

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
December 17, 2024*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 17, 2024, in the Career Programs Building, Room 211 and 213, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Kevin Crawford – Director of Admissions and Enrollment Management
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto – Vice President, Administration and Finance

Call to Order

Chair Lampton presided and convened the work session at 11:31 am.

Policies for Review

Policy 3060 – Tuition Rate Discounts for Dual Credit Students

Director Crawford discussed updates to this policy regarding Maryland Blueprint for WCPS students and a 25% discount for out of state students. Trustee Proctor asked questions about dual enrollment students who have more than 60 credit hours completed. Director Crawford stated these students will pay 75% of the cost. The Trustees had no objections.

Policy 3075 – Tuition Discount for Out of State Veterans Using VA Benefits

Vice President Soeffker-Culicerto stated there were no changes needed. Trustee Snook asked a question pertaining to resident for online students.

Policy 3078 – Victims of Human Trafficking Tuition Discount

Vice President Soeffker-Culicerto stated there were no changes needed. Discussed federal definition and how to make notice of this to students. Director Crawford said he will do some research on what other MACC schools are doing.

Policy 6045 – GASB 75

Vice President Soeffker-Culicerto stated there was a small grammatical correction. The Trustees had no objections.

Policy 6060 – Identity Theft Prevention Program

Vice President Soeffker-Culicerto stated there were no changes needed. The Trustees had no objections.

Policy 6070 – Personal Loans & Cash Advances

Vice President Soeffker-Culicerto stated there were no changes needed. Trustee Abraham suggested adding wording regarding payroll. This will be completed for next month's meeting.

Policy 7060 – Facilities Rental and Usage by Outside Organizations

Vice President Soeffker-Culicerto discussed updated verbiage to the policy. The Trustees had no objections.

Policy 8055 – Use of College Vehicles Policy

Vice President Soeffker-Culicerto stated there were no changes needed. Trustee Snook asked a question regarding insurance.

Adjournment

There being no further business or discussion, the work session was adjourned at 11:59 am.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary