

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 15, 2013*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 15, 2013, in the Elliott Center, Rooms 211 and 213, beginning at 11:30 am. In attendance:

Board Members

Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Vice-chair
Merle Elliott
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Molly Carlson – Director of Instruction
Jessica Chambers – Dean, Student Affairs
Michael Harsh – Chair, Faculty Assembly
Julian Horton – Associate Dean, Online Education and Instructional Technology
Ted Kaiser – President, SGA
Beth Kirkpatrick – Director, Public Information and Government Relations
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning and Institutional Effectiveness
Donna Marriott – Director, Human Resources
Jonathan Metcalf – Director, Facilities Management and Planning
Gerard Rath – Asst. Dir., Facilities Management & Planning and Construction Mgr.
Janice Riley – Manager, TIC
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs

Guests

Kristin Duda – PSA Financial
Brent Feight – Bushey Feight Morin Architects
Andrew Reichard – Bushey Feight Morin Architects

Call To Order

Vice Chair Cushwa 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, Vice Chair Cushwa re-convened the regular meeting at 1:20 pm. In closed session, the Trustees discussed one (1) Board administrative matter, one (1) financial matter, and one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Carolyn Brooks, Patricia Cushwa, Merle Elliott, and John Williamson. President Guy Altieri and Vice President Anna Barker were also present.

Special Introductions

President Altieri introduced two new employees: Molly Carlson, Director of Instruction; and Janice Riley, Manager for the Technical Innovation Center (TIC).

Approval of Minutes (September 17, 2013 Closed and Regular) (ACTION)

Mr. Williamson moved to approve the closed and regular meeting minutes for September 17, 2013 as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Mr. Kaiser reported on current SGA events and those planned for the future.

Faculty Assembly

Professor Harsh reported on faculty assembly matters.

ARCC Naming Event

Director Kirkpatrick said that Friday, November 22, was the proposed date for the ARCC Naming ceremony. Coach Brown had supported this date, and the College was awaiting a response from Dr. Palmer. The event would begin at 10:00 am, starting with the Fitness Center, moving to the lobby, and ending with the court and arena. A light lunch would be available and the event would be concluded by 12:00 pm. President Altieri asked that the three Board members not present be sent these proposed plans for review and comment prior to finalizing. Ms. Kirkpatrick said the goal was to mail invitations the following week.

Review of Architectural Plans for the Student Center Expansion

Mr. Feight presented a PowerPoint detailing the plans for the Student Center Expansion project. He anticipates the project will be out for bid in March of 2014, with a projected completion of April 2015.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Academic Affairs, Online Education and Instructional Technology, Planning and Institutional Effectiveness, and Facilities and Grounds.

Special ad hoc Governance Study Groups for FY14

Three ad hoc study groups have been formed for FY14: Campus Communications, Campus Safety and Security, and Faculty Load, Promotion, and Tenure. Each group is co-chaired by one administrator and one faculty member

Latest on Performance-Based Funding

President Altieri said that thirty-nine states are currently discussing performance-based funding, and twenty-two states have implemented the model in some form. Maryland is trying to catch up to this trend, and is currently evaluating the preferred method for implementation. MACC favors an "outside base" or Cade+ model, which would provide financial incentive for those schools performing well. The Commission's report recommends a "within base" model, which would essentially penalize those schools who do not perform well, and most probably have higher at-risk student populations. The Commission's report and recommendation was submitted to the Maryland General Assembly on October 15, 2013.

Collaboration with Johns Hopkins University

President Altieri said the College has been working with former trustee, Anton Dahbura, in trying to forge a partnership with Johns Hopkins University in establishing a cybersecurity training facility. Dr. Dahbura is the Interim Executive Director for the Johns Hopkins University Information Security Institute. President Altieri, Chair Snook, and Dr. Dahbura are scheduled to travel to Senator Cardin's office on October 29 to discuss federal support for a training facility on the Mt. Aetna Farms/HCC property.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending September 30, 2013 (ACTION)

Vice Chair Cushwa dispensed with a verbal report. Mr. Elliott moved to accept the financial report for the period ending September 30, 2013 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

FY13 Audit Report

Audit Committee Chair Elliott reported that the FY13 audit was clean with nothing unusual or remarkable. Ms. Brooks moved to accept the FY13 audited financial statements as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote. It was noted that the single audit, which deals with federal grant programs, would be submitted at a future date.

Fall Enrollment Report

Dean Chambers discussed the fall enrollment report. While there was a slight decrease in total headcount and FTE, ESSENCE was up 25% and WEB headcount and FTE were up 13.6% and 20%, respectively. New student enrollment was up 6.8%.

Annual Governance Report

Dean Macht discussed the annual governance report, detailing the structure of the governance model and the membership of the standing committees. The goal for the governance model is that members from all levels of the college community have an opportunity to provide input from the initial stages of the policy making process by serving on one of the governance committees. The Governance Council, chaired by the President, serves as the clearinghouse and directing body for the governance committees.

New Business

Academic Calendar for FY15 (ACTION)

Ms. Brooks moved to approve the Academic Calendar for FY15 as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Health Benefits and Community College Adjuncts

Kristen Duda of PSA Financial and Director Marriott discussed the Affordable Care Act with regards to adjunct faculty. Employer “pay or play” requirements have been delayed until January 1, 2015. The IRS has provided no specific guidance on crediting hours for adjunct faculty, but states that an employer must use a reasonable method for the calculation. The IRS does specifically state that counting only classroom time and excluding preparation time or other duties is not considered reasonable. The College uses comparison of course credit hours taught by adjuncts as compared to full time faculty, which has been suggested by others, but not specifically sanctioned by the IRS. The IRS is expected to provide additional guidance in the future.

Adjournment

There being no further business or discussion, the meeting was adjourned at 3:42 pm. The next meeting will be held on November 19, 2013, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr