

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
May 24, 2022*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 24, 2022, in the Student Center, Room 182, beginning at 12:00 pm. In attendance:

Board Members

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

HCC Affiliates

Jennifer Childs – Executive Director, Human Resources
Barbara Roulette – Recording Secretary
Daniel Ryan – Chair, Faculty Assembly
Eric Schwartz – Chair-elect, Faculty Assembly
Justina Shaw – Director, Business Incubator
Heike Soeffker-Culicerto - Vice President, Administration and Finance

Call to Order

Chair Williamson presided and convened the open meeting at 12:19 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 pursuant to General Provision Article § 3-305(b) (1). 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 open session at 1:10 pm. In closed session the trustees discussed three (3) personnel matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, 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

The consent agenda was comprised of the minutes for March 24, 2022, open, joint, and administrative sessions; and the personnel report for May 2022.

Reports from Campus Groups

Student Government Association

The SGA had no report this month.

Faculty Assembly

Assistant Professor Ryan discussed faculty-related topics of interest. He introduced Dr. Eric Schwartz, the newly-elected Faculty Chair who will officially take office in August.

President's Report

Board Briefing Summary

President Klauber summarized events in Academic Affairs, Student Services, and Workforce Solutions and Continuing Education. Additional points of interest:

- J Insurance premiums went up 11% and cybersecurity insurance went up much more. The College will now be required to use two-method authentication log-in to meet insurance requirements.
- J The pledge commitment of \$200,000 for Mama's Biscuits Culinary Incubator has been received.
- J The College received a \$1.3 million grant for the next five years from Upward Bound
- J Ten students have signed up for the Medical Lab Technician program, which is promising, since the program limit is twenty.
- J Shepherd University is starting an aviation program
- J Fiber should be hooked up at the Bowman Center by the end of summer. Cameras for the property will be another four to six months. Mr. Snook suggested terminating the lease with Dwayne's Auto Repair, which allows him use of the parking lot adjacent to his business; and installing no trespassing signs to discourage graffiti.
- J CVT will stay at the current location for now.
- J The Scholar Drive RFP should go out June 1.
- J The College has been waiting for the PPA from the construction company for the solar project. They wanted the College to sign a ninety day guarantee not to look for another vendor, but the College's attorney suggested a sixty day guarantee only, and then a new RFP would be issued. The company agreed to provide the PPA within the allotted time.
- J Orchards Restaurant in Chambersburg would like to start an apprenticeship program. Dean Renninger and the president are scheduled to meet with them to discuss it further.

Proposed Board Meeting Dates for FY23

It was decided to move the June 14 Board meeting to June 21, 2022. The Board reviewed and discussed the proposed Board meeting dates for FY23. There was some discussion about the date for the December meeting. Final action would be taken at the June meeting.

Monthly and Special Reports

Financial Report as of April 30, 2022 (ACTION)

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Snook moved to accept the financial report as of April 30, 2022 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Mr. Snook asked for the schedule for the audit. Mr. Abraham said there were several items from the last audit committee meeting that were referenced in the audit minutes that should be addressed.

CBES Update

Director Shaw gave an update on the David W. Fletcher Incubator and Labs. She gave a seven-month overview of the progress, highlighting some of the tenants and their businesses, which are very diverse. Growth objectives for the businesses were over six phases, and included defining the business, go-to-market, business development, access to capital, building roles and delegation, and innovative offerings. Six-month goals for the incubator are industry outlet incubators, resource hub, angel investor circle, and recruitment of outside companies to relocate and expand into Maryland. The grand opening of the Mama's Biscuits Culinary Incubator was scheduled for May 25 at 3:00 pm at the Valley Eatery and the adjoining outdoor seating area.

New Business

Pay Rate Schedule for Temporary and Grant-funded Positions and Additional Assignments for FY23 (ACTION)

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

Electrical Transformer Replacement (ACTION)

President Klauber discussed the recommendation to purchase and replace an electrical transformer outside the Career Programs building from Grounded Electrical Construction LLC for \$106,500. Mr. Proctor moved to approve the purchase as recommended. Ms. Lampton seconded, and the motion carried by unanimous vote.

Draft Plan and Operating Budget for FY23

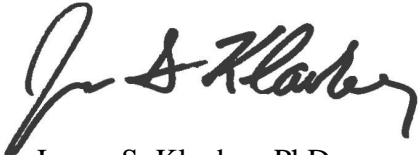
Vice President Soeffker-Culicerto briefly discussed the draft Plan and Operating Budget for FY23, noting that it was a draft and final edits and clarifications would be made. Action would be taken at the June meeting.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 2:52 pm.

The next regularly scheduled meeting will be held on Tuesday, June 21, 2022, in the Student Center, Room 182, beginning at 10:30 am.

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