

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
April 16, 2013***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 16, 2013, in the Administration & Student Affairs Board Room, beginning at 11:30 a.m. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Heather Barnhart – Student Activities Coordinator
Julian Horton – Associate Dean, Instructional Tech. and Online Education
Rick Howe – Vice President, SGA
Joseph Knight – President, SGA
Donna Marriott – Director, Human Resources
Michael Harsh – Chair, Faculty Assembly
Leigh-Anne Mauk – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
Robert Spong – Director, Facilities Management and Planning
Elizabeth Stull – Director, Public Information / Government Relations
David Warner – Vice President, Academic Affairs

Call To Order

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

Consider a motion to adjourn to closed session

Trustee Abraham moved to adjourn to closed session to discuss personnel matters affecting one or more individuals, financial strategies, and exercise executive function privilege. Trustee Brooks 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 1:15 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, two (2) financial organizational financial strategies, and one (1) administrative organizational matter. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, L. William Proctor, Jr., Gregory I. Snook, and John D. Williamson. President Guy Altieri was also present. Vice President Anna Barker, Vice President David Warner, Director Donna Marriott, and PSA Advisor Michael Coan were also present for their respective topics of discussion.

Moment of Silence for Injured Parties in Boston Marathon Bombing

Chair Snook lead the Board in a moment of silence for those injured in the Boston Marathon Bombing of April 15.

Approval of Minutes (March 26, 2013) (ACTION)

Mr. Williamson made a correction to the joint meeting minutes for March 26, 2013. It was moved, seconded, and unanimously approved to accept the regular and closed meeting minutes as submitted, and the joint 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 recent faculty and student events in the arts and thanked the Board for allowing faculty to be involved in the upcoming Middle States study.

President's Report

Board Briefing Summary

President Altieri summarized events in Student Activities and Student Services.

Credit Curriculum Development

President Altieri discussed the decision by the National League for Nursing Accreditation Commission (NLNAC) to overturn the decision of the site-visit team and grant national accreditation to both the RN and LPN programs. He discussed the increase of students using the

Testing Center facilities and highlighted that the new Dental Hygiene Clinic was nearing completion. He stated that the accrediting body for the Dental Hygiene Program, CODA, will be visiting campus on August 27 and that the Dental Hygiene Clinic will be completed in time for the inspection. President Altieri also stated that Academic Affairs Officers are currently researching how to implement MOOCs as a means of eliminating the need for textbooks in certain classes.

Continuing Education Update

President Altieri informed the Board that the noncredit Vet Assistant Program continues to be successful and that enrollment is up for this program as well as for real estate programs. President Altieri also informed the Board that the new HCC buses are well-used by lifelong learning classes taking cultural and historical trips, which is helping to keep campus trips more cost-effective.

Middle States Site Visit

Middle States Liaison Dr. Ellie Fogarty will be visiting campus on May 2 for an initial site visit. President Altieri and Chair Snook asked that two or three trustees attend the meeting. Trustee Abraham agreed to attend and Trustee Brooks said she would like to attend if her schedule allowed for it. Trustee Cushwa also said that she would attend if her schedule permitted it. Several Board members suggested that Trustee Elliott may like to attend. President Altieri's office will follow up with Board members the week of April 22 to confirm attendance.

MACC Response to MHEC

President Altieri presented MACC's response letter to MHEC regarding the Complete College America Act.

Government Officials

Newly elected congressman John Delaney visited campus for the first time on April 15. He was very impressed by HCC's STEM Programs

President Altieri plans to set up a summer meeting with Senator Barbara Mikulski and her staff to discuss the Cybersecurity Program.

Boston Marathon

Teen Parent Program Coordinator Maria Spinnler and her husband competed at the Boston Marathon with the Cumberland Valley Athletic Club. Maria, her husband, and her group are safe and unharmed.

Legislative Session

Community colleges have done well in recent legislative sessions. HCC will have a 6% increase. The legislature supports the Governor's request to increase funding for specialized programs like

Adult Education. The money for the STEMM Middle College will be available after the RFP is posted. HCC will partner with WCPS to secure the grant for the STEMM Middle College.

Honorary Degrees

Chair Snook inquired about HCC's policy for awarding honorary degrees to supporters of the College. President Altieri suggested that the College create an Award of Merit instead of awarding a degree since the College would only be able to award an associate degree and honorary degrees are typically awarded as doctoral degrees. Chair Snook would like to pursue this idea and requested that President Altieri report on this topic at a later meeting.

Monthly and Special Reports

Personnel Recommendations for April 2013 (ACTION)

Trustee Abraham moved to approve the personnel recommendations for April 2013 as submitted. Trustee Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of March 31, 2013 (ACTION)

Chair Snook dispensed with a formal verbal report. Trustee Brooks moved to accept the Financial Report as of March 31, 2013 as submitted. Trustee Abraham seconded, and the motion carried by unanimous vote. Chair Snook inquired as to the status of the TIC. President Altieri reported that HCC is currently seeking a part-time manager to help market and manage the TIC. He reported that occupancy rates continue to remain stable and that Dean Shank has done a good job managing the TIC since the facility management was moved to the Continuing Education & Business Services Division. Dean Shank reported that she is currently putting together a comprehensive plan to ensure that HCC is offering the right equipment and services and that the fees are appropriate for new businesses. Dean Shank said that her goal was to avoid alienating current tenants with new requirements. Chair Snook also inquired about the status of Food Services and Childcare. Vice President Barker reported that Food Services will once again be in the red, but that Childcare will see a boost due to a recent MSDE grant the college received.

Special Report: Student Activities

Coordinator Barnhart presented a special report to the Board regarding the current state of student life on campus and why it's important for students to be involved in clubs and extracurricular activities. HCC now has 30 active clubs on campus including several that are program-sponsored. Coordinator Barnhart said that she is very excited about the upcoming Student Center renovations and feels that it will be a boost for campus clubs and Student Services. She also highlighted future goals for Student Activities, which include finding ways to engage online students in campus life. Potential ideas for engaging online students include Skyped club meetings and creating clubs that are specifically for online students.

Trustee Williamson inquired as to whether drawings of the new Student Center will be made available for students and President Altieri said they would be. Trustee Cushwa stated that she really enjoys how the student clubs use Facebook groups to keep in touch and to share events.

Special Report: Mt. Aetna Technology Park Update

Chair Snook and President Altieri updated the Board on the current status of the Mt. Aetna Technology Park project. Yale Drive will be a \$7-8 million dollar road project and the county hopes to put it out to bid in late May/early June. Professional Court will go out to bid with the Mt. Aetna project. Once the bid goes out, it will be 16 to 18 months before the construction starts. One of many benefits to the College is that it will provide HCC with a second entrance to campus.

Old Business

Naming ARCC Lobby for Volunteers (ACTION)

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

New Business

Employee Benefit Costs for FY14 (ACTION)

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

Continuing Education Tuition and Fees for FY14 (ACTION)

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

Credit Tuition for FY14 (ACTION)

President Altieri and Vice President Barker recommended option 3, which would raise tuition by 1% (\$1 in-county increase) and raise out-of-county and out-of-state tuition by \$2 and the registration fee from \$25 to \$27. Trustee Brooks moved to approve the recommendation as submitted. Trustee Abraham seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY14 (ACTION)

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

Faculty Promotions and Tenure for FY14 (ACTION)

Trustee Abraham moved to approve the recommendation as submitted. Trustee Williamson seconded, and the motion carried by unanimous vote.

Re-grading of Staff Positions for FY14 (ACTION)

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

May Candidates for College Certificates and Degrees (ACTION)

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

Chair Snook inquired as to whether there was a need to have a December graduation ceremony. Until there are a higher number of students graduating in December, President Altieri recommended that only one graduation be held per year (in May).

Adjournment

There being no further business or discussion, the Board adjourned the regular meeting at 2:36 pm.

The next regularly scheduled meeting will be held on Tuesday, May 28, 2013, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr