

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

December 8, 2015

The Board of Trustees of Harford Community College met on Tuesday, December 8, 2015, at 6:00 p.m. in the Chesapeake Center Board Room.

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

Staff present: A. Adams, C. Allen, D. Cruise, D. Dregier, V. Dodson, N. Dysard, T. Franza, S. Garey, E. Gisriel, A. Haggray, M. Hamilton, C. Henderson, R. Johnson, P. Karwowski, K. Krsolovic, P. Labe, J. Mayhorne, B. Morrison, B. Napfel, Z. Parker, L. Patrick, S. Phillips, L. Preston, K. Rege, D. Resides, C. Sherman, B. Sulzbach, C. Swain, V. Swain, J. Towner, A. Ward, and D. Wrobel

Others: A. Barnes, D. Caraballo and D. Diane, 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 December 8, 2015 meeting
- Minutes of the November 10, 2015, regular meeting and the November 20, 2015 work session.
- Candidates for December graduation.

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- December 17 – Holiday Party – 5:00 p.m.
- December 22 – Nurse Pinning – 6:30 p.m.
- January 19 – Board of Trustees meeting – 6:00 p.m.

J. Valdes also provided an update on the presidential search. Each of the four finalists spent a day on campus and participated in forums with various constituencies. The Board will convene in closed session at the conclusion of the open Board meeting to select the candidate to be offered the position.

B. Finance and Audit Committee Report

R. Norling reported the Finance and Audit Committee did not meet in November due to the November 20 Board work session. October operating results show revenue and expenses are in line. The next committee meeting is January 8, 2016.

C. Member Reports

There were no member reports.

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:

- Dr. Preston Pulliams gave a presentation on designing an internal leadership development program. He shared his experience in developing a program at Portland Community College. Harford's Director of Human Resources and Employee Development will explore opportunities for a leadership development program at Harford.
- Executive summary for Harford Community College from the economic study completed by emsi for Maryland Community Colleges was distributed. Full report was provided to the Board chair. The study shows the positive impact the College has in the community in terms of education and potential earnings.
- Harford student Dustin Baumgart was selected as one of 160 community college students from across the U.S. to participate in the NASA Community College Aerospace Scholars project. The five-week program culminated with a four-day, on-site event at NASA's Marshall Space Flight Center in Huntsville, Alabama.
- Harford student Dylan Crist completed an externship at Gold Medal Physical Therapy. He was the first student to serve at Gold Medal. Following the

experience, Gold Medal plans to continue serving as an externship site in the future.

B. Program Presentation – Advisor Connect

Bonnie Sulzbach, the director for advising, career, and transfer services, and Elaine Gisriel, student development specialist, advising, career and transfer services, provided an overview of the Advisor Connect program which was implemented in Fall 2015. The program provides all enrolled students an assigned academic advisor who serves as the student’s advisor throughout the student’s enrollment at Harford. The goal of the program is to enhance the student experience by providing a variety of delivery methods and to deliver advising more efficiently and effectively using technology and other available resources.

Students Austin Barnes and Dainaly Caraballo discussed their experience with Advisor Connect program and demonstrated tools available to monitor their progress in their respective academic programs.

C. Enrollment Report

Winter and Spring enrollment reports were reviewed. Data presented is preliminary at this time.

D. Capital Projects Update

There was no capital projects report.

VII. INFORMATION ITEMS

A. FY 2017 Draft Operating Budget

The FY 2017 draft operating budget was reviewed and discussed in depth at the November 20 Board Work Session.

The FY 2017 operating budget is framed around several broad revenue-related assumptions:

- A balanced budget that features no transfers-in
- 4% increase in county funding
- Flat state funding
- 1% decline in billable in-county credit hours
- Flat out-of-county and out-of-state billable credit hours
- \$8 per credit hour increase in tuition
- 1% increase in noncredit revenue compared to the FY 2016 budget
- Minimal growth of cash balances due to interest rates continuing at historic lows

The proposed \$8 tuition increase would generate approximately \$875,000 in new revenue. The 4% increase in county funding would generate about \$610,000. The 1% decline in billable in-county credit hours totals approximately \$120,000.

The budget also contains

- a 2% wage increase for full- and part-time employees. The estimated cost is \$559,700.
- a 5% increase in health care costs.
- \$368,00 for deferred maintenance.

The budget of \$48,121,451 increases overall expenditures 3.19%, or \$1,487,239.

The draft budget is presented for Board information; action will be requested at the January 19 Board meeting.

B. FY 2017 Capital Budget and Capital Improvement Program

Harford Community College's proposal for FY 2017 includes capital funding requests totaling \$27,462,000 among five projects:

1. Computer Equipment and Technology	\$ 800,000
2. Site Improvements	\$ 250,000
3. Fallston Hall Renovation	\$ 585,000
4. Regional Workforce Development Center	\$24,866,000
5. Edgewood Hall Renovation	\$ 961,000

The capital budget and capital improvement program were discussed in detail at the November 20 work session. They are presented to the Board as an information item in December; action will be requested at the January 19 Board meeting.

VIII. ACTION ITEMS

A. 2016-2017 Academic Calendar

The College calendar specifies important annual dates focused on students including but not limited to start and stop dates of the fall and spring semesters, days the College is closed, and Commencement. Criteria considered when building the calendar include compliance with state required total hours of instruction, flexibility of adding days to the semester if the need arises due to closings, and placement of spring break in the middle of the semester. The College cites clearly that it operates seven days a week, 12-20 hours per day, strives to be open for instruction and related activity based on campus considerations, and urges all constituents to take responsibility for continuity of student learning.

Calendar options were presented and reviewed through the Collegial Governance system as well as through administration. The recommended calendar offers a fall semester which begins before Labor Day and ends December 15, 2016 and a spring semester which begins January 25, 2017 and ends May 20, 2017. Both semesters include a study day prior to final exams and ample extra class time to

accommodate unplanned College closures. Being piloted in this calendar is a Winter Term I which begins December 19, 2016, crosses over the semester break, and ends January 20, 2017. The traditional 3-week Winter Term will also be offered January 3-20, 2017.

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

The Board of Trustees of Harford Community College approves the 2016-2017 College academic calendar as presented.

Vote: Unanimously adopted.

- B. Contract Authorization – Federal Grants Consultant/Evaluator Services
On October 2, 2015, RFP 16P-03 was issued and advertised to provide consulting and evaluation services to help the College secure more federal grants. In response to the RFP, four firms submitted proposals. The proposals were evaluated by a team including R. Johnson, B. Morrison, D. Cruise, J. Mayhorne, L. Patrick, D. Dregier and V. Dodson.

The firm of McAllister & Guinn was invited for an oral presentation. Based on their proposal and oral presentation, the evaluating team recommends McAllister & Quinn to be the preferred bidder. The president supports the recommendation of the evaluation team. The firm's best and final price is \$99,600.00 per year. The agreement will be a two-year commitment beginning January 1, 2016, subject to satisfactory performance. The annual fee will be paid in monthly payments of \$8,300.00. The fee is firm for two years, with a maximum annual escalation of 3% per year thereafter for the third through fifth year. The College may continue the service annually after the second year based on satisfactory service.

Motion was made by D. Carey, seconded by C. Hunter:

The Board of Trustees of Harford Community College approves the award of a contract to McAllister and Quinn of Washington, DC, to provide consulting and evaluation services to help HCC secure more federal grants. The fee will be \$8,300.00 per month, or \$99,600.00 per year for the first two years. The initial agreement will be for two years beginning January 1, 2016.

Vote: Unanimously adopted.

IX. 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. No personnel items reported this month require Board action.

Appointments:

- Melissa N. Bodrick, admissions specialist, effective November 7, 2015
- Jennifer M. Harris, America's Small Business Development Center counselor, effective November 23, 2015
- Jennifer H. Labe, administrative assistant III, effective December 5, 2015
- Christian D. Ritchie, financial aid assistant, effective November 7, 2015

Retirement

- Cynthia T. Fischer, instructional specialist, effective January 29, 2016

IX. BOARD REVIEW

A. Policies – Academic Freedom

The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. In May, the Board reviewed the Academic Freedom policy. At that time, D. Golladay noted some ambiguity and requested an opportunity to review it further, consult with counsel, and provide proposed revisions at a future meeting. Further review has been completed; part of that review included input from faculty.

The proposed policy with revisions follows (underlines indicate new text; strikeouts indicate text to be removed):

Academic Freedom Policy (*Proposed Revisions*)

1. The faculty member is entitled to full freedom in research and in the publications of its results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon ~~an~~ understanding prior approval from and a written agreement with the authorities of this institution ~~and is~~ subject to the limitations specified in regulations respecting academic rank and its attendant privileges, and contractual obligations.
2. The faculty member is entitled to freedom in instruction in discussing his/her subject but should be careful not to introduce into teaching controversial matter that ~~has no relation to the subject~~ does not contribute to student achievement of the course's student learning objectives.
3. The faculty member is a ~~citizen, a~~ member of a learned profession, and a representative of an educational institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational representative, the faculty member should remember that the public may

judge the profession and the institution by his/her utterances. Hence, the faculty member should at all times bestrive to be factually accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

The aspects of academic freedom outlined in this policy apply to electronic formats, print and oral communications. References to instruction in the academic freedom policy apply to instruction that occurs in face to face or virtual environments.

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

The Board of Trustees of Harford Community College approves the revised Academic Freedom Policy as presented.

Vote: Unanimously adopted.

(Current policy, revised policy with markup notations, and revised policy without markup notations attached to file copy of the minutes.)

XI. CLOSED SESSION

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. Haggerty, seconded by C. Hunter to go into closed session. Nine voted in favor of the motion; no one opposed the motion; motion adopted.

At 7:00 p.m. the Board moved into closed session. The closed session adjourned at 8:25 p.m.

XII. ADJOURNMENT

The Board meeting adjourned at 8:26 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair

Academic Freedom Policy

Academic Freedom Policy (Current Policy)

1. The faculty member is entitled to full freedom in research and in the publications of its results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of this institution and is subject to the limitations specified in regulations respecting academic rank and its attendant privileges.
2. The faculty member is entitled to freedom in instruction in discussing his/her subject but should be careful not to introduce into teaching controversial matter that has no relation to the subject.
3. The faculty member is a citizen, a member of a learned profession, and a representative of an educational institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational representative, the faculty member should remember that the public may judge the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Academic Freedom Policy (Proposed Revisions Shown in Markup)

4. The faculty member is entitled to full freedom in research and in the publications of its results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon ~~an understanding~~ prior approval from and a written agreement with the authorities of this institution ~~and is~~ subject to the limitations specified in regulations respecting academic rank and its attendant privileges, and contractual obligations.
5. The faculty member is entitled to freedom in instruction in discussing his/her subject but should be careful not to introduce into teaching controversial matter that ~~has no relation to the subject~~ does not contribute to student achievement of the course's student learning objectives.
6. The faculty member is a ~~citizen, a~~ citizen, ~~a~~ member of a learned profession, and a representative of an educational institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational representative, the faculty

(OVER)

member should remember that the public may judge the profession and the institution by his/her utterances. Hence, the faculty member should at all times bestrive to be factually accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

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Academic Freedom Policy (Revised Policy Without Notations)

1. The faculty member is entitled to full freedom in research and in the publications of its results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon prior approval from and a written agreement with the authorities of this institution, subject to the limitations specified in regulations respecting academic rank and its attendant privileges, and contractual obligations.
2. The faculty member is entitled to freedom in instruction in discussing his/her subject but should be careful not to introduce into teaching controversial matter that does not contribute to student achievement of the course's student learning objectives.
3. The faculty member is a member of a learned profession and a representative of an educational institution. When the faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educational representative, the faculty member should remember that the public may judge the profession and the institution by his/her utterances. Hence, the faculty member should at all times strive to be factually accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

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