

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
September 18, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 18, 2018, in the Administration and Student Affairs Building Board Room, beginning at 11:00 am. In attendance:

Board Members

Austin Abraham, Chair
Carolyn Brooks
Patricia Cushwa
James Klauber, Secretary / President
Paula Lampton
L. William Proctor, Jr.
Gregory Snook
John Williamson, Vice Chair

HCC Affiliates

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
John Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean of Students
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary
Dawn Schoenenberger – Director, Developmental Education and Adult Literacy Services
Theresa Shank – Dean, Continuing Education and Workforce Development
Ryan Spurrier – Coordinator, Institutional Reporting
Bonnie Thomas – Dean, Planning & Institutional Effectiveness
Teresa Thorn – Coordinator, Middle College
Heather Wallen – Immediate Past President, SGA
David Warner – Vice President, Academic Affairs and Student Services
Rebecca Westmeyer – Chair, Faculty Assembly
Ashley Whaley – Director, College Advancement

Guests

Kevin Tucker – Acting Clerk of the Court of Washington County

Call To Order

Chair Abraham presided and convened the regular meeting at 11:01 am.

Closed Session

It was moved, seconded, and unanimously approved to adjourn to closed session to discuss personnel matters relating to the performance evaluation of employees over whom the trustees have jurisdiction and a matter of potential litigation pursuant to General Provisions Article 3-305 (b) (1) and (8) respectively.

Re-convene Open Session

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 1:45 pm. In closed session, the Trustees discussed two (2) matters involving employee performance evaluation and two (2) matters involving potential litigation. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President Klauber was also present.

Swearing In of Re-appointed Trustee, John Williamson

Kevin Tucker, Acting Clerk for the Circuit Court of Washington County administered the oath to Trustee Williamson, who was reappointed to the HCC Board for an additional six-year term. Trustee Williamson was first appointed to the HCC Board in March of 2012.

Board Chair Committee Assignments for FY19

The Board reviewed the committee assignments for FY19 and made no adjustments.

Approval of Minutes (June 19, 2018 and July 17, 2018 Closed and Open Sessions) (ACTION)

Mr. Williamson moved to approve the closed and open session minutes for June 19, 2018 and July 17, 2018 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Heather Wallen, SGA President, discussed recent SGA events.

Faculty Assembly

Assistant Professor Westmeyer reported that the faculty retreat went very well. Ad hoc committees have been formed for shared governance and FLPTC 3. In the interest of greater communication, President Klauber will attend the first thirty minutes of every Faculty Assembly meeting.

President's Report

Introductions

President Klauber formally introduced Bonnie Thomas, Dean of Planning and Institutional Effectiveness; and Ashley Whaley, Director of College Advancement.

Board Briefing Summary

President Klauber discussed highlights in Student Affairs, Academic Affairs, Continuing Education and Workforce Development, and College Advancement. In following up on the Work Keys presentation on September 17, President Klauber said that the County, WCPS, and the Chamber want to send someone to the Work Keys training academy. In addition, Rob Slocum has said he would like to see the County fund someone from business and industry to attend the training; Dr. Klauber told him the College would match it. HCC's Michael Boyd, Business and Workforce Development Program Manager, will be the face of Work Keys. Mr. Snook suggested Mr. Boyd should also be involved with Hagerstown's downtown initiative.

Update on Campus Security

President Klauber said the College is taking steps to upgrade the security on campus, not only through purchasing additional security equipment, but also through training and seminars for College employees.

All College Colloquium

President Klauber briefly reviewed his presentation to the college community at the All College Colloquium on August 22, 2018.

RFP for Web Designer

President Klauber said that with the resignation of the webmaster, the College is ready to make an offer to someone to fill that position. In addition, the administration is conducting an RFP for a Web designer to freshen up the College's Web site. Mr. Snook suggested that an update for the Fletcher Foundation Web Site might be very much appreciated, as well.

Proposed Board Meeting Topics for FY19

The Board reviewed the proposed Board meeting topics for FY19. The document is fluid, as topics are moved and/or adjusted throughout the year as necessary.

Key Campus Dates for FY19

Key campus dates for FY19 were discussed. Trustees were asked to note these dates on their calendars.

MACC CIP Prioritization

The MACC CIP Prioritization list was discussed. It was noted that this draft has not yet been approved by the Presidents' Council.

MACC Draft Legislative Agenda for 2019

The MACC Draft Legislative Agenda for 2019 was shared with the trustees.

Monthly and Special Reports

Personnel Recommendation for September 2018 (ACTION)

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

Financial Report as of August 31, 2018 (ACTION)

Chair Abraham dispensed with formal presentation of the financial report. Mr. Snook moved to accept the financial report as of August 31, 2018 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Special Reports

Maryland Performance and Accountability Report

Dean Thomas and Ryan Spurrier discussed the Maryland Performance and Accountability Report, which is required by MHEC. Dean Thomas pointed out a number of areas where the College had exceeded its benchmark. Mr. Spurrier said the College creates its own benchmarks based on past and current data, trends, and projections.

Middle College Report

Teresa Thorn discussed the Middle College Report for 2018. Twenty-six students enrolled in Middle College and twenty-two students received an associates degree in a STEM major; four students continued at HCC to pursue a non-STEM major. For 2018-2019, there are 54 students in Middle College, males and females almost evenly matched, with twelve students being minorities. Biology, Cybersecurity, and Computer Science are the top majors. Two recent stars of the program are Shiv Patel, class of 2018, who was invited to become a Shipley Regents Scholar through the University System of Maryland; and Olivia Lohman, class of 2015, who has been accepted into the West Virginia University School of Medicine with plans to become a neurosurgeon.

Trustee Snook exited the meeting at 2:35 pm.

New Business

Revised Pricing Schedule for the CBES Project (ACTION)

Director Whaley discussed the pricing schedule for sponsorships for CBES. It had been approved by the Board at an earlier date, but upon further reflection, it seemed the Advanced Manufacturing and Light Manufacturing Labs would be worth more money to sponsor. Their prices were raised from \$25,000 to \$50,000 each for sponsorship. President Klauber said a group from HCC toured a number of incubators in the area and got some good ideas. As a result, the second and third floor design is changing and might include additional sponsorship spaces. Mr. Proctor moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Revision of Policy 3005 – Admissions to Establish Floor Scores (ACTION)

Vice President Warner and Director Schoenenberger discussed the need to establish floor scores for new admissions to the College. Students who need to start at the lowest level of remedial math or English rarely make it out of these developmental courses. The proposed revision would establish floor scores so that any prospective student who tests below a sixth grade skill level would be directed to an area other than college level courses, such as some type of job skills training. Mr. Proctor moved to approve the revised policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote. It was noted the revised policy would go into effect January 2019.

Strategic Plan 2022 (ENDORSEMENT)

President Klauber discussed the Strategic Plan 2022. He said his aim for the future is to make this document much smaller, 5 or 6 pages, but he needed to go forward with this particular plan at this time. He removed the reference to Honors College and Dormitories, believing both would not be in the College's best interest. Mr. Proctor moved to endorse the document as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Report to MHEC with Revised Mission Statement (ACTION)

Colleges are required by MHEC to review the Mission Statement every four years. It was agreed to make HCC's mission statement more succinct while still including all the major points. The new statement reads: *Hagerstown Community College ensures equitable access to affordable high quality educational programs, promotes practices and policies that ensure student success, and fosters innovation and collaboration to strengthen its regional workforce and community cultural development.* Ms. Brooks moved to approve the revised mission statement as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Revision of Policy 5032 – Discrimination and Harassment (ACTION)

The proposed revisions to Policy 5032, and renaming it the Discrimination, Hate Crimes, and Biased Incident Reporting Policy would bring the policy into compliance with a recent legislative

mandate that all colleges have a policy against hate and bias. Mr. Proctor moved to approve the revision of the policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Hazing Policy (ACTION)

The proposed hazing policy was drafted to comply with the recent legislative mandate for colleges to have a policy against hazing. Mr. Proctor moved to approve the policy as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjournment of Open Session

There being no further business or discussion, the regular meeting was adjourned at 3:30 pm. The next regularly scheduled meeting will be held on October 16, 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., PhD
President/Secretary