

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
January 20, 2015*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 20, 2015, 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
William Proctor
Gregory Snook, Chair
John Williamson

HCC Affiliates

Jessica Chambers – Dean, Student Affairs
April Hamilton – HCC Student, All USA Academic Team Nominee
Julian Horton – Associate Dean, Online Education and Instructional Support Services
Christina Kilduff – Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Gerhard Kline – President, Student Government Association
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 Business Services
David Warner – Vice President, Academic Affairs
Ashley Whaley – Co-Advisor, Phi Theta Kappa

Call To Order

Chair Snook presided and convened the regular meeting at 11:33am.

Motion to Adjourn to Closed Session

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategies, the possible acquisition of property, and exercise executive function privilege.

Re-convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:13 pm. In closed session, the Trustees discussed three (3) issues concerning financial strategy, and one (1) matter regarding the possible acquisition of property. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Christina Kilduff, and Director Jonathan Metcalf were also present for their respective topics of discussion.

Introduction of the All Academic Team Nominee

Ashley Whaley, co-advisor for Phi Theta Kappa, introduced April Hamilton, the student nominee for the All-Academic Team. Ms. Hamilton received her Associates degree in History in 2012, and completed her Associates in Biotechnology in fall 2014. She currently attends UMUC pursuing a Bachelor's degree in Biotechnology, with the ultimate career goal of becoming a Biotech Lab Manager/Researcher.

Approval of Minutes (December 16 Joint, Regular, and Closed) (ACTION)

Ms. Brooks moved to approve the December 16, 2014 joint, regular, and closed meeting minutes as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

Gerhard Kline reported on current and future activities for the SGA.

Faculty Assembly

Assistant Professor Madron reported that workshop week was successful, and Middle States work continues to go well.

President's Report

Board Briefing Summary

The President reviewed highlights in Academic Affairs, Student Affairs, and Continuing Education and Business Services.

State of the College 2015

President Altieri briefly discussed the highlights of the State of the College address presented to the college community at All College Colloquium on January 7, 2015.

HCC Nominated for Leading Edge Award for Chamber Business Awards

President Altieri briefly discussed HCC's nomination for the Leading Edge Award for the Chamber Business Awards. Specifically, HCC's partnership with Johns Hopkins University was the focus for the nomination. The Chamber Business Awards will be held on February 25, 2015, at Hager Hall.

Herald Mail Article about HCC Aerospace Engineering Student and the New York Times Article about Tom Hanks

President Altieri briefly discussed these two articles highlighting the academic achievements of an HCC aerospace engineering student, James Coe; and actor Tom Hanks' reflection on his personal success attending community college, respectively.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on February 2, 2015. Scheduled to attend for HCC are President Altieri and Trustee Austin Abraham.

Meeting with State Superintendent, Dr. Lillian Lowery

President Altieri said the college is hosting a luncheon meeting with State Superintendent of Schools, Dr. Lillian Lowery, on February 13, 2015, to showcase the STEMM Middle College, in which Dr. Lowery has shown great interest.

Proposed Higher Ed Rating System

President Altieri discussed the proposed higher education rating system. Institutions that will be included are predominantly four-year institutions that primarily award baccalaureate degrees, and predominantly two-year institutions that primarily award associate degrees and certificates.

Institutional Student Learning Goals and March Activity

Vice President Warner said that in order to measure institutional student learning goals, an activity has been planned for March in which a group of incoming students and a group of second year students will be asked to evaluate a story based on established criteria, such as critical thinking, problem solving, etc. Comparing the results from the two groups would be a measure of institutional student learning.

Monthly and Special Reports

Personnel Recommendations for January 2015 (ACTION)

Ms. Brooks moved to approve the personnel recommendations for January 2015 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Financial Report as of December 31, 2014 (ACTION)

Chair Snook dispensed with the formal report. Ms. Cushwa moved to accept the financial report as of December 31, 2014 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Employee Communications Model

Director Kirkpatrick briefly discussed the Employee Communications Model, the culmination of work by the Ad Hoc Campus Communications Study Group in 2013. Effective communication with and among employees is a high priority at HCC. In a 2013 survey of HCC employees, email was identified as the most effective and most preferred method of communication. It is expected that employees will monitor their college electronic accounts on a frequent and consistent basis to receive the most up-to-date information from the college.

Middle States Preliminary Self-Study Recommendations

Dean Macht presented a summary of the Middle States preliminary self-study recommendations. The self-study will be submitted to Middle States in February. Dean Macht pointed out that the recommendations submitted to Middle States will be more succinct, in that they will not contain additional background information that was provided for the trustees' reference. Final recommendations will be shared at a future trustee meeting.

Old Business

Summary of County Funding Request for FY16

Vice President Kilduff discussed the County funding request for FY16, which was submitted at a 9.5% increase with concurrence from the Board. The budget will continue to be refined over several more days of retreats with the executive officers. The Board members voted unanimously to support the funding requests to the county for the FY16 operating budget and CIP budget.

New Business

Smart Devices in Classrooms Policy (ACTION)

Ms. Brooks moved to approve the Smart Devices in Classrooms Policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Alternative Methods for Earning College Credit Policy (ACTION)

Ms. Brooks moved to approve the Alternative Methods for Earning College Credit Policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Academic Program Review Policy (ACTION)

Ms. Brooks moved to approve the Academic Program Review Policy as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:23pm. The next regularly scheduled meeting will be held on Tuesday, February 17, 2015, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary