

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Work Session  
November 17, 2020*

A Work Session of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 17, 2020, in the Elliott Center, Rooms 211 & 213, beginning at 12:00 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

Barbara Roulette, Recording Secretary

Guests

Dr. Edward Duffy, Consultant

**Call to Order**

Chair Williamson presided and convened the work session at 12:04 pm.

**Policy Review**

***3006 – Assessment and Course Placement***

President Klauber said this policy had been reviewed through the governance process and no changes were recommended. Trustee Abraham felt the policy could be structured better and questioned the need for Table A. President Klauber will replace the table with narrative and make the necessary adjustments to the remaining text to eliminate references to Table A.

***4005 – Degree Types and Related Distribution of Credits***

Policy 4005 was reviewed through the governance process and recommended with minor changes to tighten the language and remove mention of the Paramedic Program.

***4024 – Student Honors Program***

Through the governance process, policy 4024 was reviewed and no changes were recommended. President Klauber, after further investigation, recommended deletion since the College does not currently have a Student Honors Program. Honors Programs are very expensive to operate. President Klauber said a student could request to take an honors course. In addition, the Phi Theta Kappa national honor society chapter at HCC is very active and provides an excellent pathway for students to get involved in honors activities.

***5053 – Team Teaching Contact Hours***

Policy 5053 was reviewed and no changes were recommended by the governance committee.

***5055 – Flex Scheduling for Full Time Faculty***

Policy 5055 was reviewed and no changes were recommended by the governance committee.

***5060 – Faculty Probation***

Policy 5060 was reviewed and no changes were recommended by the governance committee. Trustee Abraham suggested that the title should include mention of tenure track since the text of the policy includes it, unless tenure was referenced in another policy. In that case, that policy should be referenced in policy 5060. President Klauber will research and provide suggested changes.

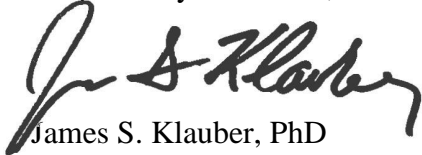
***7080 – Dental Ed. Clinic Patient Bill of Rights***

Minor changes were recommended for policy 7080. Trustee Abraham asked if this policy was even necessary, and it was confirmed that the accrediting body for the dental program requires that it be an official policy for the institution.

**Adjournment**

There being no further business or discussion, the work session was adjourned at 12:34 pm.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary