

**APPROVED COPY**

Harford Community College

Minutes of Open Meeting

May 7, 2021

The Board of Trustees of Harford Community College met virtually via MS Teams on Friday, May 7, 2021 at 9:00 a.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; S. Markley Schreiber; Mr. Brian Walker; and Dr. Theresa B. Felder as Secretary-Treasurer

**Trustees absent:** None

**Staff present:** K. Doan, C. Fisk, J. Jackson, T. Jackson, T. Sherwood

**Guests:**

**Others present:**

- I. CALL TO ORDER
  - A. L. Henninger called the meeting to order at 9:07 a.m.
- II. ROLL CALL
  - A. K. Doan called the roll.
  - B. A quorum was present.
- III. WELCOME FROM DR. FELDER
  - A. T. Felder welcomed the group.
- IV. FINANCE UPDATE
  - A. T. Jackson provided an overview of the current FY2021 budget.
    - i. T. Jackson discussed the College's efforts to reduce the over FY2021 deficit. We had expected a \$4.7M deficit. Through cost savings, most notably salary and benefits and contracted services, Trevor noted that we may be able to save as much as \$6.2M. Our final position on the FY2021 budget is expected to be a surplus of \$1.4M.
  - B. T. Jackson provided an updated version of the FY2022 budget.
    - i. T. Jackson shared an update on the College's FY2022 budget. The budget will go to the Board for final approval at the June 2021 Board of Trustees meeting.
    - ii. The initial budget deficit (October 2020) projection was \$3.8M. By January, the deficit was reduced to \$1.5M. By February, that was reduced to \$482K
    - iii. T. Jackson provided updates to revenue from the state, the county, and CRRSAA funds.

- iv. T. Jackson noted that our enrollment is still projected to decrease, as well our investment income.
      - v. T. Jackson noted that we are now projecting a balanced budget.
    - C. T. Jackson provided an overview of the College's use of federal COVID-19 funds.
      - i. T. Jackson shared updates on Higher Education Emergency Relief Funds (HEERF). These are restricted funds.
      - ii. T. Jackson noted how the College has used CARES, CRRSAA, and ARP funds.
  - V. ORGANIZATIONAL CHANGES
    - A. T. Felder shared recent changes to the College's organizational structure that will go into effect on May 15, 2021.
  - VI. BOARD GOVERNANCE REVIEW
    - A. L. Henninger provided an update of the work that she and S. Markley Schreiber have been doing related to bylaws and policy review. L. Henninger and S. Markley Schreiber have made redline changes to Board bylaws and policies, especially noting areas of the bylaws that are outdated or inconsistent and policies that may require updates. At present, L. Henninger plans to bring these changes to the August 2021 Board of Trustees meeting for review and approval. L. Henninger noted that some of the policies will be owned by senior leaders who have related day-to-day responsibilities but will still be presented to and approved by the Board. The Board still has a cadre of Board-specific policies to maintain.
  - VII. CLOSED SESSION
    - A. L. Henninger announced that the Board wished to move into closed session to discuss a personnel matter.
    - B. Motion made by S. Linkous and seconded by J. Holloway. The vote to adjourn was unanimous.
    - C. The Board of Trustees moved into closed session at 10:43 a.m.
  - VIII. RETURN TO OPEN SESSION
    - A. L. Henninger announced that the Board wished to return to open session.
    - B. Motion made by J. Holloway and seconded by J. McCauley. The vote to adjourn was unanimous.
    - C. The Board of Trustees moved into closed session at 11:51 a.m.
  - IX. ADJOURNMENT
    - A. L. Henninger announced that the Board wished to adjourn and called for a motion.
    - B. Motion made by R. Streett III and seconded by J. McCauley. The vote to adjourn was unanimous.
    - C. The Board of Trustees meeting adjourned at 11:52 a.m.



---

Theresa B. Felder, EdD  
Secretary-Treasurer

  
Laura Henninger (Jun 9, 2021 20:48 EDT)

---

Laura Henninger  
Chair