

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 16, 2024*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 16, 2024, in the Career Programs Building 211 and 213 and over Zoom, beginning at 1:00 pm. In attendance:

Board Members

Carolyn Brooks
James Klauber, Secretary/President
Paula Lampton, Vice Chair
Thomas Newcomer
Gregory Snook
L. William Proctor, Jr., Chair
John Williamson

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Corvus Crump – HCC Student
Tyler Howsare – Webmaster (via Zoom)
Abby Humbel - Digital Marketing Manager
Sara Jacobs - Multimedia Production Specialist
Beth Kirkpatrick – Senior Director, Public Information & Marketing
Jake Klauber – President, SGA
Christine Ohl-Gigliotti – Dean of Students
Stacy Reikowsky – Instructor, History
Dawn Schoenenberger – Interim Vice President, Academic Affairs and Student Services
Richard Schulman - Director of Facilities Management and Planning
Eric Schwartz - Chair, Faculty Assembly
Rebecca Shives – Recording Secretary
Morgan Sites - WSCE Marketing Coordinator
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Ashley Whaley – Senior Director, College Advancement

Others in Attendance

Mary DeLuca – Vice President, Interact Communications
Amy Hazelhurst – Senior Internet Marketing Consultant, ReachLocal

Call To Order

Chair Proctor presided and convened the regular meeting at 1:03 pm.

Closed Session

Ms. Lampton moved to adjourn to closed session to discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction pursuant to Maryland General Provisions article 3-305(b) (1). Mr. Newcomer seconded the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Proctor re-convened the regular meeting at 1:00 pm. In closed session, the Trustees discussed two (2) personnel-related matters. Present during closed session were Trustees Carolyn Brooks, Paula Lampton, Thomas Newcomer, William Proctor, Gregory Snook, and John Williamson. President James Klauber and Executive Director Childs were also present.

Introduction of All USA Academic Team Nominees

PTK advisor, Stacy Reikowsky, introduced the All USA Academic Team Nominees. Mr. Jake Klauber and Ms. Brynn Lietuvnikas are representing the Transfer Scholarship nominees. Mr. Klauber is a biology and biotechnology major. Ms. Lietuvnikas is the Vice President for PTK. Ms. Janet Pierre and Mr. Richard Riddle have been selected for our Workforce Scholarship nominees. Ms. Pierre is graduating with her Associates in Business Administration and hopes to work locally. Mr. Riddle is working on his degree in Commercial Vehicle Transportation in hopes to work for WCPS.

Consent Agenda

The consent agenda was comprised of the closed, work, joint and open session minutes for the December 19, 2023 meeting; the personnel report for January 2024; and policies 4040 – Code of Student Conduct and 8068 – Freedom of Expression on Campus (Revised title from “Expressive Activity”). All were approved as submitted.

Report from Campus Groups

Student Government Association

Jake Klauber, president for the SGA, discussed past events in the Fall semester and upcoming events in the Spring semester. These events include: Welcome Back Luncheon, Student Advocacy Day, One World Culture Day, and the Spring dance.

Faculty Assembly

Assistant Professor Schwartz reported on topics relating to faculty including nursing department was apart of the Simulation User Network (SUN) conference, faculty assembly, and workshops held last week.

President's Report

Board Briefing Summary

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

Additional point:

- WCPS Night in the ARCC will be January 17th at 7 pm
- Budget presentation with the County Commissioners went well on January 9th
- Continuing to work on rolling admissions program for paramedic with the county
- Bowman Center renovations are going well

Foundation Report

Senior Director Whaley gave an update on the foundation. The cash that has been collected from the campaign so far is at 54% which is right on track. The foundation's fundraising so far is 117% over the goal.

Monthly and Special Reports

Financial Report as of December 31, 2023 (ACTION)

Mr. Snook moved to accept the financial report as of December 31, 2023. Ms. Brooks seconded, and the motion carried by unanimous vote.

Digital Marketing Campaign Update

Senior Director Kirkpatrick introduced Mary DeLuca and Amy Hazelhurst who shared an update on the digital marketing campaign. Some of the highlight of the total campaign metrics include: 3,141,414 total impressions, 28,359 total visits, 13,821 view-through ad visits, and 1,199,666 completed video views. Manager Humbel passed out monthly social media report for the Trustees to view the numbers for the in-house posts ratings.

Adjournment


There being no further business or discussion, the open meeting was adjourned at 2:24 pm. The next meeting will be held on February 20, 2024 in the Career Programs Building, Rooms 211 and 213.

Respectfully submitted,

Board of Trustees Meeting Minutes

January 16, 2024

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

James S. Klauber, PhD

President/Secretary