

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
November 16, 2021*

A Work Session of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 16, 2021, in the Student Center, Room 182, and via Zoom, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Jennifer Childs - Executive Director, Human Resources
Barbara Roulette - Recording Secretary
C. David Warner – Vice President, Academic Affairs and Student Services

Call to Order

Chair Williamson presided and convened the work session at 11:32 am.

Presentation by Evergreen Solutions

The College contracted with Evergreen Solutions to conduct a salary survey. Dr. Jeffrey Ling, President, presented a PowerPoint summarizing the findings. The survey resulted in responses from fourteen peers. Seventy-five different positions were compared to the market, with an average of seven matches per position. Adjusted for cost-of-living, the results show the college is approximately 4.6% behind the minimum range, and 6.3% behind the midpoint range. Faculty were market-competitive once adjusted for cost-of-living. Key recommendations were: (1) adopt an adjusted pay plan with new grades added; (2) reassign pay grades to positions based on internal equity and the market results; and (3) place employees within their newly recommended pay grades. Discussion ensued about comparison to the County, if differentiation was made between union and non-union, and the issue of the legislative mandate for minimum wage. It was agreed next steps would include adjusting existing positions to the minimum wage determinations in December.

Review of Capital Improvement Projects (CIP)

President Klauber discussed the Capital Improvement Projects, focusing on the Northern Avenue City Center (NACC) and the athletic facilities project. He met with Blackie Bowen to discuss the athletic facilities project, and Mr. Bowen said he would mention two funding options to the governor - \$10 million for ARCC renovations, or \$15 million for ARCC renovations plus renovation of the outdoor athletic facilities. Discussion ensued about several other projects, including the Second Entrance Drive Widening and the Road and Parking Lot Overlay projects. Mr. Abraham suggested the following changes to the CIP: (1) the cost of the NACC property be included as an HCC contribution, (2) the cost of the Road Replacement project be corrected, and (3) include in the ARCC renovation project an estimate for work that would be required for the roof to support solar panels. Action to approve the CIP would be taken in open session.

Policy Review

President Klauber suggested that because of time constraints, only three policies be reviewed at this meeting, with the remainder to be reviewed at the Work Session in December.

2012 – Special Operational Authority for the President

President Klauber proposed that this policy be rescinded, since it was a temporary measure for the duration of the State's declared state of emergency during the COVID-19 pandemic.

4005 – Degree Types and Related Distribution of Credits

Vice President Warner discussed the proposed changes to the policy, which would essentially align it with current practice.

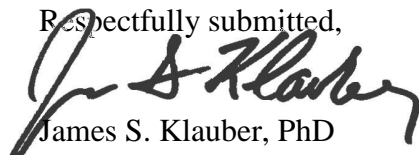
5023 – COVID-19 Vaccination Policy

Executive Director Childs said the College would need the COVID-19 Vaccination Policy in place by December 6 in case the court upheld the OSHA regulation regarding mandatory vaccination or weekly testing for employees. It was recommended that the policy be approved in open session. After some discussion, the Board preferred to wait for the court ruling before proceeding with approval, and would schedule a special meeting in December to address the issue if needed.

Adjournment

There being no further business or discussion, the work session was adjourned at 2:01 pm.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary