

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 21, 2020***

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

Board Members

Austin Abraham (via Zoom)
Carolyn Brooks (via Zoom)
Patricia Cushwa (via Zoom)
James S. Klauber, Secretary / President
Paula Lampton
L. William Proctor, Jr., Vice Chair (via Zoom)
Gregory Snook
John Williamson, Chair

Note: All Cabinet Members attended via Zoom with the exception of those noted.

HCC Affiliates

Vidda Beache – Dean of Distance Education
David Bittorf – Acting Vice President, Administration and Finance (In person)
Jennifer Childs – Executive Director, Human Resources (In person)
Craig Fentress – Senior Director, Information Technology
Elizabeth Kirkpatrick – Senior Director, Public Relations and Marketing
Christine Ohl-Gigliotti – Dean of Students
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary (In person)
Daniel Ryan – Assistant Professor, Sociolog/Chair-Elect, Faculty Assembly
Theresa Shank – Dean, Workforce Solutions and Continuing Education
David Warner – Vice President, Academic Affairs and 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 12:08 pm.

Consider a Motion to Adjourn to Closed Session

Ms. Lampton moved to adjourn to closed session to discuss personnel matters, a matter not related to public business, and cybersecurity infrastructure pursuant to Maryland General Provisions

section 3-305(b)(1), (2), and (15), respectively. Mr. Snook 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 1:16 pm. In closed session, the Trustees discussed three (3) matters pertaining to staff re-classifications and salary adjustments, one (1) matter not related to public business, and two (2) matters pertaining to cybersecurity. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. Acting Vice President Bittorf, Executive Director Childs, and Senior Director Fentress were also present for their respective topics.

Consent Agenda (ACTION)

No items were removed from the Consent Agenda, so it was approved as submitted. The Consent Agenda included the minutes for the work, closed, and regular sessions for the March 17, 2020 meeting; the personnel report for April; the May candidates for college certificates and degrees; and policies 4034, Student Athlete Meal Money Plan, 4035, Intercollegiate Athletic Program, and 6010, Opportunity Fund. It is noted that policy 4036, Student Organization Policy, was removed by the Administration for a necessary revision and placed in Old Business.

Reports from Campus Groups

Student Government Association

There was no report from the SGA at this meeting.

Faculty Assembly

Associate Professor Westmeyer introduced Daniel Ryan, who has been elected as the Faculty Chair effective July 1, 2020. She continued her report with discussion of some of the online activities the faculty have devised for the students.

President's Report

Board Briefing Summary

President Klauber discussed activities in Academic Affairs, Student Services, and College Advancement. Vice President Warner said the faculty did a marvelous job moving all the credit classes online in a very short time.

All Year End Activities Have Been Canceled

Because of the COVID-19 pandemic, all year end activities have been canceled. Commencement might be re-scheduled for a later date, and might be virtual. Caps and gowns rental fees have been

refunded. High school seniors have missed out on their year-end activities as well. President Klauber suggested offering them two free college classes during the summer semester. It would give them some compensation for what they have missed, give them a taste of what HCC has to offer, and could be a good recruitment tool.

Monthly and Special Reports

Financial Report as of March 31, 2020 (ACTION)

Mr. Snook moved to accept the Financial Report as of March 31, 2020 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Cares Act Distribution Plan

President Klauber said the College will receive \$1 million in student emergency assistance grants. For Phase I distribution, 1,280 students have been identified to receive \$500 grants. The College is ready to distribute the money as soon as it is received. Phase II will be distributed based on individual student requests.

Annual Workforce Solutions and Continuing Education Report

Dean Shank presented a PowerPoint providing an overview of Workforce Solutions and Continuing Education. Among the accomplishments listed was being selected as the One Stop Operator for the Western Maryland Workforce Development Board, which provided for a part-time marketing position. Dean Shank said this employee, Lori Kendall, has proven to be a real asset.

During the COVID-19 pandemic, the department moved what courses they could to online; however, not all courses were conducive to the online format, and the students in some classes were not interested in continuing with an online format. Dean Shank said they are currently focusing on the fall semester with several plans in place to deal with the ever-changing circumstances.

Old Business

Policy 4036 – Student Organization Policy (ACTION)

The revision to the Student Organization Policy replaced the description of the Institutional Student Learning Outcomes with a reference to Policy 4001. Mr. Snook moved to approve the policy as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Policy 4060 – General Grievance Policy for Students (ACTION)

The revision to Policy 4060 included a reference to the location of the guidelines. Ms. Lampton moved to approve the revised policy as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

New Business

Palo Alto Firewall (ACTION)

Senior Director Fentress said the College's current firewall, while still effective, needed to be upgraded. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Juniper Networking Equipment (ACTION)

Senior Director Fentress said the College's current network would need to be upgraded to meet the processing demands of newer software and the addition of the renovated CBES building. Ms. Lampton moved to approve the recommendation as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Renaming the TIC (ACTION)

The recommendation proposed that the second and third floors of the Center for Business and Entrepreneurial Studies (CBES) building be named the David W. Fletcher Center for Business Incubation. Mr. Abraham moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by majority vote. Trustees Lampton and Snook abstained.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 2:45 pm. The next regularly scheduled meeting will be held on Tuesday, May 26, 2020, in the Administration and Student Affairs Board Room, and via Zoom.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary