

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 21, 2014*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 21, 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
John Williamson

HCC Affiliates

Molly Carlson – Director of Instruction
Jessica Chambers – Dean, Student Affairs
Julian Horton – Associate Dean, Online Education and Instructional Technology
Scott Jennings – Men’s Baseball Coach
Christina Kilduff – Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Gerhard Klein – President, SGA
Jennifer Knight – Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Daniel Madron – Chair, Faculty Assembly
Jonathan Metcalf – Director, Facilities Management and Planning
Philip Pietro – HCC Student
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services

Call To Order

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

Lunch Discussion

Scott Jennings and men’s baseball star Philp Pietro joined the trustees for a luncheon discussion about college athletics. Jennifer Knight, Human Resources Director, and Christina Kilduff, Vice President for Administration and Finance, also met with the trustees for the first time since assuming their new positions.

Report by Foundation Executive Committee

The Foundation Executive Committee met with the trustees to discuss the Foundations mission and vision statements and to give a brief financial report.

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss financial matters, 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 1:20 pm. In closed session, the Trustees discussed one (1) Board administrative matter, two (2) financial matters, and one (1) acquisition of property. Present during closed session were Trustees Carolyn Brooks, Patricia Cushwa, Merle Elliott, Gregory Snook, and John Williamson. President Guy Altieri and Vice President Kilduff were also present.

Approval of Minutes (September 16, 2014 Closed and Regular) (ACTION)

Ms. Cushwa moved to approve the closed and regular meeting minutes for September 16, 2014 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Mr. Klein reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Madron reported that the faculty are working on preparations for the Middle States Team visit in 2015.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, College Advancement, Online Education and Instructional Support Services, Planning and Institutional Effectiveness, Public Information and Government Relations, and Facilities Management and Planning.

TAACCCT Grant Award

HCC was awarded \$797,916 through a U.S. Dept. of Labor grant to fund cybersecurity. This award is part of \$450 million in job-driven training grants being awarded to nearly 270 community colleges across the country.

Recap of Dr. Mora's Visit on October 12-14, 2014

The visit with Dr. Mora, Middle States Team Chair, went very well. He met with various campus groups, and reviewed plans for the team's visit in 2015.

Chronical of Higher Education Article

President Altieri briefly discussed the Chronical article on advanced placement versus dual enrollment.

Starbuck's Online College Program

President Altieri briefly discussed the article on Starbuck's Online College program.

Private Developers

Chair Snook said that private property developers had approached him about student housing in downtown Hagerstown for HCC students. President Altieri said that student housing, in addition to the apartments near the campus, while not an immediate high priority, is mentioned in Strategic Plan 2018 as an important study area.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending September 30, 2014 (ACTION)

Chair Snook dispensed with a verbal report. Mr. Elliott moved to accept the financial report for the period ending September 30, 2014 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

FY14 Audit Report

Audit Committee Chair Elliott reported that the FY14 audit was clean with nothing unusual or remarkable. Mr. Elliott moved to accept the FY14 audited financial statements as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Fall Enrollment Report

President Altieri discussed the fall 2014 enrollment report. He shared the fall enrollments from around the state, and while all colleges are experiencing declines, at least one is well into double digits. Down 5.4% in total headcount and 3.6% in FTE, HCC has not had larger declines because of steady early college enrollment growth. Numerous measures are in place to improve enrollments. Dean Chambers said that Student Services contacts students who are registered but have not paid in order to offer assistance in completing paperwork for financial aid. Director Carlson said that Academic Affairs is re-evaluating evening scheduling and trying to improve program pathways.

New Business

Architect Selection for the LRC Renovation (ACTION)

Pricing proposals were requested from five Architects/Engineers who have current contracts with the Washington County Board of Education. Of the three qualified proposals received by the College, Bushey Feight Morin was low bid. It was recommended that the Board of Trustees authorize the administration to finalize a contract with Bushey Feight Morin Architects, Inc., that included total design and engineering fees not to exceed the planned budget for these services. Mr. Abraham moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote. Chair Snook abstained from voting.

Architect Selection for the Central Plant Expansion Project (ACTION)

Of the seven applications received, three finalists were selected and interviewed by the selection committee. It was recommended that the Board of Trustees approve the ranking by the Selection Committee of the three top Architect/Engineer finalists, in the following order: (1) Gannett Fleming, Inc.; (2) Bushey Feight Morin Architects, Inc., and (3) Murphy & Dittenhafer, Inc. It was further recommended that the Board of Trustees authorize the administration to begin fee negotiations with the top ranked firm, and finalize a contract with one of these three firms, proceeding in rank order as recommended by the Selection Committee, that included total design and engineering fees not to exceed the planned budget for these services. Ms. Brooks moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Holiday Calendar for FY16 (ACTION)

Ms. Brooks moved to approve the Holiday Calendar as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Academic Calendar for FY16 (ACTION)

Mr. Abraham moved to approve the Academic Calendar as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Institutional Learning Goals Policy (ACTION)

Mr. Elliott moved to approve the Institutional Learning Goals Policy as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Sabbatical Leave Policy (Revision to Policy 5040)(ACTION)

Mr. Elliott moved to approve the revision to policy 5040 Sabbatical Leave as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Copyright Infringement Policy (ACTON)

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

Sexual Assault Policy (Revision to Policy 8071)(ACTION)

Ms. Cushwa moved to approve the revision to policy 8071 Sexual Assault as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the meeting was adjourned at 3:30 pm. The next meeting will be held on November 18, 2014, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary

GA/bwr