

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 19, 2022***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 19, 2022, in the Elliott Center, Rooms 211 & 213, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Nick Mayonado – Vice President, SGA
Christine Ohl-Gigliotti – Dean of Students
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
Heike Soeffkner-Culicerto - Vice President, Administration and Finance

Call To Order

Chair Williamson presided and convened the regular meeting at 1:15 pm.

Consent Agenda

The Consent Agenda included the minutes for the closed, work, and open sessions for the March 22, 2022 meeting; the personnel report for April; the May candidates for college certificates and degrees; and the following policies: 2025 – Board of Trustees and President Conflict of Interest, 2050 – Trustees Travel Expense Reimbursement, and 8066 – Price Schedule for Arboretum and Garden Gifts (Rescind).

Reports from Campus Groups

Student Government Association

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

Faculty Assembly

Assistant Professor Ryan reported on faculty topics.

President's Report

Board Briefing Summary

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

Additional Points:

- Met with Dr. Joshi and other Meritus staff to discuss the future of the hospital. They plan to start a medical school. Could be an opportunity for students to attend HCC Middle College, transfer to Shepherd or Shippensburg, and return to attend Meritus Medical School.
- Active assailant training was scheduled for Friday, April 22, at Kepler.
- The Maryland General Assembly session has ended, and all funding is in place.
- MHEC is being reorganized, removing Financial Aid from its oversight
- The climate change bill was passed by the Maryland General Assembly, the requirements of which will affect future renovation projects.
- HCC received preliminary approval for a \$5 million construction grant from the EDA for the Bowman Center on Northern Avenue
- The kitchen incubator opening is scheduled for May 25
- When the Valley Mall class offerings are moved over to the Bowman Center, two or three years would still be remaining on the lease. It might be advantageous to convert the Valley Mall space to a retail incubator.

RSVP for Year End Activities

The trustees were asked to return the RSVP for year end events to the President's Office by April 29 for planning purposes.

Monthly and Special Reports

Financial Report as of March 31, 2022 (ACTION)

Ms. Lampton moved to accept the Financial Report as of March 31, 2022 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Employee Benefit Costs for FY23 (ACTION)

The Administration recommended that the College continue with all current benefit options with no increase in cost to employees for FY23. Mr. Snook moved to approve the recommendation as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Annual Leave Carry Over (ACTION)

Prior to the pandemic, employees were allowed to carry over to the following fiscal year five days of annual leave. During the pandemic, the maximum number of days to carry over was raised to ten. The Administration recommended that the maximum number of carry over days for annual leave be raised to ten on a permanent basis. Mr. Proctor moved to approve the recommendation as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Salary Adjustments for FY23 (ACTION)

Ms. Brooks moved to approve a 5% flat rate salary adjustment for FY23 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Salary Scale Adjustments for FY23 (ACTION)

Mr. Snook moved to approve a revised salary scale beginning in FY23 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Staff Re-classifications for FY23 (ACTION)

The Administration recommended a number of exempt and non-exempt positions for reclassification. Ms. Brooks moved to approve the recommended re-classifications as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 2:16 pm. The next regularly scheduled meeting will be held on Tuesday, May 24, 2022, in the Student Center, Room 182, beginning at 12:00 pm.

Respectfully submitted,



James S. Klauber, PhD
President/Secretary