

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
June 20, 2017***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, June 20, 2017, in the Administration and Student Affairs Building Board Room, beginning at 11:45 am. In attendance:

Board Members

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

HCC Affiliates

Stacey Crawford – Executive Director, College Advancement
Jennifer Felice – Assistant Director, Finance
Craig Fentress – Director, Information Technology
Julian Horton – Dean, Academic Services and Online Education
Beth Kirkpatrick – Director, Public Information and Government Relations
Jennifer Knight – Director, Human Resources
Barbara Macht – Dean, Planning & Institutional Effectiveness
Jonathan Metcalf – Director, Facilities Management and Planning
Christine Ohl-Gigliotti – Dean, Student Services
Carol Rothstein – Director, Instructional Support Services
Barbara Roulette – Recording Secretary
Dawn Schoenenberger – Director, Developmental Education and Adult Literacy Services

Call To Order

Chair Cushwa presided and convened the regular meeting at 11:45 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

1:01 pm. In closed session, the Trustees discussed two (2) financial strategies. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Patricia Cushwa, Paula Lampton, Gregory Snook, and John Williamson. President Guy Altieri and Executive Director Crawford were also present.

Approval of Minutes (May 23, 2017 Regular and Closed Session) (ACTION)

Mr. Abraham moved to approve the May 23, 2017 regular and closed meeting minutes as submitted. Mr. Snook seconded, and the motion carried by unanimous vote.

Reports from Campus Groups

Student Government Association

There was no report from the SGA this month.

Faculty Assembly

There was no report from Faculty Assembly.

President's Report

Board Briefing Summary

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

Promise Pathway Program Summer Bridge Program

Dr. Altieri discussed the Promise Pathway Program Summer Bridge program. He pointed out some of the highlighted events as those the trustees might be interested in attending.

MACC Board of Directors' Meeting, June 22, 2016

The MACC Board of Directors' meeting is scheduled for June 21, 2017, 2:00 – 4:00 pm. Trustee Williamson and President Altieri are scheduled to attend.

AACC Community College Federal Legislative Priorities

President Altieri briefly discussed the legislative priorities for the AACC.

“Dual enrollment by state: who is responsible for paying tuition?”

The trustees reviewed a map of the United States showing the various ways in which states handle the question of payment for dual enrollments.

Monthly and Special Reports

Personnel Recommendation for June 2017 (ACTION)

Mr. Snook moved to approve the personnel recommendations for June 2017 as submitted. Mr. Abraham seconded, and the motion carried by unanimous vote.

President Altieri's Contract (ACTION)

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

Financial Report as of May 31, 2017 (ACTION)

Chair Cushwa dispensed with formal presentation of the financial report. Mr. Snook moved to accept the financial report as of May 31, 2017 as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

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 since the prison population is included in the County census. Continuing Education and Workforce Development recently added a Drivers' Education course in Spanish.

Conversion of Robinwood Center to the Facilities Management and Operations Building

Director Metcalf discussed the conversion of the Robinwood Center to the Facilities Management and Operations Building at a cost of \$130,000. The trustees felt that strategic landscaping could be used to make this building unobtrusive to those entering the campus, since the building is located in the front along the Loop Road. They were supportive of this planned move of the facilities department.

Community Colleges of Appalachia Award to the Learning Support Center

Director Schoenenberger discussed the CCA award won by the Learning Support Center. The award was presented at the CCA annual convention.

Old Business

Finalize Board Meeting Dates for FY18, Revision of Policy 5070 Award of Emeritus, and Revision of Policy 5019 Retiree Health Benefits (ACTION)

Mr. Snook moved to approve the three recommendations as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote. Mr. Abraham suggested that in the Emeritus Policy, the

proposed clause be edited for each specific group, and that the reference to the trustee's executive committee be changed to the Board Chair, the Vice Chair, and the Immediate Past Chair. In the Retiree Health Benefits Policy, he suggested that the retiree contribution percentages be included. Mr. Abraham moved to approve the policies as amended. Mr. Snook seconded, and the motion carried by unanimous vote.

New Business

Loans and Cash Advances Policy, Revision of Policy 8071 Sexual Assault, and Funding for Robinwood Center Conversion to Facilities Management and Operations Building (ACTION)

Dean Ohl-Gigliotti explained the proposed terminology change from sexual assault to sexual misconduct. Mr. Snook asked if this change complied with state law. Dean Ohl-Gigliotti will verify and the follow up will be included at the September Board meeting. Mr. Snook moved to approve the three recommendations as submitted. Ms. Lampton seconded, and the motion carried by unanimous vote.

Heroin and Opioid Policy (ACTION)

Mr. Snook asked if the policy would include staff and visitors to the college, and should the policy include a phrase about a responder calling 911? Dean Ohl-Gigliotti said that the policy was written to comply with the recent legislation passed by the Maryland legislature, and thus focused on students. Some of the language in the policy was lifted directly from the legislation. Additional research will be reported at the September Board meeting. Mr. Abraham suggested the final sentence holding the responder harmless should include the phrase, "per state law." Ms. Lampton moved to approve the policy as amended. Mr. Abraham 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 FY18. Trustee Brooks nominated Austin Abraham as candidate for Board Chair. Mr. Snook moved to close the nominations. Ms. Lampton seconded, and the motion carried by unanimous vote. Trustee Brooks nominated John Williamson for Vice-Chair. Mr. Snook moved to close the nominations. Ms. Lampton seconded, and the motion carried by unanimous vote. Mr. Abraham and Mr. Williamson 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 2:40 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 19, 2017 in the Administration and Student Affairs building Board Room beginning at 11:30 am.

Respectfully submitted,

Guy Altieri, Ed.D.
President/Secretary

GA/bwr