

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Business Meeting
December 15, 2015*

A regular meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 15, 2015, in the Student Center Private Dining, Room 182, beginning at 1:30 pm. In attendance:

Board Members

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

HCC Affiliates

Joseph Heavner – President, SGA
Julian Horton – Dean, Academic Services and Online Education
Christina Kilduff – Vice President, Administration and Finance
Elizabeth Kirkpatrick – Director, Public Information / Government Relations
Jennifer Knight - Director, Human Resources
Stacey Lowman – Executive Director, College Advancement
Barbara Macht – Dean, Planning and Institutional Effectiveness
Michael Martin – Acting Dean, Student Affairs
Jonathan Metcalf – Director, Facilities Management and Planning
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Conference Services
David Warner – Vice President, Academic Affairs

Call To Order

Chair Cushwa presided and convened the regular meeting at 1:40 pm.

Motion to Adjourn to Closed Session

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

Re-Convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 2:45 pm. In closed session, the Trustees discussed one (1) financial strategy, one (1) pending legal matter, and one (1) personnel matter affecting one or more specific individuals. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Kilduff, Vice President Warner, and Director Knight were also present.

Approval of Minutes (ACTION)

Mr. Snook moved to approve the regular and closed meeting minutes for November 17, 2015 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Faculty Assembly

There was no report this month from Faculty Assembly.

Student Government Association

Joe Heavner discussed the current SGA activities and the plans for future events.

President's Report

Board Briefing Summary

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

Update on Meeting with Washington County Legislative Delegation

President Altieri and Trustees Abraham and Williamson represented HCC at the annual meeting with the Washington County Legislative Delegation on December 15 at 9:15 am. President Altieri summarized the PowerPoint presentation that was shared with the Delegation. He said there were lots of questions, they were interested in early college, and the meeting went very well.

Progress on the Central Plant

Progress on the Central Plant is going very well, with only a few minor change orders.

Review of Upcoming Events for December 2015, and January and February 2016

President Altieri reviewed upcoming events in December, January, and February: Employee Holiday Party – December 17, 4:30 pm (Student Center); Police Academy Graduation – December 18, 10:00 am (Kepler); Nurses Pinning – January 8, 7:00 pm (Kepler); Martin Luther King, Jr. Day of Diversity, January 18, 1:00 pm (Kepler); and the MACC Trustee Conference and Legislative Reception, February 1. Trustees were asked to let the president’s office know by mid-January if they were attending the MACC Trustee Conference.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report as of November 30, 2015 (ACTION)

Chair Cushwa dispensed with the formal report. Mr. Snook moved to accept the financial report as of November 30, 2015 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Special Reports: Annual Governance Report

Dean Macht discussed the annual governance report, summarizing the structure of the governance model and the membership of the standing committees, which are fully staffed. The goal for the governance model is that members from all levels of the college community have an opportunity to provide input from the initial stages of the policy making process by serving on one of the governance committees. The Governance Council, chaired by the President, serves as the clearinghouse and directing body for the governance committees. The overarching work over the past several years has been driven by the Middle States self-study.

Report on the November 19th Student Political Forum

Dean Martin said that the Student Political Forum was organized by the Dean’s Office and the Political Science Club to allow students to express various political views in regards to civil liberties. Some students on the panel were initially reluctant to participate, but as the discussion progressed with more interaction between students and faculty, everyone became more comfortable with expressing their views. An additional political forum will be planned for a future date.

New Business

Special Mid-year Budget Adjustment for FY16 (ACTION)

The administration reviewed the students on the de-registration list for non-payment in order to identify those who were doing well academically and could benefit from a modest additional monetary award from the Opportunity Fund. It was recommended that \$36,000 be reallocated from the minor projects budget to the Opportunity Fund budget for FY16. Mr. Snook moved to approve the special mid-year budget adjustment for FY16 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Mr. Abraham went on record as supporting a larger allocation (\$300,000) for this purpose.

December Candidates for Certificates and Degrees (ACTION)

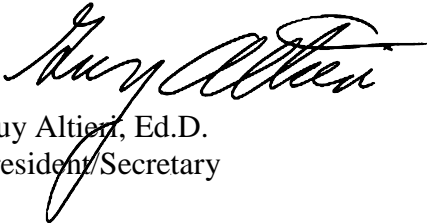
Ms. Brooks moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Trustee Remarks

The Board thanked everyone for all the hard work and wished everyone happy holidays.

The next regularly scheduled meeting will be held on Tuesday, January 19, 2016, in the Administration and Student Affairs Board Room.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary