



HAGERSTOWN COMMUNITY COLLEGE

2024– 2025 ANNUAL GOVERNANCE REPORT

JUNE 2025

INTRODUCTION

Hagerstown Community College uses a shared governance model designed to promote collaboration, transparency, and informed participation in institutional policy development. The model includes cross-constituent committees that reflect the diverse perspectives of faculty, staff, and administrators. Committees focused on academic matters are primarily composed of faculty, with participation from staff and administrators, while committees addressing administrative or operational topics are led by staff and administrators, with faculty representation included as appropriate. This structure ensures that decisions are informed by those with relevant expertise and experience.

OVERVIEW OF HCC GOVERNANCE IN FY 25

The College's shared governance committees addressed a broad range of policy and procedural matters during the 2024–2025 academic year. Committee members engaged in meaningful work focused on enhancing academic standards, refining assessment practices, and improving the student and employee experience. Highlights included the development of a state-mandated Heat Safety Plan, revisions to the faculty observation form, program and course changes through curriculum review, and exploration of artificial intelligence guidance for faculty. Committees also reviewed a number of current policies, advanced lab and campus safety improvements, and supported process changes for student attendance tied to institutional activities. Staff Council continued to serve as a communication hub for staff and hosted discussions on topics ranging from accreditation to collective bargaining. Shared governance serves as a critical structure for communication and institutional improvement.

Structural Changes to Shared Governance

Several structural updates were implemented this year based on the recommendations of the Ad Hoc Committee that reviewed the Guide to Shared Governance during 2023–2024. The Academic Standards and Outcomes Assessment Committee was renamed the Academic Standards Committee, and the Institutional Assessment Committee was renamed the Assessment Committee. Additionally, faculty representation on the Assessment Committee was expanded to ensure each academic division now has a designated representative.

Memberships

The term of service on a standing governance committee is typically two years. Participation of new members is encouraged to broaden overall involvement in the shared governance process. The two student members are appointed annually as determined by the annual SGA election. See Appendix A for a full listing of the members of the committees that served during the 2024–2025 year. This year the faculty was represented by 42 individuals, while the students, administration, and staff were represented by 44 individuals serving on committees.

In previous years, new committee members were typically appointed at the start of the fall term. In recent cycles, the College has shifted toward making appointments by June to allow committees to begin meeting earlier in the academic year. This change reflects an ongoing effort

to support more timely committee engagement and provide additional time to complete annual charges.

Communication

Information about shared governance is readily accessible to the campus community through multiple platforms. The Public Relations and Marketing department maintains a dedicated webpage that includes committee rosters, meeting minutes, and other relevant materials. This page is linked across various sections of the HCC website to ensure broad visibility. In addition, regular emails provide campus stakeholders with policy updates, and informational sessions offer an overview and updates related to the shared governance structure and processes.

GOVERNANCE COUNCIL

The Governance Council (GC), chaired by the President, is the clearinghouse for shared governance concerns and issues on campus. The Council, which consists of representatives from all constituent groups, acts as a “ways and means committee” to monitor the health of the governance system. It helps ensure that concerns are addressed while making sure that committees are adequately staffed to study issues and make recommendations. With its focus on process, the GC assigns issues to the appropriate governance body or administrative unit if an issue is operational, as well as approves changes to the governance structure.

The Governance Council met three times during the 2024–2025 academic year: in September, January, and May. The September meeting focused on committee organization and provided an overview of the annual charges. The January meeting served as a mid-year check-in to share committee progress and address any emerging questions or challenges. The May meeting provided an opportunity to summarize accomplishments, begin planning for the upcoming year, and discuss leadership transitions and continuity.

GOVERNANCE COMMITTEES

Standing Committees

Standing committees provide a forum for the development of broad consensus and recommendations on college-wide matters. Standing committees are co-chaired by an administrator and a faculty member and include representatives of all areas of the College. Faculty members on committees are appointed by the Faculty Assembly while non-faculty are primarily recommended by the Staff Council and members of the Governance Council.

Academic Standards Committee

The Academic Standards Committee (ASC) makes recommendations on policies that support and maintain high academic standards and assessment methodologies and systems with emphasis on student learning outcomes.

Recommendations may include development of or changes to policies, procedures, activities, initiatives, opportunities, and/or strategic planning directions that are needed to support and maintain high academic standards, and/or an assessment system to measure students' academic achievement. This committee is co-chaired by the Dean of Instruction and a faculty member.

The committee received one charge this year: to review current practices for summer terms at other MACC colleges and determine whether changes were needed at HCC. After a thorough review, the committee concluded that no changes are necessary to the current policy regarding the maximum number of credit hours a student may attempt during the summer semester. In addition to this charge, the committee reviewed eight college policies.

Faculty Affairs Committee

The Faculty Affairs Committee considers and makes recommendations on policies related to faculty load, promotion, and tenure. Recommendations may include modifications to the student evaluation of faculty instrument and process, peer review committee guidelines, and classroom observation instrument and process. This committee is co-chaired by the Vice President of Academic Affairs and Student Services and a faculty member.

The Faculty Affairs Committee focused this year on reviewing the current Faculty Observation form to ensure it is comprehensive and accurately reflects the various instructional modalities used in the classroom. The committee also discussed the frequency of faculty observations and identified the need for a guideline outlining the observation process between division directors and faculty. This work is expected to continue into FY26.

Curriculum Development and Review Committee

The Curriculum Development and Review Committee (CDRC) reviews new programs and courses to ensure that they meet college and state standards. Additionally, the committee develops, and reviews policies related to general education requirements for programs, course contact-to-credit hour ratios, compliance with the College's official course syllabi format, and discipline coding of courses.

During FY25, all Academic Divisions were asked to review their letters and certificates to determine whether continuing to offer them was in the best interest of the students. Programs that did not lead to an industry-recognized credential, did not provide a clear pathway to a career, or lacked demonstrable value were recommended for discontinuation. Additionally, programs with consistently low enrollment over multiple years were also considered for discontinuation.

Program Discontinuations		
LTR	CER	AAS
LTR.HST: Human Services	CER.CCP: Childcare Professional	AAS.AET: Alternative Energy Technology
LTR.MGT: Management	CER.CVT: Commercial Transportation Management	AAS.ECE: Early Childhood/Primary Grades Education
LTR.MMC: Marketing		AAS.CVT: Commercial Transportation Administration
LTR.CCP: Childcare Professional		AAS.IPC: Digital Instrumentation and Process Control
LTR.CAD: Computer-Aided Design		
LTR.GDC: Computer Graphic Artist		
LTR.GDG: Graphic Production Specialist		
LTR.WBS: Web Site Development		
LTR.CER.AESW: Solar Energy Installation and Service		
Program Changes		
AA.FLA: "Foreign Language Concentration" modified to "World Languages Concentration"		
Courses Added		
ENG-101EP: English Composition for English Language Learner College Success		
ENV-269: Internship I		
MAT-090P: Foundations of Algebra for College Success (ALP with MAT 160/114)		
MAT-095P: Foundations of Reasoning for College Success (ALP with MAT 115/116)		
MGT-219: Introduction to Social Media Marketing Strategy		
MGT-220: Foundations of Business Analytics		
POL-104: Gender and Politics		

Teaching and Learning Committee

The Teaching and Learning Committee makes policy recommendations regarding the College's environment for and support of excellence in teaching and learning. Recommendations may include development of or changes to policies, procedures, activities, initiatives or opportunities, and strategic planning directions that support teaching and learning excellence at HCC. The Teaching and Learning Committee is co-chaired by the Dean of Academic Innovation and Instructional Technology.

The committee completed assigned reviews of two Board policies in FY25. Policy 4016 (*Workplace Learning*) was revised to allow program coordinator approval for student eligibility and to simplify grading requirements. Policy 4023 (*Student Success and Integrity of Web-Based Courses*) was updated to include hybrid courses and minimum technology standards. Both policies were approved and forwarded to the Board of Trustees. In response to a Governance Council charge, the committee also examined best practices for faculty use of artificial intelligence (AI). After reviewing internal and external resources, the committee recommended incorporating flexible, discipline-specific syllabus statements using a color-coded system to indicate permitted levels of AI usage. The decision was made to forego a static AI guidebook in favor of annual reviews.

Administrative and Information Technology Services Committee

The Administrative and Information Technology Services Committee considers and makes recommendations on policies regarding services and activities that support, enhance, and maintain the quality of services and facilities for staff and students. Recommendations may include facilities, auxiliary services, and institutional issues related to IT applications, computer networks, and telecommunications. The committee is co-chaired by the Vice President of Administration & Finance and a faculty member.

The committee reviewed and discussed policies related to Information Technology and Finance during the 2024–2025 year. A total of ten policies were reviewed and updated as part of the committee’s regular charge. The committee addressed two specific charges related to Policy #4034, *Student Athlete Meal Money Plan*. Revisions included the addition of volunteers to the meal reimbursement plan and an increase in the meal allowance.

Student Affairs Committee

The Student Affairs Committee (SAC) makes recommendations on policies regarding services and activities that support, enhance, and maintain the learning environment and student achievement. The Student Affairs Committee ensures that policies support the quality of enrollment services, student life, and co-curricular activities. Recommendations may include the need for resources, new or modified services or programs, new initiatives, opportunities, and strategic planning to support the student experience at HCC. The SAC is co-chaired by the Dean of Students and a faculty member.

The committee addressed two new charges and completed five-year reviews of four existing policies, all of which resulted in proposed revisions. The first charge—to develop a college-wide attendance policy—was thoroughly explored; however, the committee determined that adopting a policy regarding attendance would significantly conflict with HCC’s current federal financial aid processes and was therefore not feasible. The second charge—to establish a process for students missing class due to participation in official HCC or WCPS (or home high school) activities—was completed and approved in May 2025. The new process will be incorporated into key institutional documents for FY26, with implementation expected by August 2025 pending updates to online forms.

Assessment Committee

The Assessment Committee makes recommendations on policies related to methodologies and systems with emphasis on campus-wide assessments. Recommendations may include the modification or development of strategies, procedures, and tools used to continually assess and improve programs at the institutional and department level. The Assessment Committee is co-chaired by the Dean of Planning & Institutional Effectiveness and a faculty member.

This committee did not have any policies to review during the 2024–2025 academic year.

Instead, members focused on reviewing and discussing recent campus survey findings. The committee also examined efforts to align with Middle States expectations for assessment and played a key role in evaluating and selecting assessment management software to support institutional effectiveness initiatives.

Campus Safety Committee

The Campus Safety Committee considers and makes recommendations on policies regarding campus safety, security, emergency preparedness, response, and recovery. Recommendations may include campus response, security protocol, emergency management, campus health, and infectious disease protocol. The Campus Safety Committee is co-chaired by the Director of Public Safety and a faculty member.

The committee met regularly throughout the year to review and implement key policies and procedures. Major accomplishments included the development and Board approval of a new Heat Safety Plan, as mandated by the State of Maryland, and updates to the Chemistry Hygiene Plan, which is now available online. The committee initiated safety improvements in the pottery and welding labs following an industrial hygiene assessment, including new equipment and a forthcoming hygiene plan. The committee supports the college's decision to hire an Environmental Health and Safety (EHS) Coordinator. The new position will help address EHS concerns as well as ensure overall compliance with state and federal regulations. Additional committee efforts included reducing vehicle traffic near CPB, reviewing the college hazing policy in light of new federal guidance, and planning for a campus-wide respiratory protection program to begin in FY26.

Staff Council

The Staff Council is the representative body for non-exempt and exempt staff (up to and including the coordinator level). The Council provides a vehicle for positive, open communication with other areas of the campus community, ensures that staff are informed about and have an opportunity to provide input into proposed College policies and procedures that have an impact on staff; seeks and represents concerns of staff to the College's administration; and strives to maintain positive communication and understanding between and within all members of the College community. A Staff Council officer serves on appropriate standing and ad hoc committees. Staff Council works in the spring to help identify staff to fill committee vacancies for next year. New officers are elected in July.

The Council meets bimonthly and offers a Zoom option to provide greater flexibility for members who are unable to attend in person. Throughout the year, a variety of guest speakers were invited to share updates and lead discussions on topics of interest. Topics addressed included collective bargaining, the Middle States accreditation process, unit planning, TimelyCare, and the transition to a new custodial service. Additional discussions focused on the Language Line interpreter service and admissions processes for students.

SUMMARY OF CHARGES AND POLICY WORK IN FY25

Six charges were assigned to committees this year.

Charge	Committee	Status
Summer Term Credits	Academic Standards	Complete
Attendance for Campus Groups	Student Affairs	Complete
College-wide attendance policy	Student Affairs	Complete
Review Athletic Meal Plan policy	Admin & IT	Complete
AI Review	Teaching & Learning	Complete
Faculty Observation form	Faculty Affairs	Complete

Over twenty policies were reviewed by the Board in 2024 – 2025. Much of the policy review coincided with updating finance and Board policies. An overview of policies reviewed can be found in Appendix B.

LOOKING AHEAD

The standing committees will continue their work reviewing and updating existing college policies. In recent years, significant progress has been made in this area, and maintaining that momentum is a key priority. The goal remains to review every Board policy on a five-year rotating schedule to ensure alignment with current practices and institutional needs.

In the 2025-26, the College plans to offer another workshop providing an overview of HCC's shared governance structure and processes. This session will serve as an introduction for new members of the campus community and a refresher for returning employees. The workshop will include an evaluation component to gather participant feedback on the content and solicit suggestions for future training topics.

In addition, an orientation session will be held specifically for committee co-chairs to support effective leadership, clarify expectations, and ensure consistency across committees.

APPENDIX A

GOVERNANCE COMMITTEE MEMBERSHIP ROSTERS for FY25

**** Denotes chair/co-chair**

GOVERNANCE COUNCIL

1. James Klauber, President **
2. Vidda Beache, Dean of Academic Innovation and Instructional Technology
3. Lore Kuehnert, Professor, History
4. Eric Byers, Director of Public Safety & Chief of Police, Public Safety
5. Christine Cramer, Assistant Professor, Psychology
6. Tanda Emmanuel, Program Coordinator & Assist Prof, HIM Program
7. Alyssa Little, Assistant Professor, Dance
8. Doug Leisher, Assistant Professor, Information Systems Technology
9. Beth Kirkpatrick, Senior Director, Public Relations & Marketing
10. Isabella Early, SGA President
11. Christine Ohl-Gigliotti, Dean of Students, Student Affairs
12. Carlee Ranalli, Dean, Planning & Institutional Effectiveness
13. Kathleen J. D'Ambrisi, Dean of Instruction, Academic Affairs
14. Veronica Stein, Faculty Assembly Chair; Professor, Chemistry and Physical Science
15. Theresa Shank, Dean, Continuing Education & Community Services
16. Eric Schwartz, Associate Professor, Political Science/International Relations
17. Heike Soeffker-Culicerto, Vice-President, Administration & Finance
18. Kelly Jacobs, Payroll Associate
19. Dawn Schoenenberger, Vice-President, Academic Affairs & Student Services
20. Margaret Yaukey, Assistant Professor, Art
21. Robin Hill, Associate Professor, Practical Nursing

ACADEMIC STANDARDS COMMITTEE

1. Kathleen J. D'Ambrisi, Dean of Instruction, Academic Affairs**
2. Christine Cramer, Assistant Prof, Psychology**
3. W. Christopher Baer, Registrar, Student Affairs
4. Danny Weber, Professor, Music and Humanities
5. Shannon Cameron, Assistant Prof, Physical Education & Athletic Trainer
6. Liz Hadley, Assistant Professor, English Language Learners
7. Tom Crawford, Professor, Mathematics and Business
8. Brenda Garcia, Student Financial Aid Manager
9. Mary Hendrickson, Director, Behavioral and Social Sciences
10. Tracy Nickel, Student Support Advisor, Retention and Registration
11. Kathy Fike, Instructor, Health Information Management Program

FACULTY AFFAIRS COMMITTEE

1. Dawn Schoenenberger, Vice-President, Academic Affairs & Student Services**
2. Lore Kuehnert, Professor, History **
3. Amanda Miller, Professor, English
4. Dana Poole, Director, English and Humanities
5. Laurie Montgomery, Director, Math and Science
6. Juan Luna, Assistant Professor, Electrical Engineering Technology
7. Megan Dayhoff, Associate Professor, Medical Imaging Program/Program Coordinator
8. Marti Grahl, Director, DEALS
9. Ashley Dolsen, Instructor, Nursing
10. Liz Gildersleeve, Instructor, Chemistry

CURRICULUM DEVELOPMENT & REVIEW COMMITTEE

1. Dawn Schoenenberger, Vice-President, Academic Affairs & Student Services**
2. Robin Hill, Associate Professor, Nursing**
3. Chelsea Brereton, Coordinator, Curriculum & Academic Systems
4. Thomas Burge, Assistant Professor, Exercise Science
5. Stacy Reikowsky, Assistant Professor, History
6. Rich Campbell, Assist Prof, Developmental Math
7. Olu Bamiduro, Assistant Professor, Mechanical Engineering Technology
8. Angie Auldrige, Director, Advising & Student Support
9. Alicia Drumgoole, Associate Prof, English Composition
10. Jennifer Suminski, Associate Professor/Program Coordinator, Dental Hygiene
11. Rebecca Westmeyer, Professor, Math
12. Kathleen J. D'Ambrisi, Dean of Instruction, Academic Affairs
13. Mary Hendrickson, Director, Behavioral and Social Sciences/Business

TEACHING AND LEARNING COMMITTEE

1. Vidda Beache, Dean of Academic Innovation and Instructional Technology**
2. Eric Schwartz, Associate Professor, Political Science/International Relations**
3. Sonjurae Cross, Assistant Professor, Developmental English
4. Victor Adegboyega-Edun, Assistant Professor, Web & Animation Technology
5. Sean Wynkoop, Assistant Professor, English and Communication
6. Karen Hammond, Director, Nursing
7. Jack Drooger, Program Manager, Trades, Transportation and IT
8. Audra Haddock-Martenot, Assistant Professor, Digital Media Communications
9. Jeff Schramm, Assistant Prof, Biological Sciences/Anatomy & Physiology

ADMINISTRATIVE AND IT SERVICES COMMITTEE

1. Heike Soeffker-Culicerto, Vice-President, Administration & Finance**
2. Doug Leisher, Assistant Professor, Information Systems Technology**
3. Greg Betz, Assist Prof, Industrial Technology & Alternative Energy
4. Kevin Crawford, Director of Admissions & Enrollment Management
5. Tom Childs, Learning Technology Specialist
6. Stephny Lietuvnikas, Systems Analyst
7. Mason Young, Staff Accountant

STUDENT AFFAIRS COMMITTEE

1. Christine Ohl-Gigliotti, Dean of Students, Student Affairs**
2. Alyssa Little, Assistant Professor, Dance**
3. Wes Jackson, Strategic Recruitment Specialist
4. Aaron Chew, SGA Officer
5. Kim Hamburg, Administrative Office Associate III – Health Sciences
6. Rebecca Powers, Business, Certification & Licensure Program Manager
7. Dawn Drooger, Assistant Professor, Nursing
8. Harald Jazdzewski, Assistant Professor, Cybersecurity

ASSESSMENT COMMITTEE

1. Carlee Ranalli, Dean, Planning & Institutional Effectiveness**
2. Tanda Emmanuel, Program Coordinator & Instructor, HIM Program**
3. Dawn Nally, Assistant Professor, Nursing
4. Kate Benchoff, Associate Professor, English Composition
5. Emily Boward, Instructor, Biology
6. Jeannine Stonestreet, Assistant Professor, Psychology and Elementary Education
7. Carrie Hawbecker, Assistant Professor, Developmental Math
8. Ed Bass, Assistant Professor, Mechatronics & Industrial Technology
9. Brandon Brereton, Assistant Director, Finance
10. David Grimes, Learning Support Specialist
11. Kati Kimble, Data and Assessment Specialist, PIE
12. Courtney Anderson, Executive Assistant, Workforce Solutions & Con Ed
13. Jamie Cannon, Chief Counsel
14. Heather Barnhart, Coordinator, Student Activities
15. Nancy Arnone, Director, Business & Technology

CAMPUS SAFETY COMMITTEE

1. Eric Byers, Director of Public Safety & Chief of Police, Public Safety**
2. Margaret Yaukey, Instructor, Art**
3. Jim Niessner, Assistant Professor, Developmental Composition
4. Lori Manilla, Associate Professor, Nursing
5. Brian Hook, Police Officer, Campus Police & Safety

6. Jennifer Childs, Executive Director, Human Resources
7. Jamie Bachtell, Director, Student Cohorts, Compliance & Intervention
8. Tyler Howsare, Webmaster
9. Ryan Hazan, Staff Accountant
10. Cheri McDannell, Desktop Publishing/Software User Specialist

APPENDIX B

POLICY WORK IN FY25

Policy #	Policy Name
2010	Board of Trustees By-Laws
2011	Special Rule of Order to Permit the Use of Consent Agendas
2035	Position Description- Member, Board of Trustees
2040	Policy Creation and Review
3060	Tuition Rate Discounts for Dual Credit Students
3071	Incentive Compensation & High-Pressure Recruitment Ban
3075	Tuition Discount for Out of State Veterans Using VA Benefits
3078	Victims of Human Trafficking Tuition Discount
4016	Workplace Learning
4023	Student Success & Integrity of Web-based Courses & Programs
4034	Student Athlete Meal Money Plan
6045	GASB 75- Accounting & Financial Reporting for Postemployment Benefits Other than Pensions
6060	Identity Theft Prevention Program
6070	Personal Loans and Payroll Advancements
7050	Library Use by Non-HCC Users
7060	Facilities Rental and Usage by Outside Organizations
8043	Heat Safety Program
8055	Use of College Vehicles Policy
8074	Copyright Infringement Policy
8076	Hagerstown Community College Library Development Policy