

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 20, 2020*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 20, 2020, in the Elliott Center, Rooms 211 and 213, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Heather Barnhart – Coordinator, Student Activities
Vidda Beache – Dean of Distance Learning
David Bittorf – Director, Finance
Jennifer Childs – Executive Director, Human Resources
Kevin Crawford – Director, Admissions and Enrollment Management
Craig Fentress – Senior Director, Information Technology
Beth Kirkpatrick – Senior Director, Public Relations and Marketing
Christine Ohl-Gigliotti - Dean, Student Services
Carlee Ranalli – Senior Director, Planning and Institutional Effectiveness
Carol Rothstein – Dean of Instruction
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
Theresa Shank – Dean, Workforce Solutions and Continuing Education
Heike Soeffker-Culicerto - Vice President, Administration and Finance
David Warner – Vice President, Academic Affairs and Student Services
Ashley Whaley – Senior Director, College Advancement

HCC SGA Officers

Matt Line – President
Kirsten Barnhart – Vice President
Steven Fox – Secretary
Kristin Tindal – Treasurer
Dharma Bhatt – Senator
Christopher Carranza – Senator

Yesseña Duckworth – Senator
Tayyiba Khan – Program Board
Flavia Parra – Program Board
Angielika Trinh – Program Board

Call To Order

Chair Williamson presided and convened the regular meeting at 11:35 pm.

Closed Session

Ms. Cushwa moved to adjourn to closed session to discuss the promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the Trustees have jurisdiction, and any other personnel matter that affects one or more specific individuals; and pending litigation pursuant to General Provisions Article 3-305(b)(1) and (8) respectively. Ms. Lampton seconded, and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:05 pm. In closed session, the Trustees discussed three (3) matters of compensation for a number of employees, one (1) matter involving employee benefits, and one (1) pending litigation case. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, William Proctor, and John Williamson. President Klauber and Executive Director Childs were also present.

Consent Agenda

The Consent Agenda included the work, closed, and open session minutes for September 15, 2020; the personnel report for October 2020; and policies reviewed in September: 3040 - Student Residency Tuition Policy, 4022 – Online Degree, Certificate, and Letters of Recognition Policy, and deletion of 7070 – GED Tuition Fee/Tuition Waived for Washington County Residents. All items were approved as submitted.

Reports from Campus Groups

Student Government Association

SGA President, Matt Line, introduced the SGA officers present and reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Ryan gave a recap of faculty achievements and current topics, which included new teaching challenges, raising course caps and teaching more “late-starting” classes, and governance participation.

President’s Report

Board Briefing Summary

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

Additional Points:

-)] Congratulations to Kevin Crawford and Student Services for their work in improving enrollments
-)] A number of IT infrastructure purchases have been scheduled
-)] The Executive Director of MACC, Dr. Bernard Sadusky, has announced his retirement effective June 30, 2021; and Jody Kallis, Legislative Director, has announced her retirement effective June 30, 2022. Brad Phillips will be named Deputy Director. A regional or national search will be conducted for Dr. Sadusky’s position.
-)] Implementation of the Maryland Promise Program has been poor, with only forty-one of HCC’s applicants receiving scholarships, with ten other applicants on a wait-and-see list
-)] The Turkey Trot will be held at Marty Snook park this year instead of the HCC campus
-)] The revised bids for the ARCC Air Conditioning project will be received on October 21
-)] Faculty requested a COVID-19 Dashboard, which provides known transmissions, known cases, and returned-to-work data.

Monthly and Special Reports

Financial Report for the Period Ending September 30, 2020 (ACTION)

Mr. Abraham moved to accept the financial report for the period ending September 30, 2020 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

FY20 Audit Report (ACTION)

Trustee Snook, Chair of the Audit Committee, reported on the FY20 audit. The Audit Committee, comprised of Trustees Abraham, Proctor, and Snook; Vice President Soeffker-Culicerto; Director Bittorf; and President Klauber, met with the auditors from Clifton, Larson, Allen LLP on October 13. The audit was clean and there were no findings. The auditors were complimentary of the work by the staff, since most, if not all, was conducted electronically due to the pandemic. Trustee Snook said the Audit Committee recommended acceptance of the FY20 audited financials, and so moved. Ms. Lampton seconded, and the motion carried by unanimous vote.

Fall Enrollment Report

Dean Ohl-Gigliotti and Director Crawford discussed the enrollment report. Total headcount was down 7% and total FTE was down 6%. It was noted that these numbers were well above double-digit declines that could have been possible as a result of the COVID-19 pandemic. The most affected age group was students over forty, down 16.38%, attributed to possible loss of job or child care concerns. New initiatives for fall included expanding the use of ChatBot to five departments; offering Academic Advising appointments via walk-in, phone, Zoom, or in-person; and implementation of CRM Recruit software.

Student Learning Outcomes Assessment (SLOA) Report

Dean Rothstein briefly discussed the SLOA report, pointing out that it is in the process of being revised. Each objective or outcome on the academic and non-academic side ultimately supports the College's mission, with each level aligning and supporting the next higher, and broader level. This approach provides the basis for valuable assessment and improvement.

Maryland Performance Accountability Report (ACTION)

Senior Director Ranalli discussed the Maryland Performance Accountability Report, which is submitted to MHEC annually. She discussed various indicators and plans to further investigate factors affecting retention. Ms. Cushwa moved to accept the report as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Old Business

Approve Board Goals for FY21 (ACTION)

Mr. Snook moved to approve the Board Goals for FY21 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Salary Scale Adjustment for FY21 (ACTION)

The Administration recommended a 3% increase to faculty and staff salary scales for the remainder of FY21, effective November 1, 2020. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Salary Adjustment for FY21 (ACTION)

The Administration recommended a 3% mid-point salary adjustment for the remainder of FY21, effective November 1, 2020. Ms. Lampton moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

FY21 Pay Rate Schedule for Temporary and/or Grant-funded Positions and Stipends (ACTION)

Ms. Cushwa moved to approve the FY21 pay rate schedule for temporary and/or grant-funded positions and stipends as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

New Business

Holiday Calendar for FY22

Executive Director Childs briefly discussed the Holiday Calendar for FY22. Ms. Brooks moved to approve the calendar as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Academic Calendar for FY22

Mr. Abraham moved to approve the Academic Calendar for FY22 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular business meeting was adjourned at 2:38 pm. The next regular meeting will be held on November 17, 2020, in the Elliott Center, Rooms 211 and 213, beginning at 11:30 am.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary