

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Work Session
May 21, 2019***

A Work Session of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 21, 2019, at the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Chair
Carolyn Brooks
Patricia Cushwa
James Klauber, Secretary / President
Paula Lampton
John Williamson, Vice Chair

HCC Affiliates

Trevor Jackson, Vice President Administration and Finance
Barbara Roulette, Recording Secretary
David Warner, Vice President for Academic Affairs and Student Services
Rebecca Westmeyer, Faculty Assembly Chair

Call to Order

Chair Abraham presided and convened the work session at 11:33 am.

Projected Revenue for Spring 2020

President Klauber discussed the proposed tuition increase to become effective with the spring semester 2020. Because the County is holding the funding for the College level with last year's funding, revenue will fall short of the projected level. Tuition has not been increased for several semesters, and incremental increases are preferable over one major increase. Trustee Williamson was opposed to the increase. He said that the College has become too expensive for a number of County residents. He suggested having one-on-one conversations with the County Commissioners to make a case for increased funding next year. Trustees Abraham, Brooks, and Lampton supported the recommendation. Trustee Cushwa would support if there were a letter stating that it would not occur again the following year. President Klauber said that future tuition increases will most probably be recommended for the spring semester, since the County's funding level is normally not known until after fall registration has begun. He said the Maryland Promise Program puts a cap of 4% on tuition increases, so deferring an increase could become problematic. Action on the proposed increase would be taken at the June 18 meeting.

Policy Review

2035 Board of Trustees Position Description

As part of the review of all policies, Board Chair Abraham revised the Trustees' Position Description policy to tighten the language and eliminate repetition. The trustees present supported the revised version. Action would be taken at the June 18 meeting.

4015 Multiple HCC Credit Credentials

Policy 4015 had been reviewed by the Board at the April 23 meeting. The trustees had questioned the sentence stating that a student could not earn a certificate or letter of recognition if they had already earned a degree. The Academic Standards, Outcomes Assessment, and Faculty Affairs Governance Committee revised the wording to state that the certificate or letter of recognition would be allowed if it were in a different program. Action would be taken in the open session.

4030 Job Training Institute

The Student Affairs Governance Committee, chaired by Dean Ohl-Gigliotti, recommended the policy be deleted. Action would be taken at the June 18 meeting.

5050 Faculty Load, Promotion, and Tenure

Vice President Warner and Faculty Assembly Chair, Rebecca Westmeyer, discussed the recommended changes to Policy 5050. The revised policy represents a good mix of administration and faculty requests, and even though neither side got everything they wanted, faculty is in support of this revised version. Action would be taken at the June 18 meeting.

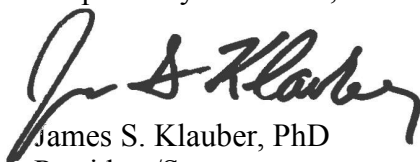
6020 Purchasing Policies

Vice President Jackson said that new administrative requirements will take effect on July 1, and the recommended revisions to the policy reflect the new mandates. Chair Abraham asked about the second paragraph under Responsibility, and also if reference to state requirements should be made. Vice President Jackson will revise the policy to incorporate these changes. Action would be taken at the June 18 meeting.

Adjournment

There being no further business or discussion, the work session was adjourned at 12:09 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James S. Klauber', is written over the typed name and title.

James S. Klauber, PhD
President/Secretary