

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
April 23, 2019*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 23, 2019, in the Administration and Student Affairs Board Room, beginning at 12:00 pm. In attendance:

Board Members

Austin Abraham, Chair
Carolyn Brooks
Patricia Cushwa
James S. Klauber, Secretary / President
Paula Lampton
Gregory Snook
John Williamson, Vice Chair

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Trevor Jackson – Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Barbara Roulette – Recording Secretary
David Warner – Vice President, Academic Affairs and Student Services

Media

Alexis Fitzpatrick – Reporter, Herald Mail

Call to Order

Chair Abraham presided and convened the work session at 12:05 pm.

Policies for Review

3060 ESSENCE Early College Program

President Klauber discussed the revised policy for the ESSENCE program. The current policy was discarded and replaced with new verbiage to reflect the new pricing policy, which is not tied to the Federal government's experiment in which high school students taking college courses may be eligible to access Pell grants. Action would be take in May.

3075 Tuition Discount for Out of State Veterans Using VA Benefits

Policy 3075 is a new policy drafted in response to new legislation that was passed in the Maryland General Assembly this past session. Trustee Snook asked if this policy also

applied to out-of-county veterans. The president will follow up. Action would be taken in May.

3078 Victims of Human Trafficking Tuition Discount

Policy 3078 was drafted in response to legislation passed in the Maryland General Assembly this past session. President Klauber said that in order for a student to take advantage of this policy, he or she would need to prove with legal documents that they were involved in human trafficking. Trustees wondered if this policy applied to credit and non-credit courses. The President will follow up. Action would be taken in May.

Personnel Matters

Salary Adjustments and Salary Scale Adjustments for FY20

Executive Director Childs discussed the proposed salary adjustment and salary scale adjustment of 3% to keep the College's salaries competitive. She said she believes the Washington County Board of Education has proposed a 2.75% raise this year. Action would be taken in open session.

Employee Benefit Costs for FY20

Executive Director Childs discussed the benefits costs for FY20. The College will move from the current two tier system, consisting of Single and Family designations, to four tier. The extra two tiers will provide some cost savings for a number of employees. In response to a question regarding medical claims, Vice President Jackson said the College budgets for the typical scenario, and maintains \$1.1 million in designated funds to cover worst case scenario. Executive Director Childs will send to the trustees the stop-loss figure.

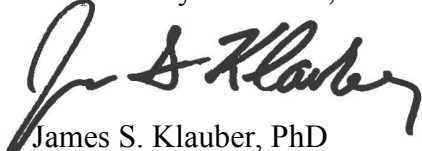
CBES Update

President Klauber said that the CBES second and third floors have been redesigned after he and a few executive officers toured other business incubators in the area. The architect's estimate for the new design is over \$11 million, up from \$8.19 million, which was the original estimate. Vice President Jackson said a \$2.3 million surplus this year could be used for CBES. Chair Abraham felt a traffic study of the back entrance to the College should be done. Trustees generally felt the project should move forward.

Adjournment

There being no further business or discussion, the work session was adjourned at 1:05 pm.

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" and a long, sweeping underline.

James S. Klauber, PhD
President/Secretary