

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Work Session  
September 12, 2023*

A work session of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 12, 2023, in the Career Programs Building Room 211 and 213, beginning at 12:00 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

Jamie Cannon – Labor Relations  
Jennifer Childs – Director of Human Resources  
Rebecca Shives – Recording Secretary

**Call to Order**

Chair Proctor presided and convened the work session at 12:20 pm.

**Policies for Review**

***Policy 5003 – Equal Employment Opportunity***

Clarification of definitions were discussed. The Board had no objections to the updated verbiage.

***Policy 5041 – Employee Leave***

The Board had no objections to the updated verbiage in this policy.

***Policy 5092 – Drug/Alcohol Free Environment***

The verbiage has been updated to include cannabis. Mr. Abraham had a question about specific language in the policy. These edits will be made for next month's vote.

***Policy 8070A – Sexual Harassment***

Ms. Cannon suggested this policy be deleted due to updated language in Policy 8071 which would cover Policy 8070A. The Board had no objections deleting this policy.

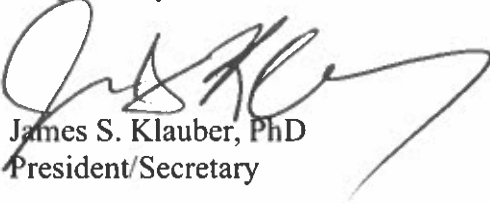
***Policy 8095 – Social Media Use & Personal Electronic Account Privacy Protection Policy***

Mr. Abraham wanted the last paragraph to be looked at again for edits. This will be done for next month's vote.

**Adjournment to Closed Session**

There being no further business or discussion, Ms. Lampton moved to adjourn to closed session. Mr. Abraham seconded, and the meeting was unanimously adjourned to closed session at 12:41 pm under General Provisions Article 3-305(b)(1). The Board reviewed personnel matters affecting specific individuals over which the Board has jurisdiction. Present were Trustees Abraham, Brooks, Lampton, Newcomer, Proctor, Snook, and Williamson. President Klauber was also present.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary