

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
February 15, 2022*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 15, 2022, in the Student Center, Room 182, and via Zoom, beginning at 12:00 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 – Business Session

Vidda Beache – Dean, Distance Education  
Eric Byers – Director, Public Safety  
Kevin Crawford – Director, Admissions and Enrollment Management  
Vince Ippolito – Director, Facilities Management and Planning  
Lore Kuehnert – Associate Professor, World and United States History  
Michael Martin – Coordinator, Academic Advising and Transfer Services  
Nick Mayonado – Vice President, SGA  
Christine Ohl-Gigliotti – Dean, Student Services  
Robert Rohan – Director, Athletics, Physical Education, and Leisure Studies  
Barbara Roulette – Recording Secretary  
Daniel Ryan – Chair, Faculty Assembly  
Charles Scheetz – Director, Student Financial Aid  
Heike Soeffker-Culicerto - Vice President, Administration and Finance  
Ashley Whaley – Senior Director, College Advancement

**Call To Order**

Chair Williamson presided and convened the regular meeting at 12:02 pm.

**Motion to Adjourn to Closed Session**

Ms. Brooks moved to adjourn to closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and to discuss a matter not related to public business pursuant to General Provision

Article § 3-305(b) (1) and (2), respectively. 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 1:02 pm. In closed session, the Trustees discussed three (3) personnel-related matters, and two (2) matters not related to public business. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, L. William Proctor, Jr., Gregory Snook, and John Williamson. President Klauber was also present.

### **Consent Agenda**

The consent agenda was comprised of the work, closed, and open session minutes for the January 18, 2022 meeting; the personnel report for February 2022; and policies 5070, 5095, 8063, 8064, 8065, and 8080. All were approved as submitted. Policy 8063 was rescinded.

### **Report from Campus Groups**

#### ***Student Government Association***

SGA Vice President, Nick Mayonado, discussed current and future SGA projects and events.

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

Assistant Professor Ryan reported on faculty topics. Associate Professor Kuehnert discussed a hybrid classroom.

### **President's Report**

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

The President reviewed highlights in Student Services, Workforce Solutions and Continuing Education, and College Advancement.

Additional points:

- J The Northern Avenue Property exterior lighting overlay is complete. The poles have been wired for future camera installation. Phase I layout of the building will include two classrooms. The work will be done in house and will take about three months.
- J Solar Panel Project – the College is waiting on a letter of intent from a Frederick contractor.
- J The prison system is reopening for instruction.

- ) The water leak in the IT department in the CPB was caused by the main coil in the environmental control unit. It will take four to six weeks to get the replacement part. The IT staff are relocated around campus.
- ) At Student Advocacy Day, it was brought to the attention of the Western Maryland Legislative Delegation that Middle College students are not welcomed back to their home high schools for sports, events, or other activities. Delegate Wivell wrote a letter to the Board of Education regarding this issue.
- ) The group Created Equal submitted a request to speak on campus on the subject of abortion. Their anti-abortion campaign would have involved very large signs, megaphones, and other materials and equipment that were not consistent with the criteria listed in the College's Expressive Activity policy. Following legal review by the author of the policy, the group's request was denied on the grounds that they were not willing to comply with the policy. Several other Maryland community colleges are dealing with requests from this same group.
- ) The basketball mixer after the game on Saturday, February 12, was a good idea. Even though the turnout could have been better, the guest speaker, a former HJC basketball player, spoke about his struggles over the years, and urged the players to graduate.
- ) The College COVID protocols will be adjusted this week from mandatory to optional masks.
- ) A tour of the Northern Avenue facility will be arranged for the trustees.

### ***Draft Agenda for the March 8 Board Retreat***

The draft Board Retreat agenda was shared with the trustees. The agenda devoted the morning session from 9:00 am to 12:00 pm to professional development, facilitated by Dr. Charlene Dukes. The afternoon session from 1:00 to 2:00 pm dealt with budget overview and capital reserve allocations. Chair Williamson said that Dr. Dukes planned to call each of the trustees prior to the retreat to determine their preferences for discussion, and the agenda would be revised accordingly. After some discussion, Trustee Abraham moved to accept the draft agenda as submitted, but said he would oppose it. Trustee Proctor seconded the motion, but would also oppose it. After additional discussion, many felt the time allotted for the professional development training was disproportionate, and that perhaps a session could be scheduled at a later date when the vacancy on the Board had been filled. Mr. Abraham withdrew his motion and Mr. Proctor withdrew his second. It was agreed that the Board Retreat should focus on College business. President Klauber will revise the Board Retreat agenda accordingly.

### **Monthly and Special Reports**

#### ***Financial Report as of January 31, 2022 (ACTION)***

Vice President Soeffker-Culicerto summarized the financial report for the period ending January 31, 2022. Mr. Snook moved to accept the financial report as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

## **Special Reports**

### ***Student Athlete Academic Performance Report for the 2020 – 2021 Fiscal Year***

Director Rohan said there were 124 examples of academic performance of 3.0 GPA or better, comprised of forty-eight female athletes and seventy-six men. Seventeen student athletes became eligible to be inducted into Phi Theta Kappa. While some athletes do well academically, others struggle. The men's basketball team ended the fall semester with a 1.58 GPA, and the spring semester with a 1.99 GPA. The Academic Monitoring Program was implemented to provide closer monitoring of academic progress of student athletes. This program includes interaction with the Coordinator for Academic Advising and Transfer Services for proactive advising.

### ***Student Financial Assistance Report for 2020-2021***

Dean Ohl-Gigliotti discussed the Student Financial Assistance Report, pointing out that distribution of the COVID-19 emergency funds had complicated the numbers. While the total amount of financial aid awarded decreased because of a decrease in enrollments, only seven fewer students received aid. In FY21, more than \$14,000,000 in financial aid and scholarships was awarded to 2,767 students. It was noted that the PELL grants for Dual Enrollment will end June 30, 2022. Student Services is working with the HCC Foundation to find a way to support those students who will be affected.

### ***Distance Learning Report***

Dean Beache discussed the Distance Learning Report. She reported that WorkKeys testing increased from 562 in 2020 to 1,035 in 2021. External testing increased from 1,457 in 2020 to 2,439 in 2021. Discussion of Desire2Learn (D2L), the learning management system, included resources and support for faculty and students. Initiatives included support for quality online offerings, enhancing the quality of instruction, and increasing faculty participation in programs that reduce textbook costs.

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

Director Crawford reported on credit enrollment. With two weeks remaining, he said the College is on track to have flat enrollment. Applications are healthy, including those for Nursing. President Klauber said enrollments are generally down for all colleges, but HCC is in better shape than many others.

Dean Shank reported on non-credit enrollment, which continues to do well. For FY22, both enrollments and FTE increased over FY21 totals at 5,400 and 486.23, respectively. Of the nine categories in which programs are offered, Certification and Licensure leads the percentage of FTE with 36%, followed by Adult Education with 27%.

## **Old Business**

### ***Policy 8060 – Memorandum of Understanding for the Student Center (ACTION)***

The Board reviewed the Memorandum of Understanding for naming the Student Center the AC&T Student Center in appreciation for a substantial donation to the Foundation's fund-raising campaign. Mr. Proctor moved to approve the Memorandum as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Approval of Campus Volunteers (ACTION)***

Senior Director Whaley reported on the Volunteer Corps for FY20 and FY21. During the COVID-19 pandemic, the volunteer corps was drastically reduced due to the cancellation of the Flower and Garden Show and the Tribute, and the scaled back College for Kids programming. Regular volunteer activities resumed in the fall of 2021. Membership has increased from 262 in FY19 to 308 in FY21. The most active volunteer sector continues to be leadership and governance, such as the Alumni and Foundation Boards. Mr. Proctor moved to approve the Volunteer Corps report as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### ***Sole Source Vendor – BFPE International (ACTION)***

Director Ippolito said that HCC currently has a contract with BFPE International for monitoring the fire alarm systems on campus. BFPE can also provide repair service. It was recommended that BFPE International be designated as the sole source vendor for future work, and for the \$14,000 purchase of a non-proprietary fire alarm panel to replace an existing panel in the ATC. Mr. Abraham moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### ***Sole Source Vendor for Body Cams and Tasers – Axon Enterprise, Inc. (ACTION)***

Director Byers discussed the purchase of body cams and tasers for the campus police force. The Maryland Police Accountability Act requires all police to wear body cams on or before July 1, 2025. The body cams used by the Washington County Sheriff's Office and the Hagerstown City Police are sold by Axon Enterprise; having the same equipment would benefit the HCC Campus Police.

HCC currently has two tasers that work, but not well. Both are over ten years old and have a problem with the screens.

It was recommended that Axon Enterprise, Inc. be designated the sole source vendor to purchase body cams at a cost of \$30,962.90, and tasers and all the supplies at a cost of \$24,350.04. Ms.

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

***Capital Funding and Reserve Designation for EDA Grant Application (ACTION)***

President Klauber said that the College is applying for a \$5,000,000 grant from the U. S. Department of Commerce through its Economic Development Corporation. The grant application requires that the College state the amount of funding it plans to contribute to the project. In addition to the financial support committed by the Washington County Government, HCC will need to commit \$3,500,000 to the project, which will be used to meet the matching requirement of the grant. It was recommended that the Board commit \$3,500,000 for the completion of the Northern Avenue property project from the Capital Reserve Fund and approve a Board Resolution stating such. Ms. Lampton moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Policy 8060 Memorandum of Understanding for the Northern Avenue Property (ACTION)***

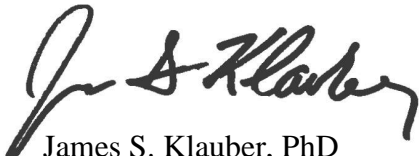
The Board reviewed the Memorandum of Understanding for naming the Northern Avenue property the Bowman Family Workforce Training Center in appreciation for a substantial donation to the Foundation's fundraising campaign. Mr. Proctor moved to approve the Memorandum as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting open session was adjourned at 3:54 pm.

The next regularly scheduled meeting will be held on Tuesday, March 22, 2022, in the Student Center, Room 182, and via Zoom.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary