

HARFORD COMMUNITY COLLEGE

Board of Trustees Work Session

April 22, 2016

The Board of Trustees of Harford Community College met on Friday, April 22, 2016, at 9:00 a.m. in the Chesapeake Center Board Room.

Trustees present: Mrs. Doris 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: D. Cruise, N. Dysard, C. Fisk, T. Franza, A. Haggray, R. Johnson, B. Morrison, L. Patrick, and C. Sherman,

Call to Order. J. Valdes called the work session to order.

Roll Call. Carol Sherman called the roll; quorum was present.

FY 2017 Budget. Third quarter results for FY 2016 were reviewed. The statement of revenues and expenditures is positive. Revenue and expenditures are tracking favorably. Auxiliary reports are good. Fund balance is at 23.95% of budget.

Proposed budget documents were reviewed. The FY 2017 operating budget is built around several broad revenue-related assumptions:

- A balanced budget that features no transfers-in
- 2% increase in county funding
- 5.6% increase in 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 expense budget includes a 2% COLA; it also includes a pool of dollars for increases in addition to the COLA. The additional increase would be a merit pool based on the performance evaluation for administrators and staff. Since faculty area not on a merit system, increase above the COLA would be a pool of money to adjust base salary.

Other budget highlights were reviewed:

- Due to continued favorable experience in FY 2016, the budget proposal has no increase in medical, dental or vision premiums for FY 2017.
- Within contracted services, increases are included for custodial services, grounds maintenance services, federal grant consultant and building maintenance services.
- Supplies and materials were increased primarily due to the expansion of HCC's infrastructure.
- Increases in professional development, training and travel are associated primarily with professional licensing fees and travel.
- The utilities increase is due to the addition of the Hickory Center and Darlington Hall and quad equipment and site lighting expansion.

The FY 2017 budget will be presented to the Board at the May meeting for information; the Board will formally adopt the budget at the June meeting.

Legislative Update. Legislative highlights from the 2016 Session of the Maryland General Assembly were reviewed.

- The FY 2017 state operating budget appropriation for community colleges was \$234.4M, an increase of \$11.6M. Harford's allocation was \$11,475,320, an increase of \$609,686.
- The state capital budget supports the completion of Edgewood Hall; the design phase of the Fallston Hall renovation was not included in the FY 2017 capital budget.
- Bills to provide a grant program to assist students pursuing noncredit courses that lead to workforce credentials was not voted out of committee.
- The budget included a supplement to the FY 2016 appropriation for the Statewide and Health Workforce Shortage programs. Harford will recoup more than \$43,000.
- No additional tuition waivers passed.
- Legislation allowing Harford to obtain a community college license to serve beer and wine passed. It specifically prohibits the sale of alcohol at any student event and it limits the number of days per year for events where beer and wine may be served. The legislation is effective July 1, 2016.
- Collective bargaining legislation was defeated.
- Legislation was introduced requiring an employer to provide sick leave for employees who regularly work eight or more hours per week; legislation did not pass, but may be introduced again next year.
- Legislation to expedite full funding of the Cade formula by gradually increasing the percentage tie each year did not pass.
- College Affordability Act passed. It is designed to assist students and Maryland families with the high cost of postsecondary education. Amendments to the legislation will cause community colleges to review current business practices as it outlines how students with unpaid balances register for courses.
- Legislation passed to enhance aid to the smaller Maryland community colleges.

Delegation of Authority. At the November workshop there was discussion on the process for hiring and termination of contracted employees, and the Board was asked to consider delegating authority for hiring and termination to the President.

The current process was reviewed. The president recommends the appointment of administrators and tenure-track faculty to the Board for approval. The same process is also used for termination of administrators and tenured/tenure-track faculty. This process has challenges. With regard to hiring, employee start dates are often delayed awaiting the next Board meeting for approval. With regard to termination, often resignations are brought to the Board after the employee has already worked his/her last day. With involuntary terminations, timing is a challenge. There is a need for immediate action which does not necessarily coincide with a Board meeting. The employee may be removed from campus and asked to no longer perform work for the College until the Board can act on the president's recommendation. During this time the employee is on paid administrative leave until the Board can act.

Draft document, Delegation of Authority that would be incorporated into the Board Manual for By-Laws and Policy as an Appendix was distributed. The document was drafted in consultation with college counsel. In addition to the Delegation of Authority document, proposed amendment to Chapter 3 (Roles and Responsibilities), Section B (Role of President), Paragraph 5 (Authority) of the Board Manual was distributed. The delegation includes the authority to appoint, hire, continue, terminate, suspend with or without pay, reassign, discipline, or demote all HCC employees. It further requires that at each regularly scheduled meeting the President provide written notice to the Board of all employees hired, terminated, or discharged.

There was support to move forward with the change. The *Board Manual for By-laws and Policies* states that the Bylaws may be amended through a motion that provides substitute wording or refers to a specific deletion and is agreed to by a two-thirds vote of the total membership at any regular or special meeting following ten days advance notice in writing of the proposed change. This item will be returned to the May 10 Board meeting for action.

Update on Work with McAllister and Quinn – Federal Grant Consultants. In December, the Board approved a contract with McAllister and Quinn to provide consulting and evaluation services to help the College secure more federal grants. Four opportunities are being explored for this year.

- National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Grant. This grant program funds institutions of higher education to support scholarships for academically talented, financially needy students, enabling them to enter the workforce following completion of an associate, baccalaureate, or graduate-level degree in science and engineering disciplines. Sixty percent of the grant would support scholarships and forty percent could support programs.

- Economic Development Administration (EDA) Public Works Grant. This grant opportunity is being explored for the planned workforce development center as part of the partnership with Aberdeen Proving Ground.
- National Science Foundation Advanced Technological Education (ATE) Grant. The opportunity could possibly fit with development of Harford's 3D printing/additive manufacturing program.
- Education, Federal TRIO Programs – Upward Bound. Upward Bound provides fundamental support to participants in their preparation for college entrance.

Update on Work with SimpsonScarborough – Market and Research Analysis Firm.

SimpsonScarborough began research in late March. They have interviewed high school counselors and are in the process of interviewing business leaders. A survey will be sent on April 25 to gather feedback from employees. Other surveys are also in process both on-line and telephone. Preliminary research analysis will be presented the end of May and marketing strategy will be identified by June 30.

Feedback on iPad Pro. Use of the iPadPro for electronic agenda materials was discussed. The electronic format was introduced at the April regular meeting and used at the work session. Experience has been favorable. For these meetings both electronic and hardcopy materials were provided. Both formats will be provided in May as well. The goal is to move to fully electronic agenda materials by the June meeting. It was suggested that the agenda itself be printed for reference in accessing the background materials for each agenda item.

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. McCauley, seconded by R. Norling to go into closed session. Eight voted in favor of the motion; no one opposed the motion; motion adopted.

At 10:45 a.m. the Board moved into closed session. The closed session adjourned at 11:00 a.m.

The work session adjourned at 11:01 a.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair