

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
May 24, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, May 24, 2016, in the Administration and Student Affairs Board Room, beginning at 10:30 am. In attendance:

Board Members

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

HCC Affiliates

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

Guests

Bernard Sadusky – Executive Director, Maryland Association of Community Colleges
Jody Kallis – Legislative Director, Maryland Association of Community Colleges

Call To Order

Chair Cushwa presided and convened the regular meeting at 10:30 am.

Consider a Motion to Adjourn to Closed Session

Mr. Abraham moved to adjourn to closed session to discuss personnel compensation, promotion, and evaluation of employees, and evaluation of appointees and future appointees. Ms. Brooks seconded, and the motion carried by unanimous vote.

Re-Convene Open Session

Following adjournment of the closed session, Chair Cushwa re-convened the regular meeting at 1:43 pm. In closed session, the Trustees discussed five (5) personnel matters dealing with individual promotion, reclassification, salary adjustment, and current and future appointments. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, L. William Proctor, Jr., Gregory Snook, and John Williamson. President Guy Altieri, Vice Presidents Kilduff and Warner, and Director Knight were also present.

Recognition of Trustee Elliott's Service to the HCC Board of Trustees and MACC Board of Directors

Trustee Elliott; his daughter, Judi Wilson; Mrs. Altieri; and numerous HCC staff and faculty joined the gathering to pay tribute to Trustee Elliott for his long and valuable service on the HCC Board of Trustees and Maryland Association of Community Colleges. Ms. Kallis presented Trustee Elliott with a plaque commemorating his service on the MACC Board of Directors and his significant contribution to community college funding through his instrumental role in the creation of the Cade formula. Dr. Diane Weaver, Dr. Dave Warner, President Altieri, and Professor Harsh, among others, offered stories and anecdotes of their work with Trustee Elliott through the years. President Altieri presented a gift from the college community in appreciation for Mr. Elliott's service.

Approval of Minutes (April 26, 2016) (ACTION)

Ms. Brooks moved to approve the meeting minutes for April 26, 2016 as submitted. Mr. Williamson seconded, and the motion carried by unanimous vote.

MACC Legislative Accomplishments for 2016 and Plans for 2017

Executive Director Bernard Sadusky discussed the 2016 legislative session, pointing out that over 3,000 bills were introduced, and MACC testified on 45 different bills. Two summer studies have been commissioned: (1) free community college and what Maryland can afford, and (2) the nursing shortage and the best model for offering bachelor's degrees at community colleges. Both reports are due before the beginning of the next general assembly session, which will likely deal with college affordability, apprenticeships, sexual assault, sick leave, and campus safety.

Reports from Campus Groups

Student Government Association

Outgoing President Heavner and Incoming President Valencia discussed recent SGA events.

Faculty Assembly

Assistant Professor Madron discussed topics related to the faculty, including professional development plans, SLOA, summer teaching, and follow up with students who are interested in their respective fields as part of the new outreach program.

President's Report

Board Briefing Summary

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

Re-cap of Year End Celebratory Activities

President Altieri reviewed the year end activities for 2016 and thanked the trustees for their participation in these important events. Total attendance for all events was 4,444.

MACC Board of Directors' Meeting June 22, 2016

The MACC Board of Directors meeting will be held on June 22, 2016. President Altieri, Chair Cushwa, and Trustee Williamson are attending.

Proposed Board Meeting Dates for FY17

The Board reviewed the proposed Board meeting dates for FY17. President Altieri pointed out that the Board Retreat is scheduled for March 7, 2017, and several meetings are scheduled for the fourth Tuesday of the month in order to avoid schedule conflicts with other events. Trustee Williamson suggested giving the County Commissioners three date options for the budget presentation meeting – February, Retreat, and March meeting dates. Final action on the meeting dates for FY17 will be taken at the June 21, 2016 meeting.

LRC Renovation Project Contractor Selection Committee

President Altieri asked Chair Cushwa to appoint two trustees to serve on the LRC Renovation Project Contractor Selection Committee, which will meet in August. Trustees Snook and Williamson volunteered to be appointed.

Discussion of Articles

President Altieri discussed three articles dealing with the County Commissioners' budget hearing, the student debt crisis, and the award to HCC of the federal Pell grant for high school dual enrolled students. Of the 44 institutions nationwide who were awarded this Pell grant, HCC and the College of Southern Maryland were the only two Maryland schools who were named. Pell grants provide

need-based aid to lower income undergraduate students. This Pell award for dual-enrolled students will become available beginning the fall semester 2016.

Monthly and Special Reports

Personnel Recommendations for May 2016 (ACTION) and the Financial Report as of April 30, 2016 (ACTION)

Mr. Snook moved to approve both reports as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote.

Old Business

FY17 Plan and Operating Budget, Salary Scale Adjustments for FY17, Salary Adjustments for FY17, and Bylaws Revisions (ACTION)

Mr. Snook moved to approve all Old Business recommendations as submitted. Mr. Proctor seconded, and the motion carried by unanimous vote. Mr. Proctor thanked Mr. Williamson and Mr. Abraham for service on the Ad Hoc Bylaws Review Committee.

New Business

Revision of the SGA Constitution (ACTION)

SGA President, Joe Heavner, worked with Dean Martin to revise the SGA Constitution to update content, provide consistency, and align it with the recently revised policies arising from the DeMartino litigation. Mr. Snook moved to approve the SGA Constitution as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Community Fee Schedule for FY17; FY17 Pay Rate Schedule for Temporary and/or Grant-funded Positions and Approved Stipends; Staff Re-classification for FY17; Faculty Promotions, Tenure, and Re-grading of Positions for FY17; and Academic Program Adjustments (ACTION)

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

President Altieri said a revised policy for facilities rentals will be submitted for Board review in September or October 2016.

Proposed Award of Faculty Emeritus

Vice President Warner said that of the three retired faculty members recommended for the award of emeritus, two were recommended for approval: Dr. Judith Peisen and Ms. Loretta Thornhill. Ms. Brooks moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Adjournment

There being no further business or discussion, the Board meeting was adjourned at 3:10.

The next regularly scheduled meeting will be held on Tuesday, June 21, 2016, in the Administration and Student Affairs Board Room.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr