

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
March 15, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, March 15, 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
William Proctor
Gregory Snook
John Williamson

HCC Affiliates

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

Guests

Georgann Nedwell

Call To Order

Chair Cushwa 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 related to the FY17 budget and Board administrative matters.

Re-convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the open session at 1:22 pm. In closed session the Board discussed one (2) Board administrative matters and five (5) financial strategies related to the FY17 budget. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, Gregory Snook, and John Williamson. Also present were President Guy Altieri, Vice President Christina Kilduff, Director Jennifer Knight, and Vice President David Warner.

Approval of Minutes (February 16, 2016) (ACTION)

Ms. Brooks moved to approve the closed and regular meeting minutes as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

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

Faculty Assembly

Assistant Professor Madron was not able to attend the business meeting due to his teaching schedule. Vice President Warner reported that the current slate of officers for the Faculty Assembly have been re-elected for another two-year term: Daniel "DJ" Madron, President; Kathryn Benchoff, Vice-President; and Alicia Drumgoole, Secretary.

President's Report

Board Briefing Summary

President Altieri summarized events in Academic Affairs, Student Affairs, Continuing Education and Business Services, College Advancement, and Public Information and Government Relations.

Maryland DBM Approval for Part I and Part II LRC Renovation

The Maryland Department of Budget & Management approved the LRC Renovation Project, Parts I and II, converting 4,985 square feet of stack space into classroom space for the Middle College students.

Letter from WCPS to Washington County Commissioners

President Altieri briefly discussed the letter from the Washington County Public School Board to the Washington County Commissioners, acknowledging the comments made at the State of the County presentation regarding the County Vision Partnership.

TRiO SSS After Action Report

President Altieri discussed the TRiO SSS After Action Report, noting that HCC's solution for the eligibility finding in 2013 was so successful that it was being used as an example for another grantee with a similar eligibility finding.

“Grants help veterans misled by for-profit colleges”

President Altieri discussed the Veterans' Student Loan Relief Fund, which is a new grant program designed to help veterans who have exhausted their GI benefits to pay for classes at for-profit colleges, and now have substantial debt, and no degree.

Discussion of House Bill 1492 and Senate Bill 928

House Bill 1492 and Senate Bill 928 called for a task force to study the nurse shortage in Maryland.

Testimony before the Education, Business, and Administrative Subcommittee

President Altieri shared his testimony before the Education, Business, and Administrative Subcommittee in February 2016 advocating for the CADE related funding increases.

Monthly and Special Reports

Personnel Recommendations for March 2016 (ACTION)

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

Financial Report as of February 29, 2016 (ACTION)

Chair Cushwa dispensed with a formal verbal report. Mr. Proctor moved to accept the Financial Report as of February 29, 2016 as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Annual Online Education Report

Dean Horton discussed the Online Enrollment Report. She said that online enrollments have leveled off and they are expected to remain flat for the next several years. In 2015-2016, 43% of the student population enrolled in at least one online course compared to 32% in 2014-2015. Behavioral and Social Sciences and Business takes the curriculum lead for the number of students, followed by English and Humanities, and Mathematics and Science. Twenty-one percent of HCC programs are offered online, and in 2013, two students earned an Associate in Business Administration entirely through online instruction. Online enrollment opportunities include offering full programs online, Open Educational Resources (OER) Development, and Second Chance Pell Grants.

Old Business

Major IT Investments from Fund Balance (ACTION)

Mr. Proctor moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. The administration will follow up with progress reports every six months.

New Business

Appoint Auditing Firm for FY16 (ACTION)

Vice President Kilduff said that Albright, Crumbacker, Moul & Itell are in the third year of three one-year optional extensions to their contract. It was recommended that they be appointed to conduct the FY16 audit for the fee of \$37,000 for the College and \$5,500 for the HCC Foundation. Mr. Proctor moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Credit Tuition, College Fees, and Course Fees for FY17 (ACTION)

Credit tuition rates, mandatory college fees, and individual course fees are reviewed annually by the administration in relation to percentage of operating budget provided by tuition and fees, changing financial aid guidelines, and college accessibility for students. In light of these and other factors, it was recommended that credit tuition and mandatory college fees be frozen at the current level for FY17, and that individual course fees be approved as submitted. Mr. Proctor moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Employee Benefit Costs for FY17 (ACTION)

Director Knight discussed the employee benefit costs for FY17. After careful analysis of the claims for the first half of FY16, it was recommended that the benefit costs for FY17 remain the same. Ms. Brooks moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

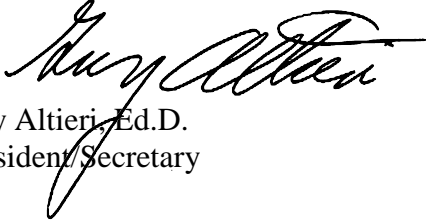
Additional Topic

President Altieri distributed an article published on the ACCT Web site entitled, "Half of community college students confront mental health conditions." Depression and anxiety were the most common conditions, with rates higher for community college students compared to students at four-year institutions. Within community college populations, mental health conditions appear more prevalent among students age 25 and younger.

Adjourn

There being no further business or discussion, the regular meeting was adjourned. The next regularly scheduled meeting will be held on Tuesday, April 26, 2016, in the Administration and Student Affairs Board Room. A joint meeting with the Washington County Commissioners will be held on Tuesday, March 22, 2016, 8:00 am in the Career Programs Building, Rooms 211 and 213.

Respectfully submitted,

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

Guy Altieri, Ed.D.
President/Secretary