

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
October 29, 2019*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 29, 2019, in the Administration and Student Affairs building Board Room, beginning at 12:15 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean of Distance Learning  
Jennifer Childs – Executive Director, Human Resources  
Kevin Crawford – Director, Admissions and Enrollment Management  
Craig Fentress – Senior Director, Information Technology  
Trevor Jackson – Vice President, Administration and Finance  
Mike Martin – Director, Academic Advising and Registration  
Christine Ohl-Gigliotti - Dean, Student Services  
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness  
Carol Rothstein – Dean of Instruction  
Barbara Roulette – Recording Secretary  
David Warner – Vice President, Academic Affairs and Student Services  
Rebecca Westmeyer – Chair, Faculty Assembly  
Ashley Whaley – Senior Director, College Advancement

HCC SGA Officers

Kirsten Barnhart - Secretary  
Nicole Chew – Vice President  
Stanphney Caldwell Marshall – Senator  
Godwill Mbachii – Program Board  
Marta Seguinot-Torres – President  
Viviana Wamiru - Senator  
Abby Wurmb – Treasurer

## **Call To Order**

Chair Williamson presided and convened the regular meeting at 12:15 pm.

## **Closed Session**

Mr. Abraham moved to adjourn to closed session to discuss the promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the Trustees have jurisdiction; and any other personnel matter that affects one or more specific individuals; and a proposal for expansion of the early college program pursuant to General Provisions Article 3-305(b)(1) and (14) respectively. Ms. Cushwa seconded, and the motion carried by unanimous vote.

## **Re-convene Open Session**

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:14 pm. In closed session, the Trustees discussed two (2) employees who had left College employment, and one (1) possible expansion of the dual enrollment program. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, and John Williamson. President Klauber and Vice President Warner were also present.

## **Consent Agenda**

The Consent Agenda included the work, closed, and open session minutes for September 17, 2019; the personnel report for October 2019; and the following policies: revision of 4013, Repeating a Course, and deletion of 5002, Recruitment, Selection, and Hiring Employees; 5028, Voluntary Long Term Care Insurance Benefit, 5029, Voluntary Vision Insurance Benefit, and 5030, Additional AFLAC Voluntary Benefits. No items were requested to be removed from the agenda. Ms. Brooks moved to approve the consent agenda, Ms. Lampton seconded, and the motion carried by unanimous vote.

## **Reports from Campus Groups**

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

Ms. Seguinot-Torres introduced the SGA officers present and reported on current SGA events and those planned for the future.

### ***Faculty Assembly***

Associate Professor Westmeyer gave a recap of events and topics current to the faculty.

## **President's Report**

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

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

### ***Donor Recognition, November 7, 2019, 5:00 pm, Kepler***

A reminder that Donor Recognition will be held on Thursday, November 7, 2019, at 5:00 pm in Kepler Center.

### ***Additional Notes:***

- ) The STEM Festival was well attended and the feedback was very positive
- ) Dr. Klauber participated in Business Appreciation Week, recognizing businesses in the area
- ) Employee participation in the giving campaign was 49%, a significant increase over last year
- ) A focus group was held recently to discuss plans for CBES
- ) Professional development workshops at the ACCT conference provided valuable information

## **Monthly and Special Reports**

### ***Financial Report for the Period Ending September 30, 2019 (ACTION)***

Vice President Jackson said that enrollment is the biggest factor affecting the current finances, but everything is in line. Ms. Cushwa moved to accept the financial report for the period ending September 30, 2019 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### ***FY19 Audit Report (ACTION)***

Vice President Jackson reported on the FY19 audit. The Audit Committee, consisting of Trustees Abraham, Proctor, and Snook; Vice President Jackson; Director Bittorf; and President Klauber, met with the auditors from Clifton, Larson, Allen LLP on October 22. The audit was clean and there were no findings. Trustee Abraham said the Audit Committee recommended acceptance of the FY19 audited financials. Mr. Abraham moved to accept the FY19 audited financial statements as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. The Board had no objection to extending the contract with Clifton, Larson, Allen LLP for one year per the current contract.

### ***Fall Enrollment Report***

Director Crawford, Director Martin, Dean Ohl-Gigliotti, and Vice President Warner discussed the enrollment reports, and steps that are being taken to improve the numbers. Enrollment is generally

down 8%, with the largest decline in the 25 to 40 age group. It is not uncommon for enrollments to decline when the economy is doing well, as more people are working and do not require additional job training. Some of the steps designed to improve enrollment are intrusive advising; advising students who fall below the floor score, instead of referring them to the Director of Developmental Education and Adult Literacy Services; and recruit ESSENCE students much earlier, since WCPS seems to be heavily promoting AP courses. President Klauber said a discussion about Guided Pathways will be included on the Board Retreat agenda in March.

### ***Student Learning Outcomes Assessment (SLOA) Report***

Dean Rothstein briefly discussed the annual SLOA report. She said it was basically an overview of the current process. With a newly hired Senior Director of Planning and Institutional Effectiveness, it is hoped to update the timeline, as well as determine criteria, template, and due dates.

### **Old Business**

#### ***Approve Board Goals for FY20 (ACTION)***

Mr. Abraham moved to approve the Board Goals for FY20 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

### **New Business**

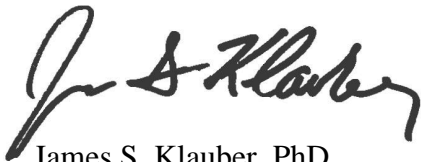
#### ***Holiday Calendar for FY21***

Executive Director Childs briefly discussed the Holiday Calendar for FY21. Half day work days prior to closing for Thanksgiving and Winter Break have been extended to a full day off, since the half day served no real purpose. Ms. Cushwa moved to approve the FY21 calendar as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### **Adjournment**

There being no further business or discussion, the regular business meeting was adjourned at 2:52 pm. The next meeting will be held on November 19, 2019, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary