

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
September 17, 2019*

A Work Session of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 17, 2019, at the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Carolyn Brooks
Patricia Cushwa
James Klauber, Secretary / President
Paula Lampton
L. William Proctor, Jr., Vice Chair
Gregory Snook
John Williamson, Chair

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Trevor Jackson - Vice President, Administration and Finance
Christine Ohl-Gigliotti – Dean of Students
Carol Rothstein – Dean of Instruction
Barbara Roulette - Recording Secretary
David Warner - Vice President for Academic Affairs and Student Services

Call to Order

Chair Williamson presided and convened the work session at 11:33 am.

Unaudited Financial Report as of June 30, 2019

Vice President Jackson discussed the unaudited financial report as of June 30, 2019. The largest unspent area was salaries and benefits followed by utility expenses, so approximately \$2.5 million will be added to fund balance. Trustee Snook asked what percentage electricity represented in the total utility expense, and if the College piggybacked onto a state contract. Vice President Jackson will follow up. Other Expenses included Contingency and OPEB, and Miscellaneous Revenue was comprised of gate receipts, campus fines, building rentals, and similar fees. For Auxiliary Services, Vice President Jackson said the Campus Store will look at additional revenue streams, Food Service has improved, and Child Care has a new director who has actively recruited, and has followed up on delinquent accounts. Child Care is almost at capacity. Trustee Snook said that Meritus might be an option for additional children. The TIC revenues are way down. Fund balance accounts for each of the auxiliary services will be depleted in approximately four years and the College will have to subsidize, so plans to improve

the revenues in each area need to be implemented. Trustee Snook, who is chair of the audit committee, said if the FY19 audit is going smoothly there was no need for the Audit Committee to meet. Vice President Jackson will check on the status.

Policy Review

4013 – Repeating a Course

President Klauber said the revision to this policy corrected Dr. Warner's title.

8010 – Shared Governance Model

Vice President Warner and Dean Rothstein discussed the Shared Governance Model. The review committee was comprised of five faculty, five administrators, and one student. The major changes included altering the appeals process so that the Governance Council would appoint the Appeals Committee, and anyone in the College community would be able to submit a form to request a charge for a governance committee to study. All campus groups reviewed and signed off on the draft model, which represents a good compromise. Action would be taken in regular session.

Athletic Programs and Activities Grievance Policy

Dean Ohl-Gigliotti discussed the Athletic Programs and Activities Grievance policy, which was mandated for all State institutions of higher education by the Maryland General Assembly during the 2019 session. While the College has a student grievance policy already in place, this separate policy, which restricts the participation of anyone associated with the management of athletic programs or activities to be involved in the grievance process, was needed for the College to be in compliance with the legislation. Action would be taken in regular session.

Policies Recommended for Deletion: 5002 – Recruitment, Selection, and Hiring Employees; 5028 – Voluntary Long Term Care Insurance Benefit; 5029 – Voluntary Vision Insurance Benefit; and 5030 – Additional AFLAC Voluntary Benefits

Executive Director Childs discussed the policies recommended for deletion. The AFLAC benefits were not really policies; and recruitment, selection, and hiring employees (Policy 5002) was covered in the employee handbook. Trustee Snook asked if that particular policy would be something Middle States would expect to see in the policy manual. It is believed its presence in the handbook would satisfy Middle States standards. Action would be taken in October.

Proposed Trustee Goals and Committee Assignments for FY20

President Klauber discussed the proposed trustee goals, asserting that they could be changed in any way. More involvement with Hagerstown's Sister City, Wesel, Germany, could include the exchange of several faculty members and students. The first step would be to begin a conversation with someone in City government who is involved with the Sister City activities. The trustees felt the goal was worth

pursuing, and that faculty and the campus should be involved. Trustee Lampton, in referencing Goal #2 regarding the College's Promise Program, said that the program needs to be renamed and redefined.

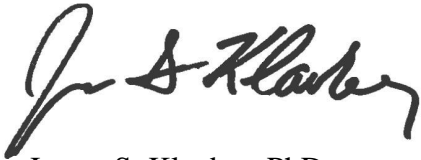
President's Planning Goals

President Klauber discussed his planning goals. Trustee Snook suggested adding solar panels to #6, Campus Finance and Administration. Trustee Cushwa suggested adding the goal to work with congressmen to restore the education program to the prison system.

Adjournment

There being no further business or discussion, the work session was adjourned at 12:28 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber". The signature is fluid and cursive, with a large initial "J" and "K".

James S. Klauber, PhD
President/Secretary