

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
October 15, 2024***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 15, 2024, in the Career Programs Building, Rooms 211 & 213 and via Zoom, beginning at 1:30 pm. In attendance:

Board Members

Austin Abraham  
Carolyn Brooks  
James Klauber, Secretary / President  
Paula Lampton, Chair  
Thomas Newcomer, Vice Chair  
Gregory Snook  
John Williamson

HCC Affiliates

David Bittorf – Director of Finance  
Jamie Cannon - Labor Relations, General Counsel  
Jennifer Childs – Executive Director, Human Resources & Campus Safety  
Kevin Crawford – Director of Admissions and Enrollment Management  
Kathleen D’Ambrisi – Dean of Instruction  
Beth Kirkpatrick – Senior Director, Public Information & Marketing  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli – Dean, Planning and Institutional Effectiveness  
Dawn Schoenenberger – Vice President of 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 (via Zoom)  
Veronica Stein – Chair, Faculty Assembly  
Ashley Whaley – Senior Director, College Advancement

HCC SGA Officers

Aaron Chew – SGA, Vice President  
Isabella Early – SGA, President  
Isabel Gomez – SGA, Senator  
Jessica McKinley – SGA, Secretary  
Kimberly Snow – SGA, Public Information Officer

**Call to Order**

Chair Lampton presided and convened the regular meeting at 10:29 am

### **Closed Session**

Mr. Newcomer moved to adjourn to closed session to conduct collective bargaining negotiations or consider matters that relate to the negotiations, and to receive advice and parameters regarding potential litigation matters as pursuant to Maryland General Provisions Article 3-305(b)(9)(8), 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 11:27 am. In closed session, the Trustees discussed one matter of updating on negotiation matters and one matter regarding to advice and parameters regarding potential litigation matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, Gregory Snook, and John Williamson. President James Klauber, Executive Director Childs, and Ms. Cannon were also present.

### **Administrative Function**

In accordance with Maryland's Open Meetings Act, General Provisions Article § 3 – 104, the Board of Trustees met in Administrative Function at 11:30 am today in the Career Programs Building, Rooms 211 & 213 to receive guidance on how to proceed with new information regarding the OPEB Trust.

### **Consent Agenda**

The consent agenda included the regular and closed session minutes for September 17, 2024 and the personnel report for September 2024 were approved as submitted.

### **Reports from Campus Groups**

#### ***Student Government Association – Introduction of Officers***

Isabella Early gave an update on the upcoming events happening on campus. The following were introduced as the SGA Officers for FY25. Present were Aaron Chew, SGA Vice President; Isabella Early, SGA President; Isabel Gomez, SGA Senator; Jessica McKinley, SGA Secretary; and Kimberly Snow, SGA Public Information Officer.

#### ***Faculty Assembly***

Assistant Professor Schwartz discussed faculty-related topics of interest including the Faculty Art Show starting November 7<sup>th</sup>; the collaboration with Antietam-Conococheague Watershed Alliance to plant plat in Lot O; update on Masterclasses and QM certification; and the Business Club Financial Matters Series.

## **President's Report**

### ***Board Briefing Summary***

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

Additional topics:

- Chamber Economic Summit Event in November
- Donation Drive for Hurricane Helene relief to be taken to Western Piedmont Community College in Burke County, North Carolina
- Facility Master Plan Meetings with Noelker & Hull have been going well
- Larry E. Small Clay Shooting event was a success for the foundation
- NSA Codebreaker challenge is currently going on and HCC is currently in 54<sup>th</sup> place across the country
- Met with County Commissioners this morning to promote Dental Hygiene Month

### ***Foundation Report***

Director Whaley gave an update on the Foundation. This Friday, there is a Fever concert in the Kepler Theater. Hawktoberfest and Hall of Fame were this past Saturday and had 175 that participated in the 5k and 120 people attended the Hall of Fame. The Foundation had a clean audit. There are six new endowment scholarships. For the employee giving campaign, there was \$52,482 donated with a total employee rate of participation of 94%.

### ***Middle States Report***

Dean Ranalli passed out information about the Chair who will be visiting HCC on November 21<sup>st</sup> as well as a tentative schedule for that day. Discussed the institutional priorities that were chosen and how the Chair may ask the Trustees questions about these priorities. Also discussed challenges and opportunities that have been found so far in the process.

## **Monthly and Special Reports**

### ***Financial Report as of September 30, 2024 (ACTION)***

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Abraham moved to accept the financial report as of September 30, 2024 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **Special Reports**

### ***FY24 Audit Report (ACTION)***

Trustee Snook, Chair of Audit Committee, reported on the FY24 audit. The Audit Committee, comprised of Trustees Abraham, Newcomer, and Snook; Vice President Soeffker-Culicerto; Director Bittorf; and President Klauber, met with the auditors from Clifton, Larson, Allen LLP on October 10th. The audit was clean, unmodified audit. Trustee Snook thanked Vice President Soeffker-Culicerto and Director Bittorf and their staff for doing a great job and for their dedication to the college. Mr. Snook moved to accept the FY24 audited financials. Mr. Newcomer seconded, and the motion carried by unanimous vote.

### ***Fall Credit and Non-Credit Enrollment Report***

Director Crawford discussed the fall credit enrollment report. Total headcount is up 42.4% while total FTE is up 32%. Out of State headcount and FTE from Franklin County are looking great. Dual enrollment numbers are less than last year, however, traditional student numbers are up.

Dean Shank discussed the fall non-credit enrollment report. Total FTE is growing. The strongest area of growth is with Business and Certification Licensure.

### ***Student Learning Outcomes Assessment (SLOA) Report***

Dean D'Ambrisi briefly discussed the SLOA report. The student learning outcomes assessment process is a continuous cycle as follows: (1) designing learning outcomes, (2) developing measures, (3) learning and educational experiences taking place, (4) collecting and analyzing assessment data, and (5) improving student learning. This approach provides the basis for ongoing assessment and improvement. This approach provides the basis for ongoing assessment and improvement. This year the assessment focused on Institutional Learning Outcomes #1 (Responsibility) and #5 (Information Literacy and Technology).

### **Old Business**

#### ***Approve Board Goals for FY25 (ACTION)***

Mr. Snook moved to approve the FY25 Board Goals as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***Holiday Calendar for FY26 (ACTION)***

Mr. Snook moved to approve the Holiday Calendar for FY26 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

#### ***Policy 3071 – Incentive Compensation and High Pressure Recruitment (ACTION)***

Mr. Snook moved to approve the new policy 3071 presented in Work Session as submitted. Mr. Abraham seconded and the motion carried by unanimous vote.

***Management of OPEB Trust (ACTION)***

President Klauber discussed updates with the OPEB trust vendor that was previously selected in May 2024. The vendor has been unable to perform duties due to corporate structure. It is recommended to approve the other ranked vendor. Mr. Abraham moved to select PNC Bank as the firm for the OPEB Investment Management Services. Mr. Newcomer seconded the motion and the motion was carried unanimously.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:57 pm. The next regularly scheduled meeting will be held on November 19, 2024 in the Career Programs Building, Rooms 211 and 213, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary