

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
September 17, 2024***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 17, 2024, in the Career Programs Building, Rooms 211 and 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.
Gregory Snook
John Williamson

HCC Affiliates

Jamie Cannon - Labor Relations, General Counsel
Jennifer Childs – Executive Director, Human Resources & Campus Safety
Kathleen D’Ambrisi – Dean of Instruction
Isabella Early – SGA President
Beth Kirkpatrick – Senior Director, Public Information & Marketing
Maureen Kolb – Director, Business Incubator
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
Rebecca Shives – Recording Secretary
Kaprece Smith – Director, Early College Programs
Heike Soeffker-Culicerto – Vice President, Administration and Finance
Veronica Stein – Chair, Faculty Assembly
Ashley Whaley – Senior Director, College Advancement

Call to Order

Chair Lampton presided and convened the regular meeting at 10:00 am

Closed Session

Mr. Proctor moved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals over whom the Board has jurisdiction, and to conduct collective bargaining negotiations or consider matters that relate to the negotiations, pursuant to

Maryland General Provisions Article 3-305(b)(1)(9), respectively. Mr. Newcomer 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) performance evaluations and goals matters and one matter of updating on negotiation matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, William Proctor, Gregory Snook, and John Williamson. President James Klauber, Executive Director Childs, and Ms. Cannon were also present.

Board Chair Committee Assignments for FY25

Chair Lampton presented the board chair committee assignments. The Board reviewed the committee assignments for FY25.

Consent Agenda

The consent agenda included the work, closed and regular session minutes for June 18, 2024; and the special regular and closed session minutes from June 25, 2024; the personnel report for September 2024; and the policies reviewed in June – 7050 – Library Use by Non-HCC Users and 8076 – Library Development Policy. All were approved as submitted.

Reports from Campus Groups

Student Government Association

SGA President, Isabella Early, introduced herself to the Trustees and gave an update on events that have happened since the start of the semester as well as upcoming events. These upcoming events include the New Student Orientation, Welcome Back Lunch, fall club fair on September 18th, Constitution Day event on September 19th, and Spirit Week the week of October 7th.

Faculty Assembly

Professor Stein discussed faculty-related topics of interest including the new Faculty Emeriti Scholarship and the new mock trial classroom for the Administration of Justice and Paralegal Programs.

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:

- Next month will have a work session to discuss procurement and utility contract processes
- A committee has started meeting to start working on the new Facility Master Plan with Noelker & Hull
- Things with the Bowman Center and ATC are moving along. The Bowman Center will hopefully be open in December.
- Visit with Senator King on September 6th went well where transfer and CADE funding were discussed
- Meeting with the County Commissioners on October 8th to promote Dental Hygiene Awareness Month

Proposed Board Meeting Topics for FY25

The Board reviewed the proposed Board meeting topics for FY25. The document is fluid, as topics are moved and adjusted throughout the year as necessary.

Key Campus Dates for FY25

Key campus dates for FY25 were distributed.

MACC CIP Prioritization

The MACC CIP Prioritization list was reviewed.

Foundation Report

Director Whaley gave an update on this year's employee giving campaign. A t-shirt will be given to anyone who donates at least \$100. So far this year, more money has been raised than previous years. Currently we are at \$50,626 and 70% participation. Endowment for the foundation is over \$22 million. Cash Collections are 59% which is right on track. This Friday there will be a 1946 Society Brunch. Meet the Author event is next Wednesday, September 25th in the evening. Hawktoberfest 5k and Hall of Fame is Saturday, October 12th.

Middle States Report

Dean Ranalli gave an update on Middle States reaccreditation process. The 2023 – 2024 Fact Book was passed out. The Middle States Chair will be visiting the college in November. The team is working on updating and pulling new information for graphs to have everything up to date. There will be an open forum in October that will be open to all of campus regarding updates with reaccreditation.

Trustee Snook exited the meeting

Monthly and Special Reports

Financial Report as of August 31, 2024 (ACTION)

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Abraham moved to accept the financial report as of August 31, 2024 as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Special Reports

Early College Degree Program Report

Director Smith reported on the Early College Program class of 2024. A total of 217 students have graduated from the Middle College since the first graduating class in 2015.

In the cohort for the 2024-2025 academic year are 156 students, 93 of whom are returning seniors, and 63 are incoming juniors; coming from various Washington County high schools, private schools, and home schooled. Director Smith discussed new initiatives for the program this year including new attendance protocol, Early College Workshop Series, and New Student Orientation.

Maryland Performance Accountability Report (ACTION)

Dean Ranalli discussed the Maryland Performance Accountability Report. Mr. Proctor moved to approve the report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Incubator Rent Pricing (ACTION)

President Klauber introduced Maureen Kolb, Director of the Business Incubator. Director Kolb gave a little background on incubator pricing and asked for the pricing for rent to change. Mr. Newcomer moved to approve the increase of the monthly member rent price to \$14/sq. foot and to allow graduate members the opportunity to continue renting space on a monthly basis for \$18/sq. foot. Mr. Proctor seconded, and the motion carried by unanimous vote.

Dental Chairs (ACTION)

Dr. Klauber discussed giving two dental chairs away to the Community Free Clinic. HCC Purchasing Procedures provide that on rare occasions, HCC may make a donation of surplus used equipment to another tax-exempt institution. The used chair has no trade-in value, is no longer usable by the College, and has little to no sales value. Mr. Newcomer moved to give the two dental chairs to the Community Free Clinic. Mr. Abraham seconded the motion, and the motion carried by unanimous vote.

President's Contract (ACTION)

Chair Lampton brought an action item for the President's Contract. This action recommends extending the term of the employment contract three (3) additional years to June 30, 2029 with the requirement that the Board shall, no later than June 30, 2028, either negotiate a further extension of the contract or provide the president notice of non-renewal, and amend the President's deferred compensation package. Mr. Proctor moved to approve this recommendation. Mr. Newcomer seconded the motion, and the motion carried by unanimous vote.

Voting Delegate for ACCT (ACTION)

Mr. Newcomer moved to approve John Williamson as the voting delegate for ACCT as well as have the college pay for per diem and expenses for Trustee Williamson. Mr. Abraham seconded, and the motion carried unanimously.

Scholar Drive Relocation (ACTION)

Mr. Proctor moved to grant the President and the Board Chair authority to sign CC Form M to the Department of Budget and Management for immediate submission committing the additional funds previously designated to provide the local match necessary for additional state funding to fully fund the project. Mr. Newcomer seconded the motion, and the motion carried unanimously.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:22 pm. The next regularly scheduled meeting will be held on October 15, 2024 in the Career Programs Building Rooms 211 & 213, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary