

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
June 21, 2022***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 21, 2022, in the Student Center, Room 182, beginning at 11:00 am. In attendance:

Board Members

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

HCC Affiliates

Brittany Himber – Recording Secretary  
Christine Ohl-Gigliotti – Dean of Students  
Carlee Ranalli – Dean, Planning and Institutional Effectiveness  
Heike Soeffker-Culicerto – Vice President, Administration and Finance

**Call to Order**

Chair Williamson presided and convened the regular meeting at 11:02 am

**Closed Session**

Mr. Abraham moved to adjourn to closed session to discuss personnel matters affecting one or more individuals over whom the Board has jurisdiction pursuant to Maryland General Provisions article 3-305(b) (1). Ms. Lampton seconded the motion carried by unanimous vote.

**Re-convene Open Session**

Following adjournment of the closed session, Chair Williamson re-convened the regular meeting at 1:27 pm. In closed session, the Trustees conducted one (1) performance evaluation. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, William Proctor, Gregory Snook, and John Williamson. President James Klauber was also present.

## **Consent Agenda**

The consent agenda included the work, closed, and open session minutes for May 24, 2022; the personnel report for June 2022; and the policies reviewed in May – 2020 – Mission, Vision, and Strategic Commitments; and 5050 – Faculty Load, Promotion, and Tenure. The consent agenda was approved as submitted.

## **Reports from Campus Groups**

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

There was no report from the SGA this month.

### ***Faculty Assembly***

Assistant Professor Ryan discussed faculty-related topics of interest.

## **President's Report**

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

President Klauber discussed highlights in Academic Affairs, Workforce Solutions and Continuing Education, and College Advancement.

Additional points:

Looking to resurrect Internships and Job Services on campus. Greg Snook felt that healthcare internships would eventually need to be paid for student's time. The Peer Institution and Selection Process provided a new list of educational institutions nationwide that have similar community and student demographics as HCC. This list will be used in addition to the Maryland list.

## **Monthly and Special Reports**

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

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Mr. Abraham moved to accept the financial report as of May 31, 2022 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***College Insurance Review***

Vice President Soeffker-Culicerto gave a brief summary of the College insurance coverage report. Mr. Abraham noted to add a line item for directions on the review moving forward.

### ***Annual Governance Report***

Dean Ranalli gave an overview of shared governance over the past year, including the standing committees and their memberships, and a summary of the policy work. Highlights from the overview included the successful Staff Council establishment this year, faculty and staff have started to utilize submitting issues within shared governance, and on track to meet five-year goal to review all policies.

### ***Cultural Diversity Plan (ACTION)***

Deans Ohl-Gigliotti and Ranalli discussed the Cultural Diversity Plan. This year's Cultural Diversity Plan covered students, faculty, and staff; coordinated body; data/metrics; and student voices. Mr. Abraham inquired about diversity on campus and Dean Ohl-Gigliotti confirmed many of HCC's diverse students are not born in Washington County. To get a better sense of how the diversity at HCC is affecting the community, it was decided to add a section to HCC's graduate survey to determine if students stay and work in Washington County after graduating from HCC. Ms. Brooks moved to accept the Cultural Diversity Plan as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

### **New Business**

#### ***Architect for Bowman Family Training Center (ACTION)***

Mr. Proctor moved to name Bushey Feight Morin Architects as the finalist for the new Bowman Family Training Center. Mr. Newcomer seconded, and the motion carried by unanimous vote. The current schedule provides an estimated completion in two years.

### **Old Business**

#### ***Finalize Board Meeting Dates for FY23 (ACTION)***

Mr. Proctor moved to approve the Board Meeting dates for FY23. Ms. Brooks seconded, and the motion carried by unanimous vote.

#### ***Plan and Operating Budget for FY23 (ACTION)***

Mr. Proctor moved to approve the Plan and Operating Budget for FY23 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

**Board Re-organization for FY22 (ACTION)**

In accordance with Article IV of the Constitution and By-laws, Chair Williamson turned the meeting over to President Klauber to conduct an election for the office of chair for FY22. Trustee Brooks nominated Mr. L. William Proctor, Jr. as candidate for Board Chair. There were no nominations from the floor, so President Klauber declared the nominations closed, and Mr. L. William Proctor, Jr. was elected by acclamation.

Trustee Brooks nominated Ms. Paula Lampton for Vice-Chair. There were no nominations from the floor, so President Klauber declared the nominations closed, and Ms. Paula Lampton was elected by acclamation.

Chair Williamson resumed chairmanship of the meeting. Mr. Williamson added that the Board acknowledged that President Klauber would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

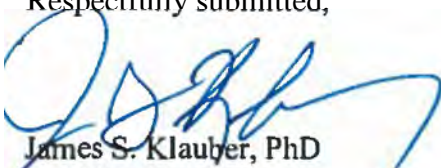
**Thank You**

The Board of Trustees would like to thank Ms. Barbara Roulette, whom is retiring at the end of the month, for her years of service as Executive Assistant to the President and Recording Secretary to the Board.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 2:48 pm. The next regularly scheduled meeting will be held on September 20, 2022 in the ASA Board Room, unless otherwise noted.

Respectfully submitted,



James S. Klauber, PhD  
President/Secretary