

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 26, 2013*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 26, 2013, in the Elliott Center, Rooms 211 & 213, beginning at 11:00 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Vice-Chair
Merle Elliott
William Proctor
Gregory Snook, Chair
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Julian Horton – Associate Dean, Instructional Tech. and Online Education
Rick Howe – Vice President, SGA
Joseph Knight – President, SGA
Barbara Macht – Dean, Planning & Institutional Effectiveness
Donna Marriott – Director, Human Resources
Michael Harsh – Chair, Faculty Assembly
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
Elizabeth Stull – Director, Public Information / Government Relations

Call To Order

Chair Snook presided and convened the regular meeting at 11:10 am.

Consider a motion to adjourn to closed session

Ms. Brooks moved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals, and exercise executive function privilege. Mr. Williamson 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 1:50 pm. In closed session, the Trustees discussed two (2) personnel matters relating to the appointment,

employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction, and one (1) administrative organizational matter. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, Merle S. Elliott, L. William Proctor, Jr., Gregory I. Snook, and John D. Williamson. President Guy Altieri was also present. Vice President Anna Barker and Executive Director Stacey Lowman were also present for their respective topics of discussion.

Approval of Minutes (February 19, 2013) (ACTION)

Mr. Williamson made a correction to the closed meeting minutes for February 19, 2013. It was moved, seconded, and unanimously approved to accept the regular meeting minutes as submitted, and the closed meeting minutes as amended.

Reports from Campus Groups

Student Government Association

President Joseph Knight reported on current and future events for the SGA.

Faculty Assembly

Professor Harsh discussed Faculty Assembly activities, and said he is looking forward to getting involved in the Middle States study.

President's Report

Board Briefing Summary

President Altieri summarized events in Student Affairs, Academic Affairs, and Planning and Institutional Effectiveness.

Spring Enrollment Report

President Altieri discussed the Spring 2013 enrollment report. Total headcount was up 1.7% and total FTE was up 3.5%. Web FTE was up 34.7%. Chair Snook asked if increased technology will be needed to support this increase. President Altieri said the proposed IT changes across campus will be shared with the trustees in the near future, as mobile technology and cloud computing applications become more main stream and in demand. President Altieri said the College might want to conduct a feasibility study regarding student housing to support regional enrollment growth in the college's most attractive and unusual programs not offered at most community colleges.

Spring 2013 Campus Activities

A list of spring 2013 campus activities were distributed for Board review. An RSVP sheet will be distributed at a future meeting.

HCC Wins Chamber of Commerce Going Green Award

Kudos to Beth Stull and Tony Valente for their work on the application for the Going Green award.

HCC Student Candidate for International PTK

Rick Howe, current president of the Pi Theta chapter of Phi Theta Kappa, is a candidate for Division I Vice President for the international Phi Theta Kappa Honor Society.

Schedule Analysis for Student Center and Robinwood Road Construction

President Altieri summarized the project schedules for the Robinwood Road construction and the Student Center Expansion. The County plans to advertise for bids in the final week of March 2013, with the contracts signed by mid to late June, and construction beginning in July 2013. HCC would have the opportunity to review the project phasing schedule for any obvious conflicts with college activities or peak access periods. Project completion is expected to take at least 18 months. The schematic design documents for the Student Center Expansion have been submitted to the State for review. Construction is expected to begin in August of 2013 with the summer of 2015 as the target completion date.

Men's Basketball Team's Success

Congratulations to the men's basketball team for their District 3 championship and trip to the NJCAA National Tournament.

Monthly and Special Reports

Personnel Recommendations for March 2013 (ACTION)

Ms. Brooks moved to approve the personnel recommendations for March 2013 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Financial Report as of February 28, 2013 (ACTION)

Chair Snook dispensed with a formal verbal report. Vice President Barker said that everything is in line. Mr. Elliott moved to accept the Financial Report as of February 28, 2013 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote. Vice President Barker noted that the County is changing the ratio for reserves, but she feels the College will still be within the acceptable range.

Old Business

Endorse HCC Foundation Bylaw Changes to Include Responsibility to Raise and Manage Athletic Scholarship Funds (ACTION)

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

New Business

Auditing Firm RFP for FY13 (ACTION)

Vice President Barker said that Albright, Crumbacker, Moul & Itell are in the third year of a three year contract. It was recommended that they be appointed to conduct the FY13 audit for the fee of \$35,000 for the College and \$5,000 for the HCC Foundation. Mr. Elliott moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Naming Campus Spaces (ACTION)

Chair Snook entertained a motion to act on the Jim Brown naming. Mr. Elliott moved to approve the recommendation of the administration as submitted, specifically that the men's basketball court and adjacent arena space, defined as the large ARCC first floor athletic spaces, including the spectator seating areas, be known as the Coach Jim Brown Court and Basketball Arena, effective July 1, 2013. Ms. Brooks seconded, and the motion carried by majority vote, with one vote in opposition. Mr. Proctor and Ms. Cushwa asked that the minutes reflect that they were in favor of naming the ARCC building for Coach Brown.

Adjournment

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

The next regularly scheduled meeting will be held on Tuesday, April 16, 2013, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr