

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 18, 2019***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 18, 2019, in the Administration and Student Affairs Building Board Room, beginning at 11:00 am. In attendance:

Board Members

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

HCC Affiliates

Kirsten Barnhart - Senator, SGA
Vidda Beache – Dean, Distance Education
Jennifer Childs – Executive Director, Human Resources
Martha Delgado-Sequinot – Treasurer, SGA
Craig Fentress – Director, Information Technology
Ashley Gallo – Secretary, SGA
Trevor Jackson – Vice President, Administration and Finance
Samba Jalloh – President, SGA
Beth Kirkpatrick – Director, Public Information and Government Relations
Christine Ohl-Gigliotti – Dean of Students
Barbara Roulette – Recording Secretary
Ashley Whaley – Senior Director, College Advancement

Guests

John A. Latimer, IV – Executive Vice President, Keller Stonebraker Insurance, Inc.

Call To Order

Chair Abraham presided and convened the regular meeting at 11:05 am.

Closed Session

Ms. Brooks moved to adjourn to closed session to discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction pursuant to Maryland General Provisions article 3-305(b) (1). Ms. Cushwa seconded and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 1:42 pm. In closed session, the Trustees discussed three (3) matters concerning personnel over whom the Board has jurisdiction. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. Executive Director Childs was present for her topic of discussion. President James Klauber was also present.

Consent Agenda

The consent agenda included the work session, closed session, and open meeting minutes for May 21, 2019; the personnel report for June 2019; and policies 2035, Trustees Position Description; 4030, Job Training Institute; and 5050, Faculty Load, Evaluation, Promotion, and Tenure; all of which were reviewed by the Board at the May 21 meeting. Trustee Williamson asked that the consent agenda list the numbers and the titles of the policies going forward. Having no request to remove an item from the consent agenda, Chair Abraham declared the items approved.

Reports from Campus Groups

Student Government Association

SGA President, Samba Jalloh, introduced several of the SGA officers: Marta Delgado-Sequinot, Vice President; Ashley Gallo, Secretary; and Kirsten Barnhart, Senator. The full complement of officers are scheduled to be introduced at the October 2019 meeting.

Faculty Assembly

There was no report from Faculty Assembly at this meeting.

President's Report

Board Briefing Summary

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

Additional Points

- Associate Professor Westmeyer and Vice President Warner shared the new shared governance model with President Klauber. It requires some additional edits. President Klauber will share the document with the trustees over the summer months for review in the fall.

- President Klauber and several others travelled to Jackson to watch the women's softball team compete in the world series tournament. The team played valiantly, and nearly defeated the number one seeded team, who went on to win the tournament. The College is very proud of the team's effort.
- Dr. Klauber met with a group of employers regarding training installation technicians for 5G.
- President Klauber visited Volvo to research the solar parking lot. Flaws and possible fixes were pointed out. He was advised that the parking lot to be used should be ready to be paved, since the installation of the solar panels will tear up the existing asphalt. He will talk to Potomac Edison before moving forward with this project.
- The roof of CBES is not sufficiently braced to support solar panels, but could possibly be made a green roof. This possibility will continue to be explored.

Monthly and Special Reports

Financial Report as of May 31, 2019 (ACTION)

Ms. Brooks moved to accept the financial report as of May 31, 2019 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Cultural Diversity Report

Dean Ohl-Gigliotti briefly summarized the Cultural Diversity Report. She said that the College's diversity exceeds that of Washington County. Events sponsored by HCC to promote multiculturalism and understanding throughout the year included the Martin Luther King, Jr. Celebration of Diversity, co-sponsoring the annual Hispanic Festival, Chinese New Year Celebration, and Irish-American Heritage Celebration. Trustee Williamson was surprised that in the reporting period from 2014 through 2018 approximately 30% of minorities did not receive financial aid. It was pointed out that possibly a certain percentage had lost their financial aid for various reasons.

Early Fall Enrollment Report

Dean Ohl-Gigliotti discussed the fall enrollment report for 2019 and highlighted areas of interest. It was noted that head count and total FTE are down compared to last year at this time, but that minority enrollment continues to be strong. The newly imposed threshold for developmental courses has diverted approximately 120 students into Adult Basic Education. Dean Ohl-Gigliotti said that compared to other community colleges in Maryland, HCC is about in the middle in terms of enrollment fluctuations. The State promise program awards notifications will take place in August, and students will have six weeks to accept or decline. A report on the Maryland Promise Program will be included in the January or February 2020 Board meeting.

Old Business

Finalize Board Meeting Dates for FY20 (ACTION)

Ms. Brooks moved to approve the Board meeting dates for FY20 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

FY20 Annual Plan and Budget (ACTION)

Vice President Jackson briefly discussed the FY20 Annual Plan and Budget. The largest change from the previous drafts the trustees' had reviewed was the medical expense. Mr. Snook moved to approve the FY20 annual plan and budget as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Tuition Increase for Spring 2020 Semester (ACTION)

President Klauber said there is a need for a tuition increase for the following reasons: the College requested a 3% increase in County funding, which it did not get; the College will have greater expenses for the CBES project, and for the \$15 minimum wage; the Kirwan Commission for K-12 will require the College to keep salaries competitive with WCPS; the General Assembly could mandate a deep discount for dual enrollment; and high cost programs, such as Dental Hygiene, could be expanded. A mid-year January tuition increase precludes having to collect additional payment from students who have already paid for the fall 2019 semester. Mr. Williamson said he would support the recommendation, but felt that the College has increased tuition over the last fifteen years, but then questions why enrollments have gone down.

Mr. Snook moved to approve the tuition increase for FY2020 effective with the spring semester as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Policy 6020 Purchasing Policies (ACTION)

Vice President Jackson discussed the changes that were made to the purchasing policies. Mr. Snook moved to approve the policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

New Business

Insurance Review

Mr. John Latimer of Keller-Stonebraker Insurance, Inc. joined the meeting to discuss the insurance review that was recently conducted. Vice President Jackson said the purpose of the study was to analyze liability limits and assess risk management. Mr. Latimer said that invitations were sent to qualified bidders, and special days were designated for the bidders to visit the College and ask

questions. Mr. Latimer summarized the results of the review and the recommended coverage options.

Board Re-organization (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Abraham turned the meeting over to President Klauber to conduct an election for the office of chair for FY20. Trustee Brooks nominated Mr. Williamson as candidate for Board Chair. Mr. Abraham moved to close the nominations. Ms. Lampton seconded, and the motion carried by unanimous vote. Ms. Brooks moved to approve Mr. Williamson for the office of Chair. Ms. Lampton seconded, and the motion carried by unanimous vote.

Trustee Brooks nominated L. William Proctor, Jr. for Vice-Chair. Mr. Abraham moved to close the nominations. Ms. Lampton seconded, and the motion carried by unanimous vote. It was moved and seconded for L. William Proctor, Jr. to serve as Vice Chair. The motion carried by unanimous vote.

Chair Abraham resumed chairmanship of the meeting. Mr. Abraham added that the Board acknowledged that President Klauber would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:58 pm. The next regularly scheduled meeting will be held on September 17, 2019 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber". The signature is fluid and cursive, with the first name "James" and last name "Klauber" clearly distinguishable.

James S. Klauber, PhD
President/Secretary