

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
March 23, 2021***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 23, 2021, in the Student Center, Room 182, and via Zoom, beginning at 12:15 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, Distance Education
Jennifer Childs – Executive Director, Human Resources
Craig Fentress – Senior Director, Information Technology
Christine Ohl-Gigliotti – Dean, Student Services
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Kristin Tindal – Vice President, SGA
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 12:15 pm.

Motion to Adjourn to Closed Session

Ms. Lampton moved to adjourn to closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction pursuant to General Provision Article § 3-305(b) (1). Ms. Cushwa seconded, and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:05 pm. In closed session, the Trustees discussed two (2) personnel-related matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. Also present were President Klauber, Vice President Warner, and Executive Director Childs.

Consent Agenda (ACTION)

The Consent Agenda, comprised of the minutes for the February 16, 2021 closed, work, and open sessions; and the personnel report for March 2021, was approved. It was noted that policy 5095-Intellectual Property, which was reviewed in Work Session on February 16, 2021, was pulled from the Consent Agenda for additional review.

Reports from Campus Groups

Student Government Association

SGA Vice President, Kristin Tindal, reported on SGA events and planned future events.

Faculty Assembly

Assistant Professor Ryan; and Alicia Drumgoole, Assistant Professor of English Composition, discussed faculty topics of interest.

President's Report

Board Briefing Summary

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

Additional points:

-) The CBES project is mostly on track; there has been some difficulty in getting the steel.
-) Obtaining the furniture for CBES might be a problem. The College is trying to get a waiver to purchase it commercially, since the Department of Corrections is backed up in fulfilling orders. Trustee Snook suggested keeping locally-owned Beachley Furniture Company in mind if purchasing commercially.
-) The ARCC air conditioning project is on schedule.
-) The re-organization in student advising has been announced and is currently being implemented.
-) The bids are out for an outside agency to run the Children's Learning Center; the pre-bid meeting is scheduled for the first week of April.

J With the lifting of a number of State COVID-19 restrictions; Commencement, Nursing Pinning, and Health Sciences Pinning will be held in the ARCC on May 15. The air conditioning system includes the negative ionization system that will help to clean the air, and the area will be fogged between events. Each graduate will be allowed only four tickets for guests, and each group will be seated socially distanced on the arena floor. No bleacher seating will be used. Social distancing and masks will be mandatory. Trustees Proctor and Abraham voiced concerns about holding the events inside. Mr. Proctor made a motion recommending that the Commencement ceremonies be moved to an outside venue, adding that he recognized that it was an operational decision. There was no call for a second to the motion.

Monthly and Special Reports

Financial Report as of February 28, 2021 (ACTION)

Ms. Cushwa moved to accept the financial report as of February 28, 2021 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Annual Workforce Solutions and Continuing Education Report

Dean Shank discussed Workforce Solutions and Continuing Education. She discussed the various programs offered, contract training, grants, and workforce development sequence scholarships program. In FY21, sequence scholarships provided funding for fifty students, and the Governor's Emergency Education Relief (GEER) provided funding for eighty-two students. EARN MOVE Transportation and Distribution Pathways grant has provided funding for the Commercial Truck Driver training course, which has a completion rate of 72%, with 84% of completers having reported employment. Community partnerships include Washington County Emergency Service, Corrections, and Washington County Sheriff and Hagerstown Police Academy. Discussions are ongoing with Cumberland Valley Associated Builders and Contractors to host more programs at HCC.

Title III Grant Report

Director Schoenenberger discussed the Title III Grant. The purpose of the grant is to improve quality, improve institutional management, and improve fiscal stability. Funding is \$450,000 per year with a five-year total of \$2,250,000. Ms. Schoenenberger discussed the following HCC goals: 1) develop institutional systems to improve student engagement, 2) develop HCC's capacity to increase retention and graduation rates, and 3) develop strategies designed to increase student success in online courses. The grant proposal will be submitted by April 15. If the College receives the grant, notification will be received around September 15, with the funded grant starting October 1, 2021.

New Business

Faculty Promotion and Tenure for FY22 (ACTION)

Vice President Warner said that four faculty members – Dr. Jane Choi-Doan, Dr. Daniel Madron, Timothy McCollum, and C. Edward Sigler – were recommended for promotion. Mr. Abraham moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Sole Source Vendor – Simformation LLC, dba Cat Simulators (ACTION)

Workforce Solutions and Continuing Education requested approval to make a sole source purchase of a simulator for the Heavy Equipment Operator Program, using funds under the RELIEF Act grant, which has a deadline of June 30, 2021. Vice President Culicerto said that Cat Simulators is the sole source vendor for the only simulation product licensed for training on Caterpillar brand equipment, and the tight deadline to use the RELIEF Act funds would not allow enough time for the purchase to be bid out. Mr. Abraham moved to approve the sole source vendor purchase as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Capital Funding and Reserve Designations (ACTION)

Vice President Culicerto said that it was recommended that the Board of Trustees designate \$23,515,501 of the General Fund Fund Balance to meet specific unfunded capital improvement project needs and potential additional healthcare costs. The undesignated fund balance is approximately 6% of the FY21 operating budget. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Credit Tuition for FY21 – Correction (ACTION); Credit Tuition for FY22 (ACTION)

It was recommended that credit tuition for FY22 remain the same as FY21. It was pointed out that the supporting materials presented to the Board for the FY21 credit tuition, which was approved March 17, 2020, showed incorrect amounts. A corrected action item for FY21, which showed the current rates being charged, was submitted for approval. Ms. Brooks moved to approve the recommendation for FY22 and the correction for FY21 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY22 (ACTION)

Ms. Lampton moved to approve the Student and Community Fee Schedule for FY22 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

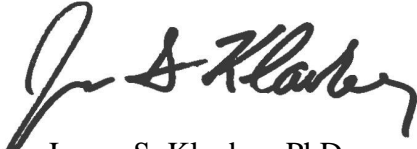
Continuing Education Tuition and Fees for FY22 (ACTION)

Vice President Culicerto said that there were no recommended changes to Continuing Education Tuition and Fees for FY22. Ms. Lampton moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Adjourn

There being no further business or discussion, the regular meeting was adjourned at 3:20 pm. The next regularly scheduled meeting will be held on Tuesday, April 20, 2021, in the Student Center, Room 182, and via Zoom.

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