

# HARFORD COMMUNITY COLLEGE

## Minutes of Open Meeting

June 14, 2016

The Board of Trustees of Harford Community College met on Tuesday, June 14, 2016, at 6:00 p.m. in the Chesapeake Center Board Room.

**Trustees present:** Mrs. Doris G. Carey; Mr. John Haggerty; Rev. Cordell E. Hunter, Sr.; Dr. James W. McCauley; Richard D. Norling; Mrs. Jan Stinchcomb; Richard P. Streett, III; Dr. James J. Valdes; and, Dr. Dennis Golladay as Secretary-Treasurer

**Trustee absent:** Ms. Laura Henninger

**Staff present:** A. Adams, C. Boston, D. Cruise, N. Dysard, T. Franza, S. Garey, A. Haggray, M. Hamilton, C. Henderson, R. Johnson, P. Karwowski, W. Kress, H. Kunert, P. Labe, J. Mayhorne, B. Morrison, B. Napfel, H. Neff, Z. Parker, S. Phillips, L. Preston, K. Rege, S. Rutherford, C. Sherman, N. Spence, C. Swain, V. Swain, A. Ward and D. Wrobel

**Others:** L. Hamilton; T. Ramsey, student; and D. Anderson, *The Aegis*

### I. CALL TO ORDER

D. Golladay called the meeting to order. In accordance with Board of Trustees By-laws, the annual election of officers takes place at the first meeting following June 1. The Secretary-Treasurer presides.

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. ELECTION OF OFFICERS

D. Golladay opened the floor for nominations for the office of Chair. C. Hunter nominated Richard Norling. J. McCauley seconded the nomination. No other nominations were made. Motion was made by J. Haggerty to close the nominations; seconded by J. McCauley. Nominations were closed by unanimous vote.

The Board agreed to forego written ballot; the vote, by acclamation, elected Richard Norling as chair for 2016-2017.

R. Norling opened the floor for nominations for the office of Vice Chair. J. Haggerty nominated Cordell Hunter. D. Carey seconded the nomination. No other nominations were made. Motion was made by J. Haggerty to close the nominations; seconded by J. McCauley. Nominations were closed by unanimous vote.

The Board agreed to forego written ballot; the vote, by acclamation, elected Cordell Hunter Vice Chair for 2016-2017.

Messrs. Norling and Hunter expressed appreciation for the opportunity to serve as officers of the Board for 2016-2017.

### IV. CONSENT AGENDA

By consensus the Board approved the consent agenda. Items included:

- Agenda of the 06/14/16 meeting
- Minutes of the 05/10/16 regular session
- Review of National Guard Waivers (*Continues the current tuition waiver for members of the Maryland National Guard and spouses and dependents of members of the Maryland National Guard when guard member is called to active duty*)

### V. PUBLIC COMMENT

No one addressed the Board during public comment.

### VI. BOARD REPORTS

#### A. Chair's Report

J. Valdes noted upcoming events:

- August 9 – Board of Trustees meeting – 6 p.m.
- August 19 – Convocation and Related Activities
  - 11:30 a.m. – Picnic – Grassy area Behind Chesapeake Center
  - 12:45 p.m. – Convocation – Chesapeake Theater
  - 2:00 p.m. – Ice Cream Social – Chesapeake Patio

B. Finance and Audit Committee Report

R. Norling reported that the committee met with financial auditors from the firm of Clifton Larson Allen, regarding the upcoming 2016 financial audit. The auditors will meet with the committee again in September to review the 2016 audit.

C. Member Reports

J. Haggerty reported he attended the Cesky Banquet; the College was recognized at the event.

D. Carey reported that she attended the nurse pinning ceremony, the retirement event for Dr. Golladay, and the Harford Community College Foundation Board of Directors meeting. She shared highlights of the meeting:

- Foundation awarded over \$400,000 in student scholarships for the 2015-16 academic year.
- The college has received a Harford County Tourism Grant to promote activities in the APG Federal Credit Union Arena.
- Ann Ramsay was recognized posthumously as the Distinguished Alumni for 2016.
- Annual golf tournament will be held on July 11. The event raises approximately \$40,000.
- Dr. Golladay was recognized and thanked by the Foundation Board for his years of service to the College and his support to the Foundation.

C. Hunter reported that he attended the Electrical Apprenticeship graduation on May 17. He also noted that Dr. Valdes will make a presentation at the Harford Chapter NAACP on June 23 regarding STEM.

J. McCauley commented on the June 3 Trustee Day. Activities included tours of construction projects as well as overviews of several programs and service areas.

VII. PRESIDENT'S REPORT

A. Information Items

The Board information packet included a report on the President's meetings and activities over the last month. Dr. Golladay noted specifically:

- The tennis, lacrosse and baseball teams had successful seasons.
- Fourteen student-athletes were honored at the fifth annual President's H Award Banquet. The President's H Award is presented annually to a member of each athletic team who best represents the true ideals of a student-athlete, including academic success, athletic ability, and leadership.
- At the Maryland Association for Adult Community and Continuing Education (MAACCE) annual conference on May 12, Penny Guyer, a Harford Community College student, won the MAACCE Student Award. This award

recognizes dedicated students who are involved in the community and who have been enrolled in adult education programs within the current fiscal year.

B. Recognition and Presentation of Certificate to Student Nominated to the 2016 All-USA Community College Academic Team

Harford Community College student Tanya Ramsey was nominated for the 2016 All-USA Community College Academic Team in recognition of scholarly achievements and leadership accomplishments. She was also recognized at the 22<sup>nd</sup> All-Maryland Academic Team Celebration. Tanya was congratulated on her achievement and presented a certificate of recognition.

C. Introduction of New Employees

New employee William Kress, maintenance technician II, was introduced to the Board.

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

Drs. Cruise and Haggray provided and update on the most recent meeting of the College and Harford County Public Schools leadership teams. The agenda included:

- Continued implementation of the college and career legislations.
- Dual enrollment – increasing participation, GPA criteria set by public schools for enrollment
- Data sharing

E. Enrollment Report

Summer FTE enrollment is down 6.6% and headcount is down 5.9%. Fall enrollment is down 4.7% FTE. Since it is early in the enrollment cycle, it is too early to draw conclusions regarding Fall 2016 enrollment.

F. Capital Projects Update

R. Johnson, vice president for finance and operations, reported that all projects are on schedule and on budget. Summer projects include sidewalks and paving.

VIII. ACTION ITEMS

A. FY 2017 Operating Budget

Over the last ten months the Board has reviewed and discussed the FY 2017 proposed operating budget. The budget presented is a balanced budget without any transfer-in. It is framed 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 budget presented to the Board for approval remains the same as the budget presented to the Board at the May 10 meeting.

Motion was made by D. Carey, seconded by C. Hunter:

*The Board of Trustees of Harford Community College approves the FY 2017 operating budget request totaling \$48,318,463. This operating budget includes an increase of county resident tuition rates to \$124 per credit hour. Out-of-county tuition will be set at \$211 per credit hour, and out-of-state tuition will be set at \$298 per credit hour. The consolidated fee will remain at 20% of the in-county tuition rate.*

Vote: Adopted unanimously.

**B. FY 2017 Capital Budget and Capital Improvement Program**

The capital budget and capital improvement program (CIP) establishes the schedule of planned expenditures and commitments for FY 2017 and the subsequent five fiscal years. The CIP is intended to plan for the College's needs for additional facility improvements. The CIP is from FY 2017 – FY 2022 and integrates academic and physical planning on a college-wide basis. The CIP establishes an itinerary for accomplishing improvements in existing facilities and proposed new infrastructure investments based on the Facilities Master Plan.

Over the last several months, the plan has been presented to and reviewed by the Board. The FY 2017 budget includes capital funding requests totaling \$25,916,000 among three projects:

- |  |              |
|--|--------------|
| 1. Computer Equipment and Technology     | \$ 800,000   |
| 2. Site Improvements                     | \$ 250,000   |
| 3. Regional Workforce Development Center | \$24,866,000 |

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

*The Board of Trustees of Harford Community College approves the FY 2017 capital budget and capital improvement program request totaling \$25,916,000.*

Vote: Adopted unanimously.

C. Contract Authorization:

1. **Audiovisual Equipment for Edgewood Hall Renovations**

Twelve proposals were received in response to a request for quotes for various audiovisual equipment for the Edgewood Hall renovation. The equipment includes ceiling mounted speakers, projectors, controllers, amplifiers, white boards, and other associated equipment. Specific manufacturers were specified including Extron, Epson, Peerless, and NEC. The installation will be covered by a subsequent solicitation.

The low bidder's proposal was reviewed by Computing and Technology Services and was determined to be technically acceptable. The recommendation is to award the contract to System Source as the best value as a result of a technical and commercial review. System Source is a known reliable supplier to the College.

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

*The Board of Trustees of Harford Community College approves the award of a contract to System Source in Hunt Valley, Maryland, to furnish audiovisual equipment in accordance with specifications published in the solicitation at a firm price of \$111,829.99. All items are available for prompt delivery, within three weeks.*

Vote: Adopted unanimously.

2. **Network Distribution Switches and Equipment for Edgewood Hall**

Seven proposals were received in response to a request for quote for Cisco network distribution switches and equipment to be installed at Edgewood Hall as part of the renovation.

This equipment provides network connectivity and serves as the distributions and access level for connection back to the data center. These specific switches provide the bandwidth capacity required for computing resources needed by personnel, wireless data needs, and the College's VOIP solution. The College's entire network backbone infrastructure is standardized on the Cisco platform since the College is already using a number of their proprietary network features. These switches will also provide redundancy in order to maximize network uptime and connectivity, which is vital in today's instructional environment. The equipment will upgrade existing equipment.

The low bidder's proposal was reviewed by Computing and Technology Services and determined to be technically acceptable. The

recommendation is to award the contract to Disys as the best value. Disys is a known reliable supplier to the College.

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

*The Board of Trustees of Harford Community College approves the award of a contract to Disys Solutions Inc. in Ashburn, Virginia, in the amount of \$103,621.70 for network distribution switches and associated equipment. This equipment is required to upgrade equipment at the Edgewood Hall during the current renovations. Disys is an authorized Cisco distributor. The equipment will be delivered in approximately 30 days after purchase order.*

Vote: Adopted unanimously.

3. **Data Storage Network Equipment**

The College requires additional hardware, drives, and software to upgrade its data storage area network. The equipment will be located in the Data Center at the Library. The equipment is an upgrade and replacement of our older equipment. The equipment must be Dell (sole source) to be compatible with other existing Dell equipment.

A quotation was obtained on May 5, 2016; it includes all items required for the upgrade including hardware, drives, software, training and support. Equipment will be delivered within three weeks.

Motion was made by D. Carey, seconded by C. Hunter:

*The Board of Trustees of Harford Community College authorizes a contract with Dell Computers in Austin, Texas, in the amount of \$133,362.08 for hardware, drives, and software to upgrade the data storage network. The equipment will be located in the Data Center at the Library.*

Vote: Adopted unanimously.

4. **Facilities Master Plan**

Six proposals were received in response to the Colleges request for proposals to provide facility master plan development services covering the main campus (East campus) and West campus property in accordance with "MHEC Facility Master Plan Requirements." The selected firm will provide and present a 10-year facilities plan, which will be prioritized and phased. The last Facilities Master Plan was performed in 2007 and published in January 2008.

Work on the new plan is to begin in mid-June and complete by early December 2016.

After an evaluation of the technical proposals, three of the six proposals were advanced for further consideration. Oral presentations and proposal reviews were conducted with three bidders on May 23 and 24, 2016. Following the meetings, each bidder was asked to submit their best and final bid by May 25. The committee also re-scored the technical proposals after the oral presentations and proposal reviews.

The evaluation committee recommends Hord Coplan Macht as the best value for the College for this project. The president supports the recommendation.

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 Hord Coplan Macht Inc. in Baltimore, Maryland, to perform facility master plan development services at a firm price of \$99,750. The work will begin mid-June and complete early December 2016.*

Vote: Adopted unanimously.

5. **Construction of a Right Turn Lane on Maryland Route 22 Approaching Thomas Run Road from the East**

Four firms responded to the College's request for bid for the construction of a right turn lane on Maryland Route 22 approaching Thomas Run Road from the East. The scope of work includes modifications to the intersection's traffic signal operation; identification of existing buried underground utilities and relocation where necessary; construction of asphalt roadway, striping, storm water management facilities, excavation, concrete curb, gutters, sidewalks, and landscaping. Work is to be completed in accordance with plans and specifications provided by the College, and shall meet State Highway Administration (SHA) requirements.

Following a review of the bids and a meeting with Kinsley Construction to thoroughly review their scope of work, it was confirmed that Kinsley included all work in the specifications and the firm is comfortable proceeding with its bid. Kinsley is a known reliable contractor that has performed other road work for Harford Community College, and also constructed Darlington Hall.

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

*The Board of Trustees of Harford Community College approves the award of a contract to Kinsley Construction Inc., of York, Pennsylvania, for the construction of a right turn lane on Maryland Route 22 approaching Thomas Run Road from the East, at a firm price of \$437,750.00. The work is to be completed by December 9, 2016.*

Vote: Adopted unanimously.

6. **Electric Supply Purchase Agreement**

The College has been a member the Baltimore Regional Cooperative Purchasing Committee (BRCPC) for over 10 years. The consortium buys its electric power collectively making forward buys of up to 80% of estimated requirements. Enernoc provides the expert instructions to the Consortium when to make buys. The Buying Consortium meets with Enernoc monthly, at which time Enernoc provides an Electric Supply Portfolio report. Forward buys are made at the direction of Enernoc.

The Buying Consortium uses an agent (WGL Energy Services, Inc.) to purchase the electric power from the grid on behalf of the Buying Consortium and at the direction of its consultant Enernoc.

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

*The Board of Trustees of Harford Community College approves the award of a contract to WGL Energy Services Inc. of Vienna, Virginia, to act as its agent to buy and provide electric power to the College within the buying consortium of Baltimore Regional Cooperative Purchasing Committee (BRCPC) for the next five years beginning July 1, 2016. This is a continuation of the agreement with the same supplier for the past five years, except their fee is reduced from \$0.55/MWh to \$0.50/MWh. The fee is included in the average billing rates indicated above. All twenty-three members of BRCPC commit to the same agreement. The savings to the College due to the consortium is \$150,000 to \$200,000 per year.*

Vote: Adopted unanimously.

D. New Program: Associate of Fine Arts Degree in Art + Design

The Visual, Performing and Applied Arts Division has proposed a new Associate of Fine Arts (AFA) degree in Art + Design.

The AFA is a pre-professional degree requiring 60% of the coursework to be studio work. The degree is intended to support students who are interested in transferring to Bachelor of Arts (BFA) programs.

Harford Community College offers an Associate of Arts (AA) degree in Art + Design. While the AA provides advantages for transfer to Bachelor of Arts (BA) programs, the AFA in Art + Design provides students the better option when looking to transfer into BFA programs. The new AFA is also the better option for students who plan to pursue a Master of Fine Arts degree or for those looking to move more quickly into a career field. The Art + Design AFA includes four concentrations, Fine Art, Digital Arts, Graphic Design, and Photography.

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

*The Board of Trustees of Harford Community College approves the new Associate of Fine Arts degree in Art + Design.*

Vote: Adopted unanimously.

IX. A. Policies – Drug Abuse Prevention and Drug-Free Workplace Policy

The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. For the June meeting, the Board reviewed the “Drug Abuse Prevention and Drug-Free Workplace” policy. No changes to the policy were recommended. The Board agreed that the policy statement is appropriate; the policy will remain as currently written.

X. CLOSED SESSION

R. Norling asked for a motion to go 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* motion was made by C. Hunter, seconded by J. McCauley to go into closed session. Eight voted in favor of the motion; no one opposed the motion; motion adopted.

At 7:25 p.m. the Board moved into closed session. The closed session adjourned at 7:40 p.m.

XI. RETURN TO OPEN SESSION

## XII. 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. Four personnel items reported this month require Board action.

#### **Appointment**

- Andrew L. Adams, assistant professor – biology and environmental science and technology, effective August 15, 2016 (tenure-track faculty; Board action required)
- William H. Dietz, facilities maintenance manager, effective June 4, 2016
- Leroy Hamilton, Jr., Ed.D., dean of humanities, effective June 20, 2016 (administrative contract; Board action required)
- Amy R. Spinnato, director for financial aid, effective August 1, 2016 (administrative contract; Board action required)

#### **Separation**

- Monisha T. Giddings, assistant registrar, effective May 20, 2016
- M. Annette Haggray, vice president for academic affairs, effective July 8, 2016 (administrative contract; Board action required)

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

*The Board of Trustees of Harford Community College approves the appointment of*

- *Andrew L. Adams, assistant professor of biology and environmental science and technology, effective August 15, 2016; and*
- *Leroy Hamilton, Jr., Ed.D., dean of humanities, effective June 20, 2016*
- *Amy R. Spinnato, director for financial aid, effective August 1, 2016*

*Additionally,*

*The Board of Trustees of Harford Community College acknowledges receipt of letter of resignation from M. Annette Haggray, vice president for academic affairs, effective July 8, 2016.*

Vote: Adopted unanimously.

D. Golladay advised that Avery Ward will serve as interim vice president for academic affairs following Dr. Haggray's departure on July 8.

B. Final Tenure Request

The Board of Trustees grants tenure to those who have satisfied all requirements and who have been recommended by their division dean, the dean's group, the vice president for academic affairs, and the president. Final tenure decisions are made at the end of five years of employment.

One tenure request with supporting recommendations was presented to the Board – Andrew Kellett, Assistant Professor of History.

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

*The Board of Trustees of Harford Community College offers a tenure contract to Andrew Kellett, Assistant Professor of History, effective August 15, 2016.*

Vote: Unanimously adopted.

X. ADJOURNMENT

The Board meeting adjourned at 7:50 p.m.

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Dennis Golladay  
Secretary-Treasurer

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Richard D. Norling  
Chair