

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
February 21, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 21, 2023, in the Career Programs Building, Room 211 & 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  
John Williamson

HCC Affiliates – Business Session

Vidda Beache – Dean, Distance Education  
David Bittorf – Director, Finance  
Jennifer Childs – Executive Director, Human Resources  
Dawn Drooger – Assistant Professor, Nursing  
Michael Martin – Coordinator, Academic Advising and Transfer Services  
Nick Mayonado – President, SGA  
Christine Ohl-Gigliotti – Dean, Student Services  
Robert Rohan – Director, Athletics, Physical Education, and Leisure Studies  
Charles Scheetz – Director, Student Financial Aid  
Eric Schwartz – Chair, Faculty Assembly  
Rebecca Shives – Recording Secretary  
Heike Soeffker-Culicerto - Vice President, Administration and Finance (via Zoom)  
Ashley Whaley – Senior Director, College Advancement

Call To Order

Chair Proctor presided and convened the regular meeting at 1:03 pm.

Consent Agenda

The consent agenda was comprised of the work and open session minutes for the January 17, 2023 meeting; the closed and open session minutes for the Special February 14, 2023 meeting; the personnel report for February 2023; and policies 2010. All were approved as submitted.

## **Report from Campus Groups**

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

SGA President, Nick Mayonado, discussed current and future SGA projects and events including the spaghetti dinner and murder mystery night, participation in the Red Sands Project, and new Fiber Arts club.

### ***Faculty Assembly***

Assistant Professor Ryan reported on faculty topics. Assistant Professor Drooger gave a presentation on Big Multi-Patient simulations.

## **President's Report**

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

The President reviewed highlights in Student Services, Workforce Solutions and Continuing Education, and College Advancement.

Additional points:

- Credit enrollment as of today is up 2%
- Planning dollars for ATC renovation in capital budget will be restored by state
- Reviewing applications for Vice President of Academic Affairs position
- Solar Panel RFP will end at the end of February
- Department of Corrections reached out and would like to offer a program for greenhouse management at RCI. Dr. Klauber visited the greenhouse and was very pleased.
- Maryland government is talking about decentralizing Maryland Promise

### ***Draft Agenda for the March 8 Board Retreat***

The draft Board Retreat agenda will be shared with the trustees via email this week.

### ***Foundation Report***

Senior Director Whaley gave a report on the Foundation. This report included events: Campaign Donor Appreciation event on June 8<sup>th</sup>, Alumni Association sponsored Funky Fridays in May, June, July, and September, the Flower and Garden Show on March 18<sup>th</sup> – 19<sup>th</sup>, an alumni volleyball booster event, and Hawktoberfest on October 7<sup>th</sup>.

## **Monthly and Special Reports**

### ***Financial Report as of January 31, 2023 (ACTION)***

Vice President Soeffker-Culicerto summarized the financial report for the period ending January 31, 2023. Mr. Abraham moved to accept the financial report as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

### **Special Reports**

#### ***Student Athlete Academic Performance Report for the 2021 – 2022 Fiscal Year***

Director Rohan said there were 122 examples of academic performance of 3.0 GPA or better, comprised of sixty-three female athletes and fifty-nine men. Twenty-three student athletes became eligible to be inducted into Phi Theta Kappa. While some athletes do well academically, others struggle. The men's basketball team ended the fall semester with a 2.46 GPA, and the spring semester with a 2.12 GPA. Coordinator Martin has been advising athletes on schedule and academic progress. While he meets with these students in person, he also advises these students regularly over text message.

#### ***Student Financial Assistance Report for 2021-2022***

Dean Ohl-Gigliotti discussed the Student Financial Assistance Report, pointing out that distribution of the COVID-19 emergency funds had complicated the numbers. There was an increase of over 3,000 students receiving financial aid. In FY22, more than \$16,000,000 in financial aid and scholarships was awarded to 5,920 students.

#### ***Distance Learning Report***

Dean Beache shared a video for the Distance Learning Report. She reported on a new non-credit faculty development course called Teaching in the Community College. This course is designed for new and continuing instructors to build their skills in effective course design. Initiatives included supporting the adoption of OERs and the expansion of IA, improving the accessibility level of all credit courses hosted in D2L, and enhancing online and blended learning courses with MCs & QM.

#### ***Credit and Non-Credit Enrollment Report***

Dean Ohl-Gigliotti reported on credit enrollment. Enrollment for In-County students is declining, however, enrollment for Out-of-State students continues to rise. Total FTE is higher than FY22. Application numbers are looking good as well.

The non-credit enrollment report is in the board packet. There was no formal report or discussion. Enrollment looks good.

### **New Business**

#### ***Disposal of Dental Chair and Related Equipment (ACTION)***

Dr. Klauber discussed giving a dental chair away to Horizon Goodwill. HCC Purchasing Procedures provide that on rare occasions, HCC may make a donation of surplus used equipment to another tax-exempt institution. HCC is in the process of replacing all of its dental chairs. One chair is currently on order awaiting delivery. The used chair has no trade-in value, is no longer usable by the College, and has little to no sales value. Ms. Lampton conducted the vote. Ms. Brooks moved to give a dental chair to Horizon Goodwill. Mr. Newcomer seconded the motion, and the motion carried by majority vote. Mr. Proctor abstained.

***Campus Bookstore Operations (ACTION)***

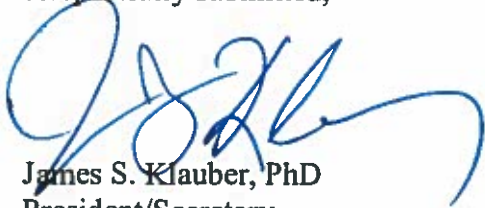
Dr. Klauber discussed the potential five-year contract with Barnes & Noble College. This contract includes a new POS system that will integrate with Colleague, first day complete implementation for students to receive books when they register for classes, and more. Mr. Newman moved to award this contract to Barnes & Noble College. Ms. Lampton seconded the motion, and motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting open session was adjourned at 3:14 pm.

The next regularly scheduled meeting will be held on Tuesday, March 21, 2023, in the Career Programs Building, Room 211 & 213, and via Zoom.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J. S. Klauber', with a long, sweeping flourish extending to the right.

James S. Klauber, PhD  
President/Secretary