

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
December 17, 2019*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 17, 2019, in the Elliott Center, Rooms 211 & 213, beginning at 1:30 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean, Distance Learning  
Jennifer Childs – Executive Director, Human Resources  
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, Student Services  
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness  
Carol Rothstein – Dean of Instruction  
Barbara Roulette – Recording Secretary  
Marta Seguinot-Torres – President, SGA  
Theresa Shank – Dean, Workforce Solutions and Continuing Education  
Lisa Stewart – Coordinator, Alumni Relations and Annual Giving  
David Warner – Vice President, Academic Affairs and Student Services  
Ashley Whaley – Senior Director, College Advancement

Media

Alexis Fitzpatrick – Reporter, The Herald Mail

**Call To Order**

Chair Williamson presided and convened the regular meeting at 1:30 pm.

## **Consent Agenda**

Since no items were requested to be removed from the Consent Agenda, Chair Williamson declared all items approved as submitted.

## **Reports from Campus Groups**

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

Marta Seguinot-Torres reported on current SGA events and those planned for the future.

### ***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, Workforce Solutions and Continuing Education, and College Advancement.

Additional points:

- ) Facilities has been working with Maryland Environmental Services researching a solar parking lot
- ) The recent Middle States convention was about 20% new information; MSCHE is moving away from regional accreditation
- ) The CBES project got verbal approval from DGS, and the RFP has been published
- ) Kris Kringle was a great success
- ) The Mason-Dixon Council BSA will hold a Merit Badge University on campus on January 4 and January 11
- ) Ed Bass has assembled a team to design and build a robot for the Mars Rover Challenge race in the spring of 2020

### ***Martin Luther King, Jr. Day of Diversity***

The College will be closed on January 20, 2020 in honor of Martin Luther King, Jr. Day of Diversity. A program will be held in Kepler Theater beginning at 1:00 pm. President Klauber said next year he would like to explore moving this celebration to another day in the week so that all the College employees could enjoy the holiday.

***MACC Trustee Leadership Conference and Legislative Reception***

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 27, 2020. Trustees who wish to attend are asked to inform the President's office by January 10, 2020.

**Monthly and Special Reports**

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

Mr. Proctor moved to accept the financial report for the period ending November 30, 2019 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

**Special Reports**

***Approval of Campus Volunteers (ACTION)***

Coordinator Stewart reported on the campus volunteers. She said that it is sometimes difficult to track the actual hours worked as some volunteers don't report their hours on a consistent basis. Instruction posted the most volunteer hours at 47%, followed by Administration with 36%, and Student Affairs with 17%. Ms. Cushwa moved to approve the volunteers as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

**Old Business**

***Revised FY20 Pay Rate Schedule for Temporary and/or Grant-Funded Positions and Stipends (ACTION)***

The FY20 Pay Rate Schedule for Temporary and/or Grant-Funded Positions and Stipends was revised to comply with state legislation that raised the minimum wage to \$15.00, effective January 1, 2020. Mr. Abraham moved to approve the revision as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

**New Business**

***Engineering Services Contract for ARCC Gym Air-Conditioning Project (ACTION)***

Vice President Jackson discussed the contract with Gannett-Fleming (GF) for engineering services for the ARCC gym air-conditioning project. The AC system will be a chilled water design using air turnover. GF will serve as the project manager for a cost of \$129,000. Vice President Jackson said he asked the County to support this project. Trustee Snook asked if the GF study included any information regarding the ability of the existing ARCC roof to support the installation of solar panels. Vice President Jackson will follow up. Mr. Snook moved to approve the contract with Gannett-Fleming as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the meeting was adjourned at 2:37 pm. The next meeting will be held on January 21, 2020 in the Administration and Student Affairs Board Room.

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