

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
April 28, 2015*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, April 28, 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
Merle Elliott
L. William Proctor, Jr.
Gregory Snook, Chair
John Williamson

HCC Affiliates

Jessica Chambers – Dean, Student Affairs
Donna Hanlin – Consultant, Middle College
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
Brittany Lyle – Public Information and Social Media Specialist
Daniel Madron – Chair, Faculty Assembly
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
Teresa Thorn – Middle College Coordinator
David Warner – Vice President, Academic Affairs

Call To Order

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

Consider a Motion to Adjourn to Closed Session

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

Re-Convene Open Session

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:16 pm. In closed session, the Trustees discussed one (1) personnel matter relating to the appointment, employment, assignment, promotion, or compensation of appointees, employees or officials over whom the Trustees have jurisdiction, and four (4) financial matters. Present during closed session were Trustees Austin S. Abraham, Carolyn W. Brooks, Patricia K. Cushwa, Merle S. Elliott, L. William Proctor, Jr., Gregory I. Snook, and John D. Williamson. President Guy Altieri, Vice President Kilduff, and Vice President Warner were also present.

Approval of Minutes (March 17, 2015 Open, Closed, and Joint) (ACTION)

Mr. Williamson moved to approve the open, closed, and joint meeting minutes for March 17, 2015 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

President Gerhard Klein reported on current and future events for the SGA.

Faculty Assembly

Assistant Professor Madron said that the Middle States team was impressed with the Student Learning Outcomes Assessment process, since in many colleges the faculty do not analyze the assessments as they do at HCC. Three faculty members were invited to present the College's SLOA at the Middle States Convention.

President's Report

Board Briefing Summary

President Altieri summarized events in Academic Affairs, Student Affairs, and Continuing Education and Business Services.

Recap of Middle States Team Visit and Team Report

President Altieri said the Middle States team visit went very well and the team report was very positive. The team had no recommended follow up. The report listed twenty significant accomplishments, which is very unusual. HCC has the opportunity to respond to clarify and correct information before the team chair, Dr. Peter Mora, submits the final report to MSCHE.

Student Center Dedication

Director Kirkpatrick said the Student Center Dedication will be held on Friday, September 11, 2015, at 10:00 am. Tours and refreshments will be provided.

Ms. Kirkpatrick introduced Brittany Lyle, Public Information and Social Media Specialist, who will also serve as one of the delegated assistants for the President's Office in the Executive Assistant's absence.

Year End Celebratory Events

Trustees were asked to return to the President's Office the RSVP summary sheet for the year end celebratory events to facilitate planning.

Monthly and Special Reports

Personnel Recommendations for April 2015 (ACTION)

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

Financial Report as of March 31, 2015 (ACTION)

Chair Snook dispensed with a formal verbal report. Mr. Elliott moved to accept the Financial Report as of March 31, 2015 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Middle College Report

Vice President Warner; Middle College Coordinator, Teresa Thorn; and Middle College consultant, Donna Hanlin, presented the annual report on the STEMM Technical Middle College. Currently on campus are thirty-four students, nineteen juniors and fifteen seniors. The projection for 2015-2016 is a total of forty-two students, with 407 recruits and prospects. Students from the first graduating class of the Middle College have been accepted at twelve different colleges and universities. President Altieri projects that the Middle College classes will increase into the hundreds as the program continues to grow in popularity.

New Business

Credit Tuition and Mandatory Fees for FY16 (ACTION)

Credit tuition and mandatory fees are evaluated annually as relates to the overall percentage of the operating budget and compliance with the required minimum rates set forth by COMAR Title 16, Subtitle 3, Section 310. For FY16, and effective with the Fall 2015 semester, a 6.5% credit tuition increase was recommended. The Registration fee would be increased from \$27 to \$30 per semester,

and the General College fee would be increased from \$11 to \$12 per credit hour. The trustees discussed how to close the gap for those students who would not be able to afford the increased rates. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Continuing Education Tuition and Fees for FY16 (ACTION)

The Continuing Education tuition and fees structure is evaluated annually. There were no recommended changes to the fee structure for FY16. Mr. Abraham moved to approve the recommendation as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

Student and Community Fee Schedule for FY16 (ACTION)

The Student and Community Fee Schedule is evaluated annually and changes recommended based upon program expenditures, required specialized equipment and software, College and outside agency surveys and the financial conditions of the College. Ms. Brooks moved to approve the Student and Community Fee Schedule for FY16 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Midpoint Adjustment for FY16 (ACTION)

After careful research of the compensation levels within Washington County and cohort community colleges in Maryland, the administration recommended a 2% adjustment to midpoint for FY16. Ms. Brooks moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Faculty Promotions and Tenure for FY16 (ACTION)

Of the positions submitted for promotion and tenure for FY16, twelve were recommended for approval based on outcomes of detailed performance assessments. Ms. Brooks moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Advanced Manufacturing Program and Two Additional Certificates (ACTION)

Vice President Warner discussed the Associate of Applied Science degree in Advanced Manufacturing, and the two additional certificates in Basic Electronics and Industrial Technology. Ms. Cushwa moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Revision of Policy 4017 Credit for Prior Learning (ACTION)

Vice President Warner said that the administration recommended a revision to Policy 4017 Credit for Prior Learning in order to meet MHEC standards regarding policy language in support of the

Veterans' Full Employment Act (VFEA). Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Instructional Site for Commercial Vehicle Training (CVT) (ACTION)

The Middle States Commission on Higher Education (MSCHE) requires that a substantive change request be submitted and approved when an existing instructional site moves its physical location even if the programs, faculty, students, and services remain the same. The administration recommended that the land that spans 14527 and 14547 Industry Drive be approved as an instructional site where all courses required in the current and future Commercial Vehicle Training programs could be delivered in their entirety. Mr. Proctor moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

May Candidates for College Certificates and Degrees (ACTION)

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

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 2:50 pm.

The next regularly scheduled meeting will be held on Tuesday, May 26, 2015, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr