

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
January 21, 2020*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 21, 2020, in the Administration and Student Affairs Board Room, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache - Dean of Distance Learning  
David Bittorf - Acting Vice President, Administration and Finance  
Jennifer Childs – Executive Director, Human Resources  
Craig Fentress – Senior Director, Information Technology  
Beth Kirkpatrick – Senior Director, Public Relations and Marketing  
Ryen Kump – HCC Student/All USA Academic Team Nominee  
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, Student Government Association  
Theresa Shank – Dean, Workforce Solutions and Continuing Education  
Jennifer Szczesniak – Assistant Professor, Mathematics/PTK Advisor  
David Warner – Vice President of Academic Affairs & 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 1:02 pm.

## **Consent Agenda**

Chair Williamson moved policy 4019 – Acceptance of International Baccalaureate (IB) Credits to Old Business for further discussion. All remaining items on the consent agenda were approved as submitted.

## **Report from Campus Groups**

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

Marta Seguinot-Torres discussed current and future SGA events and activities.

### ***Faculty Assembly***

Associate Professor Westmeyer reported on topics discussed at Faculty Assembly.

## **President's Report**

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

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

### ***Additional Presidential Report Topics***

- ) Spring enrollment has improved over the fall semester numbers, and HCC is doing better than many of the other Maryland community colleges; Con Ed enrollments are up 75 FTE; HCC is delivering the Department of Corrections onboarding course
- ) Discussions have been held to move HCC's forklift training to the Day Reporting Center
- ) The Mason-Dixon Council of Boy Scouts' Merit Badge Academy went very well
- ) Sign banners have been purchased and will be hung on the campus light poles when the College's bucket truck is repaired
- ) Water sensors are being installed around campus to preclude damage from a major water leak
- ) Enrollments are down in the CVT program, so the program's current location should be sufficient for the next one to two years
- ) Meeting to discuss providing hybrid science and math classes for eighth through tenth grade home schooled students; this program could also provide a pipeline for ESSENCE and Middle College enrollment
- ) Met with Kevin Simmers at Brooke's House to discuss how WorkKeys could benefit the residents

Trustee Abraham asked if additional parking could be provided at Kepler Theater. Trustee Snook asked if reflector signage could be placed at the location where the road narrows on the Yale Drive entrance to the College.

## **Monthly and Special Reports**

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

Mr. Abraham moved to accept the financial report as of December 31, 2019. Mr. Snook seconded, and the motion carried by unanimous vote.

### ***Governance Update***

Senior Director Ranalli said that the governance process is being restructured. The governance committees are meeting and working on charges. A more in-depth report will be given at the May meeting.

### ***Update on the Maryland Promise Program***

Dean Ohl-Gigliotti discussed the Maryland Promise Program. Twenty-eight HCC students received Maryland Promise funding in the fall semester for a total of \$73,691. Three of those 28 students qualified for partial Pell grants. Of the 28 students, twelve did not maintain the required 2.5 GPA. Students successfully completing the Maryland Promise Program agree to work full time and pay Maryland income taxes for the same period of time the student received funding, or repay the amount as a low interest student loan. Changes to the Program are expected as the state legislature continues to refine it.

### **Introduction of the All-Academic Team Nominees**

Assistant Professor Szczesniak said that seven or eight students completed the application for the All-Academic Team nomination. It is a good opportunity for students to be recognized for their accomplishments. Ms. Szczesniak introduced Ryen Kump. The second nominee, Nicole Chew, was not able to attend the Board meeting. Ms. Kump is a cybersecurity major and would like to ultimately work for the government. She is also a semi-finalist for a PTK scholarship.

### **Old Business**

#### ***Policy 4019 – Acceptance of International Baccalaureate (IB) Credits (ACTION)***

Chair Williamson was concerned that implementation of the Kirwan Commission recommendations could result in students enrolling in one course at HCC in order to get all IB credits accepted. Vice President Warner said that of the county high schools, only North Hagerstown High offers IB courses. Most of the schools promote Advanced Placement (AP) courses. Even though HCC will accept IB and AP credits for students who meet the testing cut off scores, transfer colleges may not accept them. Colleges and universities evaluate the credits based on their own individual criteria. Mr. Abraham moved to approve the recommendation to delete policy 4019 and incorporate the contents into policy 4025. Ms. Cushwa seconded, and the motion carried by unanimous vote.

***Policy 4025 – Alternative Methods for Earning College Credit (ACTION)***

Mr. Abraham moved to approve policy 4025 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

***Public Relations Update on the Discover Yourself Campaign and the new HCC Web site***

Senior Director Kirkpatrick gave an overview of the Public Relations and Marketing department. Print media for FY19 included 140 press releases, 93 Herald Mail features, 80 fact sheets or brochures, and other promotional materials. Multimedia included 54 new Flickr albums and 50 new YouTube videos. HCC's social media accounts are popular, with almost 10,000 page likes on Facebook, over 3,000 Twitter followers, and almost 1,800 Instagram followers. The Discover Yourself campaign utilizes short videos featuring various departments, including English and Humanities, Manufacturing and Industrial Trades, Nursing and Health Sciences, STEM Programs, Technology and Computer Studies, Workforce Solutions, and Continuing Education. Ms. Kirkpatrick also gave a brief preview of the newly designed HCC Web site.

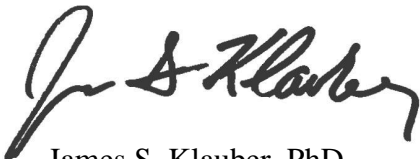
***Capital Funding and Reserve Designations for the ARCC Air Conditioning Project (ACTION)***

President Klauber said that the College has requested \$500,000 funding support from the County for the ARCC air conditioning project, but if that does not come through, the College will need to fund approximately \$984,000. Mr. Snook moved to approve the recommendation to designate \$984,000 for this project, Ms. Lampton seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:42 pm. The next regularly scheduled meeting will be held on Tuesday, February 18, 2020, in the Administration and Student Affairs Board Room.

Respectfully submitted,



James S. Klauber, PhD  
President