

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 17, 2020*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 17, 2020, in the Elliott Center, Rooms 211 and 213, beginning at 1:00 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

Vidda Beache – Dean of Distance Learning
Jennifer Childs – Executive Director, Human Resources
Craig Fentress – Senior Director, Information Technology
Susanna Henderson – Director, Grants Development
Beth Kirkpatrick – Senior Director, Public Relations and Marketing
Matt Line – President, Student Government Association
Christine Ohl-Gigliotti – Dean, Student Services
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
Heike Soeffker-Culicerto -- Vice President, Administration and Finance
David Warner – Vice President, Academic Affairs and Student Services
Ashley Whaley – Senior Director, College Advancement

Guests

Dr. Ed Duffy – Consultant for Title III Grant Proposal

Call To Order

Chair Williamson presided and convened the regular meeting at 1:01 pm.

Tribute to Merle S. Elliott, Board Chair and Trustee Emeritus

The trustees paid tribute to Board Chair and Trustee Emeritus, Merle S. Elliott, who passed away on November 4, 2020. Mr. Elliott served on the HCC Board of Trustees for thirty years, the longest serving trustee in the state of Maryland, for which he was recognized by the Maryland Association of Community Colleges (MACC). The trustees and Vice President Warner shared memories of Mr. Elliott and his contributions to HCC as a member of the HCC Board, to community colleges in Maryland as president of MACC for two years, and also his activities and contributions to the local community. Mr. Elliott will be greatly missed.

Consent Agenda

The Consent Agenda included closed and open session minutes for October 20, 2020; minutes for the November 3, 2020 Special Topic meeting; the personnel report for November 2020; and December graduates for college certificates and degrees. No changes were requested, and all documents were approved as submitted.

Reports from Campus Groups

Student Government Association

Matt Line, President, reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Ryan highlighted work being done by faculty in the various departments. Faculty Assembly has discussed best practices workshops for getting and keeping students engaged in distance learning environments. Trustee Cushwa commented that teaching methods have probably changed somewhat due to the pandemic, and asked Assistant Professor Ryan to provide a report at a future meeting.

President's Report

Presentation to the Washington County Delegation on November 10, 2020

President Klauber said he discussed with the Delegation transfer issues, State funding, and the Maryland Promise Program and how it could be better administered by each recipient college. That change, however, would take a legislative directive.

Forum on the Future of Community Colleges

Dr. DeRionne Pollard, president of Montgomery College, has organized a Forum on the Future of Community Colleges. It will consist of ten focus groups, each led by a community college president. The focus groups will respond to standard questions. President Klauber and Chair Williamson are participating.

Board Briefing Summary

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

-) HCC's Cross-Country men competed in the national championships
-) HCC has entered into a partnership with Weiss Brothers to provide modularized training for custodians in proper cleaning techniques
-) Congratulations to Susanna Henderson for her great work in getting the Ellucian grant, which is very competitive.
-) Congratulations to Beth Kirkpatrick and her team in Public Relations and Marketing for winning six awards in the 2020 NCMPR Medallion Awards for District 1. HCC's Annual Report won gold.
-) President Klauber had lunch recently with Delegate Thiam. She was very interested in the transfer issue.
-) President Klauber attended the County Commissioners' meeting to discuss the Paramedic Program. The County is excited to take it over. The College could use GEERS funding to hire a consultant to help the County get the program up and running.
-) Invitations to the Donor Recognition virtual event will be mailed this Friday, November 20. Participants will be able to access the online video at their convenience.

Draft Agenda for Joint Meeting with Foundation Executive Committee December 15, 2020

President Klauber shared the draft agenda for the joint meeting with the Foundation Executive Committee on December 15, 2020. A tribute to John A. (Jack) Latimer, III, will be added as the first topic on the agenda prior to the business meeting.

Monthly and Special Reports

Financial Report for the Period Ending October 31, 2020 (ACTION)

Ms. Brooks moved to accept the financial report as of October 31, 2020 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Update on Campus Master Plan

President Klauber discussed the preliminary Campus Master Plan, which should be finished in January. When the Antietam Bridge is complete, the College's back door entrance may become the front door entrance with increased traffic. Currently, Yale Drive enters the College at the back of two parking lots. Four re-designs of that area are being considered. The re-design currently favored would move Scholar Drive behind the ARCC. Mr. Snook pointed out that any future expansion of the ARCC in that direction would then be limited by the location of the road. He also asked about storm water management and the future location for the solar parking lot. The Campus Master Plan is still in the planning stages.

Report by Dr. Ed Duffy on the Title III Grant Proposal

Dr. Duffy discussed the Title III Grant, and the progress the College has made on the proposal. The total grant award would be \$2.25 million paid out over five years. The final proposal will be submitted in March 2021. Dr. Duffy said the College has a very strong proposal and a good chance of receiving it this year.

New Business

Capital Improvement Project Plan (CIP) (ACTION)

President Klauber discussed the Capital Improvement Project Plan. The projects in order from FY19 through FY30 are: 1) CBES, 2) ARCC Air Conditioning, 3) LRC Roof Replacement, 4) Second Entrance (will be re-titled Scholar Drive Expansion), 5) Solar Panel, 6) ATC Renovation, 7) Career Programs Roof Replacement, 8) CVT Instructional Facility Acquisition, 9) CVT Renovation/Construction Project, 10) Multi Roof Project, and 11) Road/Parking Lot Overlays (North/East) Project. Mr. Snook suggested that the College not have too many new projects, as the County plans CIP funding out ten years. Mr. Abraham moved to approve the CIP Plan with the revised title for number four. Ms. Lampton seconded, and the motion carried by unanimous vote.

Digital Textbook Access Fee (ACTION)

Vice President Warner discussed Inclusive Access with Pearson publishers, a digital textbook access program. The College proposed participation on a trial basis beginning with the spring 2021 semester for four selected courses. The fee would allow students to access the materials for the class online, but they would also have the ability to opt out if they prefer to purchase the textbook. Ms. Brooks moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the meeting was adjourned at 3:16 pm. The next meeting will be held on December 15, 2020, in the Elliott Center, Rooms 211 & 213, immediately following the joint meeting with the Foundation Executive Committee.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary