

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

April 12, 2016

The Board of Trustees of Harford Community College met on Tuesday, April 12, 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; 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

Trustees absent: Rev. Cordell E. Hunter, Sr.

Staff present: A. Adams, C. Allen, M. Baylis, A. Berglowe-Lynch, T. Biegas, P. Cecala, A. Cervantes, D. Cruise, V. Cyran, V. Dodson, N. Dysard, T. Franza, S. Garey, A. Haggray, M. Hamilton, D. Harvey, C. Henderson, T. Imbierowicz, R. Johnson, P. Labe, D. Mack, J. Mayhorne, B. Morrison, B. Napfel, Z. Parker, S. Phillips, L. Preston, K. Rege, D. Resides, S. Rutherford, C. Sherman, A. Shugars, V. Soto, B. Sulzbach, C. Swain, V. Swain, P. Vithlani, A. Ward, and D. Wrobel

Others present: A. Dougherty, B. Fallon, M. Kennedy, and K. Soltysiak, 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.

At the Board of Trustees regular meeting on March 8, 2016, motion was made, seconded and approved to move into closed session to discuss pending or potential litigation in accordance with Article §3-305(b)(8) 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 April 12, 2016, meeting.
- Minutes of the March 8, 2016, regular meeting.

IV. PUBLIC COMMENT

There was no public comment.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- April 14 – Scholarship Reception – 4:30-6:00 p.m. – Chesapeake Center
- April 22 – Board Work Session – 9:00 a.m. – Chesapeake Center Board Room
- May 10 – Board of Trustees meeting – 6 p.m. – Chesapeake Center Board Room

B. Finance and Audit Committee Report

R. Norling reported:

- The Finance and Audit Committee met on April 4 and reviewed the most recent financial results.
- Maryland General Assembly 2016 session concluded.
 - The state budget which was approved includes a modest increase for community colleges.
 - Legislation permitting unionization of community college employees did not pass; it will be sent to summer study.
- On April 15, the County Executive will announce the budget he will forward to the County Council.

C. Member Reports

D. Carey reported that she and Trustee Hunter attended the 39th Annual Donald J. Waldon Memorial Scholarship Banquet on March 13. Proceeds from the event provide for scholarships at Harford Community College and Cecil College. Dr. Golladay was presented the organization's "Salute to Excellence" award for his leadership in promoting education.

J. McCauley suggested that the College might want to explore opportunities for students through ARL's expeditionary science center.

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:

- In conjunction with the Voices of Change project, D. Golladay gave a presentation on *The Times They were a-Changin': Popular Music and Social Protest 1963-1973*.

- McAllister and Quinn, the firm assisting the College with federal grants, has identified four opportunities which are being explored further. These are Economic Development Administration; National Science Foundation Scholarships in Science Technology, Engineering and Mathematics; National Science Foundation Advanced Technology Education/2-Year College Track; and, U.S. Department of Education-TRIO: Upward Bound.
- Harford's team was selected as the first place winner for the Maryland Sustainable Growth Commission's Sustainable Growth Challenge.
- Carl Henderson, Dean for the Educational and Transitional Studies Division, received the 2016 John E. and Suanne D. Roueche Excellence Award for his work in community college teaching and leadership.
- Dr. Stephanie Hallock, Coordinator of Global Education and Engagement and Political Science faculty, and Anne Shugars, Economics faculty, traveled to Cuba to present at the Maryland Community College International Education Consortium's 2016 Forum "Effective On-Site Teaching for Global Awareness."

B. Introduction of New Employees

New employees, Matthew Baylis, continuing education and training associate; Annabel Cervantes, administrative assistant II; and Victoria Soto, accounting associate—accounts receivable; were introduced to the Board.

C. Sustainable Growth Challenge

The Sustainable Growth Challenge is an annual collegiate competition hosted by the Maryland Sustainable Growth Commission to engage Maryland college students in local and regional planning and sustainability issues. A student team from Harford was formed; three HCC students (Brad Fallon, Megan Nelson, and Katherine Soltysiak) were involved in analyzing the economic, social, and environmental aspects of sustainable growth and the development of a creative solution. Faculty sponsors were led by Anne Shugars and Tamara Biegas; other faculty involved included Tami Imbierowicz and Parita Vithlani with initial assistance from Stephanie Hallock, Ann Marie Profili, and Lisa Ovelman.

The Harford team was selected as a finalist for the competition and Brad Fallon and Katy Soltysiak presented the group's solution to the Maryland Sustainable Growth Challenge judges on March 4. The Harford project addressed the problem of how to best reinvest Maryland in order to promote social equity, economic growth, and environmental protection. The solution proposed was Passport 2 Harford – a 75 mile bicycle and pedestrian route that would connect five major towns in Harford County. The judges selected Harford's student team project as the 1st place winner.

Students Brad Fallon and Katie Soltysiak and Assistant Professors Tamara Biegas and Anne Shugars provided an overview of the Sustainable Growth Challenge and the solution – Passport 2 Harford.

The team will present their project to the County Executive on May 25.

- D. Program Presentation – HCC Career Connect and Work with Area Employers
Anna Berglowe-Lynch, coordinator for career services, presented an overview of career services that Harford Community College provides to students and employers, including enhancements to the College's online career management system, HCC Career Connect. She shared some statistics, reviewed career services at HCC, and discussed events promoting HCC's Career Connect program.

Two students, Alaina Dougherty and Mike Kennedy, shared their success stories related to career services and the cooperative education program.

- E. Enrollment Report
Dr. Golladay reviewed the current status of summer and fall credit enrollment. Summer enrollment for 2016 is trending ahead of summer 2015 enrollment as of the same date last year.

Fall enrollment is currently less than last year. However, it is very early in the fall registration process and traditionally the busiest enrollment period for fall is August.

- F. Capital Projects Update
R. Johnson reported:
- Edgewood Hall renovation/expansion project is on schedule and on budget. Tour of the project will be available following the April 22 work session.
 - Springhouse project will involve excavating, re-laying some stone and re-mortaring. It will also include roof work and landscaping.

VII. ACTION ITEMS

- A. Contract Authorization: Copiers/Multi-functional Devices (MFDs) Lease and Managed Print Solution Software
Three proposals were received in response to the College's request for proposals for a 60-month lease of new multi-function copiers/printers and an integrated enterprise-wide managed printing solution to reduce printing waste across campus for employees, students, and guests. Equipment includes twenty-eight devices for campus buildings, four high-volume devices for the library, and one high-end production device for the copy center for a total of thirty-three units. Full service technical support is also included.

The managed printing solution will be implemented in two phases. Phase I will track print jobs submitted by employees, students, and guests to all networked printers and copier/printers in order to obtain an accurate picture of print usage. Based on our findings during Phase I, plans for Phase II will begin. This involves

issuing currently enrolled students a print quota allocation per semester. If students reach the allotted quota, they will need to replenish their print account with cash or a credit card. In Phase II, guests will be required to pay for all print jobs submitted.

Of the three proposals received on January 20, 2016, one was considered non-responsive. The two proposals were evaluated by an HCC team after which the team travelled to the business site of each of the two bidders to review their respective proposals and to witness equipment demonstrations.

Since only one of the bidders fully meets the specifications for “print-to-edge”, full-bleed printing, the high-end production unit was evaluated separately. The RFP indicated that the College may evaluate the high-end production device for the copy center separately and it may be awarded separately from the other thirty-two devices. For this application, Centric quoted a Sharp and Phillips quoted a Konica.

After the site visits, clarifications were confirmed by both bidders. For the remaining thirty-two devices, Centric quoted Sharp and Phillips quoted Kyocera.

For the high-end production unit, the team recommends Centric (Sharp) because edge-to-edge printing enables the copy center to output high quality, full-bleed booklets in-line, and meets all other elements of the specifications. For the thirty-two devices (twenty-eight across campus plus four in the library), the team recommends Centric (Sharp) as the best value for the College.

The unit pricing for the 60-month (five-year) lease is as follows:

- Twenty-eight devices across campus: \$223.50 each per month.
- One copy center device: \$2,480.00 per month.
- Four devices at the library: \$219.42 each per month.
- Managed print solution Phase I: \$28,217.41 total.
- Managed print solution Phase II: \$9,380.59 total.
- Full service maintenance support: \$3,300.00 per month.
- Total cost for five years: \$812,538.80.

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

The Board of Trustees of Harford Community College authorizes the contract with Centric Business Systems of Owings Mills, Maryland, for the lease of thirty-three multifunctional devices (copiers); managed print solution; and full-service maintenance support services beginning May 25, 2016 and extending for sixty months through May 24, 2021. The thirty-three devices include twenty-eight devices across campus, four high volume devices in the library, and one high production device in the copy center. The total cost for five years is \$812,538.80, and will be invoiced in accordance with the unit pricing indicated above.

Vote: Unanimously adopted.

B. FY 2016 Operating Budget Funds Transfer and Allocation

The winter of 2015-16 featured above normal snowfall, which resulted in an abnormal amount of expenditures for contractor snow removal services and salt supplies used for the treatment of sidewalks and roadways. The FY 2016 snow removal services budget was built upon the experience of the previous three years. Given the expenditure history, \$106,000 was initially budgeted. Actual expenditures to date are estimated at \$250,000 creating a need for additional funding to the Operations and Maintenance of Plant program.

In November 2015, the Board approved a comprehensive market and research analysis to help the College maximize its strategic initiatives, marketing efforts and to increase enrollment, retention, and revenues. This contract was awarded to Simpson Scarborough in the amount of \$194,200. This expenditure created a need in additional funding in the Academic Support program.

A Federal Grants consultant was approved by the Board in December 2015. The consultant will provide evaluation services to help the College secure more federal grants. The contract was awarded to McAllister & Quinn LCC in the amount of \$48,900. This expenditure created a need in additional funding to the Institutional Support program.

The men's and women's basketball teams traveled to the NJCAA National Tournament in March 2015; \$50,000 of additional travel funding was expended for this travel. The expenditure created a need in additional funding to the Student Services Support program.

The College must ensure adequate resources are available within the Operations and Maintenance of Plant, Academic Support, Institutional Support, and Student Support Services to satisfy expenditures. The additional resources will be provided through the allocation of salary and fringe benefit savings. Such changes to the major expenditure functions of the operating budget are considered allocations and transfers that require approval by the Board of Trustees and the County government. The *Annotated Code of Maryland* §16-304 Powers of County Government (c) requires these transfers to be submitted in writing and approved by the county governing body before they are made.

These reallocations have a zero net effect on the total overall expenditures included in the FY 2016 original budget. Details of the transfer request follow:

Transfer Request - FY 2016 Budget

<i>Program Expenditures</i>	<i>FY 2015 Original Budget</i>	<i>Adjustment Requested</i>	<i>FY 2015 Adjusted Budget</i>
Instruction	18,419,969	(455,000)	17,964,969
Academic Support	6,641,025	100,000	6,741,025
Student Services	5,604,462	30,000	5,634,462
Institutional Support	9,472,883	75,000	9,547,883
Operations/Maintenance of Plant	4,707,114	250,000	4,957,114
Scholarships & Fellowships	885,338	-	885,338
Transfers	903,421	-	903,421
Total - Expenditures	46,634,212	-	46,634,212

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

The Board of Trustees of Harford Community College approves the request to the Harford County Government for an additional \$100,000 in Academic Support, \$30,000 in Student Support Services, \$75,000 in Institutional Support, and \$250,000 in Operations/Maintenance of Plant to be allocated to the budget programs. This total reallocation of \$455,000 will come from salary savings accumulated within the Instruction and Academic Support programs.

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. One personnel item reported this month requires Board action.

Appointments

- Matthew E. Baylis, continuing education and training associate, effective March 21, 2016
- Annabel Cervantes, administrative assistant II, effective March 12, 2016
- Megan A. Cornett, director for admissions and registrar, effective April 9, 2016 (*administrative contract; Board action required*)

Separations

- Barry W. Preston, science support associate, effective July 29, 2016

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

The Board of Trustees of Harford Community College approves the appointment of Megan A. Cornett, director for admissions and registrar, effective April 9, 2016.

Vote: Unanimously adopted.

IX. BOARD REVIEW

A. Policies – Compensation Administration Policy

The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. For the April meeting, the Board reviewed the “Compensation Administration” policy. The policy statement is broad. No changes to the policy were recommended. Following discussion, it was agreed that no changes would be made to the policy statement.

X. ADJOURNMENT

The Board meeting adjourned at 7:05 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair