

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
December 15, 2020*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 15, 2020, in the Elliott Center, Rooms 211 & 213, and via Zoom, beginning at 1:30 pm. In attendance:

Board Members

Austin Abraham
Carolyn Brooks
Patricia Cushwa
James Klauber, Secretary / President
Paula Lampton
Gregory Snook
John Williamson, Chair

HCC Affiliates

Kirsten Barnhart – Vice President, SGA
Jennifer Childs – Executive Director, Human Resources
Craig Fentress – Senior Director, Information Technology
Beth Kirkpatrick – Senior Director, Public Relations and Marketing
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
Theresa Shank – Dean, Workforce Solutions and Continuing Education
Heike Soeffker-Culicerto - Vice President, Administration and Finance
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 1:48 pm.

Consent Agenda

The Consent Agenda was comprised of open and work session minutes for November 17, 2020; open and closed session minutes for December 3, 2020; the personnel report for December 2020; and policies 4005 – Degree Types and Related Distribution of Credits; 4024 – Student Honors Program; 5053 – Team Teaching Contact Hours; 5055 – Flex Scheduling for Full Time Faculty; and

7080 – Dental Ed. Clinic Patient Bill of Rights. All were approved as submitted. Policies 3006 and 5060 were removed from the consent agenda and placed in Old Business for individual action.

Update on Campus Master Plan

Matt Fitzsimmons and Julie Higgins presented an update on the Campus Master Plan, which builds off of the Facilities Master Plan, merging vision and principles. The purpose of the plan is to provide a sustainable and unified campus. The proposed signage would provide vehicular directions, pedestrian directions, information, and branding. The signs could be lit from within to be viewable at night. Some landscape recommendations included replacing the sand in the volleyball court with turf, and possibly expanding some of the existing gardens to reduce the size of mowing areas. The trustees asked about digital signage, changing the orientation of K and L parking lots, designated spaces for buses, and improving access to the ARCC for the elderly and disabled.

Reports from Campus Groups

Student Government Association

Kirsten Barnhart reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Ryan discussed faculty achievements and the main topics for Faculty Assembly.

President's Report

Board Briefing Summary

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

- Dr. Klauber recognized Carolyn Brooks for the article in the Hagerstown Magazine highlighting her discovery of an African-American cemetery on the Dual Highway.
- Thanks to the trustees for approving an employee pay adjustment for FY21.
- President Klauber and Chair Williamson participated in a forum on the future of community colleges; it was a very good session.
- HCC's mascot is being redesigned and will be shared at a future meeting.

Martin Luther King, Jr. Day of Diversity

The College will be closed on January 18, 2020 in honor of Martin Luther King, Jr. Day of Diversity Celebration. A virtual program will be held on Thursday, January 14, beginning at 2:30 pm. Details will follow.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on January 25, 2021, as a virtual event via Zoom. Registration information will follow.

Monthly and Special Reports

Financial Report for the Period Ending November 30, 2020 (ACTION)

Mr. Abraham moved to accept the financial report for the period ending November 30, 2020 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Old Business

Policy 3006 –Assessment and Course Placement, and Policy 5060 –Faculty Probation

In reviewing policy 3006 in the Work Session at the November 17 Board meeting, Trustee Abraham suggested some minor formatting changes.

In reviewing policy 5060 in the Work Session at the November 17 Board meeting, Trustee Abraham requested that the title be changed to include some mention of tenure, or if another policy dealt with tenure, a reference to that policy be added to 5060. It was subsequently determined that Policy 5050 – Faculty Load, Promotion, and Tenure dealt with probation and tenure; therefore, the administration recommended that Policy 5060 be deleted.

Ms. Brooks moved to approve the recommendations for both policies 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 3:00 pm. The next meeting will be held on January 19, 2021 in the Career Programs Building, Rooms 211 and 213, and via Zoom.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary