

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
April 16, 2024*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 16, 2024, in the Career Programs Building, Rooms 211 & 213 and Zoom, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jamie Cannon- Labor Relations  
Jennifer Childs – Executive Director, Human Resources  
Michael Harsh - Professor, English, Speech, and Drama  
Beth Kirkpatrick – Senior Director, Public Information and Government Relations  
Jake Klauber – President, SGA  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli - Dean, Planning & Institutional Effectiveness  
Dawn Schoenenberger - Vice President, Academic Affairs and Student Services  
Eric Schwartz – Chair, Faculty Assembly  
Justina Shaw – Business Incubator Director  
Rebecca Shives – Recording Secretary  
Heike Soeffker-Culicerto - Vice President, Administration and Finance (via Zoom)  
Ashley Whaley – Senior Director, College Advancement

**Call To Order**

Chair Proctor presided and convened the regular meeting at 11:30 am.

**Motion to Adjourn to Closed Session**

Mr. Newcomer moved to adjourn to closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and

to discuss a matter not related to public business pursuant to General Provision Article § 3-305(b) (1). Mr. Williamson seconded, and the motion carried by unanimous vote.

### **Re-convene Open Session**

Following adjournment of the closed session, Chair Proctor re-convened the regular meeting at 12:09 pm. In closed session, the Trustees discussed two personnel-related matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, L. William Proctor, Jr., Gregory Snook, and John Williamson. President Klauber and Executive Director Childs were also present.

### **Consent Agenda**

The Consent Agenda included the minutes for the closed, work, and open (rescinded) sessions for the March 19, 2024 meeting; the personnel report for April; the May candidates for college certificates and degrees; and Policies 3023 – The Tracking Program of Photocopying and Printing Fees, 6021 – Food Service and Campus Store Pricing Policy, 6022 – Veterans and Campus Store Purchases Policy, and 8069 – Commercial Solicitation Policy. Trustee Abraham asked the Open Session Minutes from March 19, 2024 be pulled to add more information. This update will be voted on under Old Business later in the meeting. The remaining consent agenda was approved as submitted.

### **Reports from Campus Groups**

#### ***Student Government Association***

SGA President, Jake Klauber, reported on SGA activities and planned future events including Earth Day events, and the Graduation Rehearsal after party on May 17<sup>th</sup>. SGA President, Jake Klauber also thanked the Trustees for letting him share updates as he will be transferring to Mississippi State in the fall. The Trustees thanked him for his dedication and wished him well on his future endeavors.

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

Assistant Professor Schwartz reported on faculty topics including Faculty Assembly meeting this Thursday to vote on new Faculty Assembly officers, shared governance committees, educator of the year, and emeritus faculty. The Senior Art Show will be held in the Kepler this Friday. Lori Manilla received her doctorate of nursing last month.

#### ***Mike Harsh – Scholarship Update***

Professor Harsh shared a flyer pertaining to the Grace Dull scholarship that he would like to have raised \$30,000 by June 30, 2024. Currently, the scholarship has been endowed for \$25,000.

### **President's Report**

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

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

#### **Additional Points:**

- Will be applying for a grant through the Maryland Department of Health, Behavioral Health Administration
- WSCE is up 6.5% from last year and is looking into creating a glass blowing class
- Career Expo will be held in the ARCC tomorrow from 11 am – 3 pm
- Title III year 2 goals have been met with 37 QM courses completed
- Open House last Saturday was well attended
- Dawn Schoenenberger has been selected as the new Vice President of Academic Affairs and Student Services as of today

### ***RSVP for Year End Activities***

The trustees were asked to return the RSVP for year end events to the President's Office by April 26th for planning purposes.

### ***Foundation Report***

Senior Director Whaley thanked the Trustees for their support for this year's Tribute which was a success and all Trustees were in attendance. This year's campaign is currently at 160% of the goal. The Nursing event for the 1946 donors was well attended this morning.

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

Dean Ranalli gave the Trustees an update on Middle States Accreditation. Enrollment, retention rates, and graduation rates are up. Vice President Soeffker-Culicerto, Associate Professor Benchoff, and Dean Ranalli are working on developing the self-study narrative. The goal is to have the first draft of the self-study completed in June. President Buckley from SUNY Ulster has been selected to be the team chair for HCC's accreditation. Trustee Newcomer asked questions pertaining to the accreditation process.

### **Monthly and Special Reports**

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

The Trustees asked questions pertaining to utilities and statements for the June meeting. Mr. Snook moved to accept the Financial Report as of April 30, 2024 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **Old Business**

***Approval of Open Session Minutes from March 19, 2024***

Mr. Abraham asked language be added to the Open Session minutes to include more details pertaining to the vote of the FY25 Salary Adjustment. Mr. Snook moved to approve the minutes as amended. Mr. Abraham seconded, and the motion carried by unanimous vote.

**New Business**

***Employee Benefit Costs for FY25 (ACTION)***

The Administration recommended that the College continue with all current benefit options and the employee contribution rate will be increased 10% on all benefit tiers. Mr. Newcomer moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

***Staff Re-classifications for FY25 (ACTION)***

The Administration recommended a number of exempt and non-exempt positions for reclassification. Mr. Snook moved to approve the recommended re-classifications as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

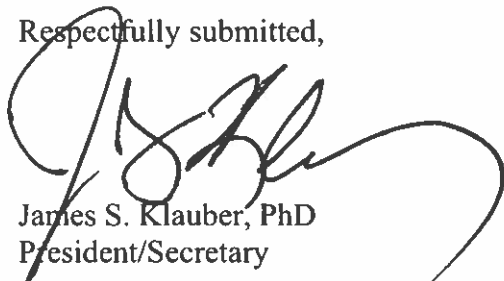
***Retaining Wall Repairs (ACTION)***

Vice President Soeffker-Culicerto recommended the contract to repair the Retaining Walls be awarded to Unisource Services, LLC. Mr. Snook moved to award the contract to Unisource Services, LLC. for \$146,275.00. Mr. Newcomer seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the Board meeting was adjourned at 2:07 pm. The next regularly scheduled meeting will be held on Tuesday, May 21, 2024, in the AC&T Student Center, Room 182 beginning at 12:00 pm.

Respectfully submitted,

A large, stylized handwritten signature in black ink, appearing to read 'J. S. Klauber', with a long, sweeping flourish extending to the right.

James S. Klauber, PhD  
President/Secretary