

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

March 8, 2016

The Board of Trustees of Harford Community College met on Tuesday, March 8, 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; 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, K. Callan, D. Carnaggio, D. Cruise, K. Doan, V. Dodson, N. Dysard, T. Franza, S. Garey, L. Gefrich, A. Haggerty, M. Hamilton, C. Henderson, R. Johnson, S. Kahle, P. Labe, J. Mayhorne, B. Morrison, J. MyersSmith, B. Napfel, Z. Parker, K. Rege, D. Resides, S. Rutherford, C. Sherman, N. Spence, J. Towner, D. Walters, A. Ward, W. Wheeler, and D. Wrobel

Other present: A. Barnes and K. Wilson, 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 March 8, 2016 meeting.
- Minutes of the February 9, 2016, regular meeting.

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- April 12 – Board of Trustees meeting

J. Valdes also reminded Board members that the College will be closed for spring break March 27 through April 3.

B. Finance and Audit Committee Report

L. Henninger reported that the Finance and Audit Committee met on February 24 with representatives from RSM (formerly McGladry) and reviewed the internal audit report on procurement and payroll. No significant deficiencies were reported.

C. Member Reports

R. Norling reported:

- Dr. Golladay and Carol Sherman were introduced from the Maryland Senate Gallery. Dr. Golladay was recognized for his upcoming retirement and Carol Sherman was recognized for the Regional Professional Board Staff Award and her upcoming retirement.
- General Assembly will vote on the FY 2017 budget by March 18.
- Testimony was presented supporting the legislation to accelerate implementation of Cade.

J. McCauley complimented College staff on hosting the service for Senior Deputy Mark Logsdon who was killed in the line of duty. College facilities accommodated the large crowd and all details were handled well. J. McCauley also complimented the ad promoting the Towson University in Northeastern Maryland and the partnership with Harford Community College.

D. Carey provided an update from the Foundation:

- The Foundation supports the current legislation submitted on the College's behalf requesting a limited beer and wine license. The Foundation Chair will send a letter to representatives in both the House and Senate.
- The Grants for Innovation Committee awarded grants totaling \$35,710 for projects submitted by the campus community that fall outside of the College's operating budget.
- The Heather Hurd 5K netted \$30,000 for Remembrance Book Scholarships.
- The Alumni & Friends Association Annual Wine Expo netted \$25,000 for scholarships and programs.
- The Foundation is planning a retirement event for Dr. Golladay on May 18. Invitations will be sent.

C. Hunter expressed appreciation for the College's continuing participation in the Donald J. Waldron Memorial Scholarship Banquet which supports fundraising to assist with mentoring and scholarships for students at Harford Community College and Cecil College. He also mentioned he had the opportunity to talk with leaders of student organizations regarding participation in community service.

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 testified before the Maryland General Assembly Senate Education, Health, Environmental Affairs Committee on SB 916 – Alcoholic Beverages – Community College License.
- Congratulations were extended to the men's and women's basketball teams who will be competing in national tournaments the week of March 14. The women will compete in Lubbock, Texas, and the men will compete in Hutchinson, Kansas.
- Collective bargaining legislation passed in the House. Companion legislation in the Senate (SB 363) may not come out of committee, but rather may be referred to summer study.
- Dr. Phillips was introduced to the Harford County delegation.

B. Introduction of New Employees

New employees, Leanna Gefrich, coordinator for continuing education youth programs; Sheila Kahle, coordinator for the APGFCU Arena; Jennifer MyersSmith, academic success coach; Stacy Rutherford, general manager for the APGFCU Arena; and William Wheeler, Jr., computer technician manager; were introduced to the Board.

C. Program Presentation – Student Government Association (SGA)

Austin Barnes, SGA president, and Hakeem Wilson, SGA secretary, updated the Board of Trustees on SGA activities and opportunities. They discussed two SGA accomplishments during the year – (1) collaboration with public safety to have a new crosswalk created on campus and (2) appointment of SGA Senators to serve as liaisons between SGA and registered student organizations.

Messrs. Barnes and Wilson also discussed two American Student Government Association conferences they attended. The training focused on delegation and leadership.

Other discussion related to upcoming SGA events: spring fling, a swing dance (planned in partnership with the Home School Student Association), student meetings with Dr. Golladay, and elections.

D. Enrollment Report

Dr. Golladay advised that since registration for summer and fall has not started, there is no change in the enrollment report shared with the Board at the February meeting. FTE is down about 5.6%.

E. Capital Projects Update

R. Johnson reported that all capital projects are on schedule or ahead of schedule and are on budget or under budget.

VII. ACTION ITEMS

A. Contract Authorization: Construction of a Right Turn Lane on Thomas Run Road at Entrance #2

Six firms responded to the College's request for bids for the construction of a right turn lane on Thomas Run Road at the College Entrance #2. The road modifications are required to mitigate the projected increased traffic flow generated by the new Darlington Hall (nursing and allied health building) at Harford Community College. The scope of work includes identifying existing buried underground utilities and relocating where necessary; construction of asphalt roadway; excavation; concrete work; electrical work; relocation of trees; striping; and relocation of campus entrance sign.

Recommendation is to award the contract to the low bidder, Frank J Goettner Construction Company Inc.

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

The Board of Trustees of Harford Community College approves the award of a contract to Frank J Goettner Construction Company Inc. of Edgewood, Maryland, for the construction of a right turn lane on Thomas Run Road at the College's Entrance #2 at a firm cost of \$125,850.00. The work is to be performed in June 2016.

Vote: Unanimously adopted.

B. Contract Authorization: Parking Lot and Roadway Improvement/Repairs

Five firms responded to the College's request for bids for improvements/repairs to roadways, parking lots and asphalt walkways including asphalt replacements, addition of new concrete curbing, concrete sidewalks, handicap ramps, striping, painting of curbs and site restoration on the College main campus. Areas include T Lot; entrance road replacement at T Lot; Stadium Avenue; Entrance #4 road; and other smaller areas. Work is to be completed in June 2016.

Recommendation is to award the contract to the low bidder, American Asphalt.

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

The Board of Trustees of Harford Community College authorizes a contract with The American Asphalt Paving Company of Baltimore, Maryland, for parking lot and roadway improvements and repairs at a firm cost of \$243,315.00. The work will be completed in June 2016.

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. No personnel items reported this month require Board action.

Appointments

- Sheila M. Kahle, coordinator for the APGFCU Arena, effective February 13, 2016
- Victoria A. Soto, accounting associate accounts receivable, effective February 15, 2016
- William F. Wheeler, Jr., computer technician manager, effective February 13, 2016

Ciera H. Fisher who had been reported to the Board as a continuing education and training associate subsequently withdrew her application.

IX. BOARD REVIEW

A. Policies – Benefits Policy

The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. For the March meeting, the Board reviewed the “Benefits” policy. The policy statement is broad; details of benefits offered are included in *Benefits Guide* which is posted electronically and available to all employees. Following discussion, it was agreed that no changes would be made to the policy statement.

X. CLOSED SESSION

J. Valdes asked for a motion to go into closed session to discuss pending or potential litigation. In accordance with the General Provisions Article of the *Annotated Code of Maryland*, Article §3-305(b)(8), motion was made by D. Carey, seconded by J. McCauley 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 6:50 p.m.

XII. ADJOURNMENT

The Board meeting adjourned at 6:51 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair