

**APPROVED COPY**

Harford Community College

Minutes of Open Meeting

May 12, 2020

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, May 12, 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; Dr. Richard P. Streett, III; Mr. Brian Walker; and Dr. Jaqueline Jackson as Secretary-Treasurer

**Trustees absent:** C. Payne

**Staff present:** T. Alcide, E. Augustitus, R. Burchett, L. Claypoole, J. Chase, S. Clifford, A. DeLawder, D. Dregier, K. Doan, N. Dysard, P. Elliott, C. Fisk, R. Hartwell, A. Hill, T. Imbierowicz, T. Jackson, P. Kennedy, K. Koermer, E. Liesch, E. Mosser, B. Napfel, P. Pape-Lindstrom, J. Rafalko, W. Rappazzo, K. Rege, B. Sulzbach, C. Swain, T. Sherwood, J. Towner, T. Wohlers, C. Wallace, K. Whaley

**Others present:** Pat Perluke and Patrice Ricciardi (both of the Harford Community College Foundation Board)

- 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 work session on May 1, 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. CONSENT AGENDA
  - A. By consensus, the Board approved the consent agenda. Items included:
    - i. Agenda of the May 12, 2020 Board of Trustees meeting
    - ii. Minutes from the April 14, 2020 Board of Trustees work session
    - iii. Graduation Candidates – May 2020
- IV. PUBLIC COMMENT
  - A. No one addressed the Board during the public comment period.
- V. BOARD REPORTS
  - A. Chair's Report
    - i. C. Hunter thanked D. Dregier for her assistance in providing a transition

- scholarship for a student matriculating to Morgan State University.
  - ii. C. Hunter reiterated conversations he has had with multiple other organizations who are concerned about providing financial assistance to students who have been impacted by the pandemic. C. Hunter is particularly interested in how to address students' mental health.
  - iii. C. Hunter reported on the following previous and upcoming events:
    1. 5/1/2020: Board Work Session (held virtually)
    2. 5/9/2020: Spring semester ended
    3. 5/21/2020: Harford Community College's first ever virtual commencement ceremony
    4. 6/9/2020: The next regularly-scheduled meeting of the Board of Trustees (Board elections will be held at this meeting)
- B. Finance & Audit Committee Report
- i. L. Henninger reported that the Finance & Audit Committee met on May 1, 2020 and reviewed the following items:
    1. President's authorizations for the month that fell between \$50,000 and \$74,999.99
    2. Third quarter operating budget
    3. Auxiliaries financial report
    4. Status of negotiations with the architect for the Chesapeake Welcome Center
    5. VivoWorks contract payment authorization in the amount of \$130,000 (to be voted on by the Board later this evening)
- C. Foundation Report
- i. J. Holloway reported that:
    1. Over \$15,000 in Student Emergency Assistance has been provided to students for basic needs during the pandemic. These challenges will continue for the foreseeable future; the Foundation anticipates more scholarship funds will be needed to retain students from summer to fall.
    2. Trustees should share suggestions with J. Holloway on any person or organization within their personal networks who can be partnered with to help students; J. Holloway will gladly share this information with the Foundation as they consider next steps.
- D. Presidential Search Update
- i. S. Linkous shared the following updates on the presidential search process:
    1. The search committee was formed about two weeks ago after S. Linkous and C. Payne, search committee co-chairs, reviewed applicants from each of the College constituency groups. The committee is comprised of the following representatives:
      - a. Administrator Council Representative: Dr. Karen Rege
      - b. Faculty Council Representative: Mr. Jeff Ball
      - c. Staff Council Representative: Ms. Karla Wynn
      - d. Student Government Representative: Ms. Shreeyam Mishra
      - e. Foundation Board Representative: Mr. Trey Muller-Thym
      - f. External Stakeholder Representative: Dr. Sean Bulson
      - g. External Stakeholder Representative: Hon. Cassandra Boyer

2. S. Linkous also reported that Mr. Gene Head from Diversified Search had conducted interviews with trustees; Administrator, Staff, and Faculty Council; the Student Government Association; and the HCC Foundation Board to assist in determining the personal and professional qualities each group was hoping the College's next president to possess.

E. Member Reports

- i. No members made reports.

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 thanked attendees for their patience and cooperation in conducting the meeting virtually, and acknowledged the trustees, faculty, staff, administrators, Foundation Board members, and community members in attendance.
  2. J. Jackson reiterated how grateful she is to the campus community, employees and students both, and commended them for their resilience through the ongoing coronavirus pandemic. J. Jackson acknowledged that the pandemic has been disruptive for all, particularly for faculty and students who had to transition from face-to-face learning to online-only learning in only a week. J. Jackson stated her pride in the work being done by the campus community to support one another, and expressed her confidence that we will return to campus with a stronger sense of community than ever.
  3. J. Jackson reported that summer enrollment for 2020 is down over 2019. As of yesterday, headcount is 1,529—a 15.1% decline over last year—and FTE is 505.1, a 13.5% decline over last year. MACC presidents will be talking about enrollment on Friday and steps being taken to mitigate enrollment declines. J. Jackson noted that enrollments do continue to climb slowly but steadily, and predicted that the College will likely face a loss in enrollment of about 10% over last year. J. Jackson noted that the Board will hear more about enrollment at the College during one of tonight's presentations.
  4. J. Jackson acknowledged this month's Faculty Spotlight recipient, Jessica Adams.

B. Personnel Update

- i. The following employees were introduced to the Board:
  1. Dr. Austin Hill – Director for Strategic Partnerships
  2. Charmagne E. Wallace – Research Associate
  3. Pam Kennedy – Director for Community Education and Personal Enrichment

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. COVID-19 Update

- i. J. Jackson and other senior leaders shared updates from across campus on the College's response to the ongoing coronavirus pandemic.
  1. S. Linkous asked how feedback will be solicited from students on the

transition to online-only learning and effectiveness of pedagogy. T. Sherwood reported that the end-of-semester course feedback form has been modified to allow students to address this issue at the suggestion of Faculty Council.

2. C. Hunter asked if the services being provided in the online-only environment are within existing protocol for student intervention procedures. J. Towner explained that there is an existing student support and intervention team, and outlined the process they undergo to address student contacts. C. Hunter asked if there was a protocol for students who are disruptive in class, and J. Towner confirmed that there is.
3. B. Walker asked if facilities management was represented on the Taskforce for Reopening Campus. T. Jackson confirmed that his employees T. Alcide and C. Swain were on the taskforce, and also noted that he had met with all his direct reports on the operations side of campus and created a master list of steps needed to safely reopen. J. Jackson noted that all taskforce members were selected and appointed by their vice presidents. K. Koermer, co-chair of the taskforce, noted that the taskforce members reached out to their colleagues across campus; she also noted that the taskforce recommendations call for a phased approach aligned with state and federal government plans and outlines procedures and plans that must be implemented for the campus to safely reopen.
  - a. J. McCauley requested specific details from the taskforce report, specifically as it concerns the College budget. J. Jackson noted that budgetary concerns are outside the scope of the report and are being separately addressed by the President's Cabinet. B. Walker stated that he understood J. McCauley's concerns but appreciated that the details surrounding the reopening process are still being worked out.
  - b. S. Linkous, L. Henninger, and C. Hunter praised J. Jackson and the College. S. Linkous asked when the reopening plan would be shared with trustees. J. Jackson noted the report would be shared with trustees no later than Friday.
4. B. Walker asked if there has been an increase in students requesting mental health services. J. Towner noted that services are being utilized at approximately the same rate, but the nature of the calls has changed (for example, there are more complaints of domestic abuse).
5. B. Walker expressed that the virtual open house was a great idea but wanted to know how it had been advertised. P. Elliott noted that there was a virtual marketing campaign on the HCC website and through social media. B. Walker asked if the College plans to hold another virtual open house and P. Elliott said yes.

B. FY2021 Budget Update

- i. T. Jackson provided an update on the FY2021 operating and capital budgets.
  1. S. Linkous asked when the College would receive its next round of funding from the state. C. Fisk reported that state funding is received in four to

five payments over the fiscal year. The first payment should be received in the first quarter of FY21.

2. C. Hunter expressed gratitude for the work being done on the budget.
3. J. McCauley noted that salary increases used to be based on the consumer price index going up or down and wondered if that was still the case. J. McCauley also suggested a budget line-item for COVID-19 expenses. J. McCauley was concerned there would be cuts to state and county funding. T. Jackson thanked him for his comments and said they would be taken into consideration.

#### VIII. ACTION ITEMS

##### A. Payment Authorization: VivoWorks Contract

- i. K. Koermer presented information to the Board of Trustees regarding a payment authorization for VivoWorks.
  1. The President and Finance & Audit Committee recommended that the Board of Trustees of Harford Community College authorize a contract with VivoWorks in South Bend, IN to provide consultation services for the NSF ATE Hire Harford First Project at a cost of \$130,000.
  2. *Motion made by J. McCauley and seconded by B. Walker.*
  3. *Vote: Unanimously adopted*

#### IX. 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 J. Holloway and seconded by S. Linkous. The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 7:31 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. Holloway and seconded by B. Walker. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 7:54 p.m.

#### XI. ADJOURNMENT

- A. C. Hunter announced that the Board wished to adjourn and called for a motion.
- B. Motion made by L. Henninger and seconded by S. Linkous. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 7:55 p.m.



Jacqueline Jackson, PhD  
Secretary-Treasurer

  
Laura Henninger (Jun 11, 2020 12:28 EDT)

Laura Henninger  
Chair