

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 20, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 20, 2024, in the Career Programs Building, Room 211 & 213, and via Zoom, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates – Business Session

Vidda Beache – Dean, Distance Education
David Bittorf – Director, Finance
Jennifer Childs – Executive Director, Human Resources
Kevin Crawford - Director of Admissions & Enrollment Management
Beth Kirkpatrick - Senior Director, Public Information & Marketing
Jake Klauber - President, SGA
Christine Ohl-Gigliotti – Dean, Student Services
Charles Scheetz – Director, Student Financial Aid
Dawn Schoenenberger – Interim Vice President, Academic Affairs and Student Services
Richard Schulman - Director of Facilities Management and Planning
Eric Schwartz – Chair, Faculty Assembly
Theresa Shank - Dean of Continuing Education & Business Services
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Ashley Whaley – Senior Director, College Advancement

Call To Order

Chair Proctor presided and convened the regular meeting at 1:06 pm.

Consent Agenda

The consent agenda was comprised of the closed, work, and open session minutes for the January 16, 2024 meeting; the personnel report for February 2024; and policies 341, 4039, 6037, and 8073. All were approved as submitted.

Report from Campus Groups

Student Government Association

SGA President, Jake Klauber, discussed current and future SGA projects and events including the welcome back luncheon, Student Advocacy Day in Annapolis, the Gymkana performance, and upcoming bus trip to Washington, DC.

Faculty Assembly

Assistant Professor Schwartz reported on faculty topics including upcoming program reviews and having a small working group revise the faculty constitution.

President's Report

Board Briefing Summary

The President reviewed highlights in Student Services, Workforce Solutions and Continuing Education, and College Advancement.

Additional points:

- Responding to list of questions sent from MHEC regarding the Wellness Center
- Will be in Annapolis on Wednesday, February 28th to sit in the hearing for BRFA
- Submitted a grant through the George Edwards fund for BCR ranges with Allegany and Garrett
- The business club will be sending fifteen students to the Washington County Business Awards next week

Draft Agenda for the March 5 Board Retreat

The draft Board Retreat agenda was passed out to the Trustees.

Foundation Report

Senior Director Whaley gave a report on the Foundation. Some topics included: 118% of foundation goal has been met at this time, Flower and Garden Show will be held Saturday, March 16th – Sunday, March 17th, June 12th will be the foundation board annual meeting, and August 12th will be the foundation board retreat that the Trustees are welcome to attend.

Monthly and Special Reports

Financial Report as of January 31, 2024 (ACTION)

Vice President Soeffker-Culicerto summarized the financial report for the period ending January 31, 2024. Ms. Lampton moved to accept the financial report as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Special Reports

Student Financial Assistance Report for 2022-2023

Dean Ohl-Gigliotti discussed the Student Financial Assistance Report. There was a decrease of \$3,851,045 financial aid awarded from FY22 to FY23. In FY23, there was an increase of Federal Grants Non-Title IV, Miscellaneous aid, and the student workforce.

Distance Learning Report

Dean Beache shared a video for the Distance Learning Report. She reported on improved accessibility with D2L. Also there has been a growth of General Education course becoming QM certified including RDG-095, GDT-143, IST-123, WEB-101, and EDU-114. The college has updated the timeline for completion of master classrooms and QM certifications. In January 2024, there was an 83% increase of master classrooms. Dean Beache also passed out a pamphlet for the Trustees that discussing QM certification.

Credit and Non-Credit Enrollment Report

Director Crawford reported on credit enrollment. Enrollment for Out-of-State students continues to rise. Veteran enrollment is up 15% over the last three years. Maryland Blueprint enrollment numbers are great. HCC's Nursing program enrollment has decreased slightly since 2020. Application numbers are looking good as well.

Dean Shank reported on non-credit enrollment. FTE is up from last year which was already an impressive year. The department has been partnering with organizations to increase enrollment. The biggest enrollment contributing group is Adult Basic Education.

New Business

Revision of Policy 4040 (ACTION)

President Klauber shared that HB384, effective July 1, 2023, prohibits Maryland Colleges from withholding transcripts because the student owes a debt to the College. The college has changed our practice over the summer but did not realize it was not taken from the written policy until after the Board approved the changes to Policy 4040 – Code of Student Conduct in January

2024. Mr. Abraham moved to remove the word “transcripts” from section I under Sanctions in Policy 4040. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting open session was adjourned at 2:12 pm.

The next regularly scheduled meeting will be held on Tuesday, March 19, 2023, in the Career Programs Building, Room 211 & 213.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "James S. Klauber".

James S. Klauber, PhD
President/Secretary