

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
September 21, 2021*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 21, 2021, in the Student Center, Room 182, beginning at 12:00 pm. In attendance:

Board Members

Carolyn Brooks  
James Klauber, Secretary / President  
Paula Lampton  
Gregory Snook  
John Williamson, Chair

HCC Affiliates

B. J. Goetz – Co-Chair, Foundation Fund Raising Campaign  
Carlee Ranalli – Dean, Planning & Institutional Effectiveness  
Barbara Roulette – Recording Secretary  
Daniel Ryan – Chair, Faculty Assembly  
Heike Soeffker-Culicerto - Vice President, Administration and Finance  
Teresa Thorn – Coordinator, Middle College  
C. David Warner – Vice President, Academic Affairs and Student Services  
Ashley Whaley – Senior Director, College Advancement

**Call To Order**

Chair Williamson presided and convened the regular meeting at 12:00 pm.

**Closed Session**

Ms. Brooks moved to adjourn to closed session to discuss personnel matters relating to the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of employees over whom the trustees have jurisdiction pursuant to General Provisions Article 3-305 (b) (1). Ms. Lampton seconded, and the motion carried by unanimous vote.

**Re-convene Open Session**

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:01 pm. In closed session, the Trustees discussed two (2) matters involving employee performance evaluation. Present during closed session were Trustees Carolyn Brooks, Paula Lampton, Gregory Snook, and John Williamson. President Klauber was also present.

### **Foundation Fundraising Campaign Co-Chair, B.J. Goetz**

Mr. Goetz discussed the Foundation Fundraising Campaign currently underway. He and James Holzapfel are the co-chairs, while Blackie Bowen and Don Bowman serve as honorary co-chairs. Mr. Goetz said that the leadership team is built, and the campaign has 100% commitment from the Foundation Board of Directors and the Board of Trustees, which is very important going forward. It is hoped to reach the goal of \$5 million by Thanksgiving.

### **Board Chair Committee Assignments for FY22**

Chair Williamson said he planned to keep the same committee appointments as FY21 at least until a new trustee is appointed. The Board reviewed the committee assignments for FY22 and made no adjustments.

### **Consent Agenda**

The Consent Agenda included the closed and open session minutes for June 8, 2021, the closed and open session minutes for the July 1, 2021 special meeting, and the open and closed session minutes for the August 23, 2021 special meeting; and the personnel report for September 2021. All were approved as submitted.

### **Reports from Campus Groups**

#### ***Report from Student Services***

There was no report from the SGA this month.

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

Assistant Professor Ryan reported that the Faculty Professional Development Plan will be reviewed, Mike Martin is setting up training modules for faculty advising, and recruiting for governance committees is underway.

### **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:

- ) Enrollment is up, but down in FTE; Non-credit FTE is near the 2019 mark
- ) HCC is number one in MACC in enrollment; a number of colleges are showing double-digit declines

- ) Senior Director Kirkpatrick is preparing ideas for marketing the Medical Lab Tech program
- ) There is no waiting list for the Nursing program
- ) The City has received funds for workforce training; Dean Shank will reach out to discuss the College's training opportunities

### ***Proposed Board Meeting Topics for FY22***

The Board reviewed the proposed Board meeting topics for FY22. The document is fluid, as topics are moved and adjusted throughout the year as necessary.

### ***Key Campus Dates for FY22***

Key campus dates for FY22 were distributed.

### ***MACC CIP Prioritization***

The MACC CIP Prioritization list was reviewed.

### ***MACC Draft Legislative Agenda for 2022***

President Klauber discussed the MACC Legislative Agenda for 2022.

### **Monthly and Special Reports**

#### ***Financial Report as of August 31, 2021 (ACTION)***

Mr. Snook moved to accept the financial report as of August 31, 2021 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### **Special Reports**

#### ***STEMM Technical Middle College Report***

Coordinator Thorn reported on the Middle College class of 2021. Twenty-eight students completed associate degrees in the spring of 2021. Biology was the dominant major, although several students pursued multiple concentrations. One student has been accepted into HCC's Nursing program. A total of 131 students have graduated from the STEMM Technical Middle College since the first graduating class in 2015, and have transferred to forty-eight different four-year institutions, many receiving full scholarships. The 2021 graduates plan to attend fifteen different colleges and universities to continue their studies.

In the cohort for the 2021-2022 academic year are sixty-seven students, thirty of whom are returning seniors, and forty-three are incoming juniors; coming from various Washington County high schools, private schools, and home schooled. Coordinator Thorn discussed the success factors for the STMC, which included articulation between HCC and WCPS, articulation agreements with

four-year institutions, marketing materials and information availability, enrollment management, enrollment Pell initiative, and the STMC office associate position that will contribute to the smooth and efficient running of the program.

***Maryland Performance Accountability Report (ACTION)***

Dean Ranalli discussed the Maryland Performance Accountability Report. Ms. Brooks moved to approve the report as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

**Old Business**

***Telework Policy***

Ms. Lampton moved to approve the Telework Policy as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

**New Business**

***Community Counseling Service, Co., LLC (CCS) Contract Extension (ACTION)***

The administration recommended an extension to the contract for Community Counseling Service, Co., LLC through April 30, 2022 to get into the public phase of the campaign. The Board discussed a number of options, including extending on a month-to-month basis or extending for three months. It was recommended that an extension include a term of notice for termination of thirty days. The Board agreed to revisit the topic at the October 19 meeting.

***The Slater Group Contract Extension (ACTION)***

The Slater Group was contracted to assist with the development of the College's Strategic Plan for a duration of four months. The original contract ends on September 30, 2021. With much work yet to be done, the Administration recommended that the existing contract with The Slater Group be extended for two additional months for the total additional amount of \$12,000. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

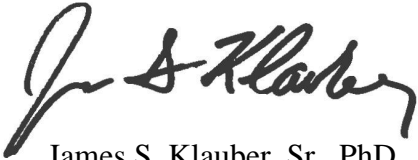
***Travel-related Expenses for Service on an ACCT Committee (ACTION)***

It was moved, seconded, and unanimously approved that the travel-related expenses associated with Chair Williamson's service on an ACCT committee would be paid by the College.

**Adjournment of Open Session**

There being no further business or discussion, the regular meeting was adjourned at 2:49 pm. The next regularly scheduled meeting will be held on October 19, 2021 in the Student Center, Room 182, beginning at 11:30 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber, Sr.", written in a cursive style.

James S. Klauber, Sr., PhD  
President/Secretary