

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
October 17, 2023*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 17, 2023, in the AC&T Student Center Room 182 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 (via Zoom)  
L. William Proctor, Jr., Chair  
John Williamson

HCC Affiliates

Heather Barnhart – Coordinator, Student Activities  
David Bittorf – Director of Finance  
Jen Childs – Executive Director, Human Resources & Campus Safety  
Kevin Crawford – Director of Admissions and Enrollment Management  
Mike Harsh – Professor, English, Speech, and Drama  
Josiah Hixon – Assistant Director of Theater Production  
Beth Kirkpatrick – Senior Director, Public Information & Marketing (via Zoom)  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli – Dean, Planning and Institutional Effectiveness  
Laura Renninger – Dean of Instruction  
Dawn Schoenenberger – Interim Vice President of Academic Affairs and Student Services (via Zoom)  
Richard Schulman - Director of Facilities Management and Planning  
Eric Schwartz – Chair, Faculty Assembly  
Theresa Shank - Dean of Continuing Education & Business Services  
Rebecca Shives – Recording Secretary  
Heike Soeffker-Culicerto – Vice President, Administration and Finance  
Ashley Whaley – Senior Director, College Advancement

HCC SGA Officers

Rebecca Bergeron – SGA Vice President  
Divine Fiolu – SGA Secretary  
Jake Klauber - SGA President

**Call to Order**

Vice Chair Lampton presided and convened the regular meeting at 1:02 pm

## **Administrative Function**

In accordance with Maryland's Open Meetings Act, General Provisions Article § 3 – 104, the Board of Trustees met in Administrative Function at 11 am today in the AC&T Student Center Room 182 for training purposes.

## **Consent Agenda**

The consent agenda included the regular, work, and closed session minutes for September 12, 2023; the work session minutes for September 26, 2023; personnel report for September 2023; and the policies reviewed in June – 5003 – Equal Employment Opportunity, 5041 – Employee Leave, 5092 – Drug/Alcohol Free Environment, 8070A – Sexual Harassment, 8095 – Social Media Use & Personal Electronic Account Privacy Protection Policy - were approved as submitted.

## **Reports from Campus Groups**

### ***Student Government Association – Introduction of Officers***

Jake Klauber gave an update on the upcoming events happening on campus. Coordinator Barnhart introduced the SGA Officers for FY24. Present were Rebecca Bergeron, SGA Vice President; Divine Fiolu, SGA Secretary; and Jake Klauber, SGA President.

### ***Faculty Assembly and Upcoming Theater Production***

Assistant Professor Schwartz discussed faculty-related topics of interest. Professor Harsh and Assistant Director Hixon discussed the upcoming theater production, *And Then They Came For Me*, that will be performed Nov. 17<sup>th</sup> – Nov. 19<sup>th</sup> in the Black Box Theater.

## **President's Report**

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

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

Additional topics:

- Contractors are starting to work on Northern Avenue location tomorrow
- Interim Vice President Schoenenberger spoke with Rachel Heiss from AIB to ask questions regarding Maryland Blue Print.

### ***Review of Changes in Scholar Drive Project***

Dr. Klauber and Director Schulman handed out diagrams discussed changes to the Scholar Drive Project. Concerns from the previous diagram had been discussed and amended. Some of these changes included widening the back road which will allow for additional parking.

### ***Foundation Report***

Director Whaley gave an update on the Foundation. Andy Serafini has been named as the Tribute Honoree for the 2024 Tribute. For the employee giving campaign, there was \$46,000 donated with a total employee rate of participation of 92%. Tyler Nedimyer has started as the new College Advancement Operations Coordinator.

### **Monthly and Special Reports**

#### ***Financial Report as of September 30, 2023 (ACTION)***

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Proctor moved to accept the financial report as of September 30, 2023 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### **Special Reports**

#### ***FY23 Audit Report (ACTION)***

Trustee Abraham on behalf of Trustee Snook, Chair of Audit Committee, reported on the FY23 audit. The Audit Committee, comprised of Trustees Abraham, Proctor, and Snook; Vice President Soeffker-Culicerto; Director Bittorf; and President Klauber, met with the auditors from Clifton, Larson, Allen LLP on October 12th. The audit was clean, unmodified audit. Trustee Abraham thanked Vice President Soeffker-Culicerto and Director Bittorf and their staff for doing a great job and for their dedication to the college. Director Bittorf and Vice President Soeffker-Culicerto gave insight to audit findings. Mr. Proctor moved to accept the FY23 audited financials. Mr. Abraham seconded, and the motion carried by unanimous vote.

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

Director Crawford discussed the fall credit enrollment report. Total headcount is up 1.6% while total FTE is up 4% without counting dual enrollment students. Out of State headcount and FTE from Franklin County are looking great.

Dean Shank discussed the fall non-credit enrollment report. Total FTE is growing. The strongest area of growth is with Adult Basic Education students as well as English Language Learners.

#### ***Student Learning Outcomes Assessment (SLOA) Report***

Dean Renninger briefly discussed the SLOA report. The student learning outcomes assessment process is a continuous cycle as follows: (1) designing learning outcomes, (2) developing measures, (3) learning and educational experiences taking place, (4) collecting and analyzing assessment data, and (5) improving student learning. This approach provides the basis for ongoing assessment and improvement. This approach provides the basis for ongoing assessment and improvement. This year the assessment

focused on Institutional Learning Outcomes #4 (Scientific and Quantitative Reasoning) and #6 (Professionalism). Dean Ohl-Gigliotti shared how Student Affairs has been assessing this this year.

***Community College Survey of Student Engagement (CCSSE) Report***

Dean Ranalli shared a presentation on the CCSSE Report that had been completed this year. This survey focused on traditional students. The five factors included: active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners. There was a special focus on guided pathways and mental health. 236 students (20%) responded when the survey was sent out in the spring.

**Old Business**

***Approve Board Goals for FY24 (ACTION)***

Mr. Proctor moved to approve the FY24 Board Goals as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

**New Business**

***Holiday Calendar for FY25 (ACTION)***

Mr. Abraham moved to approve the Holiday Calendar for FY25 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

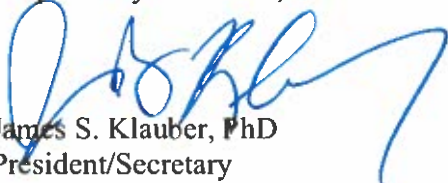
***Academic Calendar for FY25 (ACTION)***

Mr. Abraham moved to approve the Academic Calendar for FY25 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:15 pm. The next regularly scheduled meeting will be held on November 14, 2023 in the Career Programs Building, Rooms 211 and 213, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary