

APPROVED COPY

Harford Community College

Minutes of Open Meeting

November 10, 2020

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, November 10, 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.

Staff present: T. Alcide, D. Carnaggio, L. Claypoole, K. Doan, N. Dysard, P. Elliott, N. Findley, R. Hartwell, D. Harvey, K. Jackson, T. Jackson, R. Johnson, K. Koermer, S. Massoni, E. Mosser, P. Pape-Lindstrom, K. Rege, S. Rutherford, T. Sherwood, V. Skinner, B. Sulzbach, T. Wohlers.

Others present:

- 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 November 10, 2020 Board of Trustees meeting.
 - ii. Minutes from the October 13, 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. L. Henninger reported on the following:
 1. Dr. Felder has accepted the position of president of Harford Community College; her contract begins January 1, 2021.
 2. 12/8/2020: December Board of Trustees Meeting.
 - B. Finance & Audit Committee Report
 - i. R. Streett reported that the Finance & Audit Committee met on October 27, 2020 and reviewed the following items:
 1. Quarterly budgets were reviewed; revenues are down but expenses are held. The committee will monitor the budget in the coming months to ensure that the budget remains balanced.

2. The committee reviewed a draft fund balance policy, but ultimately decided to table the discussion due to the governance review that is currently in progress.

C. Foundation Report

i. J. Holloway reported that:

1. Screech's Virtual 5K held 10/23 and 10/24; it resulted in \$7500 in proceeds towards two HCC scholarships.
2. Megan Pocta was hired as Event Coordinator and Gift Officer.
3. Communication was sent from J. Holloway to all Trustees regarding supporting the Harford Owl Fund.

D. Presidential Search Update

i. S. Linkous provided an update regarding the Harford Community College Presidential Search:

1. At the October 13 Board Meeting, Dr. Theresa Felder was appointed the next College President.
2. Dr. Jackson and her team have been in contact with Dr. Felder to help her transition to her new duties.
3. The Committee thanks Dr. Jackson for her leadership and the committee members for their service, as well as Kurt Doan, for his contribution to the presidential search.

E. Member Reports

i. Trustees Rev. Cordell Hunter and Sharon Markley Schreiber provided a report on the recent ACCT Leadership Congress, held virtually October 5 – 8, 2020. Topics included, "Policy Governance, and Strong Leadership", "Keeping Campus Communities Safe", and "Diversity, Equity, and Inclusion."

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. Enrollment:

- a. Enrollment for the winter and spring semesters opened on Sunday, November 1st. To generate awareness, we are planning a virtual open house for November 16-19 for new students who may want to learn more about Harford and what we have to offer.
- b. Virtual sessions with local area high schools were held to talk with juniors and seniors about their plans for next year and to encourage them to apply.
- c. Additionally, a call campaign was recently launched towards new students who have applied to remind them of their next steps. And later this month another call campaign aimed at students who were registered for the fall semester but who have not yet registered for spring will be held. These efforts bring together

resources from around the College to ensure that enrollment efforts are top of mind for everyone.

2. **Onboarding Plan for Dr. Theresa Felder**

- a. In order to facilitate a smooth transition for Dr. Felder as she prepares to take office in January, a series of ongoing, bi-weekly meetings are scheduled with her to discuss key initiatives and upcoming internal and external events that will help shape her first 90 days at Harford.
- b. Our Onboarding Advisory Group and Department of Communication is also working toward creating a communication plan to introduce her to employees, students, and the community.
- c. More information will be forthcoming over the next month.

3. **NACAS Foundation 2020 Campus Care Grant**

- a. We were recently awarded the NACAS Foundation 2020 Campus Care Grant in the amount of \$7,850. Proceeds from this grant will support the HCC Food Pantry by allowing us to expand its capacity to serve students by outfitting a larger space with shelving, a refrigerator and freezer, and the installation of a door to make the space more accessible to students.
- b. Food insecurity, along with the accompanying hunger and worry about finances, has a negative impact on students' grades and persistence, reducing students' ability to perform well in their classes and potentially leading to the decision to stop or drop out of college.
- c. Since its inception in March 2019, there have been 952 visits to the HCC Food Pantry. Through this grant, students will have access to more nutritious fresh foods, such as meat and produce, in addition to the nonperishable items that are currently available through the food pantry.
- d. A sincere thank you to Dr. Griselda Flores, Brandy Naughton, and Laura Burke, for securing this grant for us.

4. **Implications of Recent Executive Order**

- a. *The White House Executive Order released on September 22, "[On Combating Race and Sex Stereotyping](#)."* This order applies to certain federal contractors and may apply to Harford Community College, depending on federal contracts received.
- b. The language of the order is broad and sets forth a list of concepts that cannot be included in workplace diversity training. Many of the concepts listed are not normally included

in such training, but some (like those related to systemic racism or implicit bias) might be. The question of whether training violates the order must be analyzed on a case-by-case basis and then potentially reviewed again as new guidance and interpretation is released.

- c. As always, we will review training to ensure that its content moves us toward our goals and reflects our values, and that it does so within the structure of the law. In this case, we believe all training in process or under development is permitted under the executive order (based upon guidance issued to date).
- d. Harford Community College has been and is committed to diversity, equity, and inclusion, and we will continue to work together to support these efforts. This will not change. We will continue to monitor events and guidance and communicate any significant changes, especially considering the election results.

5. **Faculty Spotlight**

- a. This month, the faculty spotlight is on Dr. Lisa Tittle. For almost 20 years, Dr. Tittle has served as Professor of Reading and English in the Humanities division at HCC. She teaches Transitional Reading and English courses and English 101; she is also currently the Program Coordinator for the Humanities.
- b. Lisa earned her bachelor's degree in English from Towson University, her master's degree in curriculum and instruction from McDaniel College, and her doctorate in community college leadership from Morgan State University.
- c. She began her career as an English teacher for Harford County Public Schools while teaching as an adjunct for Harford Community College.
- d. Dr. Tittle's dedication to her students extends well beyond the classroom. Several years ago, she worked with her colleagues to redesign the transitional reading and English classes from a four-class sequence to an integrated reading and writing format. This new design streamlined the transitional courses to two four-credit classes, reducing the transitional track to college readiness by four credits. As a result of the changes to the course structure, students are now able to see a clearer connection between reading and writing.
- e. She was also one of the first faculty to teach the Accelerated Learning Program (ALP) classes, which allow transitional writing

students to take ENG 101 while receiving additional support through a one-credit transitional writing class.

- f. Dr. Tittle's service at Harford Community College is widespread and commendable. From 2016-18, she served as interim dean of the Humanities division. She has been a faculty representative at HCC Parent Orientations for about five years.
- g. She also worked with the Continuing Education and Workforce Development staff to arrange career presentations for transitional students.
- h. Dr. Tittle also serves on the Safe Zone Committee and the Diversity, Inclusion, Culture, and Equity (DICE) Committee as well as the My College Success Network Committee. Most recently, Dr. Tittle worked with the STEM division on a National Science Foundation grant.
- i. Within her division, Dr. Tittle is collaborating with her colleagues as part of a National Endowment for the Humanities grant which exposes her students to the history of the Civil Rights Movement in Harford County.
- j. Thank you to Lisa for her hard work, accomplishments, and commitment to Harford Community College and our students.

B. Personnel Update

- i. The following employees were introduced to the Board:
 - 1. Natasha F. Findley, Assistant Professor – Nursing, non-tenure-track.
 - 2. Rob Johnson, Esq. – Director for Procurement.

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Grants Overview

- i. Denise Carnaggio offered a presentation on the importance of grant funding to HCC, including grants impact, funding history, support for grants, and an outlook of the future of grants at Harford Community College.

VIII. ACTION ITEMS

A. Policy Approval: Tuition and Fee Reductions for Survivors of Human Trafficking

- i. Ms. Jennie Towner, Interim Vice President for Student Affairs and Institutional Effectiveness, presented a policy for Board approval
 - 1. The President recommended that the Board of Trustees of Harford Community College adopt the "Tuition and Fee Reductions for Survivors of Human Trafficking" policy as written.
 - 2. *Motion made by J. McCauley and seconded by J. Holloway.*
 - 3. *Vote: Unanimously adopted.*

B. Approval of Academic Calendar for FY22 and FY23

- i. Dr. Timothy Sherwood, Vice President for Academic Affairs, presented Harford Community College's proposed academic calendar for the 2021-2022 and 2022-2023 academic years.

1. The President recommended that the Board of Trustees of Harford Community College approve the 2021-2022 and 2022-2023 College academic calendars as presented.
2. *Motion made by S. Linkous and seconded by J. McCauley.*
3. *Vote: Unanimously adopted.*

IX. 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 R. Street, III. The vote to adjourn was unanimous.*
- C. The Board of Trustees meeting adjourned at 7:15 p.m.



Jacqueline Jackson, PhD
Secretary-Treasurer



Laura Henninger (Dec 14, 2020 16:09 EST)

Laura Henninger
Chair