

APPROVED COPY

Harford Community College

Minutes of Open Meeting

March 10, 2020

The Board of Trustees of Harford Community College met on Tuesday, March 10, 2020 at 6:00 p.m. in Edgewood Hall, James F. LaCalle Conference Room 132.

Trustees present: Ms. Laura L. Henninger; Dr. Judy Holloway; Rev. Cordell Hunter, Sr.; Dr. James W. McCauley; Dr. Richard P. Streett, III; Mr. Brian Walker; and Dr. Jaqueline Jackson as Secretary-Treasurer

Trustees absent: Mr. Steve Linkous; Mr. Christopher Payne

Staff present: T. Abramovitz, T. Alcide, E. Augustitus, G. Calia-Lotz, D. Carnaggio, L. Claypoole, S. Clifford, K. Doan, D. Dregier, N. Dysard, P. Elliott, C. Fisk, S. Hallock, M. Hamilton, R. Hartwell, T. Jackson, K. Koermer, D. Litterello, S. Massoni, J. McFarland, B. Napfel, P. Pape-Lindstrom, J. Rafalko, K. Rege, S. Rutherford, S. Schaeffer, D. Schwanky, B. Sulzbach, C. Swain, L. Tittle, J. Towner, E. Vasquez, P. Wheeler, W. Wheeler, B. Willenbrink, and T. Wohlers.

Others present:

- I. CALL TO ORDER
 - A. C. Hunter 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 March 10, 2020 Board of Trustees meeting
 - ii. Minutes from the February 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. C. Hunter read the following statement about the COVID-19 (Coronavirus):

As you likely know, there are now six confirmed cases of novel coronavirus in the state of Maryland, one of which is in Harford County. The Board would like to commend Dr. Jackson, the vice presidents, and other campus leaders who are working closely with the Harford County Health Department to develop appropriate response procedures. The Board is also in close communication with Dr. Jackson and her team to ensure we are

providing our students and employees with necessary information and guidance as new details about the coronavirus emerge. As always, the safety of our students and employees is our top priority.

- ii. C. Hunter also reported on some recent events:
 - 1. Attended a recent event at MACC related to the Kirwan Commission.
 - 2. Met with Adrienne Jones to request additional money to support community colleges and K-12 education.
 - 3. Attended a Walden Scholarship Fund event and reported that the students made excellent presentations.
- iii. C. Hunter noted some upcoming events:
 - 1. 3/15/2020: Spring Break begins
 - 2. 3/22/2020: Spring Break ends
 - 3. 4/14/2020: Next regularly-scheduled meeting of the Board of Trustees

B. Finance & Audit Committee Report

- i. L. Henninger reported that the Finance & Audit Committee met on February 26, 2020 and reviewed the following items:
 - 1. President's authorizations for the month that fell between \$50,000 and \$74,999.99.
 - 2. A contract adjustment for Blackboard Transact in the amount of \$77,780.70. Amendments to the existing contract include additional services for eBills and dynamic billing. An action item will be presented at tonight's Board meeting.
 - 3. Approved a purchase of approximately \$184,325 for classroom and office computer replacements totaling approximately 200 computers. This purchase was secured through a MEEC master contract and will be presented to the Board tonight.

C. Foundation Report

- i. J. Holloway reported that:
 - 1. The ATHENA Leadership Breakfast was held this past Friday. 250 guests witnessed Sandra Gallion, Prevention Associate for the Harford County Office of Drug Control Policy, receive the ATHENA Leadership Award. Elizabeth Mosser was awarded the ATHENA Young Professional Leadership Award. Congratulations, Beth!
 - 2. The College sponsored the Harford County Chamber's Annual Dinner in February. Tarra Garcia, graduate of the HCC cybersecurity program, addressed the audience about her positive experiences at HCC and the impact of the scholarship she received while a student.
 - 3. A \$30,000 endowment designated to nursing scholarships was established by the Stout family.
 - 4. The Executive Committee of the Foundation has created a Development Committee whose charge is to assist the Board in assuring fiscal health through philanthropy and fund development while promoting a donor-centered focus.

D. Member Reports

- i. B. Walker reported that several of his family members enjoyed a recent Arts Festival at the College.

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. J. Jackson reiterated the Board's statement on coronavirus and reported that she is working with vice presidents and other campus leaders, and the Harford County Health Department to monitor and appropriately respond to the coronavirus outbreak. A series of communications has been sent to students and employees, and the College has established a webpage with additional information (www.harford.edu/coronavirus). College leadership will continue to provide updates to campus as the situation evolves.
 - 2. Achieving the Dream held its annual DREAM Conference from February 18 to 21, 2020 in National Harbor. Dr. Tim Sherwood attended with the College's ATD co-chairs Jennie Towner and Beth Mosser. The College's work with ATD will continue in tandem with the strategic plan process, which will enter Phase 3 in April.
 - 3. On February 26, HCC hosted high school students and parents for Dual Enrollment Night. The event included sessions for students in both the public and private school systems in Harford County, as well as homeschooled students. J. Jackson noted that nearly 400 people attended this event; she thanked those involved in planning and executing the event, and commended them for this great success. The College has also updated its dual enrollment brochure to emphasize the North Star partnership for those students and parents coming from HCPS.
 - 4. On March 3, the College's Coordinating Group held its first of two Strategic Talks sessions. All HCC employees were invited to participate in a discussion of "Optimizing Communication on Campus." J. Jackson reported that the session was very well-attended, and that conversations were productive, respectful, and candid. A second Strategic Talks session will take place in April 2020. J. Jackson thanked the Coordinating Group for facilitating these sessions, which align with strategy three of our new strategic plan (to foster a participative culture), and with our values of communication and collaboration.
 - 5. J. Jackson announced that beginning in March 2020, our newest faculty spotlight recipient will be recognized during the President's Report at each Board meeting. The February/March 2020 faculty spotlight honoree is Dr. Austin Hill. Dr. Hill, an adjunct in the CEBAT division who teaches business, intro to management, business computer applications, and adult basic education math courses. Dr. Hill also has

strong roots in the Edgewood community, and has been a true champion for the College's efforts with HCC at Edgewood.

B. Personnel Update

- i. The following employees were introduced to the Board:
 1. Pamela Wheeler, Administrative Assistant III – Arts & Humanities
 2. David Litterello, Assistant Professor, CEBAT
 3. Bob Willenbrink, Coordinator for Performing Arts and Engagement, Conferencing & Events

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Faculty Spotlight

- i. Ms. Katie Lohinski, Faculty Spotlight Chair and Assistant Professor of Reading and English, Arts & Humanities, presented information to the Board of Trustees about the Faculty Spotlight program.
 1. J. McCauley asked if the committee had considered a cash award for the recipient. E. Augustitus reminded the group that faculty spotlight recipients are invited to have lunch with the president.
 2. B. Walker asked if faculty other than S. Johnson were in the practice of recording lectures; several deans offered feedback about efforts in their area.

B. Middle States Self-Study

- i. Dr. Lisa Tittle, Professor of English, Arts & Humanities, and Ms. Gina Calia-Lotz, Instructional Services Librarian and Interim Library Co-Director, presented information to the Board of Trustees about the Middle States Self-Study. Dr. Jackson publicly thanked Lisa and Gina for taking on this important eighteen-month assignment.

VIII. ACTION ITEMS

A. Blackboard Transact Contract

- i. T. Jackson presented information to the Board of Trustees about an increase to the currently approved contract with Blackboard Transact for CashNet services.
 1. The President and Finance & Audit Committee recommended that the Board of Trustees of Harford Community College approve an increase to the current Blackboard Transact contract in the amount of \$77,780.70, bringing the total approved contract amount to \$355,896.90.
 2. *Motion made by B. Walker and seconded by R. Streett III*
 3. *Vote: Unanimously adopted*
 4. *J. McCauley asked what progress has been made with the project to date. T. Jackson reported that these are services that the College uses daily.*

B. Purchase Authorization: Hewlett Packard PC Replacements

- i. T. Alcide presented information to the Board of Trustees about the PC replacement needs for College students, faculty, and staff.
 1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College accept a contract

with DSR Inc. for HP replacement equipment for PC replacement needs for students and staff in the amount of \$184,325.00.

2. *Motion made by L. Henninger and seconded by B. Walker.*
3. *B. Walker noted that this is already a part of the budget and not an item that has been added after the fact.*
4. *J. McCauley asked what kinds of machines these were; T. Alcide reported that these are HP desktop computers.*
5. *Vote: Unanimously adopted*

C. Approval of Academic Calendar

- i. P. Elliott presented an update to the College's 2020 – 2021 academic calendar.
 1. The President recommended that the Board of Trustees of Harford Community College accept the presented changes to the 2020 – 2021 academic calendar.
 2. *Motion made by J. Holloway and seconded by R. Streett III*
 3. *Vote: Unanimously adopted*

IX. CLOSED SESSION

- A. C. Hunter announced that the Board wished to move into closed session to receive legal advice and discuss a personnel matter, and called for a motion.
- B. Motion made by J. Holloway and seconded by R. Streett III. The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 6:52 p.m.

X. RETURN TO OPEN SESSION

- A. C. Hunter announced that the Board wished to return to open session and called for a motion.
- B. Motion made by J. McCauley and seconded by L. Henninger. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 8:36 p.m.

XI. ADJOURNMENT

- A. C. Hunter announced that the Board wished to adjourn and called for a motion.
- B. Motion made by B. Walker and seconded by J. Holloway. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 8:37 p.m.

Jacqueline Jackson
Jacqueline Jackson (Apr 16, 2020)

Jacqueline Jackson, PhD
Secretary-Treasurer

Rev. Cordell E. Hunter, Sr.
Rev. Cordell E. Hunter, Sr. (Apr 16, 2020)

Reverend Cordell E. Hunter, Sr.
Chair