

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Work Session
February 20, 2024*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 20, 2024, in the Career Programs Building Room 211 and 213 and via Zoom, beginning at 12:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources & Campus Safety
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance

Call to Order

Chair Proctor presided and convened the work session at 11:59 am.

Policies for Review

Policy 3070 – Maryland National Guard Tuition Discount

Vice President Soeffker-Culicerto shared there are no changes to the state guidelines so no changes are needed to the policy. Trustee Snook asked a question pertaining to other military tuition guidelines. The trustees had no objections to this policy.

Insurance Update

Executive Director Childs gave the Trustees an update on insurance for upcoming fiscal year as all insurance was out for bid. She is working with HCC's broker to keep insurance as is or minimal increase and will keep the Trustees updated.

Initial Budget Discussion

President Klauber updated the Trustees on potential faculty promotions, reclassifications, and new hires that will be needed for FY25 so they can be prepared when these are presented at a later meeting.

Adjournment

There being no further business or discussion, the work session was adjourned at 12:59 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber". The signature is fluid and cursive, with a large initial "J" and "S".

James S. Klauber, PhD
President/Secretary