

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
January 21, 2025***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 21, 2025, in the Career Programs Building 211 and 213 and over Zoom, 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 (via Zoom)  
L. William Proctor, Jr.  
John Williamson

HCC Affiliates

Jessica Baker – Allied Health Program Manager  
Jamie Cannon – Labor Relations  
Jennifer Childs – Executive Director, Human Resources  
Isabella Early – President, SGA  
Beth Kirkpatrick – Senior Director, Public Information & Marketing  
Carlee Ranalli – Dean of Planning and Institutional Effectiveness  
Stacy Reikowsky – Instructor, History  
Richard Schulman - Director of Facilities Management and Planning  
Rebecca Shives – Recording Secretary  
Heike Soeffker-Culicerto - Vice President, Administration and Finance  
Rebecca Westmeyer – Vice Chair, Faculty Assembly  
Ashley Whaley – Senior Director, College Advancement  
Amos McCoy – Barr Construction Manager

**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 discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction and to receive legal advice pursuant to

Maryland General Provisions article 3-305(b) (1) (7), respectively. Ms. Brooks 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 1:00 pm. In closed session, the Trustees discussed two (2) personnel-related matters and one matter of legal advice. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, William Proctor, Gregory Snook, and John Williamson. President James Klauber, Executive Director Childs, and Ms. Cannon were also present.

### **Introduction of All USA Academic Team Nominees**

PTK advisors, Stacy Reikowsky and Jessica Baker, introduced the All USA Academic Team Nominees. Mr. Thomas Weidmyer and Mr. Richard Scott Petty are representing the Transfer Scholarship nominees. Mr. Weidmyer is a business and mathematics major. Mr. Petty is a cybersecurity major. Ms. Rebecca Vandiver and Ms. Rebekah Sanders have been selected for our Workforce Scholarship nominees, but were unable to make it to the meeting. Ms. Vandiver is pursuing Nursing. Ms. Sanders is pursuing Radiography.

### **Consent Agenda**

The consent agenda was comprised of the closed, administrative, work, joint and open session minutes for the December 17, 2024 meeting; the personnel report for January 2025; and policies 3060 – Tuition Rate Discounts for Dual Credit Students, 3075 – Tuition Discount for Out of State Veterans Using VA Benefits, 3078 – Victims of Human Trafficking Tuition Discount, 6045 – GASB 75, 6060 – Identity Theft Prevention Program, 6070 – Personal Loans & Cash Advances, 7060 – Facilities Rental and Usage by Outside Organizations, and 8055 – Use of College Vehicles. All were approved as submitted.

### **Report from Campus Groups**

#### ***Student Government Association***

Isabella Early, president for the SGA, discussed past events so far this month as well as upcoming events. These events include: SGA helping with New Student Orientation, Spring Club Fair on January 28<sup>th</sup>, Student Leadership Retreat on January 31<sup>st</sup>, Bus Trip to DC on February 9<sup>th</sup>, Student Advocacy Day on February 13<sup>th</sup>, Gymkana, and Katsucon convention.

#### ***Faculty Assembly***

Professor Westmeyer reported on topics relating to faculty including Alicia Drumgoole being a keynote speaker at the Creative Writing Colloquium at Wilson College, Ed Sigler working with University of Maryland to have engineering classes transfer, and numerous QM certifications.

## **President's Report**

### ***Board Briefing Summary***

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

Additional point:

- Amos McCoy was introduced and gave the Trustees an update on the progress with the Barr Construction transition. There are currently 160 apprentices enrolled.
- Budget presentation with the County Commissioners went well on January 14<sup>th</sup>
- Cade funding was approved at 27.2% this year and the ATC is funded as well.
- Going to Annapolis tomorrow for Washington County Day and hope to speak with Delegate Woleck on her bill regarding the eight dimensions of wellness reporting

### ***Foundation Report***

Senior Director Whaley gave an update on the foundation. The cash that has been collected from the campaign so far is at 64% which is right on track. The foundation's fundraising for the year is 43% to goal. Funds from the Take2! Program will be redesignated for funds for students in programs with high fees such as Dental Hygiene. Tribute invitations will be sent out soon.

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

Dean Ranalli shared updates including a team has been selected for the visit in March and she will have their bios prepared for the Trustees next month. The Kickoff dinner for the visit will be held on Sunday, March 23<sup>rd</sup> and the Trustees will have lunch with the team on Tuesday, March 25<sup>th</sup>.

## **Monthly and Special Reports**

### ***Financial Report as of December 31, 2024 (ACTION)***

Mr. Abraham moved to accept the financial report as of December 31, 2024. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Laptops for North Point Veteran's Home (ACTION)***

President Klauber discussed donating up to 20 laptops and one all-in-one computer to North Point Veterans Home. HCC Purchasing Procedures provide that on rare occasions, HCC may make a donation of surplus used equipment to another tax-exempt institution. These devices are

intended to be recycled as they are not of use to HCC anymore. Mr. Abraham moved to approve this donation of laptops to North Point Veterans Home. Mr. Newcomer seconded, and the motion carried by unanimous vote.

### ***Salary Adjustment***

Executive Director Childs presented a staff reclassification for FY25. Ms. Brooks moved to approve the reclassification. Mr. Newcomer seconded, and the motion carried by unanimous vote.

### **Old Business**

#### ***Facility Master Plan (ACTION) and Campus Master Plan Update***

Dean Ranalli shared an updated draft with the Trustees. Mr. Snook moved to approve the Facility Master Plan subject to amendments and clarification. Mr. Abraham seconded, and the motion carried by unanimous vote.

Dean Ranalli shared a short presentation on the Campus Master Plan Vision for the Trustees.

### **Adjournment**

There being no further business or discussion, the open meeting was adjourned at 2:27 pm. The next meeting will be held on February 18, 2025 in the Career Programs Building, Rooms 211 and 213.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary