



HARFORD

COMMUNITY COLLEGE

Associate Vice President for Facilities and Operations

Harford Community College in Bel Air, Maryland, invites applications and nominations in its search for the **Associate Vice President for Facilities and Operations (AVPFO)**. The AVPFO will forge strategic and collaborative partnerships across the institution and play a key role in ensuring that the College demonstrates excellence in its service to students and all college constituents.

The Institution: Since its founding in 1957, Harford Community College has served as the anchor institution for higher education in Harford County, Maryland. Harford is a vibrant, open-access institution offering more than 140 affordable degree, certificate, and career and workforce programs to more than 6,300 full- and part-time students, as well as community education courses to nearly 6,000 students a year. Harford provides the tools and platforms for students to discover who and what they want to be and to see their aspirations develop into realities. The College promotes economic growth in Harford County by helping students increase their employability, supplying trained workers to county businesses and industries, employing more than 1,000 faculty and staff, and purchasing local goods and services.

Harford's main campus is located on 352 beautiful acres near the vibrant town of Bel Air, and it also offers workforce and entrepreneurial training programs at its Edgewood site. For fiscal year 2023, Harford is operating under a balanced budget of \$56,010,000; the College currently has an unrestricted fund balance of \$44,526,835, including a \$3,395,146 fund balance for auxiliary enterprises. The Harford Foundation, which directs fundraising and alumni outreach efforts, reached \$18.3 million dollars in net assets in fiscal year 2022. Harford has established important strategic partnerships with numerous area businesses and institutions, including the U.S. Army's Aberdeen Proving Ground, which is the largest employer in Harford County. The College also enjoys an excellent relationship with Harford County Public Schools (HCPS), offering dual-enrollment opportunities to high school students and enrolling approximately 30% to 35% of recent HCPS graduates annually. The College and HCPS have also partnered on a joint dual enrollment effort which ensures all Harford County Public Schools students graduate with the necessary skills and experience to succeed in today's most in-demand careers. The dual enrollment program offers flexible and dynamic learning options, enabling students to explore career paths and areas of study while still in high school, with the option to continue their coursework at the College—earning an associate degree, certificate, or licensure that will transfer to a four-year institution or lead to immediate employment. This important partnership provides the structure for high school graduates to become the backbone of Harford County's workforce.

Additionally, Towson University's Northeast Extension (TUNE) is located on Harford's campus and offers transfer opportunities to students seeking bachelor's degrees via 2+2 articulation agreements in eleven in-demand fields; articulation agreements include nursing, business, and education. Harford is also part of the Achieving the Dream (ATD) consortium, a network of colleges, coaches and advisors, state policy teams, and investors and partners, committed to helping all community college students access economic opportunities to achieve their dreams. The College is beginning its fifth year as a member of ATD and is working to operationalize its student success initiatives via its Strategic Plan. Four ATD themes have been included as objectives in the Strategic Plan: course modality and persistence, developmental course completion, onboarding, and equity. Harford Community College is accredited

by the Middle States Commission on Higher Education. Its accreditation was reaffirmed in 2022, and its next self-study evaluation will be in 2029-2030. More information about the College may be found at www.harford.edu.

The Position: The AVPFO reports directly to the President, serves as a member of the President's Cabinet, and provides strategic leadership for the areas of Facilities and Operations, which include master planning, capital projects, facilities maintenance, events management, dining services, housekeeping, grounds maintenance, real estate management, and health and safety. This is accomplished by supervising the reports; developing master plan and capital program projects; coordinating design, construction, and maintenance activities; managing the annual capital budget and departmental operating budgets and budget process; serving as campus operations liaison; reviewing and approving all financial related procedures for the department; and representing campus operations at meetings and hearings with state and other local government agencies. Other key specific responsibilities include the following:

- Develop and implement a comprehensive management strategy for all areas of responsibility that is aligned with the College mission, vision, and strategic objectives
- Collaborate with senior leadership to identify and prioritize campus needs and improvements to support growth and operational efficiency
- Stay current on industry best practices and emerging trends in campus management and incorporating innovative approaches to enhance campus operations
- Develop, administer, and monitor the master building and facilities plans
- Plan, direct, oversee, and participate in the development of work plans to include all campus construction projects and facilities services operations
- Serve as primary contact to internal and external community on capital planning and construction projects
- Supervise and participate in the development and administration of facilities services and construction project budgets as well as coordinating with directors on necessary expenditures as needed
- Develop, plan, and participate in the implementation of divisional goals as well as initiating and recommending actions to accomplish these objectives
- Actively participate in strategic planning and goal setting activities pertaining to the assigned areas of responsibility
- Coordinate activities and projects with other divisions, departments, and outside agencies
- Complete all required reports to the state and county, including but not limited to Capital Improvement Program, Quarterly Cash Flow Reports, Facilities Master Plan, Facilities Inventory Report, Encumbrance Requests, and Part I/II Program Documents
- Ensure compliance with all applicable regulations, codes, and standards related to all areas of responsibility
- Collaborate with risk management department to address any facility or service-related legal or insurance matters
- Supervise and participate in the development of RFPs, bids, proposals, and contracts for construction and facilities related services
- Negotiate and administer contracts with outside vendors, architects, engineers, and others
- Review projects and contracts for compliance and taking appropriate actions to resolve discrepancies
- Develop, implement, and evaluate programs and strategies designed to create and maintain safe, functional, secure, clean, and orderly facilities to ensure efficient and economical operation
- Provide senior-level oversight and advocacy to the Director for Events & Conferencing who is responsible for the APGFCU arena, performing arts programming, events management, campus scheduling, box office operations, and dining services
- Plan and provide services in the event of unexpected problems due to accidents, severe weather, utility outages, or other unplanned situations. Other duties include serving on College, state, and county committees and task forces
- Serve as a representative of the College among off-campus organizations
- Prepare the annual Capital Improvement Program for review by the state
- Display good college citizenship, including engagement in the life of the institution

Qualifications: The successful candidate will possess a bachelor’s degree from an accredited college or university in Business, Construction Management, Facilities Management, or a related field and at least seven years of progressively responsible management experience in facility services, construction, or operations, either in the public sector or in a higher education environment. The successful candidate will demonstrate a commitment to the College’s mission and values. The AVPFO will also promote the values of inclusion, civility, and principled leadership. They will demonstrate a positive attitude and a sense of humor. The AVPFO will also be an excellent communicator with the ability to listen well and convey facilities and operations information to an array of audiences. The College welcomes applications from all qualified candidates, including those who have not worked within a higher education environment.

Location: Located just 25 miles northeast of Baltimore, Bel Air and wider Harford County offer a lively and welcoming atmosphere. Residents enjoy a moderate cost of living in urban, suburban, and rural settings, as well as access to numerous attractions. As the Harford County Seat, Bel Air is centrally located and provides a combination of urban amenities and small-town charm. The town is home to the Bel Air Festival for the Arts, the Maryland State BBQ Bash, lush parks and walking trails, unique museums that illuminate the County’s rich history, and a diverse array of restaurants and boutiques. Northern Harford County is a bucolic region with a distinct agricultural heritage where residents can visit farms to handpick seasonal fruit, explore vineyards and wineries, hike Rocks State Park, and attend outdoor festivals and events, including the Fiore Wine and Jazz Festival and the Darlington Apple Festival. The County’s southern edge sits along the beautiful Chesapeake Bay and is populated by waterfront communities that share a deep maritime tradition, including the historic town of Havre de Grace, which is home to the Havre de Grace Maritime Museum and Susquehanna State Park. In addition to its proximity to Baltimore, Harford County is less than two hours by car from the cities of Washington, D.C.; Philadelphia, Pennsylvania; and Wilmington, Delaware.

Application: Candidates should submit only a cover letter and résumé/CV to RPA Inc. at HarfordAVP@rpainc.org. For a confidential discussion or to make a nomination, please contact Kira Heath, Search Manager, or Isaac Karaffa, Vice President and Senior Consultant, at the email address above. The review of applications will begin on July 18, 2024, and first-round interviews will commence thereafter. Applications will be accepted until the position is filled.

Harford Community College is committed to the principles of Affirmative Action and Equal Employment Opportunity. It is the policy of Harford Community College not to discriminate against applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices. HCC is an EEO and ADA/ADAA employer that values, embraces, and supports diversity in the College community.



www.rpainc.org