

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Business Meeting
December 17, 2013*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 17, 2013, in the Career Programs Building Conference Center, Rooms 211 and 213, beginning at 1:30 pm. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Jessica Chambers – Dean, Student Affairs
Michael Harsh – Chair, Faculty Assembly
Julian Horton – Associate Dean, Instructional Technology and Online Education
Ted Kaiser – President, SGA
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Leigh-Anne Lawrence – Social Media and Public Information Specialist
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 Conference Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 1:48 pm.

Approval of Minutes (ACTION)

Mr. Abraham moved to approve the regular and closed meeting minutes for November 19, 2013 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Faculty Assembly

Professor Harsh noted that the faculty and staff are looking forward to the winter break.

Student Government Association

Ted Kaiser, President of the SGA, discussed the current SGA activities and the plans for future events.

President's Report

Board Briefing Summary

President Altieri reviewed highlights from Academic Affairs, Facilities Management and Planning, and Continuing Education and Business Services.

Letter to Washington County Board of Education

President Altieri briefly discussed the letter that was sent to the Washington County Board of Education offering advice for the drafting of their new vision statement.

Review of Upcoming Events

President Altieri reviewed upcoming events in January and February: Nurses Pinning – January 10, 7:00 pm (Kepler); Martin Luther King, Jr. Day of Diversity, January 20, 1:00 pm (Kepler); MACC Trustee Conference and Legislative Reception, February 3, 12:00 pm; and the joint meeting with the County Commissioners on February 18 at 12:00 noon. Trustees were asked to let the president's office know by mid-January if they were attending the Trustee Conference.

“Studies question effectiveness of state performance-based funding”

President Altieri discussed the article from Inside Higher Education. A new round of research has indicated that funding programs based on performance instead of enrollment generally do not work. A number of states have adopted performance-based funding in some variation, and the state of Maryland legislature continues to study the topic.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report as of November 30, 2013 (ACTION)

Chair Snook dispensed with the formal report. Vice President Barker made one small adjustment and said that recommendations for budget adjustments will be presented in January 2014. Mr. Abraham moved to accept the financial report as of November 30, 2013 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Update on Middle States Accreditation Requirements

President Altieri, Dean Macht, and Vice President Warner attended the Middle States Commission on Higher Education annual conference in early December. In November 2013 Middle States revised the Characteristics of Excellence from fourteen to seven. The revised standards are: 1) Mission and Goals; 2) Ethics and Integrity; 3) Student Learning Opportunities; 4) Support of the Student Experience; 5) Educational Effectiveness Assessment; 6) Planning, Resources, and Institutional Improvement; and 7) Governance, Leadership, and Administration. Since HCC has already begun work on the self-study in preparation for the team's visit in spring of 2015, Middle States has said that HCC should continue using the fourteen standard model.

New Business

Social Media Policy (ACTION)

Ms. Lawrence discussed the social media policy, emphasizing that it pertains only to official HCC-related Facebook pages and in no way governs the private Facebook pages of faculty and staff. Mr. Elliott questioned the advisability of including the sentence, "HCC is not responsible for posts or comments made by fans, followers, or visitors to HCC's social media accounts." After much discussion it was determined that the sentence was largely used in the social media policies of other institutions as a standard disclaimer.

Mr. Abraham moved to approve the policy as submitted with a review after one year. Ms. Brooks seconded, and the motion carried by unanimous vote.

December Candidates for Certificates and Degrees (ACTION)

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

Board of Trustees Conflict of Interest Policy

The Board reviewed a draft Conflict of Interest Policy. Mr. Abraham had several questions and suggestions for revisions to the policy. The administration will make revisions and submit the final version for approval at the January 21 Board meeting.

Trustee Remarks

The Board thanked everyone for all the hard work and wished everyone happy holidays.

Adjourn to Closed Session

It was moved, seconded, and approved at 2:57 pm to adjourn to closed session to discuss financial matters, Board administrative matters, and exercise executive function privilege.

The next regularly scheduled meeting will be held on Tuesday, January 21, 2014, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary