

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
January 30, 2014***

(Meeting was rescheduled from January 21, 2014)

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 30, 2014, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

Anna Barker – Vice President, Administration and Finance
Julian Horton – Associate Dean, Instructional Technology and Online Education
Ted Kaiser – President, Student Government Association
Leigh-Anne Lawrence – Social Media and Public Information Specialist
Stacey Lowman – Executive Director, College Advancement
Donna Marriott – Executive Director, Human Resources
Michael Martin – Director, Academic Advising
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Jack Drooger – Program Manager, Information Technology Training
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 11:33 am.

Motion to Adjourn to Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:08 pm. In closed session, the Trustees discussed one (1) Board administrative matter, and

three (3) issues concerning financial strategy. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Anna Barker, and Vice President David Warner were also present.

Approval of Minutes (December 17 Joint, Regular, and Closed) (ACTION)

Ms. Brooks moved to approve the December 17, 2013 joint, regular, and closed meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Ted Kaiser reported on current and future activities for the SGA.

Faculty Assembly

Professor Harsh was unable to attend this re-scheduled meeting.

President's Report

Board Briefing Summary

The President reviewed highlights in Academic Affairs, Student Affairs, Continuing Education and Business Services, and Planning and Institutional Effectiveness.

State of the College 2014

President Altieri briefly discussed the highlights of the State of the College address presented to the college community on January 8, 2014.

Report on Meeting with U.S. Department of Labor Secretary, Tom Perez

President Altieri said that he and several other community college presidents met with Secretary Perez on January 17. During the discussion the presidents suggested that the federal work-study program be reshaped, and Secretary Perez requested that President Altieri work with several of his staff members in researching this option.

Meeting with the Mayors, February 17, 2014

The Washington County mayors have been invited to a dinner meeting on February 17, 2014, 6:00 to 8:00 pm in the Administration and Student Affairs Board Room. The agenda for this meeting will include an update on College programs and activities, discussion of future plans,

and an overview of HCC enrollments for each of the areas represented. A number of mayors have confirmed attendance. Trustees are invited to attend.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on February 3, 2014. Scheduled to attend for HCC are President Altieri and Trustees Austin Abraham, Patricia Cushwa, and John Williamson.

Monthly and Special Reports

Personnel Recommendations for January 2014 (ACTION)

Ms. Cushwa moved to approve the personnel recommendations for January 2014 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Financial Report as of December 31, 2013 (ACTION)

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

HCC's Job Training Work as Part of the State's EARN Grant Program

Mr. Drooger presented a PowerPoint highlighting the College's job training initiatives as part of the state's EARN grant program.

Recruiting Members for the Booster Club Leadership Group

Executive Director Lowman said that twelve letters had been sent to individuals inviting them to be part of the Booster Leadership Group. Four of the twelve responded immediately and confirmed acceptance. Ms. Lowman will follow up with the others to determine their interest. It is expected that some will decline. Ms. Lowman stressed that those who serve on the Leadership Group should be enthusiastic and supportive of this new organizational model. She anticipates the first meeting will be held in the late-February to early-March timeframe. At the March Board meeting the full start-up membership of the Booster Club Leadership Group will be shared with the trustees. Approximately fifty responses have been received to date for the Booster Membership drive, with more expected. The Booster support position, which was originally designed to be part-time, has evolved into a full time position with the retirement of William Mann from his part-time position. Ms. Lowman said ideally all employees in the Foundation office should be conversant in all donor opportunities in order to better serve potential donors. Toward that end, these two part-time specialized positions were merged into one full-time comprehensive position.

Old Business

County Funding Request for FY15

Vice President Barker discussed the County funding request for FY15, which was submitted at a 2% increase with concurrence from the Board. The budget will continue to be refined over several more days of retreats with the executive officers.

Board of Trustees Conflict of Interest Policy

President Altieri discussed the Board of Trustees Conflict of Interest Policy. Minor edits were made to the draft policy to include the President in its scope of influence. The Board supported the revisions. Mr. Elliott moved to approve the policy as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

New Business

Proposed FY14 Budget Adjustments (ACTION)

Vice President Barker discussed the proposed budget adjustments for FY14. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:42 pm. The next regularly scheduled meeting will be held on Tuesday, February 18, 2014, in the Career Programs Building, Elliott Conference Center, Rooms 211 and 213, immediately following a joint meeting with the Washington County Commissioners.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary