

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
April 20, 2021*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 20, 2021, in the Student Center, Room 182, and via Zoom, beginning at 1:00 pm. In attendance:

Board Members

Austin Abraham  
Carolyn Brooks  
Patricia Cushwa  
James S. Klauber, Secretary / President  
Paula Lampton  
L. William Proctor, Jr., Vice Chair  
Gregory Snook  
John Williamson, Chair

HCC Affiliates

Abdul Azizi – Secretary, SGA  
Vidda Beache – Dean of Distance Education  
Jennifer Childs – Executive Director, Human Resources  
Craig Fentress – Senior Director, Information Technology  
Elizabeth Kirkpatrick – Senior Director, Public Relations and Marketing  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness  
Barbara Roulette – Recording Secretary  
Daniel Ryan – Chair, Faculty Assembly  
Theresa Shank – Dean, Workforce Solutions and Continuing Education  
Heike Soeffkner-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 11:47 am.

**Consider a Motion to Adjourn to Closed Session**

Ms. Brooks 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; and a matter directly related to the contents of a proposal, pursuant to Maryland General Provisions

section 3-305(b)(1) and (14), respectively. Ms. Lampton 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 1:31 pm. In closed session, the Trustees discussed four (4) matters pertaining to salary adjustments and staff re-classifications, and one (1) matter concerning a proposed vendor contract. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. Executive Director Childs, Senior Director Whaley, Mr. Abeles, and Mr. Fritts were also present for their respective topics. President Klauber was also present.

### **Consent Agenda**

The Consent Agenda included the minutes for the closed and work sessions for the March 23, 2021 meeting; the personnel report for April; the May candidates for college certificates and degrees; and policy 5051 – Faculty Professional Development, which was reviewed in March. It was noted that the open session minutes for March 23 were pulled from the agenda for further discussion.

### **Reports from Campus Groups**

#### ***Student Government Association***

SGA Secretary, Abdul Azizi, reported on SGA activities and planned future events.

#### ***Faculty Assembly***

Assistant Professor Ryan discussed a number of achievements of the HCC faculty, highlighting HCC court room updates, Professor Melinda May, Assistant Professor Diana Bartlett, and Assistant Professor Dawn Nally.

### **President's Report**

#### ***Board Briefing Summary***

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

- J In the Campus Master Plan, the College is starting to implement the widening of Scholar Drive – the appropriate forms have been sent to the County for signatures.
- J Campus water fountains will be replaced with fountains that include a spout for filling water bottles.
- J After interviewing some consulting firms, the College has decided to prepare the Strategic Plan in-house with help from some faculty.

- J The Maryland legislative session for FY21 has ended.
- J The College is planning to install a canopy over the Amphitheater.
- J The transfer bill that passed into law this legislative session will require USM colleges to provide justification for denial of transfer credit to the student and the home college, and send a report to MHEC.
- J HCC's proposal for the Medical Lab Tech program was protested by Salisbury University and Allegany College. President Klauber submitted rebuttal letters, along with a very strong support letter from Meritus.
- J With the social distancing mandate still at 6 feet in Maryland, President Klauber said the College will be limited in being able to offer face to face classes this fall. HCC's classrooms are small, and 6 ft. social distancing severely limits the number of students able to fit into a classroom. January 2022 is the target for being able to fully re-open.
- J CBES in person interviews are scheduled for May 6.
- J Interviews for a Children's Learning Center operator should be scheduled by May 11.

### ***RSVP for Year End Activities***

The trustees were asked to return the RSVP for year end events to the President's Office by April 30 for planning purposes.

### **Monthly and Special Reports**

#### ***Financial Report as of March 31, 2021 (ACTION)***

Ms. Brooks moved to accept the Financial Report as of March 31, 2021 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

#### ***Distance Education Report***

Dean Beache discussed the Distance Education Report, reviewing recent highlights, which included completing the transition from Moodle to D2L, hosting professional development workshops, acquiring ProctorTrack to provide virtual tutoring for students, and transitioning all student evaluations to online in the fall of 2020. Ongoing initiatives included developing campus-wide guidelines for online teaching, creating Master Classrooms to add consistency in format and instructional design, training and supporting faculty in Quality Matters certification, improving the institution's overall accessibility rating, and expanding the use of Open Educational Resources (OERs).

### **Old Business**

#### ***Revised FY22 Student and Community Fee Schedule (ACTION)***

President Klauber said that after the Student and Community Fee Schedule for FY22 had been approved by the Board at the March 23 meeting, the business faculty requested to eliminate the lab fees for the accounting courses since these courses are no longer taught in computer labs. Mr.

Abraham moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***Salary Adjustments for FY22 (ACTION)***

Mr. Abraham moved to approve a 3% mid-point salary adjustment for FY22 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Salary Scale Adjustments for FY22 (ACTION)***

Mr. Abraham moved to approve a 3% salary scale increase for FY22 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Employee Benefit Costs for FY22 (ACTION)***

The Administration recommended that the College continue with all current benefit options with no increase in cost to employees for FY22. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

#### ***Staff Re-classifications for FY22 (ACTION)***

The Administration recommended two positions for re-classification: Senior Director of Planning and Institutional Effectiveness to become a Dean position, and Academic Testing Center Coordinator to become a Manager position. Mr. Abraham moved to approve the re-classifications as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Pay Rate Schedule for Temporary and/or Grant-funded Positions and Additional Stipends for FY22 (ACTION)***

Ms. Cushwa moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

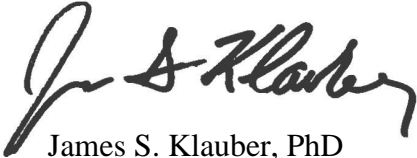
#### ***Sole Source Vendor Contract for Community Counseling Service, Co., Inc. (CCS)(ACTION)***

The HCC Foundation Board has selected Community Counseling Service, Co., LLC (CCS) to assist with a \$7.5 million fund raising campaign. It was recommended that the Board approve the sole source vendor contract as submitted, and direct that College Reserve funds be used to pay the contract amount. Ms. Brooks 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 Board meeting was adjourned at 2:36 pm. The next regularly scheduled meeting will be held on Tuesday, May 25, 2021, in the Student Center, Room 182, beginning at 11:30 am.

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