

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
September 17, 2019*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 17, 2019, in the Administration and Student Affairs Building Board Room, beginning at 12:30 pm. 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

Eric Byers – Coordinator, Campus Safety and Emergency Preparedness  
Jennifer Childs – Executive Director, Human Resources  
Marta Delgado-Sequinot – President, SGA  
Craig Fentress – Senior Director, Information Technology  
Trevor Jackson – Vice President, Administration and Finance  
Beth Kirkpatrick – Senior Director, Public Information and Government Relations  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli – Senior Director, Planning & Institutional Effectiveness  
Carol Rothstein – Dean of Instruction  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Workforce Solutions and Continuing Education  
Bradley Shepard – Director, Research and Assessment  
Teresa Thorn – Coordinator, Middle College  
David Warner – Vice President, Academic Affairs and Student Services  
Rebecca Westmeyer – Chair, Faculty Assembly  
Ashley Whaley – Senior Director, College Advancement

**Call To Order**

Chair Williamson presided and convened the regular meeting at 12:32 pm.

**Closed Session**

It was moved, seconded, and unanimously approved to adjourn to closed session to discuss personnel matters relating to the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of employees over whom

the trustees have jurisdiction; cybersecurity; and potential litigation pursuant to General Provisions Article 3-305 (b) (1), (15), and (8) respectively.

### **Re-convene Open Session**

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:22 pm. In closed session, the Trustees discussed two (2) matters involving employee performance evaluation, one (1) matter involving security of the College's network, and one (1) potential litigation regarding a current College policy. Present during closed session were Trustees Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President Klauber, Executive Director Childs, Senior Director Fentress, and Technician Stone were also present for their respective topics.

### **Board Chair Committee Assignments for FY20**

The Board reviewed the committee assignments for FY20 and made no adjustments.

### **Consent Agenda**

The Consent Agenda included the closed and open session minutes for June 21, 2019, and the personnel report for September 2019. Having no items requested to be removed from the agenda, Chair Williamson declared all items approved as submitted.

### **Reports from Campus Groups**

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

Marta Delgado-Sequinot, SGA President, discussed recent SGA events.

#### ***Faculty Assembly***

Associate Professor Westmeyer reported that the Faculty Assembly had yet to meet, but that the new semester had gotten off to a good start.

### **President's Report**

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

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

#### ***Proposed Board Meeting Topics for FY20***

The Board reviewed the proposed Board meeting topics for FY20. The document is fluid, as topics are moved and/or adjusted throughout the year as necessary.

### ***Key Campus Dates for FY20***

Key campus dates for FY20 were distributed. Trustees were asked to note these dates on their calendars.

### ***Collaboration with WCPS***

Vice President Warner said that his senior staff and Peggy Pugh's senior staff met to discuss the STEMM Middle College and the ESSENCE courses, which were too loosely constructed. The group cleaned things up and agreed on a better process going forward. In addition, these types of meetings serve to improve the working relationship between the two institutions.

### ***MACC CIP Prioritization***

The MACC CIP Prioritization list was discussed. Trustee Snook noted that the state task force on which he serves will most likely recommend that all future buildings be at least designed for solar panel installation.

### ***MACC Draft Legislative Agenda for 2020***

President Klauber discussed the MACC Draft Legislative Agenda for 2020 and noted that it was ambitious. Chair Williamson said that the state budget for next year will be impacted by Kirwan, which would require large increases in taxes to be fully funded.

## **Monthly and Special Reports**

### ***Financial Report as of August 31, 2019 (ACTION)***

Vice President Jackson reported that revenues were down by \$500,000 compared to FY19, primarily attributed to enrollment decline; expenditures were up; and Auxiliary Services were off to a normal start. President Klauber said that the non-traditional age student enrollment is down; this is customary when the economy is doing well and additional job training is not needed. Enrollment for traditional age students has changed very little. Any student with a 3.0 GPA is admitted to the College with no testing required, which has not increased enrollment significantly. Mr. Snook moved to accept the financial report as of August 31, 2019 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

## **Special Reports**

### ***Maryland Performance and Accountability Report***

Senior Director Ranalli discussed the Maryland Performance and Accountability Report. She gave credit to Brad Shepard who prepared the report. Ms. Ranalli highlighted several areas in student characteristics, noting that the College's minority population is increasing. This annual report is required by MHEC.

### ***Middle College Report***

Teresa Thorn discussed the Middle College Report for 2019. Coordinator Thorn said the class of 2019-2020 is comprised of thirty-four seniors and thirty-four juniors; thirty-four are majoring in biology, eleven are majoring in engineering, followed closely by math and cybersecurity. A number of students are pursuing multiple degrees. Since the inception of the STMC program, seventy-one students have graduated and have been accepted into thirty-three different four year institutions. Some of the graduates returned this past year to help with the summer bridge program. Coordinator Thorn said she would like to have reunions in the future, especially since a number of the graduates seem interested in participating and giving back to the program in some way. This year, the program has been expanded to include students pursuing career training at the Technical High School. Students may participate in the Career and Technical Education (CATE) Early College Program, which allows them to earn early college credit and then transition to HCC for an associates degree or specialized certification. Degree programs include Certificate in Emergency Medical Technician, AAS in Networking Administration, AAS in Cybersecurity, AAS in Medical Assisting, and AAS in Advanced Manufacturing.

### ***Safety/Security Update***

Coordinator Byers discussed the safety and security on campus. The College has an Emergency Operation Plan that has not yet been adopted. The plan should seamlessly mesh with outside agencies. The College recently held a table top exercise to which various agencies were invited to discuss roles and responsibilities, short term recovery, and steps needed to return to normal operations in the case of an actual event. Some gaps in resources were identified. Coordinator Byers said he would like to follow up with small drills.

### **Old Business**

#### ***CBES Naming Opportunity Schedule (ACTION)***

Senior Director Whaley said that a total of \$345,000 has been raised for the CBES project, thanks to the efforts of Jim Pierne. Trustee Snook suggested special recognition for Mr. Pierne. It was suggested that perhaps the Donor Recognition would be an appropriate occasion. Ms. Brooks moved to approve the revised naming opportunity schedule as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***Athletic Programs and Activities Grievance Policy***

Dean Ohl-Gigliotti discussed the Athletic Programs and Activities Policy, which is mandated by the state legislature for higher education institutions, and must be in effect by October 1, 2019,. Mr. Snook moved to approve the policy as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

***New Electrical Contract***

Vice President Jackson said that new legislation that goes into effect in October 2019 requires all energy suppliers to use some type of renewable energy. The College conducted an RFP and extended its existing contract through November 2023 in order to be grandfathered and avoid paying premiums for this added requirement. This contract saved the College \$52,000. Mr. Snook asked if there was a state contract for electricity. Vice President Jackson will follow up.

***New Lawn Mowing Contract (ACTION)***

Vice President Jackson discussed the new lawn mowing contract. It will free up the facilities employees to attend to other maintenance duties, since a great majority of their time has been spent on grounds maintenance. This expense was budgeted. Ms. Brooks moved to approve the contract as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

***Policy 8010 – Shared Governance Model (ACTION)***

Vice President Warner said the committee was comprised of five faculty, five administrators, and one student. All campus groups had reviewed and signed off on the proposed revisions. This model would become effective immediately upon approval by the Board. Mr. Proctor moved to approve the Shared Governance Model as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

**Adjournment of Open Session**

There being no further business or discussion, the regular meeting was adjourned at 2:51 pm. The next regularly scheduled meeting will be held on October 29, 2019 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,



James S. Klauber, Sr., PhD  
President/Secretary