

# HARFORD COMMUNITY COLLEGE

## Minutes of Open Meeting

February 9, 2016

The Board of Trustees of Harford Community College met on Tuesday, February 9, 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. Strett, III; Dr. James J. Valdes, and Dr. Dennis Golladay as Secretary-Treasurer

**Staff present:** C. Allen, D. Cruise, V. Dodson, T. Franza, Jeanne Goss, A. Haggray, C. Henderson, R. Johnson, P. Labe, B. Morrison, B. Napfel, Z. Parker, S. Phillips, L. Preston, K. Rege, S. Schaeffer, L. Schenk, C. Sherman, C. Swain, V. Swain, J. Towner, A. Ward, and D. Wrobel

**Other present:** 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.

At Board of Trustees meeting on January 19, 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 February 9, 2016 meeting.
- Minutes of the January 19, 2016, regular meeting.

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- February 21 – Alumni and Friends Wine Expo
- March 8 – Board of Trustees meeting

J. Valdes also commented on the Winter Doldrums program presented by fine and applied arts faculty.

B. Finance and Audit Committee Report

R. Norling reported the Finance and Audit Committee met on January 29 and reviewed the second quarter financials. Operating expenses are in-line with FY 2016 budget.

C. Member Reports

C. Hunter reported that he attended Harford Night in Annapolis on January 20 and he participated in the Maryland Association of Community Colleges leadership conference and legislative reception. Both events provided an opportunity to talk with legislators regarding 2016 legislation. Of particular interest is the legislation to expedite full funding of Cade; there is also interest in HB355 which establishes workforce development sequence grants and scholarships. C. Hunter also complimented staff of the celebration recognizing former trustees B. Stover and B. Kelly.

D. Carey thanked staff for the delightful holiday party celebration.

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:

- The Maryland Higher Education Commission approved the Associate's to Bachelor's program at Towson University Northeastern Maryland. The intent is to offer nursing students a dual enrollment option which will be available to eligible students once they are accepted into Harford Community College's (HCC) nursing program. There will be a separate admission process for the ATB option. The students selected for that option will be enrolled as degree students at HCC and Towson University (TU) and begin to take TU courses during the nursing program at HCC. Once the Associate of Sciences degree is awarded at HCC and the student passes the NCLEX-RN licensure exam, the student will continue coursework at TU.

- A. Ward, dean for behavioral and social sciences, and T. Biegas, assistant professor, were thanked for their work in paving the way for a Geographic Information System program at HCC.
- The Sustainable Growth Challenge, an annual collegiate competition hosted by the Maryland Sustainable Growth Commission, engages students from across the state in planning, sustainability and reinvestment issues. For the first time, HCC entered a team in the competition. The HCC Team has reached the next level – being invited to present their project to the Commission judges in Annapolis in February. Their project developed Passport 2 Harford (P2H), a multimodal transportation proposal that connects existing bike routes throughout the county. The team used GIS tools to develop a web app to connect the cyclist to the bike route in real time, providing information such as available routes to additional trails and the proximity to hotels or businesses. Faculty and staff supporting the team include Tamara Biegas, Tami Imbierowicz, David Mack, Anne Shugars, and Parita Vitlani. Student participants are Brad Fallon, Katie Soltysiak, and Megan Nelson. The Harford team will be invited to a future Board of Trustees meeting to make a presentation to the Board.
- John Mayhorne, dean for business, computing and applied technology, and Denise Carnaggio, director for community education, will be recognized at the NMTC Visionary Awards Gala on February 25.

B. Introduction of New Employees

New employees, Jeanne Goss, academic advisor–admissions, and Laura Schenk, academic progression coordinator, were introduced to the Board.

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

HCC President and members of the senior staff meet quarterly with the Superintendent for Harford County Public Schools and her senior staff to discuss matters of mutual interest, explore opportunities for partnerships to advance educational opportunities, and share information. The group met on January 19. Dr. Annette Haggray, vice president for academic affairs, and Dr. Deborah Cruise, vice president for student affairs and institutional effectiveness, reported on highlights from the joint meeting. Topics discussed included:

- Innovative Education Conference Recap/Debrief
- College and Career Readiness and Completion Transitional Studies Course/Experience and Reassessment Requirement
- Update on the HCPS/HCC Apprenticeship Program
- Accuplacer testing for 11th graders

C. Program Presentation – Student Engagement, Retention, Completion Committee (SERC)

The SERC Committee was established in 2012 by Drs. Cruise and Haggray in response to President Obama’s completion agenda. The committee, co-chaired by Dr. Scott Schaeffer, associate professor of biology, and Jennie Towner, director

for student success, provides leadership in raising awareness about student engagement, retention, and completion by promoting promising best practices and documenting institutional progress in meeting retention, engagement and completion goals. The efforts of the SERC Committee relate to practices, programs, services, and instruction intended to aid engagement, retention and completion of students enrolled at Harford Community College.

SERC has contributed to the creation of a faculty professional development committee and the implementation of the My College Success Network. The committee is in the process of promoting a variety of student success initiatives including establishing a campus-wide early alert system, a formalized first-year experience program, and a centralized, comprehensive Student Success Center.

D. Enrollment Report

D. Golladay commented on the spring enrollment report. As of February 9, 2016, headcount is down 3.7% and FTE is down 5.2% compared to Spring 2015. Enrollment revenue is at 98.3% of budget.

E. Capital Projects Update

R. Johnson provided an update on capital projects.

- The Edgewood Hall renovation/expansion project is proceeding.
- Only one class day was lost due to snow.

VII. ACTION ITEMS

A. Program Discontinuance – AAS Electroneurodiagnostic Technology

The Electroneurodiagnostic (END) Technology Associate of Applied Sciences degree program prepares students to perform all aspects of electroencephalography testing and other related neurophysiological diagnostic procedures in hospitals or physicians' offices and in specialized areas such as the intensive care unit and operating room. The program has had consistently low enrollment with a small number of graduates. Since 2009, twenty-three students have graduated from the program. The number of graduates meets the current employment needs for END associate degree graduates in Maryland.

Program enrollment has been constrained due to the limited number of available clinical sites in the region. Currently there are four sites in which to place students and finding other sites has been challenging.

Further, in 2020 the American Board of Registration of Electroencephalographic and Evoked Potential Technologies (ABRET), the END accrediting body, will require all END programs to become accredited in order for students to sit for the certification exam. The initial cost for accreditation is \$5000. Additionally, the College would be required to hire a medical director and a program director, regardless of the number of students. These costs are prohibitive.

While HCC is the only community college in Maryland offering the END associate degree, a certificate is available from the Institute of Health Sciences, which is accredited and is currently competing with HCC for clinical space.

Given the low enrollment and graduation numbers, the limited number of clinical sites, and the anticipated accreditation requirements and increased costs, the program is not sustainable. The Vice President for Academic Affairs and the Dean for Nursing and Allied Health recommend that the program be discontinued. The President supports the recommendation. Current students in the program will be allowed to complete the program.

In discussing the recommendation, question was raised regarding opportunity to suspend the program rather than discontinuing the program. While that is an option, the concern is that costs to meet new program accreditation standards are prohibitive.

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

*The Board of Trustees of Harford Community College approves the discontinuance of the AAS Electroneurodiagnostic Technology Program effective Summer 2016.*

Vote: 8 voted in favor of the motion; 1 opposed the motion; motion was approved.

B. Contract Authorization – Independent Audit Services

Maryland law requires all community colleges to complete an annual audit of its accounts and accounting procedures. The *Annotated Code of Maryland*, § 16-315 Audits, established the requirement for this independent audit. Properly performed audits play a vital role in the public sector by helping to preserve the integrity of the public finance functions and by maintaining citizens' confidence in the college's financial management.

Six proposals were received in response to the College's Request for Proposals issued and advertised on November 4, 2015 for the College and the College Foundation. Three of the proposals were unacceptable/non-responsive.

The evaluation team included Steve Phillips, Kathy Konrad, and Dave Harvey from Finance; Laura Henninger from the Board of Trustees, and Vic Dodson from Procurement. Following the team's combined technical and price scoring for the three acceptable bidders, Clifton Larson Allen and SB & Company were shortlisted for oral presentations.

It was noted that the scoring difference between the two firms was minimal (0.6 of a point) and there was discussion regarding the best and final pricing differential.

Based on the evaluation of proposals and the oral presentations, the team recommends the selection of Clifton Larson Allen to perform auditing services for FY 2016, with the option for the College to extend for up to four additional years.

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

*The Board of Trustees of Harford Community College authorizes the contract with Clifton Larson Allen for auditing services for the College, including the Foundation, for the fiscal year ending June 30, 2016 at a price of \$52,750.00. The price will be held firm for five (5) years. At the sole option of the College, based on satisfactory performance, the contract may be extended for up to four additional one year periods.*

Vote: 8 voted in favor of the motion; 1 opposed the motion; motion was approved.

## 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.

#### **Appointments**

- Richard D. Blackburn, term faculty – sociology, effective January 9, 2016
- Leanna L. Gefrich, coordinator for continuing education youth programs, effective February 1, 2016
- Jennifer L. MyersSmith, academic success coach, effective February 1, 2016
- Stacy L. Rutherford, general manager for the APGFCU Arena, effective February 15, 2016

#### **Separations**

- Rita R. Archer-Clark, registrar, effective January 15, 2016 (*administrative contract; Board action required*)
- Jennifer Harris, America's SBDC counselor, effective January 22, 2016
- Robert A. White, maintenance technician II, effective January 5, 2016

Motion was made by R. Norling, seconded by C. Hunter:

*The Board of Trustees of Harford Community College acknowledges receipt of letter of resignation from Rita R. Archer-Clark, registrar, effective January 15, 2016.*

Vote: Unanimously adopted

IX. BOARD REVIEW

A. Policies – Amorous Relationships Policy

The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. For the February meeting, the Board reviewed the “Amorous Relationships” policy. The policy statement is broad; more detail is included in the Human Resources Procedures Manual. Both the policy statement and procedures were reviewed by College counsel and meet the requirements of Title IX. The policy statement and Human Resources Procedures Manual are posted electronically and available to all employees. Following discussion, it was agreed that no changes would be made to the policy statement.

XII. ADJOURNMENT

The Board meeting adjourned at 7:00 p.m.

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Dennis Golladay  
Secretary-Treasurer

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James J. Valdes  
Chair