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