

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
February 16, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, February 16, 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
Carolyn Brooks
Patricia Cushwa, Chair
John Williamson

HCC Affiliates – Business Session

Larry Coleman – HCC Student
Craig Fentress – Director, Information Technology
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
Daniel Madron – Chair, Faculty Assembly
Michael Martin – Acting Dean, Student Affairs
Jonathan Metcalf – Director, Facilities Management and Planning
Don Reiff – Maintenance Supervisor
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:40 am.

Motion to Adjourn to Closed Session

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

Re-convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:19 pm. In closed session, the Trustees discussed one (1) possible litigation matter, and two (2) matters of financial strategy. Present during closed session were Trustees Austin Abraham,

Carolyn Brooks, Patricia Cushwa, and John Williamson. President Guy Altieri and Vice President Christina Kilduff were also present.

Approval of Minutes (January 19 Regular, and Closed) (ACTION)

Mr. Abraham moved to approve the January 19, 2016 regular and closed meeting minutes as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

Report from Campus Groups

Student Government Association

There was no report from the SGA.

Faculty Assembly

Assistant Professor Madron reported on discussion topics in faculty assembly.

President's Report

Board Briefing Summary

The President reviewed highlights in Student Affairs, Academic Affairs, Continuing Education and Business Services, Planning and Institutional Effectiveness, Facilities Management and Planning, and Public Information and Government Relations.

Recap of MACC Trustee Leadership Conference and Legislative Reception

Trustees Abraham, Cushwa, and Williamson accompanied President Altieri to the MACC Trustee Leadership Conference and Legislative Reception. All felt it was a very good meeting.

Maryland Comptroller, Peter Franchot's Visit to Campus on February 11

Comptroller Franchot was given a tour of the STEM building, highlighting biotechnology, alternative energy, and cybersecurity.

ACCT 2016 Community College Federal Legislative Priorities

President Altieri briefly discussed ACCT legislative priorities for 2016.

Diversity Poems by HCC Students

HCC students Mike Tucker and Amanda McPherson wrote poems that were part of the Martin Luther King, Jr. Day of Diversity program.

Review Plans for Board Retreat on March 1, 2016

Trustees reviewed the draft agenda and had no additions or revisions.

Introduction of Student Worker Larry Coleman

Don Reiff applauded the monumental efforts of maintenance and custodial staff in removing the snow from the campus roadways and sidewalks during the blizzard. Staff slept overnight in beds in the nursing department, and Food Service supplied the surplus food when the College closed down that Friday afternoon. As a special thank you, student worker Larry Coleman, who stayed over with the rest of the crew, was given a \$50 Go Green card to use at the campus eateries.

Monthly and Special Reports

Personnel Recommendations for February 2016 (ACTION)

Ms. Brooks moved to approve the personnel recommendations for February 2016 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Financial Report as of January 31, 2016 (ACTION)

Chair Cushwa dispensed with a formal report. Mr. Abraham moved to accept the financial report as of January 31, 2016 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

HCC's Programs to Support Students who are Military Veterans

Acting Dean Martin and Angela Ryan, Veterans Recruiter/Advisor, discussed the initiatives and goals for increasing veteran enrollment. Ms. Ryan explained the complexities of veterans' benefits and the related paperwork, and some of the challenges veterans face in adjusting to civilian life. As a veteran herself, Ms. Ryan is able to relate to the veterans' viewpoint and offer them assistance in moving on to the next phase of their lives.

New Business

Major Technology Investments

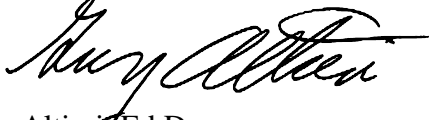
President Altieri, Dean Horton, and Director Fentress discussed the major technology investments that are needed over the next several years. Two independent consultants, as well as the Technology Council, recommended major improvements that need to be made to keep the College up to date and secure. Specific projects were discussed, including the conversion from Unidata to SQL, and implementing Virtual Desktop Infrastructure (VDI), which maintains all software on a server as opposed to being loaded on individual computers. It was estimated that approximately \$400,000 - \$500,000 more will need to be added to fund balance for these projects. More precise numbers will be provided at the March 15 meeting.

Adjournment

There being no further business or discussion, the regular meeting was adjourned at 3:29 pm.

The next regularly scheduled meeting will be held on Tuesday, March 15, 2016, in the Student Center Private Dining, Room 182, following the joint meeting with the County Commissioners.

Respectfully submitted,

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

Guy Altieri, Ed.D.
President/Secretary