

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

January 19, 2016

The Board of Trustees of Harford Community College met on Tuesday, January 19, 2016, 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, S. Alter, A. Berglowe-Lynch, K. Callan, D. Carnaggio, D. Cruise, D. Dregier, V. Dodson, N. Dysard, T. Franza, M. Fredenrich, S. Garey, C. Golden, A. Haggray, M. Hamilton, R. Johnson, J. Karmel, P. Karwowski, P. Labe, L. Lee, G. Calia-Lotz, J. Mayhorne, B. Morrison, B. Napfel, B. Naughton, Z. Parker, S. Phillips, L. Preston, D. Resides, C. Ritchie, S. Schaeffer, C. Sherman, J. Spencer Heilman, C. Swain, V. Swain, and A. Ward

Others: D. Phillips; D. Baumgart, student; E. Butler, *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.

At Board of Trustees meeting on December 8, 2015, motion was made, seconded and approved to move into closed session to discuss personnel matters in accordance with Article §3-305 (b)(1) of the General Provisions 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 January 19, 2016 meeting.
- Minutes of the December 8, 2015, regular meeting.

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- February 1 – Maryland Association of Community Colleges Trustee Workshop and Legislative Reception – Noon – Annapolis
- February 9 – Board of Trustees meeting – 6:00 p.m.

J. Valdes reported that at the December 13 Board of Trustees meeting, the Board met in closed session to discuss the conclusion of the presidential search. Materials on the four finalists were reviewed and the Board authorized the Board Chair to enter into contract negotiations with the preferred candidate. Negotiations were successful. J. Valdes called for a motion to appoint the next President of Harford Community College.

Motion was made by R. Norling, seconded by J. Haggerty:

The Board of Trustees of Harford Community College appoints Dr. Dianna G. Phillips as President of Harford Community College effective August 1, 2016. Terms of employment are outlined in the contract document.

Vote: Unanimously adopted.

B. Finance and Audit Committee Report

R. Norling reported the Finance and Audit Committee met on January 8. Operating expenses are in-line with FY 2016 budget. The committee also reviewed the proposed FY 2017 proposed operating and capital budgets. With regard to the operating budget, it includes a request to the County for a 4% increase. This increase would almost restore county funding to the FY 2008 level. The Governor will submit the state budget on January 20, at which time the proposed funding for higher education will be known.

R. Norling reminded Board members that the original funding concept for community colleges was that the State, the County and students would each provide one-third of the funding. Over the years, the percentage allocation has

eroded and currently the funding allocations are 22% state support, 37% county support and 42% student support.

C. Member Reports

D. Carey reported on the December 21 nurse pinning ceremony. The event continues to showcase the excellence of the nursing program.

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:

- Faculty member Harry Brown died unexpectedly over the holidays. He made significant contributions to the college through his work with students and he will be greatly missed.
- B. Morrison, R. Johnson and D. Golladay met with B. Boniface regarding the FY 2017 budget. In discussing a requested increase from the County, it was noted that the College is the only entity of the County whose appropriation has not been restored to the 2008 level. The requested increase was also mentioned at the County Executive's virtual town hall meeting hosted on campus in Darlington Hall.
- Following the recent incident at Umpqua Community College, safety and security procedures at Harford have been reviewed and revised to reflect the most recent best practices. Currently the campus community is engaged in mandatory safety training sessions. Additionally, a video will be shown in all classes to inform students and employees of the most recent guidance in emergency situations.

B. NASA Community College Aerospace Scholars Program

Dustin Baumgart, a student at Harford, was selected as one of 160 community college students from across the U.S. to participate in the NASA Community College Aerospace Scholars project. Dustin shared information on his experience in the five-week program which culminated with a four-day, on-site event at NASA's Marshall Space Flight Center in Huntsville, Alabama.

C. Introduction of New Employees

New employees, Shelly Alter, instructional specialist; Denise Carnaggio, director for community education; Michelle Fredenrich, benefits and employee wellness specialist; Carine Golden, administrative assistant II; Christian Ritchie, financial aid assistant; and Jennifer Spencer Heilman, academic advisor; were introduced to the Board.

D. Program Presentations – Periodic Review Report Update

The Periodic Review Report (PRR) is a required reaccreditation report due to the Middle States Commission on Higher Education on June 1, 2017. It will document the College's progress on the 2012 Self-Study and site team recommendations and reflect on the College's challenges and opportunities ahead of the next Self-Study. Dr. James Karmel, professor of history, and Gina Calia-Lotz, instructional services librarian, PRR co-chairs, reviewed the timeline and discussed the progress to date.

The next update to the Board of Trustees will be given at the May 2016 Board meeting.

E. Enrollment Report

D. Golladay commented on the enrollment reports:

- Winter session enrollment increased 4.8% over last year.
- Spring is down about 9% in terms of FTE due to drop for non-payment. It is expected that the decrease will be reduced and enrollment will be close to budget projections.
- Noncredit enrollment comparisons of FY 2015 and FY 2016 are not date-to-date comparisons; report will be revised to provide more meaningful comparative information. Expectation is that FY 2016 enrollment will be somewhat greater than FY 2015.

F. Capital Projects Update

R. Johnson provided an updated on capital projects.

- Edgewood Hall renovation project is underway. Furniture has been stored in Hickory Center and construction fencing erected around the project work area.
- Right turn lane on Maryland Route 22 is being reviewed by the State Highway Administration.
- Main pump for the chilled storage system in the student center had to be replaced.
- Bids for the Hays-Heighe House spring house restoration project are being solicited.
- Proposals for renovation of the former copy center area in the student center are being prepared.
- Campus-wide lighting initiative is underway.
- Design for replacing the main pipe for storm water management pond is underway; work will be done in summer 2016.
- A new design for re-circulation of line for the water treatment plant is underway. The project will be funded through allocations designated for deferred maintenance.

VII. ACTION ITEMS

A. FY 2017 Proposed Operating Budget

The FY 2017 proposed operating budget was introduced to the Board at its November workshop and formally presented to the Board at its December 8 meeting. After approval, the budget will be forwarded to the County Executive for consideration. The document will be returned to the Board in June for final action after state and county appropriations are finalized.

Highlights of the FY 2017 proposed budget include:

- A balanced budget that features no transfers-in
- 4% increase in county funding (\$610,000)
- Flat state funding
- 1% decline in billable in-county credit hours (\$120,000)
- Flat out-of-county and out-of-state billable credit hours
- \$8 per credit hour increase in tuition (\$875,000)
- 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 budget also includes a 2% cost of living wage increase for all full- and part-time employees (\$559,700) and an estimated 5% increase in health care costs.

The FY 2017 proposed budget is an increase of 3.19% over FY 2016.

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

The Board of Trustees of Harford Community College approves the FY 2017 proposed operating budget request totaling \$48,121,451. This operating budget includes an increase of county resident tuition rates to \$124 per credit hour. Out-of-county tuition will be set at \$211 per credit hour, and out-of-state tuition will be set at \$298 per credit hour.

Vote: Unanimously adopted.

B. FY 2017 Capital Budget and Capital Improvement Program

The capital budget and capital improvement program (CIP) establishes the schedule of planned expenditures and commitments for FY 2017 and the subsequent five fiscal years. The CIP is intended to plan for the College's needs for additional facility improvements. The CIP is from FY 2017-FY 2022 and integrates academic and physical planning on a college-wide basis. The CIP establishes an itinerary for accomplishing improvements in existing facilities and proposed new infrastructure investments based on the Facilities Master Plan.

