

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 19, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 19, 2018, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Chair
Carolyn Brooks
Patricia Cushwa
James Klauber, Secretary / President
Paula Lampton
John Williamson, Vice Chair

HCC Affiliates

Kevin Crawford – Director, Admissions and Enrollment Management
Craig Fentress – Director, Information Technology
Trevor Jackson – Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Brittany Lyle – Recording Secretary
Daniel Madron – Chair, Faculty Assembly
Jonathan Metcalf – Director, Facilities Management and Planning
Carol Rothstein – Associate Dean, Instruction
Bradley Shepard – Acting Dean, Planning & Institutional Effectiveness

Call To Order

Chair Abraham presided and convened the regular meeting at 11:34 am.

Closed Session

Ms. Lampton moved to adjourn to closed session to discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction, and the contents of a bid proposal pursuant to Maryland General Provisions article 3-305(b) (1) and (14) respectively. Ms. Brooks 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 1:25 pm. In closed session, the Trustees discussed two (2) matters concerning personnel and one (1) matter concerning a bid proposal and the ultimate scope of the project. Present during closed

session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, and John Williamson. President James Klauber and Vice President Jackson were also present.

Approval of Minutes (May 22, 2018 Regular and Closed Session) (ACTION)

Ms. Cushwa moved to approve the May 22, 2018 regular and closed meeting minutes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

There was no report from the SGA this month.

Faculty Assembly

Associate Professor Madron gave his final report as Faculty Assembly Chair. He discussed continued work on the shared governance document and suggested including a student representative on the committee.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Academic Affairs, Student Services, and Continuing Education and Workforce Development. In referencing the College's Maxient software, Dr. Klauber pointed out the need for an early alert to flag at risk students in order to better implement intervention strategies. He also mentioned a possible opportunity for 3 plus 1 agreements with Purdue Global.

MACC Board of Directors' Meeting, June 20, 2018

The MACC Board of Directors' meeting is scheduled for June 20, 2018, 2:00 – 4:00 pm. Trustees Abraham and Williamson and President Klauber are scheduled to attend. Vice Chair Williamson is up for election for the MACC Board President.

Monthly and Special Reports

Personnel Recommendations for June 2018 (ACTION)

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

Financial Report as of May 31, 2018 (ACTION)

Chair Abraham dispensed with formal presentation of the financial report. Ms. Brooks moved to accept the financial report as of May 31, 2018 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Cultural Diversity Report

Acting Dean Shepard briefly summarized the Cultural Diversity Report, noting that the College's diversity rate surpasses the percentage in the Washington County population. A recent law has removed the prison population from the County census. Mr. Shepard will follow up in September with the number of prison students in HCC's enrollments.

Early Fall Enrollment Report

Director Crawford discussed the summer and fall enrollment reports for 2018 and highlighted areas for concern. Summer enrollments are currently flat. Fall enrollments seem to be moving in the right direction. Evening classes are down perhaps as a correlation to online class enrollments increasing. The Maryland Promise Program is expected to bring some growth.

Old Business

Finalize Board Meeting Dates for FY19

Ms. Brooks moved to approve the Board meeting dates for FY19 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Business

Board Re-organization (ACTION)

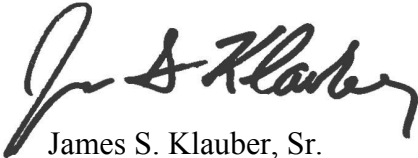
In accordance with Article IV of the Constitution and By-laws, Chair Abraham turned the meeting over to President Klauber to conduct an election for the office of chair for FY19. Trustee Brooks nominated Austin Abraham as candidate for Board Chair. Ms. Cushwa moved to close the nominations. Ms. Lampton seconded, and the motion carried by unanimous vote. Trustee Brooks nominated John Williamson for Vice-Chair. Ms. Cushwa moved to close the nominations. Ms. Lampton seconded, and the motion carried by unanimous vote. Mr. Abraham and Mr. Williamson were elected Chair and Vice-Chair respectively by acclamation.

Chair Abraham resumed chairmanship of the meeting. Mr. Abraham added that the Board acknowledged that President Klauber would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:17 pm. The next regularly scheduled meeting will be held on September 18, 2018 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber, Sr.", written in a cursive style.

James S. Klauber, Sr.
President/Secretary