

HARFORD COMMUNITY COLLEGE

Minutes of Open Meeting

May 10, 2016

The Board of Trustees of Harford Community College met on Tuesday, May 10, 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: A. Adams, C. Allen, G. Calia-Lotz, D. Cruise, V. Dodson, N. Dysard, T. Franza, S. Garey, I. Grant, A. Haggray, M. Hamilton, C. Henderson, J. Karmel, P. Karwowski, K. Krsolovic, P. Labe, J. Mayhorne, B. Morrison, B. Napfel, Z. Parker, D. Peyton, S. Phillips, L. Preston, K. Rege, D. Resides, S. Rutherford, S. Schaeffer, C. Sherman, C. Swain, V. Swain, A. Ward, K. Whaley, and D. Wrobel

Others present: Z. Smith, Harford County Chapter NAACP; 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 work session on April 22, 2016, motion was made, seconded and approved to move into closed session to discuss a personnel matter 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:

- A. Agenda of the May 10, 2016, meeting.
- B. Minutes of the April 14, 2016 regular meeting and minutes of the April 22, 2016 work session
- C. Candidates for Graduation May 26, 2016
- D. 2016-2017 Board Calendar

IV. PUBLIC COMMENT

Zilpha Smith, Harford Chapter National Association for the Advancement of Colored People, presented a check for the Bond-Chandler Scholarship, administered through the Harford Community College Foundation.

V. BOARD REPORTS

A. Chair's Report

J. Valdes announced upcoming events:

- May 11 – Dedication ceremony Darlington Hall – 4 p.m.
- May 24 – Nurse Pinning – Amoss Center – 6:30 p.m.
- May 26 – Commencement
 - 5 p.m. – Robing/Pre-commencement reception – Susquehanna Center Room 231
 - 6 p.m. – Ceremony – APGFCU Arena
- June 3 – Trustee Day
- June 14 – Board of Trustees meeting

B. Finance and Audit Committee Report

R. Norling reported that since the Board work session on April 22 focused on budget, the Finance and Audit Committee did not have a separate meeting. Budget for FY 2017 is moving forward and the current year financials show favorable balances.

C. Member Reports

D. Carey reported that she attended the nursing assistant pinning ceremony on May 3 and the scholarship reception on April 14. She also reported that she and C. Hunter attended the Harford Chapter NAACP Annual Freedom Fund Scholarship banquet on May 1. The Chapter recognized Dr. Golladay for his work in the community. The speaker was A. Dwight Pettit an attorney and author of *Under Color of Law*.

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 National Endowment for the Humanities selected Dr. James Karmel, Associate Professor of History, to attend a summer institute at the City

University of New York Graduate Center in July. The institute will include study of the Civil War era's visual materials, fine arts, photography, cartoons, maps, and monuments. The award provides a full stipend for living expenses for the two-week institute.

- The Governor signed the legislation authorizing a limited beer and wine license for Harford Community College to be used primarily for events in the APGFCU Arena.

B. Introduction of New Employees

New employees, Imani Grant, transcript evaluator; and Darren Peyton, America's Small Business Development Center coordinator; were introduced to the Board.

C. Program Presentation – 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 documents the College's progress on the 2012 Self-Study and site team recommendations and reflects on the College's challenges and opportunities ahead of the next Self-Study. Dr. James Karmel and Gina Calia-Lotz, co-chairs of the Periodic Review Report Committee, provided an update on the Periodic Review Report. The first draft of the report was completed in April and shared with the committee. Following that, a draft was sent to the campus community for review and on May 10 a campus forum was held to gather feedback. Comments and suggestions may be submitted to the co-chairs through May 31.

Over the summer the co-chairs will prepare the second draft of the document based on feedback received on the first draft. In Fall 2016, the Periodic Review Report teams will reconvene to update and refine the document to develop a third draft which will be released to the campus community in January 2017.

R. Norling requested that the January draft report be shared with the Board of Trustees.

In May 2017, the final report will be formally presented to the Board for approval; the report is due to the Middle States Commission on Higher Education on June 1, 2017.

D. Enrollment Report

Dr. Golladay reviewed the current status of summer and fall credit enrollment. Upcoming recruitment initiatives include new student information night at HCC, test days at several high schools, as well as high school junior application day and high school junior iPlan day.

E. Capital Projects Update

S. Garey, associate vice president for campus operations, reported:

- Structural steel is installed for the Edgewood Hall renovation/expansion project.

- Department of General Services approved the Maryland Route 22 contract award.
- Chesapeake Center space vacated by the purchasing office is being renovated for the marketing area.
- Spring House project is 50% complete.
- Campus parking and roadway projects will be completed in the summer.

F. FY 2017 Draft Operating Budget

The most recent version of the FY 2017 budget includes the County and State funding. No changes have been made to the budget document presented to the Board at the April 22 work session. There were no questions related to the budget document.

The FY 2017 budget was presented to the Board as information; Board action will be requested at the June meeting to formally adopt the FY 2017 budget.

VII. ACTION ITEMS

A. Delegation of Authority

Delegation of authority to the President to take personnel actions on behalf of the Board was discussed by the Board at their November 20, 2015, and April 22, 2016, work sessions. The delegation of authority would streamline the employment process and address issues such as employee start dates delayed awaiting the next Board meeting for approval; resignations brought to the Board after the employee has already worked his/her last day; action needed for terminations which does not necessarily coincide with a Board meeting.

Appendix B “Delegation of Authority” to be added to the *Board Manual for Bylaws and Policy* was presented; additionally proposed amendment to Chapter 3, Section B, Paragraph 5 of the Manual was presented. Board approval of the two documents was requested. The Delegation of Authority is effective July 1, 2016.

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

The Board of Trustees of Harford Community College approves the delegation of authority to take personnel actions on behalf of the Board as presented; document is to be incorporated into the Board Manual for ByLaws and Policies as Appendix B.

Further, the Board of Trustees of Harford Community College approves revision to the Board Manual Chapter 3 (Roles and Responsibilities), Section B (Role of President), Paragraph 5 (Authority) as presented.

Copies of the Delegation of Authority and the revision to Chapter 3, Section B, Paragraph 5 of the Board Manual are to be attached to the file copy of the Board minutes.

Vote: Unanimously adopted.

B. Contract Authorizations:

1. **Learning Management Software License and Service Agreement–
Blackboard**

Harford Community College uses Blackboard software systems to support the web-based learning/teaching system. The Blackboard product includes licensing, maintenance, support, and managed hosting. The College has been using Blackboard's version 9.1. This upgrade was selected following a review by the College. The annual cost of the service agreement for FY 2017 is \$184,751.60, a 2% increase from last year.

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

The Board of Trustees of Harford Community College accepts the annual software license and service agreement with Blackboard Inc. in the amount of \$184,751.60 for FY 2017.

Vote: Unanimously adopted.

2. **Software License and Service Agreement–Ellucian**

Harford Community College uses Ellucian software systems to support the financial, payroll, human resources, student, financial aid, document management, and development systems. The Ellucian software also includes the Luminis software used for the OwlNet web portal and Degree Works. As part of the operation and maintenance of the Ellucian software, the College maintains a service agreement with Ellucian to provide maintenance support and updates during the year. The annual cost of the license and service agreement for FY 2017 is \$214,233.00, a 4% increase from last year.

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

The Board of Trustees of Harford Community College accepts the software license and service agreement with Ellucian (formerly SCT/Banner Sungard) in the amount of \$214,233.00 for FY 2017.

Vote: Unanimously adopted.

3. **Network Distribution Switches and Equipment**

Requests for quote (RFQ) 16Q-015 and 16Q-016 were issued for Cisco network distribution switches and equipment to be installed in the Data Center in the Library and in the Student Center. This equipment provides network connectivity and serves as the distribution and access level for connection back to the data center. These specific switches provide the

bandwidth capacity required for the campus computing resources needed by personnel, wireless data needs, and our VOIP solution.

Seven firms responded to RFQ 16Q-015 and six firms responded to RFQ 16Q-016.

Motion was made by L. Henninger, seconded by R. Streett:

The Board of Trustees of Harford Community College approves splitting the above referenced requirements into two contracts; one contract to Presidio Networked Solutions in Fulton, Maryland, for the 4507 series Cisco network switches and equipment at \$101,712.30; and one contract to e-Plus Technology Inc. in Pottstown, Pennsylvania, for the 6807 series Cisco network switches and equipment at \$74,358.40. Both companies are authorized Cisco distributors. The equipment will be delivered in approximately three weeks. Savings by splitting the requirements with two suppliers is \$3,520.80 over and above being the low bidders out of seven bids.

Vote: Unanimously adopted.

4. **Classroom and Office Furniture for Edgewood Hall**

Edgewood Hall is under construction and expected to be completed for use in December 2016. Furniture for newly constructed spaces consists of classroom tables and chairs, office workstations, office chairs, file cabinets and shelving units for storage areas.

For projects that are State-funded, any furniture items that can be manufactured by Maryland Correctional Enterprises (MCE) must be procured from MCE. The College has purchased classroom and office furniture from MCE for all recent building projects and the quality and service has been acceptable. The furniture is assembled at the facility in Jessup, Maryland.

In July 2015, Harford Community College provided MCE with a list of furniture requirements for Edgewood Hall. Meetings were held with the MCE representatives and Continuing Education and Training staff to review the furniture requirements. MCE submitted their final proposal in September 2015 in the amount of \$90,766.00 for the complete requirement. MCE will deliver and install the new furniture in November prior to the building opening in December 2016.

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

The Board of Trustees of Harford Community College authorizes a contract with Maryland Correctional Enterprises in the amount of \$90,766.00 for new furniture requirements for Edgewood Hall. The new furniture will be delivered and installed by MCE prior to the building opening in December 2016.

Vote: Unanimously adopted.

5. **Artificial Turf Replacement Stadium Field**

Request for proposals was issued on April 4, 2016, to remove the existing artificial turf field and replace with a new artificial turf surface; the new turf will be installed on the existing sub-base. The existing artificial turf and sub-base were installed in 2007. The stadium field is used for soccer, lacrosse, continuing education, and miscellaneous requests.

Two proposals were received on April 27, 2016. Oral presentations were conducted with both bidders on May 4, 2016. Both bidders were requested to confirm clarifications from the meeting and were given the opportunity to provide their best and final response. Best and final responses were received on May 5, 2016.

The evaluation team included Ken Krsolovic, Tom Eller, and Robert Heinlen from athletics; Steve Garey from operations; and Vic Dodson from procurement. The evaluation team recommends Sports Construction Management, Inc. (SCM) as the best value for the College. SCM is providing Astroturf product.

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

The Board of Trustees of Harford Community College authorizes a contract with Sports Construction Management, Inc., of Lexington, North Carolina, in the amount of \$409,000.00 for the removal of the existing artificial turf field and installation of a new artificial turf surface at the Stadium Field. The new turf field will be manufactured by Astro Turf. It will be installed on the existing sub-base. The new field will be installed between May 31 and June 21, 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 in May require Board action.

Appointments

- Olga L. Franzoni, Banner functional coordinator, effective April 23, 2016
- Imani Grant, transcript evaluator, effective April 11, 2016
- William P. Kress, maintenance technician II, effective May 11, 2016
- Darren M. Peyton, America's SBDC counselor, effective April 25, 2016

Separations

- Benjamin W. Birney III, facilities maintenance manager, effective April 22, 2016
- Diana J. Pinargotte, manager for the Learning Center, effective May 27, 2016

IX. BOARD REVIEW

A. Policies – Discretionary Leave of Absence Without Pay Policy

The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. For the May meeting, the Board reviewed the "Discretionary Leave of Absence Without Pay" policy. Requests for leave of absence are reviewed by the president on a case-by-case basis. The policy statement is succinct authorizing the president to make the determination. No changes to the policy were recommended. Following discussion, it was agreed that the policy statement is appropriate and there would be no change to the policy.

X. ADJOURNMENT

The Board meeting adjourned at 7:15 p.m.

Dennis Golladay
Secretary-Treasurer

James J. Valdes
Chair

Attachments: Board Manual for ByLaws and Policies, Appendix B
Revision to Board Manual Chapter 3, Section B, Paragraph 5