

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
March 19, 2024***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 19, 2024, in the Career Programs Building, Room 211 and 213, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jamie Cannon- Labor Relations
Jennifer Childs – Executive Director, Human Resources
Corvus Crump – HCC Student
Craig Fentress – Senior Director, IT
Beth Kirkpatrick – Senior Director, Public Information and Government Relations
Jake Klauber – President, SGA
Michael Martin - Coordinator, Academic Advising and Transfer Services
Christine Ohl-Gigliotti – Dean, Student Services
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, Workforce Solutions and Continuing Education
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Amy Sterner – Athletic Director
Christopher Stone – IT Security Technician
Ashley Whaley – Senior Director, College Advancement

Call To Order

Chair Proctor presided and convened the regular meeting at 12:00 pm.

Motion to Adjourn to Closed Session

Ms. Lampton moved to adjourn to closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and to discuss a matter not related to public business pursuant to General Provision Article § 3-305(b) (1). Mr. Newcomer seconded, and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Proctor re-convened the regular meeting at 12:14 pm. In closed session, the Trustees discussed one personnel-related matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, L. William Proctor, Jr., Gregory Snook, and John Williamson. President Klauber, Interim Vice President Schoenenberger, and Executive Director Childs were also present.

Consent Agenda (ACTION)

The Consent Agenda, comprised of the minutes for the February 20, 2024 work and open sessions; minutes from the March 5, 2024 administrative and work sessions; the personnel report for March 2024; and Policies 3021 – Make Up Exam Fees, 3070 – Maryland National Guard Tuition Discount, 5002 – Furlough Policy, 5004 – Employee Guidance and Progressive Discipline, 5010 – Compensation Policy, 5019 – Retiree Health Benefits, 5042 – Family and Medical Leave, and 5093 – Use of Computing, Network, and Communications Resources Policy, were approved as submitted.

Reports from Campus Groups

Student Government Association

SGA President, Jake Klauber, reported on SGA events and planned future events including two new clubs, PTK regional conference and awards, green day event, women’s history month event, spring dance, and one world festival.

Faculty Assembly

Assistant Professor Schwartz discussed faculty topics of interest.

President’s Report

Board Briefing Summary

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

Additional points:

- Gabby Cook won first place in NJCAA Indoor Track & Field Championship

- Passed around design graphs of the ATC for the Trustees to review
- Working with Washington County for an open enrollment Paramedic Program
- Awarded two grants through the George Edwards Fund: one for the Bowman Center and one for the Cyber Range
- Discussed the 138 years of experience of those five staff and faculty that are retiring this year and wanted to wish them well

Foundation Report

Senior Director Whaley gave a report on the Foundation. This report included having 433 attendees signed up for the tribute next week, having \$110,000 sponsorship for tribute, and the success of the Flower and Garden Show this past weekend.

Monthly and Special Reports

Financial Report as of February 29, 2024 (ACTION)

Vice President Soeffker-Culicerto summarized the financial report for the period ending February 29, 2024. Ms. Brooks moved to accept the financial report for the period ending February 29, 2024 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Annual Workforce Solutions and Continuing Education Report

Dean Shank discussed Workforce Solutions and Continuing Education. She discussed the various programs offered, contract training, grants, and workforce development sequence scholarships program. Enrollment for FY24 is continuing to grow.

Student Athlete Academic Performance Report

Director Sterner reported that HCC had 119 unduplicated student-athletes participate in our 14 athletic programs during the 2022-2023 academic year. There were 64 freshman and 55 sophomores. The athletic teams saw 89 unduplicated examples of academic achievement at a 3.0 GPA or better. Director Sterner will be implementing new weekly support meetings for athletes to meet with Coordinator Martin. The trustees asked questions pertaining to eligibility and scholarships.

New Business

Salary Adjustments for FY25 (ACTION)

After discussion, Ms. Lampton moved to approve an 6% flat rate salary adjustment for FY25 as submitted. Mr. Newcomer seconded, motion passed with five in favor, one opposed, and one abstained. Mr. Abraham abstained because the work session discussion requested was not granted.

Salary Scale Adjustments for FY25 (ACTION)

Mr. Abraham moved to approve a 3% scale adjustment for both Faculty and Staff in FY25 as submitted as well as providing the three staff/faculty members who will max out a semiannual lump sum. Ms. Lampton seconded, and the motion carried by unanimous vote.

Faculty Promotion and Tenure for FY25 (ACTION)

Interim Vice President Schoenenberger said that six (6) faculty members were recommended for promotion, and two (2) faculty member was recommended for promotion and tenure. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Capital Funding and Reserve Designations (ACTION)

The Administration recommended that \$27,131,027 of the General Fund Balance be designated to meet specific unfunded capital improvement project needs and potential additional healthcare costs. Mr. Snook moved to approve as recommended. Ms. Lampton seconded, and the motion carried by unanimous vote.

Credit Tuition for FY25 (ACTION)

In an effort to increase enrollment, it was recommended that the credit tuition for FY25 not be increased. Ms. Lampton moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY25 (ACTION)

Mr. Newcomer moved to approve the Student and Community Fee Schedule for FY25 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Continuing Education Tuition and Fees for FY25 (ACTION)

Vice President Soeffker-Culicerto said that there were no recommended changes to Continuing Education Tuition and Fees for FY25. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Policy 8098 – Information Security Program Policy (ACTION)

Director Fentress presented this new policy that is in response to comply with new updates to federal law 16 C.F.R. § 314. Ms. Brooks moved to approve this new policy as presented. Ms. Lampton seconded, and the motion carried by unanimous vote.

Policy 8099 – Protection of Personally Identifiable Information (PII) (ACTION)

Director Fentress presented this new policy that is in response to The Maryland Personal Information Protection Act (“MPIPA”). Mr. Snook asked questions pertaining to monitoring and protection of the college. Mr. Newcomer moved to approve this new policy as presented. Mr. Abraham seconded, and the motion carried by unanimous vote.

Chair Proctor exited the meeting and Vice Chair Lampton took over.

Adjourn

There being no further business or discussion, the open session was adjourned at 3:00 pm. The next regularly scheduled meeting will be held on Tuesday, April 16, 2024, in the Career Programs Building Rooms 211 and 213.

Respectfully submitted,

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

James S. Klauber, PhD
President/Secretary