

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
October 16, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 16, 2018, in the Administration and Student Affairs building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean of Distance Learning
Marta Delgado-Seguienot – SGA Treasurer
Jeremy Delrosario – VP, SGA
Deanna Dopson – SGA Senator
Craig Fentress – Director, Information Technology
Ashley Gallo – SGA Secretary
Trevor Jackson – Vice President, Administration and Finance
Jennifer Knight – Director, Human Resources
Brittany Lyle – Recording Secretary
Bailey Martin – SGA Senator
Christine Ohl-Gigliotti - Dean, Student Services
Carol Rothstein – Dean of Instruction, Office of Academic Affairs
Theresa Shank – Dean, Continuing Education and Workforce Development
Bonnie Thomas – Dean, Planning and Institutional Effectiveness
Heather Wallen – President, SGA
David Warner – Vice President, Academic Affairs and Student Services
Rebecca Westmeyer – Chair, Faculty Assembly
Ashley Whaley – Director, College Advancement

Call To Order

Vice Chair Williamson presided and convened the regular meeting at 12:58 pm.

Closed Session

Ms. Lampton moved to adjourn to closed session to discuss the promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the Trustees have jurisdiction; and any other personnel matter that affects one or more specific individuals pursuant to General Provisions Article 3-305(b)(1). Ms. Cushwa 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 12:58 pm. In closed session, the Trustees discussed three staff reclassifications and classroom dedications. Present during closed session were Trustees Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President Klauber was also present.

Approval of Minutes (September 18, 2018 Closed and Regular) (ACTION)

It was moved and seconded to approve the closed and open session meeting minutes for September 18, 2018 as submitted. The motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Ms. Wallen introduced the SGA officers present and reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Westmeyer gave a recap of events and topics current to the faculty.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Student Affairs, Academic Affairs, Continuing Education and Workforce Development, and College Advancement.

MACC Board of Directors' Meeting, October 17, 2018

The MACC Board of Directors' Meeting will be held on October 17, 2018. President Klauber and Trustee Williamson are scheduled to attend.

Donor Recognition, November 13, 2018, 5:00 pm, Kepler

A reminder that Donor Recognition will be held on Tuesday, November 13, 2018, at 5:00 pm in Kepler Center.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending September 30, 2018 (ACTION)

Vice Chair Williamson dispensed with a verbal report. Mr. Snook moved to accept the financial report for the period ending September 30, 2018 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

FY18 Audit Report (ACTION)

Audit Committee Chair Snook reported on the FY18 audit. The Audit Committee, consisting of Trustees Abraham, Snook, and Proctor; Vice President Jackson; Director Bittorf; and President Klauber, met with the auditors from Clifton, Larson, Allen LLP on October 9. The audit was clean. Financial Aid, which was a single audit, was also clean. Overall it was an excellent report. Ms. Brooks moved to accept the FY18 audited financial statements as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Revision of Policy 7060 – Facilities Rentals and Usage by Outside Agencies (ACTION)

Mr. Snook moved to approve the revisions to Policy 7060 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Fall Enrollment Report

Vice President Warner discussed the fall enrollment report, noting that while enrollments were essentially flat, it is very good in comparison to some other community colleges that are experiencing double digit declines. Enrollments in the Middle College and ESSENCE programs continue to grow, as well as Veteran students and online programs.

Student Learning Outcomes Assessment (SLOA) Report

Vice President Warner briefly discussed the annual SLOA report. Faculty members are responsible for all stages of the SLOA process. Dean Thomas spoke about the Middle States changes and how they will effect SLOA processes going forward.

Property Liability Insurance Update

Vice President Jackson gave an overview of current insurance coverages and annual cost trends.

Old Business

Approve Board Goals for FY19 (ACTION)

Mr. Proctor moved to approve the Board Goals for FY19 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Revised FY19 Pay Rate for Temporary and/or Grant-funded Positions and Stipends (ACTION)

Mr. Snook moved to approve the pay rates as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

New Business

Staff Re-classification (ACTION)

Mr. Snook moved to approve the staff re-classifications as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Revised Holiday Calendar for FY19

Director Knight briefly discussed the revised Holiday Calendar for FY19. Mr. Snook moved to approve as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Holiday Calendar for FY20

Director Knight briefly discussed the Holiday Calendar for FY20. Mr. Snook moved to approve as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Revised Rad Course Fee (ACTION)

Dean Rothstein discussed the reason for the Rad course fee adjustment. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Revised Policy 4005 Degree Types and Related Distribution of Credits (ACTION)

Dean Rothstein briefly discussed the proposed changes to the existing policy. Mr. Snook moved to approve the changes as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Appointment of ACCT Voting Member

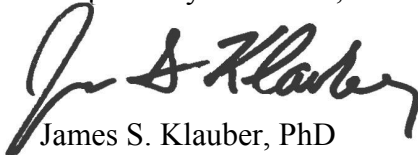
Vice Chair Williamson appointed Patricia Cushwa the voting member for ACCT.

Adjournment to Closed Session

There being no further business or discussion, the regular business meeting was adjourned at 2:43 pm.

The next meeting will be held on November 20, 2018, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber". The signature is written in a cursive style with a large initial "J".

James S. Klauber, PhD
President/Secretary