

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
February 18, 2025***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 18, 2025, in the Career Programs Building, Room 211 & 213, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates – Business Session

Angie Auldridge - Director, Advising & Student Support
Vidda Beache – Dean of Academic Innovation and Instructional Technology
David Bittorf – Director, Finance
Jennifer Childs – Executive Director, Human Resources
Kevin Crawford - Director of Admissions & Enrollment Management
Kathleen D’Ambrisi – Dean of Instruction
Delanie Dudley – Practicum Student, Salisbury University
Isabella Early – President, SGA
Cheyenne Herson - Development Coordinator
Beth Kirkpatrick - Senior Director, Public Information & Marketing
Mike Martin - Coordinator of Athletic Advising & Eligibility
Christine Ohl-Gigliotti – Dean, Student Services
Charles Scheetz – Director, Student Financial Aid
Dawn Schoenenberger – Vice President, Academic Affairs and Student Services
Richard Schulman - Director of Facilities Management and Planning
Theresa Shank - Dean of Continuing Education & Business Services
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Veronica Stein – Chair, Faculty Assembly
Amy Sterner - Director of Athletics & ARCC
Ashley Whaley – Senior Director, College Advancement

Call To Order

Chair Lampton presided and convened the regular meeting at 10:45 am.

Closed Session

Mr. Newcomer moved to adjourn to closed session to conduct collective bargaining negotiations or consider matters that relate to negotiations to discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices pursuant to Maryland General Provisions article 3-305(b) (9) (15), respectively. Mr. Abraham seconded the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Lampton re-convened the regular meeting at 1:00 pm. In closed session, the Trustees discussed two (2) matters pertaining to collective bargaining and one matter pertaining to cybersecurity. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, William Proctor, and John Williamson. President James Klauber, Executive Director Childs, Ms. Cannon, Senior Director Fentress, and Mr. Stone were also present.

Consent Agenda

The consent agenda was comprised of the closed, work, and open session minutes for the January 21, 2025 meeting; the personnel report for February 2025; and policies 2010, 2010A (deleted), 2011, 2035, and 2040. All were approved as submitted.

Report from Campus Groups

Student Government Association

SGA President, Isabella Early, discussed the past month's student events including the spring club fair, volunteering at Children in Need, and Student Advocacy Day. Upcoming events include: Valentine's Day party on February 19th, bus trip to Washington, D.C. on March 1st, and a St. Patrick Day party on March 17th.

Faculty Assembly

Professor Stein reported on faculty topics including Dawn Nally, Michelle Blash, and Karen Hammond leading the work in collaboration with Meritus for the evening/weekend RN program starting in Spring 2026; HCC cyber students placing 42nd out of 572 institutions and 2nd in community colleges in the NSA's Codebreaker Challenge; master class completions; conferences attended; art exhibits for Audra Haddock Martenot; and MD Delegate Matt Schindler visiting Eric Schwartz's POL-102 course.

President's Report

Board Briefing Summary

The President reviewed highlights in Student Services, Workforce Solutions and Continuing Education, and College Advancement.

Additional points:

- Attending senate and house hearings in Annapolis
- Success of Student Advocacy Day where it was great to see the Delegation talking with HCC students
- Program reviews going on currently
- Discussed starting a Pre-Med student club

Draft Agenda for the March 4, 2025 Board Retreat

The draft Board Retreat agenda was passed out to the Trustees.

Foundation Report

Senior Director Whaley gave a report on the Foundation. Some topics included: working on estate planning presentation with Jeanne Singer, Scholarship application for next year will open March 1st, Flower and Garden Show will be held Saturday, March 15th – Sunday, March 16th, May 20th will be the foundation board annual meeting, and August 19th will be the foundation board retreat that the Trustees are welcome to attend.

Middle States Report

Dean Ranalli passed out the finalized Self-Study to the Trustees. She shared her team is working on logistics and details to be ready for the visit as the final visiting team has been selected. Dean Ranalli shared the plan for the Trustees attending a dinner Sunday, March 23rd with the steering committee and visiting team as well as lunch with the visiting team on Tuesday, March 25th.

Monthly and Special Reports

Financial Report as of January 31, 2025 (ACTION)

Vice President Soeffker-Culicerto summarized the financial report for the period ending January 31, 2025. Mr. Abraham moved to accept the financial report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Special Reports

Student Financial Assistance Report for 2023 - 2024

Director Scheetz discussed the Student Financial Assistance Report. HCC provided \$16.8 million in student financial aid in 2023 – 2024 including 2,558 grants, 1,695 loans, 4,600 scholarships, and 62 work study. 8,915 students were awarded in FY24. There has been a decrease in Maryland resident FAFSA data. Pell grant data has stayed steady and WSCE scholarships have grown.

Distance Learning Report

Dean Beache shared a video for the Distance Learning Report. She reported on improved accessibility of 88.5% for overall institutional accessibility. HCC has the highest number of QM-certified courses across all community colleges in Maryland. There are at least 60 Master Classroom templates that have gone through the internal process and completed development and 18 have been officially certified.

Credit and Non-Credit Enrollment Report

Director Crawford reported on credit enrollment. In Spring 2024, there were 2,574 dual credit students compared to 1,950 dual credit students in Spring 2025. Headcount is up 5.7% and FTE is up 8% without including dual enrollment.

Dean Shank reported on non-credit enrollment. FTE looks good compared to last year. The department has been partnering with organizations to increase enrollment. The biggest enrollment contributing groups are Business Certification and Licensure and Adult Basic Education.

Student Athlete Report

Coordinator Martin reported that HCC had 136 unduplicated student-athletes participate in our 14 athletic programs during the 2023 - 2024 academic year. There were 90 freshman and 39 sophomores. GPAs in 2023 – 2024 were higher in both spring and fall than the previous year. Coordinator Martin has been meeting with students and coaches to ensure retention which has greatly helped students academically. There are 38 rostered student-athletes expected to graduate in this year's cohort with an additional 10 former student-athletes graduating.

Approval of Volunteers (ACTION)

Coordinator Herson reported on the Volunteer Corps for 2024. There are a total of 506 volunteers, including 131 regular volunteers and 375 student volunteers. Since the college began tracking hours in 2006, there have been 150,467 hours of volunteer service given at HCC. This time has a value of \$3,805,663.42 given to HCC. Mr. Abraham moved to approve the Volunteer Corps report as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting open session was adjourned at 2:46 pm. The next regularly scheduled meeting will be held on Tuesday, March 18, 2025, in the Career Programs Building, Room 211 & 213.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "J. S. Klauber".

James S. Klauber, PhD
President/Secretary