

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
May 21, 2024*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 21, 2024, in the AC&T Student Center, beginning at 11:30 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
Jamie Cannon – Labor Relations
Jennifer Childs – Executive Director of Human Resources
Alicia Cullop – Manager of Procurement Services
Alicia Henson – Associate Professor, Math (DEALS)
Christine Ohl-Gigliotti – Dean of Students
Carlee Ranalli – Dean, Planning & Institutional Effectiveness
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance

Call to Order

Chair Proctor presided and convened the work session at 12:16 pm.

Policies for Review

Policy 4039 – Heroin and Opioid Addiction and Prevention

This policy was recommended to be deleted and combined with Policy 8030. The Trustees had no objections to the recommendations.

Policy 5001 – General Human Resources Policy Statement

This policy was recommended to update the title as well as language to refer to the Employee Handbook. The Board inquired if some Policies may need to be modified in the future due to upcoming negotiations with AFT. Jennifer Childs indicated that it may create some changes, however, she and Ms. Cannon referenced Policy 5001 and specifically pointed out that there is a statement “Should any provision in the Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision,” and acknowledged faculty may decide to negotiate different provisions and the AFT/HCC new contract would set out those terms, and specifically referenced this in relation to

Policy 5021 The Employee Sick Leave Bank. The Trustees had no objections to the recommendations.

Policy 5005 – Employee Performance Evaluations

This policy was rewritten to include details regarding the process through Kronos. The Trustees had no objections to the recommendations.

Policy 5006 – Dismissal of Employees

The policy has updated verbiage including the process and changing the title. The Trustees had no objections to the recommendations.

Policy 5007 – Employee Grievance

This policy has updated verbiage. The Trustees had no objections to the recommendations.

Policy 5020 – Employee Benefits Policy

This policy has updated verbiage. The Trustees had no objections to the recommendations.

Policy 5021 – Employee Sick Leave Bank Policy

Executive Director Childs discussed sunsetting this policy as is since the sick bank has not been utilized the past few years. In the future, this policy can be brought back if needed. The Trustees had no objections to the recommendations.

Policy 5031 – Employment, Responsibilities, and Professional Conduct

This policy was updated to include language from Policy 5031A. The Trustees had no objections to the recommendations.

Policy 5031A – Code of Trust

This policy is recommended to be deleted and merged with Policy 5031. The Trustees had no objections to the recommendations.

Policy 5035 – Conflict of Interest Policy

This policy has updated verbiage. The Trustees had no objections to the recommendations.

Policy 5040 – Administrative Staff and Faculty Sabbatical Leave

This policy is recommended to update the title. There was discussion on the sabbatical leave for staff and faculty. The Trustees had no objections to the recommendations.

Policy 5043 – Military Leave – Reserve Training and Active Duty

This policy has updated verbiage. The Trustees had no objections to the recommendations.

Policy 5081 – Alternative Contributory Pension Selection Plan (ACPSP)

This policy has updated verbiage. The Trustees had no objections to the recommendations.

Policy 5092 – Drug/Alcohol Free Environment

This policy was recommended to be deleted and combined with Policy 8030. The Trustees had no objections to the recommendations.

Policy 8020 – Alcohol Possession and Uses on Campus Property

This policy was recommended to be deleted and combined with Policy 8030. The Trustees had no objections to the recommendations.

Policy 8030 – Tobacco-Free Policy

This policy has been rewritten to combine Policy 4039, 5092, and 8020. The title of the policy will be updated to reflect this change. The Trustees had no objections to the recommendations.

Policy 8041 – Communicable Disease

This policy has updated verbiage to follow updated regulations. The Trustees had no objections to the recommendations.

Policy 8070 – Campus and Workplace Violence

This policy has updated verbiage. The Trustees suggested adding language pertaining to visitors. This will be updated for the next meeting.

Policy 2010 – Board Bylaws

The policy has updated verbiage to clarify the process of being added to the board meeting agenda as well as public comment. The Trustees had no objections to the recommendations.

Policy 4013 – Repeating a Course

Dean Ranalli shared this policy has been rewritten to include language pertaining to criteria, restrictions, and grading. The Trustees had no objections to the recommendations.

Policy 4011 – Involuntary Withdrawal Policy

Dean Ohl-Gigliotti shared updates to this policy to better explain the process and criteria. The Trustees had no objections to the recommendations.

Policy 4036 – Student Organization Policy

Dean Ohl-Gigliotti shared updates to this policy including specifying process to become a club and administrative procedures for clubs. The Trustees had no objections to the recommendations.

Policy 6020 – Purchasing Policy

Vice President Soeffker-Culicerto and Manager Cullop shared updates including updating the purchasing threshold. The Trustees had no objections to the recommendations.

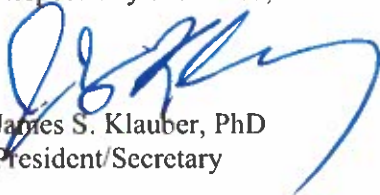
Policy 6039 – Asset Capitalization

Director Bittorf answered questions from the Trustees regarding what is considered an asset and inventory control. The Trustees had no objections to the recommendations.

Adjournment

There being no further business or discussion, the work session was adjourned at 1:03 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J. Klauber', is written over the typed name and title.

James S. Klauber, PhD
President/Secretary