

APPROVED COPY

Harford Community College

Minutes of Open Meeting

April 13, 2021

The Board of Trustees of Harford Community College met virtually via GoToWebinar on Tuesday, April 13, 2021, at 6:00 p.m.

Trustees present: Ms. Laura L. Henninger; Dr. Judy Holloway; 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: Mr. Steve Linkous; Rev. Cordell Hunter, Sr.

Staff present: T. Abramovitz, M. Bayliss, G. Calia-Lotz, M. Brock-Cancellieri, L. Claypoole, V. Cyran, K. Doan, N. Dysard, P. Elliott, C. Fisk, R. Hartwell, J. Jackson, K. Jackson, T. Jackson, T. Imbierowicz, S. Kahle, K. Koermer, E. Mosser, P. Pape-Lindstrom, K. Rege, S. Rochester, S. Schaeffer, T. Sherwood, V. Skinner, B. Sulzbach, L. Tittle, T. Wohlers

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 April 13, 2021 Board of Trustees meeting
 - ii. Minutes from the March 5, 2021 Work Session
 - iii. Minutes from the March 9, 2021 Board of Trustees meeting
 - iv. Minutes from the April 1, 2021 Work Session
- 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. 4/1/2021: Board Work Session on employee salary and benefits
 2. 5/7/2021: Board Work Session
 3. 5/11/2021: Board of Trustees meeting
 - B. Finance & Audit Committee Report

- i. R. Streett III reported that the Finance & Audit Committee met on 3/31 and reviewed the following items:
 - 1. No presidential procurements for the prior month were reported.
 - 2. Received a presentation on the proposed salary and benefits adjustment for FY22 general operating budget; recommended for approval by the Board. Details of the proposed changes will be presented as an action item later this evening.
 - 3. The committee reviewed a proposal to approve the purchase of two heavy equipment simulators for enhanced training opportunities for heavy equipment operator certificate. The equipment will be housed Harford's Leading Edge Training Center in Edgewood. The cost of these simulators will be covered through proceeds of two grants: the Ratcliffe Foundation and HCCF grants.
 - 4. The committee enthusiastically recommended approval for the purchase of both simulators using grant funds to support the local need for heavy equipment operators.
 - 5. The committee thanks the Ratcliffe Foundation and HCCF for providing the necessary funds to support this outstanding program for our students. This proposal will be presented as an action item for approval later this evening.

C. Foundation Report

- i. J. Holloway reported that:
 - 1. The HCC Foundation secured an additional scholarship for students enrolled in the nursing program. *Service in Nursing Scholarship* is an annual \$8,000 scholarship for a nursing student who demonstrates financial need and resides in Harford, Cecil, or Baltimore Counties, or in Baltimore City. The scholarship recipient will be able to receive a second-year \$8,000 award provided they continue to meet scholarship criteria. Upon successful completion of the nursing program and receipt of a license to practice in Maryland, the recipient will receive an additional \$1,000 award.
 - 2. Final plans are complete for *Crab Crawl, Shell it out for Scholarships*, May 1st, 7:30 - 9:00 p.m. at HCC campus parking Lot "F". Hosted by the HCC Foundation, this drive-in event featuring a crab inspired menu courtesy of Classic Catering will be delivered right to your car! During dinner, view and enjoy a special program on the big screen celebrating HCC students and alumni. Tickets are \$100. Details on purchasing tickets are on the postcard in your board packet. Proceeds support the HCC Foundation General Scholarship Fund.

D. Chesapeake Welcome Center Update

- i. Dr. Jim McCauley, Board Liaison to the Chesapeake Welcome Center Design Committee, provided the Board with an update on the project.
 - 1. Currently in the schematic design phase.
 - 2. The design/development phase will begin in October 2021.

3. Construction phase may begin in Spring 2022.
4. J. McCauley proposed that the SBDC offices be relocated to the new Welcome Center from Darlington Hall.
5. Next meeting will take place on 4/15/2021.

E. Member Reports

- i. S. Markley Schreiber thanked Harford Community College for hosting the recent, “Lifting as We Climb” event for Women’s History Month, hosted by the Humanities Division.

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. Enrollment Update:
 - a. Registration for summer and fall opened on April 1st. We are preparing to mail our summer schedule of classes to the community – this issue includes targeted messaging that promotes the relief fund opportunities that we’re offering our students this year.
 - b. Our call and text outreach campaigns for new students and continuing students who have not yet registered will kick off this week and will continue through the spring and summer.
 - c. Under Dr. Jackson’s leadership, the enrollment team is working on identifying students who are in the “enrollment funnel” – meaning they have applied and are somewhere in the enrollment process—as well as students who were with us and may have stopped out over the past year.
 - d. Additionally, our Admissions team is partnering with faculty to host several exploration days in April and May. These events are being promoted through a postcard campaign to all HCPS sophomores, juniors, and seniors.
 - e. We are also reaching out to high school guidance counselors so that they can share this information with their students.
 - f. Students will also see our exploration event posts on the College’s social media pages and on our website encouraging them to attend.
 - g. Lastly, our Communications team is working on supporting our enrollment outreach efforts through a comprehensive advertising campaign. Digital ads will begin running next month and will be followed by TV, radio, and print ads that will begin in June.
 2. Reopening Plan Update
 - a. Many hours of research, planning, and consultation have gone into our reopening plan. The Reopening Task Force was

comprised of staff and faculty from across the college and chaired by Kelly Koermer and Tom Alcide.

- b. We recently held a virtual employee open forum to communicate our plans for a gradual reopening of campus, with nearly 300 in attendance.
 - c. We will also present the reopening plan to our students during a Student Government Association open forum next week.
 - d. We will begin bringing our students and employees back to campus in time for the start of our summer semester on June 1.
 - e. We are currently planning to offer 20-30% of our summer course sections on campus and 50-60% on campus for the fall semester.
 - f. Faculty and staff will return to campus on staggered schedules to support the return of our students to campus.
 - g. We will continue to follow safety protocols and we are also using some of our federal funds to make physical changes to the campus, such as the purchase and installation of air filtration systems, plexiglass barriers, and signage to direct students to distance appropriately. Changes are being made to ensure the safety and comfort of our students and employees.
 - h. We continue to monitor the positivity rates in Harford County, and we are in consultation with the Harford County Health Department as we make our decisions regarding the reopening of campus.
3. Paralegal Program Reaccreditation
 - a. I'd like to congratulate our Paralegal program colleagues for successfully receiving reapproval for the next seven years from the House of Delegates of the American Bar Association
 - b. Thank you to AnnMarie Profili, Coordinator for the Paralegal Studies Program and the Paralegal Internship Program, for ensuring that all the requirements for reapproval– including the completion of a self-evaluation report and supporting documents – were met.
4. Update on Additional Federal and State Funding
 - a. Trevor will provide a full update on our use of federal funds during the May work session, so I will just give a brief reminder of what we have received to date. There have been two rounds of Higher Education Emergency Relief Funds (HEERF) and one additional round is pending.
 - b. Coronavirus Aid, Relief, and Economic Security Act, CARES Funds (Round 1). Student Emergency Funds: \$1,171,832. All money has been disbursed to eligible students. Institutional Funds: \$1,171,832. All funds will be spent by the end of April.

- c. Funds were expended on: Student computers and hot spots, nursing student lab equipment sent to homes, textbooks, and the purchase of new software and hardware for remote learning for students, faculty, and staff.
- d. Coronavirus Response and Relief Supplemental Appropriations Act, 2021 CRRSAA (Round 2). Student Emergency Funds: \$1,171,832. Institutional Portion: \$3,954,218 (To be spent January 19, 2021 – January 18, 2022). Funds are currently being expended on safety equipment such as PPE and air filtration and purification units for our buildings and additional student computers and hot spots, and additional staff training and PPE needs.
- e. We are purchasing software and hardware to support remote learning and providing additional staff training and PPE for our summer camp staff.
- f. American Rescue Plan (ARP) (Round 3). Potential additional dollars will be awarded; however, we do not have the details yet. More information to come.
- g. RELIEF funds were received from MHEC last week (In addition to two rounds of GEER funding). We are actively recruiting and enrolling students for several upcoming, high-demand certification courses including: 90-Hour Preschool Childcare, Microsoft Office Specialist, and Cybersecurity Certification, to name a few.
- h. We are also in the process of developing new curriculum. Some new certification and licensure programs include: Maryland Medical Cannabis Dispensary Licensure, Cicerone craft brewing certification, as well as the purchase of equipment and curriculum for the National Center for Construction Education and Research certification – for backhoe, and warehousing and logistics.
- i. One of the unique aspects of these federal and state funding opportunities is the additional funds for general workforce development marketing. We are putting these funding dollars to use by launching targeted digital advertising campaigns that will specifically focus on non-credit and workforce audiences. We are also planning a mix of online marketing, billboards, postcard mailings, and advertising on vehicles – both on Harford County Transit buses and through Carvertise ads on cars.
- j. All of these campaigns featured targeted messaging to residents to make them aware of the scholarship opportunities and to encourage them to apply.

5. Faculty Spotlight

- a. This month's Faculty Spotlight recipient is Mark Brock-Cancellieri, Assistant Professor of English. A member of the English faculty since 2007, Mark was instrumental in designing online education for Harford.
- b. Our e-learning community benefited from Mark's expertise; he assisted faculty across divisions in our "Teaching Online Academy," providing tools for converting lesson plans to the virtual environment.
- c. He now mentor's faculty on effective processes and presence and creating a positive learning environment while engaging students in the online classroom.
- d. Mark also serves as a vital member of the Division Assessment Team and has also worked with the College's Learning Assessment Committee for the past five years.
- e. Mark also serves on our Self-Study Working Group, and as an ally and employee facilitator for HCC's Safe Zone committee.
- f. A highlight for Mark is teaching advanced students in the College's Honors Program, as well as supporting and developing instruction for Accelerated Learning Program (ALP) students.
- g. We are appreciative of Mark's energetic teaching style, caring and enthusiastic way with students, and his "team player" attitude. Dr. Felder thanked Mark for everything he does for Harford Community College's students and his colleagues.

B. Personnel Update

- i. No new employees were introduced to the Board.

VII. COMMUNITY AND COLLEGE HIGHLIGHTS

A. Middle States Self-Study Update

- i. Professor Lisa Title (Arts & Humanities) and Gina Calia-Lotz (Instructional Services Librarian), co-chairs of the Middle States Self-Study, provided an update to the Board of Trustees.

B. NSF S-STEM Grant Presentation

- i. Dr. Pamela Pape-Lindstrom (Dean, STEM) and Tami Imbierowicz (Professor, STEM) presented information to the Board of Trustees about the National Science Foundation (NSF) S-STEM grant.

VIII. ACTION ITEMS

A. FY 2022 Salary and Benefits Approval

- i. Mr. Trevor Jackson, Vice President for Finance & Administration, recommended to the Board of Trustees salary and benefits increases 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 a 2% increase in medical, dental, and vision rates, and also a 2% salary increase for all eligible employees.
 - 2. Motion made by B. Walker and seconded by J. McCauley

3. *Vote: Unanimously adopted*

B. Heavy Equipment Simulator Purchase Approval

- i. Dr. Tim Sherwood, Vice President for Academic Affairs, presented information to the Board of Trustees about the purchase of heavy equipment simulators.
 1. The President and the Finance & Audit Committee recommended that the Board of Trustees of Harford Community College approve the purchase of CAT Simulators at a total cost of \$207,374.90 through two purchases. The first in April 2021 for \$82,197.09 and the second for \$125,177.81, to be completed in October 2021, in coordination with disbursements of proceeds from the Ratcliffe and HCC Foundation grants.
 2. Motion made by J. Holloway and seconded by C. Payne
 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 J. McCauley and seconded by J. Holloway. The vote to adjourn was unanimous.
- C. The Board of Trustees meeting adjourned at 7:08 pm



Theresa B. Felder, EdD
Secretary-Treasurer



Laura Henninger (May 12, 2021 14:52 EDT)

Laura Henninger
Chair