

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Work Session  
June 16, 2020*

A Work Session of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 16, 2020, in the Student Center, Room 182, and via Zoom, beginning at 2:00 pm. In attendance:

Board Members

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

HCC Affiliates

David Bittorf – Acting Vice President, Administration and Finance  
Barbara Roulette, Recording Secretary

**Call to Order**

Chair Williamson presided and convened the work session at 2:33 pm.

**Policy Review**

***6040 Investment Policy, 6035 Cash Receipts, 6050 Financial Exigency, 8075 IT Hardware and Software Standards***

President Klauber said there were no recommended changes to policies 6035, 6050, and 8075. For policy 6040 Investment Policy, under Diversification, it was recommended that the percentage of the total portfolio for certificates of deposit be increased from 20% to 40% to provide greater flexibility. Mr. Abraham suggested this policy be reviewed by Jim Pierne or B.J. Goetz. President Klauber will follow up.

It was suggested that policy 6050 Financial Exigency be deleted when action is taken in September.

Mr. Abraham asked if it was necessary to have all of the revisions of a policy listed in the header. After some discussion it was decided that going forward the header would include the date the policy was approved, and the date of the most recent review or revision.

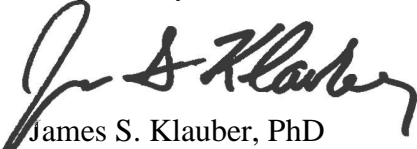
**Audit**

Acting Vice President Bittorf said that the audit seems to be on track, although the College is behind on timing. The auditors are scheduled to be on campus in late August. The Audit Committee will meet in late September if the timeline permits.

**Adjournment**

There being no further business or discussion, the work session was adjourned at 2:53 pm.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary