

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 22, 2022*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 22, 2022, in the Student Center, Room 182, and via Zoom, beginning at 12:30 pm. In attendance:

Board Members

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

HCC Affiliates

Nick Mayonado – Vice President, SGA
Christine Ohl-Gigliotti – Dean, Student Services
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
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

Call To Order

Chair Williamson presided and convened the regular meeting at 12:28 pm.

Motion to Adjourn to Closed Session

Mr. Abraham 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. 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 1:29 pm. In closed session, the Trustees discussed three (3) personnel-related matters, and one (1) matter not related to public business. Present during closed session were Trustees Austin Abraham,

Carolyn Brooks, Thomas Newcomer, L. William Proctor, Jr., Gregory Snook, and John Williamson. President Klauber, Vice President Warner, and Executive Director Childs were also present.

Consent Agenda (ACTION)

The Consent Agenda, comprised of the minutes for the February 15, 2022 closed and open sessions; and the personnel report for March 2022, was approved as submitted.

Reports from Campus Groups

Student Government Association

SGA Vice President, Nick Mayonado, reported on SGA events and planned future events.

Faculty Assembly

Assistant Professor Ryan discussed faculty topics of interest.

President's Report

Board Briefing Summary

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

Additional points:

- Senate Bill 275 would establish the Family and Medical Leave Insurance Fund requiring contributions from employers and employees beginning October 1, 2023.
- HB872 would allow students to drop a class for mental health reasons and get a full refund
- The Climate Solutions Now Act of 2022 would require that all automobiles be electric by 2030, and that any renovations to buildings would require transition to electric.
- The MACC Trustee Conference on April 28 at Anne Arundel Community College will require participants to wear a mask. A Zoom option has not yet been offered.
- The EDA Grant has been submitted.

Monthly and Special Reports

Financial Report as of February 28, 2022 (ACTION)

Mr. Snook suggested taking some excess from the current budget and giving it to the Foundation for scholarships. President Klauber suggested setting aside the money for scholarships but keeping it in the control of the College. Mr. Snook moved to accept the financial report for the period ending February 28, 2022 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Annual Workforce Solutions and Continuing Education Report

Dean Shank discussed Workforce Solutions and Continuing Education. She discussed the various programs offered, contract training, grants, and workforce development sequence scholarships program. In FY22, Certification and Licensure is leading the way in FTE with 174.52, followed closely by Adult Education with 131.07. In FY21, sequence scholarships provided funding for forty-eight students for a total of \$39,250, and the Governor's Emergency Education Relief (GEER) provided funding for one-hundred-ninety-four students for a total of \$234,103. Future opportunities included initiatives related to Maryland's Blueprint for the Future, new Federal and State regulations, and HCC's Strategic Plan.

New Business

Sole Source Vendor – D. M. Bowman (ACTION)

Mr. Abraham moved to approve the sole source vendor request to purchase a remanufactured engine from D. M. Bowman for \$45,000 for one of HCC's trucks. Ms. Brooks seconded, and the motion carried by unanimous vote.

Sole Source Vendor – Anatomage, Inc. (ACTION)

Mr. Abraham moved to approve the sole source vendor request to purchase two dissection tables from Anatomage, Inc. Ms. Brooks seconded, and the motion carried by unanimous vote.

Faculty Promotion and Tenure for FY23 (ACTION)

Vice President Warner said that six faculty members were recommended for promotion, and one faculty member was recommended for promotion and tenure. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Capital Funding and Reserve Designations (ACTION)

The Administration recommended that \$23,015,757 of the General Fund Fund Balance be designated to meet specific unfunded capital improvement project needs and potential additional healthcare costs. Mr. Abraham moved to approve as recommended. Mr. Snook seconded, and the motion carried by unanimous vote.

Credit Tuition for FY23 (ACTION)

In an effort to increase enrollment, it was recommended that the credit tuition for FY23 not be increased. Ms. Brooks moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY23 (ACTION)

Mr. Abraham moved to approve the Student and Community Fee Schedule for FY23 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Continuing Education Tuition and Fees for FY23 (ACTION)

Vice President Culicerto said that there were no recommended changes to Continuing Education Tuition and Fees for FY23. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

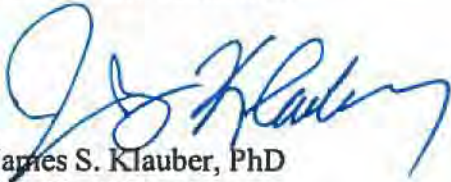
Emeritus Designation (ACTION)

President Klauber discussed the recommendation for former trustee, Patricia Cushwa, to be awarded Trustee Emeritus. Mr. Snook moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Adjourn

There being no further business or discussion, the open session was adjourned at 2:58 pm. The next regularly scheduled meeting will be held on Tuesday, April 19, 2022, in the Elliott Center, Rooms 211 and 213, immediately following the joint meeting with the Alumni Association Board Executive Committee.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "J. S. Klauber", is written over the typed name below.

James S. Klauber, PhD
President/Secretary