

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
January 21, 2025*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 21, 2025, in the Career Programs Building, Room 211 and 213 and via Zoom, beginning at 12:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jessica Baker – Allied Heather Program Manager
Eric Byers – Director of Public Safety
Jennifer Childs - Executive Director of Human Resources & Campus Safety
Rebecca Shives – Recording Secretary

Call to Order

Chair Lampton presided and convened the work session at 12:10 pm.

Background Checks and Fingerprinting Discussion

HCC purchased a background/fingerprinting machine awhile back and has been awaiting approval from the state. Manager Baker and Chief Byers discussed using the live scan machine for students who are in special programs that require background checks and fingerprinting such as Nursing. Over 800 students have needed to get background checks and fingerprinting for clinical rotations this past year. Pricing for how much this process costs for outside sources was discussed as well as the proposed pricing for in house services. This would be incorporated in student fees and the service could be completed at program orientation. The Trustees had no objections. An action item will be brought to next month's meeting to add this change.

Policies for Review

Policy 2010 – Board Bylaws

President Klauber discussed the recommended language to be added to the public comment section. The Trustees had no objections.

Policy 2010A – Temporary Amendment to Bylaws

President Klauber recommended repealing this temporary amendment as this topic is now covered in Policy 2010. The Trustees had no objections.

Policy 2011 – Special Rule of Order to Permit the Use of Consent Agenda

The Trustees reviewed this policy and had no change recommendations.

Policy 2035 – Trustees Position Description

The Trustees reviewed this policy and had no change recommendations.

Policy 2040 – Policy Creation and Review

The Trustees reviewed this policy and had no change recommendations.

While discussing this policy, Trustee Abraham asked about creating a policy about document retention. The Open Meetings Act states open meeting minutes need to be kept for five years, but does not state about other minutes. President Klauber added about archiving documents to preserve the history of the college. He will research information about this.

Adjournment

There being no further business or discussion, the work session was adjourned at 12:37 pm.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary