

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
December 18, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 18, 2018, in the Student Center, Room 182, beginning at 1:35 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean, Distance Learning
Craig Fentress – Director, Information Technology
Trevor Jackson - Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Executive Director, Human Resources
Christine Ohl-Gigliotti – Dean, Student Services
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary
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

Chair Abraham presided and convened the regular meeting at 1:40 pm.

Administrative Function Meeting - Closed

A closed administrative function meeting was held jointly with the HCC Foundation Executive Committee from 12:00 pm to 1:30 pm to discuss the Foundation Annual Report and strategic planning.

Approval of Minutes (ACTION)

Mr. Snook moved to approve the work session and open session minutes for November 20, 2018 as submitted. Ms. Brooks seconded and the motion carried by unanimous vote.

Reports from Campus Groups

Faculty Assembly

Rebecca Westmeyer reported on faculty related topics.

Student Government Association

Heather Wallen reported on current SGA events and those planned for the future.

President's Report

Board Briefing Summary

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

Martin Luther King, Jr. Day of Diversity

The College will be closed on January 21, 2019 in honor of Martin Luther King, Jr. Day of Diversity. A program will be held in Kepler Theater beginning at 1:00 pm.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on February 4, 2019. Trustees who wish to attend are asked to inform the President's office by January 7, 2019.

Meeting with Washington County Legislative Delegation

President Klauber discussed the meeting with the Washington County legislative delegation on December 4, 2018. Dr. Klauber said the discussion focused on Work Keys, and he felt the delegation responded positively.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

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

Mr. Snook moved to accept the financial report for the period ending November 30, 2018 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Special Reports

Maryland Promise Program

Dean Ohl-Gigliotti discussed HCC's Promise Program compared to Maryland's Promise Program. There has been significant interest from the community about these programs. Director Whaley said that while the Foundation had expected to rework the College's Promise Program this year, they decided to wait until next year when the Maryland Promise Program has been more fully explained and implemented.

New Business

Revision of Policy 4010 – General Education (ACTION)

Vice President Warner said that the minor language changes recommended to this policy would bring it up to date with what had been approved in 2012. Mr. Snook moved to approve the revised policy as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Revision of Policy 4014 – Discontinued Credit Programs (ACTION)

Vice President Warner said that policy 4014 was being updated to reflect current titles. Mr. Snook moved to approve revised policy 4014 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Removal of Policy 4050 – Student Honor Code (ACTION)

President Klauber said it was recommended to remove policy 4050 – Student Honor Code since it was essentially a duplication of policy 4040 – Code of Student Conduct. Mr. Snook moved to approve the removal of policy 4050 as recommended. Ms. Lampton seconded, and the motion carried by unanimous vote.

Removal of Policy 4037 – Use of Smart Devices in Instructional Spaces (ACTION)

The Teaching and Learning governance committee reviewed this policy and felt that it was essentially guidelines instead of policy. They recommended the policy be removed and revised guidelines be included in Policy 4040. Mr. Snook moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Revision of Policy 4040 – Code of Student Conduct (ACTION)

It was recommended that policy 4040, Code of Student Conduct be revised to incorporate the student honor pledge from policy 4050, and the guidelines for the use of smart devices in instructional spaces from policy 4037. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote. Dean Ohl-Gigliotti will submit additional recommended revisions to this policy in the spring.

IT Purchase and Upgrade of Storage Area Network (SAN) (ACTION)

President Klauber said that several months ago the College computer system ran out of memory, and Datatel and other systems started to slow down. It was recommended that the College invest \$300,000 in a SAN system, which would provide more security, efficiency, and better performance. Vice President Jackson said the money would come from contingency and any surplus funds at the end of the fiscal year, since this expense is not in the current budget. Ms. Lampton moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

President Transportation Allowance (ACTION)

Chair Abraham said it was recommended that President Klauber's contract be modified to allow the president the option to take a college-assigned vehicle or to take a transportation allowance of \$9,000 per year. Mr. Snook 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 meeting was adjourned at 2:45 pm. The next meeting will be held on January 15, 2019 in the Administration and Student Affairs Board Room.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary