

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
April 22, 2014*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 22, 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  
L. William Proctor, Jr.  
Gregory Snook, Chair  
John Williamson

HCC Affiliates

Anna Barker – Vice President, Administration and Finance  
Jessica Chambers – Dean, Student Affairs  
Jack Drooger – CE Program Manager, IT Training  
Michael Harsh – Chair, Faculty Assembly  
Julian Horton – Associate Dean, Instructional Technology and Online Education  
Stephanie Hurd – CE Program Manager, Business Recruitment Specialist  
Ted Kaiser - President, SGA  
Elizabeth Kirkpatrick – Director, Public Information / Government Relations  
Stacey Lowman – Executive Director, College Advancement  
Barbara Macht – Dean, Planning & Institutional Effectiveness  
Donna Marriott – Executive Director, Human Resources  
Anne Myers – CE Program Manager, Lifelong Learning and NRWI  
Janice Riley – CE Manager, TIC  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Business Services  
Adrienne Summers – CE Program Manager, Career and Licensure  
David Warner – Vice President, Academic Affairs  
Samantha Willard – CE Executive Office Associate

Guests

Bernard Sadusky – Executive Director, MACC

**Call To Order**

Chair Snook presided and convened the regular meeting at 11:30 am.

**Luncheon Discussion - Informal Conversation with Dr. Bernard Sadusky, Executive Director of MACC**

Dr. Sadusky discussed the outcomes of the 2014 Maryland legislative session, the trends and the possible funding issues that could be faced in the future.

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

Mr. Elliott moved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals, potential acquisition of real property, and to exercise executive function privilege. Mr. Abraham seconded, and the motion carried by unanimous vote.

**Re-Convene Open Session**

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:31pm. In closed session, the Trustees discussed four (4) personnel matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction, and one (1) real property matter. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, Merle S. Elliott, L. William Proctor, Jr., Gregory I. Snook, and John D. Williamson. President Guy Altieri, Vice President Barker, Vice President Warner, and Executive Director Marriott were also present. Kristen Duda of PSA was asked to join the meeting for the discussion involving one personnel matter related to her expertise.

**Maryland General Assembly Legislative Update for 2014**

Dr. Bernard Sadusky, Executive Director for Maryland Association of Community Colleges (MACC) said that the state legislature is supportive of community colleges, believing them to be a good investment. Four year institutions also like community college graduates, who tend to have a better completion rate. Dr. Sadusky had an opportunity to speak with some of the HCC STEMM Middle College students about their experiences, and he said the students were most enthusiastic about the program. HCC's Middle College program is one of only two in the state that are currently operational, with four other programs in the planning stages. Dr. Sadusky applauded President Altieri's leadership in creating this new program.

**Approval of Minutes (March 18, 2014 and April 1, 2014) (ACTION)**

Mr. Elliott moved to approve the meeting minutes for March 18 and April 1, 2014 as submitted. Mr. Abraham 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. He will be graduating in May.

### ***Faculty Assembly***

Professor Harsh made a few farewell comments as he stepped down as Faculty Assembly Chair and turned over the reins to Daniel “DJ” Madron.

## **President’s Report**

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

President Altieri summarized events in Academic Affairs, Student Affairs, Continuing Education and Business Services, Planning and Institutional Effectiveness, and Instructional Technology and Online Education.

### ***Strategic Initiative to Keep HCC Enrollments Strong***

President Altieri discussed the initiative to keep HCC enrollments strong into FY15 and beyond. The major points of focus were: 1) enhance the major enrollment funnels, 2) further promote student financial assistance, 3) manage application-related processes, 4) continue proactive retention, 5) clarify online education opportunities, 6) strengthen the alignment of entry assessment, program selection, master class schedule, retention, and completion; 7) develop creative academic advisement protocols, 8) expand the use of student orientation, the Learning Support Center, and feedback in progress to completion, 9) increase use of the Internet and social media, 10) effectively market HCC’s programs, 11) use an integrated, data-informed, and more technologically sophisticated approach to recruitment, and 12) create, maintain, and improve partnerships with prospective and current students, their significant others, and the community. Dean Chambers has been assigned to lead this initiative.

## **Monthly and Special Reports**

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

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

***Financial Report as of March 31, 2014 (ACTION)***

Chair Snook dispensed with a formal verbal report. Mr. Elliott moved to accept the Financial Report as of March 31, 2014 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Continuing Education and Business Services – Annual Report***

Dean Shank presented an overview of Continuing Education and Business Services, highlighting various aspects of each program within this diverse department. Program managers were also present to offer additional comments for their respective areas.

***Trustee Proctor exited the meeting at 2:11 pm.***

**New Business**

***Employee Benefit Costs for FY15 (ACTION)***

Following review of the College's health benefit plan by PSA, recommended changes to the plan included increases in employee deductibles, out-of-pocket maximums, employee contributions, and prescription co-pay for both retail and mail order; and changing the prescription plan provider from Express Scripts to CareMark/CVS. It was further recommended that coverage would remain the same for Stop Loss (Symetra), Dental (MetLife), Vision (CareFirst), Life and Disability (Sun Life), and EAP (Cigna). Ms. Brooks moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Re-grading of Staff Positions for FY15 (ACTION)***

Of the fourteen positions submitted for reclassification, it was recommended that seven be approved based on outcomes of detailed position assessments. Ms. Cushwa moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Continuing Education Tuition and Fees for FY15 (ACTION)***

The Continuing Education tuition and fees structure is evaluated annually. Maintaining affordability is a major consideration in calculating any recommended changes. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Credit Tuition and Mandatory Fees for FY15 (ACTION)***

Credit tuition and mandatory fees are evaluated annually as relates to the overall percentage of the operating budget and compliance with the required minimum rates set forth by COMAR Title 16, Subtitle 3, Section 310. For FY15, and effective with the Fall 2014 semester, a 2.5% credit tuition increase was recommended. Registration fee and General College fee would remain the same as

FY14. Ms. Brooks moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

***Student and Community Fee Schedule for FY15 (ACTION)***

The Student and Community Fee Schedule is evaluated annually and changes recommended based upon program expenditures, required specialized equipment and software, College and outside agency surveys and the financial conditions of the College. Mr. Abraham moved to approve the Student and Community Fee Schedule for FY15 as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

***Revision of Policy 5093-Acceptable Computer Usage (ACTION)***

Vice President Barker discussed the recommended changes to Policy No. 5093 which deals with acceptable computer usage. The recommended revisions expands the policy to include network and communication resources, and includes clarification for ownership of information stored on College resources, establishes HCC's right to monitor, audit, and review information and provides for personnel action in the event of violations. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Faculty Professional Development Policy (ACTION)***

Vice President Warner discussed the Faculty Professional Development Policy designed to align with the Faculty Load, Promotion, and Tenure standards. Ms. Cushwa moved to approve the recommended policy as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***Student Honors Program Policy (ACTION)***

It was pointed out that several words were missing from the first sentence of the policy. Ms. Brooks moved to approve the policy as amended. Mr. Abraham seconded, and the motion carried by unanimous vote.

***Faculty Promotions and Tenure for FY15 (ACTION)***

Of the positions submitted for promotion and tenure for FY15, six were recommended for approval based on outcomes of detailed performance assessments. Mr. Elliott moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

***Recommendations for Faculty Emeritus (ACTION)***

Of the seven retired full-time faculty who were reviewed for emeritus consideration, six were recommended for emeritus status. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

***May Candidates for College Certificates and Degrees (ACTION)***

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

***Athletic Travel***

President Altieri said that some of the parents of the baseball team expressed concern with the travel arrangements for some of the away games. The administration met with the coach and agreed upon a compromise that resolved the matter to everyone's satisfaction.

**Adjournment**

There being no further business or discussion, the Board meeting was adjourned at 2:46 pm.

The next regularly scheduled meeting will be held on Tuesday, May 27, 2014, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.  
President/Secretary

GA/bwr