

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 17, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 17, 2018, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

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
Trevor Jackson – Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Jennifer Knight – Director, Human Resources
Daniel Madron – Chair, Faculty Assembly
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
Sarah Snouffer - President, SGA

Guests

Bernard Sadusky – Executive Director, Maryland Association of Community Colleges

Call To Order

Vice Chair Williamson presided and convened the regular meeting at 11:32 am.

Consider a Motion to Adjourn to Closed Session

Ms. Brooks moved to adjourn to closed session to discuss personnel adjustments and potential litigation pursuant to Maryland General Provisions section 3-305(b)(1) and 3-305(b) (8), respectively. Ms. Lampton seconded, and the motion carried by unanimous vote.

Re-Convene Open Session

Following adjournment of the closed session, Vice Chair Williamson re-convened the regular meeting at 12:46 pm. In closed session, the Trustees discussed two (2) matters pertaining to staff re-classifications and promotion and tenure, and one (1) matter regarding potential litigation. Present during closed session were Trustees Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. Interim President David Warner, Director Knight, and Associate Dean Rothstein were also present.

MACC Legislative Accomplishments for FY18 and Plans for 2019

Dr. Bernard Sadusky discussed the legislative session for 2018, the legislation pertinent to community colleges that passed, and those that failed but are expected to resurface next year. Among the legislation mentioned were the state promise program bill, which passed; the bachelor's degree bill, which the House refused to vote out; and the unionization bill, which did not even get a hearing. Unionization legislation is expected to resurface. It was noted that 21% of the legislature will be new next year.

Approval of Minutes (February 27 and 28, March 1, 2 and 9 Regular and Closed) (ACTION)

Ms. Brooks moved to approve the regular and closed meeting minutes for February 27, 28, March 1, 2, and 9, 2018 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Approval of Minutes (March 20, 2018 Joint and Regular Sessions) (ACTION)

Ms. Cushwa moved to approve the joint and regular meeting minutes for March 20, 2018 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

President Sarah Snouffer reported on current and future events for the SGA.

Faculty Assembly

Assistant Professor Madron distributed a resolution passed by Faculty Assembly and a graphic interpretation of the current governance model and asked what the trustees would like to see in way of governance. The trustees felt that Dr. Klauber would be the appropriate person to deal with this matter.

President's Report

Board Briefing Summary

Interim President Warner summarized events in Academic Affairs and Student Services.

Update on Meetings with PIA, Purdue Global, and Brooke's House

Interim President Warner said that the meetings were very positive, but let the representatives know that nothing would be finalized without Dr. Klauber's input.

RSVP for Year End Activities

RSVP sheets for the year end activities were distributed to those trustees who had not yet responded. Trustees were asked to return the sheets to the President's office by April 20 so that the various coordinating groups on campus could finalize seating plans and programs.

Monthly and Special Reports

Personnel Recommendations for April 2018 (ACTION)

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

Financial Report as of March 31, 2018 (ACTION)

Vice Chair Williamson dispensed with a formal verbal report. Mr. Snook moved to accept the Financial Report as of March 31, 2018 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Annual Continuing Education and Workforce Development Report

Dean Shank reported on Continuing Education and Workforce Development, discussing program areas, FTE and its calculation, contract training, community partners, and grants. The department continues to gauge the needs of regional employers and the community, providing diverse programs, training opportunities, and special interest topics to appeal to a broad audience.

Student Athlete Performance and Eligibility Report

Dean Ohl-Gigliotti and Director Rohan discussed the Student Athlete and Eligibility Report for 2017, reporting the number of scholarship athletes in each sport compared to 2016, current trends, and planned improvements.

Old Business

Review of the FY19 Plan and Budget

Vice President Jackson presented an overview of the FY19 Plan and Budget, which will be submitted for approval at the May 22, 2018 Board meeting.

New Business

Mr. Snook moved to approve the following as submitted: Proposed New Dental Clinic Service and Fee, Salary Adjustment for FY19, Salary Scale Adjustment for FY19, Employee Benefit Costs for FY19, Staff Re-classification for FY19, FY19 Pay Rate Schedule for Temporary and/or Grant-funded Positions and Additional Assignments, Faculty Promotions and Tenure for FY19, and May Candidates for Certificates and Degrees. Mr. Proctor seconded, and the motion carried by unanimous vote.

Employee Benefit Costs for FY19

After studying plan design options and claim submissions for the first half of FY18, the administration recommended that the College keep all costs at the same rate for Employee/ Retiree for FY19. Some drugs have been moved from Formulary 1 to Formulary 2, which will affect around 30 employees. Mr. Proctor moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 3:20 pm. The next regularly scheduled meeting will be held on Tuesday, May 22, 2018, in the Administration and Student Affairs Board Room.

Respectfully submitted,



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