

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
May 26, 2015*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 26, 2015, in the Administration and Student Affairs Board Room, beginning at 11:00 am. In attendance:

Board Members

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

HCC Affiliates

Christina Kilduff – Vice President, Administration and Finance  
Jessica Chambers – Dean, Student Affairs  
Julian Horton – Associate Dean, Online Education and Instructional Support Services  
Elizabeth Kirkpatrick – Director, Public Information / Government Relations  
Stacey Lowman – Executive Director, College Advancement  
Barbara Macht – Dean, Planning & Institutional Effectiveness  
Jennifer Knight -- Director, Human Resources  
Barbara Roulette – Recording Secretary  
Theresa Shank – Dean, Continuing Education and Business Services

**Call To Order**

Chair Snook presided and convened the regular meeting at 11:00 am.

**Consider a Motion to Adjourn to Closed Session**

Ms. Brooks moved to adjourn to closed session to discuss personnel issues and/or other personnel matters affecting one or more individuals, financial strategies, Board administrative matters, and to exercise executive function privilege. Mr. Williamson seconded, and the motion carried by unanimous vote.

**Re-Convene Open Session**

Following adjournment of the closed session, Chair Snook re-convened the regular meeting at 1:03 pm. In closed session, the Trustees discussed three (3) financial strategy matters, four (4) personnel matters, and one (1) Board procedural matter. Present during closed session were Trustees Austin

Abraham, Carolyn Brooks, Merle Elliott, L. William Proctor, Jr., Gregory Snook, and John Williamson. President Guy Altieri, Vice President Kilduff, Director Knight, and Executive Director Lowman were also present.

### **Approval of Minutes (April 28, 2015) (ACTION)**

Mr. Abraham moved to approve the meeting minutes for April 28, 2015 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

### **Reports from Campus Groups**

#### ***Student Government Association***

There was no report from the SGA this month.

#### ***Faculty Assembly***

There was no report from Faculty Assembly this month.

### **President's Report**

#### ***Board Briefing Summary***

President Altieri summarized events in Academic Affairs, Student Affairs, Continuing Education and Business Services, College Advancement, and Planning and Institutional Effectiveness.

#### ***Re-cap of Year End Celebratory Activities***

President Altieri reviewed the year end activities for 2015 and thanked the trustees for their participation in these important events. The Middle College Recognition and the Health Sciences Pinning were inaugural events in 2015, and will likely continue annually from this point forward.

#### ***MACC Board of Directors' Meeting June 24, 2015***

The MACC Board of Directors meeting will be held on June 24, 2015. President Altieri and Chair Snook are attending.

#### ***Proposed Board Meeting Dates for FY16***

The Board reviewed the proposed Board meeting dates for FY16. President Altieri pointed out that the Board Retreat is scheduled for March 1, 2016, and several meetings are scheduled for the fourth Tuesday of the month in order to avoid schedule conflicts with other events. Final action will be taken at the June 23, 2015 meeting.

## **Monthly and Special Reports**

### ***Personnel Recommendations for May 2015 (ACTION)***

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

### ***Financial Report as of April 30, 2015 (ACTION)***

Chair Snook dispensed with a formal verbal report. Mr. Elliott moved to accept the Financial Report as of April 30, 2015 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

### ***Annual Continuing Education Report***

Dean Shank reviewed the many ways in which Continuing Education and Business Services serves the community through programming in allied health, business, certification and licensure, information technology, personal enrichment, trades, transportation, youth programming, and prison system. As of May 19, 2015, total FTE for FY15 had increased over FY14. Dean Shank discussed the national and statewide trends, and the areas in which Con Ed needs to be proactive to continue to increase enrollments.

### ***Annual Online Education and Instructional Support Services Report***

Associate Dean Horton provided an overview of Online Education and Instructional Support Services. Online enrollment continues to grow but is beginning to level off. The majority of online students are from Hagerstown, and white females under the age of 25 enrolled part time. The most consistent enrollment numbers continue to be in BSSB with the largest growth in the TCS division. Ms. Horton discussed pilot programs in process, faculty training, and the areas for future work to continue to grow the online education program.

## **Old Business**

### ***FY16 Plan and Operating Budget (ACTION)***

Vice President Kilduff summarized the Plan and Operating Budget for FY16 at \$33.32 million, which represented less than a 1% increase over the FY15 adjusted budget. Mr. Elliott moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

**New Business**

***Salary Scale Adjustment for FY16 (ACTION)***

It was recommended that the Faculty Salary Scale, Instructor position, be increased to take the maximum to \$60,750. President Altieri explained this was necessary to keep HCC competitive in the marketplace. Mr. Elliott moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

***Staff Re-classification for FY16 (ACTION)***

Of the nine positions submitted, five were recommended for re-classification at a cost of \$25,000. Mr. Elliott moved to approve the recommendation as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

***FY16 Pay Rate Schedule for Temporary and/or Grant-funded Positions and Approved Stipends (ACTION)***

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

***Academic Program Adjustments (ACTION)***

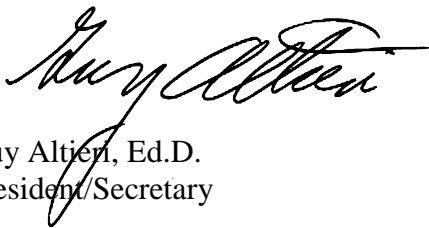
Mr. Proctor moved to approve the recommendation as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

**Adjournment**

There being no further business or discussion, the Board meeting was adjourned at 2:35.

The next regularly scheduled meeting will be held on Tuesday, June 23, 2015, in the Administration and Student Affairs Board Room.

Respectfully submitted,



Guy Altieri, Ed.D.  
President/Secretary

GA/bwr