

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
May 21, 2024***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 21, 2024, in the AC&T Student Center, beginning at 10:30 am. 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

David Bittorf – Director, Finance  
Emily Boward – Instructor, Biology  
Jamie Cannon- Labor Relations  
Jennifer Childs – Executive Director, Human Resources  
Gabby Cook – HCC Student  
Alicia Cullop -Manager of Procurement Services  
Catherine “Liz” Hadley – Assistant Professor, English Language Learners  
Beth Kirkpatrick – Senior Director, Public Information and Government Relations  
Lore Kuehnert – Professor, US & World History  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli - Dean, Planning & Institutional Effectiveness  
Andy Reid – Volunteer Track & Field Coach, High Jump  
Stacy Reikowsky – Instructor, History  
Daniel Ryan – Assistant Professor, Sociology  
Dawn Schoenenberger - Vice President, Academic Affairs and Student Services  
Jeffrey Schram – Assistant Professor, Biological Sciences/Anatomy & Physiology  
Richard Schulman - Director of Facilities Management and Planning  
Eric Schwartz – Chair, Faculty Assembly  
Rebecca Shives – Recording Secretary  
Heike Soeffker-Culicerto - Vice President, Administration and Finance  
Ashley Whaley – Senior Director, College Advancement

Others in Attendance

David Kociemba – AFT National Representative

## **Call To Order**

Chair Proctor presided and convened the regular meeting at 10:30 am.

## **Motion to Adjourn to Closed Session**

Ms. Brooks 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; to consult with counsel to obtain legal advice, and to discuss a matter directly related to the contents of a bid or proposal pursuant to General Provision Article § 3-305(b) (1), (7) and (14), respectively. Mr. Newcomer 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 1:10 pm. In closed session, the Trustees discussed two personnel-related matter, one matter to obtain legal advice, and one matter related to the contents of a bid or proposal. 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, 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 April 16, 2024 meeting; the personnel report for May 2024; and policies 4070 and 8006. All were approved as submitted.

## **Reports from Campus Groups**

### ***Gabby Cook***

Student Athlete, Gabby Cook is a two-time NJCAA National Champion in the women's high jump. Volunteer Coach, Andy Reid, spoke to the Trustees of Ms. Cook's accomplishments during her time at HCC. Ms. Cook stated she hopes to hit 5'11" for the high jump as well as compete in the Olympics. Ms. Cook shared the colleges she has narrowed down in hopes to attend. The Trustees congratulated her on her accomplishments and wished her well in your next adventure.

### ***Faculty Assembly***

Assistant Professor Schwartz provided information confirming the certification from the Public Employee Relations Board which indicates the full-time faculty are represented exclusively by AFT- MD. Mr. Schwartz acknowledged a representative from AFT as well as faculty members were in attendance. He also shared a topic for future conversation from AFT will be regarding the implementation of the 6% percent salary increase.

## **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:**

- Olympia has been put on notice for their services ending July 31, 2024. An RFP for custodial services has been posted.
- Summer enrollment is looking good
- Dr. Kathleen D'Ambrisi has been named as the new Dean of Instruction as of June 3, 2024
- Hagerstown Startup Week is going on and has good attendance

### ***Proposed Board Meeting Dates for FY25***

The Board reviewed and discussed the proposed Board meeting dates for FY25. Final action will be taken at the June meeting.

### ***Foundation Report***

Senior Director Whaley shared the fundraising goal for this year of \$750,000 has been surpassed and the foundation has raised \$1.1 million. The Foundation Board will be finalizing the goal for next year at the annual meeting on June 12<sup>th</sup>. The Tribute for this year netted \$102,000. There will be a survey sent to the Trustees in regards to topics for the Foundation Board Retreat on August 12<sup>th</sup>.

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

Dean Ranalli gave updates including the Preliminary visit will be on Thursday, November 21<sup>st</sup> and the Self Study visit will be Sunday, March 23 – Wednesday, March 26, 2025.

## **Monthly and Special Reports**

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

Mr. Newcomer moved to accept the Financial Report as of April 30, 2024 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Pay Rate Schedule for Temporary and Grant-funded Positions and Additional Assignments for FY25 (ACTION)***

Mr. Newcomer moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

***Draft Plan and Operating Budget for FY25***

Vice President Soeffker-Culicerto briefly discussed the draft Plan and Operating Budget for FY25, noting that it was a draft and final edits and clarifications would be made. Action would be taken at the June meeting.

***Approval of Campus Volunteers (ACTION)***

Coordinator Stewart reported on the Volunteer Corps for FY24. There are a total of 428 volunteers, including 152 regular volunteers and 276 student volunteers. Since the college began tracking hours in 2006, there have been 146,942 hours of volunteer service given at HCC. Mr. Abraham moved to approve the Volunteer Corps report as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

***Updating Purchasing Threshold (ACTION)***

Manager Cullop reported the competitive bidding threshold was changed for the State of Maryland as of October 1, 2023 by the Governor signed HB0543. Several other community colleges in Maryland have changed their bidding thresholds to reflect this update. Mr. Abraham moved to approve the recommended change to increase the HCC Purchasing Threshold from \$50,000 to \$100,000 to match the State of Maryland. Ms. Brooks seconded, and the motion carried by unanimous vote.

***OPEB Investment Management Services (ACTION)***

Manager Cullop shared the scores for the RFP for the Design Services for OPEB Investment Management Services. The top 2 firms, PNC Bank and Morgan Stanley, had a tie for their scores. The Trustees discussed both options. Mr. Williamson moved to select Morgan Stanley as the firm for the OPEB Investment Management Services. Ms. Lampton seconded, and the motion carried by unanimous vote.

***Faculty Recommended for Emeritus Status (ACTION)***

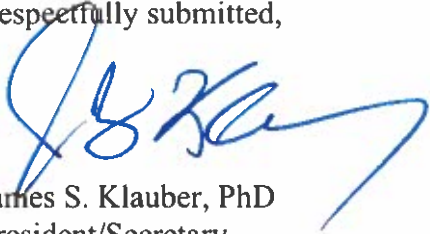
Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the Board meeting was adjourned at 2:03 pm.

The next regularly scheduled meeting will be held on Tuesday, June 28, 2024, in the AC&T Student Center, Room 182 beginning at 12:00 pm.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary