

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
September 17, 2013*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 17, 2013, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Merle Elliott
Gregory Snook, Chair
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Jessica Chambers – Dean, Student Affairs
Gladys Cudjoe – Vice President, SGA
Michael Ecton – Senator, SGA
Michael Harsh – Chair, Faculty Assembly
Tony Holweck – Treasurer, SGA
Julian Horton – Associate Dean, Online Education and Instructional Technology
Bernard Johnson – Director, Athletics, Physical Education, and Leisure Studies
Ted Kaiser – President, SGA
Beth Kirkpatrick – Director, Public Information
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Jonathan Metcalf – Director, Facilities Planning and Management
Cameron Roberts – Senator, SGA
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Conference Services
Teresa Thorn – Coordinator, Middle College
David Warner – Vice President, Academic Affairs
Irene Young – Coordinator, Campus Volunteers

Call To Order

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

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss financial matters, Board administrative matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:03 pm. In closed session, the Trustees discussed one (1) Board administrative matter, one (1) financial matter, and one (1) personnel matter. Present during closed session were Trustees Austin Abraham, Merle Elliott, Gregory Snook, and John Williamson. President Guy Altieri and Vice President Anna Barker were also present.

Special Introductions

President Altieri introduced four new employees: Dean of Students, Jessica Chambers; Director of Facilities Management and Planning, Jonathan Metcalf; Director of Athletics, Physical Education, and Leisure Studies, Bernard Johnson; and Middle College Coordinator, Teresa Thorn.

Board Chair Committee Appointments for FY14

Chair Snook reviewed the committee appointments for FY14. Members of the Audit Committee are Trustee Elliott, chair; Trustee Abraham, vice-chair; and Trustee Williamson. Trustees Abraham and Proctor will serve as HCC Foundation Liaisons. Trustees Cushwa and Brooks serve on the Board Self-Evaluation Committee, with Trustee Cushwa serving as the Chair of the committee. Trustee Brooks will coordinate Board Officer Nominations. Trustees Abraham and Snook will serve as MACC Representatives and Chair Snook will represent the trustees on the HCC Foundation Capital Campaign Leadership Committee.

Approval of Minutes (June 25, 2013 Closed and Regular, and August 8, 2013 Special) (ACTION)

Mr. Abraham moved to approve the closed and regular meeting minutes for June 25, 2013 and August 8, 2013 special meeting as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Mr. Kaiser introduced the other SGA officers present: Gladys Cudjoe, Vice President; Tony Holweck, Treasurer; Sheri Pryor, Secretary; Michael Ecton, Senator; and Cameron Roberts, Senator. Officers not present were Ohara Madikoto and Andrew Hall, Senators. Mr. Kaiser reported on current SGA events and those planned for the future.

Faculty Assembly

Faculty Assembly Chair, Mike Harsh, reported that the United Way county-wide campaign will kick off on September 18. He asked that donations be made through HCC to help the College meet its goal. The United Way Day of Caring is October 3, and the College has been assigned to the

Boys & Girls Club to assist with after school activities. Home Depot has donated a number of birdhouse kits and will assist with the children as well. The Faculty Assembly's first meeting is Thursday, September 19. The first theater event is the Barber of Seville on September 28 and 29, and October 4 and 5, performed by the Hub Opera Ensemble. A number of HCC students will also participate in the performance.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Online Education and Instructional Technology, Continuing Education, College Advancement, and Facilities and Grounds.

College Update August 21, 2013

President Altieri briefly discussed the college update presented to the college community in August prior to the beginning of the fall semester.

Proposed Board Meeting Topics for FY14

The Board reviewed the proposed Board meeting topics for FY14. Topics will be adjusted as necessary throughout the year.

Community Distribution of HCC History Book

The Board members reviewed the draft distribution list of community organizations and were asked to contact the President's office with any additions to that list.

Middle College Update

President Altieri reported that there are currently nine students enrolled in the Middle College program. HCC continues to work with the WCBOE to promote this program to the students and their parents. The goal is to identify ninety freshmen and sophomores who will commit to the program in order to take the necessary prerequisites to be ready for college work, and to enroll a minimum of 35 students next fall.

Cyber security HCC/Johns Hopkins University Partnership

President Altieri discussed the potential partnership with Johns Hopkins University (JHU) in establishing a cyber security training facility. Former HCC trustee, Anton Dahbura, who is currently the Interim Director of the JHU Information Security Institute, has met several times with HCC representatives to explore the development of a grant-funded project that includes both research and cyber security education grant opportunities.

Maggie Hetzer Memorial Dedication

The formal dedication of the memorial garden to honor the late trustee, Maggie Hetzer, will be held September 24, 2013, at 10:30 am, in the Quad. A reception will follow in the Elliott Center, Rooms 211 and 213.

NLN Accreditation Celebration Reception

In celebration of the Nursing Program securing accreditation by the National League of Nursing, a reception will be held at 4:00 pm on October 15 in the Career Programs Building Atrium. Folks from Meritus and participating clinical sites have been invited to attend, as well as Nursing program students, and the entire college community. Approximately 50% of existing Nursing programs, in Maryland and nationally, have been awarded the prestigious NLN accreditation.

2013 Flu Shot Clinic

The College's annual flu clinic has been postponed from September this year due to shipment of the vaccine, which is expected mid to late October. The President's office will update the trustees when the clinic dates are set.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending August 31, 2013 (ACTION)

Chair Snook dispensed with a verbal report and Vice President Barker made two clarifications. Mr. Elliott moved to accept the financial report for the period ending August 31, 2013 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Institutional Planning Priorities for FY15

President Altieri discussed the Institutional Planning Priorities for FY15, which will be used in Unit Planning to construct the Plan and Budget for FY15. The Board endorsed the Priorities as submitted.

ARCC Facilities Naming Plans (November 6)

Director Kirkpatrick presented the plans for official naming ceremonies for the Coach Jim Brown Court, the Dr. Marlys Palmer Fitness Center, and the ARCC Volunteers Tribute Lobby. It was suggested that all three ceremonies be held prior to the first game for men's and women's basketball on November 6, beginning at 3:30 or 4:00 pm and wrapping up before the start of the women's

game at 6:00 pm. Light refreshments would be served. Two trustees felt the proposed plan would work, a third suggested getting feedback from the honorees, and a fourth felt that it should be held later in the day, perhaps not on a game day, to attract a larger number of people. No final decisions were made.

New Business

Approval of Volunteer Corps Members (ACTION)

Ms. Young briefly discussed the campus volunteers program, which is very successful, and contributes great value to a number of departments campus wide. Mr. Elliott moved to approve the roster of volunteers as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the meeting was adjourned at 3:12 pm. The next meeting will be held on October 15, 2013, in Career Programs Building (CPB), rooms 211 and 213.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr