

APPROVED COPY

Harford Community College

Minutes of Open Meeting

February 9, 2021

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, February 9, 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; Ms. Sharon Markley Schreiber; Dr. Richard P. Streett, III; Mr. Brian Walker; and Dr. Theresa B. Felder as Secretary-Treasurer

Trustees absent: None

Staff present: T. Abramovitz, T. Alcide, P. Chuffo, L. Claypoole, K. Doan, D. Dregier, N. Dysard, P. Elliott, E. Gisriel, S. Hallock, N. Hoke Wilson, J. Irby, J. Jackson, K. Jackson, T. Jackson, R. Johnson, C. Kelley, K. Koermer, M. Laurentis, S. Massoni, D. Meek, B. Napfel, L. Peniston, A. Rogers, R. Roof-Ray, T. Sherwood, V. Skinner, J. Towner, S. Schaeffer, T. Sherwood, T. Stephens, B. Sulzbach, T. Wohlers, C. White, J. Zander

Others present: A. Ampofo-Williams, B. Arroyo, S. Mishra (SGA)

- 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 February 9, 2021 Board of Trustees meeting
    - ii. Minutes from the January 8, 2021 Board of Trustees Work Session
    - iii. Minutes from the January 12, 2021 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. 1/25/2021: Start of the spring semester
      2. 3/5/2021: Board work session
      3. 3/9/2021: Board of Trustees meeting
  - B. Finance & Audit Committee Report

- i. R. Streett reported that the Finance & Audit Committee met on January 27, 2021 and reviewed the following items:
  - 1. No procurement items were presented for review. Quarterly updates were provided for the operating and auxiliary budget.
  - 2. College is working hard to control costs during this time.
  - 3. Tonight, T. Jackson will seek approval of a contract for CPA auditing services.
  - 4. Review of business plans for auxiliary units will occur during the February meeting.

C. Foundation Report

- i. J. Holloway reported that:
  - 1. The HCC Foundation launched a stewardship campaign that included phone calls to key stakeholders and donors during the month of January. The campaign focused on appreciation for donor support and news of the arrival of Dr. Theresa Felder. Foundation Board Directors made the calls and received positive feedback on their outreach from constituents.
  - 2. The Foundation has received a bequest in the amount of \$275,000 from the Estate of Joan Ann Ege designated to establish a scholarship fund for students studying business.
  - 3. The Foundation Finance and Executive Committees have approved an increase to 4% spending from the Foundation's endowed funds for the FY22 fiscal year. This action will allow more scholarship dollars to be available for Harford students for the 2021/2022 academic year.

D. Member Reports

- i. J. McCauley wished to report a note of thanks to The Aegis reporter, David Anderson, on his coverage of the HCC budget process.
- ii. C. Hunter participated in several ACCT webinars on the topic of navigating the pandemic and remaining fiscally viable. In addition, he reported that he saw Dr. Felder on *Midday Maryland* during her recent media interview.

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. As a nation, colleges across the country have experienced enrollment declines over the past ten years, which has only been compounded over the past year by the pandemic. Unfortunately, the pandemic has introduced even more barriers for students and families who are in entry-level positions, those from low-income backgrounds, first generation students, and adults who are unemployed or under-employed.
  - 2. As shared with President's Cabinet and in weekly updates with our campus community, our mission as educators is to ensure that the citizens of Harford County – from all socioeconomic levels – have access to higher education.

3. One of my key priorities as president is to stabilize our enrollment, which includes recruiting new students, as well as the retention of our current students.
4. Regarding Spring Enrollment trends, our current spring enrollment is down 7.9% in headcount and 9.8% in FTE, respectively.
5. T. Felder is incredibly proud of our Enrollment Management team and our employees for their all-hands-on deck approach to enrollment. They have worked hard to reduce our deficit down from double digit numbers.
6. 15 more new, first time in college students compared to this point in time for spring 2020 (a 6.6% increase) and 42 more dual enrollment students (a 5.5% increase).
7. Looking ahead, our admissions and advising teams are still registering students for the spring semester. Our 13-weeks term starts this week and Term 2 courses start after Spring Break. The summer and fall schedule of classes will be posted in early March, with registration opening on April 1<sup>st</sup> for those semesters.
8. As we turn our attention toward summer and fall enrollment, we will focus on engaging students who may have delayed the start of their college careers or stopped out because of the pandemic. This evening, our Enrollment Management team will present an overview of our plan to recruit and retain students, with a focus on improving the student experience.
9. Our Reopening Task Force is actively working on preparing recommendations regarding our reopening plans. They are looking at several factors that will inform our plan, including guidelines from the CDC and State of Maryland.
10. We anticipate having this report available later this month and plan to share information with our campus community in early March.
11. We are also working closely with the Harford County Health Department to provide information to our campus community regarding the COVID-19 vaccine.
12. We have invited Dr. David Bishai from the Harford County Health Department to make a virtual presentation to our campus community later this month. We will provide that date to everyone so that you may all attend if you choose.
13. Regarding the CRRSSA/Cares Act funding, Harford was recently allocated \$1,171,832 for Emergency Financial Aid Grants and \$3,954,218 for the Institutional Portion from the U.S. Department of Education.
14. This funding is allocated through the Higher Education Emergency Relief Fund II (HEERF II) by the Coronavirus Response and Relief Supplemental

Appropriations Act (CRRSAA), which was signed into law on Dec. 27, 2020 and is earmarked to serve students and ensure that learning continues during the COVID-19 pandemic.

15. In addition to CRRSSA funds, the College will receive a second round of the Governor's Emergency Education Relief (GEER) funds in the amount of \$353,176.
16. Our CEBAT staff will allocate funds for workforce development courses and continuing professional education that leads to government or industry-required certification or licensure, especially to those impacted by the pandemic.
17. Lastly, every month we shine the spotlight on a member of our Faculty whose contributions and dedication to students have made a difference here at HCC. This month, our recipient is Regina Roof-Ray!
18. Regina began her career with HCC in 1995 as a counselor in the Student Services Division and quickly moved on to the Behavioral and Social Sciences Division, where she is currently an Associate Professor of Psychology.
19. Regina has done an extensive amount of work in assessment at the College, which involves the systematic collection, review, and use of information about educational programs undertaken for the purpose of improving student learning and development.
20. She was a member of the Learning and Assessment Committee from 2013 to spring 2020, serving as co-chair from 2018 to 2020. She's conducted a wide variety of trainings on assessment through CETL.
21. Currently, Regina is assuming a leadership role in the re-accreditation process as co-chair of Middle States Standard 5, which examines Educational Effectiveness Assessment. She conducted division trainings on TK20 program implementation and was part of the Achieve the Dream data committee from 2018 to 2020.
22. She also co-created and hosted the Mid-Atlantic Undergraduate Psychology Conference. The conference ran for three years, prior to COVID, hosting approximately 100 students each year from the tri-state area, giving undergraduates the opportunity to present their research. In addition, Regina has presented at several national conferences and most recently in 2019, she had an article published in Intersection Journal titled "Supplemental Instruction: A Closer Look at the Data."
23. Her passion for education and her drive to continually improve the educational experience for her students is why Regina is this month's Faculty Spotlight. Congratulations, Regina!

B. Personnel Update

- i. The following employee was introduced to the Board:
  - 1. Paul Chuffo, Interim WHFC Operations Manager

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Student Government Association Overview

- i. Dr. Jacqueline Jackson, Vice President for Student Affairs and Institutional Effectiveness, introduced the executive board of the College's Student Government Association.

B. Harford Community College Enrollment Overview

- i. Dr. Patrick Elliott, Associate Vice President for Enrollment Management, and Ms. Jennie Towner, Associate Vice President for Student Development, presented information to the Board of Trustees regarding the College's enrollment trends and efforts.

VIII. ACTION ITEMS

A. Contract Approval: CPA Auditing Services

- i. Trevor Jackson, Vice President for Finance & Administration, presented information to the Board of Trustees.
  - 1. The Finance & Audit Committee and President recommended that the Board of Trustees of Harford Community College approve the award of a contract to Clifton Larson Allen to provide audit and financial statement generation services. The award will be for three (3) years, beginning April 1, 2021, at a total cost of \$162,300, with the sole option of the College to extend for two (2) additional one (1) year periods.
  - 2. Motion made by S. Linkous and seconded by S. Markley Schreiber.
  - 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 C. Hunter. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 7:16pm



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Theresa B. Felder, EdD  
Secretary-Treasurer

  
Laura Henninger (Mar 11, 2021 16:20 EST)

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Laura Henninger  
Chair