The College is required to submit the proposed capital budget to the Harford County government and the State of Maryland for review and funding. For major capital projects, the State of Maryland provides funding through the Community College Capital Grant. Projects are prioritized collectively by the community college presidents and presented to Maryland Higher Education Commission, Department of Budget and Management, and Department of General Services for review and potential funding in the Governor's capital budget.

The proposed FY 2017 capital budget and capital improvement program was discussed with the Board at the November work session and presented formally at the December 8 Board meeting. No changes have been made since the December meeting. 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

Motion was made by R. Norling, seconded by R. Streett:

The Board of Trustees of Harford Community College approves the FY 2017 proposed capital budget and capital improvement program request totaling \$27,462,000.

Vote: Unanimously adopted.

C. Awarding of Posthumous Degree

Ryan Thomas Gentry, a Harford Community College student, died in a car crash on January 3, 2016. He was enrolled to complete his degree this winter. A review of his record indicates that he was shy of completing degree requirements by one course.

College practice provides for the awarding of the posthumous degree. The vice president for academic affairs and the vice president for student affairs and institutional effectiveness recommend that the posthumous Associate of Sciences in Computer Science be awarded to Mr. Ryan Thomas Gentry. Ryan's mother supports this request.

Motion was made by J. Stinchcomb, seconded by R. Streett:

The Board of Trustees of Harford Community College posthumously awards an Associate of Sciences degree in Computer Science to Ryan Thomas Gentry.

Vote: Unanimously adopted.

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. Four personnel items reported this month require Board action.

Appointment

- Shelley R. Alter, instructional specialist, effective December 19, 2016
- Michelle A. Fredenrich, benefits and employee wellness specialist, effective December 16, 2015
- Carine Golden, administrative assistant II, effective December 5, 2015
- Jeanne M. Goss, academic advisor–admissions, effective January 4, 2016
- Laura M. Schenk, academic progression coordinator (grant-funded), effective January 16, 2016
- Linda C. Wilson, University Center associate, effective January 2, 2016

Separation

- Harry E. Brown, term faculty–sociology, effective December 31, 2015
- Adaria K. Hathaway, academic success coach, effective January 19, 2016

Retirement (Early Retirement Incentive Plan Election)

- Kathleen A. Becker, admissions associate, effective June 30, 2016
- Sharon V. Christy, library associate, June 30, 2016
- Victor H. Dodson, assistant vice president for procurement, effective June 30, 2016 (*administrative contract; Board action required*)
- Carl E. Henderson, dean of educational and transitional studies, effective June 30, 2016 (*administrative contract; Board action required*)
- Stanley A. Kollar, Jr., professor of biology, effective June 15, 2016 (*tenured faculty; Board action required*)
- Diana Lynn Lee, director for financial aid, effective June 30, 2016 (*administrative contract; Board action required*)
- Weston A. Park, term faculty–paralegal studies, effective May 21, 2016
- Carol W. Sherman, executive assistant to the president, effective no later than September 30, 2016
- Nancy McGowan, cashier, effective June 30, 2016

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

The Board of Trustees of Harford Community College acknowledges receipt of election of retirement incentive from:

- *Victor H. Dodson, assistant vice president for procurement, effective June 30, 2016*
- *Carl E. Henderson, dean of educational and transitional studies, effective June 30, 2016*
- *Stanley A. Kollar, Jr., professor of biology, effective June 15, 2016*
- *Diana Lynn Lee, director for financial aid, effective June 30, 2016*

Vote: Unanimously adopted.

IX. BOARD REVIEW

A. Policies – Access/Trespass

The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. For the January meeting, the Board reviewed the “Access/Trespass” policy. No changes were made to the policy.

X. CLOSED SESSION

J. Valdes asked for a motion to go into closed session to discuss personnel matters. In accordance with the General Provisions Article of the Annotated Code of Maryland, Article §3-305(b)(1) motion was made by J. Stinchcomb, seconded by L. Henninger 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 7:15 p.m.

XII. ADJOURNMENT

The Board meeting adjourned at 7:16 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair