

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
July 17, 2018***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, July 17, 2018, in the Administration and Student Affairs Building Board Room, beginning at 8:30 am. In attendance:

Board Members

Austin Abraham, Chair  
James Klauber, Secretary / President  
Paula Lampton  
William Proctor  
Gregory Snook  
John Williamson, Vice Chair

HCC Affiliates

Trevor Jackson – Vice President, Administration and Finance  
Jonathan Metcalf – Director, Facilities Management and Planning  
Brittany Lyle – Recording Secretary

**Call To Order**

Chair Abraham presided and convened the regular meeting at 8:30 am.

**Closed Session**

It was moved, seconded, and approved to adjourn to closed session to discuss a matter of potential litigation pursuant to Maryland General Provisions article 3-305(b) (8).

**Re-convene Open Session**

Following adjournment of the closed session, Chair Abraham re-convened the regular meeting at 8:55 am. In closed session, the Trustees discussed one (1) matter concerning an Office of Civil Rights complaint that could potentially lead to litigation. Present during closed session were Trustees Austin Abraham, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President James Klauber and Dean Ohl-Gigliotti were also present.

## **Old Business**

### ***Approve Contract for Bushey Feight Morin Architects for the CBES Project***

Staff discussed the CBES architectural design contract and the recommendation to accept the proposal of BFM Architects for a total cost of \$338,070. This total includes a base bid of \$309,320, the 'Bridge Alternate' for \$26,500, and 'Alternate A' for lightning protection for \$2,250.

BFM was the lowest responsible bidder. Based on a meeting between Dr. Klauber and Brent Feight of BFM, adjustments to the work on the 2<sup>nd</sup> and 3<sup>rd</sup> floors were incorporated into the contract at no additional cost.

On a motion by Trustee Snook and a second by Trustee Proctor, the Board voted 5-0 to approve the contract with BFM.

Dr. Klauber agreed to check into the HCC Foundation's conflict of interest policy to determine if a conflict of interest exists if a contractor's subcontractor has senior staff with a family connection to the HCC Foundation Board.

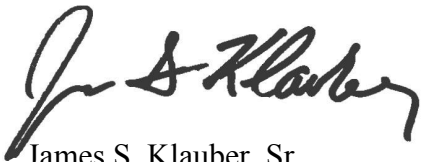
### ***Governor Hogan's Visit to HCC on July 25, 2018***

Dr. Klauber updated the Board on the upcoming visit to campus by Governor Hogan scheduled for July 25th from 2 PM to 3 PM.

## **Adjournment**

There being no further business or discussion, the special topic meeting was adjourned to closed session at 9:30 am to discuss candidates for an open position pursuant to General Provisions article 3-305(b)(1). The next regularly scheduled meeting will be held on September 18, 2018 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,



James S. Klauber, Sr.  
President/Secretary