented the BGE energy curtailment program, and enrolled in the smart energy program for various energy reductions resulting in costs savings of $140,000.

- Green cleaning – Worked with Daycon Products Company, Inc. to introduce Benefect as the first EPA-registered, eco-certified green disinfectant. HCC was the first community college in the State of Maryland to utilize this disinfectant.
With the rollout of this product, the college is 100 percent green with its cleaning chemicals.

- **EC-H2O Floor Cleaning Machine** – Converted to the Tennant EC-H2O technology, which electrically converts plain tap water into a powerful cleaning agent without the use of chemicals, ensuring a cleaner, safer, and healthier environment.

- **Embedding sustainability** – On the road to embedding sustainability into the institution, the college has: 1) developed sustainable statements for job descriptions; 2) defined sustainability for the college community: **Sustainability at HCC is**: Balancing social, environmental and economic issues today to preserve the earth’s resources for future generations; and 3) identified the college’s triple bottom line: **Triple Bottom Line**: Environmental Stewardship/Social Responsibility/Economic Prosperity.

Current initiatives include:

**Energy Efforts:**
The following energy efforts have been completed this year or will be undertaken before the end of the fiscal year:

- BGE rebate program on variable speed drives for chiller equipment;
- Energy saving chemical pool blanket for energy and chemical conservations; and
- Exploration of Energy Service Company (ESCO) for comprehensive energy solutions, including infrastructure upgrades and energy performance contracting.

**Awareness Activities:**
The college embarked on various outreach activities this year including:

- **Sustainability Lunch & Learn Series**: Community Supported Agriculture with Breezy Willow Farm – Monthly activity to promote healthy, sustainable living.
- **Recyclemania and Dumpster Dive** – Annual event to increase recycling awareness.
- **The HCC Garden** – Campus garden to be planted and harvested by the culinary students to promote experiential learning.
- **The Mini Can Challenge** – Mini trashcans distributed campus-wide are used to promote waste reduction.
- **The Sustainable Classroom of the Future** presented by Ayers Saint Gross and Sextant Group – Presentation to the campus community reviewing academic trends, incorporating sustainable design, and addressing pedagogy for the classroom of the future.
- **The Faculty Resource Fair** – Booth with materials available on HCC sustainability initiatives.
- **Live Green with Joshua Feldmark** – Presentation from Howard County Office of Environmental Sustainability to discuss the current environmental climate and learn about “Live Green” projects and resources, get tips on being sustainable, and discuss ways to engage the college community at HCC.
• Representatives attend Smart and Sustainable Campuses Conference at University of Maryland, College Park – National Association of College and University Business Officers (NACUBO)-sponsored sustainability conference held annually in Maryland.
• Earth Week/Earth Day Celebrations – Various sustainable activities to increase awareness on campus.
• Live Green Howard County 20 minute Cleanup – County-wide initiative to pickup trash for 20 minutes.
• Innovation Fair – Presented a sample “green office” and gave tips on converting the standard office to green.
• Going Green: An HCC Insider’s Tour – An interactive walking tour of sustainability at the college from a property management perspective.
• Faculty and Staff Professional Development – Engage faculty and staff in various programs for professional development.
• Ride share – Promote carpooling and ride share programs to help reduce single occupant vehicles on campus and reduce emissions through www.carpoolworld.com/howardcc.

Co-Sponsored Programs:
The college has hosted the Howard County GreenFest event in collaboration with the Howard County Government since 2009.
• GreenFest 2011 – Approximately 2,200 citizens arrived at Howard Community College to participate in GreenFest, which included nearly 100 vendors and displays that provided citizens with practical information about steps to take both at home and work to promote ecologically sound lifestyles and save money. The event focused on minimizing waste, learning to compost, reusing and donating items, alternative energy, rainwater collection and reuse, and organic and local food. Activities included rain barrel workshops, master gardeners events, carbon footprint programs, reptile and amphibian search, biking workshops, tree planting, garlic mustard pull, introduction to honey bees, plus various lectures and information sessions. This free family event was once again a huge success and the college is thrilled to be part of it.

Partnership Opportunities:
The college has also been involved in other partnering opportunities, including:
• Howard County Electric Bus Project - The Central Maryland Regional Transit Corporation (CMRT), in partnership with Howard County and through support of the Maryland Transit Administration, received approval from the Federal Transit Administration to purchase three 30-foot all-electric buses that will utilize inductive opportunity charging for fuel. The proposal is funded through the Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER II) program. The electric buses will be operated on Howard Transit’s Green Route, which serves the Columbia Mall, the Village of Wilde Lake, Howard Community College, and Howard County General Hospital. As part of the project, an Energy Information Station will be designed by students and faculty at Howard Community College. The Energy Information Station will provide real-time information on the charging process, including the recording
of emission reductions and cost savings. The Information Station and a state-of-the-art Transit Shelter will be located in proximity to the inductive charging pad. The inductive charger will provide energy to the batteries through electromagnetic induction. The charger provides energy to two 30-kW primary coils that are located just beneath the roadbed. When the bus stops at the charging location four secondary coils drop from underneath the bus and the charging process begins. The project is currently undergoing final approvals through the Maryland Transit Administration (MTA). It is anticipated that once the approval process is complete, the project will commence in mid-June.

- Transportation Resource Information Center - Central Maryland Regional Transit, which manages the Howard Transit and Connect-A-Ride buses, is working on a few other projects. One of their major projects is a Transportation Resource Information Center, including a website and call center that houses all public and private transportation information for the Central Maryland region and surrounding areas, with the intention of eventually expanding service to all of Maryland. One of the main initiatives is to get more people to use mass transit or other forms of alternative commuting instead of using their single occupancy vehicles. This shift will reduce traffic congestion as well as carbon emissions. Meetings will take place over the summer with the intention of having a plan in place for the fall.

Define and Implement Metrics:
The college identified metrics and developed vital signs for sustainability. The following vital signs will be reviewed at the board retreat:

- Employee Satisfaction with Sustainability
- Reduction of Carbon Footprint/Gross Emissions per FTE
- Waste Removal and Recycling
- Natural Gas Usage per FTE
- Electricity Usage per FTE
- Reduction of Printing
- Computer Hours Saved

In addition, FAST will:

- Continue to update and maintain the greenhouse gas emissions inventory that identifies that college’s carbon footprint;
- Identify target areas to be addressed to achieve climate neutrality;
- Continue with the awareness subcommittee campaign and target key projects to include: Recyclemania Competition, Dumpster Dive, classroom and office focused sustainability, Earth Day/Week activities, and Howard County GreenFest;
- Modify and redefine the efforts of the sustainability across the curriculum subcommittee to inspire increased interdisciplinary participation, learning experiences, and to explore green teaching. To include: Faculty Development Week, Faculty Resource Fair, National Teach-In, faculty learning communities (FLC) and professional learning communities (PLC), Teaching and Learning Institute (TLI), and outreach through medias such as Facebook and Canvas, HCC’s new learning management system;
• Introduce new courses through credit and continuing education programs;
• Attain minimum of Leadership in Energy and Environmental Design (LEED) Silver certification on the new health sciences building;
• Continue with building energy standards of installation of climate control systems, energy savings occupancy sensors, and regulated heating and cooling temperatures;
• Update purchasing procedures to require green purchases; and
• Continue to identify benchmark opportunities and measure success.

Other areas of future collaboration may include participation in the Climate Change Initiatives of Howard County (CCIHC) Discussion Groups, food waste composting, continued native species restoration, and educational course offerings and programs. The college is currently exploring options and partnerships including course offerings from local builders and contractors.

The master plan is also incorporating sustainability principles. Specific components of the facilities master plan that will support the college’s sustainability efforts include new construction and renovation projects, transportation and parking, stormwater management and stream restoration, landscaping, environmental scanning, and academic planning.

The college is also meeting with the Howard County energy manager in the office of environmental sustainability to complete the exploration process of an energy service company (ESCO) for the college campus. An ESCO provides a broad range of comprehensive energy solutions including energy infrastructure projects, energy savings programs, power generation, energy supply, and energy performance contracting. The savings in energy costs is often used to pay back the capital investment of projects over a five- to twenty-year period, or reinvested to allow for capital upgrades that may otherwise not be feasible. If projects do not provide returns on investment, the ESCO is often responsible for paying the difference. Working with the county will help the college finalize the selection of an ESCO.

While the college has had significant accomplishments this year, the college community knows that it cannot become complacent and understands that it has just touched the surface of the necessary efforts for sustainability. HCC looks forward to working with the county and other organizations on other mass transit opportunities and is extremely excited about all of its innovative green initiatives.

**Purpose:** To update the board on HCC’s sustainability initiatives

**Timeline:** Since 2007 and continuing

**Recommendation**

This item is for information only and requires no board action.
D– Fiscal Year 2012 Work Sessions

Background: In the past, the board has been polled over the summer about work sessions it would like included in the board calendar for the upcoming year. As part of the college’s continuous quality improvement process, this topic has been added to the retreat agenda to allow for active discussion among the trustees.

During the course of the year, there are opportunities for 8 work sessions. Once the topics are developed, the appropriate areas will be notified so that they can prepare to present to the board.

In order to help facilitate this discussion, a list of the work sessions for the past several years is attached as well as some topics developed by members of president’s team.

- Learning Outcomes Assessment
- Laurel College Center
- Globalizing the Curriculum
- College Completion
- SimMan Demonstration
- Mathematics
- Arts and Humanities
- Network Facilities
- Children’s Learning Center
- Student Leadership
- English Language Institute
- Project Access

Question:
1. Which 8 topics would the board like to include in its FY12 work sessions?
Board of Trustees Work Sessions – HISTORY

FY11
• Step Up
• English and World Languages
• Emergency Operations/Safe Campus
• Middle States with discussion of performance excellence
• Learning Outcomes Assessment
• Health Sciences Building/Hickory Ridge Road Entrance Design
• Cyber Security

FY10
• Leadership Initiatives
• Facilities Master Plan
• Strategic Communications Plan
• Entrepreneurship
• Laurel College Center
• Learning Outcomes Assessment
• Alternate Break
• Enrollment Services

FY09
• Continuing Education
• Social Sciences/Teacher Education
• Exchange Students and Faculty Study and Travel Abroad
• Children’s Learning Center
• TV Studio
• Learning Outcomes Assessment
• Diversity
• Radiologic Technology

FY08
• International Initiatives
• Learning Communities
• Generation NEXT
• Computer Forensics
• Sustainability
• Learning Outcomes Assessment
• Laurel College Center
• Crisis Communications

FY 07
• Teacher Education
• Ecker Business Training Center
• Arts and Humanities
• Human Resources
• Sustainability
• Learning Outcomes Assessment
• Web Redevelopment Project
• Rouse Company Foundation
• Student Services Hall Tour

FY 06
• Children’s Learning Center
• Malaysian Firefighting students (Continuing Education)
• Science and Technology HoCoPoLitSo
• E.X.C.E.L Program
• Public Relations
• Facilities Master Plan
• Project Access
Resolution for Board of Trustees to Meet in Closed Session on June 6, 2011

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 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 (a11) 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)” and that such meeting shall continue in closed session until the completion of business.