

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 18, 2012*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 18, 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
Patricia Cushwa, Vice Chair
Merle Elliott
Gregory Snook, Chair
William Proctor
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Gladys Cudjoe – Senator, SGA
Michael Harsh – Chair, Faculty Assembly
Rick Howe – Vice President, SGA
Ted Kaiser – Senator, SGA
Joseph Knight – President, SGA
Donna Marriott – Director, Human Resources
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Theresa Shank – Dean, Continuing Education and Conference Services
Beth Stull – Director, Public Information
Long Vo – Treasurer, SGA
David Warner – Vice President, Academic Affairs
Irene Young – Coordinator, Campus Volunteers

Guests – Washington County Division of Public Works

Joseph Kroboth – Director
Robert Slocum – Deputy Director
Joseph Kuhna – Administrator, Real Property

Call To Order

Chair Snook presided and convened the regular meeting at 11:31 am.

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss financial matters, Board administrative matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:23 pm. In closed session, the Trustees discussed one (1) Board administrative matter, and two (2) financial matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Gregory Snook, William Proctor, and John Williamson. President Guy Altieri and Vice President Anna Barker were also present.

Final Approval of Roundabout Design (ACTION)

Joseph Kroboth and Robert Slocum discussed the final design for the proposed roundabout at the campus entrance. The plan includes two lanes into the campus from Robinwood Drive and two lanes outbound onto Robinwood. Low maintenance landscaping is planned for the center circle, designed to screen the distraction of oncoming traffic. The County continues to work with one homeowner to obtain the necessary approvals. Pending that approval, the project will go out to bid this winter with a projected spring 2013 start. President Altieri said that the Board was supportive of the project, including the add alternates. Mr. Proctor moved to approve the design of the roundabout as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Approval of Minutes (August 21, 2012 Closed and Regular) (ACTION)

Mr. Abraham moved to approve the closed and regular meeting minutes for August 21, 2012 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Mr. Knight introduced the other SGA officers present: Rick Howe, Vice President; Long Vo, Treasurer; Gladys Cudjoe, Senator; and Ted Kaiser, Senator. Officers not present were: Jason George, Secretary; Cameron Roberts, Senator; and Faith Volkening, Senator. Mr. Knight reported on current SGA events and those planned for the future.

Faculty Assembly

Faculty Assembly Chair, Mike Harsh, reported that his focus for the next two years of his term will be excellence in teaching. With the addition of seventeen new full time faculty this semester, the mentoring program will be given particular emphasis.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Continuing Education, Planning and Institutional Effectiveness, and Institutional Advancement.

Institutional Priorities for FY14

President Altieri discussed the eleven Institutional Priorities for FY14, which will help shape the College's FY14 plan and budget. The Board endorsed the institutional priorities as submitted.

Nora Roberts Writing Institute Update

HCC has signed an agreement with Nora Roberts to create a writing institute with the purpose to promote education and help participants learn more about the art and craft of writing and the publishing industry. HCC's press release announcing the writing institute awaits approval from Ms. Roberts' publicist.

PTK Five Star Chapter Status

HCC's Pi Theta Chapter of Phi Theta Kappa National Honor Society earned Five Star Chapter status by fulfilling all the necessary requirements to achieve this top level. Congratulations to co-advisors Sherry Donovan and Jennifer Szczesniak for their guidance and support.

MOL Board Update on the Report to MCCCCP

President Altieri said that currently Quality Matters exists within the Maryland Online organization. The MOL Board has requested to allow Quality Matters to establish itself as a 501(c)3 with its own Board that would include an MOL representative, but independent of MOL oversight. In deliberation, the community college presidents concluded it would not be in the best interest to separate MOL and QM. A study team of presidents has been created to review various scenarios and recommend a new governance structure.

MACC Legislative Agenda

The MACC Legislative Agenda will be covered in more detail at the October 16 meeting when Dr. Bernard Sadusky, Executive Director of MACC, visits the campus. A reminder that the MACC Board of Directors' meeting will be held on October 24, 2012.

"Filling the gaps"

President Altieri discussed the New York Times article, "Filling the gap," which discusses the role of community colleges in providing middle-skills, which one third of all jobs require.

“Student options outlined for ailing Mountain State University”

President Altieri discussed the Herald Mail article, which outlined various options for Mountain State University students in the aftermath of the university losing its accreditation.

Monthly and Special Reports

Personnel Recommendations (ACTION)

Mr. Elliott moved to approve the personnel recommendations for September 2012 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report for the Period Ending August 31, 2012 (ACTION)

Chair Snook dispensed with a verbal report and Vice President Barker had nothing to add to the written report. Mr. Elliott moved to accept the financial report for the period ending August 31, 2012 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

FY12 Audited Financial Statements (ACTION)

Mr. Elliott, Chair of the Audit Committee, said the independent auditing firm of Albright, Crumbacker, Moul, and Itell offered a low risk opinion on the FY12 audit due to a refund calculation error in the Financial Aid office. Mr. Elliott moved to accept the FY12 audited financial statements as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Annual Student Learning Outcomes Assessment Report

Vice President Warner discussed the improvements in assessing student learning outcomes, and the progress that has been made in collecting the data. Karen Hammond, Director for Nursing; Judith Peisen, Chair for Mathematics and Science Division; and Margaret Spivey, Director for Technology and Computer Studies discussed the measurement tools initiated in their respective departments.

Voluntary Report to Middle States Commission on Higher Education

A voluntary progress report was submitted on July 23, 2012 to Middle States Commission on Higher Education. The report discussed the progress made in the assessment of general education outcomes since the submission of the Progress Report in September 2011, and the plans and timeline for further development during FY13. With the College approaching the Middle States accreditation team visit in 2014, this continued work in student outcomes assessment is a vital part of preparation for the self-study. Vice President Warner said the College should have two solid years of data for the Middle States team to review.

Timeline for Middle States Self-Study

Dean Macht briefly reviewed the Middle States self-study timeline. In fall 2012, an MSCHE liaison will schedule campus visits to determine the College's readiness, and in spring 2013, the College will select a self-study model, establish work groups and committees, and finalize the self-study design.

Old Business

Commission on Dental Accreditation (CODA) Decision on the Dental Assisting Program

On August 9, 2012, the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education, granted the accreditation status of "approval without reporting requirements" to HCC's dental assisting program. The next scheduled site visit is 2019.

New Business

Approval of Volunteer Corps Members (ACTION)

Ms. Young briefly discussed the campus volunteers program, which is very successful, and contributes great value to a number of departments campus wide. Mr. Abraham moved to approve the roster of volunteers as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Fund Balance Designations -- General Fund (ACTION)

Mr. Proctor moved to approve the fund balance designation for the general fund as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Memorandum Of Understanding with First Solar /Maryland Solar

Maryland Solar drafted a Memorandum of Understanding that includes the donation of 300 solar panels for HCC's instructional use, and paid internships for HCC students. The College would be responsible for the \$50,000 to \$65,000 cost for installation, which would follow the design of the First Solar project on the Sharpsburg Pike. Chair Snook suggested maintaining enough space between panels for lawn mowers to maneuver. He suggested Jeanne Singer review the MOU.

Team Teaching Policy (ACTION)

Ms. Brooks moved to approve the recommended Team Teaching policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Student Success and the Integrity of Web-based Courses and Programs (ACTION)

Mr. Abraham moved to approve the recommended Student Success policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Remarks

Trustee Cushwa said she was glad to see the responses to the Board self-assessment were being worked into the meetings. Trustee Abraham thanked Director Spong for his work with the County on the front entrance design. Chair Snook said that he is conducting Board meetings with the intent of keeping the length to four hours or less, so staff members should feel free to speak up if they have something to add to a report.

Adjournment

There being no further business or discussion, the meeting was adjourned at 3:14 pm. The next meeting will be held on October 16, 2012.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr