

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 18, 2014*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 18, 2014, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Guy Altieri, Secretary / President
Carolyn Brooks
Merle Elliott
L. William Proctor, Jr.
Gregory Snook - Chair
John Williamson

HCC Affiliates

Jessica Chambers – Dean, Student Affairs
Julian Horton – Associate Dean, Online Education and Instructional Technology
Alex Hyre – HCC Student
Christina Kilduff - Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Kenny Peck – Treasurer, SGA
Jennifer Knight – Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning and Institutional Effectiveness
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
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 11:32 am.

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 12:56 pm. In closed session, the Trustees discussed one (1) Board administrative matter and two (2)

financial matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri and Vice President Christina Kilduff were also present.

Holiday Card for 2014

Director Kirkpatrick introduced the College's holiday card designer, Alex Hyre, who is majoring in Simulation and Digital Entertainment. After graduation in the spring, he plans to attend the University of Baltimore to continue his studies in this field. He would ultimately like to start his own company. Alex is currently the vice president of HCC's Game Development Club.

Approval of Minutes (October 21, 2014 Closed and Regular) (ACTION)

Ms. Brooks moved to approve the closed and regular meeting minutes for October 21, 2014 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Kenny Peck reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Madron reported that the faculty are organizing student outcomes and continue to prepare for the Middle States team visit.

President's Report

Board Briefing Summary

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

Draft Agendas for Joint Meeting with Foundation Executive Committee December 16, 2014

President Altieri discussed the draft agenda for the joint meeting with the Foundation Executive Board on December 16, 2014.

Final Report for Citi Grant for 2014

President Altieri said the final report for the Citi Grant for 2014 had been submitted to Cassandra Latimer. The College will submit an application for another grant for GED completer awards.

Visit to Johns Hopkins Information Security Institute

President Altieri discussed the recent meeting at the Johns Hopkins Information Security Institute. Thirty cybersecurity students attended with a core group of faculty and administrators. The group heard presentations from cybersecurity graduate students, and was given a tour of the facilities. President Altieri distributed a copy of an article that appeared in the Washington Business Journal that the General Services Administration has plans for a cybersecurity campus somewhere in the Washington D.C. region. There will be a great deal of competition for this project.

2015 Community College Futures Assembly Bellwether Awards

President Altieri briefly discussed the Bellwether Awards and HCC's submission for the STEMM Middle College.

MACC Strategic Plan and Legislative Agenda for 2015

The MACC Strategic Plan and Legislative Agenda for 2015 were provided for the trustees' information, and the President discussed both briefly.

Tom Perez Article

President Altieri summarized and briefly discussed the blog article written by Tom Perez regarding the TAACCCT grants.

Article on the Learning Support Center

The article on the Learning Support Center (LSC) was written by Jennifer Adams. It was published in the newsletter for the Community Colleges of Appalachia. Students use the LSC on a regular basis, and faculty have begun to schedule students to use it through work assignments.

MACC Trustee Leadership Conference and Legislative Reception

President Altieri pointed out that the MACC Trustee Leadership Conference and Legislative Reception will be held on February 2, 2015. The format will remain the same as previous years. Trustees who wish to attend are asked to inform the President's office, including breakout session choices, by mid-January 2015.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending October 31, 2014 (ACTION)

Chair Snook dispensed with a verbal report. Mr. Elliott moved to accept the financial report for the period ending October 31, 2014 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

New Business

Maryland Performance Accountability Report

Dean Macht pointed out that the data in the Maryland Performance Accountability Report for 2013 only reported half of the story, since only Maryland data is able to be reported. Students transferring to out-of-state institutions are not reflected in the numbers. Key areas that will be reflected in the Middle States self-study are enrollment, retention, early college, and diversity growth.

Adjournment

There being no further business or discussion, the meeting was adjourned at 2:35pm. The next meeting will be held on December 16, 2014, in the Career Programs Building, Elliott Center, Rooms 211 & 213.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr