

APPROVED COPY

Harford Community College

Minutes of Open Meeting

August 10, 2021

The Board of Trustees of Harford Community College met on Tuesday, August 10, 2021, at 6:00 p.m.

Trustees present: Ms. Laura L. Henninger; Dr. Judy Holloway; Mr. Christopher Payne; Ms. Sharon Markley Schreiber; Mr. Steve Linkous; Rev. Cordell Hunter, Sr, Mr. Brian Walker; and Dr. Theresa Felder as Secretary-Treasurer

Trustees absent: Dr. Richard P. Streett III

Staff present: T. Abramovitz (v), T. Alcide, D. Anderson (v), G. Calia-Lotz (v), L. Claypoole, C. DeCarlo (v), K. Doan, D. Dregier, N. Dysard, P. Elliott (v), M. Harris (v), T. Imbierowicz (v), J. Jackson, K. Jackson (v), T. Jackson, K. Koermer, E. Liesch (v), J. Madden (v), S. Massoni (v), B. Mosser, P. Pape-Lindstrom, K. Rege, D. Rogers (v), D. Shopulski, T. Sherwood, V. Skinner, A. Spinnato (v), B. Sulzbach, J. Thompson (v), J. Towner, P. Wheeler (v), T. Wohlers (v), L. Wood

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 August 10, 2021 Board of Trustees meeting
 - ii. Minutes from the June 8, 2021 Board of Trustees meeting
 - iii. August 2021 Graduation Candidates
 1. The Vice President for Academic Affairs submitted a list of 222 candidates for graduation for August 2021. The students will receive either the Associate of Arts degree (93), Associate of Applied Sciences degree (39), Associate of Arts in Teaching degree (8), Associate of Fine Art degree (2), Associate of

Sciences degree (66), or certificates (14), as indicated, pending fulfillment of all graduation requirements.

2. The President recommended that the Board of Trustees of Harford Community College approve for graduation in August 2021 the 222 candidates as presented, pending fulfillment of all graduation requirements.

3. *Approved by consent.*

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. 6/23/2021: MACC Board of Directors meeting
2. 8/17/2021: The College will close at 11:30 a.m. for Convocation.
3. 8/23/2021: First day of Fall semester
4. 9/6/2021: College closed in observance of Labor Day holiday
5. 9/14/2021: Next regularly scheduled meeting of the Board of Trustees
6. L. Henninger announced that Dr. Jim McCauley retired from his Trustee position; the trustees will fill this position in the near future.
7. L. Henninger noted that C. Payne was also reappointed for a five-year term as Trustee.
8. L. Henninger noted that the governance review will continue. Tonight, the Board will discuss updates to the Board Bylaws, which is presented as an action item.

B. Finance & Audit Committee Report

i. B. Walker reported on behalf of R. Streett III that the Finance & Audit Committee met on 7/27 and reviewed the following items:

1. The President's procurement report, which is included in the board packet and included five purchases that fell between \$50,000 and \$74,999.99.
2. The committee also received an update on plans to renovate the Forest Hill building, a portion of which will be used to relocated employees during the Chesapeake Welcome Center project.
3. The committee approved a change order for the Chesapeake Welcome Center project which will be presented as an action item tonight.

C. Foundation Report

i. J. Holloway reported that the HCC Foundation held its annual Summer Swing Golf Tournament on July 19 at Maryland Golf &

Country Club. The event golfer slots were sold out at 134 as well as all corporate sponsorships. Net proceeds totaled \$47,100 in support of student scholarships, the highest amount netted in the last 5 years.

- ii. An additional \$25,000 in student emergency funds have been made available for Harford students through a grant from the Dresher Foundation that is being managed by Harford Community Action Agency.

D. Member Reports

- i. C. Hunter noted that he was able to participate in the ACCT nomination committee in preparation for the October ACCT Leadership Congress.

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. T. Felder noted that she was excited to welcome back our students and employees to campus after 17 months of mostly virtual teaching and learning
 - 2. She thanked faculty, staff, administrators who have modeled our mission, vision, and values over the past year and a half ensuring that our students were supported, our campus continued to run efficiently, and our community was kept up to date with resources and support.
- ii. Enrollment Update
 - 1. We continue to make progress towards our fall 2021 enrollment goals. As of Thursday, August 5th, we are at 71.1% of our budgeted credit hour goal for the semester. This represents -2.5% and -6.1% in headcount and full-time equivalence, respectively, compared to the same point in time last year. We experienced a noticeable improvement with our enrollment metrics after last Thursday's One Stop Registration event, targeting new first-time, transfer, and readmitted students. We had over 100 RSVPs and served 91 students, including 19 walk-ins. All students left the event registered for fall classes and with answers to their questions. It was a large team effort, and we thank everyone across the campus who made this event a huge success. We are planning a similar One Stop Registration event for August 16th and the enrollment team will provide more data on these two events.

2. The iPrep program which helps students refresh on math and English content to place into a higher-level course is on-going this week. The Admissions team, Learning Center, and STEM and AH faculty are hosting 56 students. This program has been proven to help students place into at least one higher course, which reduced their overall cost for a degree and time to complete.
 3. Led by the Dr. Idowu and the Student Achievement team, we launched a program to pay off up to \$1,000 balances for students who owed money to the college over the last two years. In order to participate, students must meet with an advisor and success coach and agree to take at least 6 credits for the fall semester. As of last week, we have 18 students who plan to participate in the program.
 4. Most classes begin on August 23rd. The 13-week term starts on September 6th and we will continue to push enrollment throughout the early fall semester.
- iii. Reopening Plan Update
1. The College is reinstating indoor mask policy, effective Monday, August 16 upon the advice of Dr. David Bishai, Harford County Health Officer. The County's rising county positivity rate and emerging Delta variant are key factors in the decision. This also coincides with our 100% return to in-person teaching and learning on August 16. The College has new air filtration systems, plexiglass barriers, and other PPE that will be in place to ensure the safety and comfort of our students and employees.
- iv. Faculty Spotlight
1. Our June/July Faculty Spotlight was shone on Lisa Ovelman, Assistant Professor in the STEM division.
 2. Our July/August recipient is Adjunct Professor Sarah Reiman from the BSS division.
 3. Our August/September recipient is Associate Professor David Law from the CEBAT division.

B. Personnel Update

- i. The following employees were introduced to the Board
 1. Jennifer M. Wilcox, Assistant Professor of Chemistry
 2. Aisha Holmes, Assistant Professor - Integrated Business and Applied Technology
 3. Gretchen Mirabile, Assistant Professor - Nursing & Allied Health Professions

4. Patrick Murnane, Student Development Specialist – Advising, Career and Transfer Services
5. Amber Duvall, Financial Aid Specialist
6. Kari Everett, Instructional Design Technologist

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Strategic Plan Update

- i. Dr. Jacqueline Jackson, Vice President for Student Success, offered an update on the College's strategic plan.

VIII. ACTION ITEMS

A. New Policy Proposal: Telework

- i. Ms. Donna Shopulski, Associate Vice President for Human Resources and Employee Development, presented information on a newly proposed policy that addresses telework at Harford Community College.
 1. The President recommended that the Board of Trustees of Harford Community College adopt the "Telework Policy" as written.
 2. Motion made by J. Holloway and seconded by B. Walker.
 3. *Vote: Unanimously adopted*

B. New Policy Proposal: Admissions Policy

- i. Dr. Jacqueline Jackson, Vice President for Student Success, presented information on a newly proposed policy that addresses admissions at Harford Community College.
 1. The President recommended that the Board of Trustees of Harford Community College adopt the "Admissions Policy" as written.
 2. Motion made by B. Walker and seconded by C. Hunter.
 3. *Vote: Unanimously adopted*

C. New Policy Proposal: Student Grievance Policy

- i. Dr. Jacqueline Jackson, Vice President for Student Success, presented information on a newly proposed policy that addresses general student grievances at Harford Community College.
 1. The President recommended that the Board of Trustees of Harford Community College adopt the "Student Grievance Policy" as written.
 2. Motion made by S. Markley Schreiber and seconded by C. Payne.
 3. *Vote: Unanimously adopted*

D. New Policy Proposal: Freedom of Expression

- i. Dr. Jacqueline Jackson, Vice President for Student Success, presented information on a newly proposed policy that addresses freedom of expression at Harford Community College.

1. The President recommended that the Board of Trustees of Harford Community College adopt the "Freedom of Expression" as written.
2. Motion made by B. Walker and seconded by S. Linkous.
3. Discussion: S. Markley Schreiber asked if there was legislation that led to the proposed policy. J. Jackson noted that the review of the policy was in response to recent nationwide protests. Dr. Jackson noted that the policy had been in place for several years but had never been brought to the Board level. Dr. Felder clarified that a number of best practices have been adopted by the College but were never brought forward to the Board as formal policies. Mr. Linkous noted that it would be helpful to have additional context for the policies when they are presented.
4. *Vote: Unanimously adopted*

E. Academic Program Substantial Modification: Biotechnology Certification

- i. Dr. Tim Sherwood, Vice President for Academic Affairs, will present information to the Board of Trustees about substantial modifications to the College's Biotechnology Certificate.
 1. The President recommended that the Board of Trustees of Harford Community College approve the academic program substantial modification for the Biotechnology Certificate as presented.
 2. Discussion: Ms. Henninger asked if this was an existing program; Dr. Sherwood noted that it was. Mr. Walker asked if there were additional costs associated with the substantial modification; P. Pape-Lindstrom noted that there were costs associated with the addition of six courses, but that many of the costs were covered by a grant. Mr. Linkous asked if the associate's program was required in order to have the certificate program; Dr. Sherwood noted that the programs were connected but not interdependent.
 3. Motion made by S. Markley Schreiber. and seconded by J. Holloway.
 4. *Vote: Unanimously adopted*

F. Academic Program Approval: Biotechnology, Associate of Applied Science

- i. Dr. Tim Sherwood, Vice President for Academic Affairs, presented information to the Board of Trustees about the College's newly proposed Associates of Applied Sciences degree in Biotechnology.
 1. The President recommended that the Board of Trustees of Harford Community College approve the Associate of Applied Science in Biotechnology as presented.

2. Motion made by C. Payne and seconded by S. Linkous.

3. Vote: *Unanimously adopted*

G. Updated FY2022 and FY2023 Academic Calendar

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

1. The President recommended that the Board of Trustees of Harford Community College approve the updated 2021-2022 and 2022-2023 College academic calendars as presented.

2. Motion made by C. Hunter and seconded by S. Linkous.

3. Vote: *Unanimously adopted*

H. Chesapeake Welcome Center Renovation – Change Order for Commissioning Services Related to Meeting LEED Silver Requirements

i. Trevor Jackson, Vice President for Finance & Administration, presented information relating to commissioning services for LEED Silver requirements.

1. The President recommended that the Board of Trustees of Harford Community College authorize the approval of a change order for additional commissioning services related to meeting LEED Silver requirements for the renovation of the Chesapeake Welcome Center. Total cost for the change order is \$141,110.

2. Motion made by B. Walker and seconded by C. Payne.

3. Discussion: Mr. Linkous questioned why this required Board approval if it was not an additional cost. Mr. Jackson noted that the amount had been previously approved by the Board, so this was an amendment to a Board-approved contract.

4. Vote: *Unanimously adopted*

I. Board Bylaws Update

i. Laura Henninger, Chair of the Board of Trustees of Harford Community College, presented an updated version of the Board Bylaws for consideration.

1. The Board Chair recommended that the Board of Trustees of Harford Community College adopts the amended Board Bylaws as presented.

2. Motion made by B. Walker and seconded by J. Holloway.

3. Discussion: Dr. Holloway and Mr. Payne thanked the group for their work on the bylaws.

4. Vote: *Unanimously adopted*

IX. CLOSED SESSION

A. L. Henninger announced that the Board wished to move 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 and called for a motion.

- B. Motion made by B. Walker and seconded by C. Hunter. The vote to move to closed session was unanimous.
 - C. The Board of Trustees moved into closed session at 7:11 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. Hunter and seconded by B. Walker. The vote to return to open session was unanimous.
 - C. The Board of Trustees returned to open session at 7:58 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 C. Hunter. The vote to adjourn was unanimous.
 - C. The Board of Trustees meeting adjourned at 7:59 p.m.



Theresa B. Felder, EdD
Secretary-Treasurer



Laura Henninger (Sep 15, 2021 10:22 EDT)

Laura Henninger
Chair