

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
August 21, 2012***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, August 21, 2012, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham  
Guy Altieri, Secretary / President  
Carolyn Brooks  
L. William Proctor, Jr.  
Gregory Snook, Chair  
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Stacey Lowman – Executive Director, College Advancement  
Donna Marriott – Director, Human Resources  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Conference Services  
Robert Spong – Director, Facilities Management and Planning  
Beth Stull – Director, Public Information

**Call To Order**

Chair Snook presided and convened the regular meeting at 11:27 am.

**Closed Session**

Ms. Brooks moved to adjourn to closed session to discuss financial strategies and exercise executive function privilege. Mr. Abraham seconded, and the motion carried by unanimous vote.

**Re-convene Open Session**

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:07 pm. In closed session, the Trustees discussed funding strategies for campus projects. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Anna Barker, Director Robert Spong, and Gerard Rath were also present.

### **Approval of Minutes (June 26, 2012 Closed and Regular) (ACTION)**

Mr. Proctor moved to approve the June 26, 2012 closed and regular meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **Board Chair Annual Appointments**

Chair Snook said that the committee appointments made in April 2012 would also be effective for FY13. Those appointments are as follows: Mr. Elliott (Chair), Mr. Abraham, and Mr. Williamson comprising the Audit Committee; Mr. Abraham and Mr. Williamson serving as Foundation Liaison; Ms. Cushwa (Chair), Mr. Proctor, and Ms. Brooks comprising the Board Self-Evaluation Committee; Ms. Cushwa and Chair Snook serving as MACC Representatives; and Chair Snook representing the trustees on the HCC Foundation's Capital Campaign Leadership Committee.

### **President's Report**

#### ***Proposed Meeting Topics for FY13***

The Board reviewed the proposed topics for FY13 Board meetings. Agenda topics will continue to evolve throughout the year as circumstances dictate. Retreat topics will most likely center around Middle States work and funding.

#### ***Recognition Area in Waltersdorf Quad for Veterans who Became HCC Students***

President Altieri met with Allen Calvert and Stan Plumb, President and Treasurer respectively, of the HCC Veterans Club, to select a site for a recognition area in the Waltersdorf Quad to commemorate those veterans who became HCC students. The site selected is adjacent to the designated tribute area directly across from the Student Center. The Board expressed strong support for this project.

#### ***Update on Executive Order 13607***

President Altieri shared the latest update on the clarification of Executive Order 13607. A series of questions and answers clarified some ambiguities concerning Standardized Cost Form, Aid Information, State Authorization/Recruiting, Accreditation, Readmission/Refund, Individual Education Plan, and Advising Point of Contact. The changes made are workable, and the College's Financial Aid office is moving ahead with compliance.

#### ***Enrollment Report***

The preliminary enrollment report for the fall 2012 semester showed enrollment trending up. Total headcount is up 3.7%, with total FTE up 4.4%. First time students is up 10.4%. Web registration continues to grow, up 28% over last year. A more in-depth report will be presented at the September 18 Board meeting.

## **Monthly and Special Reports**

### ***Personnel Recommendations (ACTION)***

Mr. Abraham moved to approve the personnel recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Financial Report***

The financial report will be presented at the September 18, 2012 meeting.

## **Old Business**

### ***Board of Trustees Position Description (ACTION)***

President Altieri said the Board of Trustees Position Description had been drafted for use in filling the Board's vacancies earlier this year. For use in the future, the administration recommended formal approval of the document in open session. Mr. Abraham offered a number of revisions for consideration. Since a portion of the verbiage was lifted from the Board of Trustees By-laws, it was decided to table the action and review both documents at a future meeting.

## **New Business**

### ***Update on the Architect Selection Process for the Student Center Expansion***

The schedule for selection of the architectural and engineering services firm for the Student Center expansion was discussed. Evaluations of submissions and identification of the short list is scheduled for August 28, with final approval by the Board on or before October. Building occupancy is expected in August 2014. Chair Snook said the College should consider incorporating solar panels or other alternative energy sources to help offset the costs.

### ***Naming HCC Facilities***

President Altieri reviewed the letter written by Rick Toms in support of naming the ARCC arena after former HCC men's basketball coach and athletic director, Jim Brown. The Board took the request under advisement and may take formal action at a future meeting.

**Adjourn to Closed Session**

There being no further business or discussion, the Board adjourned to closed session at 1:59 pm to discuss board administrative matters, review pending litigation, and exercise executive function privilege.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary