

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 24, 2014***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 24, 2014, in the Administration and Student Affairs Building 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
L. William Proctor, Jr.
Gregory Snook, Chair
John Williamson

HCC Affiliates

David Bittorf – Director, Finance
Jessica Chambers – Dean, Student Affairs
Julian Horton – Associate Dean, Instructional Technology and Online Education
Leigh-Anne Lawrence – Social Media and Public Information Specialist
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning & Institutional Effectiveness
Donna Marriott – Executive Director, Human Resources
Jonathan Metcalf – Director of Facilities
Barbara Roulette – Recording Secretary
Hayley Runion – Secretary, SGA
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 11:03 am.

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals, Board administrative matters, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:54 pm. In closed session, the Trustees discussed one (1) matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction; two (2) funding strategies; and one (1) Board administrative matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri and Jonathan Metcalf were also present.

Approval of Minutes (May 27, 2014 Regular and Closed Session) (ACTION)

Ms. Brooks moved to approve the May 27, 2014 regular and closed meeting minutes as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Board Chair Appointment to Student Center Contractor Interview Committee

Pending confirmation, trustees Proctor and Abraham will serve on the Student Center Contractor Interview Committee. Interviews will be conducted on July 30, and possibly the morning of July 31, with a special Board meeting scheduled for July 31 at 5:00 pm to make the final selection.

Reports from Campus Groups

Student Government Association

Hayley Runion, SGA Secretary, discussed current events planned by the SGA and ideas for future activities.

Faculty Assembly

Assistant Professor Madron said that the date for the Faculty Retreat has been selected and that faculty response to the invitation to participate has been positive.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Administration and Finance, Planning and Institutional Effectiveness, College Advancement, and Instructional Technology and Online Education.

MACC Board of Directors' Meeting, June 25, 2014

The MACC Board of Directors' meeting is scheduled for June 25, 2014, 2:00 – 4:00 pm. Austin Abraham and President Altieri are scheduled to attend. Director Metcalf will accompany them to assist in evaluating a new property for the MACC offices.

Community Colleges of Appalachia 2014 Award for Instructional Programs

At their annual conference in June 2014, the Community College of Appalachia awarded the Instructional Programs Award to HCC for the STEMM Middle College. This award recognizes innovative programs that have been designed and implemented to foster excellent teaching and learning.

Summer and Fall Enrollments

President Altieri said that total headcount for summer 2014 is down 5.2%, but total headcount for the fall semester is up 2.3%. While the numbers for fall are encouraging, it should be noted that registration is just underway, and those counts will change. On future reports ESSENCE and Middle College students will be broken out into separate categories.

Mr. Proctor exited the meeting at 2:22 pm

Monthly and Special Reports

Personnel Recommendation for June 2014 (ACTION)

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

President Altieri's Contract (ACTION)

Ms. Brooks moved to extend President Altieri's contract through 2018. Mr. Elliott seconded, and the motion carried by unanimous vote. Chair Snook asked that the minutes reflect that Mr. Proctor was in full support of this action.

Financial Report as of May 31, 2014 (ACTION)

Chair Snook dispensed with formal presentation of the financial report. Mr. Elliott moved to accept the financial report as of May 31, 2014 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Administrator on Duty

Executive Director Marriott discussed the Administrator on Duty (AOD) program, which was designed in 2012 to provide extended coverage by an administrator beyond the normal workday

hours. The AOD serves as a communication link and point of contact for general campus inquiries and questions. Currently forty-seven individuals provide AOD coverage, averaging 5 or 6 duty days per academic year. For consistency, one iPhone designated as the AOD phone, programmed with all pertinent contact information, is passed to each AOD, who contacts Campus Police within the first thirty minutes of duty.

Old Business

Finalize Board Meeting Dates for FY15 (ACTION)

Mr. Elliott moved to approve the Board meeting dates for FY15 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Cultural Diversity Report (ACTION)

Dean Macht said that by state statute the Cultural Diversity Report must be submitted to MHEC September 1 each year. MHEC has not yet instituted a specific format for this report, so data comparisons among peers are impossible at this time. Mr. Elliott moved to accept the report. Mr. Abraham seconded, and the motion carried by unanimous vote.

Approval of New Programs (ACTION)

Vice President Warner said that the required credits for Emergency Medical Technician training has been increased by the National Registry. With this increase, the existing program, currently offered as a Letter of Recognition, now qualified as a certificate program. Mr. Abraham moved to approve changing the Letter of Recognition program to a Certificate program for Emergency Medical Technician as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Code of Student Conduct Policy Revision (ACTION)

Mr. Abraham moved to approve the proposed revisions as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Student Drug and Alcohol Abuse Policy Revision (ACTION)

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

Board Re-organization (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Snook turned the meeting over to President Altieri to conduct an election for the office of chair for FY15. Trustee Brooks nominated Gregory Snook as candidate for Board Chair. Mr. Elliott moved to close the

nominations. Mr. Williamson seconded, and the motion carried by unanimous vote. Trustee Brooks nominated Patricia Cushwa for Vice-Chair. Mr. Elliott moved to close the nominations. Mr. Williamson seconded, and the motion carried by unanimous vote. Mr. Snook and Ms. Cushwa were elected Chair and Vice-Chair respectively by acclamation.

Chair Snook assumed chairmanship of the meeting. Mr. Snook added that the Board acknowledged that President Altieri would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Board Chair's Committee Appointments for FY15

Chair Snook reviewed the committee appointments for FY15. Members of the Audit Committee are Trustee Elliott, chair; Trustee Abraham, vice-chair; and Trustee Williamson. Trustees Abraham and Proctor will serve as HCC Foundation Liaisons. Trustees Cushwa and Brooks serve on the Board Self-Evaluation Committee, with Trustee Cushwa serving as the Chair of the committee. Trustee Brooks will coordinate Board Officer Nominations. Trustees Abraham and Snook will serve as MACC Representatives. Chair Snook will represent the trustees on the HCC Foundation Capital Campaign Leadership Committee.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 2:54 pm.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr