

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Work Session  
December 17, 2019*

The work session 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 2:30 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

Jennifer Childs – Executive Director, Human Resources  
Barbara Roulette – Recording Secretary  
David Warner – Vice President, Academic Affairs and Student Services

**Call To Order**

Chair Williamson presided and convened the work session at 2:46 pm.

Executive Director Childs mentioned that a maintenance worker was recently dismissed from College employment because of theft. Charges will be filed in January, so the College will be mentioned when the charges are published in the paper.

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

Executive Director Childs discussed the need for the revised pay rate schedule for Temporary and/or Grant-Funded Positions and Stipends. She said the \$15 minimum wage legislation effective January 1, 2020, required the current scale to be adjusted, and the scale will continue to increase over the next several years in order to get it where it needs to be by 2025. There will also be some adjustments in order to better align titles with grades. President Klauber said that faculty salaries will also need to be reviewed. Trustee Snook asked if there would be any value in separating full time and part time salary scales. Executive Director Childs didn't think so, but will look into it further.

**Policies to be Reviewed**

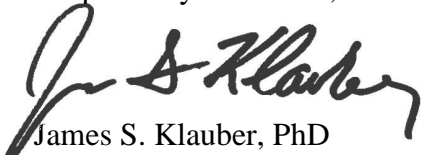
***4017 – Credit for Life Experience. 4019 – Acceptance of International Baccalaureate (IB) Credits, and 4025 – Alternative Methods for Earning College Credit***

Vice President Warner said that the governance committee recommended that policies 4017 and 4019 be eliminated, and the content of those policies be incorporated into policy 4025. Trustee Abraham questioned the paragraph about the HCC/WCPS articulation agreement, and asked for clarification for the paragraph dealing with Out of County and Out of State students under the Articulation Agreements topic. Vice President Warner will follow up.

**Adjournment**

There being no further business or discussion, the work session was adjourned at 3:25 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