

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Work Session  
October 15, 2024*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 15, 2024, in the Career Programs Building, Room 211 and 213, beginning at 11:15 am. In attendance:

Board Members

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

HCC Affiliates

David Bittorf – Director, Finance  
Jamie Cannon – Labor Relations  
Jennifer Childs – Executive Director of Human Resources  
Alicia Cullop – Manager of Procurement Services  
Christine Ohl-Gigliotti – Dean of Students  
Rebecca Shives – Recording Secretary

**Call to Order**

Chair Lampton presided and convened the work session at 11:30 am.

**Policies for Review**

***Policy 3071 – Incentive Compensation and High-Pressure Recruitment Ban***

Dean Ohl-Gigliotti presented a new policy that the Department of Defense is requiring. This has already been a process for the college, but now it is needed as a policy. The Trustees had no objections. This policy will be voted on in Open Session.

**Utility Discussion**

President Klauber discussed a handout that shows utility rates we are currently paying as well as how it would work by contributing to a group buying pool with WCPS, Washington County Government, and Garrett County Government. Discussed potential of entering group buying pool in 2027 and also discussed current utility contract concerns.

**Solar Parking – Lot O Discussion**

President Klauber shared a handout from BrightSpot that shows price estimates and production estimates. President Klauber met with BrightSpot to discuss Solar Panels for Lot O. The Trustees were asked for guidance and their thoughts for a later discussion.

**Heat Safety Plan Draft**

Executive Director Childs handed out a draft of a heat safety plan that the state government passed a law that became effective on October 1, 2024. Will be bringing the final draft and policy at next month's meeting, but wanted the Trustees to see the draft prior.

**Adjournment**

There being no further business or discussion, the work session was adjourned at 12:01 pm.

Respectfully submitted,

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

James S. Klauber, PhD  
President/Secretary