**Record Group I, Board of Trustees**

**Record Group I (Board of Trustees), Series I (History and Information)**

The Board of Trustees originally began as a part of the Harford County Board of Education, because Harford Junior College (as Harford Community College was originally called) was administered by the school board and superintendent. It remained this way from its founding in 1957 to the early 1970s, around when the College updated its name. In the early 1970s the Board of Education and HCC began disentangling their financial and legal connections. The result in 1974 was that while the county retained two seats on the Board of Trustees, the governor of Maryland was in charge of appointing the other five members.

This series contains a variety of documents relating to the creation, operation, and evaluation of the Board of Trustees of Harford Community College. The documents include resolutions, a historical timeline of Board actions, an early Board manual, statistics, lists of responsibilities and goals, and forms for evaluation of the Board as a whole and its members individually.

Box 1

1.1 Folder 1 Board of Trustees History

1.1 Folder 2 Board of Trustees Goals

1.1 Folder 3 Board of Trustees Responsibility for Academic Affairs

1.1 Folder 4 Board of Trustees Evaluation

**Record Group I (Board of Trustees), Series II (Bylaws)**

Board of Trustees Bylaws, April 25, 1974

1.2 Folder 1 Board of Trustees Bylaws and Amendments, 1974 – 1993

1.2 Folder 2 Board of Trustees Bylaws and Policies, Spring 2003

**Record Group I (Board of Trustees), Series III (Members)**

The first folder contains lists generated by HCC for governing bodies such as the ACCT, AGB, and SBCC. These list the names and positions of members of the Board, when they were appointed, and occasionally their occupations. More biographical information is available on some members in the second folder—these are forms with space for educational and occupational history, as well as other information. Still further information is available on some board members in their alphabetical member folders. These are not all the Board members, nor are they all the Board member folders; instead they are those that contained more than simply notification letters about their appointment or re-appointment to the Board.

Contents include memos, letters, newspaper articles, resumes and cirricula vitae, and some longer typed biographies. A few include presentations and reports to the Board.

1.3 Folder 1 Board of Trustees –Members—Member Lists, 1974-1992

1.3 Folder 2 Board of Trustees—Members—Biographical Information, 1976, 2007

1.3 Folder 3 Board of Trustees—Members—Barnes, Bernard F., Sr.

1.3 Folder 4 Board of Trustees—Members—Bonsack, RoseMary Hatem

1.3 Folder 5 Board of Trustees—Members—DeRoy, Glennon L.

1.3 Folder 6 Board of Trustees—Members—Gournaris, Nicholas L.

1.3 Folder 7 Board of Trustees—Members—Jordan, Ralph H.

1.3 Folder 8 Board of Trustees—Members—Preis, Mary Louise.

1.3 Folder 9 Board of Trustees—Members—Sanborn, Leland C.

1.3 Folder 10 Board of Trustees—Members—Sawyer, Jeffrey K.

1.3 Folder 11 Board of Trustees—Members—Spry, Lehman W.

**Record Group I (Board of Trustees), Series IV (Meetings)**

Various material from regular monthly meetings of the Board of Trustees, first of Harford Junior College, and then of Harford Community College, and covering the Board’s shift from being comprised of the Harford County Board of Education to being an independent board.

**Contains:** agendas, minutes, remarks, reports, correspondence, proposals, laws, reading material, budgets, salary scales, building plans/contracts, enrollment stats, accreditation responses, graduations, promotions, resignations, and sabbatical information

**Topics of interest:** tenure policy/procedure & salary proposals (throughout); new program proposals (F13, 14, 21, 24); re-naming of HCC (from HJC) (F18, 19); transfer of responsibilities from Board of Ed/Board of Trustees to HCC (F19, 20, 22); new academic calendar with intercession (F17, 21); out-of-state student issues (F13); Black Student Union constitutional question (F17); development of Policy on Violence and Disorder (F14, 15, 18, 19); oversight/control of student publications (F26), development of student grievance policy and rights & responsibilities (F18, 26, 29);

1.4 Folder 1 Board of Trustees Meeting, October 6, 1965

1.4 Folder 2 Board of Trustees Meeting, February 18, 1966

1.4 Folder 3 Board of Trustees Meeting, May 16, 1966

1.4 Folder 4 Board of Trustees Meeting, September 2, 1966

1.4 Folder 5 Board of Trustees Meeting, February 1, 1967

1.4 Folder 6 Board of Trustees Meeting, May 10, 1967

1.4 Folder 7 Board of Trustees Meeting, June 14, 1967

1.4 Folder 8 Board of Trustees Meeting, September 6, 1967

1.4 Folder 9 Board of Trustees Meeting, January 3, 1968

1.4 Folder 10 Board of Trustees Meeting, February 7, 1968

1.4 Folder 11 Board of Trustees Meeting, May 8, 1968

1.4 Folder 12 Board of Trustees Meeting, September 4, 1968

1.4 Folder 13 Board of Trustees Meeting, January 8, 1969

1.4 Folder 14 Board of Trustees Meeting, June 4, 1969

1.4 Folder 15 Board of Trustees Meeting, September 3, 1969

1.4 Folder 16 Board of Trustees Meeting, November 5, 1969

1.4 Folder 17 Board of Trustees Meeting, February 4, 1970

1.4 Folder 18 Board of Trustees Meeting, May 7, 1970

1.4 Folder 19 Board of Trustees Meeting, September 2, 1970

1.4 Folder 20 Board of Trustees Meeting, November 4, 1970

1.4 Folder 21 Board of Trustees Meeting, April 7, 1971

1.4 Folder 22 Board of Trustees Meeting, June 2, 1971

1.4 Folder 23 Board of Trustees Meeting, April 5, 1972

1.4 Folder 24 Board of Trustees Meeting, May 31, 1972

1.4 Folder 25 Board of Trustees Meeting, July 5, 1972

1.4 Folder 26 Board of Trustees Meeting, July 26, 1972

1.4 Folder 27 Board of Trustees Meeting, August 7, 1972

1.4 Folder 28 Board of Trustees Meeting, October 30, 1972

1.4 Folder 29 Board of Trustees Meeting, December 4, 1972

1.4 Folder 30 Board of Trustees Meetings with Harford County Delegates & State Officials, 1987-1993

1.4 Folder 31 Board of Trustees Meetings, November 2001

**Record Group I (Board of Trustees), Series V (Reports), Subseries *a* (from the President)**

Periodic updates from the president of Harford Community College to the Board of Trustees, including both large ventures (drafting the budget, legally disentangling the college from County Council authority) and smaller activities (guest speaking engagements throughout the community). This series also includes interim presidents Ralph Jordan and Stephen Pannill. There are updates from 1974 – 1998, although a decade of Al O’Connell’s second term is missing (from 1978-1988) from this series.

More reports from the president of HCC to the Board of Trustees can be found in Series IV (Meetings), because during both Al O’Connell’s first term and Joseph Hankin’s term, they were stored with the meeting agendas, minutes, and correspondence.

1.5a Folder 1 Board of Trustees – Reports – from the President – Oosting, 1973-1976

1.5a Folder 2 Board of Trustees – Reports – from the President – Jordan, 1976-1977

1.5a Folder 3 Board of Trustees – Reports – from the President – O’Connell, 1977

1.5a Folder 4 Board of Trustees – Reports – from the President – Pappas, 1989-1993

1.5a Folder 5 Board of Trustees – Reports – from the President – Pannill, 1994-1995

1.5a Folder 6 Board of Trustees – Reports – from the President – Chiesi, 1995-2004

**Record Group I (Board of Trustees), Series V (Reports), Subseries *b* (Faculty Presentations and Recommendations)**

1.5b Folder 1 Board of Trustees – Reports – Faculty Recommendation Concerning Academic Freedom, Tenure, and Due Process [1962?] [is to HJC, not HCC]

 In 1975, in the midst of Harford Community College’s budget crisis and other issues, the Faculty Council returned a no-confidence vote on President Kenneth Oosting. This folder contains a detailed report of their grievances and the Board of Trustees’ official “studied response.” It also contains the Board’s prescribed solutions and President Oosting’s comments on the “studied response.”

1.5b Folder 2 Board of Trustees – Reports – Faculty Presentation on No-Confidence Vote and Board Response, 1975

**Record Group I (Board of Trustees), Series VI (Resolutions)**

This series consists of resolutions discussed and/or voted on by the Board of Trustees of Harford Community College. The majority are recognition of and commendations for individual (often retiring) employees, student athletes and coaches, and the occasional team. Other resolutions include petitions for grants, the awarding of construction contracts, and the extension of social security to cover employees after the Board of Trustees separated from Harford County’s Board of Education.

1.6 Folder 1 Board of Trustees – Resolutions, 1961-1979 (bulk 1971-1979)

**Record Group I (Board of Trustees), Series VII (Committees)**

 Board of Trustees committees represented in this series are the Audit Committee, the Budget and Finance Committee, and the Committee to Study Rank and Tenure. The material consists of memos and other correspondence relating to the committees, agendas for meetings, and some reports and proposals.

1.7 Folder 1 Board of Trustees Committees – Audit Committee, 1980-1993

1.7 Folder 2 Board of Trustees Committees – Budget and Finance Committee, 1973-1975

1.7 Folder 3 Board of Trustees Committees – Committee to Study Rank and Tenure, 1973-1974

**Record Group I (Board of Trustees), Series VIII (Workshops)**

Although the Board of Trustees often met monthly—and publicly—throughout the school year to deal with regular business, it also held private multi-day retreats or workshops, often in the summer, to tackle larger tasks. These included orientation of new members, reviewing and updating the Board manual and the student handbook, tenure policies, long range plans, the college president’s goals, and re-accreditation.

**Contains:** agendas, reading material, proposed drafts of codes and policies, evaluation material, and some correspondence

**Topics of interest:** Concerns about governance and authority of county, and of state boards (F1); recommendations of and responses to Middle States evaluation team (F4); discussion of the theater program (F2, F6); cancelation of some athletic programs, including football (F6); building renaming plans (F13).

1.8 Folder 1 Board of Trustees Retreat, August 1974

1.8 Folder 2 Board of Trustees Retreats, August 1975 and February & August 1976

1.8 Folder 3 Board of Trustees Retreats, August 1977 and August 1978

1.8 Folder 4 Board of Trustees Workshop, August 1979 and August 1980

1.8 Folder 5 Board of Trustees Workshop, August 1981 and August 1982

1.8 Folder 6 Board of Trustees Workshop, July 1983, July 1984, July 1985

**[1986 *and* 1987 not here]**

1.8 Folder 7 Board of Trustees Workshop, July 1988 and July 1989

1.8 Folder 8 Board of Trustees Workshop, July 1990

1.8 Folder 9 Board of Trustees Workshop, August 1991

1.8 Folder 10 Board of Trustees Workshop, July 1992

1.8 Folder 11 Board of Trustees Workshop, July 1993

1.8 Folder 12 Board of Trustees Workshop, July 1994

1.8 Folder 13 Board of Trustees Workshop, July 1995

1.8 Folder 14 Board of Trustees Workshop, June 1996

1.8 Folder 15 Board of Trustees Workshop, June 1997

1.8 Folder 16 Board of Trustees Workshop, June 1998

1.8 Folder 17 Board of Trustees Workshop, Nov – Dec 1999

1.8 Folder 18 Board of Trustees Workshop, October 2000, October 2001, August 2002

1.8 Folder 19 Board of Trustees Workshop, Summer 2003

1.8 Folder 20 Board of Trustees Workshop, March 2005, July 2005, Jan 2006

1.8 Folder 21 Board of Trustees Work Sessions – Misc, 1984 - 1989

**Record Group I (Board of Trustees), Series IX (Selected Correspondence)**

This series contains selected letters and memos of several presidents of Harford Community College. Not all of the presidents’ correspondence was saved, and this series only presents a portion of what remains. The series focuses on correspondence relating to the larger business of the college, rather than the invitations to events and notifications of changed meeting times that make up the bulk of the remaining letters and memos.

Topics of interest include: a flap over the removal of an art display, and changes to county zoning near the college campus (Oosting); a small storm surrounding the Board of Trustees summer workshop in the face of budgetary cutbacks (Pappas); the college president’s response to a set of questions posed by the state senate regarding governance problems at HCC, and attempts to contact a Maryland Delegate who accused the college of impropriety (Chiesi) .

1.9 Folder 1 Board of Trustees – Selected Correspondence –Oosting, 1973-1974

1.9 Folder 2 Board of Trustees – Selected Correspondence – Pappas, 1991-1994, and Pannill, 1994

1.9 Folder 3 Board of Trustees – Selected Correspondence – Chiesi, 1995-2004