

APPROVED COPY

Harford Community College

Minutes of Open Meeting

March 9, 2021

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

Trustees absent: None

Staff present: T. Alcide, J. Chase, L. Claypoole, K. Doan, D. Dregier, N. Dysard, P. Elliott, C. Fisk, R. Hartwell, A. Hill, J. Jackson, K. Jackson, T. Jackson, R. Johnson, K. Koermer, P. Pape-Lindstrom, E. Mosser, B. Napfel, K. Rege, K. Reynolds, T. Sherwood, V. Skinner, J. Towner, B. Sulzbach, T. Wohlers.

Others present: D. Anderson

- 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 March 9, 2021 Board of Trustees meeting
 - ii. Minutes from the February 9, 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 previous events:
 1. 03/05/2021: Board of Trustees Work Session
 2. 3/21/2021: Spring Break Begins
 3. 3/28/2021: Spring Break Ends
 4. 4/1/2021: Board Work Session
 5. 4/13/2021: Board of Trustees April Meeting
 - ii. L. Henninger reported on the following upcoming events:
 1. 3/21/2021: Spring Break Begins

2. 3/28/2021: Spring Break Ends
3. 4/1/2021: Board Work Session
4. 4/13/2021: Board of Trustees April Meeting

B. HCC Foundation Report

i. J. Holloway reported that:

1. The HCC Foundation hosted the Annual Athena Leadership event on Friday, March 5th.
2. Though a virtual event this year, we experienced strong support from the community including Harford Mutual Insurance Group continuing as Presenting Sponsor and The Daily Record supporting the young professional award.
3. The Athena leadership awards recognize individuals who have demonstrated exemplary leadership in their career and assist in the advancement of women in their professional communities.
4. Congratulations to Trustee, Sharon Markley Schreiber, who was honored as a finalist.
5. Event proceeds support several annual \$1,000 scholarships for Harford students who demonstrate a commitment to their community and have a motivation to become future leaders in Harford County.

C. Finance & Audit Committee Report

i. R. Streett III reported that:

1. The Finance & Audit committee met virtually on February 23, 2021; there were no purchases to review on the President's procurement report.
2. Received an update on College's main investments; continued progress on meeting the key objectives of each investment.
3. A more in-depth review of HelioCampus was presented by AVP Richard Hartwell along with a demonstration of the capabilities of HelioCampus.
4. Joe Buskirk and Chris Fisk presented the College Bookstore's business plan.
5. The Committee reviewed proposed amendments to the FY2022 budget specific to tuition and fees. R. Streett III commended the continued hard work of the Finance team for limiting the deficit of the proposed Operating budget that started back in October 2020 at \$3.9 million and is currently down to under \$500,000.
6. Encouraged by an increase in State funding to the community colleges throughout the state. In addition, budgeting for a slight increase in credit enrollment from prior predictions starting in the fall 2021. Realized additional savings through reductions in contracts for software, unemployment costs and the elimination of two senior level administrative positions that will not be filled.
7. The College is recommending a freeze in tuition through the fall 2021 semester to support students who are still in need after challenges experienced during the pandemic. In subsequent years, an annual 2% tuition increase is proposed to reduce greater increases.

8. The committee reviewed a presentation for the renovation of Forest Hill Hall for the relocation of the HR department in preparation for the Chesapeake Welcome Center project.
9. Three action items were presented during the committee meeting: The Committee recommended forwarding the previously mentioned proposed budget to the Board for approval; in addition, the Committee recommended the approval of a roof replacement proposal for Aberdeen and Maryland Halls that will be covered through the Facilities Renewal Grant Funds from the State; and the committee is recommending the approval of a proposal for printing of class schedules for next year.

D. Member Reports

- i. Rev. Hunter reported that:
 1. He participated in webinars and webcasts and visual presentations to learn more about issues facing the College.
 2. In addition, he worked with Kurt Doan to facilitate to establish faith-based community meetings for Dr. Felder in March and April.
 3. Served as a member of the MACC nominating committee.
- ii. Trustee J. McCauley reported that:
 1. He participated in the first meeting for the Chesapeake Welcome Center renovation. The new building addition will add more than 26,000 square feet. It will be a terrific addition to the College and a benefit to the community.

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. Enrollment Update
 - a. The College is gearing up for summer and fall 2021 registration, which opens on April 1st. Students are already meeting virtually with admissions and advisors to get started on the application and registration processes.
 - b. With the assistance of Analytics and Planning, we recently administered a survey to current students to check in on their experiences for the spring 2021 semester. The survey link was sent to nearly 5,000 students and we received 847 responses (about a 17% response rate). We are still analyzing the results, but the preliminary analysis shows that the biggest challenges our students are facing are staying motivated, balancing personal and academic responsibilities, and finding an effective study environment. With the help of faculty and staff from around campus, we called these students to remind them of the survey and responded to nearly 200 that asked for a call back for assistance. Thank you to everyone who helped make this happen.
 2. Reopening Plan Update

- a. The Taskforce for Reopening Campus has been meeting regularly to finalize recommendations for a safe reopening of our campus. Many hours of research, planning, and consultation has gone into this reopening plan. Our team has been analyzing the recent survey that was sent to College employees to gauge any concerns their concerns with returning to campus. I can tell you that a lot of consideration is going into shaping a safe working environment for our employees and students. An open forum is scheduled with Taskforce Co-Chairs Tom Alcide and Kelly Koermer for Friday April 2, from 11 AM to 12:30 PM to present the plan to our campus and answer questions.

3. Update on Additional Funding

- a. The College recently received an additional \$1,171,832 from the U.S. Department of Education for Emergency Financial Aid Grants through the Higher Education Emergency Relief Fund II (HEERF II), also known as CRRSAA funds, to serve our students during the COVID-19 pandemic. In mid-March, we will begin distributing \$500 student financial aid grants to eligible students for assistance. Additionally, we also received \$3,954,218 for the institutional portion of this funding.
- b. Our VP for Finance and Administration, Trevor Jackson, has been working closely with colleagues across the College to solicit ideas for maximizing the impact of these funds within the guidelines provided by the U.S. Department of Education.
- c. The College also was approved for additional GEER funding of \$353,176 that will be utilized later this year to help more than 100 students attain certification and licensure in several different workforce development programs (Ethical Hacker, Certified Nursing Assistant, and Human Resource Management, to name a few).
- d. The Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act, 2021, passed by the Maryland General Assembly and signed into law by Governor Hogan on February 15, established the Recovery Now Fund which includes grants for community colleges. Under the RELIEF Act, 2021 - Recovery Now Fund, community colleges will receive a workforce development training and continuing education program grant to support students and community members impacted by the pandemic.

4. 2021 Legislative Agenda – Community College Advocacy

- a. Many bills are being introduced that have a potential impact on our students and our College. We have written letters to our legislators and local delegates requesting support for bills that will directly impact our mission.

- b. Two examples of such legislation are Senate Bill 664 and Senate Bill 866. Harford Community College joins our sister colleges across the State to support these bills because they increase the likelihood that our students will be able to more quickly enter college and attain degrees.
 - c. Senate Bill 664 would make the completion of the Free Application for Federal Student Aid (FAFSA) universal. Affordability is often a factor for our students—a fact that was made more evident during the pandemic and will likely continue to be a factor in decisions about education for years ahead. With easier access to financial aid—and, ultimately, an education—more families can secure their financial futures and help to positively impact Maryland’s economy.
 - d. Senate Bill 886, the “Transfer with Success Act,” calls for data collection with the intent of documenting courses and credits that are denied transfer and providing feedback to institutions about the reasons why a course or credit is denied transfer. The information and transparency required by Senate Bill 886 will enable Maryland’s post-secondary institutions to reduce credit and course transfer denials and better serve Maryland students by expediting the time-to-degree and reducing student debt.
5. Kudos to Phi Theta Kappa
- a. Once again, our chapter has earned 5-Star Chapter status for the fifth consecutive year in a row.
 - b. Our chapter was also recognized for not only meeting – but exceeding – the annual 15% membership acceptance rate target which earned our chapter a REACH reward from PTK. Our PTK students will receive free stoles to proudly display during Commencement. This reward is exceptionally notable during these challenging times. Thank you to PTK advisor, Assistant Professor of Arts & Humanities Jennifer K. Jacobs, for her advocacy, support, and dedication to ensuring that our Rho Beta Chapter continues to thrive.
6. NISOD Awards
- a. The National Institute for Staff and Organizational Development, NISOD, announced the winners of this year’s Excellence Awards. The six Harford Community College 2021 honorees are: Jeff Ball, Associate Professor of Arts and Center for Excellence in Teaching and Learning (CETL) Director; Wayne Hepler, Professor of Mass Communications; Susan Muaddi-Darraj, Associate Professor of English; Greg Priebe, Instructional Design Associate; Jessie Thompson, Instructional Specialist, and Dawn Volkart, Case Manager for Disability and Student Intervention Services.

Congratulations to all of you and thank you for your service and dedication to the College.

7. Virtual Presentation: Lifting as We Climb: A Celebration of African American Women

- a. In honor of Women's History Month, our Humanities Division will host a virtual presentation, "Lifting as We Climb: A Celebration of African American Women," on March 30, 2021, from 12:30 to 1:30 p.m. via MS - TEAMS. J. Jackson and T. Felder will share their own personal experiences.

8. Faculty Spotlight

- a. 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 AC Chapin.
- b. AC joined Harford Community College in 2006 and serves as an Assistant Professor in our CEBAT division. Her energetic, supportive teaching style helps students to develop the confidence needed to successfully tackle challenging computer programming assignments. AC has made many significant contributions over the years. She developed the Java I course so that students could take a two-semester sequence all in Java, and she changed the Computer Information Systems (CIS) degree structure to cover a broader range of CIS courses. AC also demonstrates her commitment to excellence through College service. She has served on the Center for Excellence in Teaching and Learning Steering Committee for almost 10 years and will go to great lengths to assist new faculty on topics ranging from basic logistical information to guidance on higher education.
- c. Thank you, AC, for your energetic teaching style, her caring and enthusiastic way with students!

B. Personnel Report

- i. The following employees were introduced to the Board;
 1. Katie Reynolds, Director for Admissions

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Feasibility Study and Harford Community College at Edgewood

- i. Kelly Koermer, Dean of Community Education, Business & Applied Technology, and Dr. Austin Hill, Director for Strategic Partnerships, presented information to the Board of Trustees about recent feasibility studies and how those studies have been used to guide work in the Edgewood area of Harford County.

VIII. ACTION ITEMS

A. Tuition Rate Approval

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, recommended to the Board of Trustees tuition rates to be included in the fiscal year 2022 General Operating Budget.

1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College approve the following tuition rates for fiscal year 2022:

Summer and Fall 2021

- *In-County rate per credit hour: \$132.87*
- *Out-of-County rate per credit hour: \$226.11*
- *Out-of-State rate per credit hour: \$319.34*
- *These rates represent no increase over the prior fiscal year.*

Winter, Spring and Summer 2022

- *In-County rate per credit hour: \$135.00*
- *Out-of-County rate per credit hour: \$230.00*
- *Out-of-State rate per credit hour: \$325.00*
- *These rates represent a 2% increase over the prior semester.*

2. Motion made by S. Linkous and seconded by B. Walker
3. Vote: Unanimously adopted

B. Roofing Contractor

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented a contract to the Board of Trustees for roof replacements for Maryland Hall and Aberdeen Hall.

1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College authorize a contract with Dynamic General Contractors in Millersville, MD to provide roof replacement services for the Aberdeen Hall and Maryland Hall roofs at a cost of \$542,000.00.
2. Motion made by S. Markley Schreiber and seconded by B. Walker
3. Vote: *Unanimously adopted*

C. Printing Services Agreement

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, presented a contract to the Board of Trustees for formatting and printing of continuing education class schedules for the Summer of 2021, Fall of 2021, and Spring of 2022.

1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College authorize a contract with Engle Printing to provide printing and production services of continuing education student class schedules for the period covering Summer 2021, Fall 2021, and Spring 2022 at a total cost of \$88,269.69.
2. Motion made by J. Holloway 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 J. McCauley. The vote to adjourn was unanimous.

C. The Board of Trustees meeting adjourned at 7:00 PM



Theresa B. Felder, EdD
Secretary-Treasurer



Laura Henninger (Apr 19, 2021 10:17 EDT)

Laura Henninger
Chair