

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
May 21, 2019***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 21, 2019, in the Administration and Student Affairs Board Room, beginning at 12:30 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean of Distance Education  
Jennifer Childs – Executive Director, Human Resources  
Craig Fentress – Director, Information Technology  
Trevor Jackson – Vice President, Administration and Finance  
Samba Jalloh – President, SGA  
Elizabeth Kirkpatrick – Director, Public Information / Government Relations  
Christine Ohl-Gigliotti – Dean of Student Services  
Carol Rothstein – Dean of Instruction  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Workforce Development  
David Warner – Vice President, Academic Affairs and Student Services  
Rebecca Westmeyer – Chair, Faculty Assembly  
Ashley Whaley – Senior Director, College Advancement

**Call To Order**

Chair Abraham presided and convened the regular meeting at 12:40 pm.

**Adjourn to Closed Session**

After a brief break for lunch, the Board re-convened in closed session to discuss personnel matters concerning one or more individuals over whom the board has jurisdiction pursuant to General Provisions section 3-305(b)(1).

## **Re-Convene Open Session**

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 1:32 pm. In closed session, the Trustees discussed employees who had left College employment and Board goal attainment for 2019. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, and John Williamson. Executive Director Childs was also present for her portion of the meeting.

## **Consent Agenda**

The consent agenda was comprised of: the work, closed, and open session meeting minutes for April 23, 2019; the personnel report for May; and policy 3060, which was reviewed and discussed by the Board in April. As there were no requests for items to be removed from the consent agenda, Chair Abraham announced that the items on the consent agenda were adopted as submitted.

## **Reports from Campus Groups**

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

Newly elected president, Samba Jalloh, made an introductory presentation to the Board. Samba is from Sierra Leon and resides with a local family. He plans to pursue a degree in Cybersecurity, and would like to also attend Harvard Law School in the future. Samba is active in a number of clubs, and is passionate about increasing the diversity of the campus. The newly elected SGA officers will be introduced at the October meeting.

### ***Faculty Assembly***

There was no report from Faculty Assembly at this meeting.

## **President's Report**

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

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

### ***Re-cap of Year End Celebratory Activities***

President Klauber said he felt that all of the events went extremely well and gave the number of attendees for each. He felt the December graduation is not necessary – it falls at a difficult time of the year, is scheduled before grades for the fall semester are final, and preparation for the event requires the same amount of work for fewer graduates. December graduation will no longer be held. Additional seating can easily be added in the ARCC to accommodate larger numbers in May.

### **Additional Points**

President Klauber reported the following: enrollment for fall 2019 is currently flat across the board; sixty students are enrolled for STEMM Middle College; the CATE Middle College agreement has been returned from WCPS with edits, which probably means the program will not be ready for implementation fall 2019; the new Career Studies degree should help the College finalize an agreement with PIA; the Foundation Cocktail event will be held next Wednesday, May 29; registration for the ACCT leadership conference is underway; WCPS would like to discuss a summer program in Entrepreneurship; Hancock Mayor Salvagno was interested in WorkKeys; and President Klauber will put together a spending plan for the funds allocated in the Governor's budget for WorkKeys, since the Governor is currently holding the funds.

### ***MACC Board of Directors' Meeting June 12, 2019***

The MACC Board of Directors meeting will be held on June 12, 2019.

### ***Proposed Board Meeting Dates for FY20***

The Board reviewed the proposed Board meeting dates for FY20. Final action will be taken at the June 18, 2019 meeting.

### **Monthly and Special Reports**

#### ***Financial Report as of April 30, 2019 (ACTION)***

Ms. Lampton moved to accept the financial report as of April 30, 2019 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

#### ***Annual Distance Education Report***

Dean Beache discussed the Distance Education Report. She said the College is moving to a new system, Desire to Learn Bright Space, which is compatible with mobile devices. More colleges are moving to this system. Some classes will officially start in the new system in Fall 2019, but the final transition is expected in the summer of 2020. Dean Beache concluded her report by discussing short term and long term goals for the program. Short term goals included creating an action plan for a universal LMS and consistent course models, communicating with stakeholders, implementing instructional design best practices, and enhancing the overall online learning model. Long term goals included implementing instructional design best practices, incorporating Open Educational Resources (OERs) into the classroom, and enhancing the overall online learning model.

## **Old Business**

### ***Draft FY20 Plan and Operating Budget Draft***

Vice President Jackson briefly discussed the draft FY20 Plan and Operating Budget, noting that it is a draft and final edits will be made. He said the medical insurance information will change, and the Pharmacy Tech program will be removed, among other edits and clarifications. Final action would be taken at the June 18, 2019 meeting.

### ***Policy 3075 Tuition Discount for Out-of-State Veterans Using VA Benefits (ACTION)***

President Klauber clarified that eligible out-of-state veterans would pay the out-of-county rate for credit tuition. Continuing education credits are not included in this tuition discount. Ms. Lampton moved to approve policy 3075 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Policy 3078 Victims of Human Trafficking Tuition Discount (ACTION)***

President Klauber clarified that out-of-county people who are eligible under this policy will be granted in county resident status for credit courses only. Continuing education credits are not included in this tuition discount. Ms. Lampton moved to approve policy 3078 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Policy 4015 Multiple HCC Credentials (ACTION)***

Dean Rothstein said that, in response to Board inquiry, the Shared Governance committee reviewed and amended the policy to clarify the second to last sentence in the last paragraph, stating that a student earning a degree may later earn a letter of recognition or certificate only if it is in a different program. Ms. Lampton moved to approve policy 4015 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***New Programs – Exercise Science, Technical Studies, and Unmanned Aerial Systems (ACTION)***

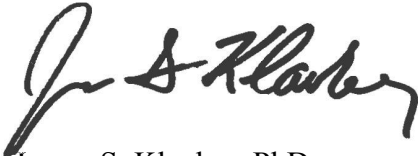
Dean Rothstein discussed the three new programs. She said the program in Exercise Science is geared toward Kinesiology, Technical Studies offers the general education courses for career studies, and Unmanned Aerial Systems is drone technology. Vice President Warner said that drone technology could have applications in other programs, such as Administration of Justice and Environmental Studies. Ms. Lampton moved to approve the new programs as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the Board meeting was adjourned at 2:43 pm.

The next regularly scheduled meeting will be held on Tuesday, June 18, 2019, in the Administration and Student Affairs Board Room.

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 "K".

James S. Klauber, PhD  
President/Secretary