

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 19, 2021*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 19, 2021, in the Student Center, Room 182, beginning at 11:00 am. In attendance:

Board Members

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

HCC Affiliates

David Abeles – President, HCC Foundation Board of Directors
Heather Barnhart – Coordinator, Student Activities
David Bittorf – Director, Finance
Kevin Crawford – Director, Admissions and Enrollment Management
Laura Renninger – Dean of Instruction
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
Eric Schwartz – Assistant Professor, Political Science and International Relations
Theresa Shank – Dean, Workforce Solutions and Continuing Education
Heike Soeffker-Culicerto - Vice President, Administration and Finance
David Warner – Vice President, Academic Affairs and Student Services
Ashley Whaley – Senior Director, College Advancement

HCC SGA Officers

Pari Patel – President
Victoria Young – Secretary
Katherine Montoya – Senator
Ashley Ilerena – Senator
Nicholas Mayonado - Senator

Call To Order

Chair Williamson presided and convened the regular meeting at 11:21 am.

Closed Session

Ms. Lampton moved to adjourn to closed session to discuss the promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the Trustees have jurisdiction, and any other personnel matter that affects one or more specific individuals pursuant to General Provisions Article 3-305(b)(1). Ms. Brooks 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 1:06 pm. In closed session, the Trustees discussed two (2) personnel matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Gregory Snook, William Proctor, and John Williamson. President Klauber was also present.

Consent Agenda

The Consent Agenda included the work, closed, and open session minutes for September 21, 2021; and the personnel report for October 2021. All items were approved as submitted.

Reports from Campus Groups

Student Government Association

Coordinator Barnhart introduced the SGA officers for FY22. Present were Pari Patel, president; Victoria Young, secretary; Katherine Montoya, senator; Ashley Ilerena, senator; and Nicholas Mayonado, senator. Each of the officers gave brief introductions.

Faculty Assembly

Assistant Professor Ryan introduced Assistant Professor Eric Schwartz, who teaches Political Science and International Relations. Dr. Schwartz discussed new developments in his area.

President's Report

Board Briefing Summary

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

STEMM Technical Middle College Student Outcomes

President Klauber discussed the student outcomes for Middle College. He said that of the non-completers, over 70% return to HCC to continue their education, and over 60% transfer to other institutions. One difficulty for recruiters to overcome is that students receive a lower GPA for

Middle College classes than they do for AP or IB classes. Trustee Williamson asked how the Middle College could be promoted, and suggested an advisory committee. Trustee Proctor asked if Middle College students could take a standardized test. These topics will be discussed further.

Monthly and Special Reports

Financial Report for the Period Ending September 30, 2021 (ACTION)

Vice President Soeffker-Culicerto briefly discussed the financial report and spending COVID-related funds. Mr. Snook moved to accept the financial report for the period ending September 30, 2021 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

FY21 Audit Report (ACTION)

Trustee Snook, Chair of the Audit Committee, reported on the FY21 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 15. The audit was clean and there were no findings. Trustee Snook said the Audit Committee recommended acceptance of the FY21 audited financials, and so moved. Mr. Abraham seconded, and the motion carried by unanimous vote.

Fall Credit and Non-credit Enrollment Reports

Director Crawford discussed the fall credit enrollment report. Total headcount was down 6.3% and total FTE was down 8%. The headcount was up in out-of-state students and neighbor state students. ESSENCE headcount was generally up from last year, but Middle College was down 3%.

Dean Shank discussed the fall non-credit enrollment report. As of September 30, 2021, total enrollment for FY22 was 216 compared to 151 for FY21. The Department of Corrections online training and the Corrections training academy have helped to increase the enrollment. Medical Assisting will be added in spring 2022.

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.

Old Business

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

Mr. Abeles and Senior Director Whaley discussed the fundraising campaign and the work of CCS to date. The administration recommended that the existing contract with CCS, which ended on October 15, 2021, be extended through December 31, 2021, for the additional amount of \$87,500 and that College Reserve Funds be used for payment. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Board Goals for FY22 (ACTION)

Mr. Abraham moved to approve the Board Goals for FY22 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Holiday Calendar for FY22 (ACTION)

The Holiday Calendar for FY22 was revised to include Juneteenth. Ms. Brooks moved to approve as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Academic Calendar for FY22 (ACTION)

The Academic Calendar for FY22 was revised to include Juneteenth. Ms. Brooks moved to approve as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

New Business

Holiday Calendar for FY23

Mr. Abraham moved to approve the Holiday Calendar for FY23 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Academic Calendar for FY23

Mr. Abraham moved to approve the Academic Calendar for FY23 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Donation Schedule for Naming Facilities and Programs

Mr. Abraham moved to approve the donation schedule recommendation, revised to remove the ARCC, Hawk Drive, and Scholar Drive from the list; and to revise the amounts for all the endowed chairs to \$100,000 each. Ms. Brooks seconded, and the motion carried by unanimous vote.

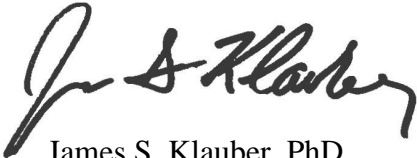
Bus Purchases

The administration recommended the purchase of two buses from Rohrer Enterprises, Inc. in the total amount of \$388,400 using Higher Education Emergency Relief Funds (HEERF). Marlys Palmer's and James Brown's names, which are on the current buses, will be transferred to the new buses. Ms. Lampton moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular business meeting was adjourned at 2:53 pm. The next regular meeting will be held on November 16, 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". The signature is fluid and cursive, with a large initial "J" and "K".

James S. Klauber, PhD
President/Secretary