

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
February 18, 2025*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 18, 2025, in the Career Programs Building Room 211 and 213 beginning at 12:30 pm. In attendance:

Board Members

Austin Abraham
Carolyn Brooks
James S. Klauber, Secretary / President
Paula Lampton, Chair
Thomas Newcomer, Vice Chair
L. William Proctor, Jr.
John Williamson

HCC Affiliates

Vidda Beache - Dean of Academic Innovation and Instructional Technology
Stephny Lietuvnikas – Systems Analyst
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance

Call to Order

Chair Lampton presided and convened the work session at 11:59 am.

Policies for Review

Policy 8074 – Copyright Infringement Policy

Ms. Lietuvnikas shared the minor changes to the policy which consisted of naming the Faculty Guidebook and the Student Handbook properly. The Trustees had no objections.

Policy 4016 – Workplace Learning Policy

Dean Beache shared there were minor changes ensuring consistency was kept for credit and non-credit classes as well as grading. The Trustees had no objections.

Policy 4023 – Student Success Integrity Web-based Courses and Program

Dean Beache shared minor changes to verbiage referring to the technology requirements and skills and abilities for students. The Trustees had no objections.

Trustee Abraham asked about screening for students to be able to take online courses. Dean Beache responded that screening is not done, however, her team provides guidance to students to make sure they understand how online classes work.

Adjournment

There being no further business or discussion, the work session was adjourned at 12:41 pm.

Respectfully submitted,

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

James S. Klauber, PhD
President/Secretary