



SEARCH PROSPECTUS

Vice President for Finance and Administration



LET
CURIOSITY
SITY

lead you to a career at
Harford Community College.

THE SEARCH FOR
Vice President for Finance and Administration



Harford Community College has served as the anchor institution for higher education in Harford County, MD since its founding in 1957. We are a mid-sized, comprehensive college committed to serving our community by providing educational access and opportunity to our diverse constituents.

We are seeking a creative, problem-solving innovator to serve as our next Vice President for Finance and Administration. The successful candidate will be an astute, accomplished financial leader who encourages shared governance and can forge strong strategic partnerships across all divisions of the College. Most importantly, the successful candidate will share Harford Community College's commitment to data-informed practices that prioritize student success and promote the values of inclusion, civility, and principled leadership.

The Vice President for Finance and Administration will serve as the College's Chief Financial Officer. He or she will report directly to the College President and serve as a member of our six-person Executive Leadership Team.

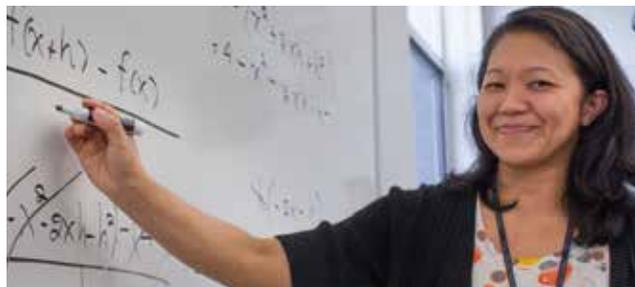


OUR CAMPUS OCCUPIES **352**  **ACRES**
& **21**  **BUILDINGS**

80 **+**
PROGRAMS

- Associate of Arts
- Associate of Science
- Associate of Fine Arts
- Associate of Art in Teaching
- Associate of Applied Science
- Certificates & Certifications

35 **+** **Student Clubs**
& **ORGANIZATIONS**



The College's main campus occupies 352 acres in Bel Air, MD, a vibrant part of northeastern Maryland that is conveniently located near Baltimore, Philadelphia, Wilmington, and Washington, DC.

We offer more than 80 degree and certificate programs, along with a wide variety of noncredit continuing education courses. Towson University's Northeast Extension (TUNE) is located on HCC's campus and offers transfer opportunities for students seeking their bachelor's degree in select fields. The College enrolls more than 18,000 students annually across our credit and non-credit programs.

The College enjoys strategic partnerships with a number of area businesses and institutions, most notably the U.S. Army's Aberdeen Proving Ground (APG). APG is the largest employer in Harford County, and HCC offers a variety of workforce development training opportunities to APG employees. HCC also works closely with Harford County Public Schools, offering dual-enrollment opportunities to high school students and enrolling approximately 25 to 35% of recent HCPS graduates each year.

OUR PAST AND OUR FUTURE

Harford Community College celebrated its 60th anniversary during the 2017-2018 academic year, and used that milestone as an opportunity to reflect on our past accomplishments and our goals for an even brighter future. We are actively working to become a true college of the future, a learner-centered and data-informed institution that can adapt to the ever-evolving needs of the community we serve.

In particular, we have renewed our commitment to student success by joining the Achieving the Dream consortium, which works to close the achievement gap and increase student retention and completion rates. We are also developing a strategic plan that will go in to effect on July 1, 2019 and guide our institution for the next five years.



OUR PEOPLE ARE OUR MOST VALUABLE RESOURCE—WE WORK HARD TO PROVIDE A FRAMEWORK UNDER WHICH OUR STUDENTS AND OUR EMPLOYEES CAN BE MOST SUCCESSFUL.

We will continue to pursue the most highly qualified, talented, and dedicated professionals to be part of our team—and, in doing so, we will best serve the interests of our students, our colleagues, and our institution.

At Harford Community College, we ask our students to stay open-minded. We believe that curiosity is the driving force of a successful life, both in and out of the classroom. Our goal is to identify our students' potential—and to guide them as they transform their ambition in to action. We believe a Harford education should be both valuable and affordable.

The College is comprised of six academic divisions, all of which offer high-quality academic opportunities to students with a broad range of educational needs. These divisions include:

-  Arts and Humanities
-  Behavioral and Social Sciences
-  Education, Wellness and Community Engagement
-  Integrated Business and Applied Technology
-  Nursing and Allied Health Professions
-  Science, Technology, Engineering and Math

HCC further fosters teamwork and collegiality through a robust array of extracurricular activities. Our Fighting Owls compete in Division 1 men's and women's sports within the National Junior College Athletic Association, and our Office of Student Life sponsors more than 35 registered student organizations.

BY THE NUMBERS (FY 2018)

17% FULL TIME
66% PART TIME } **8,225 STUDENTS**
+ 10,234 STUDENTS IN NONCREDIT COURSES

953 DEGREES AWARDED

- 383** Associate of Arts
- 337** Associate of Science
- 147** Associate of Applied Science
- 17** Associate of Arts in Teaching
- 69** Certificates

961 EMPLOYEES

- 37%** full-time
- 63%** part-time

100 FULL TIME FACULTY

- 80%** hold a masters degree
- 16%** hold a doctorate degree



SNAPSHOT:
Institutional Resources

The College has laid out a 6-year capital improvement program which includes site improvements and renovations, technology upgrades, and new constructions.



FALLSTON HALL RENOVATION: FY20

This renovation will enhance our academic offerings by creating expanded collaborative learning spaces, which include a GIS lab, a criminal justice lab, and a model teaching lab.



CHESAPEAKE WELCOME CENTER: FY21

The fully redesigned Chesapeake Center will become the new “front door” to campus, a centrally-located and inviting “one-stop shop” for visitors to the College.

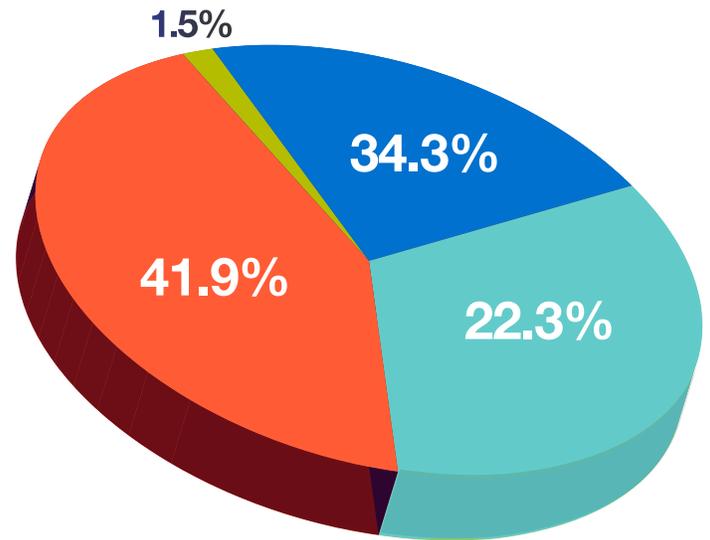


LIBRARY RENOVATION: FY22

The Library serves as the “heartbeat space” of campus for students and administrators, housing both a state-of-the-art digital media lab and the Office of the President.

For the current fiscal year, Harford Community College is operating under a balanced budget of approximately \$51.4 million, with an additional \$5.1 million allocated to facilities (monies that fall under the purview of the Vice President for Finance and Administration).

The College has a current operating fund balance of \$23 million. This includes a \$4.5 million fund balance for our auxiliary enterprises, which are working toward being fully self-sustaining. The HCC Foundation—which administers private gifts, bequests, and donations to benefit the campus community—also reached \$10 million in net assets in 2018.



FY19 Funding Sources:

State of MD	\$11,983,126
Harford County	\$16,811,612
Tuition & Fees	\$20,820,459
Other*	\$809,023

TOTAL \$50.42 million

** Other revenue streams include contract and grant overhead, as well as administrative fees and interest income.*

WORKFORCE DEVELOPMENT

Harford Community College offers practical skills training across a variety of industries. The College offers apprenticeship programs and technical training programs for students, as well as contract training services for employers.

Our electrical apprenticeship program is one of the largest in Maryland, enrolling approximately 400 students between September and April. Our certification programs in such growing industries as cybersecurity, drone technology, and heavy equipment operations provide students with hands-on simulation training. For employers, HCC designs customized training programs in hard skills and equally vital soft skills such as customer service, emotional intelligence, interpersonal communications, and ethical behavior.

As part of our continued commitment to the economic prosperity of our community and its people, HCC is currently planning for a Workforce and Educational Opportunity Center along the southern corridor of U.S. Route 40. This satellite campus will offer certification and training in the area's most sought-after professions. In the summer of 2018, the College partnered equally with the County and area businesses to conduct a feasibility study, which considered the Center's potential impact on both residents and employers in southern Harford County. The College is currently working alongside our community partners to ensure the Workforce and Educational Opportunity Center meets all our constituents' needs.

DATA ANALYTICS

Throughout 2018, Harford Community College partnered with HelioCampus to develop a comprehensive data-analytic platform that will enable us to progress from descriptive data analytics to diagnostic, predictive, and ultimately prescriptive data analytics. This improved data-analytic platform will increase data literacy across campus and promote data democratization by digitizing data and making it easily accessible across departments. The College will also be better-equipped to respond effectively to students' needs by improving recruitment, retention, and completion efforts.

TECHNOLOGY SERVICES

Harford Community College has developed a 3-year technology plan and budget, which includes a new IT governance structure. In 2018, the College also converted from Banner 8 to Banner 9.

The College is also optimizing student services through the use of technology. We are currently working with Ad Astra Software to simplify and standardize our academic scheduling process, and piloted a new online course registration system for credit and non-credit courses for the Spring 2019 semester.



RESPONSIBILITIES:

The Vice President for Finance and Administration

OVERVIEW

The Vice President for Finance and Administration will plan, direct, develop and implement financial, administrative, and operational systems and procedures for the areas listed at right.

The Vice President will demonstrate leadership through establishing the objectives, scope, structure, and standards for all areas in the division. He or she will serve as a steward of the College's new strategic plan and ensure it is faithfully executed throughout the division. In addition to supporting the professional development of divisional staff, the Vice President will advocate and facilitate a positive climate of continuous change throughout the College, promoting campus-wide collaboration and collegiality.

-  **Finance**
(including budget planning and management)
-  **Human Resources and Payroll**
-  **Information Technology Services**
-  **Analytics and Planning**
-  **Campus Safety**
-  **Purchasing, Procurement, and Contract Management**
-  **Plant Management and Maintenance**
-  **Facilities Planning, Construction, and Operations**
-  **Risk and Project Management**
-  **Select auxiliary enterprises**
(e.g., the College Store and Dining Services)

KEY RESPONSIBILITIES



Finance and Administration

The Vice President will sustain the fiscal health and stability of the College. The College's operating and capital budget will be developed by the Vice President, as will all campus-wide procurement policies and procedures. All human resource functions, including compensation structures and employee benefits, will be overseen by the Vice President.



Technology, Analytics, and Planning

The Vice President will support data-informed practices to enhance the student and employee experience. He or she will create a vision and operational infrastructure for Information Technology Services and the Office of Analytics and Planning, working closely with the CIO and Associate Vice President for Analytics and Planning.



Operations, Risk Management, and Campus Safety

The Vice President will guide the implementation of the College's facilities master plan and the annual capital improvement plan. He or she will maintain a safe and secure campus environment for all students, staff, and community members. Strategic risks will be identified and managed through a risk management process designed by the Vice President.

DETAILS:

Qualifications and Application Process

HARFORD COMMUNITY COLLEGE IS PARTICULARLY INTERESTED IN APPLICANTS WHO HAVE PREVIOUSLY SERVED AS A CFO OR VICE PRESIDENT FOR AN INSTITUTION OF HIGHER EDUCATION.

The next Vice President for Finance and Administration at Harford Community College must hold a master's degree in Business, Finance, or a related field. A PhD is preferred.

Other required qualifications include:

- At least seven years of increasingly responsible higher education administrative, management, and leadership experience with direct oversight for many, if not all, of the functions listed on the previous page
- Higher education experience (community college experience preferred), including previous experience as a vice president
- Ability to effectively articulate the College's financial vision, strengths, goals, and requirements to our diverse group of constituents
- Excellent verbal and written communication skills, specifically the ability to crystallize complex financial information into lay terms for a wide range of internal and external audiences



Application Process

Qualified applicants can apply by completing an online application. Applications should consist of a substantive cover letter that specifically addresses how the candidate's experiences match the qualifications, a resume or curriculum vitae, and a list of at least 3 professional references with full contact information (references will not be contacted without explicit permission from the candidate).

For best consideration, please [APPLY ONLINE](#) by February 24, 2019. Only complete applications will be accepted and reviewed.