

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
May 22, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 22, 2018, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Chair
Carolyn Brooks
Patricia Cushwa
Paula Lampton
L. William Proctor, Jr.
John Williamson, Vice Chair

HCC Affiliates

Craig Fentress – Director, Information Technology
Trevor Jackson – Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Jennifer Knight -- Director, Human Resources
Brittany Lyle – Recording Secretary
Daniel Madron – Chair, Faculty Assembly
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean of Student Services
Carol Rothstein – Acting Chief Academic Officer
Theresa Shank – Dean, Continuing Education and Workforce Development
Sarah Snouffer – President, SGA
Heather Wallen – President-elect, SGA
Rebecca Westmeyer – Chair-elect, Faculty Assembly

Call To Order

Chair Abraham presided and convened the regular meeting at 11:35 am.

Consider a Motion to Adjourn to Closed Session

Ms. Lampton moved to adjourn to closed session to discuss personnel matters concerning one or more individuals over whom the board has jurisdiction pursuant to General Provisions section 3-305(b)(1). Mr. Williamson seconded, and the motion carried by unanimous vote.

Re-Convene Open Session

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 1:36 pm. In closed session, the Trustees discussed the Board self-evaluation results and goal attainment for 2018, and suggested priorities for the new president. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, L. William Proctor, Jr., Gregory Snook, and John Williamson.

Approval of Minutes (April 17, 2018) (ACTION)

Ms. Brooks moved to approve the meeting minutes for April 17, 2018 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Outgoing President Sarah Snouffer and Incoming President Heather Wallen discussed recent SGA events and goals for the upcoming academic year. The newly elected SGA officers will be introduced at the September meeting.

Faculty Assembly

Associate Professor Madron discussed topics related to the faculty and introduced his replacement, Associate Professor Rebecca Westmeyer. Dr. Madron suggested future larger open session board meetings to allow more faculty to attend. Chair Abraham suggested this as a discussion topic for Dr. Madron and new president, Dr. Klauber.

President's Report

Board Briefing Summary

Vice President Jackson summarized events in Academic Affairs, Student Services, Continuing Education and Workforce Development, and Public Information and Government Relations. Vice Chair Williamson suggested inviting recently recognized HCC students Michael Belcher and Micaela Fleetwood to the June 19, 2018 meeting. Vice President Jackson acknowledged that Vice Chair Williamson was recently reappointed for a six year term as an HCC trustee.

Architect Selection for CBES Renovation Update

Vice President Jackson suggested a meeting with Dr. Klauber to discuss the scope of work for the CBES project. Chair Abraham suggested including trustee Snook in that meeting.

Re-cap of Year End Celebratory Activities

All agreed that Trevor, Carol, and Christine did a great job filling roles during the 2018 year end events. Additionally, all agreed the shorter speech time and energy made the events more enjoyable.

MACC Board of Directors' Meeting June 20, 2018

The MACC Board of Directors meeting will be held on June 20, 2018. New College President Dr. Klauber, Chair Abraham, and Vice Chair Williamson will attend.

Proposed Board Meeting Dates for FY19

The Board reviewed the proposed Board meeting dates for FY19. Final action on the meeting dates for FY19 will be taken at the June 19, 2018 meeting.

Monthly and Special Reports

Personnel Recommendations for May 2018 (ACTION)

Ms. Cushwa moved to approve the personnel recommendations for May 2018. Mr. Proctor seconded, and the motion carried by unanimous vote.

Financial Report as of April 30, 2018 (ACTION)

Ms. Cushwa moved to accept the financial report as of April 30, 2018 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Old Business

FY19 Plan and Operating Budget (ACTION)

Vice President Jackson briefly discussed the FY19 Plan and Operating Budget. Ms. Cushwa moved to approve as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

New Business

Workplace Learning Policy Revision 4016 (ACTION)

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

Adjournment

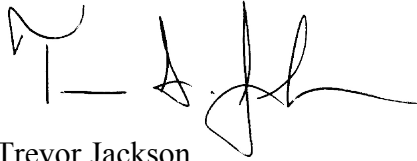
There being no further business or discussion, the Board meeting was adjourned at 2:23 pm.

The next regularly scheduled meeting will be held on Tuesday, June 19, 2018, in the Administration and Student Affairs Board Room.

Re-Convene Closed Session

Following adjournment of the open session, Chair Abraham re-convened the closed session meeting after a recess at 2:28 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Jackson', with a long horizontal flourish extending to the right.

Trevor Jackson
Vice President for Administration and Finance
And Acting Interim President