

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 19, 2024*

A Regular Meeting 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 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources & Campus Safety
Isabella Early – SGA, President
Abby Humbel – Digital Marketing Manager
Beth Kirkpatrick – Senior Director, Public Information & Marketing
Christine Ohl-Gigliotti – Dean of Students
Carlee Ranalli – Dean of Planning and Institutional Effectiveness
Dawn Schoenenberger – Vice President of Academic Affairs and Student Services
Richard Schulman – Director of Facilities
Rebecca Shives – Recording Secretary
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 11:00 am.

Closed Session

Mr. Newcomer moved to adjourn to closed session to conduct collective bargaining negotiations or consider matters that relate to the negotiations, and 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; any other personnel matter that affects one or more specific individuals as pursuant to Maryland General Provisions Article 3-305(b)(9)(1), respectively. Mr. Abraham 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 12:03 pm. In closed session, the Trustees discussed one matter of updating on negotiation matters and one personnel related matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, L. William Proctor, Jr., and Gregory Snook. President James Klauber, Executive Director Childs, and Ms. Cannon were also present.

Administrative Function

In accordance with Maryland's Open Meetings Act, General Provisions Article § 3 – 104, the Board of Trustees met in Administrative Function at 12:04 pm today in the Career Programs Building, Rooms 211 & 213 to discuss new information pertaining to merger with Barr Construction.

Consent Agenda

The consent agenda included the Administrative, Closed, Joint, Work, and Regular session minutes for October 15, 2024, the personnel report for November 2024, and the December candidates for college certificates and degrees. All were approved as submitted.

Reports from Campus Groups

Student Government Association

Isabella Early gave an update on the upcoming events happening on campus as well as success of events that took place since the last meeting. Some past events include the hedgeapple roll, national vote early day, and the student Halloween party. Some upcoming events include the Winter Formal on December 6th.

Faculty Assembly

Professor Stein discussed faculty-related topics of interest including Associate Professor Jane Choi-Doan having an article in the *Tristate Outdoor Magazine*, Assistant Professor Robin Witmer-Kline winning third place in the Poetry division for the Fall 2024 edition of HCC'S Hedgeapple magazine, the success of the Faculty Art Show opening night, and Professor DJ Madron's Sociology 101 courses holding a raffle to help local families for the holidays through the Community Action Council.

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 included:

- Maryland Symphony will no longer be having the 4th of July Salute to Troops here at HCC
- DBM has approved the ATC renovations
- Pre-Legislative Day with the Washington County Delegation is tomorrow in the CPB
- The Facility Master Plan committee will be presenting the draft in the December Board Meeting
- The Employee Holiday Party will be on Tuesday, December 17, 2024, from 5 pm – 7 pm at Antietam Brewery
- MACC Leadership Conference will be January 27, 2025 in Annapolis

Draft Agenda for Joint Meeting with Foundation Executive Committee December 17, 2024

President Klauber shared the draft agenda for the joint meeting with the Foundation Executive Committee on December 17, 2024.

Foundation Report

Senior Director Whaley discussed updates with the Foundation. Save the Dates for the Tribute will be going out soon for April 4, 2025. Becky McDermott is stepping down from her full-time grant writing position and is taking a part-time position within the College Advancement Office effective February 1st. Currently at 27% of fundraising goal. Shared a few new endowment scholarships.

Middle States Report

Dean Ranalli shared updates regarding the reaccreditation process. Dr. Buckley who is the chair of the reaccreditation team will be visiting HCC on Thursday. Dean Ranalli passed out the draft of the self-study. Trustee Snook asked if the Trustees should look into adding other standing committees other than the Nomination and Audit committees. Dean Ranalli responded she will look into how other MACC colleges are doing committees in order to evaluate our process.

Monthly and Special Reports

Financial Report as of October 31, 2024 (ACTION)

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

New Business

Capital Improvement Project Plan (CIP) (ACTION)

President Klauber discussed the Capital Improvement Project Plan. Mr. Snook moved to approve the CIP plan as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Academic Calendar for FY26 (ACTION)

Mr. Abraham moved to approve the Academic Calendar for FY26 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Digital Marketing/Social Media Presentation

Senior Director Kirkpatrick wanted to recognize Manager Humbel on her District I Rising Star Award from the National Council for Marketing & Public Relations (NCMPR). She is now one of seven finalists for the national NCMPR Rising Star Award which will be given in March.

Manager Humbel shared a report on statistics of two trending videos HCC created: Dr. Klauber's Gen Z Video and the Mid-terms Video. Both of these videos were played for the Trustees.

The new Hawkeye Plush toy that Manager Humbel helped design were given to the Trustees. These plush toys will be for sale in the Campus Store.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:34 pm. The next regularly scheduled meeting will be held on December 17, 2024 in the Career Programs Building Room 211 and 213, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary