

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 19, 2013*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 19, 2013, in the Administration and Student Affairs Board Room, beginning at 11:00 am. In attendance:

Board Members

Austin Abraham
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Vice Chair
Merle Elliott
William Proctor, Jr.
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Allan Carter – HCC Student
Jessica Chambers – Dean, Student Affairs
Julian Horton – Associate Dean, Online Education and Instructional Technology
Gladys Cudjoe – Vice 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
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs

Call To Order

Immediate Past Chair Brooks 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 financial matters, Board administrative matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Immediate Past Chair Brooks re-convened the regular meeting at 1:11 pm. In closed session, the Trustees discussed one (1) Board administrative matter, three (3) financial matters, 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 Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, and John Williamson. President Guy Altieri and Vice President Anna Barker were also present.

Holiday Card for 2013

Director Kirkpatrick introduced the College's holiday card designer, Allan Carter, who is majoring in Simulation and Digital Entertainment. After graduation in the spring, he plans to attend the University of Baltimore or UMBC to complete a bachelor's degree.

Approval of Minutes (October 15, 2013 Closed and Regular) (ACTION)

Ms. Cushwa moved to approve the closed and regular meeting minutes for October 15, 2013 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Ms. Cudjoe, Vice President, reported on current SGA events and those planned for the future.

Faculty Assembly

Professor Harsh arrived after the meeting had adjourned.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Academic Affairs, Student Affairs, Continuing Education, Online Education and Instructional Technology, Planning and Institutional Effectiveness, College Advancement, and Public Information and Government Relations.

Draft Agendas for Joint Meeting with Foundation Executive Committee December 17, 2013 and Board Retreat on April 1, 2014.

President Altieri discussed the draft agendas for the respective meetings. The Board had no comment.

MACC Trustee Leadership Conference and Legislative Reception

President Altieri pointed out that the MACC Trustee Leadership Conference and Legislative Reception will be held on February 3, 2014. The format will remain the same as previous years. Trustees who wish to attend are asked to inform the President's office, including breakout session choices, by mid-January 2014.

MACC Strategic Plan and Legislative Agenda for 2014

These two documents were provided for the trustees' information, and the President discussed both briefly.

New Law and Designee for Open Meetings Act

Effective October 1, 2013, each public entity subject to the Open Meetings Act was required to designate a member, officer, or employee to receive training on the requirements of the Act. Ms. Roulette has been named as the designee for the College.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

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

Trustee Brooks dispensed with a verbal report. Mr. Abraham moved to accept the financial report for the period ending October 31, 2013 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Old Business

Fund Balance Designation (ACTION)

Vice President Barker discussed fund balance designations, noting that the administration recommended designating \$10.4 million of the General Fund Balance to meet unfunded capital improvement project needs and potential additional healthcare costs. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

New Business

Holiday Calendar for FY15 (ACTION)

Mr. Abraham moved to approve the Holiday Calendar for FY15 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Ad Hoc Smoking on Campus Study Group

President Altieri reviewed the charge statement for the ad hoc smoking on campus study group. In 2009, designated smoking areas were moved away from building entrances and clearly marked with signage. The most recent trend on community college campuses has been to adopt more restrictive guidelines, and some campuses have eliminated smoking entirely. Following research and investigation, the ad hoc study group will provide recommendations to the administration.

Academic Integrity Policy (ACTION)

Vice President Warner discussed the proposed Academic Integrity Policy, which would serve as an umbrella policy, and aligns with the existing Code of Trust. Mr. Elliott moved to approve as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the meeting was adjourned at 2:21pm. The next meeting will be held on December 17, 2013, in the Career Programs Building, Elliott Center, Rooms 211 & 213.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr