The Board of Trustees of Harford Community College met on Tuesday, August 9, 2016, at 6:00 p.m. in the Chesapeake Center Board Room.

Trustees present: Mrs. Doris G. Carey; Mr. John Haggerty; Ms. Laura Henninger; Rev. Cordell E. Hunter, Sr.; Dr. James W. McCauley; Richard D. Norling; Mrs. Jan Stinchcomb; Richard P. Streett, III; Dr. James J. Valdes; and, Dr. Dianna G. Phillips as Secretary-Treasurer


Others: D. Anderson, The Aegis

I. CALL TO ORDER
   R. Norling called the meeting to order.

   The following is noted for the record:

   The business of the Harford Community College Board of Trustees, as empowered by Maryland law, is to oversee all personnel, programs and facilities. The Board employs its president to implement and to interpret its policies. The Board directs the president to establish guidelines, procedures, and practices that flow from and support the policies of the Board of Trustees as contained in the Board Manual for By-laws and Policies. The Board meets the second Tuesday each month (except July) to consider and transact public business.

   At the Board of Trustees regular meeting on June 14, 2016, motion was made, seconded and approved 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, closed sessions permitted.

II. ROLL CALL
   C. Sherman called the roll. Quorum was present.
III. CONSENT AGENDA
By consensus, the Board approved the consent agenda. Items included:
- Agenda of the 08/09/16 meeting
- Minutes of the 06/14/16 regular session
- Candidates for Graduation – August 2016
- 2016 Maryland Higher Education Commission Progress Report for the Harford Community College Plan for a Program of Cultural Diversity

IV. PUBLIC COMMENT
No one addressed the Board during public comment.

V. BOARD REPORTS
A. Chair’s Report
R. Norling welcomed Dr. Dianna Phillips, Harford’s 9th president, and Kathy Whaley, the Executive Assistant to the President and Board of Trustees.

ACCT publication the CEO Board Relationship was distributed to each Board member.

R. Norling announced:
- He has been elected President of the Maryland Association of Community Colleges’ Executive Board.
- He has re-appointed members of the Board’s Finance and Audit Committee: Laura Henninger, Jan Stinchcomb, and Richard Streett, III. According to the Board Manual for Bylaws and Policy, Cordell Hunter, vice chair of the Board serves as chair of the committee.

Upcoming events were noted:
- August 19 – Convocation and Related Activities
  - 11:30 a.m. – Picnic – Grassy area behind Chesapeake Center
  - 12:45 p.m. – Convocation – Chesapeake Theater
  - 2:00 p.m. – Ice Cream Social – Chesapeake Patio
- August 30 - Meet and Greet Reception (introduction of Dr. Phillips to the external community) - 4:00-6:00 p.m. - APGFCU Arena
- September 13 - Board of Trustees meeting - 6 p.m. - Chesapeake Center Board Room
B. Finance and Audit Committee Report
C. Hunter reported that the committee met on August 5 and reviewed the financials for FY 2016. The financial audit will be presented to the Board at the September meeting. The committee also had a report from representatives from RSM related to the control audit on capital projects.

In addition, C. Hunter reported that he attended the Harford County Farm Fair and visited the College’s display table.

C. Member Reports
No reports.

VI. PRESIDENT’S REPORT
A. Information Items
The Board information packet included a report on the President’s meetings and activities over the last month. Dr. Philips expressed appreciation for the warm welcome she received upon her arrival to Harford Community College.

- She reported on recent meetings with:
  - The Maryland Council of Community College Presidents at Frederick Community College.
  - Harford’s Director for Public Safety
  - Collegial Governance Coordinating Council
  - Representatives from Hord/Coplan/Macht, Inc., the firm assisting the College with the development of the facilities master plan
  - The Board of Trustees Finance and Audit Committee
  - Students as she does a “walk about campus” visiting various campus buildings

- Other items included:
  - Two Harford baseball players were selected in the 2016 Major League Baseball First Year Player draft.
  - Seventy-three student-athletes were named to the Athletic Director’s Honor Roll for the spring semester.
  - The Harford Community College Foundation’s 2016 Summer Swing Golf Tournament raised approximately $50,000.
  - Pam Runge, HCC’s student success specialist, was recognized as a Champion for Children and Youth by the Harford County Local Management Board.
  - A six-month “Hopes and Dreams” listening tour will be planned. It will offer internal and external constituents an opportunity to share their hopes and dreams for the College. A transition team with representation from faculty, staff and administrators will make recommendations related to the listening tour; the group will also offer
recommendations on communicating information to the campus community.
  o List of presidential procurement approvals $50,000-75,000 for the 4th quarter of 2016 were reported.
  o Recent media articles were shared.

B. Introduction of New Employees
New employees Kerry Nixon, employee relations and development specialist; and Jennifer Kurek, science support associate; were introduced to the Board.

C. Enrollment Report
Dr. Phillips reviewed the credit enrollment dashboards as of August 9. FTE is currently down 10.8%. Enrollment revenue is 75.8% of the budget projection.
New student enrollment is up, while continuing student enrollment is down. There are three weeks remaining before the start of the Fall semester and several initiatives are underway specifically targeting non-returning students including a calling campaign, text messages and postcards. Other community colleges across the state are also reporting enrollment declines ranging from 11-16%.

FY 2016 end-of-year noncredit enrollment totaled 22,374.

D. Capital Projects Update
R. Johnson, vice president for finance and operations, reported:
  • Spring House project is complete and the area surrounding the spring house has been cleared. Signage will be installed in the near future.
  • Edgewood Hall renovation and expansion project is on schedule.

VII. ACTION ITEMS
A. Software License and Service Agreement Amendment – Evisions Argos Enterprise Reporting Software
Harford Community College uses Ellucian software systems to support the financial, payroll, human resources, student, financial aid, institutional research, document management, and development systems. The SCT/Banner software also includes the Luminis software used for the OwlNet web portal.

Evisions is a Strategic Partner of Ellucian, and Ellucian is able to offer Evisions products to existing client institutions.

In response to the growing and consistent need for data and information on campus for daily operations, reporting, planning, and decision-making, the College desires to implement Evisions Argos Enterprise Reporting Software to replace the current in-house developed Microsoft Access reporting environment. The Argos software provides a comprehensive set of institution-wide reporting capabilities and will allow increased staff access to reports and best practices and
data security standards in the industry. In addition to the reporting tool itself, the College will also get access to the Evisions Co-Op where reports can be shared between Higher Education institutions.

The first year costs include a one-time software cost of $59,000, an annual maintenance fee of $11,800, and a one-time fee of $19,600 for project implementation, for a total cost of approximately $90,400.

Motion was made by J. Haggerty, seconded by C. Hunter:

The Board of Trustees of Harford Community College accepts the software license and service agreement amendment with Ellucian (formerly SCT/Banner Sungard) for Evisions Argos Enterprise Reporting Software in the amount of $90,400.00.

Vote: Unanimously adopted.

VIII BOARD REVIEW
A. Policies – Non-Discrimination and Equal Employment Opportunity Policy
The Board continues to review policies to reaffirm currency as written or to identify changes/revisions that need to be made. For the August meeting, the Board reviewed the “Non-Discrimination and Equal Employment Opportunity” policy.

After reviewing the current policy and working with College counsel, a couple of revisions were identified by College staff. These include: (1) addition of two protected classes and (2) expansion to include the College’s commitment to non-discrimination in areas of academic opportunity and enrollment.

The proposed revised policy follows: (strike-out indicates deletion; underlined text indicates additions):

Non-discrimination and Equal Employment Opportunity Policy

Harford Community College is committed to non-discrimination and equal employment opportunity. The College will comply with all state and federal laws that prohibit discrimination and retaliation against those who raise concerns about illegal discrimination.

It has been, and will continue to be, the policy of Harford Community College that all students, employees, applicants, and other persons dealing with the College will do so in an atmosphere that is free from discrimination on the basis of race, color, religion, sex, national origin, age, status as an individual with a disability, veteran, sexual orientation, gender identity or expression, marital
status, genetic information or any other status protected by law. This policy includes, but is not limited to, decisions about recruitment, hiring, training, promotion, compensation, benefits, transfers, and social or recreational programs, academic opportunities and enrollment.

As part of its commitment to non-discrimination and equal employment opportunity, the College prohibits harassment of any kind. The College will not tolerate harassment by anyone—supervisors, other employees, students, contractors, or other persons under control of the College.

Motion was made by J. McCauley, seconded by J. Stinchcomb:

The Board of Trustees of Harford Community College approves the Non-Discrimination and Equal Employment Opportunity policy as presented.

Vote: Unanimously adopted.

IX. CLOSED SESSION
R. Norling asked for a motion to go into closed session to discuss personnel matters. In accordance with Article §3-305(b)(1) of the General Provisions article of the Annotated Code of Maryland, motion was made by J. Valdes, seconded by C. Hunter to go into closed session. Nine voted in favor of the motion; no one opposed the motion; motion adopted.

At 6:25 p.m. the Board moved into closed session. The closed session adjourned at 6:35 p.m.

X. RETURN TO OPEN SESSION

XI. PERSONNEL
A. Personnel Update
Staffing changes are reported to the Board as an information item. Changes reported follow.

Appointments
- Kerry A. Nixon, employee relations and development specialist, effective July 2, 2016
- Nadine K. Martinkus, disability services associate, effective July 5, 2016
- Don E. Crites, Jr., maintenance technician IV–plumber, effective July 16, 2016
- Laura J. Drake, coordinator for continuing education registration and operations, effective July 30, 2016
- JeanMarie Krygowski, assistant director for workforce development, effective July 30, 2016
- Kathy L. Whaley, executive assistant to the President and the Board of Trustees, effective July 30, 2016
- Jennifer A. Starkey, assistant director for admissions, effective July 30, 2016
- Jennifer M. Kurek, science support associate, effective August 1, 2016
- Samantha V. Saunders-Conroe, assistant registrar, effective August 15, 2016
- Nena S. Craven, term faculty–sociology, effective August 15, 2016
- Jenny Y. Jakulin, academic success coach, effective August 22, 2016
- Kelly J. Ryan, director for procurement, effective August 29, 2016

**Separation**
- Kathleen L. Burley, coordinator for physical education and outdoor recreation, effective June 10, 2016
- Kyle Rowlands, administrative assistant II, effective June 30, 2016
- Tricia A. Clarke, development specialist, effective June 30, 2016
- Darnese M. Jusino, accounting associate–accounts receivable, effective July 15, 2016
- Dale A. Sandbek, maintenance technician IV-HVAC, effective July 29, 2016
- Eric L. Jackson, student leadership and orientation specialist, effective July 29, 2016

**Retirement**
- V. Dennis Golladay, President, effective July 31, 2016

B. **Faculty Promotions**

Application for promotion is submitted by the faculty member to his/her respective division dean. Positive recommendation from the dean is forwarded to the deans’ group for their review and recommendation. Recommendation from the deans’ group is forwarded to the vice president for academic affairs; the vice president forwards a recommendation to the president.

Five faculty members applied for promotion:
- Wayne Hepler from Associate Professor to Professor of Mass Communications
- Elizabeth Holmes from Assistant Professor to Associate Professor of Developmental English
- Christopher Jones from Associate Professor to Professor of Transitional Mathematics
- Andrew Kellett, Ph.D. from Assistant Professor to Associate Professor of History
- Sharon Stowers, Ph.D. from Associate Professor to Professor of Sociology and Anthropology
Each application is supported by the respective division dean, the deans’ group, the interim vice president for academic affairs and the President.

Motion was made by J. Valdes, seconded by M. McCauley:

_The Board of Trustees of Harford Community College approves the faculty promotions effective August 15, 2016, as follows:_
- Wayne Hepler from Associate Professor to Professor
- Elizabeth Holmes from Assistant Professor to Associate Professor
- Christopher Jones from Associate Professor to Professor
- Andrew Kellett, Ph.D. from Assistant Professor to Associate Professor
- Sharon Stowers, Ph.D. from Associate Professor to Professor

Vote: Unanimously adopted.

XII. ADJOURNMENT
The Board meeting adjourned at 6:40 p.m.

Dianna G. Phillips
Secretary-Treasurer

Richard D. Norling
Chair