

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 18, 2024***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 18, 2024, in the AC&T Student Center, Room 182, beginning at 10:30 am. In attendance:

Board Members

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

HCC Affiliates

Jamie Cannon - Labor Relations General Counsel
Jennifer Childs - Executive Director of Human Resources & Campus Safety
Beth Kirkpatrick - Senior Director, Public Information & Marketing
Kendra Perry - Coordinator, Library Services & Learning Support Services
Carlee Ranalli – Dean, Planning and Institutional Effectiveness
Dawn Reed - Coordinator of Administration & Finance
Richard Schulman - Director of Facilities Management and Planning
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto – Vice President, Administration and Finance
Ashley Whaley – Senior Director, College Advancement

Call to Order

Chair Proctor presided and convened the regular meeting at 10:32 am.

Closed Session

Ms. Brooks moved to adjourn to closed session to discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction, to protect the privacy or reputations of individuals concerning a matter not related to public business, and consult with counsel to obtain legal advice pursuant to Maryland General Provisions Article § 3-305(b) (1), (2), and (7), respectively. Mr. Newcomer seconded, the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Proctor re-convened the regular meeting at 12:55 pm. In closed session, the Trustees conducted one (1) performance evaluation, discussed a matter not related to public business, and consulted with general counsel. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Thomas Newcomer, William Proctor, Gregory Snook, and John Williamson. President James Klauber, Executive Director Childs, and General Counsel Cannon were also present.

Consent Agenda

The consent agenda included the work, closed, and open session minutes for May 21, 2024; the personnel report for June 2024; and the policies reviewed in May – 4039 – Heroin Opioid Prevention (deletion), 5001 – Employee Handbook, 5005 – Employee Performance Evaluations, 5006 – Employee Discipline, Due Process and Appeal Policy, 5007 – Employee Grievance Process, 5020 – Group Health Benefits Policy, 5031 – Employment Expectations and Professional Conduct of Trust, 5031A – Code of Trust (deletion), 5035 – Conflict of Interest Policy, 5040 – Administrative Staff and Faculty Sabbatical Leave, 5043 – Military Leave-Reserve Training and Active Duty, 5081 – Alternate Contributory Pension Selection Plan (ACPSP), 5092 – Drug/Alcohol Free Environment (deletion), 8020 – Alcohol Possession and Uses on Campus Property (deletion), 8030 – Alcohol, Tobacco, Opioid, and other Drug Awareness Policy, 8041 – Communicable Disease, 8070 – Campus and Workplace Violence, 2010 – Board Bylaws, 4013 – Repeating a Course, 4011 – Administrative Student Course Withdrawal Policy, 4036 – Student Organization Policy, 6020 – Purchasing Policy, and 6039 – Asset Capitalization and Inventory Control. The consent agenda was approved as submitted.

Reports from Campus Groups

Student Government Association

There was no report from the SGA this month.

Faculty Assembly

There was no report from the Faculty Assembly this month.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Academic Affairs, Workforce Solutions and Continuing Education, and College Advancement.

Additional Points:

- Northern Avenue construction is continuing amid hold ups

- BCR Cyber Range Grant MOU has been signed with Allegany Community College of Maryland and Garrett College. The range will be operational around March 2025.
- Summer enrollment is looking good as well as Fall enrollment.
- Waiting on MOU with WCPS for upcoming year.
- Numbers for ESL completers who completed CNA or phlebotomy program have increased.

Foundation Report

Senior Director Whaley stated the Foundation Executive Board had their annual meeting to elect new officers. The officers for FY25 include:

President – Jim Pierne
Vice President – Dustin Watson
Secretary - Melinda Worden
Treasurer - David “D.R.” Risser
Immediate Past President – Laura Herrera

Linda Ebersole and Taylor Davis have stepped down. A few new members have joined in their place.

Middle States Report

Dean Ranalli shared the drafts of chapters for each standard are being edited by the committee members.

Monthly and Special Reports

Financial Report as of May 31, 2024 (ACTION)

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

College Insurance Review

Vice President Soeffker-Culicerto gave a brief summary of the College insurance coverage report.

Annual Governance Report

Dean Ranalli gave an overview of shared governance over the past year, including a summary of the policy work. There were 47 policies revised and approved this year. A committee was formed to review the Shared Governance Guidebook this year. Curriculum and assessments have been reviewed to be ready for Middle States visit.

Cultural Diversity Plan (ACTION)

Dean Ranalli discussed the Cultural Diversity Plan. This year's Cultural Diversity Plan covered a summary of the college's plan to improve on cultural diversity. Dean Ranalli shared with the Trustees that the college has been working on this for a few years now which was represented in the report. Dean Ranalli reported on what HCC does for all students and how the college looks at all programs to make sure our students succeed. Dean Ranalli also reported on outreach/community involvement. Ms. Lampton moved to accept the Cultural Diversity Plan as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

2023 – 2024 Program Reviews

Dean Ranalli shared program reviews for Administration of Justice, Commercial Vehicle Transportation, Psychology, and Visual Arts. An external reviewer for each program came and gave a report to show what the program was doing well in and where there could be improvements. These reports have shown where these programs can be improved.

Library Collection Development Report

Coordinator Perry shared the library collection development report which included new software and replacing books.

New Business

Capital Fund and Reserve/Additional Designation to the NACC Project (ACTION)

Vice President Soeffker-Culicerto shared update on the NACC project including additional repairs to the roof due to extensive moisture damage. Mr. Newcomer moved to designate \$1.2 million from the undesignated Capital Fund and Reserve balance to the NACC project. Ms. Lampton seconded, and the motion carried by unanimous vote.

Tree and Bench Naming (ACTION)

In accordance to Policy 8060 – Naming College Facilities, Senior Director Whaley asked the Trustees to approve the request of naming a pink dogwood tree and silver bench located in front of the STEM, within the Waltersdorf Quad. Ms. Lampton moved to approve the request as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Policy 2036 – Audit Committee (ACTION)

Mr. Abraham moved to accept the revisions presented in Work Session to Policy 2036 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Policy 6030 – Appointment of External Auditors (ACTION)

Mr. Abraham moved to accept the revisions presented in Work Session to Policy 6030 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Old Business

Finalize Board Meeting Dates for FY25 (ACTION)

Ms. Lampton moved to approve the Board Meeting dates for FY25. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Plan and Operating Budget for FY25 (ACTION)

Mr. Abraham moved to approve the Plan and Operating Budget for FY25 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Board Re-organization for FY25 (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Proctor turned the meeting over to President Klauber to conduct an election for the office of chair for FY25. Trustee Brooks nominated Ms. Paula Lampton as candidate for Board Chair. There were no nominations from the floor, so President Klauber declared the nominations closed, and Ms. Lampton was elected by acclamation.

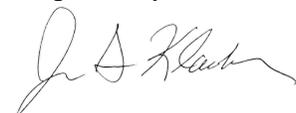
Trustee Brooks nominated Mr. Thomas Newcomer for Vice-Chair. There were no nominations from the floor, so President Klauber declared the nominations closed, and Mr. Newcomer was elected by acclamation.

Chair Proctor resumed chairmanship of the meeting. Mr. Abraham added that the Board acknowledged that President Klauber would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:08 pm. The next regularly scheduled meeting will be held on September 17, 2024, in the Career Programs Building, Rooms 211 and 213 unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary