

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
January 23, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 23, 2018, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Chair  
Carolyn Brooks  
Patricia Cushwa  
Gregory Snook  
David Warner, Secretary / Interim President  
John Williamson, Vice Chair

HCC Affiliates

Lee Allard – Dean, Planning and Institutional Effectiveness  
Jenna Ebersole – HCC Student, All USA Academic Team Nominee  
Trevor Jackson – Vice President, Administration and Finance  
Beth Kirkpatrick – Director, Public Information and Government Relations  
Jennifer Knight – Director, Human Resources  
Daniel Madron – Chair, Faculty Assembly  
Jonathan Metcalf – Director, Facilities Management and Planning  
Christine Ohl-Gigliotti - Dean, Student Services  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Workforce Development  
Sarah Snouffer – President, Student Government Association  
Ashley Whaley – Co-Advisor, Phi Theta Kappa

**Call To Order**

Chair Abraham presided and convened the regular meeting at 11:30 am.

**Motion to Adjourn to Closed Session**

Ms. Cushwa moved to adjourn to closed session to discuss potential litigation and to exercise administrative function pursuant to Open Meetings Act section 3-305 and 3-101 respectively. Mr. Snook seconded, and the motion carried by unanimous vote.

### **Re-convene Open Session**

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 1:20 pm. In closed session, the Trustees discussed one (1) issue concerning potential litigation. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Gregory Snook, and John Williamson. Interim President Warner was also present.

### **Introduction of the All-Academic Team Nominees**

Ashley Whaley, co-advisor for Phi Theta Kappa, introduced Jenna Ebersole. Danielle Shelow was unable to attend the meeting. Ms. Shelow graduated from HCC in December 2017 and plans to pursue a career in psychology. Ms. Ebersole, who is a Middle College student, will graduate from HCC in May 2018 and plans to pursue a career in cybersecurity.

### **Approval of Minutes (December 19 Joint, Regular, and Closed) (ACTION)**

Ms. Brooks moved to approve the December 19, 2017 joint, regular, and closed meeting minutes as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### **Report from Campus Groups**

#### ***Student Government Association***

Dean Ohl-Gigliotti prefaced the report by informing the Board that the SGA leadership has recently changed. Several officers have stepped down due to increased course loads. Ms. Sarah Snouffer has assumed the role of president. Ms. Snouffer reported on current and future activities for the SGA.

#### ***Faculty Assembly***

Assistant Professor Madron reported on topics discussed at Faculty Assembly.

### **President's Report**

#### ***Board Briefing Summary***

Interim President Warner reviewed highlights in Academic Affairs, Student Services, and Planning and Institutional Effectiveness.

#### ***MACC Updates***

##### ***Veto Overrides on Sick Leave and Ban the Box Legislation***

The Maryland legislature overrode Governor Hogan's veto on the Sick Leave and Ban the Box legislation. Director Knight said the implementation date for the Sick Leave bill is February 12, even though the Division of Labor, Licensing, and Regulation (DLLR) has ninety days to publish

regulations. It is hoped a bill granting an extension will be passed. Human Resources has been working with IT to establish a system to track the necessary data. Governor Hogan has asked for information on problems encountered with implementation. MACC will collect that information and provide it as a group report. Ban the Box legislation states that college admissions applications cannot contain questions regarding criminal history. All of HCC's admissions applications are being replaced. It will be noted on the Web site and in the catalog that certain programs do require a background check.

#### *MACC Leadership Conference and Legislative Reception*

The MACC Trustee Leadership Conference and Legislative Reception was held on January 22, 2018. Attending for HCC were Interim President Warner, Trustee Williamson, Vice President Jackson, and Dean Ohl-Gigliotti. All of the Democratic candidates for governor were invited to attend a legislative forum. Governor Hogan was invited but did not attend, which is the usual practice for a sitting governor. All candidates present seemed supportive of community college funding.

#### *MACC Student Advocacy Day*

MACC Student Advocacy Day will be held on February 7, 2018. This event gives students an opportunity to interact with their local delegation and see state government in action.

#### *Governor's Budget*

Interim President Warner and Vice President Jackson discussed the Governor's budget for 2019. For the Operating budget, the CADE Formula increased by 2.3%. The College would receive a \$67,000 increase over FY18, and a supplemental grant distribution of \$57,800 if a tuition increase is held at 2% or less. For Capital budget, the College would receive \$278,000 for CBES.

#### *Preliminary List of Board Retreat Topics, March 6, 2018, 9:00 am – 3:30 pm*

Interim President Warner briefly discussed the list of proposed Board retreat topics, noting that the afternoon session would be reserved for trustee training.

#### *MHEC Approval for Certificate in Electronic Health Records*

Mr. Snook advised that Meritus Health should be made aware of this approval for their future hiring needs.

## **Monthly and Special Reports**

### ***Personnel Recommendations for January 2018 (ACTION)***

Mr. Snook moved to approve the personnel recommendations for January 2018 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote. Chair Abraham asked why Associate Dean Rothstein's title as Acting Chief Academic Officer had not been included in the report. Director Knight explained that, as a general practice, "acting" positions are not included in the official report.

### ***Financial Report as of December 31, 2017 (ACTION)***

Vice President Jackson noted that the budget adjustments were made in December this year, and they were made in January last year, so the comparisons are skewed, comparing an adjusted budget to an unadjusted budget. That will clear up with the January report. Vice President Jackson further explained the large variance in Food Service, noting that the department's lack of a director last year accounted for some; and that Director Dankulich, in an effort to provide better quality food and greater inventory, had admittedly purchased more than his immediate need. Mr. Snook moved to accept the financial report as of December 31, 2017 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***New Middle States Standards***

Dean Allard said that Middle States has reduced the standards for accreditation from fourteen to seven in an effort to streamline the process. For the most part, the standards have been consolidated. Accreditation will become more analytical and less narrative, in that institutions will be asked to explain why they do something as opposed to describing what they do. The self study cycle moving forward will be every eight years, but during the transition some institutions are still on a nine or ten year cycle. HCC's next self study is scheduled for 2024-25, and thereafter will be on the eight year cycle.

### ***Presidential Search Update***

Trustee Brooks said that the presidential search is moving forward and that finalists will be announced in the next few weeks.

## **New Business**

### ***Major Modification for Management-Marketing Certificate***

Associate Dean Rothstein explained that changes were made to the Management-Marketing Certificate to better align it with the Management-Marketing Concentration A.A.S. so that students may use all of their credits from the certificate toward the associate degree. Mr. Snook moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:49. The next regularly scheduled meeting will be held on Tuesday, March 20, 2018 in the Elliott Center, Rooms 211 & 213, following the joint meeting with the County Commissioners.

Respectfully submitted,

A handwritten signature in black ink that reads "C. David Warner". The signature is written in a cursive style with a large, prominent "C" at the beginning.

C. David Warner, III, Ed.D.  
Interim President/Secretary