

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Regular Meeting
October 18, 2016*

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, October 18, 2016, in the Administration and Student Affairs building Board Room, beginning at 11:30 am. In attendance:

Board Members

Austin Abraham, Vice-chair
Guy Altieri, Secretary / President
Carolyn Brooks
Patricia Cushwa, Chair
Paula Lampton
William Proctor
Gregory Snook
John Williamson

HCC Affiliates

Sarah Burge – Development Coordinator
Stacey Crawford – Executive Director, College Advancement
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
Barbara Macht – Dean, Planning and Institutional Effectiveness
Daniel Madron – Chair, Faculty Assembly
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti - Dean, Student Services
Robert Rohan – Director, Athletics, Physical Education, and Leisure Studies
Barbara Roulette – Recording Secretary
Theresa Shank – Dean, Continuing Education and Workforce Development
Lisa Stewart – Coordinator, Alumni Relations and Annual Giving
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 11:29 am.

Closed Session

It was moved, seconded and approved to adjourn to closed session to discuss financial matters.

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 two (2) financial matters and one (1) confidential matter for which only the trustees were present. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, William Proctor, Gregory Snook, and John Williamson. President Guy Altieri, Vice President Kilduff, and Dean Barbara Macht were also present.

Approval of Minutes (September 20, 2016 Closed and Regular) (ACTION)

Ms. Brooks moved to approve the first and second closed sessions and the regular meeting minutes for September 20, 2016 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

Mr. Valencia reported on current SGA events and those planned for the future.

Faculty Assembly

Assistant Professor Madron gave a recap of events and topics current to the faculty, including use of Open Education Resources (OER). Trustee Cushwa asked for a brief presentation at a future meeting.

President's Report

Board Briefing Summary

President Altieri discussed highlights in Student Affairs, Academic Affairs, Administration and Finance, and Continuing Education and Workforce Development.

Institutional Priorities for FY18

President Altieri presented the Institutional Priorities for FY18.

HCC Offers Classes at Hagerstown Housing Authority Location

President Altieri discussed the agreement with Hagerstown Housing Authority to hold adult education/GED preparation classes at Frederick Manor. If successful, the program could be expanded to additional locations in the future.

A Number of Governor Hogan's Cabinet Members Hosted by HCC on October 13, 2016

Following Governor Hogan's cabinet meeting at the Maryland Theater on October 13, 2016, Secretary Fielder of MHEC, Secretary Brinkley with the Department of Budget and Management, and Secretary Garcia of Information Technology visited the HCC campus for a brief meeting and tour.

Plans for HCC's Open House, October 19, 2016, 6:00 – 8:00 pm

Dean Ohl-Gigliotti explained that the Open House on October 19 from 6:00 to 8:00 pm in the Student Center will be smaller and a little more focused than the previous Open House in the spring. The intent is to provide a snapshot of the College's program offerings with more specific information available for those who are interested. An open house is planned for every spring and fall going forward.

Promise Program Study Group Initial Meeting on October 26, 2016

The Promise Program Study Group's initial meeting is October 26, 2016. Report to the full Board is scheduled for the December 20, 2016 joint meeting with the Foundation Executive Committee.

MACC Board of Directors' Meeting, October 26, 2016

The MACC Board of Directors' Meeting will be held on October 26, 2016. President Altieri and Trustee Williamson are scheduled to attend.

ITT Technical Institute

MHEC Secretary, James Fielder, has asked the community colleges to reach out to the students of ITT Technical Institute following the news of the Institute's closing.

Monthly and Special Reports

Personnel Recommendations (ACTION)

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

Financial Report for the Period Ending September 30, 2016 (ACTION)

Chair Cushwa dispensed with a verbal report. Mr. Snook moved to accept the financial report for the period ending September 30, 2016 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote. Mr. Snook thanked Christina Kilduff for all she has done during her employment as the Vice President of Administration and Finance at the College.

FY16 Audit Report

Audit Committee Chair Abraham reported on the FY16 audit. The Audit Committee, consisting of Trustees Abraham, Snook, and Williamson; and President Altieri, met with the auditors from Albright, Crumbacker, Moul, and Itell on Monday, October 17. The audit was clean and unmodified, with no substantial misstatements, and only a few minor accounting entry revisions. The auditors also found the College's controls over internal reporting were in compliance with accounting standards, and they praised the accounting staff for prompt responses to requests. Overall it was an excellent report. Mr. Proctor moved to accept the FY16 audited financial statements as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

Fall Enrollment Report

Vice President Warner discussed the fall enrollment report, noting that while there were small declines in headcount and FTE, early college and Middle College enrollments continue to grow. Substantial increases were also realized with the packaged late starting sessions. Online credits increased for both hybrid and Web classes, and the average credit load for full-time students increased as well. The new enrollment initiative with increased outreach in the high schools, and the new Promise Program, are expected to increase substantially the number of Washington County high school graduates registering at HCC.

Student Athlete Performance and Eligibility Report

Dean Ohl-Gigliotti and Director Rohan discussed the report. Director Rohan said that the number of athletes has declined by approximately 40 students over the last two years. The number of student athletes who remained academically eligible following the fall and spring semesters declined as well. Director Rohan said that it appears that numerous athletes who have finished competing in their respective sport no longer attend class, but a more in-depth investigation would be needed to confirm that theory. He outlined a program for improvements going forward, including reviewing the criteria used by coaches to identify athletes to be recruited, and implementation of an academic monitoring process.

Student Learning Outcomes Assessment (SLOA) Report

Vice President Warner discussed the annual SLOA report. Faculty members are responsible for all stages of the SLOA process. The SLOA Guidebook, a publication that organizes the definitions and processes involved in SLOA, has recently been reviewed and updated. It is distributed to all faculty and Academic Officers, and copies are available in the Fletcher Faculty Development Center. Training sessions are also offered several times each semester. The Middle States accreditation team was so impressed with the SLOA process at HCC that they invited a team to make a presentation at one of their future meetings.

Old Business

Mr. Snook moved to approve Facilities Rental and Usage by Outside Organizations (Revision of Policy 7060) in Old Business; and in New Business, Holiday Calendar for FY18, Academic Calendar for FY18, Revised Meal Allowance for Student Athlete Travel, and Revision of Social Media Policy 8095. Mr. Proctor seconded, and the motion carried by unanimous vote.

New Business

Approval of Campus Volunteers (ACTION)

Lisa Stewart and Sarah Burge have assumed the oversight of the Volunteer Program with the retirement of the previous volunteer coordinator. Ms. Stewart said that not all volunteers turn in all of their time worked, even with regular reminders. Ms. Burge said that headcount is up for 2016 because the student workers have been added to the data. Trustee Lampton recognized Ms. Stewart, Ms. Burge, and the Foundation for doing a good job. Mr. Proctor moved to approve the recommendation as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

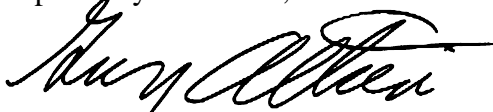
Yale Drive Ribbon Cutting

The Yale Drive Ribbon Cutting will be October 25, 2016, at 3:00 pm. The County is sending invitations with more details in the next few days.

Adjournment

There being no further business or discussion, the meeting was adjourned at 2:55 pm. The next meeting will be held on November 15, 2016, in the Administration and Student Affairs Building Board Room.

Respectfully submitted,



Guy Altieri, Ed.D.
President/Secretary

GA/bwr