

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 20, 2015*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 20, 2015, in the Student Center Private Dining, Room 182, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Vice-chair
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Chair
William Proctor
Gregory Snook
John Williamson

HCC Affiliates

Jaime Bachtell – Coordinator, Disability Support Services
Craig Fentress – Direction, Information Technology
Donna Hanlin – Consultant, STEM Technical Middle College
Joseph Heavner – President, SGA
Julian Horton – Associate Dean, Online Education and Instructional Technology
Christina Kilduff – Vice President, Administration and Finance
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning and Institutional Effectiveness
Daniel Madron – Chair, Faculty Assembly
Michael Martin – Acting Dean, Student Affairs
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Business Services
Teresa Thorn – Coordinator, STEM Technical Middle College
David Warner – Vice President, Academic Affairs

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:36 am.

Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:05 pm. In closed session, the Trustees discussed two (2) financial matters and one (1) potential litigation matter. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri and Vice President Kilduff were also present.

Approval of Minutes (September 15, 2015 Closed and Regular) (ACTION)

Ms. Brooks moved to approve the closed and regular meeting minutes for September 15, 2015 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Mr. Heavner reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Madron reported that the faculty were working on preparations for the Campus Open House on October 24.

President's Report

Board Briefing Summary

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

Institutional Priorities for FY17

President Altieri presented the Institutional Priorities for FY17, asking each of the executive officers to offer comments for the priorities in their respective departments.

Experimental Sites Initiative 2015 – Pell for Students who are Incarcerated

President Altieri discussed this initiative and HCC's plan to apply for the grant, focusing on those programs that would lead to job opportunities in which a criminal record would not preclude employment.

MACC Board of Directors' Meeting, October 28, 2015

The MACC Board of Directors' Meeting will be held on October 28, 2015. The trustee attending will be decided in the next few days.

NACCE Board Meeting at HCC, November 4, 2015

A reminder that the National Association for Community College Entrepreneurship (NACCE) Board meeting will be held on November 4, 2015, 12:00 noon in the Student Center Private Dining. Trustee Snook will attend a meeting with the President and CEO of NACCE, Rebecca Corbin, at 8:00 am that morning.

Community Colleges of Appalachia Conference at HCC, November 5 & 6, 2015

The Community Colleges of Appalachia will hold their Board meeting at HCC on November 4, 4:00 – 6:00 pm, followed by a two-day conference on November 5 & 6.

Key Campus Dates – Revisions to Year End Activities

President Altieri discussed the revision to key campus dates, pointing out that Nursing Pinning and Allied Health Pinning will be held at the same time at different locations, and the GED graduation will be held in the evening, resulting in no activities being planned for Sunday. Trustees were asked to mark their calendars with these revisions.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending September 30, 2015 (ACTION)

Chair Cushwa dispensed with a verbal report. Mr. Snook moved to accept the financial report for the period ending September 30, 2015 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

FY15 Audit Report

Audit Committee Vice-Chair Abraham reported that the FY15 audit was clean with no material concerns reported. Mr. Proctor moved to accept the FY15 audited financial statements as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Behavioral Intervention Team and College Safety

Dean Martin and Coordinator Bachtell discussed the Behavioral Intervention Team (BIT) and the processes in place to effectively deal with students whose behavior is considered problematic. The BIT program is designed to identify problematic behavior and provide intervention before the behavior escalates into possible violence. BIT was formed in 2009 upon recommendation of the ad hoc Student Behavioral Intervention committee. Ms. Bachtell said the Team currently consists of five members, and a sixth will be added. Three members handle the most dire cases, while the other two members connect with local agencies. All members of the team have counseling experience and degrees. A total of fifty-nine cases were referred last year, including high anxiety, depression, anger, homelessness, mental illness, and suicidal thoughts. A number of these students have little or no family support. Many referrals come from faculty and staff. The College has a contractual agreement with a licensed counselor, who completes a feedback form for HCC's files within the guidelines of the Health Insurance Portability and Accountability Act (HIPAA). An emergency training plan presentation will be held for students, faculty, and staff on October 29 at 2:30 and 5:00 pm. Mr. Proctor asked how many surveillance cameras were in operation and if someone had been assigned to monitor the cameras in the event of an incident. Mr. Fentress said there are approximately one hundred cameras on campus, and they hold history for about one month. President Altieri said the cameras are used primarily for investigation, and the Sheriff's department has access to the floor plans of all the buildings. Building-specific and campus-wide exercises are planned for the future.

Fall Enrollment Report

Dean Martin discussed the fall enrollment report. Total headcount was down 6.6%, and total FTE and total credits were down 5.4%. ESSENCE enrollments continue to increase, with enrollment at Washington County high schools up 4%, and out of state ESSENCE enrollments up 10.4%. The enrollment of military veterans was up from about 100 to nearly 200.

STEM Technical Middle College (STMC) Report

Donna Hanlin, consultant, discussed the STEM Technical Middle College. Ms. Hanlin said there are thirty-four Middle College students on campus, the majority of which are white females. The trustees asked about Free And Reduced Meal (FARM) student participation. President Altieri felt a significant number probably don't apply because they don't have transportation; Coordinator Thorn said it is not often given as a reason for not participating, but perhaps FARM students don't attend the information sessions knowing transportation would be an issue. Ms. Hanlin said the marketing materials for the program are excellent at getting the word out. Ms. Thorn said that some parents have expressed concern that STMC students will not be admitted to an ivy league university or that credits will not transfer. Vice President Warner said that transfer policies are college specific, and more guidance needs to be given to STMC students and their parents in dealing with admissions staff at a four year colleges and universities. Most of the issues are not Middle College related.

Mr. Proctor exited the meeting.

New Business

Maryland Performance Accountability Report

Dean Macht briefly summarized the Maryland Performance Accountability Report for 2014 which is submitted to MHEC annually. Dean Macht pointed out that this report only deals with Maryland data, so students who have transferred to out-of-state institutions are not reflected in the numbers.

Holiday Calendar for FY17, Academic Calendar for FY17, and Photocopying Charges for Students and the Public (ACTION)

Mr. Snook moved to approve the Holiday Calendar for FY17, Academic Calendar for FY17, and Photocopying Charges for Students and the Public as submitted. Ms. Brooks seconded, and the motions carried by unanimous vote.

Fund Balance Designations (ACTION)

Mr. Abraham moved to approve fund balance designations as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the meeting was adjourned at 3:50 pm. The next meeting will be held on November 17, 2015, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary

GA/bwr