

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Special Topic Meeting  
November 3, 2020*

A Special Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 3, 2020, in the President's Office via teleconference, beginning at 3:00 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

HCC Affiliates

Barbara Roulette – Recording Secretary Daniel Ryan – Chair, Faculty Assembly  
Vincent Ippolito – Director, Facilities Management and Planning

**Call To Order**

Vice Chair Proctor presided and convened the special meeting at 3:28 pm.

***Additional Capital Reserves for ARCC Air Conditioning Project (ACTION)***

President Klauber said that the bids for the ARCC air conditioning project were higher than the original estimated cost at \$1,336,000. The low bid was \$1,429,700. The Administration recommended designation of an additional \$93,700 of the General Fund Capital Funding and Reserve for design and installation of the ARCC air conditioning project. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

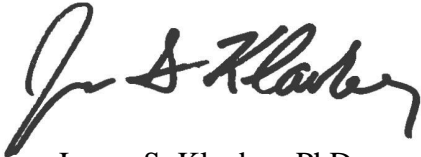
***Contractor Selection for ARCC Air Conditioning Project (ACTION)***

Enginuity-LLC was the low bidder. Director Ippolito has been in touch to discuss some changes. It has been decided to use gas instead of hot water, which will save the College about \$100,000. Changes will be made once the contract has been signed. Contingency of \$25,000 is also included in the contract. Bonding of the contractor is included in the contract price. The month of December 2020 will be used for demolition, and the project is scheduled to be completed by March 2021. The ARCC lobby is currently air conditioned, and even though the units are old, they will not be upgraded as a part of this project. The Administration recommended that Enginuity-LLC be approved as the contractor for the ARCC air conditioning project. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the meeting was adjourned at 3:44 pm. The next meeting will be held on November 17, 2020, in the Elliott Center, Rooms 211 & 213, and via teleconference.

Respectfully submitted,

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

James S. Klauber, PhD  
President/Secretary