

APPROVED COPY

Harford Community College

Minutes of Open Meeting

October 13, 2020

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, October 13, 2020 at 6:00 p.m.

Trustees present: Ms. Laura L. Henninger; Dr. Judy Holloway; Rev. Cordell Hunter, Sr.; Mr. Steve Linkous; Ms. Sharon Markley Schreiber; 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: T. Abramovitz, T. Alcide, T. Baker, D. Carnaggio, L. Claypoole, K. Doan, V. Dodson, D. Dregier, N. Dysard P. Elliott, K. Jackson, T. Jackson, K. Koermer, D. Meek. E. Mosser, B. Napfel, B. Naughton, L. Preston, K. Rege, R. Rose, V. Skinner, B. Sulzbach, T. Sherwood, J. Towner, P. Wilson, T. Wohlers, S. Massoni, C. Wallace, J. Williams

Others present: R. Gross

- 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 October 13th Board of Trustees meeting.
 - ii. Minutes from the September 8th Board of Trustees meeting.
 - iii. Minutes from the September 21st Special Session.
- 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. Daily Record List of Most Admired CEO's: L. Henninger acknowledged Trustee Steve Linkous for his work as CEO of Harford Mutual.
 2. Shared news of the passing of Dr. Rose Mary Hatem Bonsack (served as a trustee from 1999-2003).

B. Finance & Audit Committee Report

- i. R. Streett reported that the Finance & Audit Committee met on September 30, 2020 and reviewed the following items:
 - 1. T. Jackson shared details of cost savings plan for FY21.
 - 2. \$3.21Million shortfall, moneys due from State, decreased enrollment, revenue deficits.
 - 3. College reducing expenses to match loss of revenue ensuring we have a balanced budget.
 - 4. Committee reviewed and approved custodial, contract, multi-function devices.

C. Foundation Report

- i. J. Holloway reported that:
 - 1. The HCC Foundation has implemented the Harford Owl Fund Campaign and are working towards securing gifts from individuals and businesses supporting two main College initiatives.
 - 2. Scholarships: Many students do not have the resources to pay for their education. Scholarships supply the much-needed funds to allow students to move forward with their educational goals.
 - 3. HCC at Edgewood: The College has committed to making education and training accessible to residents and businesses in the underserved and historically economically depressed southeastern region of Harford County referred to as the Rt. 40 corridor. HCC at Edgewood will provide training and collaborative space for workforce development with programs such as additive manufacturing, construction, masonry, electrical and HVAC, heavy equipment operator, welding and forklift to name a few.
 - 4. As leaders of the College it is important for us to support the Foundation's work and the College's initiatives. I would like to see this Board participate at 100% in the Foundation's Harford Owl Fund this year. Shortly, you will be receiving information on how to participate. It is extremely easy to give. There is an online donation option as well as a quarterly installment payment plan.

D. Presidential Search Update

- i. C. Payne and S. Linkous provided an update regarding the Harford Community College Presidential Search:
 - 1. Presented vetted candidates to the BOT for consideration.
 - 2. 6 candidates were brought forward and 4 were selected as finalists.
 - 3. Finalists spent two days on campus visiting with the Board.
 - 4. Acknowledge the committee for their hard work and amazing service.

E. Member Reports

- i. Rev. Hunter asked to report on information gathered from ACCT Leadership Congress, which was held virtually this year.

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:
- ii. National Coming Out Day – Chesapeake Bay Pride Event
 1. Sunday was National Coming Out Day, and we were honored to support our LGBTQ+ community by sponsoring the second annual Upper Chesapeake Bay Pride event. This was the College's second year sponsoring the event, which was virtual this year due to the COVID-19 pandemic.
 2. Our sponsorship allowed for the College's advertising to be featured prominently throughout the event, allowing us to extend our values of equity and inclusion to a broader community.
- iii. Presidential Search Committee
 1. On Friday, we wrapped up our presidential finalists' open forums. We hosted four finalists, giving each a full itinerary during their two-day stay. Each finalist was given the opportunity to meet one-on-one with our Cabinet, our Board of Trustees, and key constituency groups. They also participated in live and online forums for students, employees, and our community-at-large, and answered questions from attendees.
 2. Thank you to co-chairs Chris Payne and Steve Linkous for leading the Presidential Search Committee and for their many, many hours of time they generously offered to the committee to coordinate the effort.
 3. Thank you each of our Trustees for your time and contributions to the search process. This entire process exemplifies our mission as a College – "to grow, achieve, inspire, and contribute." I believe we upheld our mission in this process and I thank you all.
- iv. Enrollment
 1. Enrollment is -9% for the same point in time comparison of fall 2019 for overall Headcount and FTE (-8.3% and -7.1%, respectively).
 2. Dual enrollment students compared to fall 2019 is slightly up (+4 headcount, +0.5%).
 3. The Enrollment Management team is working diligently on strategies to increase winter and spring enrollment, with outreach strategies similar to those employed this past summer. Further, enrollment initiatives are included in the strategic planning. We will have more of an update on the enrollment picture in the coming weeks.
- v. Reopening Plan – Move to 2B
 1. Regarding our Reopening Plan in response to the pandemic, last month, Governor Hogan moved the State of Maryland to Stage 3 of the Maryland Strong: Roadmap to Recovery. In light of that move, our Reopening Plan Taskforce reconvened to review our plan and determine what key activities may commence if we are to move to Stage 2B. Moving to Stage 2B in January will allow more flexibility for some of our campus operations to begin to occur.

2. Our Campus will continue to operate remotely. For our Employees, this means that any who are not assigned to regularly scheduled essential campus activities will continue to work remotely.
3. For our students, classes that can be delivered effectively online will continue to do so. Our Academic Affairs Division will determine which courses, or portions of courses, can be most effectively delivered online.
4. These decisions will be made on a course-by-course basis.
5. The Student Affairs Division will be conducting a survey of our students to determine what student services should be made available on campus in this stage.
6. Capacity limitations have expanded from a limit of 10 people in a room, to the number of people that still permits physical distancing of 6 feet, up to capacities identified under state and federal regulations.
7. If conditions worsen, we must be prepared to return to earlier stages at a moment's notice and can only be done if everyone fully complies and remains vigilant of safety protocols.

vi. Budget Update

1. Several weeks ago, each Vice President meet with their leadership teams to determine budget reductions in their respective divisions to address what is currently an approximate \$3.2 million deficit.
2. Our Finance team took that information and developed a cost savings plan that will now guide the suggested reduction(s) for budget line items. Last week, Trevor Jackson presented this plan to the Board of Trustees' Finance and Audit Committee, and with all of you. The guiding principle in this process was to look for where reductions could be made that would not have any impact on teaching and learning at the College.
3. Areas reviewed included, but were not limited to, salary and benefits (vacant positions), contracted services, supplies and materials, and utilities.
4. More information on this plan will be shared during upcoming Finance & Audit Committee meetings, and in turn with our Board as a whole.

vii. Rural Maryland Council Grant Award

1. We have secured The Rural Maryland Council Grant Award in the amount of \$225,000. The new grant will provide programming and community resources that focus on entrepreneurship activities and support for business and workforce development in the Edgewood area.
2. It will also provide an opportunity to expand the regional economy and partner with government, nonprofit, academic, and private sector resources for innovation, entrepreneurship, and career exploration.
3. Congratulations to Amy Wallace Yingling, Kelly Koerner, Austin Hill, Denise Carnaggio, and Brandy Naughton on their hard work and diligence in seeking out and securing these grants for the College.

viii. Middle States Events

1. Two live webinars that may be of interest that are being offered by the Middle States Commission on Higher Ed:
 - a. On November 12: Strategies for Student Success and Institutional Stability: A Strategic Webinar for Board Members, Presidents, and Senior Executives.
 - b. On December 8: Applying, Assessing, and Documenting Effective Board Governance.

ix. Faculty Spotlight

1. This month, Cindy Kelley, who was recently named an Associate Professor in our Behavioral and Social Sciences division. Cindy developed HCC's Exercise Science program with colleagues Ed Augustitus, Debbie Dorsey, and Sean Wright.
2. This new program enables students to transfer to a four-year institution after earning their associate degree in exercise science or go directly into the workforce. In just one year, the program has over 100 declared majors.
3. She also helped create the Harford County Exercise Science Advisory Board with Kyle Mohr, Harford Technical High School's Sports Technician and Exercise Science Coordinator.
4. The Board consists of stakeholders from the community in various exercise science fields and meets at least twice a year to discuss how to improve our programs.
5. Cindy also contributes to the College as the editor of the Curriculum Work Group in 2019-20 and 2020-21, where she has reviewed course and program proposals for accuracy before they are brought to the Curriculum Work Group and prior to being forwarded to the Chief Academic Officer.
6. Cindy also serves in our community as an advisor for the Young Life youth group. Thank you, Cindy, for your hard work, your accomplishments, and your commitment to Harford Community College and our students.

B. Personnel Update

- i. The following employees were introduced to the Board;
 1. Terry Baker, Admissions Specialist
 2. Donna Meek, Admissions Specialist
 3. Regina Rose, Administrative Assistant II
 4. Vayia Skinner, Communication Specialist
 5. Jordan Williams, Assistant Director for Development

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. MHEC Performance Accountability Report

- i. Ms. Jennie Towner, Interim Vice President for Student Affairs and Institutional Effectiveness, and Dr. Tim Sherwood, Vice President for Academic Affairs,

presented on the Maryland Higher Education Commission (MHEC) Performance Accountability Report.

VIII. ACTION ITEMS

A. Approval of MHEC Performance Accountability Report

- i. The 2020 Annual Performance Accountability Report (PAR) is due to the Maryland Higher Education Commission (MHEC) by Friday, November 6, 2020. The report requires governing board approval.
 1. The President recommended that the Board of Trustees of Harford Community College approve the 2020 MHEC Performance Accountability Report as presented.
 2. *Motion made by C. Hunter and seconded by B. Walker.*
 3. *Vote: Unanimously adopted.*

B. Approval of MHEC 2020 Cultural Diversity

- i. Ms. Jennie Towner, Interim Vice President for Student Affairs and Institutional Effectiveness, presented the Maryland Higher Education Commission (MHEC) 2020 Cultural Diversity Report for approval.
 1. The President recommended that the Board of Trustees of Harford Community College approve the 2020 MHEC cultural diversity report as presented.
 2. *Motion made by J. McCauley and seconded by R. Streett.*
 3. *Vote: Unanimously adopted.*

C. Contract Approval: Federal Grants Consultant/Evaluator Services

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented an update to the Board of Trustees.
 1. The Finance & Audit Committee and President recommended that the Board of Trustees of Harford Community College approve the award of a contract to McAllister and Quinn, Washington DC, to provide federal grants consultant/evaluator services. The award will be for two (2) years, beginning January 1, 2021, at a price of \$90,000.00 per year, with the sole option of the College to extend for three (3) additional one (1) year periods, at a price of \$93,600 per year.
 2. *Motion made by S. Linkous and seconded by S. Markley Schreiber.*
 3. *Motion made by Vote: Unanimously adopted.*

D. Approval of Contract Extension: Custodial Services

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented an update to the Finance & Audit Committee.
 1. The Finance & Audit Committee and President recommended that the Board of Trustees of Harford Community College approve a rate adjustment due to COVID-19; in addition to an extension of the existing contract with Bravo Building Services Inc., Bridgewater NJ from June 30, 2022 to June 30, 2023. Due to the contract being amended mid-year the annual cost is being converted to a monthly cost in the amount of \$38,938 starting in October 2020 and continuing through December 2020. In January 2021 the cost will increase to \$40,503 per month due to

the State's mandated minimum wage increase. This rate will remain constant until the College resumes normal campus operations; thereafter the monthly cost will be \$89,225 per month through June 30, 2023, except for costs resulting from minimum wage increases January 1 2022 and 2023. The increase in cost as a result of minimum wage increases is estimated to be \$4,100 per month in each year, 2022 and 2023.

2. *Motion made by J. McCauley and seconded by S. Markley Schreiber.*
3. *Vote: Unanimously adopted.*

E. Approval of Contract Extension: Copiers/Multifunctional Devices

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented an update to the Finance & Audit Committee.
 1. The Finance & Audit Committee and President recommend that the Board of Trustees of Harford Community College approve a one (1) year extension of the contract for copiers/multifunctional devices with Centric Business Systems, Owings Mills Maryland. The monthly cost will be reduced immediately from \$15,464 to \$10,658 while we are in this COVID influenced period. When campus operations resume the maximum monthly cost will be \$13,006, based on pre-COVID click counts (# of copies) for the duration of the contract, which will be through June 30, 2022. If the College does not resume its pre-COVID click count the College will receive a credit for less copies. In addition, Centric will give the college an additional credit of \$8,756 for reduced printing from prior months.
 2. *Motion made by S. Markley Schreiber and seconded by B. Walker.*
 3. *Vote: Unanimously adopted.*

IX. CLOSED SESSION

- A. L. Henninger 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 C. Payne. The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 7:00 p.m.

X. RETURN TO OPEN SESSION

- A. L. Henninger announced that the Board wished to return to open session and called for a motion.
- B. Motion made by C. Payne and seconded by S. Linkous. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 9:17 p.m.

XI. 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 S. Linkous. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 9:19 p.m.

Jacqueline S. Jackson

Jacqueline Jackson, PhD
Secretary-Treasurer

Laura Henninger
[Laura Henninger \(Nov 11, 2020 12:05 EST\)](#)

Laura Henninger
Chair