

APPROVED COPY

Harford Community College

Minutes of Open Meeting

December 8, 2020

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, December 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; Mr. Brian Walker; S. Markley Schreiber; and Dr. Jaqueline Jackson as Secretary-Treasurer

Trustees absent: None

Staff present: T. Abramovitz, T Alcide, M. Curio, D. Dregier, K. Doan, N. Dysard, P. Elliott, T. Felder, C. Fisk, R. Hartwell, K. Jackson, T. Jackson, R. Johnson, C. Kelly, P. Lindstrom, S. Massoni, C. Mitchell, F. Nasir, L. Peniston, K. Rege, S. Rutherford, S. Schaeffer, V. Skinner, T. Sherwood, J. Towner, J. Williams, T. Wohlers

Others present:

- 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 December 8, 2020 Board of Trustees meeting
 - ii. Minutes from the November 10, 2020 Board of Trustees meeting
 - iii. Graduation Candidates – December 2020
- 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. The Legislative Reception that was scheduled for November 11, 2020 was postponed due to COVID-19.
 - 2. 12/12/2020: Final Exams end
 - 3. 12/14/2020: Winter Term 1 begins
 - 4. 12/24/2020: College closed for winter break
 - 5. 1/2/2021: College opens

6. 1/4/2021: Winter Term 2 begins
7. 1/8/2021: Board of Trustees Work Session
8. 1/12/2021: January 2021 Board of Trustees meeting
9. Thank you to Dr. Jacqueline Jackson for your leadership this year as Interim President

B. Finance & Audit Committee Report

- i. R. Streett reported that the Finance & Audit Committee met on November and reviewed the following items:
 1. All authorizations were deemed appropriate, Ad Astra was reviewed and has been fully implemented. The HCC website redesign is progressing well. A proposed settlement over disputed charges of Blackboard LMS were discussed.

C. Foundation Report

- i. J. Holloway reported that:
 1. The HCC Foundation has ratified a gift agreement for a \$1.5 million gift from the Phillip E. & Carole R. Ratcliffe Foundation to establish Harford's Leading Edge Training Center Powered by the Ratcliffe Foundation. The Center under the direction of Dr. Austin Hill will address the high demand for workforce development and workers in the Rt. 40 corridor by providing advanced proficiencies in the skilled construction trades, manufacturing, warehousing/distribution, and logistics. In addition to providing funding to establish the Center, the Ratcliffe Foundation will also provide scholarships, stipends and tool allowances for students.

D. Member Reports

- i. Rev. Cordell Hunter thanked Dr. Jackson for her work on supporting the development of workforce in the Route 40 Corridor.
- ii. Pell Grant development webinar for student
- iii. Dr. Jamie Karmel's historical program on historical activities that were done in Harford County.

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
 - a. For Winter 2021, with roughly 30 days before the start of the semester, we are down 26.6% in headcount and 22.9% in FTE compared to the same point in 2019.
 - b. For Spring 2021, with 50 days before the start of the semester, we are down 18.5% in headcount and 22.4% down in FTE compared to the same point in time in 2019.
 - c. We have seen a slight increase of 4.7% in student in students taking 1-2 classes (3.5-5 credits) for the spring semester, which

appears related to the uncertainty around the pandemic and students deciding to take fewer credits.

- d. The second wave of our student call campaigns began this week and is led by the Enrollment Management Operations team and supported by colleagues from across the College.
- e. As part of our Strategic Enrollment Management strategy, we have continued to work with HCPS to streamline the dual enrollment registration process during the pandemic. We are excited to plan for the first P-TECH students at Joppatowne High School to enroll in their first college courses in the summer semester.
- f. Our Enrollment Management team is also working jointly with our Continuing Education team to offer Governor's Emergency Education Relief (GEER) funds for noncredit and credit programs, providing a pathway between career and college.
- g. Additionally, Admissions is planning two online orientation sessions for the spring to help support new students in the remote environment and provide resources throughout the semester via Blackboard and our online orientation system.

2. COVID-19 Reopening Plan Update

- a. Regarding our COVID-19 Reopening Plan, we are continually monitoring the pandemic in Harford County and throughout the State.
- b. On November 13, we released a communique to our employees and students on our decision to remain in Stage 2A of our reopening plan for the foreseeable future, rolling back some of the allowances we had made earlier in the fall.
- c. All personnel performing non-essential functions will continue to operate in a remote environment, the Library will scale back its services to chat, call, and appointment only, and athletic practices were discontinued until further notice.
- d. We will continue to provide updates as the situation evolves.

3. Achieving the Dream Site Visit

- a. Last week, we hosted a site visit with our Achieving the Dream Leadership Coach, Dr. Karen Stout, and our Data Coach, Mr. Leon Hill, to further discuss how we can prioritize our student success work.
- b. Over these two days, Dr. Stout and Mr. Hill met with employees from across the College to gain insight into our strategic plan

implementation, Key Performance Indicators, institutional assessment, and campus-wide engagement.

- c. An emerging theme across these two days has been on ensuring that we evaluate our practices and policies to ensure that we are promoting equity, particularly in light of the pandemic.
- d. Going forward, our Strategic Planning Oversight Committee (SPOC) is planning to host campus-wide virtual forums to further share information on how the strategic plan informs our long-term initiatives such as Achieving the Dream (ATD) and Strategic Enrollment Management (SEM).

4. Owl Magazine – National Award Winner

- a. Our very own student multimedia publication, *Owl Magazine*, earned national recognition in five categories in the 2019-2020 Pinnacle Awards, sponsored by the College Media Association. In two award categories, Owl Magazine was the only community college publication recognized.
- b. *Owl Magazine* won first place for Two-Year TV Station of the Year, which judges the quality of three videos submitted. The submitted films were "OwlFest," "Harford Pride," and "Swarm the Capitol." This was the fourth time that Owl Magazine won first-place recognition in this category.
- c. "OwlFest" covered the event held at Harford Community College sponsored by the Office of Student Life in 2019. John Merkel filmed the video and Adeyemi Ekundayo provided the video editing and on-air reporting.
- d. "Harford Pride" highlighted Harford County's first Pride celebration, which was held in 2019. The video was filmed by Marla Goffin, Justin Higgins, and John Merkel. Video editing was provided by Kaitlyn Buza.
- e. "Swarm the Capitol" showcased footage of protesters in Washington, DC during the Senate impeachment trial of President Trump. Video production and editing was completed by Matt Hubbard. Adeyemi Ekundayo provided the reporting.
- f. *Owl Magazine* also won first place in the category of Two-Year Best College Media Outlet—the first time the publication has won this category, which judges how an organization provides news across platforms in an ever-changing media landscape. Judging evaluated reporting quality, distribution (multiple ways and platforms), frequency of updates, and reach and interaction.

- g. *Owl Magazine's* print publication won an honorable mention for Two-Year Feature Magazine of the Year. The "Destiny" issue included a variety of personal stories and community news related to the theme of destiny. The editor-in-chief for the "Destiny" issue was John Merkel and the art director was Caroline Cooney. Matt Tennyson acted as content advisor, while Julia Morris was the technical advisor for this issue. Claudia Brown acted as the chief advisor for the publication.
- h. *Owl Magazine* also earned an honorable mention for Best Viral Video with "Trumpinions," a video filmed during the House impeachment proceedings in 2019, which featured perspectives on President Trump's leadership. Harford was the only community college recognized in this four-year college category.
- i. Additionally, *Owl Magazine's* print publication won third place for Best Magazine Entertainment Spread, another four-year college category. The winning spread titled "The Truth About Tarot" was designed by Caroline Cooney and featured reporting by Alexis Knipe.
- j. We are so proud of our students and faculty for their achievements.

5. Maryland Board of Nursing – Virtual Visit/Review

- a. Our Nursing program was recently reviewed by the Maryland Board of Nursing through a virtual visit. We passed all the standards and were complimented by the Board on all facets of our program – validating the high quality of our Nursing program
- b. A sincere thank you was extended to our now-retired Dean Laura Preston, and our nursing faculty and staff for their commitment to the College and to their students.
- c. Especially now during the pandemic, their professionalism and dedication to the field of nursing shines through.

6. Faculty Spotlight

- a. This month's faculty spotlight is on Mr. Frank Mayer, a subject matter expert in cybersecurity, who joined HCC as a member of our adjunct faculty in fall 2017.
- b. He teaches Introduction to Cybersecurity, Computer Forensics, Introduction to Networks, Fundamentals of Network Security, Security+, Network+, and the Certified Authorization Professional (CAP) course.

- c. Frank serves the College and his students in many ways. He's a member of the College's Strategic Planning Committee and Information Assurance/Cyber HCC Advisory Board. He helped to revamp the College's Fundamentals of Network Security course.
- d. Frank provides additional instruction on the subject matter outside of the classroom for current and former students as they prepare for industry certifications such as CompTIA Security+.
- e. He also prepares students to participate in an all-day exercise at Baltimore Cyber Range, where they are exposed to simulated attacks on a virtualized network.
- f. Along with two other professors from other Maryland community colleges, he is the curator for the training manual that they use to prepare students for the exercise.
- g. To help increase interest in cybersecurity at an early age, he teaches the Gen Cyber Camp in summer for middle school students. Mayer serves as the camp lead instructor along with project lead Dawn Grissom and camp co-instructor David Antol and worked with curriculum designers to put together a robust curriculum teaching student about cybersecurity in the context of familiar Internet of Things (IoT) devices that are a part of their home and play.
- h. Prior to coming to Harford, Mayer had 40 years of professional experience, including serving as an Acquisition Professional and Cybersecurity Manager with the U.S. Army Communications Electronics Command (CECOM) Software Engineering Center (SEC) at Aberdeen Proving Ground Maryland, Retired Army Officer, and Senior Engineer in the areas of verification and validation and Cybersecurity with Computer Sciences Corporation and other companies. He's a member of the International Information Systems Security Certification Consortium (ISC)², Association of the United States Army, and National Cryptologic Museum Foundation. Thank you for helping to teach the next generation of cyber professionals.

B. Personnel Update

- i. The following employees were introduced to the Board;
 - 1. Megan Pocta, Event Coordinator and Gift Officer
 - 2. Michael Curtis, Associate Professor – Behavioral & Social Sciences

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Ad Astra Culminating Report

- i. Ms. Courtney Mitchell, Registrar, and Mr. Matt Curio, Coordinator for Events, Sales, & Scheduling, offered a culminating report to the Board of Trustees regarding the College's implementation of Ad Astra.

VIII. 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. McCauley. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 6:42 PM



Jacqueline S. Jackson, PhD
Secretary-Treasurer



Laura Henninger (Jan 15, 2021 15:30 EST)

Laura Henninger
Chair