

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
September 16, 2014***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, September 16, 2014, in the Administration and Student Affairs Building 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

Kate Benchoff – Instructor, English Composition
David Bittorf – Director, Finance
Jessica Chambers – Dean, Student Affairs
Fonda Franklin – Manager, Human Resources
Donna Hanlin – Consultant, STEMM Middle College
Julian Horton – Associate Dean, Instructional Technology and Online Education
Beth Kirkpatrick – Director, Public Information and Government Relations
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning & Institutional Effectiveness
Jonathan Metcalf – Director of Facilities Management and Planning
Amanda Miller – Assistant Professor, English
Barbara Roulette – Recording Secretary
Hayley Runion – Secretary, SGA
Theresa Shank – Dean, Continuing Education and Business Services
Teresa Thorn – Coordinator, STEMM Middle College
David Warner – Vice President, Academic Affairs
Irene Young – Coordinator, Volunteer Corps

SGA Officers

Diane Draper – Vice President
Gerhard Klein – President
Andrew Mills – Senator
Kenny Peck – Treasurer
Todd Puglisi – Senator
Hayley Runion – Secretary
Kielen Shea – Senator
April Welte - Senator

Call To Order

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

Closed Session

Mr. Elliott moved 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. 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 1:10 pm. In closed session, the Trustees discussed three (3) matters relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction; one (1) funding strategy; and one (1) Board administrative matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, Gregory Snook, and John Williamson. President Guy Altieri was also present.

Introduction of SGA Officers

The SGA officers introduced themselves and talked about their future plans. Gerhard Klein, President, discussed recent club events and plans for the future.

Approval of Minutes (June 24 and July 31, 2014 Regular and Closed Session) (ACTION)

Mr. Elliott moved to approve the June 24 and July 31, 2014 regular and closed meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, and Continuing Education.

Proposed Board Meeting Agenda Topics for FY15

The Board reviewed the proposed topics and expressed no changes.

MACC CIP Prioritization List for FY16

President Altieri said that all of the community college presidents endorsed the CIP Prioritization list. Both of HCC's projects are positioned to be funded even if the State only allocates \$80 million for CIP.

Partnership Between HCC and Volvo

A team from HCC met with Volvo officials to discuss the skills required for Volvo's future workforce. HCC has hired a consultant to assist in developing an advanced manufacturing technology program and will be submitting a proposal for NSF funding.

Meeting with Trivergent Health Alliance

A team from HCC met with Ray Grahe, CEO of Trivergent Health Alliance, to discuss HCC's current programs and the trends that might affect future program offerings.

Student Center Expansion Updated Schedule

President Altieri discussed the updated Student Center Expansion schedule. The final completion date is September 8, 2015.

Labor Secretary Perez on how to produce better-paying jobs

President Altieri referenced an article that appeared in newspapers nationwide regarding better paying jobs and the role of community colleges.

Update on Sponsorship Opportunities Policy

President Altieri said that the Sponsorship Opportunities Policy seems to be working well. Executive Director Lowman said that approximately \$12,000 for signage has been added in the ARCC.

Senator Mikulski's Visit to Campus

Senator Mikulski is scheduled to visit campus on September 24, 2014 at 10:00 am. Details of the meeting were still unfolding.

Old Business

Fund Balance Designations (ACTION)

Ms. Brooks moved to designate \$11,625,513 of the General Fund Fund Balance, \$1,000,000 of the Campus Store Fund Balance, and \$250,000 of the Student Activities Fund Balance to meet unfunded capital improvement project needs and potential additional healthcare costs. Mr. Williamson seconded, and the motion carried by unanimous vote.

New Business

Approval of Volunteer Corps (ACTION)

Ms. Young reported that there are currently 312 volunteers. Those numbers continue to shift as new people join the ranks and others withdraw to move onto other pursuits. Ms. Cushwa moved to approve the list of Volunteer Corps members as submitted. Mr. Elliott seconded, and the motion carried by unanimous vote.

Dental Hygiene Student Fees (ACTION)

Vice President Warner said that when the Student and Community Fee Schedule was submitted to the Board for approval, the fees for Dental Hygiene were not yet known. If approved, the proposed fees would be retroactive to the start of the fall 2014 semester. Ms. Brooks moved to approve the fees as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Monthly and Special Reports

Personnel Recommendation for September 2014 (ACTION)

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

Financial Report as of June 30, 2014 (ACTION)

Chair Snook dispensed with formal presentation of the financial report. Mr. Elliott moved to accept the financial report as of June 30, 2014 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Institutional Planning Priorities

President Altieri discussed the Institutional Planning Priorities for FY16 and the Strategic Goals.

Reports from Campus Groups

Faculty Assembly

Assistant Professor Madron said that the Faculty Retreat went very well with good discussions and a very positive tone.

Monthly and Special Reports

Consultant's Report on STEMM Middle College

Donna Hanlin, who serves as consultant for STEMM Middle College recruiting, referenced her final report on recruitment efforts and the various data for students, recruits, and prospects.

President Altieri said that funds from an additional grant will be available to extend Ms. Hanlin's work as a consultant for the Middle College into 2015.

Student Honors Program

Assistant Professor Miller and Instructor Benchhoff summarized the Student Honors Program. Students who participate in the Honors Program sign an honors contract which requires more rigorous course work, but they share the classroom experience with non-participating students. Students' transcripts will designate honors program courses, and recognition will be given at commencement. Ten students are currently enrolled.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:22 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Guy Altieri".

Guy Altieri, Ed.D.
President/Secretary

GA/bwr