

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
October 16, 2012*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 16, 2012, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham  
Guy Altieri, Secretary/Treasurer  
Merle Elliott  
Gregory Snook, Chair  
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Michael Harsh – Chair, Faculty Assembly  
Rick Howe – Vice President, SGA  
Stacey Lowman – Director, College Advancement  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Donna Marriott – Director, Human Resources  
Donna Rudy – Dean, Student Affairs  
Barbara Roulette – Recording Secretary  
Beth Stull – Director, Public Information  
David Warner – Vice President, Academic Affairs

Guests

Bernard Sadusky – Executive Director, MACC

**Call To Order**

Chair Snook presided and convened the regular meeting at 11:30 am.

**Lunch Discussion**

Dr. Sadusky briefly discussed the concept of a Middle College. He said the Lieutenant Governor is very interested in STEM and the possibility of providing a college experience to high school students. Prince George's Community College has established a middle college for allied health, and students graduating from the program receive a high school diploma and an associate's degree. Applications submitted for this program far exceed capacity. Dr. Sadusky felt a STEM middle college at HCC should begin with a minimum of 50 or perhaps 100 students, to be increased each year as demand grows. State funding could possibly increase to support this jobs-based program.

### **Consider a Motion to Adjourn to Closed Session**

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

### **Reconvene Open Session**

Following adjournment of the closed session, Chair Snook re-convened the open session at 1:13 pm. In closed session the trustees discussed one (1) personnel matter and two (2) financial strategy issues. Present during closed session were trustees Austin Abraham, Merle Elliott, Gregory Snook, and John Williamson. President Altieri, Vice President Barker, and Executive Director Lowman were also present.

### **MACC Legislative Agenda and Funding Challenges for FY14 and Beyond**

Dr. Bernard Sadusky, Executive Director of MACC, summarized the MACC Legislative Agenda for 2013, which will be presented at the MACC Board of Directors' meeting on October 24. He also discussed the funding challenges for community colleges for FY14 and beyond as the state of Maryland continues to struggle with budget deficits. The major points of the legislative budget are: expedite the full statutory intent of the Cade and BCCC formulas, fully fund the 2014 capital request of \$122.7 million, eliminate the current statutory cap of \$6 million for ESOL, and seek a \$1 million grant fund to aid qualified high school students to pursue college level courses through CTE or ECA.

### **Approval of Minutes (September 18, 2012 and October 9, 2012 Closed and Regular) (ACTION)**

Mr. Abraham moved to approve the closed and regular meeting minutes for September 18, 2012 and October 9, 2012 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

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

Rick Howe, Vice President, discussed SGA events recently held and those planned for the next several weeks. In addition, he discussed the PTK-sponsored College Completion Symposium held on Friday, October 12. President Altieri said that MHEC thought it was the only symposium in Maryland that included out of state speakers.

#### ***Faculty Assembly***

Faculty Assembly Chair, Mike Harsh, reported on various achievements by HCC faculty.

## **President's Report**

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

President Altieri discussed highlights in Student Affairs, Academic Affairs, Continuing Education, Administration and Finance, College Advancement, Facilities and Grounds, and Planning and Institutional Effectiveness.

### ***MACC Trustee Conference and Legislative Reception***

The MACC Trustee Conference and Legislative Reception will be held on January 28, 2013. Trustees attending were asked to inform the president's office for completion of the necessary paperwork. The program will be distributed once finalized by MACC. Trustees Snook, Abraham, and Williamson indicated they would attend.

### ***Meeting Jointly with the Washington County Legislative Delegation***

President Altieri said that despite the fact that the Washington County Legislative Delegation has changed the format this year of meeting with each community group individually, Delegate Serafini's office has indicated they would be willing to come to the College to meet with the trustees, preferably mid-morning on December 11. The December Board meeting is scheduled for December 18 and would include a joint meeting with the Foundation Executive Committee. Various options were discussed. The president's office will continue to work with Delegate Serafini's office to finalize the date.

### ***"Education secretary calls for end of printed textbooks"***

President Altieri discussed the digital textbook trend and what it could mean long term. While school districts can save money on hard copies, deliver updates more quickly, and gain more flexibility in the sources they choose for each area of a curriculum, there remains the question of availability for those students who do not have access to electronic devices.

***It is noted that Chair Snook voted on all action items, constituting the requisite quorum.***

## **Monthly and Special Reports**

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

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

### ***Financial Report for the Period Ending September 30, 2012 (ACTION)***

Chair Snook dispensed with the verbal report. Vice President Barker said that everything was in line and she will monitor fringe benefits that appear to be trending high. Mr. Abraham moved to

accept the financial report as of September 30, 2012 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

### ***Maryland Performance Accountability Report***

Dean Macht summarized the Maryland Performance Accountability Report, which is required to be submitted annually to Maryland Higher Education Commission. The data measured covered from fall 2007 through fall 2010. Dean Macht pointed out that the report is valuable in that it highlights those areas in which the College can have the most impact.

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

Dean Macht discussed the annual Governance Report. The shared governance model consists of six standing committees and the Governance Council, which is chaired by the president and acts as the clearinghouse for shared governance concerns and issues on campus. Standing committees are co-chaired by an administrator and a faculty member, and include representatives of all areas of the College. Members of governance committees are asked to serve a two year term.

### ***Fall 2012 Enrollment Report***

Dean Rudy discussed the Fall 2012 enrollment report, noting that total headcount was up 6.8% over last year, and total FTE was up 2.8%. Evening enrollment credits and Web enrollment credits continue to grow, up 11.0% and 15.9%, respectively. There was some discussion about the County Commuter schedule to HCC and how that impacts the students who are able to take night classes. For clarification, Dean Rudy pointed out that the major increase in ESSENCE-In-County (EIC) at 48.7% was misleading, in that EIC was not shown on the report last year, so in actuality, it was nearer to being flat.

### ***National League for Nursing Accrediting Commission (NLNAC)***

Vice President Warner discussed the accrediting process and the campus visit by the NLNAC team on October 2 – 4, 2012. The Nursing staff and faculty did an excellent job in preparing for the evaluation team. The team was complimentary, but recommended some additional changes to standard six, which focused on program outcomes. Much of what they recommended is already being done, but additional documentation is needed. The Nursing program is still fully accredited by the Maryland Board of Nursing.

### **New Business**

#### ***Academic Calendar for FY14 (ACTION)***

Mr. Elliott moved to approve the academic calendar for FY14 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Proposed Revision to the Workplace Learning Policy (No. 4016) (ACTION)***

Mr. Elliott moved to approve the proposed revision to the Workplace Learning policy (No. 4016) as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Political Activity on Campus (ACTION)***

Director Stull said the proposed policy addressing political activity on campus would formalize current practice, encouraging free exchange of ideas while maintaining the non-partisan position of the institution. Mr. Abraham suggested postponing discussion to a later meeting for full board attendance. President Altieri felt that with the pending elections, a formal policy needed to be put into place. Mr. Elliott moved to approve the policy for Political Activity on Campus as submitted, subject to review at a later meeting. Mr. Williamson seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 3:08 pm

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr