

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 18, 2022*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 18, 2022, in the Student Center, Room 182, and via Zoom, beginning at 1:30 pm. In attendance:

Board Members

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

HCC Affiliates

Jessica Baker – Coordinator, Health Sciences Externships and Clinicals
Jennifer Childs – Executive Director, Human Resources
Christine Ohl-Gigliotti - Dean, Student Services
Barbara Roulette – Recording Secretary
Daniel Ryan - Chair, Faculty Assembly
Dawn Schoenenberger – Director, Developmental Education & Adult Literacy Services
Justina Shaw – Director, Business Incubator
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Victoria Young – Secretary, SGA

Guests

James S. Klauber, Jr. (Jake)
Wyatt Klauber

Call To Order

Chair Williamson presided and convened the regular meeting at 1:37 pm.

Introduction of All USA Academic Team Nominees

PTK advisors, Jessica Baker and Dawn Schoenenberger, introduced the All USA Academic Team Nominees. Stephanie Odogu, a full-time nursing student; Addison Snyder, a current STEMM Middle College student; and Maria Orozvo, a Dental Hygiene student.

Consent Agenda

The consent agenda was comprised of the closed, work, joint, and open session minutes for the December 21, 2021 meeting; the personnel report for January 2022; and policy 8060 – Naming College Facilities. All were approved as submitted, except the work session minutes, which were approved as amended.

Report from Campus Groups

Student Government Association

Virginia Young, secretary for the SGA, discussed current and future SGA events and activities.

Faculty Assembly

Assistant Professor Ryan reported on topics relating to faculty.

President's Report

Board Briefing Summary

President Klauber reviewed highlights in Academic Affairs, Student Services, and College Advancement.

Additional points:

- J All the singles in the Incubator have been leased out; Director Shaw will provide an update later in the meeting
- J The ratio of face-to-face to online classes is 5 to 3; based on headcount the ratio is closer to 50/50
- J There will be an enrollment report next month
- J WCPS agreed with expanding the Middle College to include Business, but were not as enthusiastic about including the Arts. Dr. Warner will continue to discuss this with his counterpart at WCPS
- J The Martin Luther King, Jr. Day of Diversity program went well. About thirty people attended in person, and President Klauber will get the numbers for online attendance.

Monthly and Special Reports

Financial Report as of December 31, 2021 (ACTION)

Ms. Brooks moved to accept the financial report as of December 31, 2021. Ms. Lampton seconded, and the motion carried by unanimous vote.

Special Reports

Update on the Business Incubator

Director Shaw summarized the latest developments in the business incubator. There are currently thirty-two owners with very diverse backgrounds. Only six suites are still available. The College has been in discussions with the City to oversee the BuroBox at 60 West Washington Street. That is an open space that could serve as a service area for enterprises that need space to serve the public, such as a salon, a barber shop, or something similar. The College is considering transitioning the Valley Eatery kitchen area to incubate the cottage food industry, charging rent per hour for use of the kitchen. The next Idea Pitch Challenge will be reserved for women participants.

New Business

Environmental Project Proposal (ACTION)

Jake Klauber discussed his Eagle Scout project proposal, which included the placement of three owl boxes to control the rodent population, and ten bat houses to control the insect population at various locations around campus. Specific houses for Barn Owls, Barred Owls, and Eastern Screech Owls would be placed to avoid territorial disputes among the species. The Barn Owl's house would include a camera that would broadcast to the HCC Web site. The total cost is \$500, which was funded by a grant from the Alumni Association. Jake would need assistance from Facilities to place the houses, and assistance from IT to install the camera. Ms. Lampton moved to approve the proposal as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Nature Trail Project Proposal (ACTION)

Wyatt Klauber discussed his Eagle Scout project proposal to place benches and directional signage on the College's Nature Trail. The Nature Trail was created by the United Way Day of Caring in 2021. The point to point section is 0.44 miles, and the loop section is 0.3 miles. Entrance and exit signs would be placed, as well as a sign marking the loop section. Industrial grade benches would be assembled and placed at various locations along the trail. Total cost of the project would be \$3,125.48, which could be paid with HEERF funds. Mr. Proctor moved to approve the proposal as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

External Audit Services (ACTION)

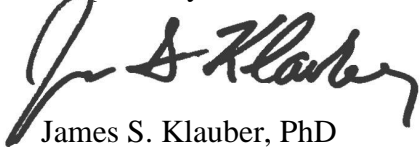
The College issued a Request for Proposal for External Audit Services on November 5, 2021. The RFP was advertised locally as well as posted on eMaryland Marketplace. The scope of services included both the College and the HCC Foundation. Bids were received on December 15, 2021. Clifton Larson Allen LLP and Albright Crumbacker Moul & Itell LLC were the two firms who responded to the RFP. Clifton Larson Allen were the low bid. The Audit Committee

recommended the appointment of Clifton Larson Allen LLP as external auditors beginning with fiscal year 2023. The contract would be for three years with three one-year optional extensions. The fee structure would be \$50,890 for FY23, \$52,960 for FY24, and \$55,100 for FY25. Mr. Abraham so moved. Ms. Lampton seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the open meeting was adjourned at 2:45 pm. The next regularly scheduled meeting will be held on Tuesday, February 15, 2022, in the Student Center, Room 182, and via Zoom.

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