

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Special Meeting*

*June 7, 2023*

A Special Meeting of the Board of Trustees of Hagerstown Community College was held on Wednesday, June 7, 2023, via Zoom, beginning at 4:00 pm. In attendance:

Board Members

Austin Abraham

Carolyn Brooks

James Klauber, Secretary / President

Paula Lampton, Vice Chair

Thomas Newcomer

William Proctor, Chair

Gregory Snook

HCC Affiliates

Jennifer Childs - Executive Director, Human Resources

Rebecca Shives – Recording Secretary

Heike Soeffker-Culicerto - Vice President, Administration and Finance

**Call To Order**

Chair Proctor presided and convened the regular meeting at 4:00 pm.

**Consider a Motion to Adjourn to Closed Session**

Ms. Lampton moved to adjourn to closed session to discuss information before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, *if* public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal in accordance with General Provision Article § 3-305(b) (14). 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 4:12 pm. In closed session, the Trustees discussed one (1) matter involving the information before a contract is awarded or bids are opened. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, L. William Proctor, Jr., and Gregory Snook. President James Klauber, Executive Director Childs, and Vice President Soeffker-Culicerto were also present.

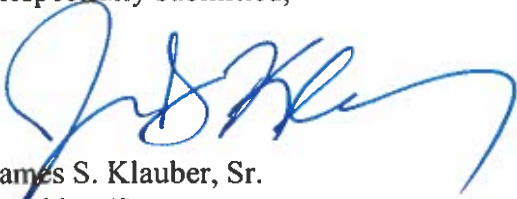
**Custodial Contract (ACTION)**

Ms. Lampton moved to approve the recommendation to award the contract for outsourcing custodial services to Olympus Building Services. Mr. Snook seconded the motion, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the special topic meeting was adjourned at 4:17 pm. The next regularly scheduled meeting will be held on June 20, 2023.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "James S. Klauber, Sr.", written in a cursive style.

James S. Klauber, Sr.  
President/Secretary