

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
March 18, 2014*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 18, 2014, in the Elliott Center, Rooms 211 & 213, beginning at 12:00 pm. 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  
Molly Carlson – Director of Instruction  
Jessica Chambers – Dean, Student Affairs  
Julian Horton – Associate Dean, Instructional Tech. and Online Education  
Ted Kaiser - President, SGA  
Elizabeth Kirkpatrick – Director, Public Information / Government Relations  
Stacey Lowman – Executive Director, College Advancement  
Barbara Macht – Dean, Planning & Institutional Effectiveness  
Daniel Madron – Assistant Professor, Sociology  
Donna Marriott – Executive Director, Human Resources  
Lauren Payne – Candidate for TRiO Manager  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Business Services  
Teresa Thorn – Coordinator, Middle College  
David Warner – Vice President, Academic Affairs

Middle College Students

Morgan Angle  
Nasu Conteh  
Matthew Cumblidge  
Nader Fawaz  
Nathaniel Saunders  
James Coe

## **Call To Order**

Chair Snook presided and convened the regular meeting at 12:15 pm.

## **Meet the Middle College Students**

Teresa Thorn introduced the Middle College students present: Morgan Angle, Nasu Conteh, Matthew Cumblidge, Nader Fawaz, Nathaniel Saunders, and James Coe. The students discussed their experiences in the first Middle College class, and how this program concept has benefited their educational goals.

### ***The STEMM Technical Middle College (Teresa Thorn)***

Middle College Coordinator, Teresa Thorn, and Vice President Warner presented a PowerPoint overview of the current Middle College program, and projected plans for the future. Some improvements since implementation of the Middle College include recruiting, communicating the message, more active and engaging scheduling, and weighted classes. Increased enrollments in this program will result in Washington County's pool of STEMM educated workers increasing substantially. Approximately forty to fifty students are expected to be enrolled for the fall 2014 semester.

## **Approval of Minutes (February 18, 2014) (ACTION)**

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

## **Reports from Campus Groups**

### ***Student Government Association***

President Ted Kaiser reported on current and future events for the SGA.

### ***Faculty Assembly***

Professor Harsh was not present due to a schedule conflict.

## **President's Report**

### ***Board Briefing Summary***

President Altieri summarized events in Academic Affairs, Continuing Education and Business Services, and Administration and Finance.

### ***Introduction of Lauren Payne***

President Altieri introduced Lauren Payne, who has been offered the position of TRiO SSS Manager. Ms. Payne has accepted the position and will begin in mid-June when she finalizes obligations with her current employer and completes her masters degree.

### ***Student Loan Default Rate***

President Altieri discussed the recently published default rate for student loans. While most colleges' rates of default have increased significantly, HCC's rate has decreased from 14.4% in 2010 to 12.6% in 2011 due largely to measures implemented by the Financial Aid office to address this issue.

### ***MACC Strategic Plan 2014***

President Altieri provided an overview of the MACC Strategic Plan for 2014 and the following major goals: completion, SB740 implementation, COMAR review, funding for FY15, and advocacy for community college support.

### ***MACC Executive Director's Visit in April 2014***

MACC's Executive Director, Dr. Bernard Sadusky, will meet with the trustees at their April 22, 2014 meeting. The Board reviewed the draft itinerary for this visit.

### ***"Economic impact of community colleges estimated to be over \$1 trillion per year"***

President Altieri briefly discussed the bulletin distributed by the U.S. Department of Education regarding the economic impact of community colleges for students, taxpayers, the U.S. Society, and the U.S. economy in general.

### ***The Herald Mail Feature Story on the Technical Innovation Center (TIC)***

Herald Mail reporter, Arnold Plato, is writing a feature story on the TIC. He has spoken to Vice President Barker and Director Shank, discussing the financial aspects, vacancies, tenants' length of stay, and plans going forward. President Altieri said that the College fully expects to partner with CHIEF to incubate companies for the Mt. Aetna Technology Park, also. In addition, HCC will be the workforce training arm for many of the firms who will be attracted to the technology park. All of this will likely appear in the news articles.

### ***MHEC/MSDE Joint Summary on Dual Enrollment***

President Altieri discussed the joint summary issued by MHEC and MSDE addressing dual enrollment questions dealing with FTE, tuition costs, etc.

## **Monthly and Special Reports**

### ***Personnel Recommendations for March 2014 (ACTION)***

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

### ***Financial Report as of February 28, 2014 (ACTION)***

Chair Snook dispensed with a formal verbal report. Mr. Elliott moved to accept the Financial Report as of February 28, 2014 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

### ***Instructional Technology and Online Education (Julian Horton)***

Associate Dean Horton presented a PowerPoint overview of Instructional Technology and Online Education. Online student headcount and credits have increased significantly since fall 2010, but Dr. Horton expects that increase to plateau in the next several years. The demographic of online students is largely white female under the age of 25, enrolled part time. A large percentage (75%) of online students reside in Maryland, with most located in Hagerstown. Students tend to perform higher in a hybrid format, yet the withdrawal rate is higher as well. Pilot programs for 2014/2015 include tablet instructional use, Open Educational Resources (OER) Development, loaded iPads, and increased online offerings for administrative processes.

## **Old Business**

### ***Sponsorship Opportunities Policy (ACTION)***

President Altieri discussed the Sponsorship Opportunities Policy that was revised to integrate suggestions following discussion at last month's meeting. After much discussion it was agreed to amend the policy to reference the Naming College Facilities Policy (No. 8060) in the last sentence of the first paragraph, and to remove the reference to alcohol on campus in the third paragraph, number 3. Mr. Elliott moved to approve the policy as amended, with a six month review by the Board. Mr. Abraham seconded, and the motion carried by unanimous vote.

## **New Business**

### ***Appoint Auditing Firm for FY14 (ACTION)***

Vice President Barker said that Albright, Crumbacker, Moul & Itell are in the first year of three one-year optional extensions to their contract. It was recommended that they be appointed to conduct the FY14 audit for the fee of \$37,000 for the College and \$5,500 for the HCC Foundation. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Chair Snook abstained.

***Mission Statement Review (ACTION)***

Dean Macht discussed the Mission Statement Review, which is required by MHEC every five years. The format of the report follows the guidelines set forth by MHEC. The timing works nicely with the Middle States self-study and team visit in 2015. Ms. Cushwa moved to approve the report as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Revision of Smoking Policy 8030 (ACTION)***

An ad hoc Smoking on Campus committee was appointed to review the existing smoking policy and recommend a course of action to the administration. The committee conducted research with cohort institutions and circulated a survey for HCC faculty and staff. It was recommended that the HCC campus become smoke free effective January 1, 2015. Smoking cessation workshops will be made available for those who are interested. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

***ARCC Roof Replacement (ACTION)***

Director Metcalf discussed the ARCC Roof Replacement. He said the work is scheduled to take place between high school graduation and the opening of the fall semester 2014. It was recommended that the administration be authorized to finalize a contract with Kalkrueth Roofing, who was the low bid at \$842,600. Mr. Abraham moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

**Consider a Motion to Adjourn to Closed Session**

There being no further business or discussion, the Board adjourned to closed session at 3:40 pm to discuss one (1) personnel matter, and one (1) real property issue.

The next regularly scheduled meeting will be held on Tuesday, April 22, 2014, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr