

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
June 16, 2020***

A Regular Meeting 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 11:00 am. 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

Vidda Beache – Dean, Distance Learning  
David Bittorf – Acting Vice President, Administration and Finance  
Jennifer Childs – Executive Director, Human Resources  
Kevin Crawford – Director, Admissions and Enrollment Management  
Craig Fentress – Senior Director, Information Technology  
Beth Kirkpatrick – Senior Director, Public Relations and Marketing  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness  
Barbara Roulette – Recording Secretary  
Daniel Ryan – Chair-elect, Faculty Assembly  
Katy Smith – Senator, SGA  
Rebecca Westmeyer – Chair, Faculty Assembly  
Ashley Whaley – Senior Director, College Advancement

**Call to Order**

Chair Williamson presided and convened the regular meeting at 11:04 pm.

**Closed Session**

Ms. Cushwa moved to adjourn to closed session to discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction, and recognizing a member of the community, pursuant to Maryland General Provisions article 3-305(b) (1) and (2), respectively. Ms. Lampton 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 1:34 pm. In closed session, the Trustees discussed three (3) matters concerning personnel over whom the Board has jurisdiction, and one (1) discussion regarding recognizing a community member. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President James Klauber was also present.

### **Consent Agenda**

The consent agenda included the closed session and open meeting minutes for May 26, 2020; and the personnel report for June 2020. Since no items were removed from the consent agenda, all items were approved.

### **Reports from Campus Groups**

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

SGA Senator, Katy Smith, discussed future SGA activities.

#### ***Faculty Assembly***

Associate Professor Westmeyer discussed faculty topics. This was her last meeting as Faculty Assembly Chair.

### **President's Report**

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

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

- )] The County Emergency Operations Center left HCC's campus last week. The College has submitted expenses for their use of the building. If the College receives reimbursement, President Klauber would like to use it for additional safety measures.
- )] HCC will distribute approximately \$500,000 from the CARES Act for students.
- )] The College's Valley Mall site is reopening.
- )] The eSports project needs to be put on hold for the time being due to social distancing mandates.

Mr. Snook asked if the College's construction contracts contain a minority participation clause. President Klauber will follow up.

## **Monthly and Special Reports**

### ***Financial Report as of May 31, 2020 (ACTION)***

Mr. Snook moved to accept the financial report as of May 31, 2020 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

### ***Cultural Diversity Report (ACTION)***

Senior Director Ranalli briefly summarized the Cultural Diversity Report. She said that the College's diversity exceeds that of Washington County. Events sponsored by HCC to promote multiculturalism and understanding throughout the year included the Martin Luther King, Jr. Day of Diversity Celebration, co-sponsoring the annual Hispanic Festival, Women's History Month, and Irish-American Heritage Celebration.

### ***Annual Governance Report***

Senior Director Ranalli discussed the annual Governance Report, highlighting the changes that have been made to the governance model. Current standing committees are the following: Academic Standards and Outcomes Assessment, Faculty Affairs, Curriculum Development and Review, Teaching and Learning, Administration and Information Technology Services, Student Affairs, Institutional Assessment, and Campus Safety. Policy work in FY20 included revision of eleven policies, the creation of three new policies, review of eight policies with no recommended changes, and the deletion of seven policies.

### ***Enrollment Report***

Director Crawford discussed the Summer and Fall enrollment reports. Summer enrollment has rebounded nicely with a decrease of only about 4%. Fall enrollments have improved slightly and are moving in the right direction. Losing time in the schools because of the pandemic have hurt the enrollments for ESSENCE. Outreach campaigns have been launched via email and postcards. With the uncertainty of how the pandemic will affect fall classes, it is surmised that many students are taking a wait-and-see attitude before registering for classes. Director Crawford thinks HCC's August 31 start of classes might help enrollments, since the four-year institutions start classes a few weeks earlier.

## **Old Business**

### ***Finalize Board Meeting Dates for FY21 (ACTION)***

Ms. Brooks moved to approve the Board meeting dates for FY21 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

***FY21 Annual Plan and Budget (ACTION)***

Acting Vice President Bittorf briefly discussed the FY21 Annual Plan and Budget. Mr. Snook moved to approve the FY21 annual plan and budget as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

**New Business**

***LRC Roof Replacement, Form N (Attachment) (ACTION)***

President Klauber said the State increased the amount for the LRC Roof Replacement project, and the County match for this increase is covered by the amount already agreed to by the County. Ms. Lampton moved to approve the new State amount of \$1,175,000. Mr. Proctor seconded, and the motion carried by unanimous vote.

**Board Re-organization (ACTION)**

In accordance with Article IV of the Constitution and By-laws, Chair Williamson turned the meeting over to President Klauber to conduct an election for the office of chair for FY21. Trustee Proctor nominated Mr. Williamson as candidate for Board Chair. Ms. Lampton seconded, and the motion carried by unanimous vote. Ms. Brooks moved to approve Mr. Williamson for the office of Chair. Ms. Lampton seconded, and the motion carried by unanimous vote.

Trustee Brooks nominated L. William Proctor, Jr. for Vice-Chair. Mr. Abraham moved to close the nominations. Ms. Lampton seconded, and the motion carried by unanimous vote. It was moved and seconded for L. William Proctor, Jr. to serve as Vice Chair. The motion carried by unanimous vote.

Chair Williamson resumed chairmanship of the meeting. Mr. Williamson added that the Board acknowledged that President Klauber would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:32 pm. The next regularly scheduled meeting will be held on September 15, 2020 in the Elliott Center, Rooms 211 and 213 and via Zoom, beginning at 11:30 am.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary