

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 20, 2018*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 20, 2018, in the Administration and Student Affairs Board Room, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Vidda Beache – Dean of Distance Learning  
Eric Byers – Campus Security Officer  
Marta Delgado-Sequinot - Treasurer, SGA  
Jessica Downey – Development Coordinator  
Craig Fentress – Director, Information Technology  
Trevor Jackson - Vice President, Administration and Finance  
Beth Kirkpatrick – Director, Public Information and Government Relations  
Jennifer Knight – Executive Director, Human Resources  
Jonathan Metcalf – Director, Facilities Management and Planning  
Christine Ohl-Gigliotti – Dean, Student Services  
Carol Rothstein – Dean of Instruction  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Workforce Development  
Veronica Stein – Secretary, Faculty Assembly  
Bonnie Thomas – Dean, Planning and Institutional Effectiveness  
David Warner – Vice President, Academic Affairs and Student Services  
Ashley Whaley – Director, College Advancement

**Call To Order**

Chair Abraham presided and convened the regular meeting at 1:20 pm.

**Approval of Minutes (Closed, Work, and Regular Sessions for October 16, 2018) (ACTION)**

Ms. Brooks moved to approve the minutes for the closed, work, and open sessions for October 16, 2018 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

**Reports from Campus Groups**

***Student Government Association***

Marta Delgado-Sequinot, Treasurer, reported on current SGA events and those planned for the future.

***Faculty Assembly***

Professor Stein reported on major topics for faculty discussion.

**President's Report**

***Board Briefing Summary***

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

The College has joined the Western Maryland lobbying coalition to take advantage of their efforts in Annapolis. President Klauber continues to work with Senator Serafini regarding Work Keys. A second meeting has been scheduled with Baltimore City Community College (BCCC) and includes a presentation by Denny Smith. A Work Keys official signing ceremony has been scheduled with five or six companies on November 26. Trustees are invited to attend.

Articulation agreements are ready to be signed with Wilson College, Purdue Global, and Hood College. President Klauber wants to reach out to PIA to possibly forge an agreement for a technical studies associates degree, using PIA's technical courses and HCC's Gen Ed courses.

HCC's math requirements have been adjusted for the various degree programs in accordance with the demand of the field. Historically, every program required College Algebra. It is hoped the new requirements will provide students with a better chance for success.

The College's Day of Giving will run for 19 hours and 46 minutes. A donor has offered to match donations up to \$5,000.

The Kris Kringle craft show was a great success. The owner grossed over \$18,000 and was very pleased. Greg Snook suggested his earnings be compared to last year.

President Klauber said that a programmatic review resulted in the pharmacy tech program being closed down, with the current class being completed this summer.

Volvo plans to bring more machining to the local plant. President Klauber contacted Boyd Michael, suggesting that high school students who do not have a direction might be interested in a welding class, or a sampler class where they would work four weeks at a time on various trade skills, which could be pre-training for the Barr Institute or an apprenticeship. Mr. Snook suggested a State of the College presentation might be a good Chamber discussion.

***Draft Agenda for Joint Meeting with Foundation Executive Committee December 18, 2018***

President Klauber shared the draft agenda for the joint meeting with the Foundation Executive Committee on December 18, 2018. Details for the Foundation Report were asked to be removed, as the report will be slightly different this year.

***MACC October 2018 Board Meeting***

Trustee Williamson briefly discussed the recent MACC Board of Directors meeting and the legislative agenda for 2019.

***ACCT Annual Conference***

President Klauber, Trustees Williamson and Cushwa, discussed the ACCT annual conference. All felt the conference was highly worthwhile and provided some good ideas.

***MACC Trustee Leadership Conference and Legislative Reception***

The MACC Trustee Leadership Conference and Legislative Reception will be held on February 4, 2019. Trustees who wish to attend are asked to inform the President's office by January 14, 2019.

**Monthly and Special Reports**

***Personnel Recommendations (ACTION)***

Ms. Brooks moved to approve the personnel recommendations for November 2018 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote. Executive Director Knight introduced the campus' Safety Management Coordinator, Eric Byers. Table top drills and training will be scheduled in coordination with Chief Gautney.

***Financial Report for the Period Ending October 31, 2018 (ACTION)***

Vice President Jackson briefly discussed the financial report as of October 31, 2018. Mr. Snook moved to accept the financial report as of October 31, 2018 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

## **Special Reports**

### ***Campus Volunteers***

Coordinator Downey reported on the campus volunteers. Even though the number of hours is showing a decline, there is some question if that is accurate, or if the hours worked are not being reported. Ms. Downey would like to move the gathering of data for the volunteers to Raiser's Edge. The Volunteer Holiday Party will be held on December 4 from 12:30 to 2:30 in CPB 211/213. Mr. Snook moved to approve the appointment of the campus volunteers as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Approval of Vendor for Web Site Re-design (ACTION)***

Director Kirkpatrick reported that of the nine firms who submitted bids, seven qualified to be considered. After careful consideration, it was recommend that a contract be finalized with Ignition 72. Mr. Snook moved to approve as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote. Mr. Snook wondered if the Fletcher Foundation Web site, which HCC hosts and updates, should have some upgrades as well.

### ***December Candidates for Certificates and Degrees (ACTION)***

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

### ***Capital Funding and Reserve Designations (ACTION)***

Mr. Snook moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

### ***Academic Calendar for FY20 (ACTION)***

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

### ***Revision of Policy 2020 – Mission, Vision, and Goals (ACTION)***

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

**Trustee Remarks**

Mr. Snook suggested the following; 1) an emergency phone booth in one of the parking lots; 2) an electronic sign board instead of using yard signs to advertise events; and let the Commissioners see the Smart House – possibly meet there for the joint meeting in March.

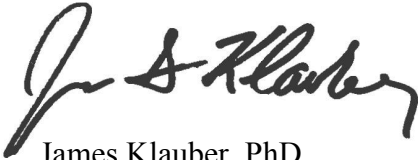
Mr. Williamson said the College needs to train the employees for the new Amazon jobs in Virginia.

Ms. Cushwa asked that the trustees be informed if the administration needs help with any aspect of the new ideas that have been discussed.

**Adjournment**

There being no further business or discussion, the meeting was adjourned at 2:52 pm. The next meeting will be held on December 18, 2018, in the Elliott Center, Rooms 211 & 213, immediately following the joint meeting with the Foundation Executive Committee.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Klauber". The signature is fluid and cursive, with a large initial "J" and "K".

James Klauber, PhD  
President/Secretary