

**APPROVED COPY**

Harford Community College

Minutes of Open Meeting

April 14, 2020

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, April 14, 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; and Dr. Jaqueline Jackson as Secretary-Treasurer

**Trustees absent:** None

**Staff present:** L. Claypoole, K. Doan, N. Dysard, T. Jackson, J. Rafalko, S. Rutherford, T. Sherwood, J. Towner, S. Hallock, T. Abramovitz, T. Alcide, E. Augustitus, S. Clifford, D. Dregier, P. Elliott, R. Hartwell, K. Koermer, B. Mosser, B. Napfel, P. Pape-Lindstrom, L. Preston, K. Rege, B. Sulzbach, T. Wohlers, S. Schaeffer, A. Craley, R. Heinlen, R. Burchett.

**Others present:** Approximately 20 individuals from the College and/or the community were logged in for the virtual meeting presentation as audience members/observers.

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.  
C. C. Hunter noted the following for the record:

*At the Board of Trustees regular meeting on March 10, 2020, motion was made, seconded, and approved to go into closed session to confer with legal counsel and 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. CONSENT AGENDA

- A. By consensus, the Board approved the consent agenda. Items included:  
i. Agenda of the April 14, 2020 Board of Trustees meeting  
ii. Minutes from the March 10, 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 reported on the following:
  - 1. Since the Board's last meeting, the situation regarding coronavirus has gotten more serious and is impacting the entire world. C. Hunter asked that everyone do their part to take care of one another during these difficult times.
  - 2. The Board received a letter from Faculty Council and has responded to that letter. C. Hunter reiterated the importance of effective communication between the Board and Faculty Council, and noted that Faculty Council will play a pivotal role in the presidential search process.
  - 3. C. Hunter noted that the presidential search process was underway. This week, the Collegial Governance chairs are soliciting application materials from employees interested in serving on the search committee. The search committee will be chaired by two trustees, and include one representative each from Faculty Council, Staff Council, Administrator Council, and the Student Government Association. A representative from the HCC Foundation and two community members will also sit on the committee. C. Hunter noted that he had met with Gene E. Head of Diversified Search, a national firm the Board has selected to assist in the search process; Diversified Search will help the Board develop a candidate profile for the next president. The search committee will hold its first meeting by May. First-round interviews will be conducted in August, and on-campus finalist interviews will take place in September or early October. Finalists will give a presentation to the entire campus community, and employees will have a chance to provide feedback on each finalist. The goal remains to onboard a new president by early 2021.
  - 4. C. Hunter noted that he had worked with Denise Dregier of the HCC Foundation to provide support to students impacted by the coronavirus pandemic.
  - 5. C. Hunter met with NAACP's new president, who stated the organization's interest in having greater interaction and engagement with the College through scholarship opportunities and other outlets.
  - 6. C. Hunter expressed his gratitude for his fellow trustees, the President, and the President's Cabinet for their assistance during these unique times to ensure the work of the College and the Board can continue.

B. Finance & Audit Committee Report

- i. L. Henninger reported that the Finance & Audit Committee met on April 1 and reviewed the following items:
  - 1. President's authorizations for the month that fell between \$50,000 and \$74,999.99.
  - 2. Approval of a construction management firm for the Chesapeake Welcome Center. The committee was given an overview of the firms that were evaluated; the winning bid was from Kinsley Construction in York,

PA. This contract is just for construction management services. The Board will be voting on this item later this evening.

3. Authorization for speakers for the APGFCU Arena. New speakers will improve overall sound quality at the Arena and allow the College to have speakers on-hand rather than having to rent them for various special events throughout the year. The Board will be voting on this item later this evening.

C. Foundation Report

- i. J. Holloway reported that:
  1. The HCC Foundation has helped more than 20 students through the Student Emergency Assistance (SEA) Fund. Total SEA support to students to date is \$6,500.
  2. Anticipating that student emergent needs will continue through the fall, the Foundation has launched an online giving campaign to raise additional dollars. To donate or direct others to participate, please visit [www.harford.edu/givenow](http://www.harford.edu/givenow).

D. Member Reports

- i. J. McCauley noted that he had shared an article on faculty governance with the other trustees. J. McCauley also suggested that the Board review its existing bylaws to more explicitly address faculty governance, and institutional governance more broadly.
- ii. R. Streett, III asked how the College is assessing the potential impact of COVID-19 on summer and fall registration. J. Jackson reported that she, the President's Cabinet, and the College's operational leaders are currently identifying intermediate- and long-term challenges and solutions. R. Streett, III also asked if faculty will be encouraged to continue growing their courses online as a best practice going forward; T. Sherwood said this is currently being considered.
- iii. C. Hunter asked about the College's commencement plans. J. Jackson reported that a Virtual Commencement ceremony will be held on May 21. J. McCauley expressed concerns that students and families may not have the appropriate technology to stream the event live; J. Towner noted that the Commencement Planning Committee is sensitive to these concerns and is striving to make the virtual ceremony as accessible and widely available as possible.

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. County Executive Glassman has fulfilled the College's request for a 2.3% increase in county funding for FY 2021. At present, the county is also still committed to providing \$1.4 million in capital funding to go primarily to the Chesapeake Welcome Center. J. Jackson noted that future changes

to the state budget in response to the COVID-19 pandemic may impact these county funds to HCC.

2. The College will receive approximately \$2.3 million through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. Of these funds, 50% must go toward student emergency assistance. The College has approximately 30 days to establish guidelines for how the funding will be used. J. Jackson noted that she hopes to share more information on these guidelines at the May Board meeting.
3. The College's radio station, WHFC, has been named Harford County's "Favorite Local Radio Station" for the fourth year in a row in HarfordCountyLiving.com's Community Choice Awards.
4. Local civil rights leader, former NAACP chapter director, and international educator Janice Moorehead Grant spoke with students in Mike Dixon's United States History II class as part of the Harford Civil Rights Project. This project is funded through a National Endowment for the Humanities grant awarded to Professor of History Jamie Karmel.
5. Retired Assistant Professor of Mathematics and Earth Science Carol Mueller was recently appointed to the Harford County School Board.
6. Professor Tami Imbierowicz was honored at the Northeastern Maryland Technology Council's Visionary Awards in February in the "Leader" category.
7. Associate Dean for Academic Operations Elizabeth Mosser received the 2020 ATHENA Young Professional Leadership Award. Mosser was also recognized by the Board of Directors of the American Association for Women in Community Colleges as a member of the "Under 40" Class of 2020.
8. J. Jackson recognized the current Faculty Spotlight recipient, Ed Augustitus, an assistant professor in the Behavioral and Social Sciences division.

B. Personnel Update

- i. There was no personnel update this month.

VII. ACTION ITEMS

A. Approval of Construction Management Firm and Contract for Chesapeake Welcome Center Project

- i. T. Jackson presented information to the Board of Trustees about a contract for construction management services for the Chesapeake Welcome Center.
  1. The President and Finance & Audit Committee recommended that the Board of Trustees of Harford Community College authorize a contract with Kinsley Construction of York, PA to provide construction management services for the Chesapeake Welcome Center renovation project at a cost of \$79,900 for pre-construction services.
  2. *Motion made by L. Henninger and seconded by J. McCauley.*
  3. *Vote: Unanimously adopted*

4. J. McCauley expressed concern about future funding for the Chesapeake Welcome Center due to COVID-19. T. Jackson noted that the situation is evolving and the Board would be updated if anything changes.

B. Purchase Authorization: APGFCU Arena Speakers

- i. T. Jackson presented information to the Board of Trustees about the purchase of new speakers for APGFUC Arena.
  1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College authorize the purchase of speakers for the APGFCU Arena from Clair Solutions of York, PA at a cost of \$162,070.86.
  2. *Motion made by J. Holloway and seconded by J. McCauley.*
  3. C. Payne asked if there was a warranty included in the purchase price. S. Rutherford stated that she did not have the information in front of her, but generally warranties fall within the average life of the system (current system is approximately eight years old). C. Hunter asked if it was possible to extend any warranty or maintenance plan. S. Rutherford noted that the new system deploys safely, quickly, and easily, so there will be a reduction in labor costs. Clair Solutions is a local company that manufactures and services nearby, so in the event a repair would be needed, parts would be plentiful and shipping costs would be minimal. Training on the new system is also included with the purchase price. C. Hunter asked that additional information regarding the warranty be shared with the Board as soon as possible.
  4. *Vote: Unanimously adopted*

VIII. CLOSED SESSION

- A. C. Hunter announced that the Board wished to move into closed session to discuss a personnel matter, and called for a motion.
- B. Motion made by C. Payne and seconded by B. Walker. The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 6:45p.m.

IX. 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 B. Walker and seconded by S. Linkous. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 7:47p.m.

X. ADJOURNMENT

- A. C. Hunter announced that the Board wished to adjourn and called for a motion.
- B. Motion made by C. Payne and seconded by R. Strett III. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 7:48p.m.

*Jacqueline S. Jackson*

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Jacqueline Jackson, PhD  
Secretary-Treasurer

**Cordell E. Hunter, Sr.**

[Cordell E. Hunter, Sr. \(May 20, 2020 15:41 EDT\)](#)

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Reverend Cordell E. Hunter, Sr.  
Chair

