

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

August 11, 2015

The Board of Trustees of Harford Community College met on Tuesday, August 11, 2015, at 6:00 p.m. in the Chesapeake Center Board Room.

Trustees present: Mrs. Doris G. Carey; Mr. John F. Haggerty; Mrs. Laura Henninger, Rev. Cordell E. Hunter, Sr.; Dr. James W. McCauley; Mr. Richard D. Norling; Dr. Richard P. Streett, III; Dr. James J. Valdes, and Dr. Dennis Golladay as Secretary-Treasurer

Trustees absent: Mrs. Jan P. Stinchcomb

Staff present: A. Adams, C. Allen, R. Archer-Clark, B. Black, K. Callan, T. Clarke, D. Cruise, V. Dodson, D. Dregier, N. Dysard, T. Franza, S. Garey, M. Giddings, A. Haggray, C. Henderson, R. Johnson, K. Krsolovic, P. Labe, J. Mayhorne, B. Morrison, B. Napfel, Z. Parker, S. Phillips, M. Pinkosz, L. Preston, C. Sherman, N. Spence, V. Swain, A. Ward, and D. Wrobel

Others: R. Streett, II; and D. Anderson, *The Aegis*

I. CALL TO ORDER

J. Valdes called the meeting to order. He welcomed Mrs. Laura L. Henninger and Dr. Richard P. Streett, III as new members of the Harford Community College Board of Trustees.

The following is noted for the record:

The business of the Harford Community College Board of Trustees, as empowered by Maryland law, is to oversee all personnel, programs and facilities. The Board employs its president to implement and to interpret its policies. The Board directs the president to establish guidelines, procedures, and practices that flow from and support the policies of the Board of Trustees as contained in the Board Manual for By-laws and Policies. The Board meets the second Tuesday each month (except July) to consider and transact public business.

At Board of Trustees meeting on June 9, 2015, motion was made, seconded and approved to move into closed session to discuss personnel matters in accordance with Article 10-508 (a)(1)(i) and (ii) of the State Government article of the *Annotated Code of Maryland*, closed sessions permitted.

II. ROLL CALL

C. Sherman called the roll. Quorum was present.

III. CONSENT AGENDA

By consensus the Board approved the consent agenda. Items included:

- Agenda of the 08/11/15 meeting
- Minutes of the 06/09/15 meeting
- Candidates for August Graduation

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes advised that Trustees Henninger and Streett will serve with Trustee Stinchcomb on the Board of Trustee Finance and Audit Committee, which is chaired by Vice Chair Richard Norling.

J. Valdes provided a presidential search update:

- Representatives from Academic Search will hold its initial meeting with the Presidential Search Committee on August 28.
- On September 3 representatives will return to campus for campus meetings with constituent groups.

J. Valdes announced upcoming events:

- Nurse pinning ceremony – August 20
- Convocation and related activities – August 21
- Next Board of Trustees meeting – September 8

B. Finance and Audit Committee Report

R. Norling, chair of the Finance and Audit Committee, reported:

- Preliminary results from FY 2015 are positive. The FY 2015 budget included a transfer-in of \$2.5M from the reserve fund. At the close of the year, the transfer from the reserve fund was reduced to approximately \$250,000. The reduction is credited to careful fiscal management by the campus community.
- The FY 2016 budget is a balanced budget with no transfer from the reserve fund.
- A guideline for the fund balance was established by the Finance and Audit Committee. The fund balance is to be no less than 15% of the operating budget.

C. Member Reports

Trustee Hunter expressed appreciation to staff who promoted the College at the Harford County Farm Fair.

Trustee McCauley commented on the U. S. Army Research Laboratory at Aberdeen Proving Ground partnership agreement.

Trustee Carey provided a Foundation update:

- Scholarship recipient Hollie Cacase thanked the Foundation Board for the financial support she received as a nursing student.
- The Foundation Board approved an increase in scholarship funding to \$60,000 for the 2015-2016 academic year.
- Six new Board of Directors will begin July 1 – Dr. Thomas Bonsack, Ms. Sherifa Clark, Ms. Bonnie Johansen, Mr. Steve Linkous, Mr. Paul Majewski II, and Mr. Rodney Swam.
- The Alumni & Friends Association recognized Chuck Boyle as Distinguished Alumni for 2015.
- Over \$ 2.3 million in grants were awarded to the College including a \$40,000 grant from the Harford County Office of Economic Development to expand regional and national marketing efforts for the APGFCU Arena.

VI. PRESIDENT'S REPORT

A. Information Items

The Board information packet included a report on the president's meetings and activities over the last month. D. Golladay noted specifically:

- Senator Barbara Mikulski visited the campus on July 3 to recognize the College's designation as a National Center of Academic Excellence in Cyber Defense Education. The designation from the federal Department of Homeland Security and the National Security Agency recognizes the College's information technology and cybersecurity programs.
- Dr. Golladay had the opportunity to meet with Dr. Caret, Chancellor University System of Maryland. Dr. Caret addressed the Maryland Community College presidents at their summer retreat. He plans to visit Towson University in Northeast Maryland.
- Certificate of appreciation was received from the Director, Chemical and Biological Technologies Department Defense Threat Reduction Agency, in recognition of the Colleges outstanding contributions to the Joint Science and Technology Institute.
- Letter was received from participants in a Senior Swimming class commending the actions of the lifeguard, Marta Chojnowska, for her quick response in rescuing a child in trouble in the water.
- Carol Sherman has been selected as the recipient of the 2015 Association of Community College Trustees Northeast Regional Professional Board Staff Member Award.

B. Introduction of New Employees

New employees, Brittany Black, admissions specialist; Tricia Clarke, development specialist; Monisha Giddings, assistant registrar; and Michael Pinkosz, Jr., public safety officer; were introduced to the Board.

C. Harford Community College/Harford County Public Schools Joint Meeting

Dr. Haggray, vice president for academic affairs, and Dr. Cruise, vice president for student affairs and institutional effectiveness, provided highlights from the June 22 joint leadership team meeting. Matters discussed included

- Update from Harford County Public Schools on implementation of the PARCC assessment, the high school exit exam to determine college readiness.
- Information on transitional studies English/language arts in high school
- Apprenticeship partnership and potential opportunity to be part of Apprenticeship Maryland pilot program provided by recent legislation.
- Continued review of the dual enrollment program.
- My College Success Network, Harford's new program to support minority students to close the achievement gap.

D. Enrollment Report

Credit enrollment dashboard for Fall 2015 was reviewed. Currently FTE enrollment is down 4.5% from last year. Reports eight days previous were indicating a 7% decline so the most recent report reflects a positive trend and it is anticipated that final Fall 2015 enrollment will be closer to Fall 2014.

FY 2015 continuing education dashboard shows an increase in some areas and decrease in other areas. Over all FY 2015 FTE is six FTE behind FY 2014; however, revenue comparison shows an increase in FY 2015 over FY 2014. Several strategies were implemented in FY 2015 which support the revenue increase; i.e., revisions in pricing and reductions in sections not have adequate enrollment.

E. Capital Projects Update

R. Johnson provided an update on current capital projects:

- Paving projects are moving forward. These include T-Lot expansion, remilling of J-Lot near Entrance 5, Stadium Way remilling, and roadway to the wastewater treatment plant. Projects are being completed on time and on budget.
- Hickory Center is nearing completion. The 14,000 square foot building will house computing and technology services, procurement, print center and storage.
- Edgewood Hall renovation/expansion is scheduled to begin in late Fall. Building occupants will be relocated to other campus facilities during the

duration of the project; the Sheriff's Academy has already moved to Maryland Hall.

- Alternative revenue sources are being sought for design funding for the regional workforce project.

VII. ACTION ITEMS

- A. Maryland Higher Education Commission Cultural Diversity Report and Plan
Under 2008 legislation, public institutions must submit a plan for a program of cultural diversity to its governing board for review, and the governing board must submit a progress report on the institution's implementation of the plan to the Maryland Higher Education Commission (MHEC) each year. In this legislation, "cultural diversity" means the inclusion of those racial and ethnic groups and individuals that are or have been underrepresented in higher education. MHEC must review the progress reports and monitor compliance with the diversity goals of the State Plan for Higher Education and report to the General Assembly on the extent to which the institutions are in compliance with the diversity goals of the State Plan.

Harford's 2013-2015 Plan approved by the Board of Trustees has expired. The 2015-2017 Plan and the 2015 Progress Report were provided to the Board.

Motion was made by J. Haggerty, seconded by C. Hunter:

The Board of Trustees of Harford Community College approves:

- *The updated 2015-2017 HCC Plan for a Program of Cultural Diversity;*

and

- *The 2015 Progress Report on the implementation of the Plan for a Program of Cultural Diversity.*

Vote: Unanimously adopted.

B. Contract Authorizations

1. **University Center Audio Visual Upgrade**

Request for bids to furnish and install upgraded audio visual systems and equipment at the University Center was issued. The work includes upgrades to classrooms and conference rooms with new digital capabilities to provide users with facilities that can be used for optimum communication for education, training and meetings. Ten classrooms and four conference rooms at the University Center will be upgraded.

The audiovisual upgrade will provide for the input and display of digital, high definition content, interactive white board functionality, video conferencing and audio reinforcement.

Seven firms responded to the bid request; the low bidder, Nelson White Systems is recommended.

Motion was made by J. Haggerty, seconded by D. Carey:

The Board of Trustees of Harford Community College approves the award of a contract to Nelson White Systems Inc. of Baltimore Maryland, to furnish and install audio visual systems upgrades for the University Center at a firm price of \$163,004.51. The work is to be performed in September and October, 2015.

Vote: Unanimously adopted.

2. **Relocation of Utilities on Route 22**

With the construction of Darlington Hall, Harford County Government required the construction of a right turn lane at the intersection of Maryland Route 22 and Thomas Run Road to mitigate anticipated increased traffic congestion through the intersection. Design work has been completed and approved by State Highway and Harford County Department of Public Works.

This project will be completed in two phases; phase one will occur in Fall 2015 and phase two will occur in Spring 2016. Board action for phase one only is requested at this time. The scope of work includes relocating overhead power lines and underground utilities which must be accomplished prior to starting any road work. The respective utilities are owned by BGE and Harford County. Phase two will consist in constructing the actual turn lane.

Since these utilities are owned by BGE, the contract award is being sole-sourced to them. This project is being funded by the State of Maryland and Harford County Government. These contracts will be sent to the State Board of Public Works for approval.

Motion was made by J. McCauley, seconded by L. Henninger:

The Board of Trustees of Harford Community College approves the award of a contract to Baltimore Gas and Electric of Baltimore, Maryland, to relocate power lines and respective poles

along Maryland Route 22 in the amount of \$198,988.00. For information purposes, the College will also award a second contract to KCI Communications Infrastructure in the amount of \$68,653.50. This work will relocate underground fiber optic cables owned by Harford County.

Vote: Unanimously adopted.

VIII. BOARD REVIEW

A. Policies – Academic Freedom

Policy is under review by College Counsel; there was no discussion on this item.

X. CLOSED SESSION (*out of sequence*)

J. Valdes asked for a motion to go into closed session to discuss personnel matters. In accordance with State Government Article of *the Annotated Code of Maryland*, Article 10 Section 508(a)(1)(i) and (ii), motion was made by J. McCauley, seconded by J. Haggerty to go into closed session. Eight voted in favor of the motion; no one opposed the motion; motion adopted.

At 6:45 p.m. the Board moved into closed session. The closed session adjourned at 7:05 p.m.

RETURN TO OPEN SESSION

IX. PERSONNEL (*out of sequence*)

A. Personnel Update

Staffing changes are reported to the Board as an information item. The Board approves personnel activity related to administrators and tenure-track faculty. Four personnel items reported this month require Board action.

Appointments

- Mark P. Brock-Cancellieri, term faculty-English, effective August 17, 2015
- Tricia A. Clarke, development specialist, effective June 22, 2015
- Monisha T. Giddings, assistant registrar, effective June 20, 2015
- Kathrine M. Guiliani, term faculty-nursing, effective August 17, 2015
- Garry L. Lang, term faculty-earth science and astronomy, effective August 17, 2015
- Michael L. Pinkosz, Jr., public safety officer, effective July 4, 2015
- Karen M. Rege, Ed.D, director for e-Learning and instructional resources, effective August 17, 2015
- Dale R. Spielman, assistant professor – nursing, effective August 15, 2015
- Christopher W. Swain, J.D., chief of public safety, effective August 17, 2015

Separations

- Cynthia L. Cole, registration and records associate, effective August 14, 2015
- Gregory P. Pizzuto, general manager for the APGFCU Arena, effective August 5, 2015
- Jaclyn N. Walsh, coordinator for continuing education youth programs, effective July 1, 2015
- Karry L. Hathaway, dean of humanities, effective August 7, 2015

Retirements

- Jacqueline L. Keatts, help desk operator, effective August 7, 2015

Motion was made by R. Norling, seconded by D. Carey:

- *The Board of Trustees of Harford Community College approves the appointment of Dr. Karen M. Rege, director for e-Learning and instructional resources, effective August 17, 2015.*
- *The Board of Trustees of Harford Community College approves the appointment of Dale R. Spielman, assistant professor – nursing, effective August 15, 2015.*
- *The Board of Trustees of Harford Community College approves the appointment of Christopher W. Swain, J.D., chief of public safety, effective August 17, 2015.*
- *The Board of Trustees of Harford Community College approves the resignation of Karry L. Hathaway, dean of humanities, effective August 7, 2015.*

Vote: Unanimously adopted.

B. Faculty Promotion

Madelyn Danner applied for promotion from Associate Professor to Professor. Her application is supported by the respective division dean, the deans' group, the vice president for academic affairs, and the president.

Letters of application addressing each of the criteria for promotion and letters of support were presented. Promotions are effective at the beginning of the contract year.

Motion was made by J. McCauley, seconded by L. Henninger:

The Board of Trustees of Harford Community College approves the promotion of Madelyn Danner from Associate Professor to Professor effective August 15, 2015.

Vote: Unanimously approved.

C. Retirement Incentive

After analyzing the demographics of its employees, the College administration developed a retirement incentive plan which demonstrates an appreciation for employees who have dedicated many years of service to the College, allows for succession planning and retention of institutional knowledge, and benefits the College's long-term financial health.

Motion was made by J. Haggerty, seconded by J. McCauley:

The Board of Trustees authorizes the President to implement a retirement incentive for current full-time employees who will be 65 years of age as of June 30, 2016 and have ten consecutive years of full-time service. Employees who take advantage of the incentive will retire by June 30, 2016, with enhanced benefits in exchange for signing an Agreement that describes the terms. The incentive will include protection from suit for the College while retaining access to experience and knowledge.

Vote: Unanimously approved.

IX. ADJOURNMENT

The Board meeting adjourned at 7:07 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair