

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 19, 2019*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 19, 2019, in the Administration and Student Affairs Board Room, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean of Distance Learning  
Jennifer Childs – Executive Director, Human Resources  
Craig Fentress – Senior Director, Information Technology  
Brittany Humber – Recording Secretary  
Trevor Jackson - Vice President, Administration and Finance  
Beth Kirkpatrick – Senior Director, Public Relations and Marketing  
Christine Ohl-Gigliotti – Dean, Student Services  
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness  
Carol Rothstein – Dean of Instruction  
Rebecca Chew – Vice President, SGA  
Rebecca Westmeyer – Chair, Faculty Assembly  
David Warner – Vice President, Academic Affairs and Student Services  
Ashley Whaley – Senior Director, College Advancement

**Call To Order**

Chair Williamson presided and convened the regular meeting at 1:01 pm.

**Consent Agenda**

The Consent Agenda included work, closed, and regular meeting minutes for October 29, 2019; the personnel report for November 2019; December graduates for college certificates and degrees. No changes were requested, and all were approved as submitted.

## **Reports from Campus Groups**

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

Rebecca Chew, Vice President, reported on current SGA events and those planned for the future.

### ***Faculty Assembly***

Associate Professor Westmeyer reported on major topics for faculty discussion.

## **President's Report**

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

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

Additional discussions were led by President Klauber regarding his recent MACC President's meeting and the issue of transferability; a new CRM - Recruit and Advise; future two offsite fork-lift locations; health programs and the expansion of the Dental Hygiene program, including equipment needs; and the new Career Technical Studies degree and possible opportunities with Volvo and JLG.

### ***Draft Agenda for Joint Meeting with Foundation Executive Committee December 17, 2019***

President Klauber shared the draft agenda for the joint meeting with the Foundation Executive Committee on December 17, 2019.

## **Monthly and Special Reports**

### ***Financial Report for the Period Ending October 31, 2019 (ACTION)***

Vice President Jackson briefly discussed the financial report as of October 31, 2019. Mr. Abraham moved to accept the financial report as of October 31, 2019 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Academic Calendar for FY21 (ACTION)***

Mr. Snook moved to approve the Academic Calendar for FY21 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Policies Reviewed in October***

**Policy 4023, Student Success and the Integrity of Web-based Courses and Programs  
(ACTION)**

Mr. Snook moved to accept the policy as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

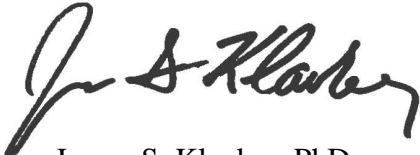
**Policy 8068, Expressive Activity Policy (ACTION)**

Mr. Abraham moved to accept the policy as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the meeting was adjourned at 2:21 pm. The next meeting will be held on December 17, 2019, in the Elliott Center, Rooms 211 & 213, immediately following the joint meeting with the Foundation Executive Committee.

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