

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 17, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 17, 2023, in the AC&T Student Center Room 182 and via Zoom, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Heather Barnhart – Coordinator, Student Activities
David Bittorf – Director of Finance
Jen Childs – Executive Director, Human Resources & Campus Safety
Kevin Crawford – Director of Admissions and Enrollment Management
Mike Harsh – Professor, English, Speech, and Drama
Josiah Hixon – Assistant Director of Theater Production
Beth Kirkpatrick – Senior Director, Public Information & Marketing (via Zoom)
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 (via Zoom)
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

HCC SGA Officers

Rebecca Bergeron – SGA Vice President
Divine Fiolu – SGA Secretary
Jake Klauber - SGA President

Call to Order

Vice Chair Lampton presided and convened the regular meeting at 1:02 pm

Administrative Function

In accordance with Maryland's Open Meetings Act, General Provisions Article § 3 – 104, the Board of Trustees met in Administrative Function at 11 am today in the AC&T Student Center Room 182 for training purposes.

Consent Agenda

The consent agenda included the regular, work, and closed session minutes for September 12, 2023; the work session minutes for September 26, 2023; personnel report for September 2023; and the policies reviewed in June – 5003 – Equal Employment Opportunity, 5041 – Employee Leave, 5092 – Drug/Alcohol Free Environment, 8070A – Sexual Harassment, 8095 – Social Media Use & Personal Electronic Account Privacy Protection Policy - were approved as submitted.

Reports from Campus Groups

Student Government Association – Introduction of Officers

Jake Klauber gave an update on the upcoming events happening on campus. Coordinator Barnhart introduced the SGA Officers for FY24. Present were Rebecca Bergeron, SGA Vice President; Divine Fiolu, SGA Secretary; and Jake Klauber, SGA President.

Faculty Assembly and Upcoming Theater Production

Assistant Professor Schwartz discussed faculty-related topics of interest. Professor Harsh and Assistant Director Hixon discussed the upcoming theater production, *And Then They Came For Me*, that will be performed Nov. 17th – Nov. 19th in the Black Box Theater.

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:

- Contractors are starting to work on Northern Avenue location tomorrow
- Interim Vice President Schoenenberger spoke with Rachel Heiss from AIB to ask questions regarding Maryland Blue Print.

Review of Changes in Scholar Drive Project

Dr. Klauber and Director Schulman handed out diagrams discussed changes to the Scholar Drive Project. Concerns from the previous diagram had been discussed and amended. Some of these changes included widening the back road which will allow for additional parking.

Foundation Report

Director Whaley gave an update on the Foundation. Andy Serafini has been named as the Tribute Honoree for the 2024 Tribute. For the employee giving campaign, there was \$46,000 donated with a total employee rate of participation of 92%. Tyler Nedimyer has started as the new College Advancement Operations Coordinator.

Monthly and Special Reports

Financial Report as of September 30, 2023 (ACTION)

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Proctor moved to accept the financial report as of September 30, 2023 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Special Reports

FY23 Audit Report (ACTION)

Trustee Abraham on behalf of Trustee Snook, Chair of Audit Committee, reported on the FY23 audit. The Audit Committee, comprised of Trustees Abraham, Proctor, and Snook; Vice President Soeffker-Culicerto; Director Bittorf; and President Klauber, met with the auditors from Clifton, Larson, Allen LLP on October 12th. The audit was clean, unmodified audit. Trustee Abraham thanked Vice President Soeffker-Culicerto and Director Bittorf and their staff for doing a great job and for their dedication to the college. Director Bittorf and Vice President Soeffker-Culicerto gave insight to audit findings. Mr. Proctor moved to accept the FY23 audited financials. Mr. Abraham seconded, and the motion carried by unanimous vote.

Fall Credit and Non-Credit Enrollment Report

Director Crawford discussed the fall credit enrollment report. Total headcount is up 1.6% while total FTE is up 4% without counting dual enrollment students. Out of State headcount and FTE from Franklin County are looking great.

Dean Shank discussed the fall non-credit enrollment report. Total FTE is growing. The strongest area of growth is with Adult Basic Education students as well as English Language Learners.

Student Learning Outcomes Assessment (SLOA) Report

Dean Renninger briefly discussed the SLOA report. The student learning outcomes assessment process is a continuous cycle as follows: (1) designing learning outcomes, (2) developing measures, (3) learning and educational experiences taking place, (4) collecting and analyzing assessment data, and (5) improving student learning. This approach provides the basis for ongoing assessment and improvement. This approach provides the basis for ongoing assessment and improvement. This year the assessment

focused on Institutional Learning Outcomes #4 (Scientific and Quantitative Reasoning) and #6 (Professionalism). Dean Ohl-Gigliotti shared how Student Affairs has been assessing this this year.

Community College Survey of Student Engagement (CCSSE) Report

Dean Ranalli shared a presentation on the CCSSE Report that had been completed this year. This survey focused on traditional students. The five factors included: active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners. There was a special focus on guided pathways and mental health. 236 students (20%) responded when the survey was sent out in the spring.

Old Business

Approve Board Goals for FY24 (ACTION)

Mr. Proctor moved to approve the FY24 Board Goals as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

New Business

Holiday Calendar for FY25 (ACTION)

Mr. Abraham moved to approve the Holiday Calendar for FY25 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Academic Calendar for FY25 (ACTION)

Mr. Abraham moved to approve the Academic Calendar for FY25 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:15 pm. The next regularly scheduled meeting will be held on November 14, 2023 in the Career Programs Building, Rooms 211 and 213, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary