

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
May 26, 2020*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 26, 2020, in the Administration and Student Affairs Board Room and via Zoom, beginning at 12:00 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean of Distance Education
David Bittorf – Acting Vice President, Administration and Finance
Jennifer Childs – Executive Director, Human Resources
Craig Fentress – Senior Director, Information Technology
Elizabeth Kirkpatrick – Senior Director, Public Relations and Marketing
Christine Ohl-Gigliotti – Dean of Student Services
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary
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

Media

Jenni Vincent – Herald Mail Reporter

Call to Order

Chair Williamson presided and convened the regular meeting at 12:02 pm.

Adjourn to Closed Session

Mr. Snook moved to adjourn to closed session to discuss personnel matters concerning one or more individuals over whom the board has jurisdiction pursuant to General Provisions section 3-305(b)(1). 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 12:59 pm. In closed session, the Trustees discussed faculty promotion and tenure and emeritus, and employee furloughs. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. Vice President Warner and Executive Director Childs were also present for their respective portions of the meeting.

Consent Agenda

The consent agenda was comprised of: Minutes for April 21, 2020, work, closed, and regular sessions; minutes for May 1, 2020, closed and regular sessions; the personnel report for May 2020; and policies reviewed in April – 4001, Institutional Student Learning Outcomes; and 4010, General Education Policy. Trustee Abraham removed the May 1, 2020 regular session minutes for a requested revision; the verbally revised version was moved, seconded, and approved unanimously as amended. All remaining items on the consent agenda were approved as submitted.

Reports from Campus Groups

Student Government Association

There was no report from the SGA.

Faculty Assembly

Associate Professor Westmeyer said the faculty are busy with the spring semester and distance learning is going well.

President's Report

Board Briefing Summary

President Klauber summarized events in Student Services, Workforce Solutions and Continuing Education, College Advancement, and Public Relations and Marketing.

Proposed Board Meeting Dates for FY21

The Board reviewed the proposed Board meeting dates for FY21. Final action will be taken at the June 16, 2020 meeting.

Monthly and Special Reports

Financial Report as of April 30, 2020 (ACTION)

Mr. Abraham moved to accept the financial report as of April 30, 2020 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Annual Distance Education Report

Dean Beache discussed the Distance Education Report. She said with all the credit classes moving to the online format due to the COVID-19 pandemic beginning in March, it took a few weeks to get everyone up and running. The major consideration with the online format is accessibility for those students with disabilities.

Take 2!

Dean Ohl-Gigliotti and Senior Director Whaley discussed the Take2! Program, which is a remake of the HCC Promise Pathway Program. Take2! is fully funded by the HCC Foundation. The program would provide financial assistance to eligible credit students from Washington County and neighbor state counties to augment Federal and state grants and scholarships. Take 2! is designed as a one-year assist for students, and not an ongoing financial aid resource.

Institutional Surveys Related to the COVID-19 Pandemic

Student Survey Response Report

Senior Director Ranalli said that after reviewing a number of surveys, the College partnered with Ithaca S&R for the student survey because HCC could revise the questions to better suit HCC's circumstances. Other colleges were also using the survey, so HCC would have access to the results for general comparison.

The overall response rate from the students was 19%. No major problems were reported. Most were happy with communications, felt they had a good rapport with the instructors, and online testing and quizzes were going fine, whereas group project work was a little more difficult. Time management was an issue, as well as finding a quiet place at home to work. In response to questions about the pandemic climate, most were more concerned about mental health than physical health.

Faculty and Staff Survey Response Report

The faculty and staff survey was created by the Planning and Institutional Effectiveness office to complement the student survey. At the time of this meeting, the survey was still open, so results were preliminary. Respondents seemed to be more concerned with physical health than mental health, struggled somewhat with the technology of working remotely, reported some lack of trickle-down communication within the department, were appreciative of still having a job and being paid, and appreciated that the administration cared about their safety. President Klauber's weekly emails and videos were appreciated.

College Reopening

The College has prepared a roadmap to recovery, which details the guidelines for reopening the campus. Starting June 1, a number of departments will be reopened with limited and rotating staff.

Students will be on campus by appointment only. Hand sanitizer stations have been placed at traffic locations, and employees will have access to disinfecting wipes to sanitize their individual work stations. Custodial staff are cleaning and sanitizing high touch areas several times per day, in addition to their customary thorough cleaning of the building. There was some discussion about testing, but the College has no plans for testing.

Old Business

Policy 8050 – Parking and Traffic

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

New Business

Policy 5002 – College Furlough Policy

Ms. Lampton moved to approve the furlough policy as submitted. Mr. Abraham seconded, and the motion carried by majority vote. Mr. Proctor abstained.

Faculty Promotion and Tenure for FY21

Mr. Abraham moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by majority vote. Mr. Proctor abstained.

Faculty Emeritus for FY21

Ms. Lampton moved to approve the recommendation as submitted. Mr. Snook seconded, and the motion carried by majority vote. Mr. Proctor abstained.

Consultant Contract for Title III Grant

President Klauber said that the College is pursuing a grant opportunity under the Title III Strengthening Institutions grant competition. Dr. Edward Duffy is very conversant with this grant process, and it was proposed that he be hired as a consultant to work with staff in securing and implementing the grant. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Draft Plan and Operating Budget for FY21

Acting Vice President Bittorf briefly discussed the draft Plan and Operating Budget for FY21, noting that it is a draft and final edits and clarifications will be made. Final action would be taken at the June 16, 2020 meeting.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 2:36 pm.

The next regularly scheduled meeting will be held on Tuesday, June 16, 2020, in the Administration and Student Affairs building Board Room and via Zoom.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber". The signature is written in a cursive style with a large initial "J" and "K".

James S. Klauber, PhD
President/Secretary