

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 18, 2022*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 18, 2022, in the Career Programs Building, Room 211 and 213, beginning at 1:00 pm. In attendance:

Board Members

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

HCC Affiliates

David Bittorf – Director of Finance
Jennifer Childs – Executive Director of Human Resources
Kevin Crawford – Director of Admissions and Enrollment Management
Alicia Drumgoole – Assistant Professor, English Concentration
Vincent Ippolito – Director of Facilities
Christine Ohl-Gigliotti – Dean of Students
Laura Renninger – Dean of Instruction
Eric Schwartz – Chair, Faculty Assembly
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto – Vice President, Administration and Finance
Teresa Thorn – Coordinator, Middle College
David Warner – Vice President of Academic Affairs and Student Services

HCC SGA Officers

Nathan Lanza – Senator
Nick Mayonado - President
Miracle Mosuro - Senator
Joaquin Perez-Duenas – Program Board Member

Call to Order

Chair Proctor presided and convened the regular meeting at 12:56 pm.

Consent Agenda

The consent agenda included the closed, work, and regular session minutes for September 20, 2022 and the personnel report for September 2022. All were approved as submitted.

Reports from Campus Groups

Student Government Association

Nick Mayonado gave an update on the upcoming events happening on campus. Nick Mayondo also introduced SGA officer for FY23. Present were Miracle Mosuro, Senator; Nathan Lanza, Senator; and Joaquin Perez-Duenas, Program Board Member. Each of the officers gave brief introductions.

Faculty Assembly

Assistant Professor Schwartz discussed faculty-related topics of interest.

Bridging the Antietam

Assistant Professor Drumgoole shared Bridging the Antietam Institute will be held on Friday, November 4th and Saturday, November 5th with speaker Adam Booth. Associate Professor Kathryn Benchoff and Assistant Professor Drumgoole will be hosting an online session called Bringing Community Into the Classroom. Assistant Professor Drumgoole also shared the Campus Book Committee will be reading Walking to Listen by Andrew Forsthoefel. Mr. Forsthoefel will be here on campus on March 23 – 24, 2023.

President's Report

Board Briefing Summary

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

Monthly and Special Reports

Financial Report as of August 31, 2022 (ACTION)

Vice President Soeffker-Culicerto gave a brief overview of the financial report. Ms. Brooks moved to accept the financial report as of September 30, 2022 as submitted. Mr. Newcomer seconded, and the motion carried by unanimous vote.

Special Reports

FY22 Audit Committee (ACTION)

Trustee Abraham on behalf of Trustee Snook, Chair of Audit Committee, reported on the FY22 audit. The Audit Committee, comprised of Trustees Abraham, Proctor, and Snook; Vice President

Soeffker-Culicerto; Director Bittorf; and President Klauber, met with the auditors from Clifton, Larson, Allen LLP on October 13. The audit was clean. The auditors did need to make a correction from FY21 which has been fixed. The audit is still classed as unmodified clean audit. Trustee Abraham thanked Vice President Soeffker-Culicerto and Director Bittorf and their staff for doing a great job and for their dedication to the college. Mr. Newcomer moved to accept the FY22 audited financials. Ms. Brooks seconded, and the motion carried by unanimous vote.

Fall Credit and Non-Credit Enrollment Report

Director Crawford discussed the fall credit enrollment report. Total headcount is down 2.8% white total FTE is down 4.4%. Out of State and Out of County have doubled in headcount and FTE.

Dr. Klauber for Dean Shank discussed the fall non-credit enrollment report. Total FTE is growing. The weakest numbers are in the prisons currently.

Student Learning Outcome Assessment (SLOA)

Dean Renninger briefly discussed the SLOA report. The student learning outcomes assessment process is a continuous cycle as follows: (1) designing learning outcomes, (2) developing measures, (3) learning and educational experiences taking place, (4) collecting and analyzing assessment data, and (5) improving student learning. This approach provides the basis for ongoing assessment and improvement.

Old Business

Approve FY23 Board Goals (ACTION)

Mr. Abraham moved to approve the FY23 Board Goals as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

New Business

Open Meetings Act Training (ACTION)

Dr. Klauber asked the Board to designate Rebecca Shives to take the Open Meetings Act Training. Mr. Williamson suggested all the trustees take this training. Ms. Brooks moved to designate Rebecca Shives to take the Open Meetings Act Training. Ms. Lampton seconded, and the motion carried by unanimous vote.

Tuition Adjustment (ACTION)

Dr. Klauber presented a tuition adjustment for all dual credit students in In County, Out of County, Out of State, and Neighbor Rate students to receive 75% discount. Mr. Newcomer moved to approve the tuition adjustment for all dual credit students. Ms. Brooks seconded, and the motion carried by unanimous vote.

Dr. Klauber exited the meeting.

Holiday Calendar FY23 Modification (ACTION)

The Holiday Calendar for FY23 was revised to return after Winter Break on Tuesday, January 3rd. Mr. Abraham moved to approve as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Holiday Calendar FY24 (ACTION)

Ms. Lampton moved to approve the Holiday Calendar for FY24 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Academic Calendar FY24 (ACTION)

Mr. Abraham moved to approve the Academic Calendar for FY24 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Change to President's Contract (ACTION)

Mr. Abraham brought an action for the President's Contract. This action recommends extending the term of the employment contract two (2) additional years to June 30, 2026; and that the Board shall, no later than June 30, 2025, either negotiate a further extension of the contract or provide the president notice of non-renewal, and increasing the option of a transportation allowance to \$12,000 per year effective retroactively to July 1, 2022. Ms. Brooks moved to approve this recommendation. Ms. Lampton seconded, and the motion carried by unanimous vote.

Triad Presentation

Mr. Wolf, Mr. Swailes, and Ms. Popovich from Triad discussed the design for Phase I of the Scholar Drive Road Realignment as well as wayfinding signage. Triad has worked on many projects at HCC in the past.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:45 pm. The next regularly scheduled meeting will be held on November 15, 2022 in the Career Programs Building Room 211 and 213, unless otherwise noted.

Respectfully submitted,


James S. Klauber, PhD
President/Secretary