

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 25, 2013***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 25, 2013, in the Administration and Student Affairs Building Board Room, beginning at 11:00 am. 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
Robin Becker-Cornblatt - Director, Admissions, Records, and Registration
Gladys Cudjoe – Vice President, SGA
Fonda Franklin – Manager, Human Resources
Julian Horton – Associate Dean, Instructional Technology and Online Education
Beth Kirkpatrick – Director, Public Information & Government Relations
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning & Institutional Effectiveness
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 11:00 am.

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at

2:36 pm. In closed session, the Trustees discussed two (2) matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction; two (2) funding strategies; and one (1) Board administrative matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri was also present. Vice President Barker and Executive Director Lowman were present for their respective topics of discussion.

Approval of Minutes (May 28, 2013 Regular and Closed Session) (ACTION)

It was moved, seconded, and approved to accept the May 28, 2013 regular and closed meeting minutes as submitted.

Reports from Campus Groups

Student Government Association

Gladys Cudjoe, Vice President for the SGA, discussed current events planned by the SGA and ideas for future activities.

Faculty Assembly

There was no representative present for Faculty Assembly.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs and Continuing Education and Business Services.

Update on Searches for Key Positions

President Altieri discussed the credentials of Dr. Jessica Chambers, the new Dean of Student Affairs who will begin work on July 1; and Mr. Bernard Johnson, the new Director of Athletics, Physical Education and Leisure Studies, who begins work on July 15. Skype interviews have been conducted for the Director of Facilities Management and Planning, with on-campus visits planned for those candidates selected as the most highly qualified.

Update on the Maggie Hetzer Memorial

President Altieri discussed the descriptive panels that will be placed throughout the Hetzer memorial area. Mr. Hetzer has seen the script and design of the panels. A fall dedication date is being considered.

Wind Turbine Installation Update

Vice President Barker said the state has granted the College a special exception to award the installation contract without following the state bidding process. The installer wanted 100% upfront payment; the College is currently trying to work out a compromise to those terms.

MACC Board of Directors' Meeting, June 26, 2013

The MACC Board of Directors' meeting is scheduled for June 26, 2013, 2:00 – 4:00 pm. Austin Abraham and President Altieri are scheduled to attend.

Key Campus Events for FY14

President Altieri reviewed the key campus events for FY14. The trustees were asked to note the dates on their calendars.

Agenda for Enrollment Management Retreat, July 2

President Altieri reviewed the agenda for the staff retreat for Enrollment Management on July 2.

Monthly and Special Reports

Personnel Recommendation for June 2013 (ACTION)

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

President Altieri's Contract (ACTION)

Ms. Brooks moved to extend President Altieri's contract through 2017. Mr. Proctor seconded, and the motion carried by unanimous vote.

Financial Report as of May 31, 2013 (ACTION)

Chair Snook dispensed with formal presentation of the financial report. Ms. Brooks moved to accept the financial report as of May 31, 2013 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Summer Enrollment Report

Director Becker-Cornblatt reported that total headcount was up .6% and total FTE up 1.8% compared to last year. First time students were up 18%, and first time applications were up 13%. Online enrollment continues to grow, with Web headcount up 11.5%. President Altieri pointed out that the new Pell Grant regulations have adversely affected summer enrollment figures.

Information Technology: Capabilities and Internet Bandwidth

Director Fentress discussed the College's capabilities in relation to Internet bandwidth. He discussed the current capability, usage, and costs. Future needs included cloud based solutions, state fiber, gigabit connection, and expansion to the TIC.

Mr. Proctor exited the meeting at 3:31 pm.

Old Business

Finalize Board Meeting Dates for FY14 (ACTION)

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

Modification of Action for ESSENCE Early College Program (ACTION)

On May 28, 2013 the Board approved changes to the ESSENCE Early College Program to bring it into line with the new College and Career Readiness and Completion Act of 2013. In the revised policy provisions, the term out-of-county was inadvertently omitted, and the current action would correct that omission. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

New Business

Cultural Diversity Report (ACTION)

The Cultural Diversity Report is updated annually and submitted to MHEC. It is expected that in the next few years, MHEC will institute a specific format for this report, but as yet, none has materialized, so each college creates its own report. Lacking a standard format and reporting criteria, data comparisons among peers are impossible at this time. Ms. Brooks moved to accept the report. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Adjunct Faculty Pay Rate Increase (ACTION)

Mr. Abraham moved to approve the recommendation for an increase to the pay rate schedule for credit adjunct faculty, third semester teaching, and tutorial and independent study, effective with the fall semester of 2013. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Board Re-organization (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Snook turned the meeting over to President Altieri to conduct an election for the office of chair for FY14. Trustee Brooks nominated Gregory Snook as candidate for Board Chair and Patricia Cushwa for Vice-Chair.

Mr. Abraham moved to close the nominations. Mr. Williamson seconded, and the motion carried by unanimous vote. Mr. Snook and Ms. Cushwa were elected Chair and Vice-Chair respectively by acclamation.

Chair Snook assumed chairmanship of the meeting. Mr. Snook added that the Board acknowledged that President Altieri would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:56 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr