

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

***Regular Meeting  
May 28, 2013***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 28, 2013, in the Administration & Student Affairs Board Room, beginning at 11:00 a.m. In attendance:

Board Members

Austin Abraham  
Guy Altieri, Secretary / President  
Carolyn Brooks  
Patricia Cushwa, Vice-Chair  
Merle Elliott (via Skype)  
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Julian Horton – Associate Dean, Instructional Tech. and Online Education  
Ted Kaiser – President, SGA  
Stacey Lowman – Executive Director, College Advancement  
Barbara Macht – Dean, Planning and Institutional Effectiveness  
Donna Marriott – Director, Human Resources  
Michael Harsh – Chair, Faculty Assembly  
Elizabeth Kirkpatrick – Director, Public Information / Government Relations  
Theresa Shank – Dean, Continuing Education and Business Services  
Robert Spong – Director, Facilities Management and Planning  
David Warner – Vice President, Academic Affairs

**Call To Order**

Vice-Chair Cushwa presided and convened the regular meeting at 11:05 am.

**Consider a motion to adjourn to closed session**

Mr. Abraham moved to adjourn to closed session to discuss personnel matters affecting one or more individuals, financial strategies, and exercise executive function privilege. Ms. Brooks seconded, and the motion carried by unanimous vote.

**Re-convene Open Session**

Following adjournment of the closed session, Vice-Chair Cushwa re-convened the regular meeting at 1:08 pm. In closed session, the Trustees discussed one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or

officials over whom the Trustees have jurisdiction, and two (2) financial matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott (via Skype), L. William Proctor, Jr., and John Williamson. President Guy Altieri was also present. Vice President Anna Barker, Executive Director Stacey Lowman, and Director Donna Marriott were also present for their respective topics of discussion.

### **Approval of Minutes (April 16, 2013) (ACTION)**

Ms. Brooks moved to approve the April 16, 2013 regular and closed session minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

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

Newly elected president of the SGA, Ted Kaiser, reported on current and future events for the SGA. By way of introduction, Mr. Kaiser also provided some personal and educational background about himself. The remainder of the newly elected SGA officers will be introduced at the September Board meeting.

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

Professor Harsh gave a brief report, pointing out that the veteran students on campus have really come forward into leadership positions. He invited everyone to attend the three hour full production of Don Giovanni scheduled for May 31 and June 1 at 7:30 pm in the Kepler Theater.

### **President's Report**

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

President Altieri summarized events in Academic Affairs, Student Affairs, Administration and Finance, Planning and Institutional Effectiveness, College Advancement, Facilities Management and Planning, and Continuing Education and Business Services.

#### ***Review of Middle States Liaison, Ellie Fogarty's, Visit on May 2***

President Altieri thanked Carolyn Brooks and Austin Abraham for participating in a luncheon meeting with Dr. Fogarty, and gave credit to Vice President Warner and Dean Macht for their hard work in positioning the College so well for the Middle States accreditation process.

#### ***Re-cap of Year End Celebratory Activities***

Thanks to all the staff for making this year's celebratory events so special for the students and their families.

### ***Towson University in Northeastern Maryland***

President Altieri referenced the partnership between Towson University, Harford Community College, and Cecil College, which includes the construction of a multimillion-dollar Towson University in Northeastern Maryland building on the grounds of Harford Community College. He said these partnerships are becoming more common, and more growth is expected in the three-plus-one programs.

### ***Employment Advancement Right Now (EARN)***

The College hosted Lt. Governor Brown on April 27 to talk about the Employment Advancement Right Now (EARN) program, which provides funding through a competitive grant process for workforce training collaborations. Governor O'Malley has allocated \$4.5 million in the state budget for 2014 for this program.

### ***Update on the Maggie Hetzer Memorial***

President Altieri discussed the final design for the Maggie Hetzer Memorial. The College's budget for this project is \$35,000. Mr. Hetzer has been involved in the discussions, and is very enthusiastic about moving forward.

### ***Proposed Board Meeting Dates for FY14***

The Board reviewed the proposed meeting dates for FY14. Final action will be taken at the June meeting. Mr. Abraham asked if the start time of 12:00 pm should be adjusted, since the meetings have been starting earlier. It was suggested that Chair Snook should be consulted about this proposed change.

### **Monthly and Special Reports**

#### ***Personnel Recommendations for May 2013 (ACTION)***

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

#### ***Financial Report as of April 30, 2013 (ACTION)***

Vice Chair Cushwa dispensed with the formal report. Vice President Barker distributed a corrected copy for Auxiliary Services. Ms. Brooks moved to accept the financial report as of April 30, 2013 as corrected. Mr. Williamson seconded, and the motion carried by unanimous vote.

#### ***HCC's IT Capabilities and Broadband Status***

This report was deferred to the June Board meeting when Chair Snook will be present and has an opportunity to participate in the discussion.

### ***Distance Education at HCC: Current and Future***

Associate Dean Horton presented an overview of online education at HCC. Online enrollments since 2010 have grown 68%. The demographics indicate that the largest group of online students are Caucasian females under the age of 25 enrolled part-time. Currently, seven Letters of Recognition, three Certificates, and four Associates degree programs are 100% completable online. An additional two Certificates and six Associates degree programs are 75% completable online. The largest enrollment growth in non-credit offerings is in Information Technology courses. Projections for 2016 include online enrollment increases of 12-15%, faculty professional development, expansion and enhancement of online student services, creation of opportunities for online student participation in SGA and other student activities, expansion of online services for administrative processes, and establishing a marketing plan for online education.

### **Old Business**

#### ***FY 14 Plan and Operating Budget (ACTION)***

Vice President Barker and Dean Macht discussed the FY14 Plan and Operating Budget. The operating budget is constructed through unit planning meetings and based on the College's institutional priorities and strategic goals. Vice President Barker said the FY14 budget of \$34.5 million represents a modest 4.27% increase over FY13. Trustee Williamson said it was an impressive document and provided good information for developing an argument for increased funding from the County Commissioners. He suggested the trustees meet with the commissioners in small groups throughout the summer to make the case for funding enrollment growth. President Altieri cautioned that discussions regarding funding should remain general in nature and not be tied to specific programs. Ms. Brooks moved to approve the FY14 Plan and Operating Budget as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

*Mr. Elliott exited the Skype connection to the meeting at 2:57 pm. Vice-Chair Cushwa voted on the remaining action items to constitute the requisite quorum.*

#### ***Naming Spaces (ACTION)***

Dr. Marlys Palmer taught health and physical education courses at HCC for 33 years and amassed a stellar win-loss record in the combined sports of women's basketball and volleyball. Her total "wins" in the combined sports are among the best in the country. In addition, Dr. Palmer has been an exemplary role model for her scholar athletes. In recognition of these worthy achievements, the administration recommended that the Fitness Center in the ARCC be named the Marlys Palmer Fitness Center effective July 1, 2013. Ms. Brooks moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

***Salary Scale, Midpoint Adjustment, and Longevity Increase for FY14 (ACTION)***

The ad hoc Salary and Benefits Research Committee was charged with reviewing and assessing current full-time employee compensation and making recommendations on FY14 adjustments. Based on the committee's research and assessment, the administration recommended a 4% increase to scale, a 2.75% mid-point adjustment, and a longevity increase of \$50.00 per year of service for employees with 5 plus years of service as of July 1, 2013. All employees must have received a satisfactory FY13 annual performance evaluation to receive a salary adjustment. Mr. Williamson moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***PIRSA (Place In Range Salary Adjustment) (ACTION)***

A Place-In-Range Salary Adjustment (PIRSA) is a discretionary, non-discriminatory adjustment that further modifies salary placement within a position grade to better align with internal and external markets. The administration recommended a PIRSA for seven employees at a total cost of \$30,350. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

**New Business**

***FY14 Pay Rate Schedule for Temporary and/or Grant Funded Positions and Additional Assignments (ACTION)***

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

***Adjustments to the ESSENCE Program (ACTION)***

Vice President Barker and President Altieri discussed the necessary changes to the College's ESSENCE program to maintain the best interests of the students and the College in response to the College and Career Readiness and College Completion legislation passed in the 2013 Maryland General Assembly, signed into law on May 16, 2013, and becoming effective with the fall 2013 semester. The College is working with Dr. Wilcox and the Board of Education to finalize the details of the billing process. Ms. Brooks moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

***Renewal of Property and Liability Insurance (ACTION)***

Vice President Barker discussed the RFP that was conducted by the Insurance Buyers' Council for the College's property and liability insurance coverage. Mr. Abraham moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

***Review and Approve New and Discontinued Degree and Certificate Programs for FY14  
(ACTION)***

Statewide Program Designation for the Police Academy

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

Health Information Management AAS Program

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

Certificate Program in Automation Technology and Letter of Recognition in Welding

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

Music Education Option

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

**Adjournment**

There being no further business or discussion, the Board adjourned the regular meeting at 3:30 pm.

The next regularly scheduled meeting will be held on Tuesday, June 25, 2013, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr