

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 13, 2012*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 13, 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
Carolyn Brooks
Patricia Cushwa, Vice Chair
Merle Elliott
William Proctor
Gregory Snook, Chair
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Allen Calvert – Vice President of Fellowship, PTK
Rick Howe – President, PTK
Joseph Knight – President, SGA
Stacey Lowman – Director, College Advancement
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Jeremy Prince – Holiday Card Designer
Barbara Roulette – Recording Secretary
Beth Stull – Director, Public Information
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 11:40 am.

Consider a Motion to Adjourn to Closed Session

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

Reconvene Open Session

Following adjournment of the closed session, Chair Snook re-convened the open session at 12:54 pm. In closed session the trustees discussed three (3) Board administrative matters. Present during

closed session were trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Altieri, Vice President Barker, and Executive Director Lowman were also present.

A Moment of Silence

Chair Snook requested a moment of silence to honor former trustee, Maggie Hetzer, who passed away on October 20, 2012.

Holiday Card for 2012

The Board previewed HCC's holiday card for 2012, which was designed by graphic design technology student, Jeremy Prince. Thanks and congratulations to Mr. Prince for a job well done.

Approval of Minutes (October 16, 2012 Closed and Regular) (ACTION)

Mr. Proctor moved to approve the closed and regular meeting minutes for October 16, 2012 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Joseph Knight reported on SGA activities recently held and those planned for the future. The SGA has partnered with various clubs on several activities in order to engage more students.

Presentation by Phi Theta Kappa

Rick Howe, President of Phi Theta Kappa, and Allen Calvert, Vice President of Fellowship for Phi Theta Kappa, presented an award to President Altieri for participation in the completion symposium recently held at HCC. President Altieri thanked Mr. Howe for his leadership in coordinating this event, which was attended by state officials and the National Executive Director of PTK, Dr. Ron Risley.

Faculty Assembly

Professor Harsh was not able to attend the meeting due to a schedule conflict.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, and College Advancement.

Report on MACC Board of Directors' Meeting

Chair Snook and President Altieri attended the MACC Board of Directors' Meeting on October 24, 2012. Chair Snook said it was beneficial to chat with others about the challenges facing community colleges and higher education. MACC is sponsoring an economic impact study that should be finished by the end of the year. It will show the economic impact of each community college on their respective counties. President Altieri said this study will be shared with the Economic Development Commission and the County Commissioners.

MACC Trustee Conference and Legislative Reception

The MACC Trustee Conference and Legislative Reception will be held on January 28, 2013. Trustees attending are 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, Williamson, and Cushwa have indicated they would attend.

Ben Jones Art Show

The Ben Jones Art Show will be held in the newly renovated Kepler Center on Friday, November 16, 5:00 – 9:00 pm; and Saturday, November 17, 11:00 am – 3:00 pm. Trustees were encouraged to attend this important fund raising event.

Draft Agenda for Joint Meeting with the Foundation Executive Committee

The Board reviewed the draft agenda for the joint meeting with the Foundation Executive Committee on December 18, 2012.

Highlights of the First Chapters of the HCC History Project

The Advisory Committee for the HCC History Project met for the final time on November 5 to review the first six chapters. Everyone agrees that Dr. Weaver has done an excellent job in pulling together such a large volume of information and presenting it in an engaging way.

Meeting with the Washington County Legislative Delegation

Chair Snook and President Altieri are scheduled to meet with the Washington County Legislative Delegation on December 11, 2012, 3:45 pm at USM-H. Any other trustees who would like to attend are welcome. President Altieri said he plans to share the MACC Legislative Agenda with the Delegation.

The Big Give

The Big Give was a one day statewide online fundraising initiative to benefit Maryland's sixteen community colleges. The College of Southern Maryland initiated the program last year with

excellent results. The campaign focuses on acquiring multiple small donations with the major push through social media.

Employment Surges for Community College Grads

President Altieri shared an article appearing in USA Today that highlighted the advantages of an associates' degree.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

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

Chair Snook dispensed with the verbal report. Vice President Barker said that everything was in line and recommendations for budget adjustments would be presented to the Board in January 2013. Mr. Elliott moved to accept the financial report as of October 31, 2012 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Moving to Electronic Board Packages

Ms. Roulette discussed the results of her research into various options for moving to an electronic Board package. Several board portals were evaluated for ease of use, security, navigability, flexibility within the software, technical support, and cost. The IT department vetted the packages for the technical aspects, level of training and support offered, and level of security, ultimately narrowing the field to BoardVantage and Diligent Boardbooks as the best board portal options. The cost would be approximately \$23,000 per year. The Board discussed the value of electronic packages in relation to the cost, expressing support of the staff's continued evaluation of the options.

New Business

Holiday Calendar for FY14 (ACTION)

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

Update on Dental Hygiene Program and Facility

Vice President Warner discussed the dental hygiene program. Application for accreditation was submitted to the Commission on Dental Accreditation (CODA) by the April 2012 deadline. CODA will meet in January 2013 to take action on the application. It is expected a site visit will be

scheduled for the summer, and approval will be received in order to enroll students for the fall 2013 semester. Student interest in dental hygiene is very high. Gerard Rath joined the meeting at 2:08 pm to discuss the dental hygiene facility, which is a bump out in the Career Programs Building. Mr. Rath said the project is 87 days ahead of schedule and under budget. The holiday break will be used to tie in the new infrastructure to the existing without disrupting classes. Mr. Rath said the HVAC will be self-sustaining, not adding additional load to the existing system. The Board requested additional information at a future meeting on the commercial wind turbine to be installed on the campus near the ARCC.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:26 pm

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr