

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
May 16, 2023***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 16, 2023, in the Career Programs Building, Rooms 211 & 213, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Eric Schwartz – Chair, Faculty Assembly
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance
David Warner – Vice President, Academic Affairs and Student Services
Ashley Whaley – Senior Director, College Advancement

Others in Attendance

Bryan Barnes – President, Myers Building Systems

Call To Order

Chair Proctor presided and convened the regular meeting at 1:00 pm.

Motion to Adjourn to Closed Session

Mr. Newcomer 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) and (2), respectively. Ms. Lampton 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 1:35 pm. In closed session, the Trustees discussed one personnel-related matter and one matter not related to public business. 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 and Executive Director Childs were also present.

Consent Agenda

The Consent Agenda included the minutes for the work and open sessions for the April 18, 2023 meeting; the personnel report for May (rescinded); and Policy 8042. Trustee Snook asked the personnel report for May be pulled from the Consent Agenda to be voted on separately. Mr. Abraham moved to approve the personnel report for May and Mr. Williamson seconded, motion carried by majority vote. Mr. Snook abstained.

Reports from Campus Groups

Student Government Association

The SGA had no report this month.

Faculty Assembly

Assistant Professor Schwartz reported on faculty topics.

President's Report

Board Briefing Summary

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

Additional Points:

- Brand new bleachers have been installed in the ARCC
- New Wi-Fi spots will be installed over campus the next couple weeks
- College Advancement Office received a grant to plant trees. 35 have been planted so far out of 75.
- PTK Dinner with other MACC PTK representatives went well
- Maryland Blueprint has created positions with WCPS for career counselors starting in the fifth grade. HCC will be providing the training for these counselors.
- Credit FTE is up 16% for Fall and 7% for SUMMER

Proposed Board Meeting Dates for FY24

The Board reviewed and discussed the proposed Board meeting dates for FY24. There was some discussion about the date for the September meeting. Final action would be taken at the June meeting.

Foundation Report

Senior Director Whaley stated the first Funky Friday's concert series featuring The Holders was a success. An Alumni volleyball tournament was held this past Saturday. The Alumni are currently on a river cruise until May 22nd. The Tribute committee has met. This year's Tribute grossed \$150,000 and net \$101,000. There will be a donor campaign party on June 8th.

Monthly and Special Reports

Financial Report as of April 30, 2023 (ACTION)

Mr. Abraham moved to accept the Financial Report as of April 30, 2023 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

New Business

Pay Rate Schedule for Temporary and Grant-funded Positions and Additional Assignments for FY24 (ACTION)

Mr. Snook moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Staff Re-classifications for FY24 (ACTION)

The Administration recommended a number of exempt and non-exempt positions for reclassification. Mr. Snook moved to approve the recommended re-classifications as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Draft Plan and Operating Budget for FY24

Vice President Soeffker-Culicerto briefly discussed the draft Plan and Operating Budget for FY24, noting that it was a draft and final edits and clarifications would be made. Action would be taken at the June meeting.

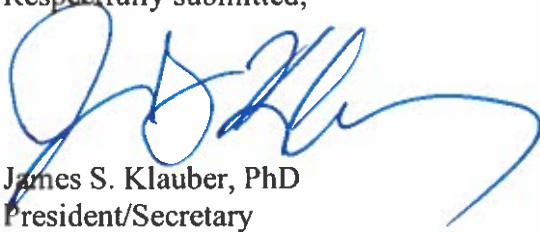
Northern Avenue City Campus Renovation (ACTION)

Dr. Klauber and Vice President Soeffker-Culicerto discussed this. Mr. Snook moved to award the contract to Myers Building Systems pending EDA approval. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 2:23 pm.
The next regularly scheduled meeting will be held on Tuesday, June 20, 2023, in the AC&T Student Center, Room 182 beginning at 12:00 pm.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary