

APPROVED COPY

Harford Community College

Minutes of Open Meeting

June 9, 2020

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, June 9, 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; C. Payne; Dr. Richard P. Streett, III; Mr. Brian Walker; and Dr. Jaqueline Jackson as Secretary-Treasurer

Trustees absent: None

Staff present: T. Abramovitz, T. Alcide, R. Burchett, L. Claypoole, S. Clifford, D. Dregier, K. Doan, N. Dysard, P. Elliott, C. Fisk, T. Gobble, R. Hartwell, T. Jackson, J. Jakulin, K. Koermer, S. Massoni, J. Matthias, J. McFarland, E. Mosser, S. Muaddi Darraj, B. Napfel, P. Pape-Lindstrom, L. Preston, J. Rafalko, K. Rege, T. Sherwood, B. Sulzbach, J. Towner, T. Wohlers, K. Wynn

Others present: Pat Perluke (HCC Foundation Board)

I. CALL TO ORDER

A. J. Jackson called the meeting to order.

II. ROLL CALL

A. K. Doan called the roll.

B. A quorum was present.

C. J. Jackson noted the following for the record:

At the Board of Trustees work session on June 5, 2020, motion was made, seconded, and approved to go 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, which permits closed sessions.

III. ELECTION OF OFFICERS

Board of Trustees bylaws call for the election of officers at the Board's first meeting in June. At this meeting, the President as secretary-treasurer presides until the chair is elected. The chair is elected for a one-year term.

A. Nomination of Board Chair

i. J. Jackson opened the floor for nominations for the office chair.

1. C. Hunter nominated L. Henninger for the office of chair.

2. *Motion seconded by J. Holloway.*

3. There were no other nominations for chair.

4. *Vote: unanimously adopted.*

ii. Bylaws indicate voting by written ballot. In the case of a single nominee, the Board has the option to forego written ballot and approve the nomination by acclamation. J. Jackson asked for the Board's preference.

1. C. Payne moved to forego written ballot.
2. *Motion seconded by S. Linkous.*
3. *Vote: The Board voted unanimously to elect L. Henninger as Board chair.*

B. Nomination of Vice-Chair

- i. L. Henninger opened the floor for nominations to the office of vice-chair.
 1. J. McCauley nominated R. Streett III for the office of vice-chair.
 2. *Motion seconded S. Linkous.*
 3. There were no other nominations for vice-chair.
- ii. L. Henninger called for a motion to close the nomination for vice-chair.
 1. Motion was made by S. Linkous.
 2. *Motion seconded by C. Hunter.*
 3. *Vote: unanimously adopted.*
- iii. Bylaws indicate voting by written ballot. In the case of a single nominee, the Board has the option to forego written ballot and approve the nomination by acclamation. L. Henninger asked for the Board's preference.
 1. S. Linkous moved to forego written ballot.
 2. *Motion seconded by J. Holloway.*
 3. *Vote: The Board voted unanimously to elect R. Streett III as Board vice chair.*

IV. CONSENT AGENDA

- A. By consensus, the Board approved the consent agenda. Items included:
 - i. Agenda of the June 9, 2020 Board of Trustees meeting.
 - ii. Minutes from the June 5, 2020 Board of Trustees work session.

V. PUBLIC COMMENT

- A. No one addressed the Board during the public comment period.

VI. BOARD REPORTS

A. Chair's Report

- i. L. Henninger thanked C. Hunter for his leadership as Board chair. L. Henninger noted that it has been a tumultuous year at times, but the Board and College benefited from C. Hunter's steady guidance, dedication, enthusiasm, and hard work, which was always in service of the greater good for College, the community, and students. C. Hunter expressed his gratitude for the Board and expressed his excitement to keep working toward student success, community growth, and a better world.

B. Finance & Audit Committee Report

- i. L. Henninger reported that the Finance & Audit Committee met on May 27, 2020 and reviewed the following items:
 1. President's authorizations for the month that fell between \$50,000 and \$74,999.99.
 2. Investment overview.
 3. Contract renewals:
 - a. Allied Universal
 - b. Schoenfeld Insurance Associates, Inc.
 4. Director of Finance search update.
 5. Retiree health benefit plan.
 6. Architect of record for Chesapeake Welcome Center, which the Board will vote on later in the meeting.

7. FY2021 budget, which the Board will vote on later in the meeting.

C. Foundation Report

i. J. Holloway reported that:

1. The Foundation Board of Directors meeting was held on June 2, and new leadership positions were elected to begin July 1.
2. \$35,000 in Grant for Innovating Awards were approved for the campus community to fund projects that are not able to be funded through the College's operating budget.
3. A gift of \$120,000 was received to establish a new endowed fund designated to support nursing scholarships.
4. An additional gift of \$75,000 was made to an existing endowment that funds scholarships for recent graduates of Aberdeen High School who are enrolled in general studies.

D. Presidential Search Update

i. S. Linkous and C. Payne shared the following updates on the presidential search process:

1. The search committee held its first meeting on May 20 and reviewed the timeline, process, and desired outcome for committee over the next several months. K. Doan will support the committee and act as liaison for the committee and Board of Trustees while handling administrative tasks. Gene Head of Diversified Search was also in the meeting to ensure due diligence and proper governance of the search.
2. C. Payne and S. Linkous continue to hold weekly status updates with K. Doan to ensure the search stays on track.
3. The position job description has been completed and posted to the HCC website.
4. K. Doan is working to arrange necessary HR training for those on the search committee. This training is tentatively scheduled for June 24.
 - a. C. Hunter asked if the search committee training is available to all employees. K. Doan noted that it was.

E. Member Reports

i. No members made reports.

VII. 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. J. Jackson reiterated the College's statement on the tragic and senseless death of George Floyd, and affirmed HCC's commitment to equity and inclusion.
 2. J. Jackson noted that the College is in Stage 1 of its reopening plan, and the President's Cabinet will make a decision on when to enter Stage 2A in early July.
 3. J. Jackson provided an update on Summer and Fall 2020 enrollment numbers. For summer, the College saw an 9.9% decline in headcount and an 6.4% decline in FTE over Summer 2019. With 80 days to go until the fall semester, enrollments are down by about 900 (headcount) and 550 (FTE) over Fall 2019. J. Jackson noted that the College is in the middle of a number of enrollment and retention campaigns, and expressed her

confidence that the College will be able to close the gap considerably by August.

4. J. Jackson congratulated the HCC Nursing program for being one of only 14 schools in the state of Maryland to receive a Nurse Support Program II grant from the Maryland Higher Education Commission.
5. J. Jackson recognized the May-June Faculty Spotlight recipient, Gretchen Walsh.

B. Personnel Update

- i. The following employees were introduced to the Board:
 1. Timothy Gobble – Registration and Records Associate

VIII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. MHEC Plan for a Program of Cultural Diversity

- i. J. Towner presented information to the Board of Trustees regarding the cultural diversity report that is submitted annually to the Maryland Commission of Higher Education (MHEC).

IX. ACTION ITEMS

A. MHEC Plan for a Program of Cultural Diversity

- i. J. Towner presented information to the Board of Trustees regarding the cultural diversity report that is submitted annually to the Maryland Commission of Higher Education (MHEC).
 1. The President recommended that the Board of Trustees of Harford Community College approve the 2020 MHEC Plan for a Program of Cultural Diversity.
 2. J. McCauley noted that the plan was very nice and very important in these current times.
 3. *Motion made by B. Walker and seconded by J. McCauley.*
 4. *Vote: Unanimously adopted.*

B. Adoption of FY2021 Operating Budget

- i. T. Jackson presented information to the Board of Trustees regarding the FY2021 Operating Budget.
 1. The President and Finance & Audit Committee recommended that the Board of Trustees of Harford Community College authorize the approval of the FY2021 General Fund Operating Budget in the amount of \$52,418,561, which represents an increase of 2.14% from the FY2020 approved budget.
 2. J. McCauley asked if the College was utilizing its fund balance to balance the FY21 budget. T. Jackson noted that \$431,581 from the fund balance is being transferred to FY21. J. McCauley also requested a COVID-19 expense impact line item be added to the budget so the Board could respond to any inquiries about how the pandemic is impacting College expenses. L. Henninger requested that T. Jackson create a preliminary report of this nature for the next Finance and Audit Committee meeting. T. Jackson agreed.
 3. *Motion made by B. Walker and seconded by J. McCauley.*
 4. *Vote: Unanimously adopted.*

C. Architect of Record for Chesapeake Welcome Center

- i. T. Jackson presented information to the Board of Trustees regarding architectural and engineering services for the Chesapeake Welcome Center.

1. The President and Finance & Audit Committee recommended that the Board of Trustees of Harford Community College rescind the approval of awarding a contract to GWWO Architects of Baltimore, MD to provide architectural and engineering services for the Chesapeake Welcome Center renovation project at a cost of \$1,454,690, and approve Murphy & Dittenhafer Architects of York, PA for these services in the amount of \$1,486,220.
 2. J. McCauley noted his confidence in the new architecture firm.
 3. *Motion made by J. Holloway and seconded by S. Linkous.*
 4. *Vote: Unanimously adopted.*
- D. Adoption of Board Calendar for FY21
- i. L. Henninger presented information to the Board of Trustees regarding the proposed Board calendar for FY21, which includes only the regularly-scheduled meetings of the Board of Trustees.
 1. The President recommended that the Board of Trustees of Harford Community College approve the 2020-2021 Board calendar as presented.
 2. *Motion made by S. Linkous and seconded by R. Streett III.*
 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 S. Linkous and seconded by B. Walker. The vote to move into closed session was unanimous.
 - C. The Board of Trustees moved into closed session at 7 p.m.
- 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 J. McCauley. The vote to return to open session was unanimous.
 - C. The Board of Trustees returned to open session at 7:27 p.m.
- XII. ACTION ITEMS
- A. Approval of Faculty Tenure Requests
 - i. The Board of Trustees grants tenure to those who have satisfied all requirements for tenure 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. Two tenure requests with supporting recommendations were presented to the Board; S. Russel Seidel, Associate Professor of Chemistry, and Jessica Adams, Assistant Professor of Mathematics.
 1. The President recommended that the Board of Trustees of Harford Community College offer a tenure contract to S. Russell Seidel, Associate Professor of Chemistry, effective August 15, 2020.
 2. *Motion made by J. McCauley and seconded by C. Hunter.*
 3. *Vote: Unanimously adopted.*
 4. The President recommended that the Board of Trustees of Harford Community College offer a tenure contract to Jessica Adams, Assistant Professor of Mathematics, effective August 15, 2020.
 5. *Motion made by J. McCauley and seconded by C. Payne.*

6. *Vote: Unanimously adopted.*

XIII. RETURN TO CLOSED SESSION

- A. L. Henninger announced that the Board wished to move back into closed session to discuss a personnel matter, and called for a motion.
- B. Motion made by S. Linkous and seconded by C. Payne. The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 7:29 p.m.

XIV. 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. Hunter and seconded by J. Holloway. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 9:02 p.m.

XV. 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 R. Streett III. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 9:02 p.m.



Jacqueline S. Jackson, PhD
Secretary-Treasurer


Laura Henninger (Aug 12, 2020 16:08 EDT)

Laura L. Henninger, Esq., CPA
Chair