

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
January 15, 2019***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 15, 2019, in the Administration and Student Affairs Board Room, beginning at 1:30 pm. 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

Vidda Beache - Dean of Distance Learning  
Marta Delgado - Treasurer, Student Government Association  
Marissa Durst – HCC Student, All USA Academic Team Nominee  
Craig Fentress - Director, Information Technology  
Katelyn Hogue – HCC Student, New Century Workforce Scholarship Nominee  
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  
Dawn Reed – Recording Secretary  
Carol Rothstein - Dean of Instruction  
Theresa Shank – Dean, Continuing Education and Workforce Development  
Bonnie Thomas – Dean, Planning and Institutional Effectiveness  
David Warner – Vice President of Academic Affairs & Student Services  
Rebecca Westmeyer - Chair, Faculty Assembly  
Ashley Whaley – Director, College Advancement

Media

Alexis Fitzpatrick – Herald Mail

## **Call To Order**

Chair Abraham presided and convened the regular meeting at 1:35 pm.

## **Introduction of the All-Academic Team Nominees**

Christine Ohl-Gigliotti introduced Marissa Durst and Katelyn Hogue. The students shared a little about themselves and their experiences at HCC. Joshua Burdette was not able to attend.

## **Approval of Minutes (December 18 Regular) (ACTION)**

Ms. Brooks moved to approve the December 18, 2018 regular meeting minutes as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

## **Report from Campus Groups**

### ***Student Government Association***

Marta Delgado, SGA Treasurer, discussed current and future SGA events and activities.

### ***Faculty Assembly***

Associate Professor Westmeyer reported on topics discussed at Faculty Assembly.

## **President's Report**

### ***Board Briefing Summary***

President Klauber reviewed highlights in Academic Affairs and Student Services.

### ***MACC Updates***

#### ***MACC Leadership Conference and Legislative Reception***

The MACC Leadership Conference and Legislative Reception is scheduled for February 4, 2019; any trustees interested in attending should let the President's Office know by January 25.

#### ***MACC Student Advocacy Day***

MACC Student Advocacy has been postponed until March 5, which is Spring Break and the Board of Trustees Retreat.

***Preliminary List of Board Retreat Topics, March 5, 2019, 9:00 am – 3:30 pm***

President Klauber briefly discussed the list of proposed Board retreat topics, noting that the afternoon session would be reserved for trustee training.

***Additional Presidential Report Topics***

The Energy House is now open. Trustee Abraham would like to have a tour. The Board discussed possibly having a ribbon cutting and coordinating with the joint meeting with the County Commissioners on March 19.

Work Keys training will be held on campus for January 16 and 17. The Work Keys goal is to sign up eighty-six companies in two years.

Martin Luther King, Jr. Day of Diversity is January 21, 2019. The College will hold its annual program in the Kepler Theater from 1:00 pm to 3:00 pm.

**Monthly and Special Reports**

***Personnel Recommendations for January 2019 (ACTION)***

Mr. Snook moved to approve the personnel recommendations for January 2019 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

***Financial Report as of December 31, 2018 (ACTION)***

Mr. Abraham moved to accept the financial report as of December 31, 2018. Ms. Brooks seconded, and the motion carried by unanimous vote.

**New Business**

***Insurance Broker Services***

Vice President Jackson discussed the RFP process for insurance broker services beginning in fiscal year 2020. The evaluation team conducted interviews with three of the five participating firms based on their experience in higher education and proposals that were under \$100,000 for all three years. Prior to the interviews the committee agreed it wanted a firm that was relatively local, responded when called, and would be present in an emergency. It was recommended that Keller Stonebraker be awarded the contract at a cost of \$94,200 for the 3-year period, or \$31,400 per year. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by majority vote. Mr. Snook abstained.

### **Remarks from Trustees**

Following is a summary of remarks expressed by the trustees: thank you to the staff for the hard work; appreciation for the shorter Board meetings; love having students attend the Board meeting; and a suggestion that the steps in the new parking lot behind the Student Center needs a hand rail.

### **Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:33 pm. The next regularly scheduled meeting will be held on Tuesday, February 19, 2019 in the Administration and Student Affairs Board Room.

Respectfully submitted,

James S. Klauber, PhD  
President