

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
March 21, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 21, 2023, in the Career Programs Building, Room 211 and 213, 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  
L. William Proctor, Jr., Chair  
Gregory Snook  
John Williamson

**HCC Affiliates**

Jessica Baker – Program Manager, Allied Health  
Jennifer Childs – Executive Director, Human Resources  
Jack Drooger – Program Manager, Trades, Transportation and IT  
Craig Fentress – Senior Director, IT  
Maureen Iskra – Program Manager, Business – Certification & Licensure  
Lori Kendall – Program Manager, Personal Enrichment & Youth  
Nick Mayonado – President, SGA  
Christine Ohl-Gigliotti – Dean, Student Services  
Eric Schwartz – Chair, Faculty Assembly  
Theresa Shank – Dean, Workforce Solutions and Continuing Education  
Rebecca Shives – Recording Secretary  
Heike Soeffker-Culicerto - Vice President, Administration and Finance (Zoom)  
David Warner – Vice President, Academic Affairs and Student Services  
Ashley Whaley – Senior Director, College Advancement

**Call To Order**

Chair Proctor presided and convened the regular meeting at 11:07 am.

**Motion to Adjourn to Closed Session**

Mr. Snook 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). Mr. Abraham 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. 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 (ACTION)**

The Consent Agenda, comprised of the minutes for the February 21, 2023 work and open sessions; and the personnel report for March 2023, was approved as submitted.

### **Reports from Campus Groups**

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

SGA President, Nick Mayonado, reported on SGA events and planned future events.

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

Assistant Professor Schwartz discussed faculty topics of interest.

### **President's Report**

#### ***Board Briefing Summary***

President Klauber discussed highlights in Academic Affairs, Student Services, and College Advancement.

#### **Additional points:**

- Last Thursday Dr. Klauber and Trustee Williamson traveled to Northampton Community College in Bethlehem, PA to attend the inauguration of David Ruth. Dr. Ruth is the first HCC graduate to become a college president.
- The Alumni are concluding their strategic plan.
- The Solar Panel RFP contenders did not come back as expected. Will be holding back on this plan for a while.
- Received news that Trustee Lampton has been confirmed and Trustee Brooks will be confirmed next week.

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

Senior Director Whaley gave a report on the Foundation. This report included having 433 attendees signed up for the tribute next week, having \$110,000 sponsorship for tribute, and the success of the Flower and Garden Show this past weekend.

### **Monthly and Special Reports**

#### ***Financial Report as of February 28, 2023 (ACTION)***

Vice President Soeffker-Culicerto summarized the financial report for the period ending February 28, 2023. Mr. Abraham moved to accept the financial report for the period ending February 28, 2023 as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

#### ***Annual Workforce Solutions and Continuing Education Report***

Dean Shank discussed Workforce Solutions and Continuing Education. She discussed the various programs offered, contract training, grants, and workforce development sequence scholarships program. Enrollment for FY23 is ahead of FY22 and will continue to grow. Future opportunities included initiatives related to Maryland's Blueprint for the Future, new Federal and State regulations, and HCC's Strategic Plan.

***Trustee Brooks exited the meeting.***

### **New Business**

#### ***Faculty Promotion and Tenure for FY24 (ACTION)***

Vice President Warner said that ten (10) faculty members were recommended for promotion, and one (1) faculty member was recommended for promotion and tenure. Mr. Snook moved to approve the recommendation as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

#### ***Capital Funding and Reserve Designations (ACTION)***

The Administration recommended that \$26,647,147 of the General Fund Balance be designated to meet specific unfunded capital improvement project needs and potential additional healthcare costs. Mr. Snook moved to approve as recommended. Ms. Lampton seconded, and the motion carried by unanimous vote.

#### ***Credit Tuition for FY24 (ACTION)***

In an effort to increase enrollment, it was recommended that the credit tuition for FY24 not be increased. Ms. Abraham moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

***Student and Community Fee Schedule for FY24 (ACTION)***

Mr. Abraham moved to approve the Student and Community Fee Schedule for FY24 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

***Continuing Education Tuition and Fees for FY24 (ACTION)***

Vice President Soeffker-Culicerto said that there were no recommended changes to Continuing Education Tuition and Fees for FY24. Ms. Lampton moved to approve the recommendation as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

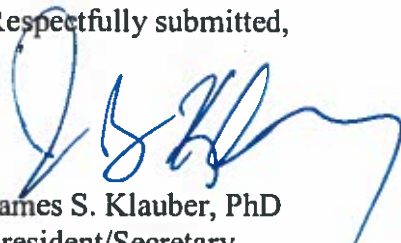
***Sole Source – Java (ACTION)***

Director Fentress gave the Trustees background information on Oracle and Java. Mr. Snook moved to approve the sole source vendor request to pay Oracle Java for the last two years plus the current year. Mr. Williamson seconded, and the motion carried by majority vote. Ms. Lampton abstained.

**Adjourn**

There being no further business or discussion, the open session was adjourned at 2:57 pm. The next regularly scheduled meeting will be held on Tuesday, April 18, 2023, in the Career Programs Building Rooms 211 and 213.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary