

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
March 18, 2025***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 18, 2025, in the Career Programs Building, Room 211 and 213, beginning at 11:45 am. In attendance:

Board Members

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

HCC Affiliates

Jamie Cannon- Labor Relations
Jennifer Childs – Executive Director, Human Resources
Alicia Cullop – Manager, Procurement Services
Kathleen D’Ambrisi – Dean of Instruction
Isabella Early – President, SGA
Beth Kirkpatrick – Senior Director, Public Information and Government Relations
Christine Ohl-Gigliotti – Dean, Student Services
Carlee Ranalli – Dean, Planning and Institutional Effectiveness
Dawn Reed - Coordinator of Administration & Finance
Dawn Schoenenberger - Vice President, Academic Affairs and Student Services
Richard Schulman - Director of Facilities Management and Planning
Theresa Shank – Dean, Workforce Solutions and Continuing Education
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 11:45 am.

Motion to Adjourn to Closed Session

Mr. Snook 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 conduct collective bargaining negotiations or consider matters that relate to negotiations pursuant to General Provision Article § 3-305(b)(1)(9). Ms. Brooks seconded, and 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 four (4) personnel-related matters and one (1) matter pertaining to collective bargaining. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, Gregory Snook, and John Williamson. President Klauber, Executive Director Childs, and Ms. Cannon were also present.

Consent Agenda

The consent agenda was comprised of the closed, work, and open session minutes for the February 18, 2025 meeting; the work and administrative session minutes from the March 4, 2025 Board Retreat; the personnel report for March 2025; and policies 8074, 4016, and 4023. All were approved as submitted.

Reports from Campus Groups

Student Government Association

SGA President, Isabella Early, reported on SGA events and planned future events including the bus walking tour at Antietam Battlefield on March 21st, multiple Earth Day activities in April with the environmental club, Spring Formal on April 11th, 2025 – 2026 SGA Elections the week of April 21st, and updates on the Hedgeapple Literary Magazine.

Faculty Assembly

Professor Stein discussed faculty topics of interest including Kathy Fike passing her certification for Health Management Administrator, updates with PTK students including Scott Petty winning the 2025 New Century Transfer Pathway Scholar and Thomas Weidmyer winning the 2025 Coca-Cola Gold Scholar, many master classes being completed, BISFA Art Exhibit in the Kepler and the Annual Faculty Art Show.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Academic Affairs, Student Services, and College Advancement.

Additional points:

- The HCC Police Jurisdiction bill has made it through the House of Delegates
- Preparing for Middle States visit next week
- ATC is moving along with the architects
- Bowman Center is moving along and may be finished on April 1st. The first event held there will be the Barr Construction Institute Graduation and classes may start in June.
- Dr. Klauber is on a panel discussion at the InBIA Conference in Philadelphia in April

- Sent out a PTK information letter to parents of dual credit enrolled WCPS students who are eligible and have received a good response
- Trustee Williamson asked for an update on dual credit enrollment. Vice President Schoenenberger gave an update including having a plan for next year for ENG-101 classes, NACEP Accreditation and increasing numbers while keeping quality.

Foundation Report

Senior Director Whaley gave a report on the Foundation. This report included the golden ticket raffle that will be held at the Tribute on April 4th, goals for this year excluding planned giving are at 92.26%, new employee Kristin Johnson has joined the team, and the success of the Flower and Garden Show this past weekend.

Middle States Report

Dean Ranalli discussed updates with next week's Middle States visit. Timelines, schedules, and bios were passed out to the Trustees so they can be prepared for their meetings with the Middle States Team.

Monthly and Special Reports

Financial Report as of February 28, 2025 (ACTION)

Vice President Soeffker-Culicerto summarized the financial report for the period ending February 28, 2025. Mr. Newcomer moved to accept the financial report for the period ending February 28, 2025 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Annual Workforce Solutions and Continuing Education Report

Dean Shank discussed Workforce Solutions and Continuing Education. She discussed the various programs offered, contract training, grants, and workforce development sequence scholarships program. Enrollment for FY25 is continuing to grow.

New Business

Capital Funding and Reserve Designations (ACTION)

The Administration recommended that \$25,546,897 of the General Fund Balance be designated to meet specific unfunded capital improvement project needs and potential additional healthcare costs. Mr. Abraham moved to approve as recommended. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Credit Tuition for FY26 (ACTION)

The recommendation is being made to increase tuitions rates for FY26 by 4% and no increase to the general college fee and registration fee. Mr. Newcomer moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY26 (ACTION)

Mr. Abraham moved to approve the Student and Community Fee Schedule for FY26 as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Continuing Education Tuition and Fees for FY26 (ACTION)

Vice President Soeffker-Culicerto shared the recommended changes to increase public offerings, educational conferencing and workshops, and contract training. Mr. Abraham asked about the MD Code, Education language in the action item discussing out of state costs. After discussion, it was agreed to strike this language. Mr. Abraham moved to approve the recommendation with the modification of strikethrough language. Mr. Snook seconded, and the motion carried by unanimous vote.

Facilities Program Part I & Part II ASA (ACTION)

President Klauber discussed presentations from the two highest scoring firms that were presented on March 7th. Mr. Abraham moved to award the contract for the development of the Part I and Part II program documents to Murphy & Dittenhafer Architects for \$178,820. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Emeritus Award/Policy 5070/Dr. Warner (ACTION)

Based on information President Klauber received just before the Board meeting, information was shared about Dr. Warner, former VP of Academic Affairs and Student Support at HCC; the Board discussed their desire to award Dr. Warner Administrator Emeritus status. Due to time sensitivity of the nomination, the Board modified its agenda to provide for this action item on the agenda. Mr. Abraham moved to approve the nomination and award Dr. David Warner as Administrator Emeritus. Ms. Brooks seconded, and the motion carried by unanimous vote.

Adjourn

There being no further business or discussion, the open session was adjourned at 3:02 pm. The next regularly scheduled meeting will be held on Tuesday, April 15, 2025, in the Career Programs Building Rooms 211 and 213.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary