

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 15, 2020*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 15, 2020, in the Elliott Center, Rooms 211 & 213 and via Zoom, beginning at 12:30 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

Eric Byers – Coordinator, Campus Safety and Emergency Preparedness
Jennifer Childs – Executive Director, Human Resources
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 & Institutional Effectiveness
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
Theresa Shank – Dean, Workforce Solutions and Continuing Education
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Teresa Thorn – Coordinator, Middle College
David Warner – Vice President, Academic Affairs and Student Services
Ashley Whaley – Senior Director, College Advancement

Call To Order

Chair Williamson presided and convened the regular meeting at 12:25 pm.

Closed Session

It was moved, seconded, and unanimously approved to adjourn to closed session to discuss personnel matters relating to the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of employees over whom the trustees have jurisdiction; pending litigation; and a matter directly related to a negotiating

strategy or the contents of a bid or proposal, pursuant to General Provisions Article 3-305 (b) (1), (8), and (14), respectively.

Re-convene Open Session

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:12 pm. In closed session, the Trustees discussed three (3) matters involving employee performance evaluation, one (1) matter involving pending litigation, and one (1) matter pertaining to a bid. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. President Klauber was also present.

Board Chair Committee Assignments for FY21

The Board reviewed the committee assignments for FY21 and made no adjustments. Action would be taken at the October meeting.

Consent Agenda

The Consent Agenda included the closed, work, and open session minutes for June 16, 2020 and the special meeting minutes for July 21, 2020; the personnel report for September 2020; and policies 6035 – Cash Receipts; 6040 – Investment Policy; 6050 – Financial Exigency; and 8075 – IT Hardware and Software Standards. Having no items removed from the agenda, Chair Williamson stated that all items were approved as submitted.

Reports from Campus Groups

Report from Student Services

Dean Ohl-Gigliotti discussed recent SGA events. She said that SGA officers should be elected and able to be introduced at the October 20 Board meeting. Student Activities has resumed and some clubs are active. The Food Pantry is now open.

Faculty Assembly

Assistant Professor Ryan reported that the Faculty Assembly had yet to meet. His report included faculty achievements, faculty retreat highlights, shared governance, and faculty and students returning to campus.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Student Affairs, Academic Affairs, Workforce Solutions and Continuing Education, and College Advancement.

Proposed Board Meeting Topics for FY21

The Board reviewed the proposed Board meeting topics for FY21. The document is fluid, as topics are moved and/or adjusted throughout the year as necessary.

Key Campus Dates for FY21

Key campus dates for FY21 were distributed. It was noted that on October 2, the CBES ribbon cutting will be held at 10:00 am, Nursing Pinning at 3:00 pm in the Amphitheater, and Commencement at 6:00 pm at the North High football field.

MACC CIP Prioritization

The MACC CIP Prioritization list was discussed.

MACC Draft Legislative Agenda for 2021

President Klauber discussed the MACC Legislative Agenda for 2021 and noted that it was ambitious. Two of the top priorities will be transfer legislation and to restore the money that was cut from FY21 state funding.

Monthly and Special Reports

Financial Report as of August 31, 2020 (ACTION)

Vice President Soeffker-Culicerto said there was nothing unusual that needed to be addressed on the financial report. Mr. Snook moved to accept the financial report as of August 31, 2020 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Special Reports

STEMM Technical Middle College Report

Coordinator Thorn reported on the Middle College class of 2020. Of the 70 students in the class, 43 students received some type of financial aid, with Dual Enrollment Pell accounting for the greatest amount distributed. North Hagerstown High, Boonsboro High, and Williamsport High were the schools most largely represented. Biology was the most popular program of study, followed by math and physics. The 2020 class transferred to nineteen different four-year institutions. Ms. Thorn said there are 75 students currently enrolled, and there should be 29 graduates for 2021. A few students from the current class have returned to their respective high schools, which is to be expected. The articulation agreements with WCPS and with four-year institutions are very helpful in recruiting new students. Some high school counselors are more receptive to the program, and reach out to Ms. Thorn with prospective students.

Safety/Security Update

Executive Director Childs gave an update on the safety measures the College has implemented in response to the COVID-19 pandemic, and the steps taken in the latest College Phase III. She commended Coordinator Byers for his work since the beginning of the shutdown on March 18 to ensure that the proper safety and security measures have been put into place.

New Business

Policy 8067 – Political Activity on Campus

President Klauber said the current policy addressing political activity on campus is a strong one, but a revision was needed to prohibit employees from wearing any type of apparel supporting a political candidate, including face masks. The proposed revision would apply only to employees, and would not include support for advocacy groups. Mr. Abraham suggested the phrase “during work hours” be replaced with “while on campus.” Mr. Abraham moved to approve the recommendation as amended. Ms. Lampton seconded, and the motion carried by unanimous vote.

Policy 8071 – Sexual Misconduct

Dean Ohl-Gigliotti said that the proposed revisions to the sexual misconduct policy were made to tighten the language and to be in compliance with state and Federal requirements as pertained to Title IX. The revisions were time-sensitive as the modified policy needed to be in place in August. Mr. Snook moved to approve the revised policy as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Adjournment of Open Session

There being no further business or discussion, the regular meeting was adjourned at 2:35 pm. The next regularly scheduled meeting will be held on October 20, 2020 in the Career Programs Building, Rooms 211 and 213, beginning at 11:30 am.

Respectfully submitted,



James S. Klauber, Sr., PhD
President/Secretary