A joint meeting of the Washington County Commissioners and Board of Trustees of Hagerstown Community College was held on Tuesday, March 19, 2019, in the Elliott Center, Rooms 211 and 213, beginning at 12:00 pm. In attendance:

**Board Members**
- Austin Abraham, Chair
- Carolyn Brooks
- Patricia Cushwa
- James Klauber, Secretary / President
- Paula Lampton
- William Proctor
- Gregory Snook
- John Williamson, Vice Chair

**HCC Affiliates – Business Session**
- Trevor Jackson – Vice President, Administration and Finance
- Beth Kirkpatrick – Director, Public Information and Government Relations
- Christine Ohl-Gigliotti – Dean of Students
- Barbara Roulette – Recording Secretary
- Theresa Shank – Dean, Continuing Education and Workforce Development
- Carol Rothstein – Associate Dean of Instruction
- David Warner – Vice President of Academic Affairs and Student Services

**County Officials**
- Terry Baker – Vice President, County Commissioner
- Jeff Cline – President, County Commissioner
- Kim Edlund – Director, Budget and Finance
- Sara Greaves – Chief Financial Officer
- Wayne Keefer – County Commissioner
- Kim Jacobsen – Legal Secretary
- Rob Slocum – County Administrator
- Randy Wagner – County Commissioner
- Danielle Weaver – Director, Public Relations and Marketing
- Cort Meinelschmidt – County Commissioner
- Kirk Downey – County Attorney

**Media**
- Alexis Fitzpatrick
Call To Order

Chair Abraham presided and convened the joint meeting at 12:33 pm.

Annual Report to the Commissioners (President Klauber) (PowerPoint)

President Klauber presented a PowerPoint which highlighted the major initiatives of the College. Safety on the campus has been increased with 250 new surveillance cameras, twist locks for all doors in the academic areas, an outdoor public address system, an indoor public address system with speakers on every floor, electric door lock installation, and an upgrade to the software for emergency announcements. An exciting new development was the creation of the Career and Technology Education Middle College, which will provide students with early college classes in fields like Advanced Manufacturing. WCPS is currently reviewing the plan, and it is expected that students will be registered for the fall semester. The College’s capital improvement projects have been shifted around a bit. The Maintenance Building and Foreign Languages Building have been removed from the projects list. President Klauber said that air conditioning for the ARCC should take top priority, as well as finding a permanent home for the CVT program. The WorkKeys initiative has been quite successful so far, with seventy-two companies signed up out of the required eighty-five. Employer participation is critical. The first cohort group of students from Goodwill are scheduled to take their tests on Friday, March 22. The College’s enrollment for the next year is expected to stay relatively flat, as is the case throughout Maryland.

College Request for FY20 Support

President Klauber said the College is asking the County for a 3% increase over FY19, which would bring the total appropriation for FY20 to $10,336,349 million.

Commissioners’ Questions and Comments

Commissioner Cline thanked the College for being cutting edge and implementing the latest equipment and techniques. He said that the College instills in students not only knowledge and skills, but also a measure of confidence to continue on, either academically or in the work world.

Comments from Trustees

The trustees expressed their belief that HCC is a valuable asset to the surrounding community and an important factor for economic development in Washington County, and that it is important that the College have the financial support to keep the momentum going. The Trustees thanked the Commissioners for their past support, and asked that they do their best for the College going forward.
Adjournment

There being no further business or discussion, the joint meeting was adjourned at 1:29 pm.

Respectfully submitted,

[Signature]

James S. Klauber, PhD
President/Secretary