

APPROVED COPY

Harford Community College

Minutes of Open Meeting

January 12, 2021

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, January 12, 2021 at 6:00 p.m.

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

Trustees absent: None

Staff present: T. Alcide, K. Doan, D. Dregier, N. Dysard, P. Elliott, E. Gisriel, M. Harris, R. Hartwell, N. Hoke Wilson, J. Irby, J. Jackson, K. Jackson, T. Jackson, R. Johnson, C. Kelley, K. Koermer, M. Laurentius, J. Madden, T. Liberto, S. Massoni, E. Mosser, P. Pape-Lindstrom, K. Rege, T. Sherwood, V. Skinner, B. Sulzbach, T. Wohlers

Others present: D. Anderson (The Aegis), C. Geiger (K&S), G. Wozniak (K&S)

- 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 January 12, 2021 Board of Trustees meeting
 - ii. Minutes from the December 8, 2020 Board of Trustees meeting
 - iii. 2021 MACC Legislative Agenda
- 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. Attended a social for Dr. Jackson
 2. Drive Thru social
 3. Board Work Session
 4. S. Markley Schreiber named Athena Award finalist
 - B. Finance & Audit Committee Report

- i. R. Streett reported that the Finance & Audit Committee met on and reviewed the following items:
 - 1. Met 12/22 to review procurement items.
 - 2. Reviewed updates to Cost Savings Plan to ensure the budget is financially sound. \$4.5 million in savings in salary, deferred maintenance and utility costs.
 - 3. Reviewed and modified a Board policy for fund reserves that will be presented as an action item later this evening.
 - 4. Followed up on a proposed settlement to Blackboard regarding unexpected additional usage. Additional fees were negotiated down significantly and will be proposed as an action item later this evening.
 - 5. R. Streett commended the Finance team for their efforts, diligence and dedication to adopt a zero-based budget process.

C. Foundation Report

- i. J. Holloway reported that:
 - 1. The HCC Foundation received the proceeds from a charitable remainder trust that was established 25 years ago by Barclay & Betty Lou Tucker. The total gift is \$615,848.
 - 2. As detailed in the trust, funds are to be designated to the HCC Foundation, HCC Library, cultural affairs and scholarships for Harford students and student athletes.

D. Member Reports

- i. R. Hunter extended congratulations to organizers of the Holiday Drive Thru event.

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. Her calendar of activities for the past two weeks is included in the Board packet.
 - 2. The president's procurement report—which details purchases between \$50,000 and \$74,999.99 is included in the report for review.
- ii. Enrollment for Winter and Spring terms:
 - 1. Winter Term 2 started on January 4th. Headcount is down 4% and full-time equivalent (FTE) students is down less than 1% compared to Winter 2020; we made great strides since Dr. Jackson's last report to the Board. With two weeks until the start of Spring semester, as of yesterday, headcount is down 10.1% and full-time equivalent (FTE) students are down 15.3% compared to the same point for spring 2020. This gap between headcount and FTE means that students are taking fewer courses for the spring. We attribute this trend, in part, to uncertainty caused by the pandemic and remote learning.

2. Our spring registration outreach continues through the start of the semester with reminders calls, text messages, digital campaigns, and emails to new students and continuing students.
3. Next month, the Board will receive a report on enrollment efforts from Dr. Patrick Elliott.

B. COVID-19 Reopening Plan

- i. As a temporary precaution due to the rising COVID-19 positivity rates, at present only employees who perform essential functions should report to campus during the first two weeks of January.
- ii. We continue to monitor CDC guidelines and County positivity rates and will provide you with updates as the situation evolves.

C. \$1.5 Million Gift from the Phillip E. & Carole R. Ratcliffe Foundation

- i. As part of the Harford Community College at Edgewood initiative, Harford's Leading Edge Training Center Powered by the Ratcliffe Foundation will address workforce development needs in the Route 40 Corridor by providing advanced technological proficiencies in the skilled construction trades, manufacturing, warehousing/distribution, and logistics. This gift will also provide scholarships, stipends and tool allowances for students studying at the Edgewood location.
- ii. Dr. Austin Hill will provide more information during his presentation this evening. Dr. Felder expressed her appreciation to the Ratcliffe Foundation for providing the resources for educational programming in a traditionally underserved part of our community.

D. Faculty Spotlight

- i. This month, our recipient is Assistant Professor of Biology and Biotechnology, Jaclyn Madden. Jackie started as an adjunct professor in Harford's STEM division in 2010.
- ii. She is the lead faculty for General Biology courses, and as such, is one of the first teachers that Biology students meet when they begin their journey at Harford Community College. Recently, Jackie was instrumental in securing funding for the Biotech program with an NSF-ATE grant, BIOTEC Pathways: Expanding Pathways from High School into the Biotechnology Workforce in the amount of \$493,912. Jackie also shares her knowledge by mentoring both new and adjunct faculty and she serves as faculty advisor for the student organization, Biological Outreach Initiative. Her students reflect very positively on their experience in her courses and they're so grateful for the support she provides them. She brings many intangibles along with her expertise to Harford's STEM division and has become a standout faculty member. Dr. Felder expressed her appreciation on behalf of everyone at the meeting for Jaclyn Madden's dedication and commitment to our students.

E. Personnel Update

- i. The following employees were introduced to the Board:
 1. Melissa Laurentius, Admissions Specialist

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. HCC at Edgewood

- i. Dr. Austin Hill, Director for Strategic Partnerships, presented information to the Board of Trustees regarding the College's educational expansion in the Edgewood and Route 40 Corridor areas.

VIII. ACTION ITEMS

A. Approval of Proposed FY2022 Operating Budget

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented the proposed FY2022 general operating budget to the Board of Trustees.
 1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College approve the proposed FY2022 general operating budget in the amount of \$51,681,430, a decrease of \$737,131, or 1.4% compared to the FY21 general operating budget.
 2. Motion made by S. Markley Schreiber and seconded by C. Hunter
 3. Vote: Unanimously adopted

B. Approval of Proposed FY2023 Capital Budget and Capital Improvement Program

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented the proposed FY2022 capital budget and capital improvement program to the Board of Trustees.
 1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College approve the proposed Capital Improvement Program for fiscal years 2022 to 2026. Total amount of the program for all five year is \$56,697,872.
 2. Motion made by B. Walker and seconded by C. Hunter
 3. Vote: Unanimously adopted

C. Board Policy Approval: Fund Balance

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented a proposed policy to the Board of Trustees related to the College's fund balance reserve.
 1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College approve and adopt the new board policy for fund balance reserves as presented.
 2. Motion made by C. Hunter and seconded by J. Holloway
 3. Vote: Unanimously adopted

D. Blackboard LMS Settlement

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented information to the Board of Trustees regarding a settlement with Blackboard, the College's learning management system vendor.
 1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College approve the settlement for FY2020 and FY2021 of \$28,000 to Blackboard Inc. The settlement is for additional storage, bandwidth, and users due to COVID, and is negotiated down from \$127,700. The annual cost approved by the Board in 2019 was \$181,563.

2. Motion made by S. Linkous 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 legal advice and called for a motion.
- B. Motion made by S. Linkous, and seconded by J. Holloway. The vote to move into closed session was unanimous.
- C. The Board of Trustees moved into closed session at 6:57 pm

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 J. Holloway. The vote to return to open session was unanimous.
- C. The Board of Trustees returned to open session at 7:47 p.m.

XI. ADJOURNMENT

- A. L. Henninger announced that the Board wished to adjourn and called for a motion.
- B. Motion made by S. Linkous and seconded by R. Streett III. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 7:50 p.m.



Theresa B. Felder, EdD
Secretary-Treasurer


[Laura Henninger \(Feb 15, 2021 10:04 EST\)](#)

Laura Henninger
Chair