

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Business Meeting
December 16, 2014*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 16, 2014, in the Career Programs Building Conference Center, Rooms 211 and 213, beginning at 1:30 pm. 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

Jessica Chambers – Dean, Student Affairs
Julian Horton – Associate Dean, Instructional Technology and Online Education
Christina Kilduff – Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Gerhard Klein – President, SGA
Jennifer Knight - Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning and Institutional Effectiveness
Daniel Madron – Chair, Faculty Assembly
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Conference Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Snook presided and convened the regular meeting at 1:35 pm.

Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategies and exercise executive function privilege.

Re-Convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 2:50 pm. In closed session, the Trustees discussed four (4) financial strategies, and one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Merle Elliott, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Kilduff, and Vice President Warner were also present.

Approval of Minutes (ACTION)

Mr. Elliott moved to approve the regular and closed meeting minutes for November 18, 2014 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Faculty Assembly

Assistant Professor Madron summarized notable achievements by a number of students.

Student Government Association

Gerhard Klein discussed the current SGA activities and the plans for future events.

President's Report

Board Briefing Summary

President Altieri reviewed highlights from Academic Affairs, Student Affairs, and Continuing Education and Business Services.

Update on Meeting with Washington County Legislative Delegation

President Altieri and Chair Snook represented HCC at the annual meeting with the Washington County Legislative Delegation on December 9, 2014 at USM-H. Trustee Williamson also attended. President Altieri summarized the PowerPoint presentation that was shared with the Delegation. Delegate Wilson is visiting campus for a more in-depth orientation on Thursday, December 18.

Review of Upcoming Events for January and February 2015

President Altieri reviewed upcoming events in January and February: Nurses Pinning – January 9, 7:00 pm (Kepler); Martin Luther King, Jr. Day of Diversity, January 19, 1:00 pm (Kepler);

MACC Trustee Conference and Legislative Reception, February 2, 12:00 pm; and the joint meeting with the County Commissioners on February 17 at 12:00 noon. Trustees were asked to let the president's office know by mid-January if they were attending the MACC Trustee Conference.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report as of November 30, 2014 (ACTION)

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

Special Reports: Annual Governance Report

Dean Macht discussed the annual governance report, detailing the structure of the governance model and the membership of the standing committees. The goal for the governance model is that members from all levels of the college community have an opportunity to provide input from the initial stages of the policy making process by serving on one of the governance committees. The Governance Council, chaired by the President, serves as the clearinghouse and directing body for the governance committees. President Altieri said that the Middle States team will want to see a strong governance structure.

Old Business

Social Media Policy Update

Director Kirkpatrick gave a brief update of the Social Media Policy, which was approved by the trustees in December 2013 with provision for a one year review. Ms. Kirkpatrick said her office has not received any negative feedback, nor has the policy been challenged in any way. Comprehensive guidelines are posted on HCC's Web site.

New Business

Mid-year Budget Adjustments for FY15 (ACTION)

After review of actual revenue and expenditures, the administration recommended that the FY15 budget be adjusted down by \$865,000. Ms. Brooks moved to approve the mid-year budget adjustments for FY15 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Fund Balance Designation (ACTION)

The administration recommended a re-designation of funds (\$50,893 from Yale Drive Extension project and \$49,107 from design funds for the LRC Backup Data Center) for a total of \$100,000 to be designated for unfunded Student Center renovation project needs. Mr. Abraham moved to approve the re-designation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Information Technology Security Policy (ACTION)

Ms. Brooks moved to approve the Information Technology Security Policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

December Candidates for Certificates and Degrees (ACTION)

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

Revised Academic Calendar for FY16 (ACTION)

Mr. Elliott moved to approve the revised Academic Calendar for FY16 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Fees and Patients' Bill of Rights for Dental Lab (ACTION)

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

Trustee Remarks

The Board thanked everyone for all the hard work and wished everyone happy holidays.

The next regularly scheduled meeting will be held on Tuesday, January 20, 2015, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary