

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

October 6, 2015

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

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

Trustees absent: Mr. John F. Haggerty; Dr. James W. McCauley; and Mrs. Jan P. Stinchcomb

Staff present: C. Allen, R. Allen, R. Archer-Clark, J. Austin, E. Bucklin, K. Callan, D. Cruise, N. Dysard, S. Garey, G. Gurrera, A. Haggray, D. Haggray, M. Hamilton, D. Hathaway, C. Henderson, R. Johnson, P. Labe, J. Mayhorne, P. Karwowski, A. Meisel, B. Morrison, B. Napfel, B. Naughton, Z. Parker, S. Phillips, L. Preston, S. Schaeffer, S. Seidel, C. Sherman, J. Spencer-Heilman, D. Spielman, C. Swain, V. Swain, J. Towner, A. Ward, T. Wismer, and D. Wrobel

Others: L. Asafo-Agyei, J. Brooks, and H. Wiredu, students; D. Anderson, *The Aegis*

I. CALL TO ORDER

J. Valdes called the meeting to order.

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.

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 10/06/15 meeting
- Minutes of the 09/08/15 meeting

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- October 14-17 - ACCT Leadership Conference, San Diego
- November 10 - Board of Trustees meeting - 6 p.m.
- November 20 - Board of Trustees Work Session - 9 a.m.

J. Valdes also provided an update on the presidential search. Twenty-four applications have been received to date; it is expected that 50-60 applications will be received. The search committee will meet on October 9 with the consultants for information on the website and terms of engagement.

B. Finance and Audit Committee Report

R. Norling reported the Finance and Audit Committee met on September 30 and reviewed the financials. They also received information on the Composite Financial Index (CFI); the Index helps express the financial health of the institution.

C. Member Reports

Trustees D. Carey, C. Hunter, and R. Norling reported on the 2015 Connect Harford event noting the high quality of the program.

D. Carey provided highlights from the September 30 Foundation meeting:

- Program on *My College Success Network* was presented;
- Golf tournament netted \$41,000 for the Foundation's unrestricted fund;
- \$15,000 in gifts and pledges was collected from Foundation Board members at the annual fund kick-off;
- \$2.3M was awarded for grants.

C. Hunter reported that he has met with several elected officials to support additional funding for Harford Community College.

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:

- He attended a very moving memorial services for Dr. Marvene Loeschke, former president of Towson University.
- Comptroller Peter Franchot visited Harford Community College, toured the campus and met with students. Student participants were very engaging.

- Letter of appreciation was received from a recipient of a presidential scholarship citing how the scholarship made higher education possible.
- Letter from a 2015 Harford Community College graduate was received expressing gratitude and appreciation for her educational experience at Harford.
- Articles in the Fall/Winter 2015 *Owl Magazine* featuring several faculty members and an article on a gifted student were noted.

B. Introduction of New Employees

New employees, Rosalind Allen, clerical assistant WAGE Connection; Jennifer Austin, registration and records associate; Evan Bucklin, assistant professor physics; George Gurrera, assistant professor nursing; Ashley Meisel, coordinator for nursing and allied health professions; Stephen Seidel, associate professor chemistry; Dale Spielman, assistant professor nursing; Christopher Swain, director of public safety; and Teresa Wismer, payroll associate; were introduced to the Board.

C. Program Presentation –My College Success Network

My College Success Network is designed to empower and support African American students at Harford Community College. The focus of the program is to reduce the attainment gap between African American and Caucasian students. Jennie Towner, director for student success, presented an overview of the program; two student participants, Julian Brooks and Lydia Asafo-Agyei, shared their experiences as part of the My College Success Network program.

D. Enrollment Report

D. Golladay reviewed the enrollment dashboards for both credit and noncredit. In the credit area, while Fall 2015 FTE is down 3.6% compared to Fall 2104, revenue is at 99.4% of the budget goal.

For noncredit, Summer 2015 revenue was slightly above Summer 2014. Since the noncredit reporting schedule differs from the credit reporting schedule, enrollment information for noncredit is reviewed with the Board periodically throughout the year rather than monthly.

E. Capital Projects Update

R. Johnson shared information on one capital project – Hickory Center. The project is near completion; the College is awaiting the issuance of the use and occupancy permit from the County. It is expected that the building will be occupied by the end of October.

VII. ACTION ITEMS

A. Contract Authorization: Construction Services Edgewood Hall
Renovation/Additions

Invitation for bid was issued to completely renovate Edgewood Hall and construct two additions. The project includes the renovation of the 33,000 SF building and construction of two additions totaling 6,500 SF. Renovation work includes replacement of all mechanical, life safety, and telecommunications systems. The building's roof, soffit, fascia and gutter system are to be improved to eliminate leaking and deterioration. All interior spaces will receive varied levels of improvements to include new doors and hardware carpeting, lighting, painting, ceiling tile, etc. Other work includes new site walkways, site lighting, landscaping, and storm water management facilities.

The new additions will be single story and house office, instructional support and classroom spaces. Lighting fixtures in the new additions will be LED fixtures, and the lighting fixtures in the renovated portion of the building will either be replaced with LED, or the existing lighting fixtures will be re-installed. The building will be vacated during the renovation and expansion.

The project was bid with two different options: one included replacing existing light fixtures in the renovated building with LED light fixtures; the second option was for the existing light fixtures to be re-installed. Eight firms submitted bids.

Recommendation is to award the bid to the low bidder, J Vinton Schafer and Sons, Inc. After approval by the Board of Trustees of Harford Community College, the project will be taken to the Board of Public Works in November for approval.

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

The Board of Trustees of Harford Community College approves the award of a contract to J Vinton Schafer & Sons Inc. of Abingdon, Maryland, for the renovation of Edgewood Hall and the construction of two additions at a firm price of \$6,409,000 if the Board of Public Works (BPW) approves replacing existing light fixtures with LED light fixtures; or \$6,249,000 if the BPW approves the project re-using the existing light fixtures. The construction work will begin early January 2016 and complete by January 1, 2017. The building will be vacated during the construction period.

Vote: Adopted unanimously.

VIII. PERSONNEL

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. One personnel item reported this month requires Board action.

Appointment

- Jennifer R. Austin, registration and records associate, effective September 15, 2015
- Rosalind M. Allen, clerical assistant–WAGE Connection, effective September 28, 2015
- Denise B. Carnaggio, director for community education, effective November 16, 2015 (*administrative contract*)
- Kathleen A. Weldon, senior financial aid specialist, effective September 26, 2015
- Teresa A. Wismer, payroll associate, effective September 26, 2015

Separation

- Dorinda F. Brooks, administrative assistant III, effective September 11, 2015
- Kathy J. Archer, director for allied health–continuing education and training, effective September 22, 2015
- Jennifer A. Thomas, student affairs technology specialist, effective September 25, 2015

Motion was made by L. Henninger, seconded by R. Streett:

The Board of Trustees of Harford Community College approves the appointment of Denise B. Carnaggio, director for community education, effective November 16, 2015.

Vote: Adopted unanimously.

IX. BOARD REVIEW

A. Policies – Family and Medical Leave

Each month the Board reviews a policy to reaffirm currency as written or to identify changes/revisions that need to be made. For the October meeting, the “Family and Medical Leave” policy was considered. Following the review, the Board agreed that no change was needed to the policy as currently written.

IX. ADJOURNMENT

The Board meeting adjourned at 6:45 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair