

**APPROVED COPY**

Harford Community College

Minutes of Open Meeting

September 8, 2020

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, September 8, 2020 at 6:00 p.m.

**Trustees present:** Ms. Laura L. Henninger; Dr. Judy Holloway; Rev. Cordell Hunter, Sr.; Mr. Steve Linkous; Dr. James W. McCauley; Mr. Christopher Payne; Dr. Richard P. Streett, III; Ms. Sharon Markley Schreiber, and Dr. Jaqueline Jackson as Secretary-Treasurer

**Trustees absent:** Mr. Brian Walker

**Staff present:** T. Abramovitz, T. Alcide, J. Ball, C. Benson, L. Claypoole, V. Dodson, D. Dregier, K. Doan, N. Dysard, P. Elliott, C. Fisk, K. Jackson, T. Jackson, K. Koermer, A. Moll, B. Mosser, F. Nasir, P. Lindstrom, K. Rege, B. Sulzbach, J. Siddall, V. Skinner, S. Spicci, A. Spinnato, T. Sherwood, J. Towner, K. Whaley, T. Wohlers, S. Wright, K. Wynn

**Others present:** Brett Wolf (CLA), Michael Callahan (D.S.), Chrissy Bowman (CLA), Bobby Gauthier (CLA)

- I. CALL TO ORDER
  - A. L. Henninger called the meeting to order.
- II. ROLL CALL
  - A. K. Doan called the roll.
  - B. A quorum was present.
- III. CONSENT AGENDA
  - A. By consensus, the Board approved the consent agenda. Items included:
    - i. Agenda of the September 8, 2020 Board of Trustees meeting
    - ii. Minutes from the August 11, 2020 Board of Trustees meeting
- IV. PUBLIC COMMENT
  - A. No one addressed the Board during the public comment period.
- V. BOARD REPORTS
  - A. Chair's Report
    - i. L. Henninger reported on the following:
      1. Convocation was held on August 19
      2. Fall Semester began on August 24
      3. Next meeting to be held on October 13

B. Finance & Audit Committee Report

- i. R. Streett reported that the Finance & Audit Committee met virtually on August 26, 2020 and reviewed the following items:
  1. Reviewed the Presidential Procurement Approvals between \$50,000 - \$75,000.
    - a. These items were deemed appropriate for approval.
  2. Received updated quarterly budget numbers for our general operating and auxiliary budgets.
    - a. FY2020 financials still favorable amid COVID-19 pandemic
    - b. Decline and revenues was offset by savings accrued via salary savings, contracted services, and utilities.
    - c. Auxiliary budgets have been negatively affected by pandemic.
    - d. Everyone working hard to identify ways to stabilize these budgets.
    - e. Committee has asked the administration to continue to work towards building sound business plans for every auxiliary through next year.
  3. Received an update on the College's main strategic investments to ensure we are meeting key objectives.
    - a. Committee was satisfied with progress being made in each area.
    - b. Patrick Elliott and Courtney Mitchell provided an in-depth look at the progress being made with Ad Astra.
  4. An audit update was provided to the committee to highlight preliminary findings.
    - a. One finding related to the recording of funds related to Fallston Hall renovation project which will be reviewed during the audit presentation.
  5. Reviewed and approved the results of the board governance review RFP.
    - a. The winning bidder that represents the best value to the College was Rich Gross Solutions, Inc.
    - b. Work begins next month.
  6. Honeywell Building Solutions – 3-year agreement
    - a. Honeywell provides the HVAC automation control systems to the campus buildings and was instrumental to utility savings this year.
    - b. The contract was recommended for approval by members of the Finance & Audit Committee and will be presented at tonight's meeting.

C. Foundation Report

- i. J. Holloway reported that:
  1. The Foundation will host a virtual Screech's Night Owl 5K the weekend of October 23<sup>rd</sup> and 24<sup>th</sup>. The presenting sponsor is APG Federal Credit

Union. Online registration is \$30 per person and proceeds support HCC student athlete scholarships.

2. The Foundation endowment portfolio has hit an all-time high with a market value of \$12 million.
3. The Development Team welcomes Jordan Williams to her new role as Assistant Director for Development. She previously served as the Event Coordinator/Gift Officer for the past three and a half years.

D. Presidential Search Update

i. C. Payne and S. Linkous provided an update regarding the Harford Community College Presidential Search:

1. The Committee met virtually on August 12<sup>th</sup> to review the 42 candidates that were provided to the Committee for consideration. One candidate removed themselves from the pool, leaving 41.
2. Candidates were scored on the factors of leadership, communication, strategic mindset, campus climate, fiscal and operational responsibility, and emotional intelligence.
3. After thorough discussion of the pool, 11 candidates were selected for the first round.
4. On August 13<sup>th</sup>, Mr. Gene Head informed the committee that he was leaving Diversified Search to take a position with ZRG Partners, an executive search firm.
5. On August 16<sup>th</sup>, troubling news reports on two of the selected candidates were brought to our attention. We contacted Mr. Head and both candidates provided responses. The Co-Chairs of the Committee discussed the responses and the reports. Given that both candidates' issues resulted in investigative audits being performed, of which both returned troubling findings, the Co-Chairs made the decision to remove both candidates from the pool. Mr. Head notified the candidates of our decision and we notified the committee. To ensure that no candidate was displaced by consideration of these two candidates, the Committee was asked to review their scoring and notes and present any candidates they felt should be afford an interview.
6. On August 20<sup>th</sup>, the Committee selected two new candidates to main our initial selection of 11.
7. First Round Interviews were conducted between August 24<sup>th</sup> and September 3<sup>rd</sup>. Following the final interview, the search committee selected six candidates to move forward to the Second Round. All six candidates have been notified of their selection. On September 9<sup>th</sup>, the search committee will review the second-round questions and format in advance of interviews taking place during the week of September 13<sup>th</sup>. Following these interviews, the search committee will select up to four

finalists to participate in on-campus, two-day meetings and interviews during the weeks of September 27th and October 4th.

8. This past Friday, September 4th, the Co-Chairs were notified of a news report from “Inside Higher Ed” where Maricopa County Community Colleges District had elected to suspend their search for a new chancellor due to possible governance and integrity issues within their Search Committee. Maricopa had also engaged Diversified Search and the lead consultant was Mr. Head.
9. After reviewing the report and discussing the matter with Dale Jones, the CEO of Diversified Search, we made the decision to end our relationship with Mr. Head, effective September 5th, to ensure the highest level of integrity and transparency in our search; and, given that our process was already at the second round stage, we no longer required the services of a lead consultant. We notified the Committee, as well as the Board of Trustees, Dr. Jackson, and the six remaining candidates. The Board of Trustees will discuss the matter in closed session and decide whether to remain engaged with Diversified Search and evaluate if any contractual obligations were not fulfilled on their part.
10. We fully believe that our Presidential Search has been conducted appropriately, with the highest level of integrity, confidentiality, responsibility, and transparency. There is no evidence that any potential qualified candidate was not afforded fair and proper representation and consideration.
11. Our search remains on schedule and we are very pleased with the strength and qualifications of our remaining six candidates.

E. Member Reports

- i. There were no member reports offered by trustees.

VI. PRESIDENT’S REPORT

A. Monthly Update

- i. The Board information packet included a report on the President’s meetings and activities over the last month. J. Jackson also reported on the following:
  1. *Enrollment*: I am pleased to report that we have significantly closed the gap in our enrollment numbers. As of today, we are at 93% of our FTE goal, and 94% of our headcount goal.
    - a. We also have 792 continuing and new dual enrollment students. That is 200 (37%) more than the comparison date in Fall 2019. This increase is no doubt due to the tremendously successful work of the Admissions team. They also held two successful orientations for dual enrollment students and three successful drive-thru orientation events for new students.
    - b. Staff in Advising, Career, and Transfer Services (ACTS) have worked tirelessly to support new and continuing students in the

enrollment process. For the last two weeks in August, they had more than 2K interactions with students. Also, since April they have had more than 12K virtual student support sessions.

- c. Since moving into the online environment, staff in ACTS lead 12,477 virtual student support sessions. This team has leveraged online chat, email, Microsoft TEAMS, and phone communication to meet the diverse needs of our students. NorthStar efforts now led by Dr. Sheila Allen and Dr. Austin Hill have also contributed to this wonderful news.
  - d. We increased our online resources – creating a virtual open house, virtual tour, Q&A sessions, getting started videos, and a Coronavirus microsite with campus screening and health resources.
  - e. I would also like to thank Nancy Dysard, Director for Communications, and her team for quickly implementing a new online, strategic communications plan aimed at prospective students.
  - f. We launched a series of targeted print, social media, and digital advertising, including a WBAL television ad that ran during August, that helped to increase traffic to our Harford.edu online application and admissions resources and assisted our efforts to lessen the enrollment gap. Great work all around by all. My special thanks to all the departments and volunteers who assisted in these enrollment efforts.
2. *Reopening Plan – Move to 2B:* Approximately two weeks ago, Governor Hogan announced authorization for all Maryland counties to reopen for K-12 in-person classes. And then last week, the Governor also announced plans to move to Stage 3 of the [Maryland Strong: Roadmap to Recovery](#).
    - a. In light of this information and the ongoing pandemic, the President’s Cabinet met last Wednesday to discuss plans for the Winter 2021 term and Spring 2021 semester. Based on the information at hand, we will move to Stage 2B of the College’s reopening plan starting in January. I have reached out to HCC’s Reopening Task Force to assist in the Cabinet’s review of the initial Stage 2B recommendations to determine what modifications, if any, might be made to the plan. In addition, I have asked the task force to provide more detailed guidance on employee safety measures. More information will be forthcoming very soon.
  3. *Investments Overview Report:* During the August Finance & Audit Committee meeting, Trevor Jackson presented the committee with the quarterly Investment Overview Report.

- a. At the meeting, Dr. Patrick Elliot and Courtney Mitchell provide an update on the Ad Astra classroom and events scheduling software. We are happy to share that the full implementation of Ad Astra is complete.
  - b. Astra is now Harford Community College's "source of truth" for all on-campus activities. Early feedback from across our divisions has been positive and further utilization is expected in the months to come.
- 4. *Financial Aid Audit*: Thank you to our financial aid team, Amy Spinnato, Kathy Weldon, along with Dr. Patrick Elliott, for their work in ensuring that Harford Community College was fully in compliance with the Maryland Higher Education Commission's Office of Student Financial Assistance - MHEC Independent audit for the 2018-19 audit period.
  - a. This was several months' worth of effort from these teams that went into ensuring that our fiduciary responsibility to these grants were met. I thank you all.
- 5. *GEER Act – Funding*: We are in the process of applying for funding from the State of Maryland – (MHEC) for the Governors Emergency Education Relief Fund.
  - a. GEER is a Formula Grant and is given as part of the CARES Act by Governors to higher education institutions for workforce development.
  - b. Funding from this grant will help us to offer scholarships to cover full tuition costs for some programs, stipends to cover textbooks and software, and curriculum development costs.
- 6. *Faculty Spotlight*: This month, we'd like to spotlight Professor of History, Dr. James Karmel. Embarking on his 23rd year of teaching here at HCC, Dr. Karmel teaches American History in face-to-face, online, and hybrid modes.
  - a. An early adopter of online learning, he received a NISOD award in 2019 for his work as Director for our Center for Teaching and Learning.
  - b. He was recognized for founding our Distance Learning Committee, and a public history distance learning track.
  - c. Dr. Karmel was also awarded a National Endowment for the Humanities grant in 2019 for his project, "Active Learning and Student Engagement in the Humanities: Understanding the Civil Rights Movement in Harford, County, MD."

B. Personnel Update

- i. The following employees were introduced to the Board:
  - 1. Dr. Catherine Benson, Assistant Professor – STEM
  - 2. Dr. Anthony Moll, Assistant Professor – Arts & Humanities

3. Dr. Fariha Nasir, Assistant Professor – STEM
4. Jenny Siddall, Assistant Professor – Arts & Humanities
5. Sarah Spicci, Assistant Director for Workforce Development
6. Kathy Whaley, Executive Assistant – Academic Affairs

VII. REVIEW AND ACCEPTANCE OF AUDIT MATERIALS

A. Acceptance of the FY20 Draft Audited Component Unit Financial Statements

- i. Trevor Jackson, Vice President for Finance & Administration, and Chrissy Bowman, independent auditor from CliftonLarsonAllen, LLC, presented information about the independent audit performed of the College's financial statements.
  1. C. Bowman presented information about the component unit financial statements.
  2. The President and the Finance & Audit Committee recommended The Board of Trustees of Harford Community College accept the audit of the College's component unit financial statements conducted by CliftonLarsonAllen, LLC for the year ended June 30, 2020 as presented.
  3. *Motion made by J. McCauley and seconded by C. Payne*
  4. *Vote: Unanimously adopted*

B. Acceptance of the FY20 Draft Audited Annual Financial Report to the Maryland Higher Education Commission (MHEC)

- i. Trevor Jackson, Vice President for Finance & Administration, and Chrissy Bowman, independent auditor from CliftonLarsonAllen, LLC, presented information about the independent audit report of the Annual Financial Report to the Maryland Higher Education Commission.
  1. The President and the Finance & Audit Committee recommended The Board of Trustees of Harford Community College accept the audit of the Annual Financial Report to the Maryland Higher Education Commission conducted by CliftonLarsonAllen, LLC for the year ended June 30, 2020 as presented.
  2. J. McCauley asked a question regarding a \$1.6M deposit.
  3. J. McCauley asked a question about recovery of collections from students beyond June 30, 2020.
  4. T. Jackson thanked Karina Jackson, the Finance Department, and CliftonLarsonAllen for their work on the audit.
  5. *Motion made by J. McCauley and seconded by J. Holloway.*
  6. *Vote: Unanimously adopted*

VIII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Teaching and Learning During COVID-19

- i. Dr. Tim Sherwood, Vice President for Academic Affairs, Ms. Amy Spinnato, Director for Financial Aid, and Mr. Jeff Ball, Associate Professor for Arts and Humanities and Director for the Center for Excellence in Teaching and Learning,

presented information to the Board about the College's teaching and learning efforts during the COVID-19 pandemic.

IX. ACTION ITEMS

A. Contract Approval: Honeywell

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented an update to the Finance & Audit Committee.
  1. The President and members of the Finance & Audit Committee who were present recommend that the Board of Trustees of Harford Community College approves the award of a three-year agreement to Honeywell Building Solutions of Baltimore, Maryland to provide preventive maintenance services for its proprietary HVAC automation control system across the campus at a fixed price of \$74,236 for FY'21; \$76,463 for FY,'22; and \$79,140 for FY'23. The total price for three (3) years will be \$229,839.
  2. *Motion made by C. Hunter and seconded by S. Linkous.*
  3. *Vote: Unanimously adopted*

X. CLOSED SESSION

- A. L. Henninger announced that the Board wished to move into closed session to discuss a personnel matter and called for a motion.
- B. Motion made by J. McCauley and seconded by C. Hunter. The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 7:21pm

XI. RETURN TO OPEN SESSION

- A. L. Henninger announced that the Board wished to return to open session and called for a motion.
- B. Motion made by C. Payne and seconded by S. Linkous. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 8:20pm

XII. ADJOURNMENT

- A. L. Henninger announced that the Board wished to adjourn and called for a motion.
- B. Motion made by C. Payne and seconded by J. Holloway. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 8:21pm.



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Jacqueline Jackson, PhD  
Secretary-Treasurer

  

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Laura Henninger (Oct 15, 2020 11:27 EDT)

Laura Henninger  
Chair