

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

*Joint Meeting
December 20, 2016*

A Joint Meeting of the Board of Trustees and Foundation Executive Committee of Hagerstown Community College was held on Tuesday, December 20, 2016, in the Elliott Center, Rooms 211 & 213, and beginning at 12:00 noon. In attendance:

Board Members

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

HCC Affiliates

David Bittorf – Acting Vice President, Administration and Finance
Carolyn Cox – Director, Student Financial Aid
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Christine Ohl-Gigliotti – Dean, Student Services
Meredith Sumner – Recording Secretary

HCC Foundation Board Executive Committee

Stacey Crawford - Foundation Executive Director
William Fritts, II – Vice President
Mary Heizer – Treasurer
John A. Latimer, III – President
Alan Levin – Immediate Past President
Penny Pittman – Secretary

Call To Order

Chair Cushwa presided and convened the joint meeting at 12:30.

Foundation Report

Annual Recap

Foundation President Latimer reported that 2016 was a prosperous year. Mr. Latimer said that the Foundation Board currently has three vacancies. The Executive Committee and the Board Development Chair are evaluating Board composition and strategically considering prospective new members. Activities for 2016 included the Tribute to Education hosted by the Mellott Company, Employee Giving Drive, and the Alumni Annual Fund Drive. The Donor Recognition Reception was held November 15. Planned activities for 2017 include a Tribute to Arts and Education hosted by Tom Newcomer on April 7, 2017. A total of eight named scholarships were new or completed.

Finance and Investment Committee Highlights

Mr. Fritts referenced the Annual Foundation Report. He reported that the College's portfolio value as of September 30, 2016 was \$8.6 million. USMF reported a 3.52% gain for the quarter ending September 30, 2016, and a gain of 3.18% for the nine months ended September 30, 2016. Quarterly conference calls were held with USMF to discuss performance. Sam Gallo, Chief Investment Officer for USMF; and Pam Purcell, VP and General Counsel for USMF attended the Foundation's annual meeting in June 2016 to discuss current market conditions and investment strategy. In March 2016 the Committee established the budget for FY17 at a total of \$483,000 with \$465,000 going to scholarships or other restricted purposes. In addition, the Board approved a new spending policy.

Fund Raising – Past and Future

Mr. Latimer noted that a total of 454 scholarships were awarded. Ten students are part of the Sioda Scholarship program, and twelve have moved on to four-year institutions. Tom Newcomer is hosting the Foundation's tribute this year for arts and education on April 7, 2017.

Special Reports

Student Financial Assistance Report

Dean Ohl-Gigliotti, Director Cox, Director Knight, Acting Vice President Bittorf, and Executive Director Crawford discussed the Student Financial Assistance Report. Dr. Altieri remarked that there are fewer dollars coming to our students from Title IV programs. Fifty percent of the students in WCPS are FARM and these students will come to HCC in the future. Tuition discounting went up due to SB740 over the past three to four years. Dr. Altieri thanked the Foundation for exploring the Promise Program. A joint study group has been created and a conceptual definition of the program is being created. A public announcement is scheduled for early January. Director Cox noted that only classes required for graduation are covered by federal aid. HCC is one of two community colleges in Maryland cleared for Pell for high school students, and there are 29 student participants. These students cannot be charged any tuition or

fees. Dean Ohl-Gigilotti said that the Opportunity Fund is currently under study. This fund is set aside for students who need help finishing their program. Students must be in good financial and academic standing with the College to receive these funds, which covers half of what is owed up to a maximum of \$800.

Report from the Trustee Board/Foundation Board Ad Hoc Promise Program Study Group

Particulars of the Promise Pathway Program were discussed. The program will support academically successful students attending public or private schools in Washington County, as well as home-schooled students, who demonstrate financial need to attend college. Matching students with their best fit programs will help assure completion. It would be desirable to have someone on the school board identifying students for the program, but this may be difficult with Superintendent Wilcox's departure. Beginning with students who are already on campus in the ESSENCE or Middle College programs could provide a good start. It was suggested that board members be appointed to the Promise Committee. This discussion was tabled for a later meeting.

Adjournment

There being no further business or discussion, the joint meeting was adjourned at 1:58 pm. The regularly scheduled meeting followed immediately in the same location.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary