

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 14, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 14, 2023, 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 & Campus Safety  
Beth Kirkpatrick – Senior Director, Public Information & Marketing  
Jake Klauber – SGA, President  
Christine Ohl-Gigliotti – Dean of Students  
Dawn Schoenenberger – Interim Vice President of Academic Affairs and Student Services  
Eric Schwartz – Chair, Faculty Assembly  
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 1:00 pm.

**Consent Agenda**

The consent agenda included the Administrative, Work, and Regular session minutes for October 17, 2023, the personnel report for November 2023, the policies reviewed in October – 4042 – Free Speech and Anti-Discrimination Policy, 5032 – Discrimination, Hate Crimes,

and Biased Incident Reporting, 8097 – Religious Accommodation Policy; and the December candidates for college certificates and degrees. All were approved as submitted.

### **Reports from Campus Groups**

#### ***Student Government Association***

Jake Klauber gave an update on the upcoming events happening on campus as well as success of events that took place since the last meeting.

#### ***Faculty Assembly***

Assistant Professor Schwartz discussed faculty-related topics of interest including updates for Administration of Justice, the STEM division, the English division, and the Art division, the Engineering program and the Business division.

### **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 included:

- IT replacing the core mainframe over the Holiday break
- Public Relations receiving numerous awards at the National Council for Marketing & Public Relations Conference this past month
- The Employee Holiday Party will be on Tuesday, December 19, 2023, from 5 pm – 7 pm at Antietam Brewery
- MACC Leadership Conference will be January 22, 2024 in Annapolis

#### ***Draft Agenda for Joint Meeting with Foundation Executive Committee December 19, 2023***

President Klauber shared the draft agenda for the joint meeting with the Foundation Executive Committee on December 19, 2023.

#### ***Foundation Report***

Senior Director Whaley discussed updates with the Foundation. The foundation has collected 48.6% of the campaign pledges so far. The foundation is 88.7% of their campaign

goal. The Volunteer Party will be held on December 7<sup>th</sup>. Senior Director Whaley expressed her gratitude and thanks to all the support at the Donor Recognition Event this past week.

### **Monthly and Special Reports**

#### ***Financial Report as of October 31, 2023 (ACTION)***

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Snook moved to accept the financial report as of October 31, 2023 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **New Business**

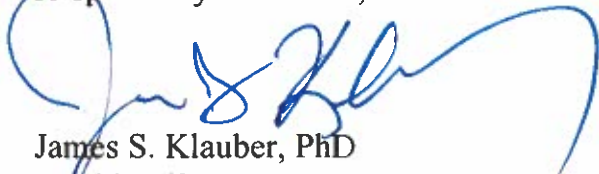
#### ***Capital Improvement Project Plan (CIP) (ACTION)***

President Klauber discussed the Capital Improvement Project Plan. Mr. Newcomer moved to approve the CIP plan 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 2:06 pm. The next regularly scheduled meeting will be held on December 19, 2023 in the Career Programs Building Room 211 and 213, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary