

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
June 20, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 20, 2023, in the AC&T Student Center, Room 182, beginning at 11:00 am. In attendance:

Board Members

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

HCC Affiliates

Carlee Ranalli – Dean, Planning and Institutional Effectiveness
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto – Vice President, Administration and Finance
Lisa Stewart – Coordinator, Alumni Relations and Campus Volunteers
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 11:00 am.

Closed Session

Mr. Abraham moved to adjourn to closed session to discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction as well as consult with counsel to obtain legal advice pursuant to Maryland General Provisions Article § 3-305(b) (1) and (7), respectively. Ms. Brooks seconded, the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:27 pm. In closed session, the Trustees conducted one (1) performance evaluation and consulted with general counsel regarding additional language for a policy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Thomas Newcomer, William Proctor, Gregory Snook,

and John Williamson. President James Klauber, Executive Director Childs, and General Counsel Cannon were also present.

Consent Agenda

The consent agenda included the work, closed, and open session minutes for May 16, 2023 as well as closed and open session minutes for June 7, 2023; the personnel report for June 2023; and the policies reviewed for deletion in May – 5008 – Temporary Employees, 5009 – Independent Contractors, and 5009 – Professional Membership. Trustee Abraham clarified these policies are for deletion, not revision. The consent agenda was approved as submitted.

Reports from Campus Groups

Student Government Association

There was no report from the SGA this month.

Faculty Assembly

There was no report from the Faculty Assembly this month.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Academic Affairs, Workforce Solutions and Continuing Education, and College Advancement.

Additional Points:

- Recognized Trustee Brooks for her 30 years of service on the Board of Trustees
- Re-unification training with WCPS happening today and tomorrow on campus
- Credit enrollment for Fall 2023 is up 19%
- The blacksmith classes being held through Workforce Solutions and Continuing Education are full again for the summer session
- Met with the Department of Corrections to work on starting a credit welding program
- RFP for Bowman Center will be posted again
- RFP for architect selection for ATC will be posted over the summer

Foundation Report

Senior Director Whaley stated the Foundation Executive Board had their annual meeting to elect new officers. The officers for FY24 include:

President - Laura Herrera
Vice President - Jim Pierne
Secretary - Melinda Worden

Treasurer - David "D.R." Risser
Immediate Past President - David M. Abeles
Faculty – Tom Crawford

The Campaign Donor Appreciation event held in early June was very successful and everyone had great time. This Thursday the Foundation Scholarship committee will meet to award scholarships to students. There will be about \$800,000 awarded.

Monthly and Special Reports

Financial Report as of May 31, 2023 (ACTION)

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

College Insurance Review

Vice President Soeffker-Culicerto gave a brief summary of the College insurance coverage report.

Annual Governance Report

Dean Ranalli gave an overview of shared governance over the past year, including a summary of the policy work and clarifying the policy review process. Highlights from the overview review of policies including topics such as campus chemical safety, curricular changes, review of assessments and related processes, and updates to IT and finance policies. There will be sessions held for faculty and staff to learn more about shared governance in August.

Cultural Diversity Plan (ACTION)

Dean Ranalli discussed the Cultural Diversity Plan. This year's Cultural Diversity Plan covered students, faculty, and staff; coordinated body; data/metrics; and student voices. Dean Ranalli stated the PIE office is making plans to gather information from students on diversity. Trustee Brooks gave suggestions for additional events for next year. Ms. Brooks moved to accept the Cultural Diversity Plan as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

New Business

Approval of Campus Volunteers (ACTION)

Coordinator Stewart reported on the Volunteer Corps for FY21 and FY22. Membership has increased from 279 in FY19 to 343 in FY22. There are a total of 139 active regular volunteers. Mr. Newcomer moved to approve the Volunteer Corps report as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Old Business

Finalize Board Meeting Dates for FY24 (ACTION)

Mr. Newcomer moved to approve the Board Meeting dates for FY24. Ms. Brooks seconded, and the motion carried by unanimous vote.

Plan and Operating Budget for FY24 (ACTION)

Ms. Brooks moved to approve the Plan and Operating Budget for FY24 as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Board Re-organization for FY24 (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Proctor turned the meeting over to President Klauber to conduct an election for the office of chair for FY24. Trustee Brooks nominated Mr. L. William Proctor, Jr. as candidate for Board Chair. There were no nominations from the floor, so President Klauber declared the nominations closed, and Mr. L. William Proctor, Jr. was elected by acclamation.

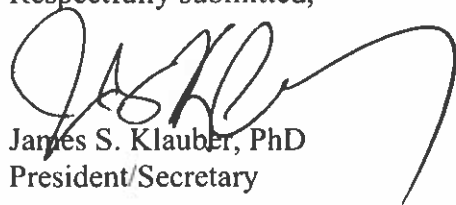
Trustee Brooks nominated Ms. Paula Lampton for Vice-Chair. There were no nominations from the floor, so President Klauber declared the nominations closed, and Ms. Paula Lampton was elected by acclamation.

Chair Proctor resumed chairmanship of the meeting. Mr. Williamson added that the Board acknowledged that President Klauber would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:36 pm. The next regularly scheduled meeting will be held on September 12, 2023 in the Career Programs Building Rooms 211 & 213, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary