

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
November 17, 2015*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, November 17, 2015, in the Administration and Student Affairs Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Vice Chair
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Chair
L. William Proctor, Jr.
John Williamson

HCC Affiliates

Tina Berry – Assistant to the Dean of Students
Craig Fentress – Director, Information Technology
Joseph Heavner – President, SGA
Julian Horton – Dean, Academic Services and Online Education
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
Brittany Lyle – Recording Secretary
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
Sara Moore – Multimedia Specialist
Theresa Shank – Dean, Continuing Education and Business Services
David Warner – Vice President, Academic Affairs
Kate Zajdel – Webmaster

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:35 am.

Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:25 pm. In closed session, the Trustees discussed two (2) financial matters, and one (1) pending litigation. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, and John Williamson. President Guy Altieri, Vice President Kilduff, Director Knight, and Vice President Warner were also present.

Holiday Card for 2015

Director Kirkpatrick showed the College's holiday card for 2015, which was prepared by the Public Information and Government Relations staff.

Approval of Minutes (October 20, 2015 Closed and Regular) (ACTION)

Ms. Brooks moved to approve the closed and regular meeting minutes for October 20, 2015 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

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

Faculty Assembly

Assistant Professor Madron reported on current faculty matters.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Academic Affairs, Student Affairs, and Continuing Education and Business Services. He announced the MHEC approval of the dance program, recent awarded grant for driving safety, and a new successful course for Spanish Drivers Education. Ms. Shank followed up stating that 11 students have signed up for the new Spanish Drivers Education course.

Follow Up Notes from the NACCE and CCA Meetings

President Altieri discussed highlights from the recent NACCE and CCA meetings held on campus and announced HCC's official NACCE membership. Mr. Williamson provided positive feedback from his attendance at these meetings. In regards to apprenticeships and grants, Ms. Macht agreed that finding other colleges with similar goals with which to partner will be beneficial and HCC's grants department has proven it is up to the challenge.

MACC Dual Enrollment Press Release

President discussed briefly discussed a recent MACC press release regarding dual enrollment, citing that HCC still leads the state in the percentage of public school students who are enrolled in college-level courses.

MACC Strategic Plan and Legislative Agenda for 2016

President Altieri briefly discussed the MACC Strategic Plan and Legislative Agenda for 2016.

MACC Trustee Leadership Conference and Legislative Reception

The MACC Trustee Leadership Conference and Legislative Reception will be held on February 1, 2016. The format will remain the same as previous years. Trustees who wish to attend are asked to inform the President's office, including breakout session choices, by mid-January 2016.

The Community College Baccalaureate: A New Frontier

President Altieri discussed the future of community colleges offering baccalaureate degrees, citing that currently more than fifty community colleges are authorized to do so. Currently the degrees offered are workforce related, and some of HCC's programs fall into this category.

Draft Agendas for Joint Meeting with Foundation Executive Committee December 15, 2015

President Altieri discussed the draft agenda for the joint meeting with the Foundation Executive Board on December 15, 2015.

Trustee Board/Foundation Board Ad Hoc Student Financial Assistance Study Group

President Altieri discussed the agenda and materials for the ad hoc Student Financial Assistance Study Group.

Mr. Proctor exited the meeting at 2:00 p.m.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending October 31, 2015 (ACTION)

Chair Cushwa dispensed with a verbal report. Mr. Williamson moved to accept the financial report for the period ending October 31, 2015 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Revised Fees for the Police Academy (ACTION)

Vice President Warner discussed the proposed new fees for the Police Academy. Mr. Abraham 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 meeting was adjourned at 2:58 pm. The next meeting will be held on December 15, 2015, in the Student Center Private Dining, Room 182, immediately following the joint meeting with the Foundation Executive Committee.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr