

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
March 20, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 20, 2018, in the Elliott Center, Rooms 211 and 213, beginning at 8:00 am. In attendance:

Board Members

Austin Abraham, Chair
Carolyn Brooks
Patricia Cushwa
Paula Lampton
L. William Proctor, Jr.
Gregory Snook
C. David Warner, Secretary / Interim President
John Williamson, Vice Chair

HCC Affiliates

Stacey Crawford – Executive Director, College Advancement
Craig Fentress – Director, Information Technology
Julian Horton – Associate Dean, Academic Services
Trevor Jackson - Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Jennifer Knight – Director, Human Resources
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean of Student Services
Carol Rothstein – Associate Dean of Instruction
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Workforce Development
Bradley Shepard – Director, Research and Assessment
David Warner – Interim President

Call To Order

Chair Abraham presided and convened the regular meeting at 10:00 am.

Approval of Minutes (January 23, 2018)

Ms. Brooks moved to approve the January 23, 2018 regular and closed session minutes as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Special Meetings

February 27, 2018

The Board convened a special meeting on February 27, 2018 at 3:30 pm in the Administration and Students Affairs Board Room for the sole purpose of adjourning to closed session to interview a candidate for the position of president, pursuant to General Provisions Article 3-305(b)(1). Present were Trustees Abraham, Brooks, Cushwa, Lampton, Proctor, Snook, and Williamson.

February 28, 2018

The Board convened a special meeting on February 28, 2018 at 3:30 pm in the Administration and Students Affairs Board Room for the sole purpose of adjourning to closed session to interview a candidate for the position of president, pursuant to General Provisions Article 3-305(b)(1). Present were Trustees Abraham, Brooks, Cushwa via phone, Lampton, Proctor, Snook, and Williamson.

March 1, 2018

The Board convened a special meeting on March 1, 2018 at 3:30 pm in the Administration and Students Affairs Board Room for the sole purpose of adjourning to closed session to interview a candidate for the position of president, pursuant to General Provisions Article 3-305(b)(1). Present were Trustees Abraham, Brooks, Cushwa, Lampton, Proctor, Snook, and Williamson.

March 2, 2018

The Board convened a special meeting on March 2, 2018 at 10:00 am in the Administration and Students Affairs Board Room for the sole purpose of adjourning to closed session to discuss the candidates for the position of president, pursuant to General Provisions Article 3-305(b)(1). Present were Trustees Abraham, Brooks, Cushwa, Lampton, Proctor, Snook, and Williamson.

March 9, 2018

The Board convened a special meeting on March 9, 2018 at the Chamber Offices, 1 S. Potomac Street, Hagerstown, MD beginning at 10:00 am, for the sole purpose of adjourning to closed session pursuant to Maryland General Provisions Article 3-305(b)(1). The trustees discussed feedback from the trip to Calhoun Community College by Trustees Snook, Lampton, and Abraham. The Board authorized the Chair to execute a contract with Dr. James Klauber for a start date to be determined but no later than July 1, 2018. The meeting adjourned at approximately 11:20 am. Present in person were Trustees Abraham, Cushwa, Proctor, and Snook, present by phone were Trustees Brooks, Lampton, and Williamson.

Reports from Campus Groups

Student Government Association

President Sarah Snouffer was not able to attend the meeting. Dean Ohl-Gigliotti reported on current and future events for the SGA.

Faculty Assembly

Assistant Professor Madron was not able to attend. Associate Dean Rothstein reported that Joan Johnson has been selected as the Faculty Member of the Year.

President's Report

Board Briefing Summary

President Warner highlighted Student Services and Continuing Education and Workforce Development

Foundation Tribute, April 13, 6:00 pm in the ARCC

All were reminded of the important Foundation Tribute fundraiser, hosted by Brent Feight, on April 13, 2018, 6:00 pm in the ARCC.

Update on Meeting with Chief Brito and Sheriff Mullendore

President Warner said that his meeting went very well. The chief and sheriff shared that the Police Academy had been too expensive, there was a lack of boot camp type training, and they were not that interested in courses for credit. They are still planning to use the County's facility on the Sharpsburg Pike when it is complete, but would be open to working something out with the College in the interim. Dr. Warner continues discussions.

Potential Partnerships with Pittsburgh Institute of Aeronautics (PIA) and Purdue Global

President Warner is scheduled to meet with representatives from PIA and Purdue Global in the next several weeks. He will collect information to be shared with the newly selected president, Dr. Klauber. No formal agreements will be made without input from Dr. Klauber.

Revised Format for the Middle College Recognition

President Warner said that the Middle College Recognition will be slightly different this year in that the trustees and members of the school board will not be robed. It will be fashioned more along the lines of the nursing pinning, and will include a song and a slide presentation created by the students.

Dr. Bernard Sadusky's Itinerary for April 17, 2018

The Board reviewed Dr. Bernard Sadusky's itinerary for his visit to the College on April 17, 2018. No adjustments were suggested.

Monthly and Special Reports

Personnel Recommendations for March 2018 (ACTION)

Ms. Lampton moved to approve the personnel recommendations for March 2018 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Appointment of Dr. James S. Klauber (ACTION)

Ms. Brooks moved that the Board confirm the appointment of Dr. Jim Klauber as the next president of Hagerstown Community College for an initial term beginning June 1, 2018 and extending through June 30, 2021. Dr. Klauber's compensation will be an annual salary of \$230,000 and a contribution to his retirement equal to 10% of salary; in addition he will be eligible for 4 weeks of vacation per year and the use of a college vehicle. Mr. Williamson seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2018 and February 28, 2018 (ACTION)

Ms. Brooks moved to accept the financial reports as of January 31, 2018 and February 28, 2018 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Annual Online Enrollment Report

Associate Dean Horton discussed the online enrollment report, noting that online activity continues to increase. In 2018, 28% of total credits were completed online and 53% of the student population enrolled in at least one online course, compared to 46% in 2016-2017. Twenty-six programs of study are offered online. Faculty continue to train for online teaching as online offerings are expected to continue to expand.

New Business

Credit Tuition for FY19 (ACTION)

The administration recommended that tuition be increased 2%, resulting in the county rate increasing from \$119 to \$121 per credit hour, out-of-county rate increasing from \$187 to \$190 per credit hour, and out-of-state increasing from \$246 to \$250 per credit hour. General College Fee would increase from \$12 to \$13 per credit hour. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Credit Tuition Neighbor State Rate (ACTION)

The administration recommended the neighbor state tuition rate be increased from \$230 to \$233 per credit hour. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Continuing Education Tuition and Fees for FY19 (ACTION)

The administration recommended that Continuing Education Tuition and Fees for FY19 remain the same as the FY18 fee structure. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY19 (ACTION)

Vice President Jackson reviewed the proposed changes to the Student and Community Fee Schedule for FY19, pointing out that the fees support the budget as a whole. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Approval of Policy for HB1 – Maryland Healthy Working Families Act (ACTION)

Director Knight said that the proposed policy states that the College will comply with the law as it is written, and will share with employees the procedures on accrual and usage of safe and sick leave. Ms. Brooks moved to approve the recommended policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Program – A.A.S. Substance Abuse Counseling (ACTION)

Associate Dean Rothstein discussed the new program for Substance Abuse Counseling. Mr. Snook moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Adjourn

There being no further business or discussion, the regular meeting was adjourned at 11:22 am. The next regularly scheduled meeting will be held on Tuesday, April 17, 2018, in the Administration and Student Affairs Board Room.

Respectfully submitted,



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