

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 12, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 12, 2023, in the Career Programs Building, Rooms 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, General Counsel
Jen Childs – Executive Director, Human Resources & Campus Safety
Abby Humbel – Digital Marketing Manager
Beth Kirkpatrick – Senior Director, Public Information & Marketing
Jake Klauber -SGA President
Christine Ohl-Gigliotti – Dean of Students
Carlee Ranalli – Dean, Planning and Institutional Effectiveness
Laura Renninger – Dean of Instruction
Dawn Schoenenberger – Interim Vice President of Academic Affairs and Student Services
Eric Schwartz – Chair, Faculty Assembly
Rebecca Shives – Recording Secretary
Kaprece Smith – Director, Early College Programs
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 11:00 am

Closed Session

Mr. Newcomer 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). Ms. Lampton 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 Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, William Proctor, Gregory Snook, and John Williamson. President James Klauber was also present.

Board Chair Committee Assignments for FY24

Chair Proctor presented the board chair committee assignments. The Board reviewed the committee assignments for FY24.

Consent Agenda

The consent agenda included the special session minutes for April 25, 2023; joint, closed and regular (rescinded) session minutes for June 20, 2023; and the regular and closed session minutes August 11, 2023; the personnel report for September 2023; and the policy reviewed in June – 8068 – Expressive Activity were approved as submitted, except the June 2023 regular session minutes, which were approved as amended.

Reports from Campus Groups

Student Government Association

Jake Klauber gave an update on the upcoming SGA election and events happening on campus including the Club Fair on September 25th.

Faculty Assembly

Assistant Professor Schwartz discussed faculty-related topics of interest.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Student Affairs, Academic Affairs, Workforce Solutions and Continuing Education, and College Advancement.

Additional topics:

- Enrollment is looking great. Headcount is currently up 63% with over 5,000 students. FTE is up 44%. Currently up 10% on traditional students. Missing around 549 high school students who have not yet applied.

- Career Expo will be held on November 15th
- Hawktober 5K will be held on October 7th
- Last Funky Fridays of the year will be held this Friday. The Jill Fulton Band will be performing.

Proposed Board Meeting Topics for FY24

The Board reviewed the proposed Board meeting topics for FY24. The document is fluid, as topics are moved and adjusted throughout the year as necessary.

Key Campus Dates for FY24

Key campus dates for FY23 were distributed.

MACC CIP Prioritization

The MACC CIP Prioritization list was reviewed.

Handbook/Policy Manual/Social Media Demonstration

Executive Director Childs demonstrated the new Employee Handbook and Policy Manual created using Flipping Book to the Trustees.

Executive Director Kirkpatrick introduced Manager Humbel to the trustees. Manager Humbel showed the Trustees some of the highest rated videos and posts on HCC's Instagram page.

Monthly and Special Reports

Financial Report as of August 31, 2023 (ACTION)

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Snook asked a few general questions about auxiliary numbers. Mr. Snook moved to accept the financial report as of August 31, 2023 as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote. Mr. Snook also confirmed the audit committee meeting will be held on October 12th at 1 pm.

Special Reports

Early College Degree Program Report

Dean Renninger introduced Director Smith. Director Smith reported on the Early College Program class of 2023. A total of 185 students have graduated from the Middle College since the first graduating class in 2015.

In the cohort for the 2023-2024 academic year are seventy-nine students, thirty of whom are returning seniors, and forty-nine are incoming juniors; coming from various Washington County

high schools, private schools, and home schooled. Director Smith discussed several factors that have boosted the program this year including developments with Maryland Blueprint. Currently there are 68 full-time high school students in addition to the 79 full-time Early College Program students. There are also 380 part time Early College students. Mr. Williamson, Mr. Snook, and Mr. Proctor asked questions pertaining to the number of early college students taking classes in the high school and how these classes are being run. Interim Vice President Schoenenberger discussed the registration process and the standards of the classes in the high school. Interim Vice President Schoenenberger stated an on campus team has been implemented to work on improving the program with Maryland Blueprint processes for FY25.

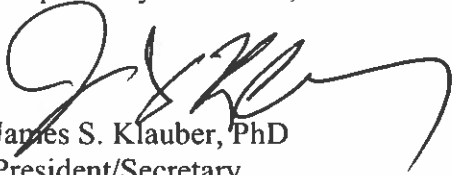
Maryland Performance Accountability Report (ACTION)

Dean Ranalli discussed the Maryland Performance Accountability Report. Ms. Lampton moved to approve the report as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:33 pm. The next regularly scheduled meeting will be held on October 17, 2023 in the AC&T Student Center Room 182, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary