

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
March 19, 2019***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 19, 2019, in the Elliott Center, Rooms 211 and 213, beginning at 1:30 pm. In attendance:

Board Members

Austin Abraham, Chair
Carolyn Brooks
Patricia Cushwa
Paula Lampton
C. David Warner, Secretary / Interim President
John Williamson, Vice Chair

HCC Affiliates

Vidda Beache – Dean, Distance Education
Kevin Crawford – Director, Admissions and Enrollment Management
Craig Fentress – Director, Information Technology
Trevor Jackson - Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Christine Ohl-Gigliotti – Dean of Student Services
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary
Charles Scheetz – Director, Student Financial Aid
Theresa Shank – Dean, Continuing Education and Workforce Development
Bonnie Thomas – Dean, Institutional Effectiveness
Heather Wallen – President, SGA
David Warner – Vice President, Academic Affairs and Student Services
Rebecca Westmeyer – Chair, Faculty Assembly
Ashley Whaley – Director, College Advancement

Call To Order

Chair Abraham presided and convened the regular meeting at 1:40 am.

Approval of Minutes (February 19, 2019)

Ms. Brooks moved to approve the February 19, 2019 regular meeting minutes as submitted and the closed session meeting minutes as amended. Discussion for that amendment took place in the Work Session at 11:00 am. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

President Heather Wallen reported on current and future events for the SGA.

Faculty Assembly

Associate Professor Westmeyer reported on topics discussed at Faculty Assembly.

President's Report

Board Briefing Summary

President Klauber highlighted Student Services, Academic Affairs, and College Advancement. Some highlights included April 18, which is the ribbon cutting for the Energy House, the Chamber After Hours Mixer, and is also the date when the clock starts ticking on Work Keys; the College will hire a consultant to conduct an IT audit; the Flower and Garden show had a large crowd in attendance; and SB929 would provide supplemental Work Keys money for job profiling services.

Foundation Tribute, April 5, 6:00 pm in the ARCC

All were reminded of the important Foundation Tribute fundraiser, hosted by Becky Jones remembering Ben Jones on April 5, 2019, 6:00 pm in the ARCC.

Monthly and Special Reports

Personnel Recommendations for March 2019 (ACTION)

Ms. Cushwa moved to approve the personnel recommendations for March 2019 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of February 28, 2019 (ACTION)

Ms. Brooks moved to accept the financial report as of February 28, 2019 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Annual Continuing Education Report

Dean Shank reported on the highlights in Continuing Education programs, including Allied Health, Business, Certification and Licensure, IT, Personal Enrichment, Trades, Transportation, Youth Programming, and Prison. In discussing trends, it was pointed out that the prison program decreased by \$160,000 and the loss of hundreds of FTEs in FY18. Some of the opportunities cited were Workforce Development Sequence Scholarships, Partnerships, Corrections and Police Academy, Adult Basic Education, Work Keys, and Grants.

Enrollment Report

Dean Ohl-Gigliotti and Director Crawford discussed the Spring 2019 enrollment report. Total headcount was down 3% while total FTE was down 4.2%. First time students was up 7% and in-county and out-of-state ESSENCE was up 6% and 30.4% respectively. All colleges in Maryland are showing enrollment decreases. Discussion ensued regarding the reason some area students are not attending HCC or any post-secondary institution. Director Crawford said that in an effort to reach students at a younger age, fifth graders and seventh graders are brought on campus for a visit. Vice President Warner pointed out that scores on standardized tests (e.g., ACT, SAT) are no longer required for admission to the College. Dean Ohl-Gigliotti said that by next year, HCC should be fully staffed with advisors.

Student Financial Assistance Report

Dean Ohl-Gigliotti discussed the Student Financial Assistance Report for 2018. It was noted that this report is usually an accompanying report for the joint meeting with the Foundation Executive Committee in December. Dean Ohl-Gigliotti said that total financial aid in FY18 increased nearly 6% over FY17, which was attributed to the increase in the number of students receiving financial aid. The Opportunity Fund is used for multiple categories, including funding to fill the gap for Early to College students, funding for students who are close to completion, and institutional adjustments. This funding category is currently under review.

New Business

Special Rule of Order for Use of a Consent Agenda (ACTION)

It was recommended that the Board adopt a special rule of order that permits the use of a consent agenda for those agenda topics that are non-controversial and would not require discussion. Ms. Brooks moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Credit Tuition for FY20 (ACTION)

Vice President Jackson said that tuition rates are evaluated against a number of criteria. In an effort to increase enrollment and shift the burden of cost away from the student for at least one year, it was recommended that tuition rates for FY20 be maintained at the same rate as FY19. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Continuing Education Tuition and Fees for FY20 (ACTION)

Ms. Brooks moved to approve Continuing Education Tuition and Fees for FY20 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY20 (ACTION)

Vice President Warner and Dean Rothstein said that in the past there was not a clear accounting for the fees being charged for various classes. Fees are meant to recoup the cost of consumables that are used during the classes. For FY20, Vice President Warner, Dean Rothstein, and Vice President Jackson took a closer look at the cost of supplies for each class and adjusted the fee rate accordingly. Trustee Cushwa was concerned that by not increasing tuition perhaps the fees were being raised to compensate. Dean Rothstein said that the fees were set solely on the level of consumables for each class. The relatively large increase in fees for some classes was due to the fact that the fees had been too low in the past, and even the current increase would not cover the full cost of consumables. Ms. Lampton moved to approve the Student and Community Fee Schedule as submitted. Mr. Williamson seconded, and the motion carried with a majority vote. Trustee Cushwa voted nay.

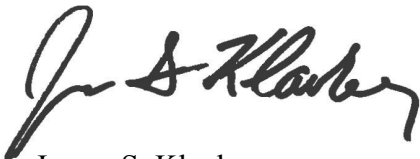
Policy 2040 Policy Creation and Review (ACTION)

Ms. Brooks moved to approve Policy 2040 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjourn

There being no further business or discussion, the regular meeting was adjourned at 3:38 pm. The next regularly scheduled meeting will be held on Tuesday, April 23, 2019, in the Administration and Student Affairs Board Room.

Respectfully submitted,



James S. Klauber
President/Secretary