

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
November 16, 2021*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 16, 2021, in the 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  
L. William Proctor, Jr., Vice Chair  
Gregory Snook  
John Williamson, Chair

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources  
Craig Fentress – Senior Director, Information Technology  
Peri Patel - President, Student Government Association  
Barbara Roulette – Recording Secretary  
Daniel Ryan – Chair, Faculty Assembly  
Heike Soeffker-Culicerto -- Vice President, Administration and Finance  
David Warner – Vice President, Academic Affairs and Student Services

**Call To Order**

Chair Williamson presided and convened the regular meeting at 2:03 pm.

**Consent Agenda**

The Consent Agenda included closed, work, and open session minutes for October 19, 2021; the personnel report for November 2021; and December candidates for college certificates and degrees. No changes were requested, and all documents were approved as submitted.

**Reports from Campus Groups**

*Student Government Association*

Dean Ohl-Gigliotti reported on current SGA events and those planned for the future.

### ***Faculty Assembly***

Assistant Professor Ryan highlighted work being done by faculty in the various departments.

### **President's Report**

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

President Klauber discussed highlights in Academic Affairs, Student Services, Workforce Solutions and Continuing Education, and College Advancement. Additional points included:

- J The Strategic Plan is in the final stages and will be submitted to the Board for approval in December.
- J The finalist for the Medical Lab Tech Program Manager position will be interviewed on Friday.
- J President Klauber sent an email to WCPS Superintendent, Boyd Michael, saying the GPA awarded for Middle College and ESSENCE courses should be awarded the same GPA as Advance Placement and International Baccalaureate courses.
- J President Klauber met with Coordinator Thorn and Vice President Warner to discuss expanding the Middle College to include either business or arts programs in order to provide more options for students.
- J One goal in the Blueprint for Maryland's Future is that all students who have completed the tenth grade will be "college and career ready." President Klauber said the Work Keys test could serve as a measure to make that goal quantifiable. He will give a presentation on the topic at the MACC Presidents' meeting on Friday.

#### ***Draft Agenda for Joint Meeting with Foundation Executive Committee December 21, 2021***

President Klauber shared the draft agenda for the joint meeting with the Foundation Executive Committee on December 21, 2021. It included updates on the work of the Foundation committees and the fundraising campaign.

***Trustee Snook exited the meeting at 2:49 pm.***

### **Monthly and Special Reports**

#### ***Financial Report for the Period Ending October 31, 2021 (ACTION)***

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

## **New Business**

### ***Capital Improvement Project Plan (CIP) (ACTION)***

President Klauber discussed the Capital Improvement Project Plan. Mr. Abraham suggested the following changes: (1) the cost of the NACC property be included as an HCC contribution, (2) the cost of the Road Replacement project be corrected, and (3) include in the ARCC renovation an evaluation of the work required for the roof to support solar panels. Mr. Abraham moved to approve the CIP Plan as amended. Mr. Proctor seconded, and the motion carried by unanimous vote.

### ***New Program: Commercial Music Certificate (ACTION)***

Vice President Warner discussed the proposed new program for Commercial Music Certificate. Ms. Brooks moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### ***Computer Purchase for Gaming (ACTION)***

Senior Director Fentress discussed the need to purchase eighteen computers specifically designed for gaming. Ms. Lampton moved to approved as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### ***5023 – COVID-19 Vaccination Policy (ACTION)***

It was agreed to adjourn debate on this topic.

## **Adjournment**

There being no further business or discussion, the meeting was adjourned at 3:02 pm. The next meeting will be held on December 21, 2021, in the Elliott Center, Rooms 211 & 213, immediately following the joint meeting with the Foundation Executive Committee.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary