

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 21, 2016***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 21, 2016, in the Administration and Student Affairs Building Board Room, beginning at 11:30 am. In attendance:

Board Members

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

HCC Affiliates

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
Barbara Macht – Dean, Planning & Institutional Effectiveness
Barbara Roulette – Recording Secretary
Teresa Thorn – Coordinator, Middle College
Victor Valencia -- President, SGA
David Warner – Vice President, Academic Affairs and Student Services

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:37 am.

First Closed Session

Mr. Abraham moved to adjourn to closed session to discuss Board administration and financial matters. Mr. Snook seconded and the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the first closed session, Chair Cushwa re-convened the regular meeting at 1:22 pm. In closed session, the Trustees discussed one (1) financial matter and two (2) matters involving the Board succession and administration. Present during closed session were Trustees

Austin Abraham, Carolyn Brooks, Patricia Cushwa, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri was also present.

Approval of Minutes (May 24, 2016 Regular and Closed Session) (ACTION)

Mr. Abraham moved to approve the May 24, 2016 regular and closed meeting minutes as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Victor Valencia, SGA President, discussed current events planned by the SGA and ideas for future activities.

Faculty Assembly

There was no report from Faculty Assembly.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Academic Affairs and Planning and Institutional Effectiveness.

MACC Board of Directors' Meeting, June 22, 2016

The MACC Board of Directors' meeting is scheduled for June 22, 2016, 2:00 – 4:00 pm. Chair Cushwa, trustee Williamson, and President Altieri are scheduled to attend. Trustee Williamson was on the MACC election ballot to become the at-large trustee on the MACC executive committee.

Karen Salmon, MSDE Superintendent

Karen Salmon was named Acting State Superintendent of Schools and Secretary-Treasurer of the State Board on June 1, 2016, and would become the State Superintendent of Schools on July 1, 2016.

U.S. Department of Labor, Overtime – Final Higher Ed Rules

The Fair Labor Standards Act (FLSA) includes several provisions that limit its impact on higher education. Bona fide teachers, coaches, graduate and undergraduate students, and academic administrative personnel are exempt, whether or not they earn above the new salary threshold.

Monthly and Special Reports

Personnel Recommendation for June 2016 (ACTION)

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

President Altieri's Contract (ACTION)

Ms. Brooks moved to extend President Altieri's current contract through June of 2020. Mr. Abraham seconded, and the motion carried by unanimous vote.

Financial Report as of May 31, 2016 (ACTION)

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

Middle College Report

Ms. Thorn said that of the twenty students who began the program in fall 2014, fifteen completed their associate degrees in STEMM pathways, and had been accepted at thirteen different universities in pursuit of a bachelor's degree or beyond. Three students pursued multiple associate degrees, and one graduated from the Honors program. While recruiting continues for the fall 2016 semester, the enrollment target is forty-six to forty-eight students.

Early Fall Enrollment Report

Head count for summer session was down 9.6% and FTE was down 11%. Conversely, head count for the fall 2016 semester to date is down .4% and FTE is down 1.4%, so it appears that enrollment could be leveling out. President Altieri said that evening classes will be centralized, student services will remain open until 6:30 pm Monday through Thursday, and recruiters will be in the high schools. The format of future enrollment reports will be changed, showing recruits, enrollments, and prospects. Chair Cushwa wondered if eliminating textbooks would improve enrollments, and asked that a report be given in September.

Cultural Diversity Report

Dean Macht briefly summarized the Cultural Diversity Report, noting that the College's diversity rate surpasses the percentage in the Washington County population. Continuing Education and Workforce Development recently added a Drivers' Education course in Spanish.

Oral Report from Audit Committee Meeting

Acting Chair of the Audit Committee, Austin Abraham, said that the Audit Committee met with the auditors, Albright Crumbacker Moul & Itell, on July 15, 2016, and Skyped with the OPEB actuary, who said that the College is in much better shape than most. Mr. Snook suggested that information should be shared with the County Commissioners. An RFP will be conducted to select an auditing firm for FY17.

Old Business

Finalize Board Meeting Dates for FY17 (ACTION)

Mr. Snook moved to approve the Board meeting dates for FY17 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

IT Investments Update

Vice President Kilduff summarized the IT investments made to date.

Results of Increasing the Opportunity Fund for Spring 2016

Acting Dean Martin summarized the results of increasing the Opportunity Fund for Spring 2016.

New Business

Trustee and Board Chair Emeritus Resolution for Merle Elliott

President Altieri reviewed the Trustee and Board Chair Emeritus Resolution for Merle Elliott. Mr. Snook moved to approve the resolution as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Revision of Policy 3060 ESSENCE Early College Program

In light of the Experimental Pell (EP) program, which makes Pell grants available to high school students, the administration recommended that the ESSENCE tuition discount provided for in policy #3060 be suspended in favor of enacting a measure to reduce the ESSENCE tuition discount from 50% to 25% as long as the Experimental Pell program is available. If EP were delayed or discontinued, HCC would reinstate the prior policy. Mr. Snook moved to approve the recommendation as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Board Re-organization (ACTION)

In accordance with Article IV of the Constitution and By-laws, Chair Cushwa turned the meeting over to President Altieri to conduct an election for the office of chair for FY17. Trustee Brooks nominated Patricia Cushwa as candidate for Board Chair. Mr. Snook moved to close the

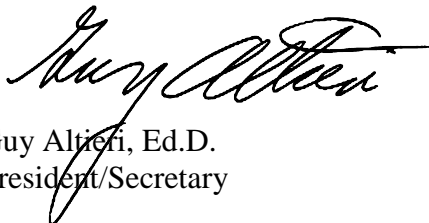
nominations. Mr. Abraham seconded, and the motion carried by unanimous vote. Trustee Brooks nominated Austin Abraham for Vice-Chair. Mr. Williamson moved to close the nominations. Mr. Proctor seconded, and the motion carried by unanimous vote. Ms. Cushwa and Mr. Abraham were elected Chair and Vice-Chair respectively by acclamation.

Chair Cushwa resumed chairmanship of the meeting. Ms. Cushwa added that the Board acknowledged that President Altieri would serve as Secretary/Treasurer in accordance with Section 16-102 under Subtitle 1 of Title 16 Community College; Division III – Higher Education of the Education Article of the Annotated Code of Maryland.

Adjournment to Second Closed Session

There being no further business or discussion, the regular meeting was adjourned to the second closed session at 2:43 pm to discuss personnel matters with regard to the evaluation of an appointee, employee, or official over whom the Board has jurisdiction. The next regularly scheduled meeting will be held on September 20, 2016 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary

GA/bwr