

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
November 19, 2024*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 19, 2024, in the Career Programs Building, Room 211 and 213, beginning at 12:00 pm. In attendance:

Board Members

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

HCC Affiliates

David Bittorf – Director, Finance
Eric Byers – HCC Chief of Police
Alicia Cullop – Manager of Procurement Services
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto – Vice President, Administration and Finance

Call to Order

Chair Lampton presided and convened the work session at 12:22 pm.

Policies for Review

Policy 8043 – Heat Safety Policy

Chief Byers stated that Executive Director Childs presented the plan last month and is currently working to organize the plan. The new policy was presented which is similar to Policy 8040 – Bloodborne Pathogen Policy. Trustee Snook asked if this came from OSHA or MOSH. Chief Byers responded it came from MOSH and the greatest impact will be for Facilities. There are areas of employees that need to be looked at before the summer months. The Trustees asked questions pertaining to how this works with outside contractors and how this would affect athletes.

Policy 4034 – Student Athlete Meal Money Plan

Vice President Soeffker-Culicerto shared updates to the policy including verbiage to include volunteer coaches. The Trustees asked if this would enough money for reimbursement. Vice President Soeffker-Culicerto responded she will be putting in a charge to have the reimbursement amount changed, this policy is just for verbiage. Trustee Abraham made a recommendation on wording that will be updated for the December meeting to be voted on.

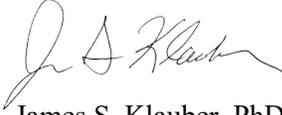
Procurement Discussion

President Klauber discussed the procurement procedure booklet that was passed out last month. Items that are listed in the budget do not need to be brought back to the board to approve for renewal each year. The Trustees asked questions regarding the dollar threshold and the budget. Director Bittorf discussed how memberships, subscriptions, capital budget projects are included in the Appendix in the budget. Trustee Abraham asked if the procurement manual should reference the Maryland procurement process.

Adjournment

There being no further business or discussion, the work session was adjourned at 12:49 pm.

Respectfully submitted,

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

James S. Klauber, PhD
President/Secretary