

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Special Meeting
August 23, 2021*

A Special Meeting of the Board of Trustees of Hagerstown Community College was held on Monday, August 23, 2021, in the Student Center, Room 182, beginning at 1:30 pm. In attendance:

Board Members

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

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Julie Donat – Vice President, Foundation Board of Directors
Vincent Ippolito – Director, Facilities Management and Planning
Beth Kirkpatrick – Senior Director, Public Relations and Marketing
Barbara Roulette – Recording Secretary
Ashley Whaley – Senior Director, College Advancement

Media

Dave McMillion – Reporter, The Herald Mail

Call To Order

Chair Williamson presided and convened the special meeting at 1:32 pm.

Fundraising Campaign Update

Senior Director Whaley and Vice President Donat discussed the Foundation's fundraising campaign in conjunction with the College's 75th anniversary. The goal for the Foundation Board of Directors and the Board of Trustees is \$500,000 total. The campaign council would like to complete this part of the campaign by the end of August. Ms. Donat pointed out that in addition to the traditional monetary gift, there are eleven ways to contribute, including gifts of life insurance, stock, property, estate planning, and others. Trustees received a pledge form in a packet of information about the campaign.

Sole Source Vendor, Control Systems (ACTION)

Director Ippolito discussed sole source vendor requests for Control Systems to complete specific work in the ARCC, TIC, and Energy House. Mr. Abraham moved to approve as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Telework Policy

President Klauber discussed the proposed telework policy, which needs to be in place by October 2021 to comply with a state legislative mandate. He said the College looked at sister institutions and worked with an attorney to draft the policy, which is narrowly drawn. An employee may not telework while sick or taking care of a child. By December 1, 2021, the president must prepare a list of positions that can be teleworked from home. This policy will be included in the consent agenda at the September 21, 2021 meeting.

Retroactive Salary Increase for the Period July 2020 to October 2020

President Klauber discussed the proposed retroactive salary increase for FY21. When the FY21 budget was drafted, state and local funding levels were uncertain, so the proposed salary adjustment had been postponed until November 1, 2020. Since the possible funding cuts never materialized, the administration recommended that the 3% adjustment to midpoint effective November 1, 2020, be made retroactive to July 1, 2020. Ms. Brooks moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

CARES Act Funding

COVID-19 Bonus

The administration proposed that the COVID-19 bonus be calculated as 5% of the employee's FY22 salary, with a minimum of \$1,500 and a maximum of \$8,000. When the College shut down on March 18, 2020, because of the pandemic, employees whose jobs allowed it, worked remotely. Some departments were not able to work remotely, while some employees continued to work on campus to prepare the College for re-opening with the COVID-19 protocols in place. A number of trustees present favored a flat rate of \$2,500 for part-time employees and \$5,000 for full-time employees, feeling that the bonus should not be tied to salary. Others favored the percentage approach. Executive Director Childs said the County used a tiered approach, separating jobs into classes; the Board of Education used a percentage of salary; and the City used a flat rate with three levels. After much discussion of various options, Ms. Lampton moved to approve a COVID-19 bonus for full-time and part-time regular employees who were hired prior to January 1, 2021 at the rate of 5% of their FY22 salary, with a minimum of \$2,500 and a maximum of \$8,000. Ms. Cushwa seconded, and the motion carried by unanimous vote.


COVID-19 Vaccine Bonus

The administration recommended a \$500 bonus be given to all current active employees who are vaccinated for COVID-19 by October 1, 2021. Continuing Education contract employees would not be included. 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 special topic meeting was adjourned at 3:30 pm. The next regularly scheduled meeting will be held on September 21, 2021.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber, Sr.", written in a cursive style.

James S. Klauber, Sr.
President/Secretary