

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 23, 2019***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 23, 2019, 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 S. Klauber, Secretary / President
Paula Lampton
Gregory Snook
John Williamson, Vice Chair

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Kathleen D’Ambrisi – Director, Health Sciences Division
Craig Fentress – Director, Information Technology
Trevor Jackson – Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Brittany Lyle – Recording Secretary
Theresa Shank – Dean, Continuing Education and Workforce Development
Bonnie Thomas – Dean, Planning and Institutional Effectiveness
Rebecca Westmeyer – Chair, Faculty Assembly
Ashley Whaley – Executive Director, College Advancement

Media

Alexis Fitzpatrick – Reporter, Herald Mail

Call To Order

Chair Abraham presided and convened the regular meeting at 1:10 pm.

Consider a Motion to Adjourn to Closed Session

Ms. Brooks moved to adjourn to closed session to discuss personnel adjustments, a cybersecurity matter, and potential litigation pursuant to Maryland General Provisions section 3-305(b)(1), (15), and (8), respectively. Ms. Lampton 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 1:10 pm. In closed session, the Trustees discussed two (2) matters pertaining to staff re-classifications and faculty promotion and tenure, and one (1) matter pertaining to cybersecurity, and (1) matter regarding potential litigation. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. Vice President Warner, Executive Director Childs, and Director Fentress were also present.

Consent Agenda (ACTION)

It was moved and seconded, and the Consent Agenda was approved by unanimous vote. The Consent Agenda included the minutes for the work session, the joint session, and the regular meeting on March 19, 2019; the personnel report for April; the May candidates for college certificates and degrees; policies 4012, 4020, 4021, 4036, and 4045 which were recommended with no changes; and policies 4017, 4018, 5052, and 8020, which were recommended with changes. The policies were reviewed by the Board at the March 19 meeting.

Reports from Campus Groups

Student Government Association

There was no report from the SGA at this meeting.

Faculty Assembly

Associate Professor Westmeyer reported on topics discussed at Faculty Assembly.

President's Report

Board Briefing Summary

President Klauber summarized events in Academic Affairs, Student Services, College Advancement, and Continuing Education and Workforce Development. The CATE Middle College signing ceremony is expected to be scheduled before the end of May. HCC plans to join the State of Maryland Chamber of Commerce. Chatbot will be added to the Financial Aid Web page and implemented by fall 2019. The Foundation is planning a "Donor Cocktail Hour" on May 29, with a speaker from the University System of Maryland Foundation. Director Whaley will send a list of attendees to the Board of Trustees prior to the event.

Follow Up Items

Trustee Williamson requested a report on the trend by degrees for the last five years of graduates. A report was requested on the activities of the students who graduated in the first two classes of the

Middle College. It was suggested that President Klauber thank Superintendent Michael and his employees for attending the Energy Trades and Training Center event on April 18.

RSVP for Year End Activities

RSVP sheets for the year end activities were available to those trustees who had not yet responded. Trustees were asked to return the sheets to the President's office by April 26 so that the various coordinating groups on campus could finalize seating plans and programs.

Monthly and Special Reports

Financial Report as of March 31, 2019 (ACTION)

Ms. Cushwa moved to accept the Financial Report as of March 31, 2019 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Employee Benefit Costs for FY20 (ACTION)

It was recommended that the College move from the current two tier designation system, Single and Family, to a four tier designation system, which would provide some savings for a number of employees. Mr. Snook moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Salary Adjustments and Salary Scale Adjustments for FY20 (ACTION)

It was recommended that HCC salaries and salary scales both be increased by 3% to keep pace with salaries in the surrounding area. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

FY20 Pay Rate Schedule for Temporary and/or Grant-funded Positions and Additional Assignments (ACTION)

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

Staff Re-classification for FY20 (ACTION)

Of the fifteen employees considered for re-classification, five were recommended for approval based on evaluation of their job responsibilities. Ms. Brooks moved to approve the re-classifications as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

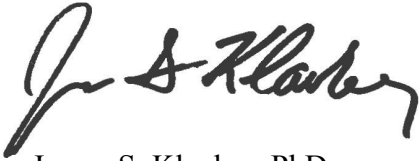
Faculty Promotions and Tenure for FY20 (ACTION)

Of the eleven positions submitted for faculty promotion and/or tenure, nine were recommended for approval based on the review of detailed performance assessments. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 2:04 pm. The next regularly scheduled meeting will be held on Tuesday, May 21, 2019, in the Administration and Student Affairs Board Room.

Respectfully submitted,

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

James S. Klauber, PhD
President/Secretary