

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Business Meeting
December 18, 2012*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 18, 2012, in the Career Programs Building Conference Center, Rooms 211 and 213, beginning at 1:30 pm. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Michael Harsh – Chair, Faculty Assembly
Rick Howe – Vice President, SGA
Joseph Knight - President, SGA
Stacey Lowman – Executive Director,
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Gerard Rath – Construction Project Manager
Barbara Roulette – Recording Secretary
Donna Rudy – Dean, Student Affairs
Theresa Shank – Dean, Continuing Education and Conference Services
Robert Spong – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
David Warner – Vice President, Academic Affairs

Guests

Brent Feight – Bushey Feight Morin Architects

Call To Order

Chair Snook presided and convened the regular meeting at 1:15 pm.

Approval of Minutes (ACTION)

The regular and closed meeting minutes for November 13, 2012 were moved, seconded, and approved as submitted.

Student Center Expansion

President Altieri prefaced the presentation by reiterating that the state would fund only the expansion portion of the project, and the College would need to fund the renovations to the exterior entrance and the existing space in the Student Center, and possibly the connecting bridge from the Student Center to the LRC. The expansion and renovation portions might be bid as separate projects. Mr. Feight presented an overview of the project, noting that it is designed to LEED Silver specifications, and is still in the preliminary stages. President Altieri noted that the existing HVAC system could handle the increased capacity because the ATC and TIC will be taken off the central system.

Meeting with the Washington County Legislative Delegation

Chair Snook reported on he and President Altieri's meeting with the Washington County Legislative Delegation on December 11, 2012 at USM-H. The MACC Legislative Agenda for 2013 and an overview of current happenings at the College were shared with the delegation. Chair Snook said they seemed receptive, and seemed particularly surprised when President Altieri said that HCC is now the largest higher education institution in Western Maryland based on annual student headcount.

Reports from Campus Groups

Faculty Assembly

Professor Harsh thanked the Board for their continued support.

Student Government Association

Joseph Knight, President of the SGA, discussed the current SGA activities and the plans for future events.

President's Report

Board Briefing Summary

President Altieri reviewed highlights from Student Affairs, Academic Affairs, Public Information, Continuing Education, and Office of the President. He especially noted that HCC had the highest fall 2012 enrollment increase of all the community colleges in Maryland with a 6.8% increase compared to flat or a decrease in enrollment for the other institutions.

Review of Upcoming Events

President Altieri reviewed upcoming events in January and March: HCC's New Year Reception – January 11, 4:00 – 6:00 pm; Nurses Pinning – January 11, 7:00 pm; Martin Luther King, Jr. Day of Diversity, January 21, 1:00 pm; and the MACC Trustee Conference and Legislative Reception – January 28, 12:00 pm. Trustees were asked to let the president's office know by early January if they were attending the Trustee Conference; building dedications for the Behavioral and Social Sciences Building and the Learning Support Center on March 11, 2013 at 10:00 am; and the joint meeting with the County Commissioners on March 12, 2013 at 12:00 noon. The Board decided to change the date of the regular meeting from March 19 to March 12, and to change the retreat date from March 5 to March 19. Reminder emails will be sent from the President's office.

Results of the Big Give

Dr. Altieri briefly discussed the results of the Big Give, an on line fundraising campaign geared toward securing a large quantity of smaller donations. All of Maryland's community colleges participated with varying results. Ms. Lowman discussed the published results, noting that they were not entirely accurate.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report as of November 30, 2012 (ACTION)

Chair Snook dispensed with the formal report. Vice President Barker said that all accounts are on track and that recommendations for budget adjustments will be presented in January 2013. Ms. Cushwa moved to accept the financial report as of November 30, 2012 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

New Business

Academic Eligibility for Student Leadership Positions (ACTION)

President Altieri said this recommendation was presented for action prematurely, and would be brought forward at a future meeting after additional work.

December Candidates for Certificates and Degrees (ACTION)

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

2016 Strategic Plan for Middle States Reaccreditation (Endorsement)

President Altieri said the College has been working on Middle States preparation for several years in anticipation of the team reaccreditation visit in 2014. The College's strategic plan is an integral part of this work and has been incorporated into the annual unit planning meetings and staff performance evaluations. This draft of the 2016 will be shared with faculty and staff in the near future. Dean Macht is currently working on a matrix that will match the 2016 to the Middle States standards of excellence. Dean Macht said that the College is better positioned going into this reaccreditation than it was in 2004. Mr. Abraham moved to endorse the 2016 Strategic Plan as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Board of Trustees Position Description (ACTION)

Ms. Brooks moved to approve the Board of Trustees Position Description as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Trustee Emeritus and Memorial Tribute Area for Margaret E. Hetzer (ACTION)

Ms. Brooks moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Trustee Remarks

The Board thanked everyone for all the hard work and wished everyone happy holidays.

Adjourn

There being no further business or discussion, the meeting was adjourned at 2:45 pm.

The next regularly scheduled meeting will be held on Tuesday, January 15, 2013, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary