

**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

*Regular Meeting  
January 19, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, January 19, 2016, 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  
Patricia Cushwa, Chair  
William Proctor  
Gregory Snook  
John Williamson

HCC Affiliates

Joseph Heavner – President, Student Government Association  
Janai Heise – HCC Student, All USA Academic Team Nominee  
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  
Natalie McHale – STEMM Middle College Student  
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  
Jennifer Szczesniak – Co-Advisor, Phi Theta Kappa  
Teresa Thorn – Coordinator, STEMM Middle College  
Michael Tomlin – HCC Student, All USA Academic Team Nominee  
David Warner – Vice President, Academic Affairs  
Ashley Whaley – Co-Advisor, Phi Theta Kappa

**Call To Order**

Vice Chair Abraham presided and convened the regular meeting at 11:38 am.

### **Motion to Adjourn to Closed Session**

It was moved, seconded, and approved to adjourn to closed session to discuss financial strategies, consultation with the College's attorney regarding pending litigation, and to exercise executive function privilege.

### **Re-convene Open Session**

Following adjournment of the closed session, Vice Chair Abraham re-convened the regular meeting at 1:22 pm. In closed session, the Trustees discussed two (2) issues concerning financial strategy, and one (1) matter regarding pending litigation. Present during closed session were Trustees Austin Abraham, Patricia Cushwa, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Christina Kilduff, Vice President Warner, Acting Dean Martin, and Attorney Singer were also present for their respective topics of discussion.

### **Introduction of the All-Academic Team Nominees and a Middle College Scholar**

Ashley Whaley, co-advisor for Phi Theta Kappa, introduced Janai Heise and Michael Tomlin, the student nominees for the All-Academic Team. Ms. Heise is a biology major and will graduate in Summer 2016. Mr. Tomlin is a double major and will graduate in the summer of 2016 with an associate degree in business administration and management. Ms. Thorn introduced Natalie McHale, a current STEMM Middle College student. Ms. McHale is a double major and will graduate in the spring of 2016 with an associate degree in mathematics and physics, as well as her high school diploma from North Hagerstown High School. Natalie plans to transfer to Clemson University.

### **Approval of Minutes (December 15 Joint, Regular, and Closed) (ACTION)**

Mr. Snook moved to approve the December 15, 2015 joint, regular, and closed meeting minutes as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

### **Monthly and Special Reports**

#### ***Personnel Recommendations for January 2016 (ACTION)***

Mr. Snook moved to approve the personnel recommendations for January 2016 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

#### ***Financial Report as of December 31, 2015 (ACTION)***

Vice Chair Abraham dispensed with the formal report. Mr. Snook moved to accept the financial report as of December 31, 2015 as submitted. Ms. Cushwa seconded, and the motion carried by unanimous vote.

***HCC's 70<sup>th</sup> Anniversary and 50 Years on this Campus Celebration***

Director Kirkpatrick summarized the preliminary plans for the College's 70<sup>th</sup> Anniversary celebration planned for the week of September 16, 2016, culminating with an Alumni Ball/Dance at Fountain Head Country Club on September 22. Possible activities include a reunion of graduates from the first 20 years, and a former trustee reception prior to the Alumni Ball. Updates will be shared as plans continue to evolve.

**New Business**

***FY16 Budget Adjustments (ACTION)***

Mr. Snook moved to approve the budget adjustments for FY16 as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

***Trustees Proctor and Cushwa exited the meeting at 1:50 pm.***

**Report from Campus Groups**

***Student Government Association***

Joe Heavner reported on current and future activities for the SGA.

***Faculty Assembly***

Assistant Professor Madron discussed the enthusiasm of the faculty for the new student advising software.

**President's Report**

***Board Briefing Summary***

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

***State of the College 2016***

President Altieri briefly discussed the highlights of the State of the College address presented to the college community at All College Colloquium on January 6, 2016.

***HCC Nominated for "At Your Service" and "Non-Profit of the Year" Award for Chamber Business Awards***

President Altieri briefly discussed HCC's nomination for the "At Your Service" award for the Chamber Business Awards. Specifically, HCC's newly renovated Student Center was the focus

for the nomination. The Foundation was also nominated for “Non-Profit of the Year” award. The Chamber Business Awards will be held on February 24, 2016, at Hager Hall Conference & Event Center.

***MHEC Statewide Designation for Lower Division Certificate in Administration of Justice: Police Academy***

MHEC designated HCC’s Policy Academy as a statewide program, which will allow out of county students to pay in-county tuition rates. The College can then recoup the tuition difference from the state.

***MACC Trustee Leadership Conference and Legislative Reception***

The MACC Trustee Leadership Conference and Legislative Reception will be held on February 1, 2016. Scheduled to attend for HCC are President Altieri and Trustees Abraham, Cushwa, and Williamson.

***Preliminary List of Board Retreat Topics, March 1, 2016, 8:30 am – 4:00 pm***

President Altieri discussed the list of proposed Board retreat topics, including the budget presentation to the County, enrollment and financial trends, human resources and the future of HCC’s workforce, and information technology expenses and plans for the future.

**Board Requested Follow Up Items**

***Comparison of Electric and Natural Gas Rates with Washington County and WCPS***

Vice President Kilduff said that those organizations involved in the consortium are not forthcoming with their current rates for utilities, since participants paid a fee for the consultant that was used. Mr. Abraham suggested following up with Lisa Freeman at the Washington County Board of Education and Karen Luther at Washington County.

***Analysis of the Potential Impact on the Operating Budget of Expired Grants Programs***

Dean Macht discussed the impact of expiring grants on the operating budget, pointing out that grant funds add to the operating budget, often paying a portion of salary or equipment which would have otherwise been paid solely by operating funds. Positions that are exclusively grant funded do not continue beyond the grant. Any gaps created by expired grants are budgeted and covered by operating funds.

***Breakdown of Nursing Class Residency***

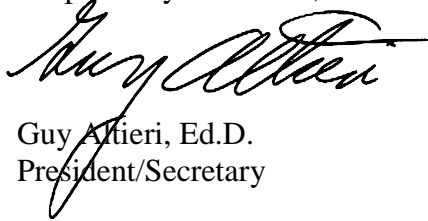
Vice President Warner discussed the breakdown of nursing class residency and the level of preference given to Washington County applicants. Dr. Warner provided a handout detailing the points system used for evaluating applicants. Points are awarded according to a GPA scale, and

then Washington County students receive 3 additional points for residency. Out of County and Out of State students receive 0 points, which gives a distinct advantage to Washington County students, even if they have a lower GPA.

**Adjournment**

There being no further business or discussion, the regular meeting was adjourned at 4:07. The next regularly scheduled meeting will be held on Tuesday, February 16, 2016, in the Administration and Student Affairs Board Room.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Guy Alfieri". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Guy Alfieri, Ed.D.  
President/Secretary