

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
November 20, 2018*

The work session for the Board of Trustees of Hagerstown Community College was held on Tuesday, November 20, 2018, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Trevor Jackson – Acting Vice President, Administration and Finance
Barbara Roulette – Recording Secretary

Call To Order

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

Capital Improvement Projects (CIP) Plan

President Klauber and Vice President Jackson discussed the FY19 approved CIP and the FY20 CIP Working Draft. Some aspects of the draft FY20 CIP discussed were the removal of the Central Receiving Building and the Language Arts Building. Roof replacement projects are now listed under deferred maintenance and infrastructure upgrades. Trustee Williamson expressed some concern over the \$4 million for CVT acquisition. The administration will provide CVT enrollment figures for the December meeting. Vice President Jackson pointed out that the land acquisition has been pushed out to FY20. Trustee Snook feels the land could be purchased for less money. President Klauber feels there is not much future in drone training, but would like to explore automotive and diesel mechanics training.

Capital Funding and Reserve Designations

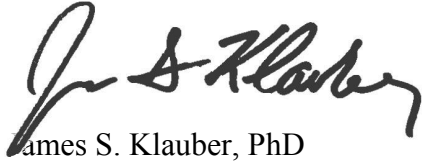
Vice President Jackson briefly reviewed Capital Funding and Reserves. He recommended that \$16,390,750 be designated for specific CIP projects and potential healthcare costs. The undesignated fund balance is approximately 10% of the FY19 annual operating budget. It was asked

what percentage the County uses. Vice President Jackson will research this before the December meeting.

Adjournment

There being no further business or discussion, the work session was adjourned at 1:16 pm.

Respectfully submitted,

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

James S. Klauber, PhD
President/Secretary