

**APPROVED COPY**

Harford Community College

Minutes of Open Meeting

May 11, 2021

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, May 11, 2021 at 6:00 p.m.

Trustees present: Ms. Laura L. Henninger; Rev. Cordell Hunter, Sr.; Mr. Steve Linkous; Dr. James W. McCauley; Mr. Christopher Payne; Dr. Richard P. Streett, III; S. Markley Schreiber; Mr. Brian Walker; and Dr. Theresa B. Felder as Secretary-Treasurer

Trustees absent: None

Staff present: T. Abramowitz, T. Alcide, L. Claypoole, K. Doan, D. Dregier, P. Elliott, N. Dysard, M. Harris, J. Jackson, K. Jackson, T. Jackson, R. Johnson, K. Koerner, R. Johnson, E. Liesch, K. Rege, S. Schaeffer, T. Sherwood, V. Skinner, J. Towner, M. Wigglesworth, Tony 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 May 11, 2021 Board of Trustees meeting
    - ii. Minutes from the April 13, 2021 Board of Trustees meeting
    - iii. Graduation Candidates – May 2021
      1. The President recommended that the Board of Trustees of Harford Community College approve for graduation on May 27, 2021, by consent, the 523 candidates as presented, pending fulfillment of all graduation requirements.
- 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. 5/7/2021: Board Work Session
      2. 5/15/2021: Spring semester ends

3. 5/27/2021: Commencement
4. 5/31/2021: College closed – Memorial Day
5. 6/8/2021: Board of Trustees meeting

B. Finance & Audit Committee Report

- i. R. Streett reported that the Finance & Audit Committee met on April 27, 2021 and reviewed the following items:
  1. The committee reviewed the President's procurement report for purchases between \$50,000 and \$74,999.00. There were two transactions that were deemed appropriate and consistent with prior trends. Quarterly auxiliary and operational budgets were also reviewed; the College's auxiliaries have experienced year-to-date total losses of approximately \$856,000 combined. The losses were expected and were a result of the ongoing pandemic.
  2. The operational budget is tracking mostly as expected, with realization of 90% of the College's budgeted tuition. Expenditures are continuing to track as projected to fall under budget with a favorable outcome expected.
  3. Three presentations were made regarding HEERF funds (CARES, CRRSSA, and the American Relief Plan). The committee is satisfied that the funds are being used appropriately.
  4. Updates for the FY22 proposed budget were presented by Trevor Jackson and the Finance team. Last fall's \$3.9 million budget deficit is now a balanced budget. The State of Maryland has committed to fully fund the CADE formula, which translates to \$1.13 million appropriated to the College. The Harford County government has increased their funding to \$167,000.
  5. Four action items were reviewed for submission to the Board: computer equipment updates, purchase of CDL truck driving simulator, purchase of bipolar ionization systems for air purification systems on campus, and a contract for Honor Lock to ensure the integrity of tests being taken online.

C. Chesapeake Welcome Center Update

- i. Dr. Jim McCauley, Board Liaison to the Chesapeake Welcome Center Design Committee, provided the Board with an update on the project.
  1. Trustee McCauley reported that the project is on budget and that the design stage is currently in progress.

D. Member Reports

- i. Rev. Cordell Hunter expressed thanks to Dr. Felder for outreach to the AME churches in the area.

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. T. Felder also reported on the following:

1. Thank you to our Commencement Committee for creating an in-person event in the APGFCU Arena for more than 175 graduates and their families to experience an in-person “stage walk” event and receive their scrolls.
2. Thank you to the trustees who were able to participate in this event. Everyone is welcome to watch the Commencement virtual event on May 27 at 6 p.m. on our Facebook page.

B. Enrollment Report

- i. Our strategic enrollment management team has developed a multi-pronged outreach effort to drive summer term registration. These efforts include “Exploration Sessions”, outreach calls, text messages and reserved days for new students to meet with Advising, Career, and Transfer Services and Admissions.
- ii. Last week, our Student Affairs team resumed in-person services by appointment two days a week. As the College continues its reopening plans, in-person services for students will increase.

C. Reopening Plan Update

- i. The Taskforce for Reopening Campus confirmed last week that we currently meet the necessary triggers to move to Stage 2B of our reopening plan.
- ii. Effective May 17th, the College will move to Stage 2B, which gives the College more flexibility in offering more in-person classes and services to our students. As more Marylanders are getting access to the COVID-19 vaccine, we feel reassured that our plan to bring 20-30% of our employees and students back to campus for the summer term, beginning June 1st can be done safely.
- iii. Thank you to our Campus Operations Team, under the leadership of Mr. Lou Claypoole, who are working hard to install new air filtration systems, plexiglass barriers, and signage to ensure the safety and comfort of our students and employees. Thank you, Lou and team.

D. Congratulations to our NMTC Visionary Award Recipients

- i. Former Dean of Nursing & Allied Health Professions, Laura Cianelli-Preston, and Ms. Dawn Grissom, Project Director for CEBAT, were both named NMTC Visionary Award winners at this year’s 10<sup>th</sup> NMTC Visionary Awards virtual ceremony last week.
- ii. Dean Preston was awarded NMTC’s Visionary Award in the “Leader” category for her contributions to building the STEM educated workforce and advancing our innovation and technology base. Ms. Grissom was awarded NMTC’s Visionary Award in the “Innovator” category, in recognition of her exceptional personal efforts to measurably benefit the development of the STEM educated workforce and advance our innovation and technology base.

E. Harford at Edgewood

- i. The College continues to move forward with the development of Harford’s Leading Edge Training Center powered by the Ratcliffe Foundation in classrooms provided by the Boys and Girls Clubs of Edgewood.
- ii. Dr. Felder recently attended two check presentations at the Boys and Girls Clubs.

1. The first was with County Executive Barry Glassman, who awarded the College with \$160,000 to design and deliver a workforce development training program that will incorporate foundational employment skills culminating in a Commercial Driver's License (CDL) Class B certification through a Certified Logistics Assistant (CLA) training component.
2. The second included representatives from our District 34 Maryland State Delegation, led by State Senator Robert Cassilly, Delegates Steve Johnson, Mary Ann Lisanti, and Susan McComas recently awarded the College \$260,000 in local bond initiative funding that will be used to purchase equipment and materials and for a new Logistics and Warehousing program and curriculum.

F. Personnel Update

- i. No employees were introduced.

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Reopening Presentation

- i. Kelly Koermer, Dean of Community Education, Business & Applied Technology, and Tom Alcide, Chief Information Officer, presented information about the College's COVID-19 reopening plan.

VIII. ACTION ITEMS

A. Purchase Authorization: HP Computer Equipment for Classroom Computer Replacements

- i. Tom Alcide, Chief Information Officer, provided information about the purchase of 140 Hewlett-Packard replacement computers for classrooms.
  1. The President and members of the Finance & Audit Committee who were present recommended that the Board of Trustees of Harford Community College authorize the purchase of 140 Hewlett-Packard computers for classroom computer replacements in the amount of \$144,060 from DSR Computer Sales & Service.
  2. Motion made S. Linkous and seconded by C. Hunter
  3. *Vote: Unanimously adopted.*

B. Requisition Approval: Purchase of a CDL Simulator

- i. Dr. Tim Sherwood, Vice President for Academic Affairs, provided information to the Board of Trustees about the purchase of a CDL simulator, the grant funding source, and the utilization of this simulator.
  1. The President and members of the Finance & Audit Committee who were present recommended that the Board of Trustees of Harford Community College approve the purchase of a VS600M simulator from Virage Simulation at a total cost of \$115,000.00. The expense will be covered by funds from Harford County.
  2. Motion made by J. McCauley and seconded by C. Payne.
  3. *Vote: Unanimously adopted.*

C. Purchase Approval: Bipolar Ionization System via Corporate Purchase Method

- i. Trevor Jackson, Vice President for Finance & Administration, provided information to the Board of Trustees about bipolar ionization systems and the

Keystone Purchasing Network cooperative being utilized as the purchasing and contractual vehicle for this procurement.

1. The President and members of the Finance & Audit Committee who were present recommended that the Board of Trustees of Harford Community College approve the purchase of 139 bipolar ionization systems from Facility Solutions Group at a total cost of \$403,569.29. Funding for this purchase will be covered by federal CRRSAA funds.
2. Motion made by S. Linkous and seconded by S. Markley Schreiber.
3. *Vote: Unanimously adopted.*

D. Purchase Approval: Honorlock Online Proctoring Services

i. Dr. Tim Sherwood, Vice President for Academic Affairs, provided information about the purchase of online proctoring software.

1. The President and members of the Finance & Audit Committee who were present recommended that the Board of Trustees of Harford Community College extend the Honorlock enterprise license contract for the period of July 1, 2021 to June 30, 2022 for a total cost of \$90,142.00, in coordination with disbursements of proceeds from CRRSAA funds.
2. Motion made by S. Linkous and seconded by B. Walker
3. *Vote: J. McCauley abstained.*

IX. CLOSED SESSION - PERSONNEL MATTER (FACULTY TENURE AND PROMOTION REQUESTS)

- 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 B. Walker and seconded by S. Linkous The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 6:57 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 J. McCauley and seconded by R. Street. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 7:17 p.m.

XI. ACTION ITEMS

A. Approval of Faculty Tenure and Promotion Requests

- i. The Board of Trustees grants tenure to those who have satisfied all requirements for tenure and who have been recommended by their division dean, the Dean's Cabinet, the Vice President for Academic Affairs, and the President. Final tenure decisions are made at the end of five years of employment. Three tenure and/or promotion requests with supporting recommendations are presented to the Board:

Andrew Adams, Assistant Professor

1. The President recommended that the Board of Trustees of Harford Community College offer a tenure contract and promotion to the rank of

Associate Professor to Andrew Adams, Assistant Professor of STEM, effective August 15, 2021.

2. Motion made by S. Linkous and seconded by C. Payne
3. *Vote: Unanimously adopted*

Dr. Ben Fisler, Associate Professor

4. The President recommended that the Board of Trustees of Harford Community College offer a promotion to the rank of Professor to Dr. Ben Fisler, Associate Professor of VPAA, effective August 15, 2021.
5. Motion made by J. McCauley and seconded by C. Payne
6. *Vote: Unanimously adopted*

Miriam Wiglesworth, Associate Professor

7. The President recommended that the Board of Trustees of Harford Community College offer a promotion to the rank of Professor to Miriam Wiglesworth, Associate Professor of CEBAT, effective August 15, 2021.
8. Motion made by B. Walker and seconded by S. Markley Schreiber
9. *Vote: Unanimously adopted*

## XII. 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 7:25 p.m.



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Theresa B. Felder, EdD  
Secretary-Treasurer

  
Laura Henninger (Jun 9, 2021 20:48 EDT)

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Laura Henninger  
Chair