

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 17, 2020*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 17, 2020, in the Administration and Student Affairs building Board Room, beginning at 1:00 pm. In attendance:

Board Members

Austin Abraham
Carolyn Brooks (phone)
Patricia Cushwa (phone)
James Klauber, Secretary / Interim President
Paula Lampton
William Proctor, Vice Chair (phone)
Gregory Snook
John Williamson, Chair

HCC Affiliates

David Bittorf - Acting Vice President, Administration and Finance
Jennifer Childs – Executive Director, Human Resources
Kevin Crawford – Director, Admissions and Enrollment Management
Christine Ohl-Gigliotti – Dean of Student Services
Barbara Roulette – Recording Secretary

(Note: Non-essential personnel were asked not to attend due to the COVID-19 pandemic)

Call To Order

Chair Williamson presided and convened the regular meeting at 1:31 pm.

Motion to Adjourn to Closed Session

Ms. Lampton moved to adjourn to closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal pursuant to General Provision Article § 3-305(b) (1) and (14), respectively. Mr. Abraham 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 1:31 pm. In closed session, the Trustees discussed five (5) personnel-related matters and one (1) contract negotiating strategy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks (phone), Patricia Cushwa (phone), Paula Lampton, William Proctor (phone), Gregory Snook, and John Williamson. Also present were President Klauber and Executive Director Childs.

Consent Agenda (ACTION)

The Consent Agenda, comprised of the minutes for the February 18, 2020 closed, work, and regular sessions; the personnel report for March; and the revision of policy 4026, Academic Program Review; and the deletion of policy 5080, Extension of the Social Security Act to Employees of the College, was approved as submitted.

Reports from Campus Groups

Student Government Association

There was no report from the SGA.

Faculty Assembly

Associate Professor Westmeyer sent a statement that was read by President Klauber. Faculty continue to work on online instructions in anticipation of classes being moved to the online format in the next few days due to the COVID-19 pandemic.

President's Report

Board Briefing Summary

President Klauber discussed the actions being taken because of the COVID-19 pandemic. Current preparations included the following: preparing for instruction for the remainder of the spring semester to move online; Continuing Education classes have been suspended except for those that can be taught online; Nursing is transitioning to virtual labs; the summer semester will be taught online; essential personnel will continue to work on a rotational basis; the ARCC is closed and will be thoroughly cleaned; the Learning Support Center will open for specific periods of time for student use; Food Service is shut down; the Children's Learning Center will remain open only as long as needed. The Foundation Tribute will be held September 18 [subsequent to this meeting the date was set for April 9, 2021], and Commencement will be conducted as a virtual event or rescheduled. The College continues to monitor Federal and State guidelines and take the steps necessary during this pandemic.

Monthly and Special Reports

Financial Report as of February 29, 2020 (ACTION)

Mr. Snook moved to accept the financial report as of February 29, 2020 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Enrollment Report

Dean Ohl-Gigliotti and Director Crawford discussed the Spring 2020 enrollment report. Total headcount was down 9.4% and Total FTE was down 6.1%. Enrollments for veterans dropped 33.3%. While most ESSENCE enrollments were down, Out of State ESSENCE was up slightly and Middle College continues to trend upward. In comparison to the other Maryland community colleges, Dean Ohl-Gigliotti said that HCC remains about in the middle in terms of enrollment declines. Director Crawford said that WCPS class sizes were smaller, and the Technical High School had seven hundred students with only one counselor, but he wasn't aware of anything specific that would be causing double digit declines in some demographics.

Old Business

Policy 5091 – Professional Development, Tuition Assistance, and Tuition Waiver (ACTION)

Policy 5091 was reviewed in Work Session at the February 18 meeting. Clarifying edits were requested. Mr. Abraham moved to approve policy 5091 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

New Business

President Contract (ACTION)

It was recommended that President Klauber's contract be amended to extend his contract through June 30, 2024. Mr. Proctor moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

CBES Renovation Project General Contractor (ACTION)

President Klauber said that the review committee (President Klauber, Trustee Lampton, Acting Vice President Bittorf, and Director Ippolito) interviewed two firms for general contractor – Morgan Keller and Keller Brothers. While both firms were excellent, it was recommended the firms be ranked Keller Brothers first and Morgan Keller second, and that the administration begin contract negotiations with the first ranked firm. Ms. Lampton moved to approve the recommendation. Mr. Abraham seconded, and the motion carried by unanimous vote.

Capital Funding and Reserve Designations (ACTION)

It was recommended that the Board of Trustees designates \$20,399,025 of the General Fund Fund Balance to meet specific unfunded capital improvement project needs and potential additional healthcare costs. The undesignated fund balance is approximately 6% of the FY20 operating budget. Ms. Brooks moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Credit Tuition for FY21, Continuing Education Tuition and Fees for FY21, and Student and Community Fee Schedule for FY21 (ACTION)

It was pointed out that credit tuition would remain unchanged except for a \$1.00 per credit increase to the General College Fee. Mr. Abraham moved to approve the three recommendations as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

By general consensus, actions on salary adjustments, salary scale adjustments, and staff re-classifications for FY21 were postponed and would be revisited at a future meeting.

Employee Benefit Costs for FY21 (ACTION)

Based on review of the claims for FY20, which were very good, Executive Director Childs said it was recommended that employee benefit costs for FY21 not be increased. Mr. Abraham moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Extension of Presidential Authority (ACTION)

It was recommended that President Klauber be given temporary authority to adjust current College policies and guidelines as necessary to deal effectively with the ever-changing conditions of the COVID-19 pandemic. The President would keep the Trustees apprised of changes being made. Ms. Lampton moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Temporary Amendment to the Board of Trustees Bylaws

Mr. Proctor moved to temporarily amend the Board of Trustees Bylaws to allow for a meeting quorum to be satisfied by any combination of in-person, teleconference, or videoconference attendance for the duration of the COVID-19 pandemic. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjourn

There being no further business or discussion, the regular meeting was adjourned at 2:22 pm. The next regularly scheduled meeting will be held on Tuesday, April 21, 2020, in the Administration and Student Affairs Board Room.

Respectfully submitted,

James S. Klauber
President/Secretary